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Banner Student Self-Service
User Guide

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Application Overview

Welcome to the *Banner Student Self-Service User Guide*. This manual provides information needed by the staff members who support your Student Self-Service product, including operations personnel, DBAs, programmer analysts, systems analysts, and other technical specialists. Staff members should be familiar with the hardware system in use at your site and all should have a basic understanding of Oracle products.

This chapter covers the following topics:

- "How to Use This Manual" on page 30
- "Accessibility" on page 32
- "Cascading Style Sheets" on page 33
- "Baseline and Local Records" on page 34
- "Information Text" on page 34
- "Functionality" on page 35
- "Access the Secure Area" on page 37
- "Static Display of Information" on page 39
- "Long Titles" on page 40
- "Long Descriptions" on page 41

How to Use This Manual

This manual is organized into the following chapters.

- This chapter provides a summary of the functions of the Banner Student Self-Service application, procedures for accessing the application, and a procedure that must be followed before you begin to implement and use the application at your institution.
- "Course Catalog" on page 44, covers setting up and using your course catalog on the Web.
- "Class Schedule" on page 71, covers setting up and using your class schedule on the Web.
- "Prospect Self-Service" on page 92, explains how prospective students can submit information to your institution.
- "Admissions Self-Service" on page 106, covers setting up and using the Admissions Self-Service module within Student Self-Service.

- "Registration" on page 240, covers setting up and using Web registration functions, including how students can add and drop classes, look up classes to add, change class options, view their schedules, and more via the Web.
- "Student Records" on page 366, covers setting up and using Web student records functions, including how students can view their:
  - academic and other student records
  - holds that may exist on their records
  - grades
  - unofficial academic transcripts

  They can also run new or view existing degree evaluations (compliances).
- "Student Account" on page 512, covers student account records.

Note: Effective with the 8.0 release of Banner Student Self-Service, Banner Financial Aid Self-Service is a stand-alone product. The chapter covering the Financial Aid Self-Service pages has been removed from this manual. Refer to the *Banner Financial Aid Self-Service User Guide* for information about that product.

Web Page Descriptions

Each Web page that is part of Banner Student Self-Service is described in this manual. The description includes:

- Text explaining the page's use
- List of field descriptions, including, when applicable, where in Banner the information comes from
- Setup requirements for the page, which can be helpful in troubleshooting
- List of which items, if any, update Banner and what in Banner is updated
- List of links to other Web pages, which explains how each hypertext link on the page works
- List of buttons on the page, which explains how each button on the page works
- List of menus in the application that have links to the page
- List of other pages in the application that have links to the page

This information is provided to help you decide how to use the Web pages at your institution.

Note: Package.procedure names (the HTML name associated with the page) are included, because they are unique names that do not change regardless of what modifications your institution makes to the product.

The package.procedure name can be used as a common reference name or a way to double check that you are working with the correct page.

Related Documentation

In addition to the *Banner Student Self-Service User Guide*, the following documentation supports your work with Banner Student Self-Service:

- *Banner Student User Guide*
- *Banner Web General User Guide*
- *Banner Web Tailor User Guide*
- *Payment Processor Connection Handbook*

Accessibility

Banner Web pages have been designed to be accessible for all of our users. The goal is to make Banner Web content understandable and navigable for any individual who uses adaptive technology such as screen readers and screen enlargers. This includes not only making the language clear and simple, but also providing easy steps to complete a user task and designing mechanisms for navigating within and between pages. Providing navigation features and orientation information in pages maximizes accessibility and usability.

As a part of the Web UI and accessibility functionality, the look and feel settings previously found in Web Tailor are in Cascading Style Sheets (CSS). By providing more CSS in Web Tailor, institutions can customize and manage self-service products at their institution.

The benefits of this are:

- Improved usability for all constituents, including the disabled
- A more flexible user interface with greater ability to customize the “look and feel” to meet institutional needs
- Greater extensibility for local modifications due to increased use of industry standards, including W3C guidelines
- An improved foundation for future changes in Web technology

Note: For a detailed listing of the features used with User Interface and Accessibility, refer to the *Banner Web General User Guide*.

Compatibility with Accessibility Aids

Self-service products are compatible with the following screen reader:

Freedom Scientific JAWS 11 and higher for Windows

http://www.freedomscientific.com/index.html

Screen readers provide information to users via a recorded voice that speaks the words that appear on the screen.

Note: For more information about accessibility aids for self-service Internet applications, see the “Technical Basics” chapter in the *Banner Web Tailor User Guide*.

Cascading Style Sheets

To increase the control your institution has over its Web pages, Banner Student Self-Service uses Cascading Style Sheets (CSS). Style sheets describe how documents are presented on screens and in print, and can even specify how abbreviations are pronounced by screen readers. Also, they tend to result in highly-structured Web pages, which lend themselves to speech synthesizers.

Note: All page display settings are controlled using Cascading Style Sheets.

CSS Basics

Cascading Style Sheets (CSS) were created by the World Wide Web Consortium to introduce more consistency and structure into Web pages. Using CSSs allows Web developers to create a set of styles then apply them to all of their Web pages uniformly. If a developer changes a style on the style sheet, all the Web pages that use that style are updated.

Styles can affect all parts of a Web page including:

- Headers
- Tables
- Fonts
- Font size
- Font color
- Graphics (that is, bullets, images used with error messages, etc.)

Note: Style sheets can only be used with HTML 4.0. Earlier versions of HTML do not support them.

Using CSS technology lets you separate the content of your Web pages from their structure and their presentation.

Note: For more information about CSS, Style Sheets and Banner Web products, and support for CSS technology, see the *Banner Web General User Guide*.

Baseline and Local Records

The delivered menus, roles, menu items, and Information Text are separated into two categories: baseline and local. Baseline records are shipped and should not be modified in any way. Local records can be created and modified by clients and will never be overwritten by release updates. This allows clients to customize Information Text and menus as desired without losing anything during upgrades, and still allows new items to be shipped.

When the system attempts to display an item, it first looks for a local record and, if found, uses that record. If a local record is not found, it displays the baseline record.

In order to accomplish this, a Source Indicator field is used on the TWGBWMNU, TWGRWMRL, TWGRMENU, and TWGRINFO tables. Baseline rows contain a B, and local rows contain an L. During the upgrade, all existing rows had the SOURCE_IND column populated with a B.

Note: For more information about Web menus and procedures and their associated roles, including viewing, updating, and deleting them, see the *Banner Web General User Guide*.

Information Text

To make the user interface (UI) easier to use, the delivered Information Text (Info Text) has been modified to improve its clarity and readability. Info Text is the text that appears on each form to describe it and explain how it works.

The Info Text that has been provided is the default text. You can customize it for your institution.

Note: For more information about Information Text, including viewing, adding, and deleting it, see the *Banner Web General User Guide*.

Help Messages

A system of help messages is now stored as Info Text with the label HELP. It was originally stored in the Banner Web products in static HTML files. By changing it into Info Text, it is much more easy for non-technical users to customize and maintain.

Note: The static HTML help system will continue to be supported. It was modified to conform to the same accessibility standards as Info Text.

As with all other delivered rows, Info Text Help records are stored in Web Tailor as baseline. Info Text rows created by your institution using Web Tailor are stored as local. You cannot modify baseline rows. Info Text that is stored as local is displayed first. If there are no rows stored as local, the baseline rows are displayed. This ensures that your institution's custom help is not overwritten with each Banner upgrade.

This help is displayed when the user selects the **Help** link in the upper right-hand corner of the Web page. The help text appears in a new window, and includes an **Exit** link at the bottom of each window.

A CSS is provided for global-level help, `web_defaulthelp.css`, which is used in addition to the CSS defined for that page.

This style sheet is present at all times in addition to the CSS defined for the application pages. It defines any additional styles necessary to present help text to the user.

Note: For additional technical information about Help messages, including creating and modifying help and setting up a CSS for help, see the *Banner Web General User Guide*.

Functionality

Banner Student Self-Service allows students to view, update, and print records from the Banner Student database using Web technology. It also provides a Web interface for prospective students to use in order to apply for admission and to review the course catalog and class schedule. Hypertext capabilities provide easy navigation through the Web pages, including complex transactions such as submitting admissions applications and registering for classes.

Banner Student Self-Service is flexible, allowing an institution to use all or a customized selection of the delivered functions. Banner Student Self-Service is delivered with the following functions.

Public Access

The following functions are available from the public access area of the Home Page.

Prospective Students

Prospective students can use Prospect Self-Service to complete a customized form for their specified prospect type (undergraduate, graduate, etc.).

For more information, see "Prospect Self-Service" on page 92.

Apply for Admission

Students and prospects can use Admissions Self-Service to complete an electronic application for admission and check the status of submitted applications. The administrative staff controls the transfer of Web-received application information to the regular Banner application tables. After the data is transferred, standard application processing takes place.

For more information, see "Admissions Self-Service" on page 106.

Campus Directory

The Campus Directory provides contact information for campus employees.

Course Catalog

The Course Catalog provides a listing of all of your courses for a selected term. Students and prospects can learn what courses are offered and can access course descriptions and prerequisites.

For more information, see "Course Catalog" on page 44.

Class Schedule

The Class Schedule provides a listing of classes scheduled for the selected term. Students and prospects can access information about scheduled classes, including course descriptions, prerequisites and other requirements, instructors, and locations.

For more information, see "Class Schedule" on page 71.

Secure Area

Students can use the Web for many administrative functions that traditionally required your institution's full-time staff during scheduled office hours. Because these options put the student in direct touch with information on record in the Banner Student database, the

student must enter a valid Banner ID and personal identification number (PIN) to access these functions.

The following functions are available in the secure area of Student Self-Service.

Admissions

Students can complete an application for admission and check the status of existing applications.

For more information, see “Admissions Self-Service” on page 106.

Registration

Students can use the Web for registration, including adding/dropping classes, looking up classes to add, changing class options, viewing student schedule in detail or by day and time, viewing fee assessment, and viewing withdrawal information.

For more information, see “Registration” on page 240.

Student Records

Students can use the Web to access their records, including holds, grades, academic transcripts, and accounts. Students can also access CAPP (Curriculum, Advising and Program Planning) through the Web, where they can request, review and print degree evaluations (compliances) for their existing curricula or perform a what-if analyses.

For more information, see “Student Records” on page 366.

Student Account

Students can use the Web to access their accounts.

For more information, see “Student Account” on page 512.

Access the Secure Area

This section includes the following procedures for accessing the secure area of Student Self-Service:

- “Log In” on page 38
- “Forgotten PIN” on page 38
- “Audit User ID” on page 39

Log In

1. The student selects the **Enter Secure Area** link on the home page.

   The system displays the login page.

2. The student enters his or her Banner ID in the **User ID** field and PIN in the **PIN** field.

   Note: IDs and passwords are maintained on the Third Party Access Audit Form (GOATPAD) and the Third Party Access Form (GOATPAC).

3. The student selects the **Login** button.

   The system displays the Main Menu.

4. To access Student Self-Service, the student selects the **Student & Financial Aid** link.

   The system displays the Student & Financial Aid menu.

Forgotten PIN

If a student has forgotten his or her PIN, the system provides a means by which the student can log in.

When a student logs in to Banner Student Self-Service for the first time, the system prompts him or her to supply a security question and answer. This information is then used if the student later forgets his or her PIN. To change the security question and answer, the student can select the **Change Security Question** link on the Personal Information menu.

1. The student selects the **Enter Secure Area** link on the home page.

   The system displays the login page.

2. The student enters his or her Banner ID in the **User ID** field, then selects the **Forgot PIN** button.

   The system displays the Security Answer page with the student's user ID and security question displayed.

3. The student enters the answer to the security question in the **Answer** field, then selects the **Submit Answer** button.

   The system displays a page for the student to reset his or her PIN.

4. The student enters the new PIN in the **New PIN** field, then reenters the same PIN in the **Re-enter New PIN** field.

5. The student selects the **Reset PIN** button.

   The system displays the Main Menu.

6. To access Student Self-Service, the student selects the **Student** link.

   The system displays the Student and Financial Aid menu.

Audit User ID

You can use Banner Web Tailor to capture and store the Banner user ID of the user making changes to records in Banner Self-Service pages. This allows objects that are used by Self-Service but that do not call Self-Service packages to access the Banner user ID. You can also audit the data and find out which Banner user made a specific change to the record.

Use the AUDITUSERID Web Tailor parameter to capture and record the user's Banner ID. When the AUDITUSERID parameter is set to BANNERID, the user's Banner ID will be captured by the gokesls.f_get_ssb_id_context function according to the rules below.

1. If the user is logged in with an Oracle ID that is not the WEBUSER-specified ID, then that ID is captured and preceded by W:—for example, W:SAISUSR.
2. If the user is logged in as the WEBUSER-specified ID, and the user has a GOBEACC record, then the user's logon Oracle ID is captured (again preceded by W:).
3. If there is no GOBEACC record, the user's SPRIDEN ID is captured (again preceded by W:).
4. If no SPRIDEN ID exists, then the WEBUSER-specified ID is captured (again preceded by W:).

   In any case, the W: indicates that the record was updated by a Self-Service user. A WS: prefix indicates that the user was a non-secured Student user.

Static Display of Information

The following information is displayed on all pages:

- ID and name
- Term description or date range/range of terms
- System date and time

For example:

123456789 Oliver Skar
Spring 2003 (200333)
March 21, 2003 08:01 pm

This is controlled by the style sheet and creates a place where the user can easily see the period of time to which the information being accessed is referring, the system date and time, and the ID and name to ensure he or she is correctly logged in.

Long Titles

Your institution can enter long course and section titles (up to 100 characters) in Banner and choose to have them displayed on the Web. Titles can entered on the following forms:

- Basic Course Information Form (SCACRSE) (base course title, required)
- Course Syllabus Form (SCASYLB) (long course title, optional)
- Schedule Form (SSASECT) (modified section title, optional)
- Section Syllabus Form (SSASYLB) (long section title, optional)

If you want to display long titles on the Web, you must take the following actions in the Web Display Controls window of the Term Control Form (SOATERM).

- To display long course titles, select the **Display Long Course Title** checkbox.
- To display long section titles, select the **Display Long Section Title** checkbox.

To determine which title to display on the Web, the system follows a complex hierarchy. The following steps describe the hierarchy for titles in detail.

Course Catalog Pages

1. If the **Display Long Course Title** checkbox on SOATERM is *cleared*, the base course title in the **Course Title** field of SCACRSE is displayed.
2. If the **Display Long Course Title** checkbox on SOATERM is *selected*, the system checks SCASYLB.
   - If a title is entered in the Long Course Title block on SCASYLB, the long course title is displayed.
   - If a title is *not* entered in the Long Course Title block on SCASYLB, the base course title from SCACRSE is displayed.

Class Schedule and Registration Pages

1. The system determines whether the **Display Long Section Title** checkbox on SOATERM is selected.
   - If it is selected, processing continues with step 2.
   - If it is cleared, processing continues with step 3.
2. If the **Display Long Section Title** checkbox on SOATERM is selected, the system checks SSASYLB.
   - If a long title exists in the Section Long Title block of SSASYLB, the long section title is displayed.
   - If a long title does not exist in the Section Long Title block of SSASYLB, processing continues with step 3.
3. The system checks SSASECT.

- If the title in the field to the right of the **Crse Number** field on SSASECT has been modified from the base course title (on SCACRSE), the modified section title is displayed.
- If the title on SSASECT has *not* been modified, the system proceeds to step 4.

4. The system checks SOATERM.
   - If the **Display Long Course Title** checkbox is cleared, the base course title from SCACRSE is displayed.
   - If the **Display Long Course Title** checkbox is selected, the system proceeds to step 5.
5. The system checks SCASYLB.
   - If a long title exists in the Long Course Title block of SCASYLB, the long course title is displayed.
   - If a title is *not* entered in the Long Course Title block on SCASYLB, the base course title from SCACRSE is displayed.

Long Descriptions

Your institution can enter long course and section descriptions in Banner and choose to have them displayed on the Web. Descriptions can entered on the following forms:

- Course Detail Information Form (SCADETL) (long course description, optional)
- Schedule Form (SSASECT) (modified section description, optional)
- Section Comment Form (SSATEXT) (long section description, optional)

If you want to display long course or section descriptions on the Web, you must take the following actions in the Web Display Controls window of the Term Control Form (SOATERM).

- To display long course descriptions, select the **Display Long Course Description** checkbox.
- To display long section descriptions, select the **Display Long Section Description** checkbox.

To determine which description to display on the Web, the system follows a complex hierarchy. The following steps describe the hierarchy for descriptions in detail.

Course Catalog Pages

1. If the **Display Long Course Description** checkbox on SOATERM is cleared, the course description from SCADETL is displayed.
2. If the **Display Long Course Description** checkbox on SOATERM is selected, the system checks SCADETL.

- If a description is entered in the Course Description block on SCADETL, the long course description is displayed.
- If a description is not entered in the Course Description block on SCADETL, the system checks for a course description in Course Text block.
- If a description is entered in the Course Text block on SCADETL, the description is displayed.
- If description is not entered in the Course Text block on SCADETL, none is displayed.

Class Schedule and Registration Pages

1. The system determines whether the **Display Long Section Description** checkbox on SOATERM is selected.
   - If it is selected, processing continues with step 2.
   - If it is cleared, processing continues with step 3.
2. If the **Display Long Section Description** checkbox on SOATERM is selected, the system checks SSATEXT.
   - If a long description exists in the Section Long Text block of SSATEXT, the long section description is displayed.
   - If a long description does not exist in the Section Long Text block of SSATEXT, the system checks for a description in the Section Text block.
   - If a description is entered in the Section Text block on SSATEXT, the description is displayed.
   - If description is not entered in the Section Text block on SSATEXT, the system checks SSASECT.
3. When the system checks SSASECT, the following occurs.
   - If the description on SSASECT has been modified from the base course description (on SCACRSE), the modified section description is displayed.
   - If the description on SSASECT has not been modified, the system proceeds to step 4.
4. The system checks SOATERM.
   - If the **Display Long Course Description** checkbox is cleared, the course description from SCADETL is displayed.
   - If the **Display Long Course Description** checkbox is selected, the system proceeds to step 5.
5. The system checks SCADETL.
   - If a long description exists in the Course Description block of SCADETL, the long course description is displayed.
   - If a description is not entered in the Course Description block on SCADETL, the system checks for a course description in Course Text block.

- If a description is entered in the Course Text block on SCADETL, the description is displayed.
- If description is not entered in the Course Text block on SCADETL, none is displayed.

Course Catalog

The Course Catalog provides access to your institution's course catalog via the Internet. You can specify one or multiple terms to be available for viewing on the Web.

The course catalog can display basic course information, such as credits, course description, prerequisites, and corequisites.

You can do the following in the Course Catalog module:

- Create a rudimentary syllabus (made up of student learning objectives, required materials for the course, and technical requirements) in baseline and view the details in Self-Service.
- Use an expanded course title (up to 100 characters)
- Use long course descriptions
- Store the URL for course content (baseline only)
- Search for courses based on criteria other than term
- Define instructional methods for courses (baseline only)
- Specify the duration of the course (the amount of time to be given to the student to complete the course) for the course and section levels to determine the expected course completion date for the student (baseline only)
- Create a single course for both traditional and open learning class offerings. The delivery method of the course is established when the individual section records are created

These features support both traditional and open learning courses.

Note: The primary way that the system recognizes an open learning course is that no part of term is associated with it.

The information in the Course Catalog Web pages is dynamic, which means that the data is extracted directly from the database.

This chapter contains the following sections:

- "Course Catalog Web Pages" on page 45, which provides details about each Web page in the course catalog
- "Set Up the Course Catalog" on page 61, which provides detailed steps for setting up your course catalog for display on the Web
- "Use the Course Catalog" on page 68, which provides step-by-step procedures

Course Catalog Web Pages

The following Web pages compose the Banner Student Self-Service Course Catalog:

- "Catalog Term (bwckctlg.p_disp_dyn_ctlg)" on page 45
- "Search for Courses (bwckctlg.p_disp_cat_term_date)" on page 46
- "Catalog Entries (bwckctlg.p_display_courses)" on page 50
- "Detailed Course Information (bwckctlg.p_disp_course_detail)" on page 53
- "Syllabus Information (bwckctlg.p_disp_catalog_syllabus)" on page 55
- "Bookstore Information (bwckbook.site)" on page 56

Catalog Term (bwckctlg.p_disp_dyn_ctlg)

This page allows the user to choose which term's catalog to be viewed.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Term	Terms from which the user can choose for display on the Web.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	In the Web Processing Controls window, select the **Web Catalog Term** checkbox.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page does not have links to other Web pages.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Goes to the Search for Courses page (`bwckctlg.p_disp_cat_term_date`).

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Home page	N/A
Student Records Menu	`bmenu.P_AdminMnu`

Search for Courses (bwckctlg.p_disp_cat_term_date)

On the Search for Courses page, the user chooses from a variety of options to narrow his or her search for courses.

At a minimum, the user must select a subject. The search results are displayed on the Catalog Entries page (`bwckctlg.p_display_courses`).

Users can search the unsecured Class Schedule by part-of-term, which is not restricted by having an active registration status code.

The following are the criteria for which part-of-term codes are displayed:

- Sections in SSBSECT for the part-of-term and term/term range
- Part-of-term defined for validation table STVPTRM on the Web Display List Customization Form (SOAWDSP)
- **Web Indicator** checkbox selected on STVRSTS for registration status code `RW`
- Current date is within the range specified for registration status code `RW` on SFARSTS

If a user performs a search for open learning classes, no part-of-term codes are selected.

Your institution can restrict the searchable fields displayed on this page using the Web Processing Controls and Web Display Controls windows of the Term Control Form (SOATERM).

Your institution can also restrict the values that are populated in the pulldown lists using the Web Display List Customization Form (SOAWDSP).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Subject	Course subjects from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
Course Number Range	First and last course numbers of a range for which the user wants to view classes. The user can enter up to five digits or use the wildcard character (%) (that is, a search for 2% retrieves all course numbers beginning with 2).
Title	Short course name. The user can enter up to 30 characters or use the wildcard character (%) (that is, a search for %introduction% retrieves all courses with the word “introduction” in the title).
Level	Level of courses from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
Schedule Type	Schedule types from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
College	Colleges from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
Division	Divisions from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).

Item	Description/Source Information
Department	Departments from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
Credit Range	Range of credit hours for which the user wants to view classes. (For example, this could be used if a student cannot take more than a particular amount of credits.)
Course Attribute	Course attributes from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values). This pulldown list is displayed only if the **Search by Course Attribute** checkbox on the Web Display Control window of SOATERM is selected. The values in the pulldown list come from SOAWDSP. Only the validation code descriptions are displayed. The first entry in the selection list is `All`, which is used to search for all values.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Subject Code Validation Form (STVSUBJ)	Select the **Web Ind** checkbox for each subject you want displayed on the Web.
Web Display List Customization Form (SOAWDSP)	Specify which validation codes are to be displayed on the Web for the following validation tables: • Level Code Validation (STVLEVL) • Schedule Type Code Validation (STVSCHD) • College Code Validation (STVCOLL) • Division Code Validation (STVDIVS) • Department Code Validation (STVDEPT) • Attribute Validation (STVATTR)

Item	Description
Term Control Form (SOATERM)	Catalog Search Controls section of the Web Display Controls window: • To include levels, select the **Search by Level** checkbox. • To include schedule type, select the **Search by Schedule Type** checkbox. • To include colleges, select the **Search by College** checkbox. • To include divisions, select the **Search by Division** checkbox. • To include departments, select the **Search by Department** checkbox. • To include courses, select the **Search by Course Attribute** checkbox. Course attributes are displayed with the search results regardless of whether the user can search on course attributes. • If you want to allow the search and display of long course titles (which are defined on the Course Syllabus Form [SCASYLB]), select the **Display Long Course Title** checkbox. • If you want to allow the search and display of long course descriptions (which are defined on the Course Detail Information Form [SCADETL]), select the **Display Long Course Description** checkbox.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page does not have links to other Web pages.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Get Courses	Goes to the Catalog Entries page (`bwckctlg.p_display_courses`).
Reset	Deletes the choices the user has made and returns to the default settings.

Web Menus With Links to This Page

No menus have links to this page.

Catalog Entries (bwckctlg.p_display_courses)

The Catalog Entries page displays the courses and related information found using the search criteria specified by the users on the Search for Courses page (`bwckctlg.p_disp_cat_term_date`). This information is in summary format and do not include registration requirements (that is, prerequisites and corequisites) and restrictions. The page can display the long course title as well as the long course description.

The system uses the effective term in the Schedule Type block of the Basic Course Information Form (SCACRSE) to determine the schedule type(s) to be displayed based on the term selected to access the Web course catalog.

If the user selected more than 333 subjects, the system displays the following message (where *AAA* represents the first subject selected, and *MMM* represents the 333rd subject): *You have selected too many subjects. Results for this search include only subjects AAA through MMM*.

If no courses meet the user's search criteria, the message *No courses were found that meet your search criteria* is displayed.

You can select the link for the course title and number to display the Detailed Course Information page (`bwckctlg.p_disp_course_detail`).

You can use the **Bookstore(change me)** link to access the Bookstore Information page (`bwckbook.site`). This page displays links to internal and/or external bookstores where you can look up materials for the course/section.

You can use the **Syllabus Available** link to access the Syllabus Information page (`bwckctlg.p_disp_catalog_syllabus`) and view course details such as the long course title, course description, term, URL, learning objectives, technical requirements, and required materials.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Course title	Subject code, course number, and course title, concatenated and displayed as a hyperlink to the Detailed Course Information page. If the course status is `Cancelled`, `Inactive`, or `Pending`, the title is not displayed as a hyperlink.

Item	Description/Source Information
Course description	Description associated with the course.
Credit Hours or Continuing Education Units	Number of credit hours or continuing education units (as applicable) for the course.
Levels	Levels associated with the course.
Schedule Types	Schedule types associated with the course. The schedule type is displayed as a hyperlink to the Class Schedule Listing page for the class, if available.
College	College associated with the course.
Division	Division associated with the course.
Department	Department associated with the course.
Course Attributes	Degree attributes associated with the course.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	If you want to have the long course title displayed on the Web, select the **Display Long Course Title** checkbox for the associated term. If you want to have the long course description displayed on the Web, select the **Display Long Course Description** checkbox for the associated term.
Web Tailor Information Text	Use the Web Tailor internal routine, `bwckctlg.catalog_label_text`, to make any of the following changes to the data elements on this page. • If you want to change the prefix or suffix (field labels), modify the desired value. • If you want a data element to be suppressed (that is, not displayed), delete the values for *both* the prefix *and* the suffix values for the relevant data element. • If you want to change the text of the link to the sections, modify the `SECTIONS` label. Refer to "Set Up the Course Catalog" on page 61 for procedures for performing these tasks.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Course title and number	Goes to the Detailed Course Information page (`bwckctlg.p_disp_course_detail`).
Syllabus Available	Goes to the Syllabus Information page (`bwckctlg.p_disp_catalog_syllabus`) where you can view course syllabus details.
Bookstore(change me)	Goes to Bookstore Information page (`bwckbook.site`) where you can link to a bookstore to query materials for the course/ section.
Schedule type	If displayed as a hyperlink, goes to the Class Schedule Listing page (`bwckctlg.p_disp_listcrse`).
All Sections for this Course	Goes to the Class Schedule Listing page (`bwckctlg.p_disp_listcrse`) This link is displayed only if more than one section has been defined for the course for the selected term.
Return to Previous	Goes to the Search for Courses page (`bwckctlg.p_disp_cat_term_date`).
New Search	Goes to the Catalog Term page (`bwckctlg.p_disp_dyn_ctlg`).
XML Extract	Redisplays the page in XML format. The XML data can then be saved to the user's desktop for a variety of purposes.

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Detailed Course Information (bwckctlg.p_disp_course_detail)

The Detailed Course Information page displays information about the course selected by the user on the Catalog Entries page (`bwckctlg.p_display_courses`). The information includes registration restrictions, prerequisite and corequisite courses, and the basic information that appears on the Catalog Entries page.

You can select the schedule type to find available classes for the course if a section has been set up.

You can use the **Bookstore(change me)** link to access the Bookstore Information page (`bwckbook.site`). This page displays links to internal and/or external bookstores where you can look up materials for the course/section.

Item	Description/Source Information
Course title	Subject code, course number, and course title, concatenated.
Course description	Description associated with the course.
Credit Hours or Continuing Education Units	Number of credit hours or continuing education units (as applicable) for the course.
Levels	Levels associated with the course.
Schedule Types	Schedule types associated with the course. The schedule type is displayed as a hyperlink to the Class Schedule Listing page for the class, if available.
College	College associated with the course.
Division	Division associated with the course.
Department	Department associated with the course.
Course Attributes	Degree attributes associated with the course.
Restrictions	Registration restrictions for the course.
Corequisites	Course(s) in which the student must register concurrent with this one. The course number is a hyperlink to the Catalog Entries page for the corequisite course.
Prerequisites	Prerequisites that the student must have successfully completed to register in this one. If the prerequisite is a course, the course number is a hyperlink to the Catalog Entries page for the prerequisite course.
CAPP Prerequisites	CAPP prerequisites that the student must have successfully completed to register in this one. If the prerequisite is a course, the course number is a hyperlink to the Catalog Entries page for the prerequisite course.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	If you want to have the long course title displayed on the Web, select the **Display Long Course Title** checkbox. If you want to have the long course description displayed on the Web, select the **Display Long Course Description** checkbox.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Bookstore(change me)	Goes to Bookstore Information page (`bwckbook.site`) where you can link to a bookstore to query materials for the course/ section.
Schedule type	Goes to the Class Schedule Listing page (`bwckschd.p_get_crse_unsec`).
Return to Previous	Goes to the Catalog Entries page (`bwckctlg.p_display_courses`).
New Search	Goes to the Catalog Term page (`bwckctlg.p_disp_dyn_ctlg`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Syllabus Information (bwckctlg.p_disp_catalog_syllabus)

This page is used to display syllabus information for a course selected from the Catalog Entries page (`bwckctlg.p_display_courses`) after a course search has been performed. The information displayed comes from the Course Syllabus Form (SCASYLB).

This page is displayed using the **Syllabus Available** link on the Catalog Entries page (`bwckctlg.p_display_courses`). The link is displayed in the course information when syllabus information exists for a course.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Course	Subject, course number, and title.
Associated Term	Term description and code.
Learning Objectives	Learning objectives for the course.
Required Materials	Required materials for the course.
Technical Requirements	Technical requirements for the course.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	If you want to have the long course title displayed on the Web, select the **Display Long Course Title** checkbox for the associated term. If you want to have the long course description displayed on the Web, select the **Display Long Course Description** checkbox for the associated term.
Course Syllabus Form (SCASYLB)	Enter course syllabus information (long course title, URL, learning objectives, technical requirements and/or required materials) associated with a subject and term for display on the Web.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Previous	Goes to the Catalog Entries page (`bwckctlg.p_display_courses`)
New Search	Goes to the Catalog Term page (`bwckctlg.p_disp_dyn_ctlg`)

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Bookstore Information (bwckbook.site)

The Bookstore Information page is used to query and display bookstore materials for selected courses in the Catalog and Schedule modules in Self-Service. It displays links to bookstores chosen by your institution.

This page can be accessed using the **Bookstore(change me)** link from the following pages:

- Catalog Entries page (`bwckctlg.p_display_courses`)
- Detailed Course Information page (`bwckctlg.p_disp_course_detail`)
- Class Schedule Listing page (`bwckctlg.p_disp_listcrse` or `bwckschd.p_get_crse_unsec`)
- Detailed Class Information page (`bwckschd.p_disp_detail_sched`)

This page is a shell Web page. It is a partial solution for accessing bookstore information and that must be completed by your institution to access the bookstore providers of your choice. The page contains coded examples of how to link your institution to a bookstore provider. Links on this page that you create will indicate that students should proceed to

one or more specific Websites to access the bookstore information. The sample code is show below.

Sample links are provided, such as:

Proceed to the Follett WebSite for Books (example; change me).

Here is the sample code you can use to finish the Web page at your institution.

- Example 1 is a URL example.
- Example 2 is a Form Submit example.
- Example 3 is for multi-campus institutions.

Note: No further changes will be made to these examples. If Follett's requirements change in the future, it will be the institution's responsibility to modify the code.

Note: The `lv_ext_url_txt` code appears twice in the code below to show two sample links. Your developer can remove the link that is not needed.

Example 1 - URL

```
--
-- START BOOKSTORE.  Your code goes here.
--
-- EXAMPLE 1 :  URL Example.
--
-- The example uses Follett example; if using them for bookstore, they
should provide you with a bookstore ID number.
--
lv_id := '123456';
--
-- The URL for the bookstore is customizable via WebTailor;  Allows
   end user to change link text without recompiling.
--
IF BOOKSTORE_URL_TXT IS NOT NULL THEN
   lv_ext_url_txt := BOOKSTORE_URL_TXT;
END IF;

twbkfrmt.P_PrintText (
   twbkfrmt.f_printanchor (
      curl    => twbkfrmt.f_encodeurl (
             'http://www.bkstr.com/webapp/wcs/stores/servlet/
             booklookServlet' ||
             '?bookstore_id-1=' ||
             twbkfrmt.f_encode (lv_id) ||
```

```
            '&term_id-1=' ||
            twbkfrmt.f_encode (p_term_in) ||
            '&div-1=&dept-1=' ||
            twbkfrmt.f_encode (p_subj_in) ||
            '&course-1=' ||
            twbkfrmt.f_encode(p_crse_numb_in) ||
            '&section-1=' ||
            twbkfrmt.f_encode (p_seq_in)
         ),
      ctext   =>G$_NLS.FormatMsg('x',
            'SQL',
            lv_ext_url_txt
         ),
      ctarget => '_blank'
   )
);
--
-- END EXAMPLE1
--
HTP.br;
HTP.br;
```

Example 2 - Form Submit

```
--
-- EXAMPLE 2 : Form Submit Example.
--
HTP.formopen('http://www.bkstr.com/webapp/wcs/stores/servlet/
booklookServlet', 'POST', cattributes=>'NAME="BOOK"');
   twbkfrmt.P_FormHidden ('bookstore_id-1','123456');
   twbkfrmt.p_FormHidden ('term_id-1',p_term_in);
   twbkfrmt.P_FormHidden ('crn-1',p_crse_numb_in);

   twbkfrmt.p_tabledataopen;
      twbkfrmt.p_tabledata(
         twbkfrmt.f_printtext(

twbkfrmt.f_PrintAnchor(twbkfrmt.f_encodeurl('http://www.bkstr.com/
            webapp/wcs/stores/servlet/booklookServlet'),
            ctext =>G$_NLS.FormatMsg('x', 'SQL',
            lv_ext_url_txt),
            cattributes => 'OnClick="javascript:
            BOOK.submit();return false"')
   )
);
twbkfrmt.p_tabledataclose;
--
```

```
-- END EXAMPLE 2
--
--
-- END BOOKSTORE.
```

The following sample code is for multi-campus institutions that have different Follett bookstore numbers for each campus. Multi-campus institutions can uncomment this code and then modify it as needed. Note that if the course search is done at the Course Catalog level, rather than the Class Schedule level, no section number (i.e., SSBSECT_SEQ_NUMB) will be available to select the campus code, so it will default to your main campus.

Example 3 - Multi-Campus

```
OPEN ssbsect_camp_c (p_term_in,p_subj_in,p_crse_numb_in,p_seq_in);
FETCH ssbsect_camp_c INTO lv_camp;
IF ssbsect_camp_c%NOTFOUND then
   lv_camp := 'M';         -- Default to your main campus
END IF;
CLOSE ssbsect_camp_c;

CASE lv_camp
   WHEN 'A' THEN           -- Substitute your campus codes.
      lv_id := '111111';    -- Substitute the Follett number.
   WHEN 'B' THEN
      lv_id := '222222';
   WHEN 'M' THEN           -- Make sure to include the main campus
      lv_id := '333333';    -- code that was used above as
      default.
ELSE
   lv_id := '333333';    -- Use main campus bookstore number here.
END CASE;
```

Web Page Fields

This page does not have fields.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Web page bookstore links	Use the coded examples contained in the page to see how to link your institution to a bookstore provider. Links on this page that you create will indicate that students should proceed to one or more specific internal or external Websites to access the bookstore information.
GTVSDAX rules	Set the HEOACTLG rule to Y to activate the HEOA bookstore Catalog link. Set the HEOASCHD rule to Y to activate the HEOA bookstore Schedule link.
Web Tailor	Customize information text and links in Web Tailor. • Update the DEFAULT label text. The DEFAULT label is delivered as `This is the default text`. • Update the OPT1 label text. The OPT1 label is delivered as `This is option #1 text`. `The bookstore website is external to Banner Web.` • Update the INTERNAL_URL_TEXT label to describe access to selected internal (campus) bookstore providers. The INTERNAL_URL_TEXT label is delivered as `Bookstore(changeme)`. • Update the EXTERNAL_URL_TEXT label to describe access to selected external bookstore providers. The EXTERNAL_URL_TEXT label is delivered as `Proceed to Follett Website for Books (example; change me)`.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page does not have links to other pages.

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Set Up the Course Catalog

This section provides step-by-step procedures for the following tasks for setting up the course catalog:

- "Implement the Course Catalog" on page 61
- "Customize the Catalog Entries Page" on page 62
- "Customize the Course Catalog Search Page" on page 64
- "Implement Bookstore Access" on page 64

Implement the Course Catalog

This procedure explains how to implement your course catalog on the Web. Refer to the *Banner Student User Guide* for more information about Banner forms.

1. For each subject that you want displayed on the Web, select the **Web Ind** checkbox on the Subject Code Validation Form (STVSUBJ).
2. For each term that you want included in the Web course catalog, select the **Web Catalog Term** checkbox in the Web Processing Controls window of the Term Control Form (SOATERM).
3. In the Web Display Controls window of SOATERM, take the following actions as appropriate.
   - **3.1.** To include levels in the **Level** pulldown list, select the **Search by Level** checkbox.
   - **3.2.** To include schedule types in the **Schedule Type** pulldown list, select the **Search by Schedule Type** checkbox.
   - **3.3.** To include colleges in the **College** pulldown list, select the **Search by College** checkbox.
   - **3.4.** To include divisions in the **Division** pulldown list, select the **Search by Division** checkbox.
   - **3.5.** To include departments in the **Department** pulldown list, select the **Search by Department** checkbox.
   - **3.6.** To include courses in the **Course Attributes** pulldown list, select the **Search by Course Attribute** checkbox.
   - **3.7.** To allow the search and display of long course titles (which are defined on the Course Syllabus Form [SCASYLB]), select the **Display Long Course Title** checkbox.
   - **3.8.** To allow the search and display of long course descriptions (which are defined on the Course Detail Information Form [SCADETL]), select the **Display Long Course Description** checkbox.
4. On the Web Display List Customization Form (SOAWDSP), specify which validation codes are to be displayed on the Web for the following validation tables:

- Level Code Validation (STVLEVL)
- Schedule Type Code Validation (STVSCHD)
- College Code Validation (STVCOLL)
- Division Code Validation (STVDIVS)
- Department Code Validation (STVDEPT)
- Attribute Validation (STVATTR)

Customize the Catalog Entries Page

This section provides the following procedures for customizing your Catalog Entries page (`bwckctlg.p_display_courses`):

- "Change Data Element Names for the Catalog Entries Page" on page 62
- "Suppress Data Elements from the Catalog Entries Page" on page 62
- "Display Data Elements on the Catalog Entries Page" on page 63
- "Change Sections Link Text on the Catalog Entries Page" on page 63
- "Suppress Sections Link from the Catalog Entries Page" on page 63
- "Display Sections Link on the Catalog Entries Page" on page 64

Change Data Element Names for the Catalog Entries Page

This procedure explains how to change the name (field label) of a data element on the Catalog Entries page (`bwckctlg.p_display_courses`).

1. Access Web Tailor.
2. Select **Information Text** from the Web Tailor Menu.
3. Select **bwckctlg.catalog_label_text**.
4. Select the `PREFIX` or `SUFFIX` item, as desired, for the data element to be changed.
5. Enter the desired value in the **Information Text** field.
6. Click **Submit Changes**.

Suppress Data Elements from the Catalog Entries Page

This procedure explains how to suppress a data element from appearing on the Catalog Entries page (`bwckctlg.p_display_courses`).

1. Access Web Tailor.
2. Select **Information Text** from the Web Tailor Menu.
3. Select **bwckctlg.catalog_label_text**.

4. Select the PREFIX item for the data element to be suppressed.
5. Delete the value in the **Information Text** field.
6. Click **Submit Changes**.
7. Select the SUFFIX item for the data element to be suppressed.
8. Delete the value in the **Information Text** field.
9. Click **Submit Changes**.

Display Data Elements on the Catalog Entries Page

This procedure explains how to display a data element on the Catalog Entries page (`bwckctlg.p_display_courses`) that has previously been suppressed.

1. Access Web Tailor.
2. Select **Information Text** from the Web Tailor Menu.
3. Select **bwckctlg.catalog_label_text**.
4. Select the PREFIX or SUFFIX item, as desired, for the data element to be displayed.
5. Enter the desired value in the **Information Text** field.
6. Click **Submit Changes**.

Note: If desired, you can specify values for both prefix and suffix.

Change Sections Link Text on the Catalog Entries Page

This procedure explains how to change the text of the **Sections** link on the Catalog Entries page (`bwckctlg.p_display_courses`).

Note: `All Sections for this Course` is the delivered value for this link, but you can change it.

1. Access Web Tailor.
2. Select **Information Text** from the Web Tailor Menu.
3. Select **bwckctlg.catalog_label_text**.
4. Select **SECTIONS**.
5. Enter the desired text in the **Information Text** field.
6. Click **Submit Changes**.

Suppress Sections Link from the Catalog Entries Page

This procedure explains how to suppress the **Sections** link from appearing on the Catalog Entries page (`bwckctlg.p_display_courses`).

1. Access Web Tailor.
2. Select **Information Text** from the Web Tailor Menu.
3. Select **bwckctlg.catalog_label_text**.
4. Select **SECTIONS**.
5. Delete the value in the **Information Text** field.
6. Click **Submit Changes**.

Display Sections Link on the Catalog Entries Page

This procedure explains how to display the **Sections** link on the Catalog Entries page (`bwckctlg.p_display_courses`) if it has previously been suppressed.

1. Access Web Tailor.
2. Select **Information Text** from the Web Tailor Menu.
3. Select **bwckctlg.catalog_label_text**.
4. Select **SECTIONS**.
5. Enter `All Sections for this Course` (or any other desired text) in the **Information Text** field.
6. Click **Submit Changes**.

Customize the Course Catalog Search Page

This procedure explains how to customize the labels on the Course Catalog Search page (`bwckctlg.p_disp_cat_term_date`).

1. Access Web Tailor.
2. Select **Information Text** from the Web Tailor Menu.
3. Select **bwckctlg.catalog_search_label_text**.
4. Select the link of the label to be changed.
5. Enter the desired text in the **Information Text** field.
6. If desired, select an image from the pulldown list in the **Image** field.
7. If desired, add additional text in the **Comment** field.
8. Click **Submit Changes**.

Implement Bookstore Access

The Higher Education Opportunity Act (HEOA) requires institutions to publish ISBN numbers for class materials, so students can see what is needed and how much it will cost as they are selecting their courses for registration. Links the Catalog and Schedule

modules in Banner Student Self-Service and Banner Faculty and Advisor Self-Service are to access the Bookstore Information page (bwckbook.site). Students and faculty can use this page to access selected bookstore providers and query the required materials. You can add internal links to the Bookstore Information page (bwckbook.site) to point to your institution's bookstore or external links to point to a national chain and/or an online provider. GTVSDAX rules are used to turn the processing on and off. Web Tailor can be used to customize link text information as needed.

Warning! *This functionality supports the HEOA requirements. However, it is not a final code solution. You must implement your institution's code solution for the bookstore connection to attain final HEOA compliance. The Bookstore Information page (bwckbook.site) is a shell page that contains built-in examples your site developers can use to complete the link to the bookstore Website of your choice.*

Turn on GTVSDAX Rules

Two rules are used to activate bookstore processing from the Catalog and/or Schedule modules in Self-Service. You must turn on either the Catalog rule (HEOACTLG) or the Schedule rule (HEOACTLG) to use the bookstore processing. You can also turn on both rules if you choose.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
Y	HEOACTLG	1	HEOACTLG	HEOA bookstore catalog link	Sysdate
Y	HEOASCHD	1	HEOASCHD	HEOA bookstore schedule link	Sysdate

Modify Web Tailor Records

Web Tailors records in the bwckbook.sql package are used to update the **Bookstore(change me)** link in the Catalog and Schedule modules in Self-Service and the information text for the Bookstore Information page (bwckbook.site).

Seq #	Label	Source	Information Text
1	DEFAULT	Local	This is the default text
1	OPT1	Local	This is option #1 text. The bookstore website is external to Banner Web.

Seq #	Label	Source	Information Text
1	INTERNAL_URL_TEXT	Local	Bookstore(change me)
1	EXTERNAL_URL_TEXT	Local	Proceed to Follett Website for Books (example; change me).

Use the Reorder or Customize Information Text page (`twbkwinf.P_ReorderPgInfoText`) in Web Tailor to modify the Bookstore Information page (`bwckbook.site`).

- The `DEFAULT` label is delivered as `This is the default text`. It will only be displayed on the Bookstore Information page (`bwckbook.site`) when the `OPT1` label is null, and no internal or external links are found.
- The `OPT1` label is delivered as `This is option #1 text. The bookstore website is external to Banner Web.` It will be displayed on the Bookstore Information page (`bwckbook.site`).

  You can use this label to toggle between a default label and other options as you choose. The Web Tailor text can be used to update or modify the verbiage on the Web page without the need to maintain the text in the coded package.
- The `INTERNAL_URL_TEXT` label is delivered as `Bookstore(changeme)`. It will be displayed on these pages:
  - Catalog Entries page (`bwckctlg.p_display_courses`)
  - Detailed Course Information page (`bwckctlg.p_disp_course_detail`)
  - Class Schedule Listing page (`bwckctlg.p_disp_listcrse` or `bwckschd.p_get_crse_unsec`)
  - Detailed Class Information page (`bwckschd.p_disp_detail_sched`)

  This is used for an internal site such as your institution's campus bookstore on your intranet.
- The `EXTERNAL_URL_TEXT` label is delivered as `Proceed to Follett Website for Books (example; change me)`. It will be displayed on the Bookstore Information page (`bwckbook.site`). This is used for an external site such as a national chain and/or an online provider.

  Note: You can use both internal and external links on the Bookstore Information page (bwckbook.site). You can also add extra Web Tailor records to point to as many providers as you choose.

Setup and Processing

To use the bookstore processing, perform the following steps.

1. Add code to the Bookstore Information page (`bwckbook.site`) to complete the link to the selected bookstore provider.

Examples of code are contained in the Web page. You can add links to as many providers as you wish, such as your institution's campus bookstore, a national chain, and/or an online provider.

2. Turn on either or both of the two GTVSDAX rules in Banner General.
   - The HEOACTLG rule is used to activate the HEOA bookstore Catalog link.
   - The HEOACTLG rule is used to activate the HEOA bookstore Schedule link.
3. Customize the information text and links on the Bookstore Information page (bwckbook.site) using Web Tailor.
   3.1. Update the DEFAULT label text. The DEFAULT label is delivered as `This is the default text`.

   It will only be displayed on the Bookstore Information page (bwckbook.site) when the OPT1 label is null, and no internal or external links are found.

   3.2. Update the OPT1 label text. The OPT1 label is delivered as `This is option #1 text. The bookstore website is external to Banner Web`.

   Use this label to toggle between a default label and other options as you choose. The Web Tailor text can be used to update or modify the verbiage on the Web page without the need to maintain the text in the coded package.

   3.3. Update the INTERNAL_URL_TEXT label to describe access to selected internal (campus) bookstore providers. The INTERNAL_URL_TEXT label is delivered as `Bookstore(changeme)`.

   For example, you could change the information text item for the link to read `Link to Campus Bookstore`.

   Note: If you omit or delete the name of the link, the default text "Bookstore" will be used as the URL text.

   3.4. Update the EXTERNAL_URL_TEXT label to describe access to selected external bookstore providers. The EXTERNAL_URL_TEXT label is delivered as `Proceed to Follett Website for Books (example; change me)`.

   For example, you could change the information text item for the link to read `Proceed to the ABC Website for books`.
4. Use the **Bookstore(change me)** link from the Catalog and Schedule Self-Service pages to display the Bookstore Information page (bwckbook.site) and access your selected bookstore providers you have.

   The **Bookstore(change me)** link is displayed on the following pages in Self-Service:
   - Catalog Entries page (bwckctlg.p_display_courses)
   - Detailed Course Information page (bwckctlg.p_disp_course_detail)
   - Class Schedule Listing page (bwckctlg.p_disp_listcrse or bwckschd.p_get_crse_unsec)

- Detailed Class Information page (`bwckschd.p_disp_detail_sched`)

5. The Catalog and Schedule page links send the following parameters to the Bookstore Information page (`bwckbook.site`): Term, Subject Code, Course Reference Number, and Sequence Number (section number).

Use the Course Catalog

This section provides step-by-step procedures for the following tasks for using the course catalog:

- "Search for Courses" on page 68
- "Set up syllabus information" on page 69
- "Access syllabus information" on page 70

Search for Courses

The following procedure explains how a user searches for courses in your course catalog.

1. From your institution's Web site, the student selects the **Course Catalog** link from the menu.
2. The Catalog Term page (`bwckctlg.p_disp_dyn_ctlg`) is displayed. The user chooses a term from the **Search by Term** pulldown list, and then selects the **Submit** button.
3. The Search for Courses page (`bwckctlg.p_disp_cat_term`) is displayed. On this page the student can choose from a variety of course characteristics to narrow the search. At a minimum, at least one selection must be made from the **Subject** pulldown list.

   Note: Your institution can control what is displayed in the pulldown lists (with the exception of **Subject**) on the Web Display List Customization Form (SOAWDSP).

   Multiple selections can be made using the Shift key (for consecutive values) and/or the Ctrl key (for non-consecutive values).

   For fields in which the user enters values, the wildcard character (%) can be used.

   The student then selects one of the buttons.

   - **Get Courses** causes the Catalog Entries page to display.
   - **Reset** clears the choices the user made so the user can begin again.
4. The Catalog Entries page (`bwckctlg.p_display_courses`) is displayed with the courses and related information found using the search criteria specified on the Search for Courses page.

If the user selects the link composed of the subject, course number, and title, the Detailed Course Information page (`bwckctlg.p_disp_course_detail`) is displayed.

If the user selects a schedule-type link, the Class Schedule Listing page (`bwckctlg.p_disp_listcrse`) for the course is displayed.

The student can also select **Return to Previous** or **New Search**.

- **Return to Previous** causes the Search for Courses page to be displayed.
- **New Search** causes the Catalog Term page to be displayed.

5. The Detailed Course Information page displays further information about the course selected on the Catalog Entries page.

   If available, the following links can be selected:

   - Schedule type to go to the Class Schedule Listing
   - Prerequisites to go to the Catalog Entries page
   - Corequisites to go to the Catalog Entries page

   The student can also select **Return to Previous** or **New Search**.

   - **Return to Previous** causes the Catalog Entries page to be displayed.
   - **New Search** causes the Catalog Term page to be displayed.

6. The Class Schedule Listing page displays the specific section that is available for that term and related information for the schedule type the student selected on the Detailed Course Information page.

   The student can also select **Return to Previous** or **New Search**.

   - **Return to Previous** causes the Detailed Course Information page to be displayed.
   - **New Search** causes the Catalog Term page to be displayed.

Set up syllabus information

Use the following steps to set up syllabus information in Banner baseline. You can then view the syllabus information for a course in Self-Service.

1. Access the Course Syllabus Form (SCASYLB).

   1.1. Enter the subject, course, and term in the Key Block.

   1.2. Use Next Block.

   1.3. Enter the long course title and URL in the Long Course Title block.

   1.4. Use Next Block.

   1.5. Enter the learning objectives in the Learning Objectives block.

   1.6. Use Next Block.

   1.7. Enter the required materials in the Required Materials block.

   1.8. Use Next Block.

1.9. Enter the technical requirements in the Technical Requirements block.

1.10. Save the changes.

2. Access the Term Control Form (SOATERM).

   2.1. Select the **Display Long Course Title** checkbox for the associated term to display the long course title on the Web.

   2.2. Select the **Display Long Course Description** checkbox for the associated term to display the long course description on the Web.

Access syllabus information

Syllabus information can be reviewed for a course from the unsecured side of Banner Self-Service.

Use the following steps to access syllabus information in Self-Service.

1. Access Banner Self-Service.
2. Select the Course Catalog menu option.
3. On the Catalog Term page (`bwckctlg.p_disp_dyn_ctlg`), select a term, and click **Submit**.
4. On the Search for Courses page (`bwckctlg.p_disp_cat_term_date`), select a subject.
5. Enter or select other information as appropriate (such as course number range, title, level, schedule type, college, division, department, credit range, or course attribute), and click **Get Courses**.
6. On the Catalog Entries page (`bwckctlg.p_display_courses`), review the search results.
7. Click on the **Syllabus Available** link to view syllabus information for a course.
8. Review the information on the Syllabus Information page (`bwckctlg.p_disp_catalog_syllabus`).
   - Use **Return to Previous** link to go back to the Catalog Entries page (`bwckctlg.p_display_courses`).
   - Use the **New Search** link to go back to the Catalog Term page (`bwckctlg.p_disp_dyn_ctlg`).

Class Schedule

The Class Schedule provides access to your institution's class schedule via the Internet. You can specify one or multiple terms to be available for viewing on the Web.

You can do the following in the Class Schedule module:

- Use expanded section titles (up to 100 characters)
- Use long course descriptions
- Create rudimentary syllabi (made up of student learning objectives, required materials for the course, and technical requirements) so students can make informed decisions when selecting the class that best suits their needs
- Specify section-specific dates when registration is accepted outside of the current parts-of-term defined on SOATERM
- Define instructional methods for courses
- Specify the duration of the course for the course and section levels to determine the expected registration completion date for the student

These features support both traditional and open learning courses.

Note: The primary way that the system recognizes an open learning course is that no part of term is associated with it.

The information in the Class Schedule Web pages is dynamic, which means that the data is extracted directly from the database.

This chapter contains the following sections:

- "Class Schedule Web Pages" on page 71, which provides details about each Web page in the class schedule
- "Set Up the Class Schedule" on page 85, which provides detailed steps for setting up your class schedule on the Web
- "Use the Class Schedule" on page 89, which provides step-by-step procedures

Class Schedule Web Pages

The following Web pages compose the Banner Student Self-Service Class Schedule:

- "Class Schedule Search Selection (bwckschd.p_disp_dyn_sched)" on page 72
- "Class Schedule Search (bwckgens.p_sel_term_date)" on page 74

- “Class Schedule Listing (bwckctlg.p_disp_listcrse or bwckschd.p_get_crse_unsec)” on page 77
- “Detailed Class Information (bwckschd.p_disp_detail_sched)” on page 80
- “Syllabus Information (bwckschd.p_disp_syllabus)” on page 83

Class Schedule Search Selection (bwckschd.p_disp_dyn_sched)

On this page users begin their search of the class schedule by choosing a term from the pulldown list or entering a date range.

Note: If your institution does not want to permit searching by date range, the fields can be omitted from the page by setting the value in the **External Code** field on the Crosswalk Validation Form (GTVSDAX) to N for the SCHBYDATE internal code. This row must be entered manually.

For term class schedule information to be displayed on the Web, the **Master Web Term Control** checkbox on the Term Control Form (SOATERM) must be selected.

Messages

If the dates entered are invalid, the following message is displayed:

You have entered an invalid date.

If the From Date is greater than the To Date, the following message is displayed:

From Date must be less than or equal to the To Date

If neither a term nor a date range are entered, the following message is displayed:

You must enter either a term or date range.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Search by Term	Terms available for display on the Web.
Search by Date Range From and To	The user enters the first and last dates of the range he or she wants to view on the Web.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	To include the term in the **Search by Term** pulldown list, select the **Master Web Term Control** checkbox.
Crosswalk Validation Form (GTVSDAX)	To display the Search by Date Range fields, enter Y in the **External Code** field for the SCHBYDATE internal code. This row must be entered manually. Refer to the "Set Up the Class Schedule" on page 85 for more information.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page does not contain links to other Web pages.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Goes to the Class Schedule Search page (`bwckgens.p_sel_term_date`)
Reset	Deletes the choices the user has made and returns to the default settings.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Records Menu	`bmenu.P_AdminMnu`

Class Schedule Search (bwckgens.p_sel_term_date)

On the Class Schedule Search page a user can choose from a variety of selection options to narrow the search for classes. At a minimum, the user must select a subject. The search results are displayed on the Class Schedule Listing page (`bwckschd.p_get_crse_unsec`).

Your institution can restrict the searchable fields displayed on this page using the Web Processing Controls and Web Display Controls windows of the Term Control Form (SOATERM).

Your institution can also restrict the values that are populated in the pulldown lists using the Web Display List Customization Form (SOAWDSP).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Subject	Course subjects from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
Course Number	Course number for which the user wants to view classes. The user can enter up to five digits or use the wildcard character (%) (that is, a search for 2% retrieves all course numbers beginning with 2).
Title	Course name. The user can enter up to 30 characters or use the wildcard character (%) (that is, a search for %introduction% retrieves all courses with the word “introduction” in the title).
Schedule Type	Schedule types from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
Instructional Method	Instructional methods (for example, `Traditional`, `Web-Based`, etc.) from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
Credit Range	Range of credit hours for which the user wants to view classes. (For example, this could be used if a student cannot take more than a particular amount of credits.)

Item	Description/Source Information
Campus	Campuses from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
Course Level	Level of courses from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
Part of Term	Parts of term (for traditional courses) from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
Duration	Duration periods for open learning courses from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
Instructor	Instructors from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values). The last name prefix is displayed, if applicable.
Session	Sessions from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
Attribute Type	Course attributes from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
Start Time	Class start time the user wants to display on the Web. To display all start times, the **Hours** and **Minutes** fields must be set to `00`.
End Time	Class end time the user wants to display on the Web. To display all end times, the **Hours** and **Minutes** fields must be set to `00`.
Days	Class days the user wants to display on the Web. To display all days, the checkboxes must all be cleared.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	Schedule Search Controls section of the Web Display Controls window: • To include schedule types, select the **Search by Schedule Type** checkbox. • To include instructional methods, select the **Search by Instructional Method** checkbox. • To include campuses, select the **Search by Campus** checkbox. • To include course levels, select the **Search by Level** checkbox. • To include durations, select the **Search by Duration** checkbox. • To include instructors, select the **Search by Instructor** checkbox. • To include sessions, select the **Search by Session** checkbox. • To include course attributes, select the **Search by Course Attribute** checkbox. Course attributes are displayed with the search results regardless of whether the user can search on course attributes. • If you want to allow the search and display of long section titles, select the **Display Long Section Title** checkbox. • If you want to allow the search and display of long section descriptions, select the **Display Long Section Description** checkbox.
Web Display List Customization Form (SOAWDSP)	Specify which validation codes are to be displayed on the Web for the following validation tables: • Schedule Type Code Validation (STVSCHD) • Instruction Method Validation (GTVINSM) • Campus Code Validation (STVCAMP) • Level Code Validation (STVLEVL) • Part of Term Code Validation (STVPTRM) • Session Code Validation (STVSESS) • Attribute Validation (STVATTR)
Schedule Form (SSASECT)	Select the **Voice Response and Self-Service Available** checkbox for each section that you want to be available on the Web.
Subject Code Validation Form (STVSUBJ)	Select the **Web Ind** checkbox for each subject that you want to be available on the Web.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page does not have links to other Web pages.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Class Search	Goes to the Class Schedule Listing page (`bwckschd.p_get_crse_unsec`).
Reset	Deletes the choices the user has made and returns to the default settings.

Web Menus With Links to This Page

No menus have links to this page.

Class Schedule Listing (bwckctlg.p_disp_listcrse or bwckschd.p_get_crse_unsec)

The Class Schedule Listing page displays the courses and related information found using the search criteria specified on the Class Schedule Search page (`bwckgens.p_sel_term_date`). This information is in summary format and does not include registration requirements (that is, prerequisites or corequisites) and restrictions. The page can display the long section title and description. A link is included for each class to go to the course catalog listing for the class.

If the user selected more than 333 subjects, the system displays the following message (where *AAA* represents the first subject selected, and *MMM* represents the 333rd subject): *You have selected too many subjects. Results for this search include only subjects AAA through MMM.*

Note: If accessed from the unsecure section of your site, the URL for this page is `bwckschd.p_get_crse_unsec`; if accessed from the secure section of your site, the URL for this page is `bwckctlg.p_disp_listcrse`.

You can use the **Bookstore(change me)** link to access the Bookstore Information page (`bwckbook.site`). This page displays links to internal and/or external bookstores where you can look up materials for the course/section.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Course title	Subject code, course number, and course title, concatenated and displayed as a hyperlink to the Detailed Class Information page.
Course description	Description associated with the course.
Associated Term	Term associated with the class.
Registration Dates	Range of dates in which the student can register for the class.
Must start between	Dates between which the student must elect to start the class (open learning classes only).
Levels	Levels at which the class can be taken.
Attributes	Degree attributes associated with the class.
Instructors	Instructor(s) assigned to teach the class. The last name prefix is displayed, if applicable.
Campus	Campus associated with the class.
Instructional Method	Instructional method (for example, `Traditional`, `Web-Based`, etc.) associated with the class.
Duration	Duration of the class, for open learning classes only.
Credits or Continuing Education Units	Number of credit hours or continuing education units (as applicable) for which the class can be taken.
Type	Meeting types associated with the class.
Time	Beginning and ending times of the class.
Days	Days of the week on which the class meets.
Where	Place where the class meets.
Date Range	Beginning and ending dates of the class.
Schedule Type	Schedule types associated with the class.
Instructors	Instructors associated with the class.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	Web Display Controls window: If you want to allow the search and display of long section titles, select the **Display Long Section Title** checkbox. If you want to allow the search and display of long course descriptions, select the **Display Long Section Description** checkbox.
Schedule Form (SSASECT)	Select the **Voice Response and Self-Service Available** checkbox.
Web Tailor Information Text	Use the Web Tailor internal routine, `bwckschd.schedule_label_text`, to make any of the following changes to the data elements on this page. • If you want to change the prefix or suffix (field labels), modify the desired value. • If you want a data element to be suppressed (that is, not displayed), delete the values for *both* the prefix *and* the suffix values for the relevant data element. • If you want to change the text of the link to the sections, modify the CATALOG label. Refer to "Set Up the Class Schedule" on page 85 for procedures for performing these tasks.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Syllabus Available	Goes to the Syllabus Information page (`bwckschd.p_disp_syllabus`).

Link	Action
View Catalog Entry	Goes to the Catalog Entries page (`bwckctlg.p_display_courses`). The text of this link can be modified. See "Change Catalog Link Text on the Class Schedule Listing Page" on page 88 for more information. You can suppress this link from being displayed, and you can later choose to display it after it has been suppressed. See "Suppress Catalog Link from the Class Schedule Listing Page" on page 88 and "Display Catalog Link on the Class Schedule Listing Page" on page 89 for more information.
Bookstore(change me)	Goes to Bookstore Information page (`bwckbook.site`) where you can link to a bookstore to query materials for the course/section.
Return to Previous	Goes to the Class Schedule Search page (`bwckgens.p_sel_term_date`).
New Search	Goes to the Class Schedule Search selection (`bwckschd.p_disp_dyn_sched`).

Buttons/icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Detailed Class Information (bwckschd.p_disp_detail_sched)

The Detailed Class Information page displays information about a course selected on the Class Schedule Listing page (`bwckschd.p_get_crse_unsec`). The information includes registration restrictions, base fees, prerequisite and corequisite courses, and the basic information that appears on the Catalog Entries page. A link is included for each class to go to the course catalog listing for the class.

Actual, waitlist, and crosslisted enrollments can be displayed on this page. Use the following internal codes for the `WEBREG` internal group on the Crosswalk Validation Form (GTVSDAX) to specify which counts, if any, are to be displayed:

- `DISPENROLL` (Display Enrollment Counts)
- `DISPWL` (Display Wait List Counts)

- `DISPXL` (Display Cross List Counts)

You can use the **Bookstore(change me)** link to access the Bookstore Information page (`bwckbook.site`). This page displays links to internal and/or external bookstores where you can look up materials for the course/section.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Course title	Subject code, course number, and course title, concatenated.
Course description	Description associated with the course.
Associated Term	Term associated with the class.
Registration Dates	Range of dates in which the student can register for the class.
Must start between	Dates between which the student must elect to start the class (open learning classes only).
Levels	Levels at which the class can be taken.
Attributes	Degree attributes associated with the class.
Instructors	Instructor(s) assigned to teach the class. The last name prefix is displayed, if applicable.
Campus	Campus associated with the class.
Instructional Method	Instructional method (for example, `Traditional`, `Web-Based`, etc.) associated with the class.
Duration	Duration of the class, for open learning classes only.
Credits or Continuing Education Units	Number of credit hours or continuing education units (as applicable) for which the class can be taken.
Seats Capacity	Maximum number of seats assigned for the class.
Seats Actual	Number of seats already taken for the class.
Seats Remaining	Number of seats still available for the class.
Waitlist Seats Capacity	Maximum number of waitlist places assigned for the class.
Waitlist Seats Actual	Number of waitlist places already taken for the class.
Waitlist Seats Remaining	Number of waitlist places still available for the class.
Fees Level	Level associated with the fee.
Fees Description	Description of the fee.

Item	Description/Source Information
Fees Amount	Monetary amount of the fee.
Restrictions	Registration restrictions for the class.
Corequisites	Course(s) in which the student must register concurrent with this one. The course number is a hyperlink to the Catalog Entries page for the corequisite course.
Prerequisites	Prerequisites that the student must have successfully completed to register in this one. If the prerequisite is a course, the course number is a hyperlink to the Catalog Entries page for the prerequisite course.
CAPP Pre-requisites (General Requirements)	Prerequisites that the student must have successfully completed to register in this one. If the prerequisite is a course, the course number is a hyperlink to the Catalog Entries page for the prerequisite course.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	Web Display Controls window: If you want to allow the search and display of long section titles, select the **Display Long Section Title** checkbox. If you want to allow the search and display of long section descriptions, select the **Display Long Section Description** checkbox.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Syllabus Available	Goes to the Syllabus Information page (bwckschd.p_disp_syllabus).
Bookstore(change me)	Goes to Bookstore Information page (bwckbook.site) where you can link to a bookstore to query materials for the course/ section.
Return to Previous	Goes to the Class Schedule Listing page (bwckschd.p_get_crse_unsec).
New Search	Goes to the Class Schedule Search selection (bwckschd.p_disp_dyn_sched).

Buttons/icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Syllabus Information (bwckschd.p_disp_syllabus)

This page is displayed when a user selects the **Syllabus Available** link on the Class Schedule Listing (bwckschd.p_get_crse_unsec) or Detailed Class Information (bwckschd.p_disp_detail_sched) page. It displays additional information that allows the user to decide whether or not the class meets his or her needs. This page is available only if syllabus information has been defined in the system.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Course title	Subject code, course number, and course title, concatenated.
Associated Term	Term associated with the class.
Levels	Levels at which the class can be taken.
Campus	Campus associated with the class.

Item	Description/Source Information
Schedule Type	Schedule types associated with the class.
Instructional Method	Instructional method (for example, `Traditional`, `Web-Based`, etc.) associated with the class.
Duration	Duration of the class, for open learning classes only.
Learning Objectives	Instructor's learning objectives for the class.
Required Materials	Materials required for the class.
Technical Requirements	Technical requirements for the class.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	Web Display Controls window: If you want to allow the search and display of long section titles, select the **Display Long Section Title** checkbox. If you want to allow the search and display of long section descriptions, select the **Display Long Section Description** checkbox.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Previous	Goes to the previous page being viewed by the user.
New Search	Class Schedule Search selection (`bwckschd.p_disp_dyn_sched`).

Buttons/icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Set Up the Class Schedule

This section provides step-by-step procedures for the following tasks for setting up the course catalog:

- "Implement the Class Schedule" on page 85
- "Customize the Class Schedule Listing Page" on page 87
- "Customize the Class Schedule Search Page" on page 89

Implement the Class Schedule

This procedure explains how to implement your class schedule on the Web. Refer to the *Banner Student User Guide* for more information about Banner forms.

1. Specify which fields you want to have included on the Class Schedule Search selection page (`bwckschd.p_disp_dyn_sched`). You can include either or both of the following.
   - To include the term in the **Search by Term** pulldown list, select the **Master Web Term Control** checkbox on the Term Control Form (SOATERM).
   - To display the **Search by Date Range** fields, enter Y in the **External Code** field for the SCHBYDATE internal code on the Crosswalk Validation Form (GTVSDAX).

External Code	Internal Code	Internal Code Seq Number	Internal Code Group	Description	Activity Date
Y	SCHBYDATE	1	WEBREG	Dynamic Schedule by Date Range	Sysdate

2. In the Web Display Controls window of the Term Control Form (SOATERM), specify which fields you want to have included on the Class Schedule Search page (`bwckgens.p_sel_term_date`). You can include as many or as few of the following as you want.

2.1. To include schedule types in the **Schedule Type** pulldown list, select the **Search by Schedule Type** checkbox.

2.2. To include instructional methods in the **Instructional Method** pulldown list, select the **Search by Instructional Method** checkbox.

2.3. To include campuses in the **Campus** pulldown list, select the **Search by Campus** checkbox.

2.4. To include levels in the **Course Level** pulldown list, select the **Search by Level** checkbox.

2.5. To include durations in the **Duration** pulldown list, select the **Search by Duration** checkbox.

2.6. To include instructors in the **Instructor** pulldown list, select the **Search by Instructor** checkbox.

2.7. To include sessions in the **Session** pulldown list, select the **Search by Session** checkbox.

2.8. To include course attributes in the **Attribute Type** pulldown list, select the **Search by Course Attribute** checkbox.

2.9. If you want to allow the search and display of long course titles, select the **Display Long Course Title** checkbox.

2.10. If you want to allow the search and display of long course descriptions, select the **Display Long Course Description** checkbox.

3. On the Web Display List Customization Form (SOAWDSP), specify which validation codes are to be displayed on the Web for the following validation tables:

   - Schedule Type Code Validation (STVSCHD)
   - Instruction Method Validation (GTVINSM)
   - Campus Code Validation (STVCAMP)
   - Level Code Validation (STVLEVL)
   - Part of Term Code Validation (STVPTRM)
   - Session Code Validation (STVSESS)
   - Attribute Validation (STVATTR)

4. For each subject that you want to be available on the Web, select the Web Ind checkbox on the Subject Code Validation Form (STVSUBJ).

5. For each section that you want to be available on the Web, select the **Voice Response and Self-Service Available** checkbox on the Schedule Form (SSASECT).

   Note: Leaving the **Voice Response and Self-Service Available** checkbox cleared will not prevent a student from registering on the Web if he or she enters the CRN in the Add Classes Worksheet on the Add or Drop Classes page (`bwskfreg.P_AddDropCrse`).

6. If you want to allow the search and display of long section titles, select the **Display Long Section Title** checkbox on SOATERM.

7. If you want to allow the search and display of long section descriptions, select the **Display Long Section Description** checkbox on SOATERM.

Customize the Class Schedule Listing Page

This section provides the following procedures for customizing your Class Schedule Listing page (`bwckctlg.p_disp_listcrse` or `bwckschd.p_get_crse_unsec`):

- "Change Data Element Names for the Class Schedule Listing Page" on page 87
- "Suppress Data Elements from the Class Schedule Listing Page" on page 87
- "Display Data Elements on the Class Schedule Listing Page" on page 88
- "Change Catalog Link Text on the Class Schedule Listing Page" on page 88
- "Suppress Catalog Link from the Class Schedule Listing Page" on page 88
- "Display Catalog Link on the Class Schedule Listing Page" on page 89

Change Data Element Names for the Class Schedule Listing Page

This procedure explains how to change the name (field label) of a data element on the Class Schedule Listing page (`bwckctlg.p_disp_listcrse` or `bwckschd.p_get_crse_unsec`).

1. Access Web Tailor.
2. Select **Information Text** from the Web Tailor Menu.
3. Select **bwckschd.schedule_label_text**.
4. Select the `PREFIX` or `SUFFIX` item, as desired, for the data element to be changed.
5. Enter the desired value in the **Information Text** field.
6. Click **Submit Changes**.

Suppress Data Elements from the Class Schedule Listing Page

This procedure explains how to suppress a data element from appearing on the Class Schedule Listing page (`bwckctlg.p_disp_listcrse` or `bwckschd.p_get_crse_unsec`).

1. Access Web Tailor.
2. Select **Information Text** from the Web Tailor Menu.
3. Select **bwckschd.schedule_label_text**.
4. Select the `PREFIX` item for the data element to be suppressed.
5. Delete the value in the **Information Text** field.

6. Click **Submit Changes**.
7. Select the SUFFIX item for the data element to be suppressed.
8. Delete the value in the **Information Text** field.
9. Click **Submit Changes**.

Display Data Elements on the Class Schedule Listing Page

This procedure explains how to display a data element on the Class Schedule Listing page (`bwckctlg.p_disp_listcrse` or `bwckschd.p_get_crse_unsec`) that has previously been suppressed.

1. Access Web Tailor.
2. Select **Information Text** from the Web Tailor Menu.
3. Select **bwckschd.schedule_label_text**.
4. Select the PREFIX or SUFFIX item, as desired, for the data element to be displayed.
5. Enter the desired value in the **Information Text** field.
6. Click **Submit Changes**.

Note: If desired, you can specify values for both prefix and suffix.

Change Catalog Link Text on the Class Schedule Listing Page

This procedure explains how to change the text of the Catalog link on the Class Schedule Listing page (`bwckctlg.p_disp_listcrse` or `bwckschd.p_get_crse_unsec`).

Note: `View Catalog Entries` is the delivered value for this link, but you can change it.

1. Access Web Tailor.
2. Select **Information Text** from the Web Tailor Menu.
3. Select **bwckschd.schedule_label_text**.
4. Select **CATALOG**.
5. Enter the desired text in the **Information Text** field.
6. Click **Submit Changes**.

Suppress Catalog Link from the Class Schedule Listing Page

This procedure explains how to suppress the Catalog link from appearing on the Class Schedule Listing page (`bwckctlg.p_disp_listcrse` or `bwckschd.p_get_crse_unsec`).

1. Access Web Tailor.
2. Select **Information Text** from the Web Tailor Menu.
3. Select **bwckschd.schedule_label_text**.
4. Select **CATALOG**.
5. Delete the value in the **Information Text** field.
6. Click **Submit Changes**.

Display Catalog Link on the Class Schedule Listing Page

This procedure explains how to display the Catalog link on the Class Schedule Listing page (`bwckctlg.p_disp_listcrse` or `bwckschd.p_get_crse_unsec`) if it has previously been suppressed.

1. Access Web Tailor.
2. Select **Information Text** from the Web Tailor Menu.
3. Select **bwckschd.schedule_label_text**.
4. Select **CATALOG**.
5. Enter `View Catalog Entry` (or any other desired text) in the **Information Text** field.
6. Click **Submit Changes**.

Customize the Class Schedule Search Page

This procedure explains how to customize the labels on the Class Schedule Search page (`bwckgens.p_sel_term_date`).

1. Access Web Tailor.
2. Select **Information Text** from the Web Tailor Menu.
3. Select **bwckschd.schedule_search_label_text**.
4. Select the link of the label to be changed.
5. Enter the desired text in the **Information Text** field.
6. If desired, select an image from the pulldown list in the **Image** field.
7. If desired, add additional text in the **Comment** field.
8. Click **Submit Changes**.

Use the Class Schedule

This section contains information on searching for classes.

Search for Classes

This procedure explains how a user searches for classes in your class schedule.

1. From your institution's Web site, the student selects the **Class Schedule** link from the menu.
2. The Class Schedule Search page (`bwckschd.p_disp_dyn_sched`) is displayed. The student can choose a term from the **Search by Term** pulldown list or enter a date range in the **From** and **To** fields. The user then selects the **Submit** button.
3. The Class Schedule Search page (`bwckgens.p_sel_term_date`) is displayed. On this page the student can choose from a variety of course characteristics to narrow the search. At a minimum, at least one selection must be made from the **Subject** pulldown list. The user then selects the **Class Search** button.

   Note: Your institution can control what is displayed in the pulldown lists (with the exception of **Subject**) on the Web Display List Customization Form (SOAWDSP).

4. The Class Schedule Listing page (`bwckschd.p_get_crse_unsec`) displays the courses and related information found using the search criteria specified on the Class Schedule Search page.

   If the user selects the link composed of the subject, course number, and title, the Detailed Class Information page (`bwckctlg.p_disp_detail_sched`) is displayed.

   If the user selects a **View Catalog Entry** link, the Catalog Entries page (`bwckctlg.p_display_courses`) is displayed.

   If the user selects a **Syllabus Available** link, the Syllabus Information page (`bwckschd.p_disp_syllabus`) is displayed.

   The student can also select either the **Return to Previous** link or the **New Search** link.

   - **Return to Previous** causes the Class Schedule Search page to be displayed.
   - **New Search** causes the Class Schedule Search page to be displayed.

5. The Detailed Class Information page displays further information about the course selected on the Class Schedule Listing page.

   If available, the following links can be selected to go to the Catalog Entries page for the selected section:

   - Prerequisites
   - Corequisites

   The student can also select either the **Return to Previous** link or the **New Search** link.

   - **Return to Previous** causes the Class Schedule Listing page to be displayed.
   - **New Search** causes the Class Schedule Search page to be displayed.

6. If the student chooses the **Syllabus Available** link on the Detailed Class Information page, the Syllabus Information page is displayed. This page displays additional information that allows the user to decide whether or not the class meets his or her needs.

   The student can also select either the **Return to Previous** link or the **New Search** link.

   - **Return to Previous** causes the Detailed Class Information page to be displayed.
   - **New Search** causes the Class Schedule Search page to be displayed.

Prospect Self-Service

Prospect Self-Service functionality enables prospective students to submit information to your institution. Any prospective student interested in your institution can access Prospect Self-Service from the Banner Web home page (or wherever your institution places an appropriate link). The system displays the Prospective Students page (`bwskwpro.P_ChooseProspectType`), which the user uses to select a prospect type (graduate, undergraduate, etc.).

After the user selects the prospect type, the system displays the Prospect Information Form page (`bwskwpro.P_WebProspectMain`) for the specified prospect type. The content and order of the data entry fields is determined by your institution when you set up Prospect Self-Service.

This chapter contains the following sections:

- "Prospect Self-Service Web Pages" on page 92, which provides details about each Web page in Prospect Self-Service
- "Set Up Prospect Self-Service" on page 99, which provides detailed steps for setting up Prospect Self-Service
- "Migrate Prospect Self-Service Data to Banner" on page 104, which provides information about migrating information for Prospect Self-Service to Banner

Prospect Self-Service Web Pages

The following Web pages compose Prospect Self-Service:

- "Prospective Students (bwskwpro.P_ChooseProspectType)" on page 92
- "Prospect Data Entry (bwskwpro.P_WebProspectMain)" on page 93

Prospective Students (bwskwpro.P_ChooseProspectType)

The Prospective Students page allows the user to select a prospect type (graduate, undergraduate, etc.).

If desired, you can create one or more links to a version of this page that displays only a subset of prospect types. For example, you can create two links on your home page, one for undergraduate prospects and one for graduate prospects. For more information about how to do this, refer to "Setup Steps" on page 99.

This page is delivered with a link to the Prospective Students page. A link to Prospect Self-Service can be placed anywhere within your institution's Web site.

Web Page Fields

This page does not have fields.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Electronic Prospect Validation Form (STVPREL)	Select the **Enter on WEB** checkbox for each prospect type that you want to be available on the Web. If you want to display subsets of prospects types on different pages, enter the corresponding Web page ID in the **WEB Page ID** field for each prospect type that you want to be available on the Web.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page does not have links to other pages.

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Prospect Data Entry (bwskwpro.P_WebProspectMain)

The Prospect Data Entry page captures information from prospective students. Different sections can appear on this page depending on the prospect type selected on the Prospective Students page (`bwskwpro.P_ChooseProspectType`). The data entry page includes all or a subset of the data entry sections, depending on what you specified on the Web Prospect Selection Rules Form (SRAWPRO).

This page is delivered with a link to the Prospective Students page. A link to Prospect Self-Service can be placed anywhere within your institution's Web site.

You can add Information Text to any section that is to be displayed. Add or modify Information Text by choosing the **Information Text** link on the Web Tailor Menu, and then selecting the `bwskwpro.P_WebProspectMain` procedure. The Information Text labels that can be used to add Information Text for that section are the following:

- ADDRESS1
- ADDRESS2
- BIRTHDATE
- CITIZENSHIP
- EMAIL
- ENTRYTERM
- ETHNICITY
- GENDER
- HIGHSCHOOL
- HOWILEARNED
- INTERESTS
- INTERNATNL
- MAJOR
- MATERIAL
- NAME
- NTYPE
- PRIORCOLL
- SSNTINTFN
- STUDENTTYP
- TELE3
- TESTSCORES
- VISA

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Last Name Prefix	Prefix that precedes a last name (for example, "Von" in the last name "Von Hintz").
House Number	Unique number assigned to each building on a street or in an area and used as part of the postal address in some countries (no validation).
Address Line 1 Address Line 2 Address Line 3 Address Line 4	Street address (no validation).
State or Province	The values in the pulldown list come from the State/Province Code Validation Form (STVSTAT).

Item	Description/Source Information
County	The values in the pulldown list come from the County Code Validation Form (STVCNTY).
Nation	The values in the pulldown list come from the Nation Code Validation Form (STVNATN).
Phone Country Code	Code that designates the region and country of the telephone number (no validation).
Citizenship	The values in the pulldown list come from the Citizen Type Code Validation Form (STVCITZ).
Term of Entry	The values in the pulldown list come from the Term Code Validation Form (STVTERM).
Ethnicity	The values in the pulldown list come from the Ethnic Code Validation Form (STVETHN).
Ethnic Category	User's ethnic category. The values available for selection (`Hispanic or Latino` and `Not Hispanic or Latino`) are now displayed as checkboxes. The label **Ethnic Category** is displayed only when this field is required. Otherwise, Information Text is used instead of a field label.
Race	User's race(s). The values available for selection are now displayed as checkboxes. The column labels are the category descriptions associated with regulatory codes that are marked as system required on the Regulatory Race Validation Form (GTVRRAC), which are delivered. Each column displays the races associated with the race code on the Race Rules Form (GORRACE). The label **Race** is displayed only when this field is required. Otherwise, Information Text is used instead of a field label.
Interests	Values in the pulldown list come from the Outside Interest Code Validation Form (STVINTS).
Nation of Citizenship	The values in the pulldown list come from STVNATN.
Nation of Birth	The values in the pulldown list come from STVNATN.
Native Language	The values in the pulldown list come from the Language Code Validation Form (STVLANG).
Major	The values in the pulldown list come from the Major, Minor, Concentration Code Validation Form (STVMAJR).
Name Type	The values in the pulldown list come from the Name Type Validation Form (GTVNTYP).
Degree	The values in the pulldown list come from the Degree Code Validation Form (STVDEGC).

Item	Description/Source Information
Student Type	The values in the pulldown list come from the Student Type Code Validation Form (STVSTYP).
Telephone Type	The values in the pulldown list come from the Telephone Type Validation Form (STVTELE).
Test Type	The values in the pulldown list come from the Test Code Validation Form (STVTESC).
Request Materials	The values in the pulldown list come from the Material Code Validation Form (STVMATL).
Visa Type	The values in the pulldown list come from the Visa Type Code Validation Form (STVVTYP).

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Web for Prospects Selection Rules Form (SRAWPRO)	Specify the selection codes that will be displayed for each prospect type. Specify the order in which these sections will be displayed by entering sequence numbers in the **Display Order on Web** fields. If you want a response to be required to be completed by the prospect, select the **Response Required on Web** checkbox for the selection code. ***Warning!*** *Do not check the* ***Response Required on Web*** *checkbox for the* `ETHNICITY` *selection code if requiring users to provide ethnicity and race information is prohibited.* If you do not want a section to be displayed, remove the selection code record from the Selection Code Validation Table (STVWPIC).
Web for Prospects Display Rules Form (SRAWPDS)	Limit the Banner validation items that are to appear in the Web pulldown lists. If you do not limit validation items on this form, all values in the validation table will appear in the Web pulldown list.

Item	Description
Electronic Prospect Default Options Form (SRAPRED)	Define default recruit values if you want to default values into the Prospect Record (SRBRECR) based on the prospect type.

Updates to Banner

This page updates the following items in the associated tables.

Data Section	Electronic Prospect Temporary Table	Permanent Table
ADDRESS1	SRTADDR	SPRADDR
ADDRESS2	SRTADDR	SPRADDR
BIRTHDATE	SRTPERS	SPBPERS
CITIZENSHIP	SRTPERS	SPBPERS
EMAIL	SRTEMAL	GOREMAL
ENTRYTERM	SRTPREL	SRBRECR
ETHNICITY	SRTPERS	SPBPERS
GENDER	SRTPERS	SPBPERS
HIGHSCHOOL	SRTHSCH	SORHSCH
HOWILEARN	SRTLEND	SRRLEND
INTERESTS	SRTINTS	SORINTS
INTERNATIONAL	SRTINTL	SPRINTL
MAJOR	SRTPREL	SRBRECR
NTYPE	SRTIDEN	SPRIDEN
NAME	SRTIDEN	SPRIDEN
PRIORCOLL	SRTPCOL	SORPCOL
RACE	SARPRAC	GORPRAC
SSNTINTFN	SRTPERS	SRBPERS
STUDENTTYP	SRTPREL	SRBRECR
TELE3	SRTTELE	SPRTELE
TESTSCORES	SRTTEST	SORTEST
MATERIAL	SRTMATL	GURMAIL

Data Section	Electronic Prospect Temporary Table	Permanent Table
VISA	SRTINTL	GORVISA

This page updates the following items.

Item	Description
Ethnicity and ethnic category	Stored in the Temporary Personal table (SRTPERS), loaded to the permanent Basic Person table (SPBPERS), and can be viewed on the General Person Form (SPAPERS) or in the Biographical Information window of the Quick Recruit Form (SRAQUIK), the Quick Entry Form (SAAQUIK), or the General Person Identification Form (SPAIDEN).
Race	Stored in the Electronic Admissions Electronic Temporary Race table (SRTPRAC), loaded to the permanent Race table (GORPRAC), and can be viewed on SPAPERS or in the Biographical Information window of SRAQUIK, SAAQUIK or SPAIDEN.

Links to Other Web Pages

This page does not have links to other Web pages.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Look Up High School Code Look Up College Code	These two buttons enable the user to search for the high school or college code. This search limits the display by state or province and then by city. For a user to be able to locate a school using this search capability, a school's address must be defined in the Source/Background Validation Form (SOASBGI). In addition, the address must have both a city and either a state/province or nation code in order to be displayed in the search results.

Web Menus With Links to This Page

No menus have links to this page.

Set Up Prospect Self-Service

This section explains how to implement Prospect Self-Service.

Setup Summary

The following steps summarize the actions you need to take to set up Prospect Self-Service at your institution. These steps are described in detail in the next section.

Warning! *Because of data relationships and dependencies, you must perform these steps in the order specified.*

1. Define the prospect codes for display on the Web on the Electronic Prospect Validation Form (STVPREL).
2. Define the codes for how prospects learned about your institution on the Web Prospect How I Learned About Validation Form (STVLEND).
3. Review the codes for placing electronic elements in the Web acknowledgment letter on the Web Prospect Acknowledgment Letter Codes Form (STVWACK). These are predefined and delivered. You can define additional codes, if desired.
4. Review the Web Prospect Information Selection Validation Form (STVWPIC) to identify which selection codes or sections you want to choose to appear on the Web.
5. Use the Web for Prospects Selection Rules Form (SRAWPRO) to specify the selection codes that will be displayed for each prospect type, and also to specify the order in which these sections will be displayed.
6. On the Electronic Prospect Default Options Form (SRAPRED), enter any default recruit values for Web-entered data (optional).
7. Define the Banner validation items on the Web for Prospects Display Rules Form (SRAWPDS) that are to appear in the Web pulldown lists.
8. Update the source/background addresses on the Source/Background Institution Base Form (SOASBGI) for unknown schools or home schooling.
9. Write your acknowledgment letter on the Web Acknowledgment Message Form (SRAWACK) (optional).
10. Enter values for PREL group rules on the Electronic Admissions Application Rules Form (SAAERUL).

Setup Steps

The following steps provide detailed information to set up Prospect Self-Service. The steps include only the information you need for implementing Prospect Self-Service. Refer to the *Banner Student Online Help* for complete information about each Banner form.

Warning! *Because of data relationships and dependencies, you must perform these steps in the order specified.*

1. Take the following actions on the Electronic Prospect Validation Form (STVPREL).

   1.1. Define each prospect code you want displayed on the Web.

   1.2. Select the **Enter on WEB** checkbox for each prospect code you want displayed on the Web.

Note: You can define new codes for the Web and/or specify that existing codes be available on the Web.

The **Interface Code** field is used to specify the matching rules that will be applied when the Electronic Prospect Matching Process (SRRSRIN) is used to match electronic prospects to Banner data. Different matching rules can be used for different prospect types, if desired.

The **WEB Page ID** field can be used to group related prospect codes. When the same web page ID is used for different prospect codes, the Prospective Student page (`bwskwpro.P_ChooseProspectType`) can be displayed with only the set of grouped values. Using this feature (and different URLs, which is discussed later), you can define different pages in Prospect Self-Service to display different categories of students. For example, you can create a page titled *Undergraduate Prospective Students*, give it the Web page ID `UG`, and assign the `UG` Web page ID to the group of prospect codes for prospective undergraduates. Likewise you can create a page titled *Graduate Prospective Students*, give it the Web page ID `GR`, and assign the `GR` Web page ID to the group of prospect codes for prospective graduates. You would then use the appropriate values as parameters in the links, as shown in the following examples:

- `bwskwpro.P_ChooseProspectType?prel_type=UGPR`
- `bwskwpro.P_ChooseProspectType?prel_type=GRPR`

Link directly to the Prospect Data Entry page and specify the Prospect Type.

You can also choose to bypass the Prospective Students page (`bwskwpro.P_ChooseProspectType`) and have the user go directly to the Prospect Information Form page (`bwskwpro.P_WebProspectMain`). To do this, you must specify the prospect type in the link, as shown in the following example:

```
bwskwpro.P_WebProspectMain?prel_code_in=WWWU&button_t
ext_in=Continue
```

In this example, `WWWU` is the prospect type, and the Prospect Information Form page will display the sections defined for the `WWWU` prospect type. (This is a simplified example of a URL. When you place a link to Prospect Self-Service in your Web site, you must also include the path to the object.)

2. Define the codes for how prospects learned about your institution on the Web Prospect How I Learned About Validation Form (STVLEND).

3. Review the codes for placing electronic elements in the Web acknowledgment letter on the Web Prospect Acknowledgment Letter Codes Form (STVWACK).

4. Review the Web Prospect Information Selection Validation Form (STVWPIC) to identify which selection codes or sections you want to choose to appear on the Web.

   The following selection codes are delivered with Prospect Self-Service:

ADDRESS1	INTERNATNL
ADDRESS2	MAJOR
BIRTHDATE	MATERIAL
CITIZENSHIP	NAME
EMAIL	NTYPE
ENTRYTERM	PRIORCOLL
ETHNICITY	SSNTINTFN
GENDER	STUDENTTYP
HIGHSCHOOL	TELE3
HOWILEARNED	TESTSCORES
INTERESTS	VISA

   These codes are used on the Web Prospect Selection Rules Form (SRAWPRO) to specify which fields are displayed on the Prospect Information Form page (`bwskwpro.P_WebProspectMain`). Prospect Self-Service is delivered with a script that inserts default Web Tailor values for these selection codes.

5. Use the Web for Prospects Selection Rules Form (SRAWPRO) to specify the selection codes that will be displayed for each prospect type, and also to specify the order in which these sections will be displayed.

   5.1. In the **Selection Code** field, enter each selection code you want displayed on the Web for the prospect code entered in the Key Block. (Selection codes are defined in the Web Prospect Information Selection Validation Form [STVWPIC].)

   The selection codes represent actual questions that prospective students will be asked to answer on the Prospect Information Form page (`bwskwpro.P_WebProspectMain`).

   When you first define a new prospect code in SRAWPRO, the selection codes Name and Address1 are automatically displayed with the Response Required on Web checkboxes selected. If you do not enter any selection codes for a prospect code, the prospect code will not be included in the list of available prospect types on the Prospective Students page (bwskwpro.P_ChooseProspectType).

   5.2. In the **Display Order on Web** column, specify the order in which each selection code is to appear on the Prospect Information Form page.

   5.3. Select the **Response Required on Web** checkbox for each selection code that you want to be required for the user to complete.

Important information about the Visa and International selection codes

Visa and International selection codes are included on STVWPIC. The Prospect Information Form page (`bwskwpro.P_WebProspectMain`) can be set up using the Visa selection code, the International selection code, or both.

If the Visa selection code is attached to a prospect code on SRAWPRO, the following fields are displayed on the Prospect Information Form page:

- **Visa Type**
- **Visa Number** (up to 18 digits in length)
- **Issue Date**
- **Expiration Date**

For the Visa information to be loaded to the Visa Information table (GORVISA), all four Visa fields must be entered. Therefore, to ensure that prospective students enter all of the information, select the **Response Required on Web** checkbox for the Visa selection code.

If the International selection code is attached to a prospect code on SRAWPRO, the following fields are displayed on the Prospect Information Form page:

- **Nation of Citizenship**
- **Nation of Birth**
- **Native Language**
- **Foreign SSN**

Any data entered in the International area is loaded to the International Information Table (GOBINTL) when the prospect record is loaded. No Visa information is required for the International data to be loaded.

If a Visa data is entered in the Visa section, but the **Nation of Citizenship** field is left blank in the International section, then the process which loads prospect data into Banner uses the default value set up on the Crosswalk Validation Form (GTVSDAX) for internal code `VISANTNDEF` as the **Nation of Issue** value on GORVISA. It also uses the value stored on GTVSDAX for internal code `VISAISSDEF` as the **Issuing Authority** value on GORVISA.

6. On the Electronic Prospect Default Options Form (SRAPRED), enter default recruit values for Web-entered data (optional).

   The following fields are required in the Recruiting module:

   - **Level**
   - **Catalog Term**
   - **Degree**
   - **Major**

   If you do not enter values on SRAPRED and this data is not entered on the Web, Banner defaults are used for the Recruit record. If you enter any data on this form, you *must* enter a value in the **Level** field.

7. On the Web for Prospects Display Rules Form (SRAWPDS), specify the items that you want to be displayed in the pulldown lists in Prospect Self-Service.

The values in the pulldown lists displayed in Prospect Self-Service come from Banner validation tables. This form allows you to reduce the number of choices from which the user can select or to change the descriptions that are displayed on the Web. If you do not enter data on this form, all entries in the pertinent validation tables are listed in the associated pulldown lists.

To limit values or modify a description, enter the following information.

- In the **Table Name** field, enter the last four characters of the validation table (TERM for STVTERM, CITZ for STVCITZ, RESD for STVRESD, and so on).
- In the **Code Value** field, enter code value that you want to be displayed on the Web.
- If you want to modify the code's description, modify the value in the **Description** field.

8. Update the source/background addresses on the Source/Background Institution Base Form (SOASBGI) for unknown schools or home schooling.

The Prospect Information Form page (bwskwpro.P_WebProspectMain) includes functionality for users to search for high schools and colleges. For the name of a school to be included, the address data for the school must be defined on SOASBGI.

If the user enters a school name that is not already defined on SOASGBI, the system adds the school name with the value from the rule on the Electronic Admissions Application Rules Form (SAAERUL) for UNKNOWNHSCH. If the prospect enters a school code that is not included on the Source/Background Institution Code Validation Form (STVSBGI), the system stores the value in the SRTHSCH or SRTPCOL table in the SBGI_CODE_INVALID column.

The high school entry section has an alternative checkbox where the prospect can indicate that he or she has been home schooled. The STVSBGI value for home schooling must be stored on the SAAERUL rule for the PREL group and HOMESCHOOL label.

9. Write your acknowledgment letter on the Web for Prospects Acknowledgment Message Form (SRAWACK) (optional).

10. On the Electronic Admissions Application Rules Form (SAAERUL), define group rules for the PREL group.

The "How I Learned" area captures how the prospect learned about your institution. The data is initially stored in the electronic prospect tables and is viewable using the Electronic Prospect Detail Form (SRAPREL). After the prospect has been migrated to Banner, the data is available on the Recruit Prospect Information Form (SRARECR). The How I Learned data is migrated to the recruit record based on the new rule value CREATLEARNED, which is stored on SAAERUL under the group PREL. If the CREATELEARNED rule is Y, the prospect's How I Learned data is migrated to the recruit How I Learned data. The How I Learned code is validated on the Web Prospect How I Learned About Validation Form (STVLEND).

The following rules are used for entering the new Web data and for controlling the migration of the new How I Learned data. (Refer to the *Banner Student User Guide* for the rules for migrating information from the Prospect temporary tables to the Banner tables.)

- HOMESCHOOL — The SBGI code to be used if the prospect selects the **Home Schooled** checkbox. This applies only to the Web. The value entered on SAAERUL for HOMESCHOOL must be a valid high school on STVSBGI.
- UNKNOWNHSCH — The SBGI code to be used if the prospect enters an invalid code in the **High School Code** field. The code you specify for UNKNOWNHSCH is entered into SRTHSCH_SBGI_CODE; the code entered by the student is entered into SRTHSCH_SBGI_CODE_INVALID. The code you specify for UNKNOWNHSCH is also used if the prospect leaves the **High School Code** field blank and enters the name of the institution or any of the self-reported data. This applies only to the Web. The value entered on SAAERUL for UNKNOWNHSCH must be a valid high school on STVSBGI.
- UNKNOWNPCOL — The SBGI code to be used if the prospect enters an invalid code in the **College Code** field. The code you specify for UNKNOWNPCOL is entered into SRTPCOL_SBGI_CODE; the code entered by the student is entered into SRTPCOL_SBGI_CODE_INVALID. The code you specify for UNKNOWNPCOL is also used if the prospect leaves the **College Code** field blank and enters the name of the institution or any of the self-reported data. This applies only to the Web. The value entered on SAAERUL for UNKNOWNPCOL must be a valid institution on STVSBGI.
- CREATELEARNED — This code tells the system to create How I Learned information if data is entered by a prospect who is new to Banner, or if the prospect is matched to a recruit and the recruit term, level, and campus are different. The How I Learned information is always created if the prospect is matched to an applicant and the UPDATEIIFAPP is Y, or if the prospect is matched to a recruit with the same term, level, and campus. The How I Learned data is entered only on the Web.
- CREATEMATERIALS — This code tells the system to create requested materials information if data is entered by a prospect who is new to Banner, or if the prospect is matched to a recruit and the recruit term, level, and campus are different. The materials are always created if the prospect is matched to an applicant and the UPDATEIIFAPP is Y, or if the prospect is matched to a recruit with the same term, level, and campus.
- WEBGENID — This code tells the system to use the generated ID or use the Social Security number entered by the prospect. Enter G to always use the generated ID, which uses SOBSEQN functions. Enter S to use the SSN entered on the Web page. If none is entered, use a generated ID. This applies only to the Web.

Prospect Self-Service is now ready for you to accept information from prospective students via the World Wide Web using Banner Prospect Self-Service processing.

Migrate Prospect Self-Service Data to Banner

Prospect Self-Service data follows the same procedures for viewing, matching, and loading into Banner as the Search and Test Score File Electronic Prospect Types. (For more information, refer to the "Search and Test Score Data Load" section in the

"Recruiting" chapter of the *Banner Student User Guide*.) All the Prospect Self-Service data, however, is entered and validated on the Web.

The following is a summary of the forms and processes that are available to view electronic prospects and to migrate the data from the Electronic Prospect tables to the Banner tables. Refer to the Student documentation for more information.

- Electronic Prospect Inquiry Form (SRIPREL) — This form is used to list and search for electronic prospects. From this form, you can view detail about a prospect, access the Prospect Matching Form (SRQMTCH), and migrate a prospect to the Banner tables.
- Electronic Prospect Detail Form (SRAPREL) — This form is used to view detail about a prospect. The main window displays the name, address, recruit, high school, and prior college data. The sub window displays the test scores, interests, and How I Learned data.
- Prospect Matching Form (SRQMTCH) — This form is used to match an electronic prospect and to generate a new prospect ID, if necessary. This form is accessible only through SRIPREL.
- Electronic Prospect View (SRVPREL) — This view includes a composite of electronic prospect data.
- Electronic Prospect Match Process (SRRSRIN) — This batch process is used to match electronic prospects to Production Banner. This process requires that match rules be entered for the prospect interface code on GORCMRL.
- Migrate Electronic Prospects Process (SRRPREL) — This batch process is used to migrate new or matched electronic prospects to Production Banner. The electronic prospects must have a status of N or M for this process.
- Electronic Prospect Purge Process (SRTPURG) — This batch process is used to purge electronic prospect data.

Admissions Self-Service

Admissions Self-Service allows prospective students to complete and submit applications for admission online. The system can create a recruit, applicant and/or student record automatically. Students can use Admissions Self-Service to view the status of required supporting materials (transcripts, test scores, letters of recommendation, essays, etc.), overall application status, and the current decision assigned to applications.

This chapter contains the following sections:

- "Overview" on page 106, which provides a high-level overview of Admissions Self-Service
- "Admissions Self-Service Web Pages" on page 109, which provides details about each Web page in Admissions Self-Service
- "Set Up Admissions Self-Service" on page 175, which provides detailed steps for setting up Admissions Self-Service
- "Process Self-Service Admission Applications" on page 215, which provides detailed steps for processing admission applications received via self-service
- "Set Up Quick Start for Student Self-Service" on page 226, which provides information about Quick Start processing for automatically processing Web applications
- "Set Up Curriculum Processing for Admissions Self-Service" on page 232, which provides information about and instructions for setting up curriculum processing for Web applications
- "Set Up Web Acceptance of Admissions Offer" on page 235, which provides a step-by-step procedure for allowing applicants to use the Web for notifying your institution of acceptance decisions
- "Use Payment and Deposit Processing with Applications" on page 237, which provides a step-by-step procedure for allowing applicants to use the Web for application payment and deposit processing

Overview

As delivered, Admissions Self-Service can be accessed in the following ways.

- An existing or prior student (such as an undergraduate at an institution who wishes to apply for graduate studies) can select the **Admissions** link from the Student & Financial Aid menu in the secure area. To access the secure area, the student must login using a valid Banner ID and personal identification number (PIN).
- The second method of accessing Admissions is available to any prospective student wishing to apply. The applicant can select the **Apply for Admissions** link from the homepage. From there, the user has two options:

New User

A new user selects the **First time user account creation** link and is asked to enter a login ID (which may be any value of 9 characters or less) and a 6-digit (numbers only) PIN. If the applicant does not specify a login ID, one is generated for him or her. From there, the user is asked to select the type of application to be filled out, and then is asked for some basic name information. Lastly, the Application Checklist page is displayed, and the user completes the sections displayed.

Returning User

If the user is a returning user, once the login ID and PIN are entered, the Application Menu is displayed. The applicant chooses to create a new application, update an incomplete application, or view summary information for applications that have been completed and/or pushed into Banner. The user can also view applications that were not entered via the Web if a Third Party Access Audit Form (GOATPAD) PIN record has been created for him or her.

To apply online, the applicant must select the application type and the term for which they are applying. The system then guides him or her through the admission application pages. The Application Checklist page (`bwskalog.P_DispIndex`) allows the applicant to track his or her progress in completing the application.

The online application is presented on a number of separate Web pages, which your institution chooses and can customize. The sections that can be selected for display include:

- Name
- First Address and Phone
- Second Address and Phone
- Personal Information
- Planned Course of Study
- Parental Information
- Previous College
- High School
- Test Scores
- International Information
- Activities
- Additional Information
- Requested Materials
- Essay Questions

The following application types are delivered as sample data in Student Self-Service:

- Default Example - all sections (00)

- Undergraduate Freshman (W1)
- Undergraduate Transfer (W2)
- International Undergraduate Freshman (W3)
- International Undergraduate Transfer (W4)
- Graduate Studies (W5)
- International Graduate Studies (W6)
- Continuing Education, Non Degree (W7)

Before an applicant can complete the application, a minimum amount of required information must be provided. Required information is collected in a limited number of application sections. Each application type must include the required sections or else applicants will not be able to mark their applications complete. Required data and their associated application sections are:

- Application type and application term, which are collected on the initial data page (`bwskalog.P_DispNewApp`). These values are then displayed in all Web application status summary lists. The application type controls which sections are displayed on the Application Checklist page (`bwskalog.P_DispIndex`). It also indicates if Quick Start processing is enabled for the application.
- First and last name, which are collected on the Apply for Admissions page (`bwskalog.P_DispNewApp`).
- Address, which is collected on either the First Address and Phone page (`bwskaadr.P_DispAppAddr1`)or the Second Address and Phone page (`bwskaadr.P_DispAppAddr2`).
- Field of study, which is selected on the Planned Course of Study page (`bwskapln.P_DispAppPlan`). At least one field of study must be selected.

The applicant can complete the entire application all at one time or can complete portions and return later.

Institutions have the option of creating a set of customized “Signature” pages, one of which is displayed after a student indicates that the application is complete and ready for submission. This page can be used to display instructions, indicate a Banner ID/request a signature, and/or indicate the address to which the signature and application fee should be sent. The student’s admission Web ID and application number appear in small print at the lower left of the page. Details on customizing your Signature page and instructing the Web to display it are included in “Set Up Admissions Self-Service” on page 175.

Applicants can pay their application fee online using the credit card functionality, which is optional. Details on setting up credit card payment of application fees are included in “Set Up Admissions Self-Service” on page 175.

Web application data is stored in a number of holding tables in the Banner database. These tables allow applications to be submitted and stored in a location different from the regular application tables. Applications can be pushed from these tables to Banner tables manually, via a batch process, or automatically, using Quick Start processing. For more information on the various push processes, consult the Banner Student documentation.

Admissions Self-Service Web Pages

The following Web pages compose Banner Student Self-Service Admissions:

- "Admissions Login (bwskalog.P_DispLoginNon)" on page 110
- "Admissions Login - New User (bwskalog.P_DispLoginNew)" on page 112
- "Select an Application Type (bwskalog.P_DispChoice)" on page 114
- "Apply for Admissions (bwskalog.P_DispNewApp)" on page 116
- "Application Checklist (bwskalog.P_DispIndex)" on page 118
- "Name (bwskanam.P_DispAppName)" on page 121
- "First Address and Phone (bwskaadr.P_DispAppAddr1) and Second Address and Phone (bwskaadr.P_DispAppAddr2)" on page 123
- "Personal Information (bwskaper.P_DispAppPersonal)" on page 126
- "Planned Course of Study (bwskapln.P_DispAppPlan)" on page 131
- "Parental Information (bwskapar.P_DispAppParents)" on page 135
- "Previous College (bwskapcl.P_DispAppPrvCollege)" on page 137
- "High School (bwskahsc.P_DispAppHighSch)" on page 141
- "College Lookup or High School Lookup (bwskalog.p_proc_sbgi_code)" on page 144
- "Test Scores (bwskatst.P_DispAppTests)" on page 147
- "International Information (bwskaint.P_DispAppInternational)" on page 149
- "Activities (bwskaact.P_DispAppActivities)" on page 151
- "Additional Information (bwskaudf.P_DispAppUserDef)" on page 153
- "Requested Materials (bwskamat.P_DispAppMaterials)" on page 155
- "Essays (bwskaess.P_DispAppEssay)" on page 157
- "Application Preference (bwskaprf.p_disp_pref)" on page 159
- "Application Fee Payment (bwskalog.P_ProcIndex)" on page 161
- "Admissions Agreement (bwskalog.P_ProcIndex)" on page 162
- "Signature (bwskalog.P_ProcIndex2)" on page 164
- "Application Menu (bwskalog.P_DispChoices)" on page 165
- "Web Application Summary (bwskasta.P_DispStatus)" on page 168
- "Application Summary (bwskasta.P_DispStatusSaradap)" on page 169
- "Applicant Withdrawal Information (bwskadec.P_ApplicationWDInfo)" on page 172

Admissions Login (bwskalog.P_DispLoginNon)

The Admissions Login page is used to login to the Public Access Apply for Admissions area.

Any person can file an application for admission from the Public Access area by supplying a self-determined login ID and PIN. If the user does not yet have a login ID and PIN, he or she can select the **First time user account creation** link to go to the Admissions Login - New User page to create one.

If a user has cookies disabled in his or her browser, the system displays the message:

This system requires the use of HTTP cookies to verify authorization information. Our system has detected that your browser has disabled HTTP cookies, or does not support them. Please refer to the Help page for more information on how to correctly configure your browser for use with this system.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Login ID	The Login ID can be entered by the person or generated by the system if one is not supplied during the original login. The entered value is stored in the Electronic Admissions Non-Student Table (SABNSTU) and is used to access the applicant's data on the Electronic Application Process Form (SAAEAPS) and the Electronic Application Submitted Data Form (SAAETBL).
PIN	The PIN must be six digits in length and contain only numbers. It is stored in the Electronic Admissions Non-Student Table (SABNSTU) and can be displayed on the Electronic Application Process Form (SAAEAPS).

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page updates the following items.

Item	Description
Login ID	Stored in the Electronic Admissions Non-Student table (SABNSTU).
PIN	Stored in the SABNSTU table.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
First time user account creation	Goes to the Admissions Login - New User page (`bwskalog.P_DispLoginNew`).
Return to Homepage	Returns to the homepage.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Login	Goes to the Application Menu (`bwskalog.P_DispChoices`).

Web Menus With Links to This Page

No menus have links to this page.

Web Page Fatal/Warning Error Messages

Message:	*Invalid PIN. Try again.*
Source:	`bwskalog.P_ProcLoginNon`

Action:	Re-enter the PIN correctly. PINs must be 6 digits and contain only numbers. For an existing ID, the PIN must match the one stored in the database.

Message:	*An error occurred. Please try again. PIN must be 6 digits long.*
Source:	`bwskalog.P_ProcLoginNon`
Action:	Re-enter the new PIN using 6 numeric digits.

Message:	*ID record locked due to excessive invalid login attempts.*
Source:	`bwskalog.P_ProcLoginNon`
Action:	The PIN has been locked because of excessive login attempts using a valid non-student ID but a PIN that does not match the PIN for the ID. Re-enable access by clearing the Web Access Locked checkbox in the Non-Student PIN Change block (accessed via the PIN Change option) on the Electronic Application Process Form (SAAEAPS).

Message:	*Login ID already in use. Please try a different Login ID or log in as a Returning User.*
Source:	`bwskalog.P_ProcLoginNo`
Action:	Enter a different Login ID as the first one entered was already being used.

Admissions Login - New User (bwskalog.P_DispLoginNew)

The Admissions Login - New User page allows new users to create a login ID and PIN, and to verify the PIN.

Neither value is validated against Banner IDs or PINs; however, if a login ID has previously been created by another user, it cannot be re-used. The applicant will need to remember the ID and PIN used in order to return to the application at a later time.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Create a Login ID	The login ID can be entered by the person or generated by the system if one is not supplied during the original login. The entered value is stored in the Electronic Admissions Non-Student table (SABNSTU) and is used to access the applicant's data on the Electronic Application Process Form (SAAEAPS) and the Electronic Application Submitted Data Form (SAAETBL).
Create a PIN	The PIN must be six digits in length and contain only numbers. It is stored in the SABNSTU table and can be displayed on SAAEAPS.
Verify PIN	The new user must reenter the PIN.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page updates the following items.

Item	Description
Login ID	Stored in the Electronic Admissions Non-Student table (SABNSTU).
PIN	Stored in the SABNSTU table.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Homepage	Returns to the homepage.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Login	Goes to the Application Menu (`bwskalog.P_DispChoices`).

Web Menus With Links to This Page

No menus have links to this page.

Web Page Fatal/Warning Error Messages

Message:	*Login ID already in use. Please try a different Login ID or log in as a Returning User.*
Source:	`bwskalog.P_ProcLoginNon`
Action:	Enter a different Login ID as the first one entered was already being used.

Message:	*PIN values entered do not match. Please try again.*
Source:	`bwskalog.P_ProcLoginNon`
Action:	The PIN and Verify PIN must match. Enter each again, making sure that they match.

Select an Application Type (bwskalog.P_DispChoice)

The Select an Application Type page is used to specify what type of application is to be filled out. All Web admissions processing is based on the application type.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Application Type	The application type pulldown list includes all Web-enabled application types defined on the Application Type Code Validation Form (STVWAPP).

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Application Type Code Validation Form (STVWAPP)	Define all valid application types that you want to be available on the Web. Be sure to select the **Web Indicator** checkbox.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Homepage	This link is displayed if the user is a new user and returns to the homepage.
Return to Application Menu	This link is displayed if the user is a returning user and goes to the Application Menu (`bwskalog.P_DispChoices`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	Goes to the Apply for Admissions page (`bwskalog.P_DispNewApp`).

Web Menus With Links to This Page

No menus have links to this page.

Apply for Admissions (bwskalog.P_DispNewApp)

The Apply for Admissions page captures basic information needed to begin the process of completing an application for admission. Applicants use this page to enter basic name information and to specify the intended entry term for the application.

Note: The application type has already been entered on the Select an Application Type page (`bwskalog.P_DispChoices`) and is redisplayed on this page.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Application Type	Application Type selected on the Select an Application Type page (`bwskalog.P_DispChoices`).
Admission Term	The pulldown list includes all terms for which Web admissions application processing is allowed on the current date, as defined on the Electronic Applicant Web Calendar Rules Form (SAAWATR). If no terms are defined here for the given application type, the pulldown list contains valid terms as defined on the Web Application Term Display Control Form (SOAATRM). The applicant must select the term for which the application is being made.
First Name	Applicant's first name.
Middle Name	Applicant's middle name.
Last Name Prefix	Prefix that precedes a last name (for example, "Von" in the last name "Von Hintz").

Item	Description/Source Information
Last Name	Applicant's last name.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Electronic Applicant Web Calendar Rules Form (SAAWATR) or Web Application Term Display Control Form (SOAATRM)	Set up the valid dates for Web admissions application processing for each application type and term.

Updates to Banner

This page updates the following items.

Item	Description
Application Term	Stored in the Electronic Admissions Application Header table (SARHEAD).
First, Last and Middle Names	Stored in the Electronic Admissions Person table (SARPERS).

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Application Menu	Goes to the Application Menu (`bwskalog.P_DispChoices`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Fill Out Application	Goes to the Application Checklist page (`bwskalog.P_DispIndex`).

Web Menus With Links to This Page

No menus have links to this page.

Application Checklist (bwskalog.P_DispIndex)

The Application Checklist page is used to display the sections of the application that the applicant should complete. Application section choices are assigned to each application type using the Web Application Section Rules Form (SAAWAPP). The sections used can be different for each application type. After an applicant has provided information in an application section, a checkmark is displayed next to the link for the section.

The applicant also uses the buttons on this page to indicate that the application information is complete and ready for the institution to process, or that it is not yet complete and will be finished later. Institutional application processing cannot begin until the applicant has marked the application complete.

You can also set up an e-mail link on this form to allow applicants to send e-mail to a specific e-mail address that has been set up to handle questions.

If your institution has decided to display a Signature page, and no credit card processing is enabled for the application type, the Signature page is displayed when the **Application is Complete** button is selected. If credit card processing has been enabled, the Application Fee Payment page (`bwskalog.P_ProcIndex`) is displayed when the **Application is Complete** button is selected. The Signature page is displayed if the user selects the **Pay Later** button on the Application Fee Payment page. See “Signature (bwskalog.P_ProcIndex2)” on page 164 for more information.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Application Sections	Sections of the application to be filled out, as specified on the Web Application Section Rules Form (SAAWAPP).

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Application Fee Waiver Reason Validation Form (STVWAIV)	If you want to have possible waivers for application fees displayed on the Web, make sure that the waiver reasons have been created.
Web Application Section Rules Form (SAAWAPP)	For each application type that you want to be displayed on the Web, specify the section codes that you want included on the application. Specify the display order for the sections. Select the **Required** checkbox for each section that you want applicants to be required to complete.
Electronic Applicant Web Default Rules Form (SAAWADF)	If you want an e-mail link to be displayed on this Web page, complete the Checklist Email Link window. If you want a link to the Signature page to be displayed when the **Application is Complete** button is selected, complete the Web Signature Letters window. If you want to allow applicants to pay application fees by credit card, complete the Credit Card Rules window. If you want to have possible waivers for application fees displayed on the Web, select the **Allow Waiver** checkbox.
Electronic Admissions Application Rules Form (SAAERUL)	If you want a link to the Signature page to be displayed when the **Application is Complete** button is selected, then for the `DISP` EDI rules group, enter `TRUE` in the **Value** field for the `SIGPAGEDISP` label.
Application Fee Waiver Reason Validation Form (STVWAIV)	If you want to have possible waivers for application fees displayed on the Web, make sure that the waiver reasons have been created.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
E-mail	Opens the applicant's e-mail program with the To and Subject lines filled in. The text of the link is defined on the Checklist Email Link window of the Electronic Applicant Web Default Rules Form (SAAWADF).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Application is Complete	When credit card processing has been enabled, then the Application Fee Payment page (`bwskalog.P_ProcIndex`) is displayed when the **Application is Complete** button is selected. When no credit card processing is enabled for the application type, and if you have specified that the Signature page is to be displayed, the Signature page is displayed when the **Application is Complete** button is selected. When agreement to terms of admission is enabled, then the Admissions Agreement page (`bwskalog.P_ProcIndex`) is displayed.
Finish Later	Goes to the Application Menu (`bwskalog.P_ProcIndex`).

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Application Menu	`bwskalog.P_DispChoices`

Web Page Fatal/Warning Error Messages

Message:	*Application is missing required information. Please supply missing values in the following sections: Primary Address, Major.*
Source:	`bwskalog.P_ProcIndex`
Action:	Provide required information (indicated by a *) in all sections identified in the error message.

Name (bwskanam.P_DispAppName)

The Name page captures names, prefix, and suffix from the applicant. First and last name are required.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Last Name	The default value comes from the Electronic Admissions Person table (SARPERS), which was updated when the applicant completed the Apply for Admissions page (`bwskalog.P_DispNewApp`), but the applicant can change it.
First Name	The default value comes from the SARPERS table, which was updated when the applicant completed the Apply for Admissions page, but the applicant can change it.
Middle Name	The default value comes from the SARPERS table, which was updated when the applicant completed the Apply for Admissions page, but the applicant can change it.
Last Name Prefix	Prefix that precedes a last name (for example, “Von” in the last name “Von Hintz”).
Suffix	Suffix associated with the name.
Previous Last Name	Previous last name, such a maiden name or former married name.
Nickname	Nickname the applicant prefers to use, such as Bill for William or Liz for Elizabeth.

Item	Description/Source Information
Previously Attended	Radio button group used to specify whether the applicant has previously attended your institution. Choices are `Yes`, `No`, and `Not Reported`.
Previous Application	Radio button group used to specify whether the applicant has previously submitted an application for attendance to your institution. Choices are `Yes`, `No`, and `Not Reported`.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Web User Defined Questions Form (SAAWUDQ)	Define any questions you want to be included on this Web page.
Web Application Section Rules Form (SAAWAPP)	In the main window, include a rule for the NAME Web section. In the Data Element Rules window for the NAME Web section, specify the elements you want to be displayed on this Web page. If you defined a question to be included on this Web page, specify it on the Data Element Rules window for the NAME Web section.

Updates to Banner

This page updates the following items.

Item	Description
All items (except answers to questions)	Stored in the Electronic Admissions Person Table (SARPERS) and can be viewed on the Electronic Application Process Form (SAAEAPS) or the Electronic Admission Submitted Form (SAAETBL).
Question answers	Stored in the Electronic Admissions Request for Information table (SARRQST) and can be viewed on SAAETBL.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Checklist without saving changes	Goes to the Application Checklist page (`bwskalog.P_DispIndex`) without saving changes made to this page.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Checklist	Goes to the Application Checklist page (`bwskalog.P_DispIndex`).
Continue	Goes to the page for the next application section as specified by the display order number on the Web Application Section Rules Form (SAAWAPP) for the application type.
Finish Later	Goes to the Application Menu (`bwskanam.P_ProcAppName`).

Web Menus With Links to This Page

No menus have links to this page.

First Address and Phone (bwskaadr.P_DispAppAddr1) and Second Address and Phone (bwskaadr.P_DispAppAddr2)

The First Address and Phone and Second Address and Phone pages capture address and telephone number information from the applicant.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Address type	Address type displayed as the area header comes from the **Address Type** field of the Web Application Section Rules Form (SAAWAPP).
House Number	Unique number assigned to each building on a street or in an area and used as part of the postal address in some countries (no validation).
Address Line 1 Address Line 2 Address Line 3 Address Line 4	Street address (no validation).
State/Province	The values in the pulldown list come from the EDI Cross-Reference Rules Form (SOAXREF). If none are set up on SOAXREF, then all values from all values from the State/Province Code Validation Form (STVSTAT) are displayed.
County	The values in the pulldown list come from SOAXREF. If none are set up on SOAXREF, then all values from the County Code Validation Form (STVCNTY) are displayed.
Nation	The values in the pulldown list come from SOAXREF. If none are set up on SOAXREF, then all values from all values from the Nation Code Validation Form (STVNATN) are displayed.
Phone Country Code	Code that designates the region and country of the telephone number (no validation).

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Web User Defined Questions Form (SAAWUDQ)	Define any questions you want to be included on this Web page.

Item	Description
Web Application Section Rules Form (SAAWAPP)	In the main window, include a rule for the ADDR1 and/or ADDR2 Web section. Enter the address type in the **Address Type** field. In the Data Element Rules window for the ADDR1 and/or ADDR2 Web section, specify the elements you want to be displayed on this Web page. If you defined a question to be included on this Web page, specify it on the Data Element Rules window for the ADDR1 and/or ADDR2 Web section.
EDI Cross-Reference Rules Form (SOAXREF)	Cross-reference and Web-enable the following: • State/province codes • County codes • Nation codes

Updates to Banner

This page updates the following items.

Item	Description
Address data	Stored in the Electronic Admissions Address table (SARADDR) and can be viewed on the Electronic Admission Submitted Form (SAAETBL).
Phone number data	Stored in the Electronic Admissions Phone table (SARPHON) and can be viewed on SAAETBL.
Question answers	Stored in the Electronic Admissions Request for Information table (SARRQST) and can be viewed on SAAETBL.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Checklist without saving changes	Goes to the Application Checklist page (`bwskalog.P_DispIndex`) without saving changes made to this page.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Checklist	Goes to the Application Checklist page (`bwskalog.P_DispIndex`).
Continue	Goes to the page for the next application section as specified by the display order number on the Web Application Section Rules Form (SAAWAPP) for the application type.
Finish Later	Goes to the Application Menu (`bwskanam.P_ProcAppName`).

Web Menus With Links to This Page

No menus have links to this page.

Web Page Fatal/Warning Error Messages

Message:	*Configuration Error -- Cannot get address and phone types. Unable to display page.*
Source:	`bwskaadr.P_DispAppAddr1`
Action:	Some portion of address set-up has not been completed. Review the following: • On SAAWAPP, an address type must be entered for Web section ADDR1 for the application type. • On STVATYP, there must be a phone type for the address type assigned to the application section. • On SOAXREF in label STVATYP, the address type specified on SAAWAPP must be a valid value that is cross-referenced to an EDI value and is Web-enabled. • On SOAXREF in label STVTELE, the telephone type from STVATYP must be a valid value that is cross-referenced to an EDI value and is Web-enabled.

Personal Information (bwskaper.P_DispAppPersonal)

The Personal Information page captures basic biographic and demographic personal information from the applicant. Field order is determined by setup in Banner Admissions.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Confidentiality	Radio group used to indicate if the applicant's information is confidential. Values are `Yes`, `No`, `Not Reported`.
Citizenship Status	Citizenship status of the applicant, such as `Alien`, `Non-Resident Alien`, `U.S. Citizen`. The values in the pulldown list come from the EDI Cross-Reference Rules Form (SOAXREF). If none are set up on SOAXREF, then all values from all values from the Citizen Type Code Validation Form (STVCITZ) are displayed.
Gender	Radio group used to indicate the applicant's gender. Values are `Male`, `Female`, `No Response`.
Ethnic Group Status	Ethnic group status of the applicant. The values in the pulldown list come from SOAXREF. If none are set up on SOAXREF, then all values from the Ethnic Code Validation Form (STVETHN) are displayed.
Ethnic Category	Checkbox used to indicate the applicant's ethnic category. Values are `Hispanic or Latino` and `Not Hispanic or Latino`. The label **Ethnic Category** is displayed only when this field is required. Otherwise, Information Text is used instead of a field label.
Race	Applicant's race or race combination. The values available for selection are displayed as checkboxes. The column labels (such as White, Asian, Black or African American) are the category descriptions associated with regulatory codes that are marked as system required on the Regulatory Race Validation Form (GTVRRAC), which are delivered. Each column displays a set of checkboxes for the races associated with the race code on the Race Rules Form (GORRACE). The label **Race** is displayed only when this field is required. Otherwise, Information Text is used instead of a field label.
Birth Date	Applicant's birthdate information by **Month**, **Day**, and **Year (YYYY)**. Use the pulldown lists for **Month** and **Day**, and enter the four digit year.
Email	Applicant's email address.

Item	Description/Source Information
Verify e-mail address	Re-enter the email address for verification.
SSN (XXXXXXXXXXXXXXX)	Applicant's social security number or tax ID number. Up to fifteen digits can be entered.
Religion Preference	Applicant's religious preference, such as `Catholic`, `Protestant`, `Other`. The values in the pulldown list come from SOAXREF. If none are set up on SOAXREF, then all values from the Religion Code Validation Form (STVRELG) are displayed.
Marital Status	Applicant's marital status, such as `Married`, `Divorced`, `Single`. The values in the pulldown list come from SOAXREF. If none are set up on SOAXREF, then all values from the Marital Status Code Validation Form (STVMRTL) are displayed.
Residency	Radio group used to indicate the applicant's residency. Values are `Yes`, `No`, `Not Reported`.
Medical Information	Applicant's medical needs, such as `Hearing Impaired`, `Visually Impaired`, `Paraplegic`. The values in the pulldown list come from SOAXREF. If none are set up on SOAXREF, then all values from the Medical Code Validation Form (STVMEDI) are displayed.
Veteran ID	Veteran ID number of the applicant.
Veteran Classification	Veteran category for the applicant. Values are: • `Not a Veteran` • `Protected veteran` (choosing not to self-identify the classification) • `Not a Protected Veteran` • `Active Wartime or Campaign Badge Veteran`
Legacy Status	Applicant's legacy status, such as `Father`, `Sister`, `Grandparent`, etc. The values in the pulldown list come from SOAXREF. If none are set up on SOAXREF, then all values from the Legacy Code Validation Form (STVLGCY) are displayed.
Cellular Phone Number	Applicant's mobile phone number.
Cellular Phone Extension	Extension for applicant's mobile phone number.
Cellular Phone Intl Access Code	International access code for applicant's mobile phone number.
Cellular Phone Country Code	Country code for applicant's mobile phone number.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Web User Defined Questions Form (SAAWUDQ)	Define any questions you want to be included on this Web page.
Web Application Section Rules Form (SAAWAPP)	In the main window, include a rule for the PERSONAL Web section. ***Warning!*** *Do not check the* ***Required*** *checkbox if requiring users to provide ethnicity and race information is prohibited.* In the Data Element Rules window for the PERSONAL Web section, specify the elements you want to be displayed on this Web page. If you defined a question to be included on this Web page, specify it on the Data Element Rules window for the PERSONAL Web section. For each Web application type, specify which races you want to be displayed in the **Race** pulldown list. (Race codes are defined on the Race Rules Form [GORRACE].) If no race codes are added to SAAWADP, all race codes will be visible and available on the Web.
Web Application Customized List Form (SAAWADP)	For each Web application type, specify which races you want to be displayed in the **Race** pulldown list. (Race codes are defined on the Race Rules Form [GORRACE].) If no race codes are added to SAAWADP, all race codes will be visible and available on the Web.
EDI Cross-Reference Rules Form (SOAXREF)	Cross-reference and Web-enable the following: • Citizenship codes • Marital status codes • Religion preference codes • Ethnicity group codes • Legacy codes • Medical codes

Updates to Banner

This page updates the following items.

Item	Description
Confidentiality, Legacy, and Resident data	Stored in the Electronic Admissions Electronic Admissions Request for Information table (SAARQST) and can be viewed on the Electronic Admission Submitted Form (SAAETBL).
SSN/Tax ID	Stored in the Electronic Admissions Person's Reference Numbers table (SARPRFN) and can be viewed on SAAETBL.
E-mail address	Stored in the Electronic Admissions Phone table (SARPHON) and can be viewed on SAAETBL.
Ethnicity and ethnic category	Stored in the Temporary Personal table (SARPERS), loaded to the permanent Basic Person table (SPBPERS), and can be viewed on the General Person Form (SPAPERS) or in the Biographical Information window of the Quick Recruit Form (SRAQUIK), the Quick Entry Form (SAAQUIK), or the General Person Identification Form (SPAIDEN).
Race	Stored in the Electronic Admissions Electronic Temporary Race table (SARPRAC), loaded to the permanent Race table (GORPRAC), and can be viewed on SPAPERS or in the Biographical Information window of SRAQUIK, SAAQUIK or SPAIDEN.
Question answers	Stored in the Electronic Admissions Request for Information table (SARRQST) and can be viewed on SAAETBL.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Checklist without saving changes	Goes to the Application Checklist page (`bwskalog.P_DispIndex`) without saving changes made to this page.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Checklist	Goes to the Application Checklist page (`bwskalog.P_DispIndex`).
Continue	Goes to the page for the next application section as specified by the display order number on the Web Application Section Rules Form (SAAWAPP) for the application type.
Finish Later	Goes to the Application Menu (`bwskanam.P_ProcAppName`).

Web Menus With Links to This Page

No menus have links to this page.

Planned Course of Study (bwskapln.P_DispAppPlan)

The Planned Course of Study page allows an applicant to enter multiple planned course of study (programs) along with majors, minors, and concentrations. You must set up your planned courses of study (programs), majors, minors, and concentrations for each Web application type on the Electronic Applicant Web Default Rules Form (SAAWADF). The following must be defined for each web application type:

- Maximum Number of Majors
- Maximum Number of Minors
- Maximum Number of Concentrations
- Maximum Number of Additional Majors.

Depending on the number assigned for each category, the Planned Course of Study page will reflect this setup. The applicant will be allowed to enter multiple planned courses of study (programs), majors, minors, and concentration up to the maximum number defined for each category.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Planned Course of Study	The values in the pulldown list come from the following tables: • SOBCURR • SORCMJR • SORCMNR • SORCCON Once an applicant has saved a course of study, the field displays the selected major.
Priority	Relative preference of the planned course of study.
Secondary Major	The values in the pulldown list come from SORCMJR. The number of times this field is repeated for each course of study is specified on the Electronic Applicant Web Default Rules Form (SAAWADF).
Minor	The values in the pulldown list are those for which the **Display on Self-Service** checkbox has been checked on the Curriculum Rules Form (SOACURR) and are associated with the major selected in the **Planned Course of Study** field. The number of times this field is repeated for each course of study is specified on SAAWADF.
Concentration	The values in the pulldown list are those for which the **Display on Self-Service** checkbox has been checked on SOACURR and have been specified as base concentrations or attached concentrations for the major selected in the **Planned Course of Study** field. The number of times this field is repeated for each course of study is specified on SAAWADF.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Web User Defined Questions Form (SAAWUDQ)	Define any questions you want to be included on this Web page.

Item	Description
Web Application Section Rules Form (SAAWAPP)	In the main window, include a rule for the PLAN Web section. In the Data Element Rules window for the PLAN Web section, specify the elements you want to be displayed on this Web page. If you defined a question to be included on this Web page, specify it on the Data Element Rules window for the PLAN Web section.
Curriculum Rules Form (SOACURR)	Define cross-reference and Web-enable curriculum rules. (These were previously defined on the EDI Cross-Reference Curriculum Rules Form [SOAXCUR].)
Web Application Customized Curriculum Form (SAAWCUR)	If desired, restrict curriculum rules by application type by selecting the **Restrict to Type** checkbox.
Electronic Applicant Web Default Rules Form (SAAWADF)	On the Matching and Processing Rules tab, take the following actions. Enter the number of times you want the following displayed on this Web page: • Majors (using the **Maximum Number of Majors** field) • Minors (using the **Maximum Number of Minors** field) • Concentrations (using the **Maximum Number of Concentrations** field) • Secondary majors (using the **Maximum Number of Additional Majors** field) Use the **Create One Application** checkbox to specify whether you want the system to create a single application or separate ones. checked - one application will be created for all planned courses of study entered by applicant unchecked - a separate application will be created for each Planned Course of Study entered by applicant

Updates to Banner

This page updates the following items.

Item	Description
Choices of study	Stored in the Electronic Admissions Entry-Exit Dates Table (SARETRY) and the Electronic Admissions Date - Field of Study Table (SAREFOS) and can be viewed on the Electronic Admission Submitted Form (SAAETBL). When the application is pushed to Banner, the SORLCUR and SORLFOS tables are also updated.
Question answers	Stored in the Electronic Admissions Request for Information table (SARRQST) and can be viewed on SAAETBL.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Checklist without saving changes	Goes to the Application Checklist page (`bwskalog.P_DispIndex`) without saving changes made to this page.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Checklist	Goes to the Application Checklist page (`bwskalog.P_DispIndex`).
Continue	Goes to the page for the next application section as specified by the display order number on the Web Application Section Rules Form (SAAWAPP) for the application type.
Finish Later	Goes to the Application Menu (`bwskanam.P_ProcAppName`).

Web Menus With Links to This Page

No menus have links to this page.

Parental Information (bwskapar.P_DispAppParents)

The Parental Information page captures information about the applicant's relatives.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Relationship	The values in the pulldown list come from the EDI Cross-Reference Rules Form (SOAXREF). If none are set up on SOAXREF, then all values from the Relation Code Validation Form (STVRELT) are displayed.
Last Name Prefix	Prefix that precedes a last name (for example, "Von" in the last name "Von Hintz").
House Number	Unique number assigned to each building on a street or in an area and used as part of the postal address in some countries (no validation).
Address Line 1 Address Line 2 Address Line 3 Address Line 4	Street address (no validation).
State/Province	The values in the pulldown list come from the EDI Cross-Reference Rules Form (SOAXREF). If none are set up on SOAXREF, then all values from all values from the State/Province Code Validation Form (STVSTAT) are displayed.
County	The values in the pulldown list come from SOAXREF. If none are set up on SOAXREF, then all values from the County Code Validation Form (STVCNTY) are displayed.
Nation	The values in the pulldown list come from SOAXREF. If none are set up on SOAXREF, then all values from all values from the Nation Code Validation Form (STVNATN) are displayed.
Phone Country Code	Code that designates the region and country of the telephone number (no validation).

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Web User Defined Questions Form (SAAWUDQ)	Define any questions you want to be included on this Web page.
Web Application Section Rules Form (SAAWAPP)	In the main window, include a rule for the PARENTS Web section. Enter the address type in the **Address Type** field. In the Data Element Rules window for the PARENTS Web section, specify the elements you want to be displayed on this Web page. If you defined a question to be included on this Web page, specify it on the Data Element Rules window for the PARENTS Web section.
EDI Cross-Reference Rules Form (SOAXREF)	Cross-reference and Web-enable the following: • Relationship type codes • State/province codes • County codes • Nation codes

Updates to Banner

This page updates the following items.

Item	Description
Relationship types and names	Stored in the Electronic Admissions Person table (SARPERS) and can be viewed on the Electronic Admission Submitted Form (SAAETBL).
Address data	Stored in the Electronic Admissions Address Table (SARADDR) and can be viewed on SAAETBL.
Phone data	Stored in the Electronic Admissions Phone table (SARPHON) and can be viewed on SAAETBL.
Employer	Stored in the Electronic Admissions Employment table (SAREMPL) and can be viewed on SAAETBL.
Question answers	Stored in the Electronic Admissions Request for Information table (SARRQST) and can be viewed on SAAETBL.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Checklist without saving changes	Goes to the Application Checklist page (`bwskalog.P_DispIndex`) without saving changes made to this page.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Enter or View another Relative	Displays a blank Parental Information page so the applicant can enter information about another relative. Selecting this button allows the user to enter an unlimited number of relationships, along with their associated data.
Checklist	Goes to the Application Checklist page (`bwskalog.P_DispIndex`).
Continue	Goes to the page for the next application section as specified by the display order number on the Web Application Section Rules Form (SAAWAPP) for the application type.
Finish Later	Goes to the Application Menu (`bwskanam.P_ProcAppName`).

Web Menus With Links to This Page

No menus have links to this page.

Previous College (bwskapcl.P_DispAppPrvCollege)

The Previous College page captures previous college attendance information from an applicant.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
House Number	Unique number assigned to each building on a street or in an area and used as part of the postal address in some countries (no validation).
Address Line 1 Address Line 2 Address Line 3 Address Line 4	Street address (no validation).
College County	The values in the pulldown list come from the EDI Cross-Reference Rules Form (SOAXREF). If none are set up on SOAXREF, then all values from the County Code Validation Form (STVCNTY) are displayed.
College State/Province	The values in the pulldown list come from SOAXREF. If none are set up on SOAXREF, then all values from all values from the State/Province Code Validation Form (STVSTAT) are displayed.
College Nation	The values in the pulldown list come from SOAXREF. If none are set up on SOAXREF, then all values from all values from the Nation Code Validation Form (STVNATN) are displayed.
College Degree	The values in the pulldown list come from SOAXREF. If none are set up on SOAXREF, then all values from all values from the Degree Code Validation Form (STVDEGC) are displayed.
College Major	The values in the pulldown list come from SOAXREF. (The same cross-reference values are used for both majors and minors.)
College Minor	The values in the pulldown list come from SOAXREF. (The same cross-reference values are used for both majors and minors.)
Phone Country Code	Code that designates the region and country of the telephone number (no validation).

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Web User Defined Questions Form (SAAWUDQ)	Define any questions you want to be included on this Web page.

Item	Description
Web Application Section Rules Form (SAAWAPP)	In the main window, include a rule for the PRVCOLLEGE Web section. In the Data Element Rules window for the PRVCOLLEGE Web section, specify the elements you want to be displayed on this Web page. If you defined a question to be included on this Web page, specify it on the Data Element Rules window for the PRVCOLLEGE Web section.
EDI Cross-Reference Rules Form (SOAXREF)	Cross-reference and Web-enable the following: • County codes • State/province codes • Nation codes • Degree codes • Major codes

Updates to Banner

This page updates the following items.

Item	Description
College name and address	Stored in the Electronic Admissions Previous College Information table (SARPCOL) and can be viewed on the Electronic Admission Submitted Form (SAAETBL).
Attendance dates	Stored in the Electronic Admissions Prior College Sessions table (SARPSES) and can be viewed on SAAETBL.
Degree data	Stored in the Electronic Admissions Prior College Degree table (SARPDEG) and can be viewed on SAAETBL.
Majors and minors	Stored in the Electronic Admissions Date - Field of Study table (SARDFOS) and can be viewed on SAAETBL.
Question answers	Stored in the Electronic Admissions Request for Information table (SARRQST) and can be viewed on SAAETBL.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Lookup College Code	Goes to the College Lookup page (`bwskalog.p_proc_sbgi_code`).
Return to Checklist without saving changes	Goes to the Application Checklist page (`bwskalog.P_DispIndex`) without saving changes made to this page.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Enter or View another College	Displays a blank Previous College page so the applicant can enter information about another institution. Selecting this button allows the user to enter an unlimited number of previously attended colleges, along with their associated data.
Checklist	Goes to the Application Checklist page (`bwskalog.P_DispIndex`).
Continue	Goes to the page for the next application section as specified by the display order number on the Web Application Section Rules Form (SAAWAPP) for the application type.
Finish Later	Goes to the Application Menu (`bwskanam.P_ProcAppName`).

Web Menus With Links to This Page

No menus have links to this page.

Web Page Fatal/Warning Error Messages

Message:	*Errors occurred. Please try again. Attended from date must be before attended to date.*
Source:	`bwskapcl.P_ProcAppPrvCollege`
Action:	The date entered in the **College Attend From Date** field must be earlier than the date in the **College Attend From Date** field.

High School (bwskahsc.P_DispAppHighSch)

The High School page captures high school attendance information from an applicant.

When any other data is entered on this page in admissions, the **High School Name** field, **High School Code** field, or **Home School** checkbox are also required. One of those fields must be entered, regardless of the setting of the **Required** checkbox for the items on SAAWAPP.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
House Number	Unique number assigned to each building on a street or in an area and used as part of the postal address in some countries (no validation).
Address Line 1 Address Line 2 Address Line 3 Address Line 4	Street address (no validation).
High School County	The values in the pulldown list come from the EDI Cross-Reference Rules Form (SOAXREF). If none are set up on SOAXREF, then all values from the County Code Validation Form (STVCNTY) are displayed.
High School State/ Province	The values in the pulldown list come from SOAXREF. If none are set up on SOAXREF, then all values from all values from the State/Province Code Validation Form (STVSTAT) are displayed.
High School Nation	The values in the pulldown list come from SOAXREF. If none are set up on SOAXREF, then all values from all values from the Nation Code Validation Form (STVNATN) are displayed.
Phone Country Code	Code that designates the region and country of the telephone number (no validation).

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Web User Defined Questions Form (SAAWUDQ)	Define any questions you want to be included on this Web page.
Web Application Section Rules Form (SAAWAPP)	In the main window, include a rule for the HIGHSCH Web section. In the Data Element Rules window for the HIGHSCH Web section, specify the elements you want to be displayed on this Web page. If you defined a question to be included on this Web page, specify it on the Data Element Rules window for the HIGHSCH Web section.
EDI Cross-Reference Rules Form (SOAXREF)	Cross-reference and Web-enable the following: • County codes • State/province codes • Nation codes

Updates to Banner

This page updates the following items.

Item	Description
High school name and address	Stored in the Electronic Admissions High School Information table (SARHSCH) and can be viewed on the Electronic Admission Submitted Form (SAAETBL).
High school GPA and rank data	Stored in the Electronic Admissions Degree Summary Information Table (SARHSUM) and can be viewed on SAAETBL.
Question answers	Stored in the Electronic Admissions Request for Information table (SARRQST) and can be viewed on SAAETBL.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Lookup High School Code	Goes to the High School Lookup page (`bwskalog.p_proc_sbgi_code`).
Return to Checklist without saving changes	Goes to the Application Checklist page (`bwskalog.P_DispIndex`) without saving changes made to this page.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Enter or View another High School	Displays a blank High School page so the applicant can enter information about another school. Selecting this button allows the user to enter an unlimited number of high schools, along with their associated data.
Checklist	Goes to the Application Checklist page (`bwskalog.P_DispIndex`).
Continue	Goes to the page for the next application section as specified by the display order number on the Web Application Section Rules Form (SAAWAPP) for the application type.
Finish Later	Goes to the Application Menu (`bwskanam.P_ProcAppName`).

Web Menus With Links to This Page

No menus have links to this page.

Web Page Fatal/Warning Error Messages

Message:	*Errors occurred. Please try again. High school name, city, state, zip and country may be entered only if no high school code type and code have been entered.*
Source:	`bwskahsc.P_ProcAppHighSch`

Action:	Enter either the school type code and school code, or free-form high school name and address.

Message:	*Errors occurred. Please try again. Class size must be greater than class rank.*
Source:	`bwskahsc.P_ProcAppHighSchh`
Action:	Change the entered data so that the class size is larger than the class rank.

College Lookup or High School Lookup (bwskalog.p_proc_sbgi_code)

The College Lookup page or High School Lookup page is displayed as “subset” of the page from which it is called. That is, when a user selects a lookup link on a page, the original page title continues to be displayed on the lookup pages.

The College Lookup page can be accessed from the following pages:

- Previous College page (`bwskapcl.P_DispAppPrvCollege`)
- Transcript Request Address page (`bwskwtrr.p_disp_transcript_address`)

The High School Lookup page can be accessed from the High School page (`bwskahsc.P_DispAppHighSch`).

The lookup package/procedure (`bwskalog.p_proc_sbgi_code`) is the same for both college and high school lookup. It works as a series of pages, each with a single choice for the user to make.

- The first page allows the user to select the state, province, or country.
- The second page allows the user to select the city.
- The third page allows the user to select the school.

When the user selects the copy button on the third page, the system copies data from the Source/Background Validation Form (SOASBGI) into the appropriate fields on the next page that is displayed.

Only schools defined on SOASBGI can be found using the lookup pages.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
The following fields are displayed on the first lookup page.	
Select a State or Province	State or province of the school being looked up. The values in the pulldown list come from the **State/Province** field of the Source/Background Validation Form (SOASBGI).
Select a Country	Country of the school being looked up. The values in the pulldown list come from the **Nation** field of SOASBGI.
The following field is displayed on the second lookup page.	
Select College/High School City	City of the school being looked up. The values in the pulldown list come from the **City** field of SOASBGI.
The following field is displayed on the third lookup page.	
Select College name or Select High School name	Name of the school being looked up. The values in the pulldown list come from the **Source/ Background Institution** field of SOASBGI.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Source/Background Validation Form (SOASBGI)	Make sure that each school has values in *both* the **City** field *and* either the **State/Province** or the **Nation** field. Otherwise, the school will not be available for lookup.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return	Goes to the page the user was viewing before he or she selected the lookup link. This link is displayed on all pages in the `bwskalog.p_proc_sbgi_code` package/procedure.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
The following button is displayed on the first lookup page.	
List Cities in Selected State, Province or Country	Goes to the second lookup page.
The following button is displayed on the second lookup page.	
List Colleges/High Schools in selected City	Goes to the third lookup page.
The following button is displayed on the third lookup page.	
Copy selected College/ High School information to Data Entry form	If the user accessed lookup from the Previous Colleges page (`bwskapcl.P_DispAppPrvCollege`), goes to the Previous Colleges page with data from the Source/Background Validation Form (SOASBGI) displayed in the appropriate fields. If the user accessed lookup from the High School page (`bwskahsc.P_DispAppHighSch`), goes to the High School page with data from SOASBGI displayed in the appropriate fields. If the user accessed lookup from the Transcript Request Address page (`bwskwtrr.p_disp_transcript_address`), goes to the Select Transcript Type page (`bwskwtrr.p_disp_transcript_request_type`) with data from SOASBGI displayed in the appropriate fields.

Web Menus With Links to This Page

No menus have links to this page.

Test Scores (bwskatst.P_DispAppTests)

The Test Scores page captures information about the applicant's test scores.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Test	The values in the pulldown lists come from the EDI Cross-Reference Rules Form (SOAXREF). If none are set up on SOAXREF, then all values from the Test Code Validation Form (STVTESC) are displayed.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Web User Defined Questions Form (SAAWUDQ)	Define any questions you want to be included on this Web page.
Web Application Section Rules Form (SAAWAPP)	In the main window, include a rule for the TESTS Web section. In the Data Element Rules window for the TESTS Web section, specify the elements you want to be displayed on this Web page. If you defined a question to be included on this Web page, specify it on the Data Element Rules window for the TESTS Web section.
EDI Cross-Reference Rules Form (SOAXREF)	Cross-reference and Web-enable test codes.
Electronic Admissions Application Rules Form (SAAERUL)	For the group DISP, set the **Value** field for the label TESTSDISP to the number of test rows you want to be displayed.

Updates to Banner

This page updates the following items.

Item	Description
Test data	Stored in the Electronic Admissions Test Scores table (SARTEST) and can be viewed on the Electronic Admission Submitted Form (SAAETBL).
Question answers	Stored in the Electronic Admissions Request for Information table (SARRQST) and can be viewed on SAAETBL.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Checklist without saving changes	Goes to the Application Checklist page (`bwskalog.P_DispIndex`) without saving changes made to this page.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Checklist	Goes to the Application Checklist page (`bwskalog.P_DispIndex`).
Continue	Goes to the page for the next application section as specified by the display order number on the Web Application Section Rules Form (SAAWAPP) for the application type.
Finish Later	Goes to the Application Menu (`bwskanam.P_ProcAppName`).

Web Menus With Links to This Page

No menus have links to this page.

Web Page Fatal/Warning Error Messages

Message:	*Request failed. We are unable to process your request at this time.*
Source:	`bwskatst.P_DispAppTests`
Action:	For the group `DISP`, set the Value for the label `TESTSDISP` to a valid numeric value on the Electronic Admissions Application Rules Form (SAAERUL).

International Information (bwskaint.P_DispAppInternational)

The International Information page captures basic citizenship, visa, and language information for the applicant. The International Information Form (GOAINTL) allows visa information to be entered separately from international information and vice versa. However, if any visa field data is entered then all the other visa information must be entered as well. Because of this, rules processing on this Web page provides error messages if the applicant does not enter all the necessary visa information. Applicants can enter country of citizenship, country of birth and native language without having to enter any visa information.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Visa	The values in the pulldown list come from the EDI Cross-Reference Rules Form (SOAXREF). If none are set up on SOAXREF, then all values from the Visa Type Code Validation Form (STVVTYP) are displayed.
Citizenship Country	The values in the pulldown list comes from SOAXREF. If none are set up on SOAXREF, then all values from the Nation Code Validation Form (STVNATN) are displayed.
Birth Country	The values in the pulldown list comes from SOAXREF. If none are set up on SOAXREF, then all values from the Nation Code Validation Form (STVNATN) are displayed.
Native Language	The values in the pulldown list comes from SOAXREF. If none are set up on SOAXREF, then all values from the Language Code Validation Form (STVLANG) are displayed.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Web User Defined Questions Form (SAAWUDQ)	Define any questions you want to be included on this Web page.
Web Application Section Rules Form (SAAWAPP)	In the main window, include a rule for the `INTERNATL` Web section. In the Data Element Rules window for the `INTERNATL` Web section, specify the elements you want to be displayed on this Web page. If you defined a question to be included on this Web page, specify it on the Data Element Rules window for the `INTERNATL` Web section.
EDI Cross-Reference Rules Form (SOAXREF)	Cross-reference and Web-enable the following: • Visa type codes • Nation codes • Language codes

Updates to Banner

This page updates the following items.

Item	Description
Visa Type, number, and dates	Stored in the Electronic Admissions Reference Numbers table (SARRFNO) and can be viewed on the Electronic Admission Submitted Form (SAAETBL).
Nation of Birth, Nation of Citizenship, and Native Language	Stored in the Electronic Admissions Person Table (SARPERS) and can be viewed on SAAETBL.
Question answers	Stored in the Electronic Admissions Request for Information table (SARRQST) and can be viewed on SAAETBL.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Checklist without saving changes	Goes to the Application Checklist page (`bwskalog.P_DispIndex`) without saving changes made to this page.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Checklist	Goes to the Application Checklist page (`bwskalog.P_DispIndex`).
Continue	Goes to the page for the next application section as specified by the display order number on the Web Application Section Rules Form (SAAWAPP) for the application type.
Finish Later	Goes to the Application Menu (`bwskanam.P_ProcAppName`).

Web Menus With Links to This Page

No menus have links to this page.

Activities (bwskaact.P_DispAppActivities)

The Activities page allows the applicant to provide to the institution information about extracurricular activities.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Activity	The values in the pulldown list come from the EDI Cross-Reference Rules Form (SOAXREF). If none are set up on SOAXREF, then all values from the Outside Interest Code Validation Form (STVINTS) are displayed.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Web User Defined Questions Form (SAAWUDQ)	Define any questions you want to be included on this Web page.
Web Application Section Rules Form (SAAWAPP)	In the main window, include a rule for the ACTIVITIES Web section. In the Data Element Rules window for the ACTIVITIES Web section, specify the elements you want to be displayed on this Web page. If you defined a question to be included on this Web page, specify it on the Data Element Rules window for the ACTIVITIES Web section.
EDI Cross-Reference Rules Form (SOAXREF)	Cross-reference and Web-enable outside activity codes.
Electronic Admissions Application Rules Form (SAAERUL)	For the group DISP, set the **Value** for the label ACTVSDISP to the number of activity rows you want to be displayed.

Updates to Banner

This page updates the following items.

Item	Description
Activity and Other Activity fields	Stored in the Electronic Admissions Activities table (SARACTV) and can be viewed on the Electronic Admission Submitted Form (SAAETBL).
Question answers	Stored in the Electronic Admissions Request for Information table (SARRQST) and can be viewed on SAAETBL.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Checklist without saving changes	Goes to the Application Checklist page (`bwskalog.P_DispIndex`) without saving changes made to this page.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Checklist	Goes to the Application Checklist page (`bwskalog.P_DispIndex`).
Continue	Goes to the page for the next application section as specified by the display order number on the Web Application Section Rules Form (SAAWAPP) for the application type.
Finish Later	Goes to the Application Menu (`bwskanam.P_ProcAppName`).

Web Menus With Links to This Page

No menus have links to this page.

Additional Information (bwskaudf.P_DispAppUserDef)

The Additional Information page allows you to present up to 20 institution-defined questions to the applicant.

Web Page Fields

No fields appear on this page by default; you must define your questions on the Web User Defined Questions Form (SAAWUDQ) and use the Data Element Rules window of the Web Application Section Rules Form (SAAWAPP) to have them displayed on this page.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Web User Defined Questions Form (SAAWUDQ)	Define any questions you want to be included on this Web page.
Web Application Section Rules Form (SAAWAPP)	In the main window, include a rule for the ADDITIONAL Web section. In the Data Element Rules window for the ADDITIONAL Web section, specify the elements you want to be displayed on this Web page.

Updates to Banner

This page updates the following items.

Item	Description
Question answers	Stored in the Electronic Admissions Request for Information table (SARRQST) and can be viewed on Electronic Admission Submitted Form (SAAETBL).

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Checklist without saving changes	Goes to the Application Checklist page (bwskalog.P_DispIndex) without saving changes made to this page.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Checklist	Goes to the Application Checklist page (`bwskalog.P_DispIndex`).
Continue	Goes to the page for the next application section as specified by the display order number on the Web Application Section Rules Form (SAAWAPP) for the application type.
Finish Later	Goes to the Application Menu (`bwskanam.P_ProcAppName`).

Web Menus With Links to This Page

No menus have links to this page.

Requested Materials (bwskamat.P_DispAppMaterials)

The Requested Materials page allows the applicant to request materials from your institution.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Requested Materials	The values in the pulldown list come from the EDI Cross-Reference Rules Form (SOAXREF). If none are set up on SOAXREF, then all values from the Material Code Validation Form (STVMATL) are displayed.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Web User Defined Questions Form (SAAWUDQ)	Define any questions you want to be included on this Web page.

Item	Description
Web Application Section Rules Form (SAAWAPP)	In the main window, include a rule for the MATERIALS Web section. In the Data Element Rules window for the MATERIALS Web section, specify the elements you want to be displayed in the pulldown list. If you defined a question to be included on this Web page, specify it on the Data Element Rules window for the MATERIALS Web section.
EDI Cross-Reference Rules Form (SOAXREF)	Cross-reference and Web-enable material codes.

Updates to Banner

This page updates the following items.

Item	Description
Requested Materials	Stored in the Electronic Admission Requested Materials table (SARMATL) and can be viewed on the Electronic Admission Submitted Form (SAAETBL).
Question answers	Stored in the Electronic Admissions Request for Information table (SARRQST) and can be viewed on SAAETBL.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Checklist without saving changes	Goes to the Application Checklist page (bwskalog.P_DispIndex) without saving changes made to this page.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Checklist	Goes to the Application Checklist page (`bwskalog.P_DispIndex`).
Continue	Goes to the page for the next application section as specified by the display order number on the Web Application Section Rules Form (SAAWAPP) for the application type.
Finish Later	Goes to the Application Menu (`bwskanam.P_ProcAppName`).

Web Menus With Links to This Page

No menus have links to this page.

Essays (bwskaess.P_DispAppEssay)

The Essays page captures answers to up to ten essay questions. Each answer can be up to 32,700 characters.

Web Page Fields

No fields appear on this page by default; you must define your questions on the Web User Defined Questions Form (SAAWUDQ) and use the Data Element Rules window of the Web Application Section Rules Form (SAAWAPP) to have them displayed on this page.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Web User Defined Questions Form (SAAWUDQ)	Define any questions you want to be included on this Web page.
Web Application Section Rules Form (SAAWAPP)	In the main window, include a rule for the ESSAY Web section. In the Data Element Rules window for the ESSAY Web section, specify the elements you want to be displayed on this Web page.

Updates to Banner

This page updates the following items.

Item	Description
Question answers	Stored in the Electronic Admissions Request for Information table (SARRQST) and can be viewed on SAAETBL.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Checklist without saving changes	Goes to the Application Checklist page (`bwskalog.P_DispIndex`) without saving changes made to this page.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Checklist	Goes to the Application Checklist page (`bwskalog.P_DispIndex`).
Continue	Goes to the page for the next application section as specified by the display order number on the Web Application Section Rules Form (SAAWAPP) for the application type.
Finish Later	Goes to the Application Menu (`bwskanam.P_ProcAppName`).

Web Menus With Links to This Page

No menus have links to this page.

Application Preference (bwskaprf.p_disp_pref)

The Application Preference page allows the applicant to assign a preference to an application. If the applicant has multiple applications, they can be considered in the specified order.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Application Preference	Relative preference of the application. The value entered must be a whole number between 1 and 99.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Web User Defined Questions Form (SAAWUDQ)	Define any questions you want to be included on this Web page.
Web Application Section Rules Form (SAAWAPP)	In the main window, include a rule for the PREFERENCE Web section. In the Data Element Rules window for the PREFERENCE Web section, specify the elements you want to be displayed on this Web page.

Updates to Banner

This page updates the following items.

Item	Description
Application Preference	Stored in the Admissions Application Repeating Table (SARADAP) and can be viewed on the following forms: • Admissions Application Form (SAAADMS) • Admissions Decision Form (SAADCRV) • Admissions Decision and Rating Batch Entry Form (SAADCBT) • Admission Application/Checklist Summary Form (SAAACKL) • Admissions Rating Form (SAARRAT) • Application Questions and Answers Form (SAAQUAN) • Admissions Application Summary Form (SAASUMI) • Electronic Application Process Form (SAAEAPS) • Electronic Admission Submitted Form (SAAETBL)
Question answers	Stored in the Electronic Admissions Request for Information table (SARRQST) and can be viewed on SAAETBL.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Checklist without saving changes	Goes to the Application Checklist page (`bwskalog.P_DispIndex`) without saving changes made to this page.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Checklist	Goes to the Application Checklist page (`bwskalog.P_DispIndex`).
Continue	Goes to the page for the next application section as specified by the display order number on the Web Application Section Rules Form (SAAWAPP) for the application type.
Finish Later	Goes to the Application Menu (`bwskanam.P_ProcAppName`).

Web Menus With Links to This Page

No menus have links to this page.

Application Fee Payment (bwskalog.P_ProcIndex)

The Application Fee Payment page captures credit card information needed to process the applicant's application fee online.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Credit Card	The values in the pulldown list come from the Credit Card Merchant ID Form (GOAMERC).
Payment Amount	The value displayed in this field comes from the Credit Card Rules window of the Electronic Applicant Web Default Rules Form (SAAWADF). It cannot be changed.
Credit Card Billing Address	The values default from the First Address and Phone page (`bwskaadr.P_DispAppAddr1`). The values can be changed.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Credit Card Merchant ID Form (GOAMERC)	Make sure that valid records have been created for the appropriate process code. All other credit card processing setup, including Multiple Merchant ID Processing, must be completed as well. See the *Payment Processor Connection Handbook* for more information.
Electronic Applicant Web Default Rules Form (SAAWADF)	Set up the appropriate payment amount on the Credit Card Rules window.

Updates to Banner

This page updates the following items.

Item	Description
Credit card information	Minimal credit card data is stored in the Electronic Admissions Header table (SARHEAD) and can be viewed on the Electronic Admission Submitted Form (SAAETBL).

Links to Other Web Pages

This page does not have links to other Web pages.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit Payment	Goes to the external vendor payment page for payment by credit card.
Pay Later	Goes to the Signature page (`bwskalog.P_ProcIndex2`).

Web Menus With Links to This Page

No menus have links to this page.

Admissions Agreement (bwskalog.P_ProcIndex)

When an applicant applies for admission, he/she must accept or decline the terms and conditions of admission before the application can be completed. This agreement to terms is enabled through the WebTailor Admissions Agreement menu. When the applicant selects the **Application is Complete** button on the Application Checklist page (`bwskalog.P_ProcNewApp`), the Admissions Agreement page (`bwskalog.P_ProcIndex`) is displayed.

When the applicant accepts the terms and conditions by selecting the **I agree to the terms** link, processing continues and the Signature page (`bwskalog.P_ProcIndex2`) is displayed. The Application Fee Payment page (`bwskalog.P_ProcIndex`) may be displayed in place of the Signature page

(bwskalog.P_ProcIndex2), when credit card payment processing is used for the application type.

When the applicant declines to accept the terms by selecting the **I do not agree** link, processing returns the applicant to the Application Menu page (bwskalog.P_DispChoices).

Web Page Fields

No fields appear on this page.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
WebTailor Menus and Procedures	Use bmenu.P_AppAgreement and select **Enabled Indicator to active the web page**.
WebTailor Information Text	Use bmenu.P_AppAgreement to change the default text.
WebTailor Menu Items	Use bmenu.P_AppAgreement to change the default links or to add new links.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
I agree to the terms	Goes to the Signature page (bwskalog.P_ProcIndex2). When credit card payment processing is used, goes to the Application Fee Payment page (bwskalog.P_ProcIndex2).
I do not agree	Goes to the Application Menu page (bwskalog.P_DispChoices).

Web Menus With Links to This Page

No menus have links to this page.

Signature (bwskalog.P_ProcIndex2)

The Signature page is a customized letter displayed on the Web after an application is completed or after a credit card payment has been made. The letter is created on the Format HTML Letter Rules Form (SOAELTR) and is associated with an application type and letter type on the Electronic Applicant Web Default Rules Form (SAAWADF). If a customized signature letter has not been created, then the default Information Text defined by your institution using Web Tailor is displayed.

Web Page Fields

No fields appear on this page by default; you must define your letter on the Format HTML Letter Rules Form (SOAELTR) and use the Electronic Applicant Web Default Rules Form (SAAWADF) to associate the letter to the application type.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Letter Code Validation Form (GTVLETR)	Create a letter code for the letter you want to be displayed on this page.
HTML Letter Rules Form (SOAELTL)	Associate the letter code with the module code. This determines which variables will be in the letter.
Format HTML Letter Rules Form (SOAELTR)	Define the text that you want to appear on this Web page.
Electronic Applicant Web Default Rules Form (SAAWADF)	Associate the application type with the letter type and letter code.
Customize a Set of Information Text option in Web Tailor	If desired, *instead of* defining a letter in SOAELTR and associating it with an application type in SAAWADF, define the text to appear on this Web page in Web Tailor.
Electronic Admissions Application Rules Form (SAAERUL)	For the group `DISP`, set the **Value** for the label `SIGPAGEDISP` to `TRUE`. This setting specifies that the Signature page should be displayed for the application type.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Application Menu	Goes to the Application Menu (`bwskalog.P_DispChoices`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Access Web for Student	Goes to the Login Verification Security Question and Answer page (`bwskalog.P_RegisterNew`). This link is displayed if the Web applicant has a Student record, and if the application type is set up to use Quick Start processing and to allow automatic transfer to Student Self-Service.

Web Menus With Links to This Page

No menus have links to this page.

Application Menu (bwskalog.P_DispChoices)

The Application Menu appears when a user selects the **Finish Later** button or the **Return to Application Menu** link from any of the Web pages. This page displays data for applications in progress, submitted applications, processed applications, and payment processing. What is displayed on the Application Menu depends on the following:

- Rules defined on the Web Application Term Calendar Rules Form (SAAWATR)
- Rules defined on the Web Admissions Term Calendar Rules Form (SAAWAAD)

- Whether the Web applicant has a Web application that is being worked on, whether any Web applications have been completed, or whether any Web applications have been pushed to Banner or manually entered into Banner.
- Rules defined on the Web Payment Rules Form (TSAWPAY).

Application payments are listed by admission term and transaction in the Payment Processing section. Each transaction is a link to the Payment Processing Transaction page (`bwskpayg.P_ProcList`). Transactions for the applicant that meet rule criteria on TSAWPAY are displayed. The Payment Processing section is not displayed if no payments exist for the applicant or if the applicant does not meet the rule criteria on TSAWPAY.

Refer to the “Student Accounts” chapter for more information on setting up and using payment and deposit processing.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Applications in Progress	Data for electronic applications is stored in a number of electronic application holding tables. The Electronic Admissions Application Header Table (SARHEAD) is the header record to all of the electronic admissions application holding tables. A summary of electronic admissions application data can be viewed using the Electronic Application Process Form (SAAEAPS).
Submitted Applications	Data for applications that have been completed on the Web but have not been pushed to Banner is stored in a number of electronic application holding tables. The SARHEAD table is the header record to all of the electronic admissions application holding tables. A summary of electronic admissions application data can be viewed using SAAEAPS.
Processed Applications	Processed application data comes from the Admissions Application Repeating table (SARADAP), which houses most application data.
Payment Processing	Payment data comes from Banner Accounts Receivable when transactions meet the rule criteria on TSAWPAY. Transactions listed are ready for payment and are links to the payment processing pages.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Electronic Applicant Web Calendar Rules Form (SAAWATR)	Create rules to specify when Web applications can be created and/or viewed for the following: • Applications in Progress • Submitted Applications
Admissions Web Calendar Rules Form (SAAWAAD)	Specify when applications in the permanent Banner tables can be displayed. Specify whether the status and any decision associated with the application should be displayed.
Electronic Admissions Application Rules Form (SAAERUL)	If you want an e-mail link to be displayed on this Web page, then for the group ADMS, enter appropriate values in the **Value** fields for the labels EMAILSENDADDR and EMAILSENDLINK.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Term in the Admission Term area	In the Applications in Progress section, the term link goes to the Application Checklist page (bwskalog.P_DispIndex) for the application selected. In the Submitted Applications section, the term link goes to the Web Application Summary (bwskasta.P_DispStatus) page for the application selected. In the Processed Applications section, the term link goes to the Application Summary (bwskasta.P_DispStatusSaradap) page for the application selected.
Section name in Last Section Updated area	Goes to the Web page for the last section the applicant updated.
Send University Email	An e-mail link is displayed if one has been defined on the Electronic Admissions Application Rules Form (SAAERUL).

Link	Action
Transaction item in Payment Processing area, such as *Deposit for Fall 2013-2014*	Goes to the Payment Processing Transaction page (`bwskpayg.P_ProcList`).
Return to Homepage	Returns the user to the institution's homepage.

Web Menus With Links to This Page

No menus have links to this page.

Web Application Summary (bwskasta.P_DispStatus)

The Web Application Summary page displays a summary of the data for the Web applications that have been completed but not yet pushed into the permanent tables. It displays data for the applications listed in the Submitted Applications section of the Application Menu (`bwskalog.P_DispChoices`).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Name	Name and nickname information stored in the Electronic Admissions Person table (SARPERS). This data can also be viewed on the Electronic Application Process Form (SAAEAPS) or the Electronic Admission Submitted Form (SAAETBL).
Address	Address information stored in the Electronic Admissions Address table (SARADDR). This data can also be viewed on SAAETBL.
Phone	Telephone number information stored in the Electronic Admissions Phone table (SARPHON). This data can also be viewed on SAAETBL.
Application data	Application data stored in the Electronic Admissions Application Header table (SARHEAD). A summary of electronic admissions application data can be viewed on the Electronic Application Process Form (SAAEAPS). Choice of Studies data is stored in the Electronic Admissions Date - Field of Study table (SAREFOS) and can be viewed on the Electronic Admission Submitted Form (SAAETBL).

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Application Menu	Goes to the Application Menu (`bwskalog.P_DispChoices`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Application Summary (bwskasta.P_DispStatusSaradap)

The Application Summary page displays a summary of the data for applications which are in the permanent application table (saradap), regardless of the source of the application (Web, paper, or other). This page displays data for the applications listed in the Processed Applications section of the Application Menu (`bwskalog.P_DispChoices`).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Name	Name and nickname information stored in the Person Identification/Name Repeating table (SPRIDEN). This data can also be viewed on the Identification Form (SPAIDEN).
Address types	Address types for the display of addresses are maintained on the Electronic Admissions Application Rules Form (SAAERUL) in the `DISP` group.
Address	Address information stored in the Address Repeating table (SPRADDR). This data can also be viewed on SPAIDEN. An address is displayed if its type matches one of the address display rules, if the address is effective on the system date, and if the address has not been made inactive.
Phone	Telephone number information stored in the Telephone Repeating table (SPRTELE). This data can also be viewed on the Telephone Form (SPATELE).
Application data	Application data stored in the Admissions Application Repeating Table (SARADAP). This data can also be viewed on the Admissions Application Form (SAAADMS). If an application is displayed on the Application Summary page with a status that is not Web-enabled, then `Not Available` is displayed in the **Status** field. If an application is displayed on the Application Summary page with a decision that is not Web-enabled, then `Please Contact Admissions Office` is displayed in the **Decision** field.
Requirements	Checklist requirements data stored in the Admission Application Checklist table (SARCHKL).

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Electronic Admissions Application Rules Form (SAAERUL)	For the group `DISP`, enter the address type in the **Address Type** field for labels `APPADDR1` and `APPADDR2`.

Item	Description
Admissions Application Status Code Validation Form (STVAPST)	Select the **Web Ind** checkbox for each application status that you want to be available on the Web.
Admissions Application Decision Code Validation Form (STVAPDC)	Select the **Display on Web** checkbox for each application decision that you want to be available on the Web.
Admissions Request Checklist Code Validation Form (STVADMR)	Select the **Web Indicator** checkbox for each application checklist item that you want to be available on the Web.
Admissions Checklist Status Validation Form (STVCKST)	Select the **Web Indicator** checkbox for each application checklist status that you want to be available on the Web.
Electronic Admissions Applications Rules Form (SAAERUL)	If you want to allow applicants to indicate their admission decisions on the web, for group DCSN, enter Y in the **Value** field for the ALLOWDECISION rule. Define the other rules for group DCSN as needed to meet your institution's requirements. For step-by-step instructions, see "Set Up Web Acceptance of Admissions Offer" on page 235.

Updates to Banner

This page updates the following items.

Item	Description
Confirm Attendance	Updates the Decision Data block on the Admissions Decision Form (SAADCRV). The label on this button is customized by your institution.
Withdraw Application	Updates the Decision Data block on the Admissions Decision Form (SAADCRV). Updates the Decision Data block on the Admissions Decision Form (SAADCRV) if the CAPTUREWDINFO rule is set to Y on SAAERUL. The label on this button is customized by your institution.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Application Menu	Goes to the Application Menu (bwskalog.P_DispChoices).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Confirm Acceptance	Redisplays the Application Summary page with a confirmation that the application decision was successfully saved. The label on this button is customized by your institution.
Withdraw Application	Does one of the following: • Goes to Applicant Withdrawal Information page (bwskadec.P_ApplicationWDInfo) if the CAPTUREWDINFO rule is set to Y on SAAERUL. • Redisplays the Application Summary page if the CAPTUREWDINFO rule is set to N on SAAERUL, with the application decision for the decision code description associated with the WITHDRAWCODE rule on SAAERUL. The label on this button is customized by your institution.

Web Menus With Links to This Page

No menus have links to this page.

Applicant Withdrawal Information (bwskadec.P_ApplicationWDInfo)

This page displays the details of all sections in which a student is currently enrolled for the selected term.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Name	Name and nickname information stored in the Person Identification/Name Repeating table (SPRIDEN). This data can also be viewed on the Identification Form (SPAIDEN).
Address types	Address types for the display of addresses are maintained on the Electronic Admissions Application Rules Form (SAAERUL) in the `DISP` group.
Address	Address information stored in the Address Repeating table (SPRADDR). This data can also be viewed on SPAIDEN. An address is displayed if its type matches one of the address display rules, if the address is effective on the system date, and if the address has not been made inactive.
Phone	Telephone number information stored in the Telephone Repeating table (SPRTELE). This data can also be viewed on the Telephone Form (SPATELE).
Application data	Application data stored in the Admissions Application Repeating Table (SARADAP). This data can also be viewed on the Admissions Application Form (SAAADMS). If an application is displayed on the Application Summary page with a status that is not Web-enabled, then `Not Available` is displayed in the **Status** field. If an application is displayed on the Application Summary page with a decision that is not Web-enabled, then `Please Contact Admissions Office` is displayed in the **Decision** field.
Withdrawal Reason	Reason the applicant is withdrawing the application. The values in the pulldown list are those reason codes defined on the Withdrawal Reason Code Validation Form (STVWRSN) and for which the **Display on Web** checkbox on the Admission Application Decision Code Validation Form (STVAPDC) is selected.
Institution Code	Code of the institution that the applicant has decided to attend. The **Look Up College** link can be selected to go to the Previous College page (`bwskapcl.P_DispAppPrvCollege`), which can be used to find a college code.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Admission Application Decision Code Validation Form (STVAPDC)	For each admission application decision code that you want to be available on the web, select the **Display on Web** checkbox.

Updates to Banner

This page updates the following items.

Item	Description
Submit button	Update SAADCRV with the appropriate decision. Updates the Withdrawal Data block on the Admissions Application Form (SAAADMS).

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Lookup College Code	Goes to the Previous College page (`bwskapcl.P_DispAppPrvCollege`).
Return to Application Menu	Goes to the Application Menu page (`bwskalog.P_DispChoices`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Redisplays the page with a message confirming that the withdrawal information was saved successfully.
Reset	Deletes the entries the user has made and redisplays the page.

Web Menus With Links to This Page

No menus have links to this page.

Set Up Admissions Self-Service

This section explains how to implement Admissions Self-Service and includes the following procedures and information:

- "Setup Steps" on page 175
- "Procedures Used in Admissions Self-Service Processing" on page 191
- "Routines Used in Admissions Self-Service Processing" on page 193
- "Rule Groups Used in Admissions Self-Service Processing" on page 198
- "Delivered Rule Groups Used in Admissions Self-Service Processing" on page 199
- "Cross-Reference Labels Used in Admissions Self-Service Processing" on page 208
- "Address Hierarchy Rules for Credit Card Payment" on page 215
- "Identify Payment Profile for Credit Card Payment" on page 215

Setup Steps

This section provides the step-by-step setup procedures.

Warning! *Due to data relationships and dependencies, these steps must be performed in the order specified.*

1. Review General Web controls.

   Set up the global Web rules using Customize Web Rules in Web Tailor. Set up the title, header, back URL and link, and help URL and link fields using Customize a Web Menu or Procedure in Web Tailor. If these rules, links, and fields have not been reviewed and customized for your institution, do this now.

   The Address Role Privileges Form (GOAADRL) should contain entries with the **Role** field pulldown set to the value of STUDENT for all address types that are to be used by self-service admissions processing. These address types are displayed in the List of Values for the **Address Type** field in the Section Rules block of the Web Application Section Rules Form (SAAWAPP).

2. Define values on validation forms used in self-service admissions application processing.

   2.1. Use the EDI Application Source Code Validation Form (STVAPLS) to define codes and descriptions for the possible sources of electronic applications.

2.2. Use the Application Verification Steps Validation Form (STVASTA) to define the manual steps that you want to perform for each electronic application. One value is required: ID Verification (IDVR).

For every electronic application received, you will need to determine whether the application was submitted by a person already known to Banner (for example, someone who is already being recruited) or whether the applicant does not yet exist in Banner. The ID Verification Step prevents the loading of an electronic application until you complete the verification and either match an electronic applicant to an existing Banner person or create the person in Banner.

You may also wish to define additional manual verification steps. The ID Verification Step is automatically completed by the Elec. App. Verify/Load Process (SARETMT) process. Any additional verification steps identified will *not* be automatically processed by SARETMT.

2.3. Use the Web Application Section Validation Form (STVWSCT) to define the sections of Banner Student Self-Service admissions applications. Data was delivered for this form, but you may wish to review the values, become familiar with the available sections, and/or update the descriptions of sections as these descriptions will display at the top of each section when the section is displayed on the Web.

2.4. Use the Web Application Elements Validation Form (STVWSCF) to define the data elements that can be used within a given section on the Web application. The system-required values cannot be modified, with the exception of the description of the element code and the QUESTION element code.

STVWSCF works in conjunction with the Web Application Section Rules Form (SAAWAPP). Initial element code descriptions from STVWSCF are defaulted into SAAWAPP. The element code descriptions can be modified on STVWSCT, or they can be modified on SAAWAPP, where they are called element rules labels.

If an institution determines that a user-defined question can only be added to a specific section, then that section should be identified in the **Web Section** field for the QUESTION element code. Otherwise, the **Web Section** field can be left blank, allowing questions to be added to any Web section.

Warning! *Depending on your locale, it might be illegal to require users to provide ethnicity and race information. Do not check the* ***Required*** *checkbox on SAAWAPP for the PERSONAL (Personal Information) Web application section code if requiring users to provide ethnicity and race information is prohibited.*

If such a regulation applies to your institution, you must also review your existing Web application definitions and uncheck this checkbox for any applications for which it is currently checked.

2.5. Use the Application Type Code Validation Form (STVWAPP) to define the types of applications which can be received electronically and to define the values for several required data elements for each application type. Your institution may require different kinds of information from different types of applicants.

For example, you probably do not want to request prior college information from first-time applicants but certainly want to ask for this information from transfer applicants. You do want to ask for visa information from international applicants, but not from domestic applicants.

The STVWAPP form lets you define the types of applications which will be available to Web applicants. Think carefully about the kinds of information you request from applicants, and define appropriate application types for each. Make the descriptions of each type as clear as possible so that applicants are able to choose the correct application to complete. Applicants will see the descriptions from this form on the Web.

Several application types are delivered with the Banner Student Self-Service system:

– Default Example - All Sections (00)

– Undergraduate Freshman (W1)

– Undergraduate Transfer (W2)

– International Undergraduate Freshman (W3)

– International Undergraduate Transfer (W4)

– Graduate Studies (W5)

– International Graduate Studies (W6)

– Continuing Education, Non Degree (W7)

2.6. Use the EDI Rule Group Validation Form (STVEGRP) to display codes and descriptions for groups of EDI application processing rules. Group codes are provided so that rules which apply to similar types of data can be easily queried on the Electronic Admissions Application Rules Form (SAAERUL). The ADMS and DISP group codes are the two most used by self-service admissions processing.

Note: Values in this table (STVEGRP) are not intended to be maintained locally. All required values are delivered and inserted during the install process and/or via update scripts. This form and its data are provided to support other forms, and no changes of any kind should be made to the data on this form.

2.7. Use the EDI Verification Label Validation Form (STVXLBL) to display codes and descriptions for EDI data verification labels which are used when processing a variety of incoming EDI data.

Note: Values in STVXLBL are not intended to be maintained locally. All required values are delivered and inserted during the install process and/or via update scripts. This form and its data are provided to support other forms, and no changes of any kind should be made to the data on this form.

3. Set Web Display Indicators on validation forms.

   Several admissions-related validation forms include Web Display Indicators. These indicators control whether a specific value in the validation form will display and/or be available for selection via the Web. Scripts which added the Web Indicator checkboxes set the values to unchecked (set to N) for all values on these forms. These checkboxes must be checked (set to Y) for a value to be available on the Web. When you Web-enable a value in one of these validation forms, you should also review the description. The description of a value, not the code itself, displays on the Web.

   The following validation forms include Web Display Indicators which control admissions application processing via the Web:

   - *STVADMR - Admission Request Checklist Code Validation Form*. An applicant's outstanding checklist items display in the Review Application Status section of the Web when the checklist item is Web-enabled using the **Web Indicator** checkbox.
   - *STVAPST - Admission Application Status Code Validation Form.* Values display (when the **Web Indicator** checkbox is checked) when an applicant reviews their applications via the Web. If the status of an existing application has not been Web-enabled, the description *Not Available* is displayed.
   - *STVAPDC - Admission Application Decision Code Validation Form.* If an application is entered into Banner (either manually or via the Web), the calendar on SAAWAAD is set up, and the **Display on Web** checkbox is checked on STVAPDC, then the most recent decision for that application will display on the Web Application Summary Page. If the decision code has not been Web-enabled, then the message *Please Contact Admissions Office* is displayed.

4. Define user-defined questions.

   The Web User Defined Questions Form (SAAWUDQ) is used to define institution-specific questions which request information not found elsewhere in any application section. You can use the form to develop questions to collect any additional kind of information your processing requires. Up to ten user-defined questions can be displayed on any application section, while up to twenty user-defined questions can be displayed in the Additional Information section. Each question can be up to 2,000 characters in length. The applicant will have 2,000 characters to answer the question.

   This form also allows the user to associate an admission request checklist code with each question. In addition, the user can specify that a question should have a Yes/No radio button for its answer, instead of a text box.

   In addition, essay questions can be defined on this form. Each essay question can be up to 2,000 characters in length. The Web applicant has 32,700 characters to answer the question.

5. Build Banner Student Self-Service applications by combining sections.

   In earlier steps, you reviewed and/or created Electronic Application Types (using STVWAPP) and reviewed delivered Web Application Sections (STVWSCT) and Web Application Elements (STVWSCF). Now it is time to combine the sections and elements to make an application. Sections include the actual questions that applicants will be asked to answer, and each application is composed of a set of sections in a specific order.

   5.1. The Web Application Section Rules Form (SAAWAPP) is used to define the sections and elements that make up each application type. It is also used to

specify the address type for each section of an application which collects address information. This form allows the user to determine in what order the sections will appear and in what order the data elements will appear within a section. Users can designate an element as required on this form, as well as indicate if the element should display on the Web. Users can also assign specific questions which were previously defined on SAAWUDQ to a Web section.

Warning! *Depending on your locale, it might be illegal to require users to provide ethnicity and race information. Do not check the* ***Required*** *checkbox on SAAWAPP for the* PERSONAL *(Personal Information) Web application section code if requiring users to provide ethnicity and race information is prohibited.*

If such a regulation applies to your institution, you must also review your existing Web application definitions and uncheck this checkbox for any applications for which it is currently checked.

5.2. Use the Web Application Section - Data Element Rules window to enter the data elements that will display on a given section.

The first time you enter this window when defining a new section, all the data elements defined on STVWSCF for that Web section will populate the window. The user can then reorder the elements, as well as delete any not automatically marked as required. This window enforces the entry requirement of First and Last Name, Street Line 1, City, and Choice of Study before an application can be marked complete.

This window allows updates to the **Order**, **Element Rules Label**, **Question Sequence Number**, **Required** (**Indicator)**, and **Display** (**Indicator)** fields.

The Element Rules block is sorted by the **Order** field. When data elements initially populate the Element Rules block, their order is automatically set in increments of five (5). The user can update the **Order** field or delete an entire data element record.

5.3. The user can copy the sections and elements set up for another application type to a new application type by using the **Copy Configuration** button. If the application type being copied from has questions defined for it on SAAWUDQ, a copy of those questions will be made on SAAWUDQ for the new application type. If questions have already been defined on SAAWUDQ for the new application type, the copy process won't touch those questions but will add all questions with non-matching sequence numbers from the existing application type to the new application type.

For example:

– A new application type of X1 has questions defined with sequence numbers 1, 2, and 5 on SAAWUDQ.

– Questions with sequence numbers 1, 2, 3, 4, 5, 6, and 7 have already been defined for existing application type of Y1.

– Use SAAWAPP to copy application type Y1 into X1. Questions 1, 2, and 5 for application type X1 will remain unchanged.

– Questions 3, 4, 6, and 7 will be copied from application type Y1 to application type X1.

– During the copy, any questions already assigned to application type X1 will also be assigned to application type Y1.

6. Establish dates for the creation and receipt of Banner Student Self-Service applications.

6.1. Define calendars for the application types that have different schedules on the Web Application Term Calendar Rules Form (SAAWATR). Once this form is used for an application type, it must always be used. This form allows the institution to define the dates when applications of each type can be created and subsequently viewed on the Web.

This form works in conjunction with the Web Application Term Display Control Form (SOAATRM), where the calendar for all applications can be defined. If no rules exist on SAAWATR for an application type, then the rules defined on SOAATRM take effect.

6.2. Define the date ranges during which you will receive applications for a term. The Web Application Term Display Control Form (SOAATRM) is used to specify these time periods.

6.3. Control the calendar of applications in the Banner production tables using the Web Admissions Term Calendar Rules Form (SAAWAAD). This calendar determines by term, level, campus, college, and admit type when an application can be viewed (regardless of its source), when the status can be viewed, and when the most recent decision can be viewed on the Web.

The **Priority (Code)** field is used to create a unique key for each calendar rule. It may be necessary to have multiple records for one level and term that start and end on the same date, in order to exclude specific admit types from ever displaying on the Web. The **Priority (Code)** field can be used to make each record unique.

7. Customize Web pulldowns.

7.1. Define codes, by application type, on the Web Application Customized Lists Form (SAAWADP) which should display in the Web pulldowns for test codes, requested materials, interests, and credit card waiver reasons. If no codes are defined here, the pulldown values will be taken from the appropriate Web-enabled rows on SOAXREF. If no codes are defined on SOAXREF, the values will be taken from the appropriate validation table.

7.2. Identify curricula, by application type, on the Web Application Customized Curriculum Form (SAAWCUR) that you want to appear in the Plan pulldown.

7.3. When you are first setting up self-service admissions, enter SAAWCUR with the **Restricted** checkbox in the Key Block unchecked. All appropriate curriculum rules will display. Check the **Restrict to Type** checkbox for those curriculum items which you want to be available for this application type. Upon re-entering the form, if you want to see only those curricula for this application type, check the **Restricted** checkbox in the Key Block.

Note: With the exception of the **Restrict to Type** checkbox on SAAWCUR, SAAWCUR and SOAXCUR are query only forms. SOACURR is used to customize Web application data.

8. Determine use of medical information question.

   Determine whether you want to collect medical information on applications received via the Web. The data element, Medical, can be defined under the Personal Information section rule on SAAWAPP. This data element will display the Web-enabled values defined on SOAXREF (where the label is equal to STVMEDI). If no values are defined on SOAXREF, then the pulldown list will display all values in the Medical Code Validation Form (STVMEDI).

9. Customize Signature Page option.

   9.1. A default Signature page is delivered with the Banner Student Self-Service Admissions application, and its display is controlled using the SIGPAGEDISP label rule on the Electronic Admissions Application Rules Form (SAAERUL) for the group of DISP. The Signature page allows you to provide processing instructions to applicants who submit applications via the Web.

   9.2. The default Signature page is nothing more than Info Text for the page. Sample Info Text for this page is delivered, but you can customize it to reflect your institution's processing and desired instructions using Web Tailor. Use the Format HTML Letter Rules Form (SOAELTR) to update the Info Text for the Display Signature package to reflect your institution's desired instructions, if you decide to have the Signature page displayed.

   9.3. You can customize the Signature page by application type using the Electronic Applicant Web Default Rules Form (SAAWADF). The Web Signature Letters window is used to assign customized letters to specific letter types. The letter type of STANDARD is used to assign a Signature page for Web applicants not using Quick Start processing. The other letter types are used with Quick Start processing to identify which letter should be displayed, depending on the circumstances (i.e., a record is suspended during the automatic match).

   The letters assigned to letter types must first be created on GTVLETR and then associated with the appropriate module code on the HTML Letter Rules Form (SOAELTL). Then the letter contents must be constructed on the Format HTML Letter Rules Form (SOAELTR).

   SOAELTR allows you to create a letter using electronic applicant variables, some formatting, and free form text. This form also allows you to see how the letter will look by using the **Display Letter** button.

10. Customize Web application data.

    Users can customize Web application data by application type using the Electronic Applicant Web Default Rules Form (SAAWADF). This form is used for entering default data and rules for curriculum, email address, link text, and credit cards.

    The keys to the record are the Web application type and an effective term. The effective term code in the Default Curriculum block may be different than the effective term in the key. In order for a curriculum to be used on this form, it must first be set up on the Curriculum Rules Form (SOACURR).

    If the term and curriculum are entered on this form, the curriculum data will automatically populate the student's application when the electronic application is created. The Web data section for curriculum does not have to be displayed on the Web application. If the section is displayed, the curriculum entered on SAAWADF will automatically be filled in.

The form can be used to define the email address and the email link text that will appear on the Application Checklist Menu on the Web. If no link text or email address exists on this form, but the EMAILSENDADDR and EMAILSENDLINK rules exist on SAAERUL where the value in the **Group** field is equal to ADMS, then that link text will display on the Application Checklist Menu and that email address will become the To: address.

The Application Credit Card Fee Rule block on SAAWADF is used to define the credit card processing rules. The institution indicates if they will accept credit cards, and if they do, the following decisions must be made. Are they required, will waivers be allowed, what detail code should be associated with the payment, and what, if any, checklist rule will be satisfied by the credit card payment. The **Charge Detail** and **Amount** are required fields, and the **Charge Detail** must have a category code of APF.

11. Build Quick Start processing.

Quick Start processing is turned on and off using the Automated Processing Rules block (in the Matching and Processing Rule window) on the Electronic Applicant Web Default Rules Form (SAAWADF). Check the **Enable QuickStart Processing** checkbox if you want Quick Start to run for this application type.

11.1. Once Quick Start processing is enabled, you can then customize how you want it to operate using the remaining fields in the Automated Processing Rules window. You can indicate that you want to:

- create a recruit record by checking the **Automatically Create Recruit Record** checkbox,
- create an application record by checking the **Automatically Create Application Record** checkbox, (if an application is created, you also have the option of creating a decision record by checking the **Process Decision** checkbox and entering the decision code in the **Admission Decision** field),
- access Banner Student Self-Service by checking the **Provide Access to Student Self-Service** checkbox, which in turn causes an **Access Web for Students** button to be displayed on the Signature page when the applicant has a student record, and
- create one application (if the **Create One Application** checkbox is checked, one application will be created with all curricula; if the field is not checked, a separate application will be created for each curriculum).

You can select any individual item or a combination of items. There are two restrictions to remember:

- the **Enable QuickStart Processing** checkbox must be checked in order to check any of the other choices, and
- the **Process Decision** checkbox must be checked in order for a decision code to be entered in the **Admission Decision** field. (In addition, the **Auto Student** checkbox (in the EDI and Self-Service block of the Majors and Departments window on SOACURR) must be checked.)

For example, an institution could use Quick Start processing to automatically create a recruit record and an application record for a standard Web application, eliminating the need to run the Elec App Verify/Load Process (SARETMT).

11.2. Quick Start processing attempts to automatically match a Web applicant to an existing Banner person. Use the Web Matching Rules block on SAAWADF to set up the rules to be used by the automated matching process.

12. Review and update or define the Procedures and Routines for each application type.

Before loading data from the holding tables into the permanent Banner tables, you want to make sure that the information submitted by the applicant is as complete and correct as it can possibly be. Application Procedures and Routines perform much of this work.

A Procedure is a collection of Routines. Routines check data at the data element level, and a number of Routines may be included within a Procedure. Procedures are closely related to each table into which data will be loaded. All required Routines must be satisfied before a Procedure can be satisfied. A set of Procedures and Routines has been delivered and is attached to each of the delivered Application Types. Procedures and Routines are attached to each Electronic Application Type using the Electronic Admissions Procedure/Routine Control Form (SAAECRL). This form also includes several flags which specify how each procedure and routine will be used in electronic application processing.

Both the Procedures section of the main window and the Routines section of the Admissions Verification and Load Routines window include a **Required** flag and an **Override** flag.

12.1. The **Required** flag is used to specify the Procedures and Routines which will be attached to each electronic application when it is received. When a Procedure or Routine is attached to an application, it needs to be fulfilled before the application is considered verified and before the data is “pushed” to the permanent Banner tables. More specifically, each Routine needs to be fulfilled before the overall procedure can be satisfied.

The Procedures and Routines in effect control the types of data which will be verified and eventually “pushed” into Banner. You can set Procedures and Routines to “Not Required” if you do not wish certain data to be verified and/or loaded into Banner.

For example, you might choose not to load Medical Conditions from electronic applications. You would set the **Required** flag for Procedure P060 (Health Conditions Verification) to unchecked (N), and also set the **Required** flag for Routine R0080 (Create Medical Conditions) in Procedure P900 (“PUSH” Verification) to unchecked (N). This would tell the system not to verify Medical Conditions and not to push them into Banner.

12.2. The **Override** flags associated with Procedures and Routines allow you to specify whether a Routine or Procedure can be overridden manually at the individual application level on SAAEAPS or automatically using the Elec. App. Verify/Load Process (SARETMT). If a Routine or Procedure is overrideable, it will still be attached to an electronic application (based upon the **Required** flag), but can be overridden if desired.

For example, you may normally collect required visa types from international applicants, but not all applicants may understand the visa type they require. You could require visa types from international applicants, but allow the “push” of visa information to be overridden if an applicant does not provide the correct information. In this case, you would set the **Required** flags for Procedure P032 (International Information Verification) and all of its Routines to checked (Y), but

set the **Override** flag for Routine R0030 (Create International Record) in Procedure P900 (“PUSH” Verification) to checked (Y) so that you could override the push of this information.

If a procedure has the **Override** flag checked, that procedure will be automatically overridden, regardless of whether any of its routines fail.

If a routine has the **Override** flag checked, it will automatically be overridden if the corresponding data field is blank. The only time it will not be over-ridden is if the incoming data is in error.

The Elec. App. Verify/Load Process (SARETMT) will automatically override a procedure or routine that fails the verification process due to blank data, if that procedure or routine is marked as able to be overridden on SAAECRL, and the AUTOOVERRIDE label for the group VCRL on SAAERUL is set to Y.

12.3. Duplicate processing is governed by rules set up in two places. First, overall duplicate processing rules exist on the Electronic Admissions Application Rules Form (SAAERUL) under group ADMS. These rules are: DUPLAPPLCURR, DUPLAPPLLEVL, DUPLAPPLMAJR, DUPLAPPLPERS, DUPLAPPLTERM. These rules tell the self-service admissions push packages whether to check for duplicates in the given category. For example, if DUPLAPPLPERS is set to *N*, then the corresponding Web package will not check for duplicate persons for the Web application being pushed.

Note: The DUPLAPPLCURR rule is not currently used in self-service admissions processing.

Duplicate processing rules also exist on the Electronic Admissions Procedure/ Routine Control Form (SAAECRL). These rules allow for duplicate processing to be specified by application type instead of globally for all Web applications. The rules exist within procedure P050 Application Verification (R0060 - Duplicate Application for Person, R0070 - Duplicate Application for Term, and R0080 - Duplicate Application for Level) and procedure P120 Entry Curriculum Verification (R0010 - Duplicate Application for Major). These routines are examined if the corresponding rule on SAAERUL is equal to Y.

Whether a specific routine allows duplicates depends on the setting of the **Override** flag. If the **Override** flag is unchecked, then duplicates are not allowed. If the **Override** flag is checked, then duplicates are allowed. For example, if DUPLAPPLTERM is set to Y, routine R0070 is marked as required, and the **Override** flag is checked, then multiple applications for the same term are allowed. However, if DUPLAPPLLEVL is set to Y, routine R0080 is marked as required, and the **Override** flag is *not* checked, then the Web application will not be pushed if one already exists in Banner for the same term and level.

For delivered Web Application Types, all appropriate procedures and routines have already been attached to each application type. If you define additional application types, you need to attach the appropriate procedures and routines to each new application type. You can do so automatically by using the **Copy Procedure** button in the Key Block of SAAECRL. The **Copy Procedure** button allows you to copy all the procedures and routines defined for any existing application type to your new application type.

Note: See "Procedures Used in Admissions Self-Service Processing" on page 191 for a list of the procedures on SAAECRL and their associated routines.

13. Review and update rule values on the Electronic Admissions Application Rules Form (SAAERUL).

    The Electronic Admissions Application Rules Form (SAAERUL) includes a number of rules which control how data is handled in self-service admissions application processing. All rules which are used by system processing have been delivered and should have been installed during the upgrade process.

    For convenience purposes, Rules are categorized into Groups. Rule groups are used to display rules with a similar purpose together, and Group Codes can be used to specify that you want to display only a single group of rules at one time.

    Each Rule is also identified by a Label and a Description. The script which installed the Rule Groups and Rules also installed either the specific value expected for a rule or the literal UPDATE ME in the **Value** field. When an actual value was delivered, its **EDI Indicator** was also checked (set to Y) indicating that the rule expects an EDI value, and the value for these rules should not be changed. When the literal UPDATE ME was delivered, the value must be updated to reflect the local option for EDI application processing to be used.

    When reviewing and updating rules, you may want to query on the **Value** field for the value UPDATE ME. After updating the appropriate rows, you may want to review all rules so that you better understand how data will be processed.

    Note: See "Rule Groups Used in Admissions Self-Service Processing" on page 198 for a list of the rules delivered, the group with which they are associated, a description of each rule, and instructions for updating each rule.

14. Populate the EDI Cross-Reference Rules Form (SOAXREF).

    If you will be processing both Web and EDI admissions applications, then you will need to refer to the sections on "Processing Self-Service Admissions Applications", "EDI Set-up Procedures", and "Processing EDI Applications" which follow. While much of the setup on SOAXREF may not be required for your self-service admissions applications, your EDI admissions application processing still relies heavily on the use of the EDI Cross-Reference Rules Form (SOAXREF).

    SOAXREF is used mainly by Web application processing to customize which values the applicant will see in the various pulldowns available on the Web application. If an institution wants *all* values within a validation table to display in the Web pulldown, then *no* data from that validation table should be inserted into SOAXREF. For example, since most institutions would want all state and province codes to display in the state pulldown, no state or province codes need be inserted into SOAXREF. If, however, an institution would like to customize which values from a validation table will display in the Web pulldown, then they can either use the appropriate script to insert all values from the validation table and then check the **Web (Indicator)** for those values which should display, or they can manually insert only those values which should display on the Web (remembering to check the **Web (Indicator)**).

Data pertaining to which majors a Web applicant can select must be entered on SOAXREF as well as on SOACURR. The institution can also decide to default in a curriculum for a given application type. In that case, the major information will come from the Electronic Applicant Web Default Rules Form (SAAWADF). This form also uses the curricula defined on SOAXREF and SOACURR.

Following are the instructions for running the various scripts to populate SOAXREF for majors as well as for the other values which an institution may decide to load in order to customize which values will appear in the Web pulldowns.

Not all rows in SOAXREF are used in self-service admissions application processing. Many rows are used only to process incoming TS 189 transaction sets received through EDI. Other rows may be used only to process incoming AMCAS records for medical school applications. Regardless, only rows which are completely Web-enabled will be available for display in the self-service admissions application pulldown lists.

A Web-enabled row is one which:

- *exists* in SOAXREF.
- has an EDI *Value*, and perhaps, an EDI *Qualifier* (depending upon the type of data reflected in the rule).
- has the *Web (Indicator)* checked (set to Y).
- has a *description*.
- has a *Banner Value*.

In many cases, the only thing you need to do is ensure that all the values you want displayed on the Web exist on SOAXREF and that the description clearly represents the value you want the student to select. However, in some cases, you may need to build additional rules.

For example, the values delivered for the label STVDEGC (Degree Level - Degree Codes) are generic EDI Degree Levels (Associate, Baccalaureate, Master's). Web-enabled values for this label are displayed when a transfer applicant is asked about the degree pursued or earned at a prior college, and you may want to collect information about specific degrees (Associate of Technology, Bachelor of Arts, Master of Sciences), and have values in the corresponding Banner validation table which reflect these specific degrees.

In these cases, you need to make up a value for the **Value** field, and you should make sure that the value does not already exist for the label. For these rules, you will also set the **EDI Indicator** to unchecked (set to N).

14.1. Define Web-enabled address and telephone types on SOAXREF.

Address and telephone types are assigned to each address section for a given application type on the Web Application Section Rules Form (SAAWAPP). In order for the Web to understand those values, they must be defined as Web-enabled rows on SOAXREF. Define the appropriate address types on SOAXREF using the label STVATYP and telephone types using the label STVTELE. Remember the Web-enabled rows must contain a Banner value.

14.2. Define EDI cross-reference values for majors on SOAXREF.

Review the values in the **CIPC** field on the Major, Minor, Concentration Code Validation Form (STVMAJR).

For US institutions, values used should be actual CIP (Classification of Instructional Program) codes. For institutions in other countries, a different code set (like Stats Canada codes) might be used. Determine the EDI code set used for this field; the valid choices are listed on SOAXREF for the label FSTYIDQL. Verify that the value for the rule label DFLTMAJRQLFR on the Electronic Admissions Application Rules Form (SAAERUL) for the group equal to CURR contains the EDI qualifier for this code set. (If CIP codes are used in the **CIPC** field on STVMAJR, the EDI value for this label should be 81.)

For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website www.pesc.org, where a link is provided to EDI Implementation Guides.

Have your Information Services representative run the script xrefmajr.sql. This script creates a row in the table SORXREF for each row in STVMAJR which has a value in the **CIPC** field.

Note: This script can be run whenever values are added to or changed on STVMAJR. It will always delete all values from SOAXREF (table SORXREF) and re-populate it with the current values from STVMAJR.

14.3. Define multiple major codes on SOAXREF

In some cases, an institution wants to assign the same CIP code to multiple majors and then make multiple programs available for selection in the Planned Course of Study pulldown list in the Banner Student Self-Service Admissions Application.

To create SORXREF values for multiple major codes that use the same CIP code, perform the following manual steps:

– On SOAXREF, enter the label STVMAJR in the Key Block.

– Query for the first CIP code which may have multiple values.

  Enter the CIP code in the **EDI Value** field and query on it.

– Review the values that exist, and/or add new values for the majors.

  * Enter 81 in the **EDI Qualifier** field. 81 is the major code qualifier for CIP codes.

  * Enter a value which is different than any existing CIP code. For example, for the first major code you define in a set, you might use the actual CIP code.

  * Enter the corresponding Banner major code for one of the majors represented by the CIP code.

  * For every other major code which uses the same CIP code, create one line on SOAXREF. On each line, you will need to enter a different EDI value in the **EDI Value** field. For example, you might merely put a letter at the end of the next CIP code. Specifically, Accounting (major code ACCT) might use an EDI value of 060201, and Fund Accounting (major code ACTF) might use an EDI value of 060201A.

For example:

EDI Label	EDI Qualifier	EDI Value	Student	Web	Banner Value	Description
STVMAJR	81	270101	X	X	MATH	Mathematics
STVMAJR	81	270101A	X	X	AMTH	Applied Mathematics

– Review entries in the Curriculum Rules Form (SOACURR) to ensure that you have an entry for each major. If you do not, create the entry, because cross-reference rules are dependent on curriculum rules.

– Define the EDI curriculum cross-reference values for the newly created major codes on SOACURR.

* Query for the first major code.

* Review the EDI cross-reference information for the record. You may need to define cross-reference values.

* If you need to define cross-reference values, enter the appropriate EDI degree level code in the **EDI Degree** field. The appropriate EDI Qualifier and Identifier Code will display, or a List of Values will be available if more than one matching record exists on SOAXREF.

* Check (set to Y) the **Display on Self-Service (Indicator)**.

* Enter a Web display description in the **Self-Service Description** field. This is what will display in the Planned Course of Study pulldown menu on the Web application.

* Save.

* Repeat this step until you have appropriate cross-reference values defined for all major codes that you want to display on the Web application.

– Review your updates by accessing the Planned Course of Study page for a self-service admissions application. The programs you have just defined should display.

14.4. Define EDI cross-reference values for states/provinces

Update the **EDI Equivalent** on the State/Province Code Validation Form (STVSTAT) with the appropriate EDI values.

For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website `www.pesc.org`, where a link is provided to EDI Implementation Guides.

Have your Information Services representative run the script `xrefstat.sql`. This script creates a row in the table SORXREF for each row in STVSTAT which has an EDI Equivalent value.

Note: This script can be run whenever states/provinces are added to or are changed on STVSTAT. It will always delete all values from SOAXREF (table SORXREF) and re-populate it with the current values from STVSTAT.

14.5. Define EDI cross-reference values for nations

Update the **EDI Equivalent** on the Nation Code Validation Form (STVNATN) with the appropriate EDI values.

For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website `www.pesc.org`, where a link is provided to EDI Implementation Guides.

Have your Information Services representative run the script `xrefnatn.sql`. This script creates a row in the table SORXREF for each row in STVNATN which has an EDI Equivalent value.

Note: This script can be run whenever nation codes are added to or are changed on STVNATN. It will always delete all values from SOAXREF (table SORXREF) and re-populate it with the current values from STVNATN.

14.6. Define EDI cross-reference values for ethnicities

Update the **EDI Equivalent** on the Ethnic Code Validation Form (STVETHN) with the appropriate EDI values.

For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website `www.pesc.org`, where a link is provided to EDI Implementation Guides.

Have your Information Services representative run the script `xrefethn.sql`. This script creates a row in the table SORXREF for each row in STVETHN which has an EDI Equivalent value.

Note: This script can be run whenever ethnic values are added to or changed on STVETHN. It will always delete all values from SOAXREF (table SORXREF) and re-populate it with the current values from STVETHN.

See "Cross-Reference Labels Used in Admissions Self-Service Processing" on page 208 for a list of the labels used on SOAXREF.

15. Review curriculum rules and define EDI cross-reference curriculum rules.

In Banner, a student's academic program is defined by a combination of the data elements program, campus, college, level, degree, and major, and these data elements must be valid alone and in combination. When an applicant completes an

application for admission, it is not likely that they would know all of the valid combinations of these elements.

To make Web program choice selection clearer and easier, use the Curriculum Rules Form (SOACURR). Before beginning Web application processing, you need to update the curriculum cross-reference rules with appropriate EDI values.

The Curriculum Rules Form (SOACURR) displays information for each major curriculum rule and the base rule to which it is attached. You need to update the **EDI Degree** field value. The **EDI Level** (qualifier) and **EDI Identification** values are retrieved by matching the major code from the curriculum rule to a row in SOAXREF. In addition, you need to update the **Web Display (Indicator)** and **Description** values for all curricula which are to be available for Web selection.

- The **EDI Degree** field must be updated to a valid value in the label DEGRLEVL (Degree Level Codes) from the EDI Cross-Reference Rules Form (SOAXREF). This field defines the generic level of the degree program for which the applicant is applying.
- The **EDI Level** (qualifier) field must be updated to a valid value in the label FSTYIDQL (Field of Study Qualifier Codes) from the EDI Cross-Reference Rules Form (SOAXREF). This field defines the EDI qualifier for the code set used for Field of Study Codes, which will be entered in the next field.
- The **EDI Identification** field must be updated to a valid value in the label STVMAJR (Field of Study Identifier Codes) from the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) for a rule using the EDI Field of Study Qualifier entered in the previous field. This field defines the subject matter of the intended field of study.
- The **Display on Self-Service (Indicator)** must be checked for all rules for which applications can be received via Banner self-service admissions application processing.
- The **Auto Student (Indicator)** must be checked if this curriculum is to be available for Quick Start processing.
- The **Self-Service Description** data must be provided for all rules representing curricula which will be displayed in self-service admissions applications. The description maintained is exactly what will be displayed on the Web and also represents the total information from which the student will be able to select. For example, if the curriculum rule represents a Bachelor of Arts degree with a major in English which is only valid on the Main Campus, you would want the description to be something like “BA - English (Main Campus only)”.

Some cautions are in order as you define your EDI Curriculum Cross-Reference Rules:

- If possible, you should *not* use the same combination of EDI degree level, EDI field of study qualifier, and EDI field of study identifier for more than one curriculum rule. If you do, Web processing will not be able to map the combination back to a single major curriculum rule. In this situation, the default values for the group code CURR (curriculum rules) maintained on the Electronic Admissions Application Rules Form (SAAERUL) are used when the application is loaded into the permanent Banner application tables.
- Web application types include a level in their definition on the Application Type Code Validation Form (STVWAPP), and curriculum rules require a level in each base rule on the Curriculum Rules Form (SOACURR). Only cross-referenced

curriculum rules for the level which matches the Web application type level will be displayed on the Web. For example, if the level in a Web Application Type is UG (undergraduate), only cross-referenced curriculum rules for the level UG will display for that application type.

16. Customize curriculum rules by application type on the Web Application Customized Curriculum Form (SAAWCUR).

    The Web Application Customized Curriculum Form (SAAWCUR) allows institutions to select only certain qualifying curricula to appear in the Plan pulldown for a particular application type. This form is query only, except for the use of the **Restrict to Type** checkbox.

    When you enter the form with a valid application type in the Key Block, the form will return all SORCMJR records whose level matches the level for the application type and which have non-null values in SORCMJR_DEGR_CODE, SORCMJR_EDI_QLFR, and SORCMJR_EDI_VALUE. Once all valid records are displayed, you can choose which ones should be available for this application type by checking the **Restrict to Type** checkbox. A record must have the **Display on Self-Service (Indicator)** checked and the **Self-Service Description** field complete on SOACURR, in order for the record to display on the Web.

    Once all appropriate rules for this application type have had the **Restrict to Type** checkbox checked, the user can re-enter the form with the application type and can check the **Restricted** checkbox in the Key Block. After performing a Next Block, the form will display only those curricula which have been restricted to this application type.

    Note: With the exception of the **Restrict to Type** checkbox on SAAWCUR, SAAWCUR and SOAXCUR are query only forms. SOACURR is used to customize Web application data.

Banner can be used to accept admissions applications via the Web using Banner Student Self-Service Admissions Application processing.

Procedures Used in Admissions Self-Service Processing

The following table is a list of the procedures on SAAECRL that are delivered for the Web application type of 00.

Procedure	Procedure Name	Required	Override	Description
P010	ID Verification	Y	N	The routines associated with this procedure verify whether a valid ID exists.
P020	Name Verification	Y	N	The routines associated with this procedure verify whether a valid name exists. A valid name in Banner must include a first name and a last name.

Procedure	Procedure Name	Required	Override	Description
P030	Biographic Information	Y	Y	The routines associated with this procedure verify whether valid biographic information exists.
P032	International Information	Y	Y	The routines associated with this procedure verify whether valid international information exists.
P035	Residency Verification	Y	Y	The routines associated with this procedure verify whether valid residency information exists.
P040	Address Information	Y	N	The routines associated with this procedure verify whether a valid address exists.
P045	Email Verification	Y	Y	The routines associated with this procedure verify whether a valid email address exists.
P050	Application Verification	Y	N	The routines associated with this procedure verify whether a valid application exists.
P060	Health Conditions Verification	Y	Y	Not used unless Health Question section is implemented.
P070	Phone Record Verification	Y	Y	The routines associated with this procedure verify whether a valid phone record exists.
P080	Religion Verification	Y	Y	The routines associated with this procedure verify whether a valid religion exists.
P090	Language Record Verification	Y	Y	The routines associated with this procedure verify whether a valid language record exists.
P100	Immunization Record	Y	Y	Not used at this time.
P110	Applicant Activities	Y	Y	The routines associated with this procedure verify whether valid applicant activities exists.
P120	Entry Curriculum Verification	Y	N	The routines associated with this procedure verify whether a valid entry curriculum exists.
P130	High School Verification	Y	Y	The routines associated with this procedure verify whether a valid high school exists.
P135	High School Subj. Verification	Y	Y	The routines associated with this procedure verify whether valid high school subjects exist.

Procedure	Procedure Name	Required	Override	Description
P140	Previous College Verification	Y	Y	The routines associated with this procedure verify whether a valid previous college exists. This procedure is not required if the application type will not collect this information i.e., the person is a freshman and has no prior college information.
P142	Prv. Col. Degree Verification	Y	Y	The routines associated with this procedure verify whether a valid previous college degree exists.
P145	Prv. Col. Major Verification	Y	Y	The routines associated with this procedure verify whether a valid previous college major exists.
P150	Test Score Verification	Y	Y	The routines associated with this procedure verify whether valid test scores exist.
P160	Relative Information Verification	Y	Y	The routines associated with this procedure verify whether valid parental information exists.
P170	Question Answer Verification	Y	Y	The routines associated with this procedure verify whether valid questions and answers exist.
P175	Requested Materials Verification	Y	Y	The routines associated with this procedure verify whether valid requested materials exist.
P900	"PUSH" Verification	Y	N	The routines associated with this procedure verify whether a valid PUSH exists.

Routines Used in Admissions Self-Service Processing

The following table is a list of the routines on SAAECRL, organized by procedure.

Procedure	Routine	Routine Name	Required	Override
P010	R0010	Valid ID Found	Y	N
P010	R0020	ID Length Check	Y	N
P010	R0200	ID New to Banner; Create PrevID	Y	N
P010	R9001	Edit Results	Y	N

Procedure	Routine	Routine Name	Required	Override
P020	R0010	First Name Check	Y	N
P020	R0020	Last Name Check	Y	N
P020	R0030	Previous Last Name Check	Y	Y
P020	R9001	Edit Results	Y	N
P030	R0010	Date of Birth Established	Y	Y
P030	R0020	Ethnicity Established	Y	Y
P030	R0025	Race Established	Y	Y
P030	R0030	Ethnic Category Established	Y	Y
P030	R0031	Veteran Established	Y	Y
P030	R0040	Legacy Established	Y	Y
P030	R0050	SSN Established	Y	Y
P030	R0060	Marital Status Established	Y	Y
P030	R0080	Gender Established	Y	Y
P030	R0090	Citizenship Established	Y	Y
P030	R0091	Nation of Citizenship Est	Y	Y
P030	R0110	Native Language Established	Y	Y
P030	R0130	Home Language Established	Y	Y
P030	R0150	Corresponding Lang. Est	Y	Y
P030	R0200	Overwrite Existing Gender	Y	Y
P030	R0210	Overwrite Existing Birthdate	Y	Y
P030	R0220	Overwrite Existing Citizenship	Y	Y
P030	R0230	Overwrite Existing Confidential	Y	Y
P030	R0240	Overwrite Existing Religion	Y	Y
P030	R0250	Overwrite Existing Marital St	Y	Y
P030	R0255	Overwrite Existing Race	Y	Y
P030	R0260	Overwrite Existing Ethnicity	Y	Y
P030	R0265	Overwrite Ethnic Category	Y	Y
P030	R0270	Overwrite Existing SSN	N	N
P030	R0280	Overwrite Existing Legacy	Y	Y
P030	R0290	Overwrite Existing Veteran	Y	Y
P030	R9001	Edit Results	Y	N

Procedure	Routine	Routine Name	Required	Override
P032	R0010	VISA Type Established	Y	Y
P032	R0020	VISA Number Established	Y	Y
P032	R0030	VISA Issue Date Established	Y	Y
P032	R0040	VISA Expiration Date Established	Y	Y
P035	R0010	Residency Established	Y	Y
P035	R9001	Edit Results	Y	N
P040	R0010	Address Type Code Established	Y	N
P040	R0030	Street Line 1 Established	Y	N
P040	R0040	City Established	Y	N
P040	R0050	State Code Established	Y	N
P040	R0060	County Code Established	Y	Y
P040	R0070	ZIP Code Established	Y	N
P040	R0080	Nation Established	Y	Y
P040	R0090	Address Data Relationships	Y	N
P040	R9001	Edit Results	Y	N
P045	R0010	Email Type Established	Y	Y
P045	R0020	Email Address Established	Y	Y
P045	R9001	Email Record Existence Check	Y	N
P050	R0010	Application Type Established	Y	N
P050	R0020	Type Code Established	Y	N
P050	R0030	Source Established	Y	Y
P050	R0050	Application Term Established	Y	N
P050	R0060	Dupl Application for Person	Y	N
P050	R0070	Dupl Application for Term	Y	N
P050	R0080	Dupl Application for Level	Y	N
P050	R9001	Edit Results	Y	N
P060	R0010	Medical Condition Established	Y	Y
P060	R9001	Edit Results	Y	N
P070	R0010	Phone Number Type Established	Y	Y
P070	R0020	Phone Number Established	Y	Y

Procedure	Routine	Routine Name	Required	Override
P070	R9001	Record Existence Check	Y	N
P080	R0010	Religion Established	Y	Y
P080	R9001	Edit Results	Y	N
P090	R0010	Language Established	Y	Y
P090	R0020	Language Use Established	Y	Y
P090	R0030	Language Proficiency Estb.	Y	Y
P090	R9001	Edit Results	Y	N
P100	R0010	Immunization Established	Y	Y
P100	R9001	Edit Results	Y	N
P110	R0010	Activity Established	Y	Y
P110	R9001	Edit Results	Y	N
P120	R0005	Degree Level Established	Y	N
P120	R0006	Fld of Stdy Level Established	Y	Y
P120	R0007	Fld of Stdy Qualifier Estb.	Y	N
P120	R0008	Fld of Stdy Ident. Code Estb.	Y	N
P120	R0009	Banner Equiv. Curriculum Est.	Y	N
P120	R0010	Duplicate Application; Major	Y	Y
P120	R9001	Record Edit Results	Y	N
P130	R0010	High School Established	Y	Y
P130	R0100	Graduation Date Established	Y	Y
P130	R0110	Class Rank Established	Y	Y
P130	R0120	Class Size Established	Y	Y
P130	R0130	Class Rank-Size Established	Y	Y
P130	R0140	Grade Point Average Est.	Y	Y
P130	R0200	Update Existing HS Data	Y	N
P130	R9001	Record Edit Results	Y	N
P135	R0010	Subject Established	Y	Y
P135	R9001	Record Verification Results	Y	N
P140	R0010	Previous College Established	Y	Y
P140	R9001	Edit Results	Y	N
P142	R0010	Degree Established	Y	Y

Procedure	Routine	Routine Name	Required	Override
P142	R0030	Degree Date Established	Y	Y
P142	R0040	Earned Hours Established	Y	Y
P142	R0050	Bgn Attendance Date Est.	Y	Y
P142	R0060	End Attendance Date Est.	Y	Y
P142	R0070	Grade Point Average Est.	Y	Y
P142	R0200	Update Prior College Data	N	N
P142	R9001	Edit Results	Y	N
P145	R0010	Previous College Majors	Y	Y
P145	R0020	Previous College Minors	Y	Y
P145	R0030	Previous College Conc.	Y	Y
P145	R9001	Edit Results	Y	N
P150	R0010	Test Established	Y	Y
P150	R0020	Test Date Established	Y	Y
P150	R0030	Test Score Valid	Y	Y
P150	R9001	Edit Results	Y	N
P160	R0010	First Name Established	Y	Y
P160	R0020	Last Name Established	Y	Y
P160	R0030	Relationship Code Established	Y	Y
P160	R9001	Relative Record Check	Y	N
P170	R0010	Question Established	Y	Y
P170	R0020	Answer Established	Y	Y
P170	R9001	Question Answer Checked	Y	N
P175	R0010	Material Established	Y	Y
P175	R9001	Material Checked	Y	N
P900	L010	Create Application Required	Y	Y
P900	L020	Create Person Record	Y	Y
P900	L025	Create Race Record	Y	Y
P900	L030	Create International Record	Y	Y
P900	L040	Create Address Record	Y	Y
P900	L045	Create Email Record	Y	Y
P900	L050	Create Telephone Record	Y	Y

Procedure	Routine	Routine Name	Required	Override
P900	L060	Create High School Record	Y	Y
P900	L070	Create High School Subjects	Y	Y
P900	L080	Create Medical Conditions	Y	Y
P900	L090	Create Prior College Record	Y	Y
P900	L100	Create Prior College Degree	Y	Y
P900	L110	Create Prior College Major	Y	Y
P900	L120	Create Prior College Minor	Y	Y
P900	L130	Create Prior College Conc.	Y	Y
P900	L140	Create Test Score Record	Y	Y
P900	L150	Create Outside Interest Record	Y	Y
P900	L160	Create Parent Information	Y	Y
P900	L170	Create Question/Answer	Y	Y
P900	L175	Create Materials	Y	Y

Rule Groups Used in Admissions Self-Service Processing

The following table is a list of the rule groups and codes on SAAERUL that are used by self-service admissions processing.

Group Code	Group Name	Description
ADDR	Address Source Rules	Rules in which you specify address source codes to be used in electronic admissions application processing.
ADMS	Admission Rules	Rules which control the loading of duplicate applications and residency information for applications.
ATYP	Address Type Rules	Rules used to specify the address types to be assigned to addresses received in electronic applications.
CQLF	Code Qualifiers	Rules used to specify the EDI code qualifier for types of data which require special processing.
CURR	Curriculum Rules	Rules used to translate received information into valid Banner curricula.
DCSN	Applicant Decision	Rules used to allow admissions applicants to accept offers of admission in self-service.

Group Code	Group Name	Description
DISP	Web Display Rules	Rules which control the display of data sections in the Banner self-service admissions application.
PATH	System Path Rules	Rules which describe the database path in which various system components have been installed.
PCOL	Prior College Rules	Rules which are used to process prior college information.
PQLF	Phone Qualifier Code Rules	Rules which contain certain EDI telephone type qualifiers.
TEST	Test Score Source Rules	Rules which are used to identify the source of a test.
VCRL	Verification Control Rules	Rules which control several of the verification procedures and routines.

Delivered Rule Groups Used in Admissions Self-Service Processing

The following table is a list of the rules delivered, the group with which they are associated, a description of each rule, and instructions for updating each rule.

Group	Label	Description	EDI	Instructions
ADDR	DFLTADDRSRCE	Default Address Source	N	Update the Default Address Source to the value from the Address Source Validation Form (STVASRC) that you want assigned to addresses loaded from Web applications. (You may need to build the desired value on STVASRC first.) (See Note 2 below.)
ADMS	DFLTASRCWEB	Web Default Application Source	N	Update the Web Default Application Source to the value from the EDI Application Source Code Validation Form (STVAPLS) that you want assigned to electronic applications received via the Web.
ADMS	DFLTSBGIWEB	Web Default Application SBGI Source	N	Insert the source STVSBGI value into the Application Source Table (SARRSRC).

Group	Label	Description	EDI	Instructions
ADMS	DUPLAPPLCURR (Not currently used in Self-Service admissions processing.)	Allow Dup App for Curriculum	N	Update the value to Y (checked) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same term and curriculum. Update the value to N (unchecked) if no duplicate checking should be done.
ADMS	DUPLAPPLLEVL	Allow Dup App for Level	N	Update the value to Y (checked) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same term and level. Update the value to N (unchecked) if no duplicate checking should be done.
ADMS	DUPLAPPLMAJR	Allow Dup App for Major	N	Update the value to Y (checked) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same term and major. Update the value to N (unchecked) if no duplicate checking should be done.
ADMS	DUPLAPPLPERS	Allow Dup App for Person	N	Update the value to Y (checked) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same person, regardless of the term, level, curriculum, or major specified. Update the value to N (unchecked) if no duplicate checking should be done.
ADMS	DUPLAPPLTERM	Allow Dup App for Term	N	Update the value to Y (checked) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same term, regardless of the level, curriculum, or major specified. Update the value to N (unchecked) if no duplicate checking should be done.

Group	Label	Description	EDI	Instructions
ADMS	EMAILTYPE	Store default e-mails type	N	Enter a valid value from the E-mail Address Type Validation Form (GTVEMAL). This value will be used when storing email addresses from Web applications on GOAEMAL.
ADMS	EMAILSENDADDR	Admissions Email Address	N	Update the value to be the email address to which you want the Web applicant's email to be sent. For example: John.Doe@aol.com.
ADMS	EMAILSENDLINK	Admissions Email Link Text	N	Update the value to contain the hyperlink text the Web applicant will select in order to bring up their browser's mail system. For example: Have questions? Email us.
ADMS	FORRESIDCODE	Out of Country Residency Code	N	Update the Out of Country Residency Code to the value from the Residence Code Validation Form (STVRESD) that you want assigned to an application if the verification procedures determine that the person is an out-of-country resident. (See Note 1 below.)
ADMS	INRESIDCODE	In State/Prov Residency Code	N	Update the In State/Province Residency Code to the value from the Residence Code Validation Form (STVRESD) that you want assigned to an application if the verification procedures determine that the person is an in-state/province resident. (See Note 1 below.)
ADMS	ONEAPPORTWO	Create One Application or Two	N	Enter ONE to create one application with a primary and secondary curriculum, or enter TWO to create one application for each area of study. This value is checked when an application is loaded into Banner from the Web. If only one area of study is indicated on the Web, then only one application will be created, regardless of the value of this rule.

Group	Label	Description	EDI	Instructions
ADMS	OUTRESIDCODE	Out of State/Prov Residency Code	N	Update the Out of State/Province Residency Code to the value from the Residence Code Validation Form (STVRESD) that you want assigned to an application if the verification procedures determine that the person is an out-of-state/province resident. (See Note 1 below.)
Note 1: Residency determination is made based on answers to a variety of questions. If the system cannot determine residency, or if no residency codes are specified in these three rules, the "Default" Residency Code, identified by the value for the label DFLTRESDCODE in the group RESD will be used.				
ADMS	PRIMSRCEWEB	Web Default Application SBGI as Primary Source	N	Mark the value on the Application Source Table (SARRSRC) from DFLTSBGIWEB as the Primary Source.
ATYP	DFLTPARENTATYP	Default Parent Address Type	N	Update the Default Parent Address Type to the value from the Address Type Code Validation Form (STVATYP) that you want assigned to addresses created from parent address information. (See Note 2 below.)
ATYP	DFLTSTUDENTATYP	Default Student Address Type	N	Update the Default Student Address Type to the value from the Address Type Code Validation Form (STVATYP) that you want assigned to addresses created from applicant address information. (See Note 2 below.)
Note 2:. For Web applications, each application section in which address data can be reported has its own address type assigned to the application section using the Web Application Section Rules Form (SAAWAPP). Default address types defined under Rule Group ATYP are defaults which are used *only* when the address type to be assigned cannot be determined based upon other information.				
CQLF	ACTVCQLFCODE	Default Activity Qlfr Code	Y	The Default Activity Qualifier Code is an EDI value, and it is delivered as SA. Specifically, it is used to distinguish between activities and awards which may be reported in the same EDI data segment. This value also has to be assigned to those values which are "student activities" in the EDI Cross-Reference Rules Form (SOAXREF) for rules with a label of STVINTS.

Group	Label	Description	EDI	Instructions
CQLF	AWRDCQLFCODE	Default Award Qualifier Code	Y	The Default Award Qualifier Code is an EDI value, and it is delivered as SB. Specifically, it is used to distinguish between activities and awards which may be reported in the same EDI data segment. This value also has to be assigned to those values which are “student awards” in the EDI Cross-Reference Rules Form (SOAXREF) for rules with a label of STVINTS.
CURR	DFLTCAMPCODE	Default Campus Code Value	N	Update the Default Campus Code Value to the value from the Campus Code Validation Form (STVCAMP) that you want assigned to an application if the application's campus cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).
CURR	DFLTCOLLCODE	Default College Code Value	N	Update the Default College Code Value to the value from the College Code Validation Form (STVCOLL) that you want assigned to an application if the application's college cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).
CURR	DFLTDEGCCODE	Default Degree Code Value	N	Update the Default Degree Code Value to the value from the Degree Code Validation Form (STVDEGC) that you want assigned to an application if the application's degree cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).

Group	Label	Description	EDI	Instructions
CURR	DFLTDEPTCODE	Default Department Code Value	N	Update the Default Department Code Value to the value from the Department Code Validation Form (STVDEPT) that you want assigned to an application if the application's department cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).
CURR	DFLTMAJRCODE	Default Major Code Value	N	Update the Default Major Code Value to the value from the Major, Minor, Concentration Code Validation Form (STVMAJR) that you want assigned to an application if the application's major cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).
CURR	DFLTMAJRQLFR	Default Major Code Qualifier	Y	The Default Major Code Qualifier is an EDI value, and it is delivered as `81`, for CIP code. Specifically, the Default Major Code Qualifier is used by the script `xrefmajr.sql` delivered to assist in building major code cross-reference values in the EDI Cross-Reference Rules Form (SOAXREF). This script copies each value in the Major, Minor, Concentration Code Validation Table (STVMAJR) which has a value in the **CIPC Code** field and creates a rule in the EDI Cross-Reference Rules Table using the major code, CIPC code, and EDI qualifier specified here. If the values entered in the **CIPC** field on STVMAJR are not Classification of Instructional Program (CIP) codes, the correct EDI value for the code set used for this field should be entered for this rule. (See Note 3 below.)

Group	Label	Description	EDI	Instructions
Note 3: The value for this rule is used *only* by the script used to populate major code values in SOAXREF. If you are not using the script and are instead building appropriate major code translation values by hand, this rule will not be used.				
CURR	USEDEFAULTS	Use Default Curriculum Values	N	Update the value to checked(set to Y) or unchecked(set to N) to specify whether the campus, college, department, degree, and major defaults should be used when an application is created. (See Note 4 below.)
Note 4: Default values are used when the appropriate value cannot be determined using data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR). For example: A single set of EDI cross-reference values can be associated with more than one curriculum rule. If the same EDI cross-reference values are assigned to more than one curriculum rule, the defaults are used as “tie-breakers” and assigned to all associated fields. Regardless of the data elements used when the Banner application is created, curriculum rule checking takes place according to normal rules when the application data is viewed on any Banner form. If the values loaded for the application represent an invalid curriculum choice, as defined by existing curriculum rules, an error message is displayed and corrective action may be required at that time.				
DCSN	ALLOWDECISION	Allow Applicant Decision	N	Update the Value column from UPDATE ME to Y or N for the applicant decision.
DCSN	CONFIRMCODE	Attendance Confirmation Decision Code	N	Update the Value column from UPDATE ME to the value from the Admission Application Decision Code Validation Form (STVAPDC) which should be used for the confirm decision code.
DCSN	CONFIRMLABEL	Applicant Confirm Button Label	N	Update the Value column from UPDATE ME to any value which should be used for the Applicant Confirm label.
DCSN	WITHDRAWLABEL	Applicant Withdraw Button Label	N	Update the Value column from UPDATE ME to any value which should be used for the Applicant Withdraw label.
DCSN	WITHDRAWCODE	Withdraw Decision Code	N	Update the Value column from UPDATE ME to the value from the Admission Application Decision Code Validation Form (STVAPDC) which should be used for the withdraw decision code.

Group	Label	Description	EDI	Instructions
DCSN	CAPTUREWDINFO	Capture Withdrawn Information	N	Update the Value column from UPDATE ME to Y or N for the additional withdrawn information.
DISP	ACTVSDISP	# of Activity Rows to Display	N	The Number of Activity Rows to Display rule is used *only* in Banner self-service admissions application processing. It specifies the number of free-form activity spaces to display in the Activities Section of a Web application. If you do not want to display free-form activities, set this value to zero (0).
DISP	SIGPAGEDISP	Display Sig Page (TRUE/FALSE)	N	The Display Signature page rule is used *only* in Banner self-service admissions application processing. The Banner Web Application includes the ability to display a signature, certification, and an instruction page at the time the applicant marks the application as complete. This rule specifies whether the Signature page is displayed. (See Note 5 below.) This is true whether the page is created using Info Text or the Format HTML Letter Rules Form (SOAELTR).
Note 5: The "Signature page" is a separate page which can be displayed after marking a Web application as "complete". The page contains either Info Text if created using Web Tailor or an HTML letter if created using the Format HTML Letter Rules Form (SOAELTR). A sample set of InfoText is delivered for this page, but the text can be customized to suit local options using one of the Banner General Web Forms. For further information on updating Info Text, see the *Banner Web Tailor User Guide*.				
DISP	TESTSDISP	# of Test Rows to Display	N	The Number of Test Rows to Display rule is used *only* in Banner self-service admissions application processing. It specifies the number of test report slots to display in the Tests Section of a Web application. If you do not wish to collect test scores via Web applications, do not associate the Test Information section with any Web application type on the Web Application Section Rules Form (SAAWAPP).

Group	Label	Description	EDI	Instructions
PATH	CHECKMARKPATH	Pathname for checkmark gif	N	The Checkmark gif pathname rule is the database pathname for the Checkmark gif. It is used *only* in self-service admissions application processing. *This location should be verified. Case is important.*
PCOL	PCOLDFLTDEGC	Prior College Default Degree	N	Update the Prior College Default Degree rule to the Banner degree code from the Degree Code Validation Form (STVDEGC) which should be assigned as the prior college degree attempted if an applicant does not supply a value.
PQLF	EMAILPQLFCODE	Phone Qualifier for E-mail	Y	The Phone Qualifier for E-mail rule specifies the EDI standard telephone qualifier which identifies an e-mail address. **Note:** The delivered value for this rule is `EM`; however, if the same value has been defined for another email address and/or telephone type (such as `Emergency`), then it is recommended that this value be changed.
RESD	DFLTRESDCODE	Default Residency Code	N	Update the Default Residency Code rule to the code from the Residence Code Validation Form (STVRESD) which should be assigned to an applicant if a specific residence status cannot be determined based upon other information.
RESD	HOMECOUNTY	Institution's Home County	N	Update the Institution's Home County rule to the code from the County Code Validation Form (STVCNTY) which represents the institution's home county. This value is used, in conjunction with other information, to attempt to determine the residency status to assign to an applicant.
RESD	HOMENATION	Institution's Home Country	N	Update the Institution's Home Nation rule to the code from the Nation Code Validation Form (STVNATN) which represents the institution's home nation. This value is used, in conjunction with other information, to attempt to determine the residency status to assign to an applicant.

Group	Label	Description	EDI	Instructions
RESD	HOMESTATPROV	Institution's Home State/ Prov	N	Update the Institution's Home State/ Province rule to the code from the State/Province Code Validation Form (STVSTAT) which represents the institution's home state. This value is used, in conjunction with other information, to attempt to determine the residency status to assign to an applicant.
TEST	DFLTTSRCWEB	Web Default Test Score Source	N	Update the Institution's Web Default Test Score Source rule to the code from the Admission Test Score Source Code Validation Form (STVTSRC) which represents the institution's test score source.
VCRL	AUTOOVERRIDE	Automatic Override Indicator	N	The Automatic Override Indicator rule is used to specify whether verification procedures and routines which allow overrides (as defined on the Electronic Admissions Procedure/Routine Control Form (SAAECRL) will be automatically overridden. Update this rule to checked(set to Y) or unchecked(set to N) depending upon your choice. Overriding a procedure or routine will not cause invalid data to be loaded; it merely reduces the number of manual overrides you may need to perform during electronic application verification.

Cross-Reference Labels Used in Admissions Self-Service Processing

EDI cross-reference rules are identified by a Label. The label describes the purpose of the cross-reference rule. The following is a list of all the labels on SOAXREF that are used in self-service admissions processing.

Note: You need to ensure that each label is set up on SOAXREF as identified in the accompanying text. If one or more labels are not set up as specified, self-service admissions processing will not work correctly.

Label	Description	Processing Notes
DEGRLEVL	Degree Level Codes	Degree Level Codes are used to describe the generic level of a degree, and the EDI values delivered roughly correspond to the values in the Degree Award Category Code Validation Form (STVACAT). These values are used only when defining the EDI Curriculum Cross-Reference Rules. Update the Banner value to the corresponding value from STVACAT. (The Banner value will normally be the EDI value *without* the period.) Do not check (set to Y) the **Web (Indicator)** on SOAXREF, as these values are not used to control Web pulldown lists, but only to define valid cross-reference values for building curriculum cross-reference rules.
FSTYIDQL	Field of Stdy Qualifier Codes	Field of Study Qualifier Codes are used only to specify the code set which is used to describe field of study choices. No action is required on any of these rules for Web processing. However, one of these values will be associated with the rules for label STVMAJR where it will identify the code set used to define valid major code choices.
GENDER	Gender Codes	Gender Codes are used to define the Banner equivalent for EDI gender values. Three values are delivered. No action is required on any of these rules for Web processing.
STVCITZ	Citizenship Type Codes	Values in the Citizenship Type Code label are used to customize the citizenship types which will be available for Web selection. For each value which should be Web-enabled, set its **Web (Indicator)** to checked (set to Y) and enter the appropriate Banner value from STVCITZ. If all values from STVCITZ should be displayed, then none need be entered here.
STVDEGC	Degree Level-Degree Code	For Web application processing, you can identify specific degree codes to be available for Web selection. In this case, you default values in the EDI value column which do not represent EDI Degree Level Codes, set the **(EDI) Standard (Indicator)** to unchecked (set to N), and enter the appropriate Banner value for the specific degree codes to be made available. If all degree codes from STVDEGC should be available for Web selection, none need be entered here.

Label	Description	Processing Notes
STVETHN	Ethnic Codes	Values in the Ethnic Code label are used to specify the ethnicities which will be available for Web selection. For each value which should be Web-enabled, set its **Web (Indicator**) to checked (set to Y) and enter the appropriate Banner value. If you have Banner ethnic codes which do not correspond to EDI ethnic codes and you want to make these additional codes available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the **(EDI) Standard (Indicator)** to unchecked (set to N) for these rules. (See Note below.) If all ethnic codes from STVETHN should be available for Web selection, none need be entered here.
Note: The script `xrefethn.sql` is used to populate the STVETHN label rows with values from the Ethnic Code Validation Form (STVETHN).		
STVINTS	Award and Activity Codes	Values in the Award and Activity Codes label are used to specify the interests which will be available for Web selection. For each value which should be Web-enabled, specify the appropriate EDI qualifier which represents “activities” (this value is SA and is also entered on SAAERUL to identify student activities), set its **Web (Indicator)** to checked (set to Y) and enter the appropriate Banner value from STVINTS. If you have Banner interest codes which do not correspond to EDI codes, and you want to make these additional types available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the **(EDI) Standard (Indicator)** to unchecked (set to N) for these rules. (See Note below.) If all award and activity codes from STVINTS should be available for Web selection, none need be entered here. If the awards and activities should be specific to an application type, use the Web Application Customized Lists Form (SAAWADP).
Note: For rules which represent student awards, set the EDI Qualifier to SB. Awards can also be reported through the Web, but whether reported through a Web application or a TS 189 transaction set, these values will not be loaded into the permanent Banner application tables.		

Label	Description	Processing Notes
STVLANGN	Language Name Codes	Values in the Language Name Codes label are used specify the languages which will be available for Web selection. For each value which should be Web-enabled, set its **Web (Indicator)** to checked (set to Y) and enter the appropriate Banner value from STVLANG. If you have Banner language codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the **(EDI) Standard (Indicator)** to unchecked (set to N) for these rules. If all language codes from STVLANG should be available for Web selection, none need be entered here.
STVMAJR	Major Codes	Values in the Major Codes label are used to translate EDI field of study data into Banner major codes. Field of Study data reported in TS 189 transaction sets includes a qualifier code and value. Qualifier codes represent different standard code sets, like Classification of Instructional Program (CIP) codes or Stats Canada codes. You use a combination of a Degree Level code (label DEGRLEVL), Code Set Qualifier, and Banner code to define the cross-reference from EDI values to Banner values on the Curriculum Rules Form (SOACURR). To create rules for the STVMAJR label, enter the Qualifier which represents a valid EDI field of study code set, a value from the indicated set, and the Banner equivalent for the EDI value. (See Note below.)
STVMATL	Requested Materials Codes	Values in the requested materials label are used to specify the requested materials which will be available for Web selection. For each value which should be Web-enabled, set its **Web (Indicator)** to checked (set to Y) and enter the appropriate Banner value from STVMATL. If all requested materials codes from STVMATL should be available for Web selection, none need be entered here. If the requested materials should be specific to an application type, use the Web Application Customized Lists Form (SAAWADP).
Note: The script `xrefmajr.sql` is used to populate the STVMAJR label rows with values from the Major, Minor, Concentration Code Validation Form.		

Label	Description	Processing Notes
STVMEDI	Medical Condition Codes	Values in the Medical Conditions Codes label are used to specify the conditions which will be available for Web selection. For each value which should be Web-enabled, set its **Web (Indicator)** to checked (set to Y) and enter the appropriate Banner value from STVMEDI. If you have Banner medical codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the **(EDI) Standard (Indicator)** to unchecked (set to N) for these rules. (See Note below.) If all medical condition codes from STVMEDI should be available for Web selection, none need be entered here.
Note: Use the medical condition data element on the Web Application Section Rules Form (SAAWAPP) to include this data in the Web application.		
STVMRTL	Marital Status Codes	Values in the Marital Status Codes label are used to specify the marital statuses which will be available for Web selection. For each value which should be Web-enabled, set its **Web (Indicator)** to checked (set to Y) and enter the appropriate Banner value from STVMRTL. If you have Banner martial status codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the **(EDI) Standard (Indicator)** to unchecked (set to N) for these rules. If all marital status codes from STVMRTL should be available for Web selection, none need be entered here.
STVNATN	EDI Nation Codes	Values in the Nation Codes label are used to specify the nation codes which will be available for Web selection. For each value which should be Web-enabled, set its **Web (Indicator)** to checked (set to Y) and enter the appropriate Banner value from STVNATN. If you have Banner nation codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the **(EDI) Standard (Indicator)** to unchecked (set to N) for these rules. (See Note below.) If all nation codes from STVNATN should be available for Web selection, none need be entered here.
Note: The script `xrefnatn.sql` is used to populate the STVNATN label rows with values from the Nation Code Validation Form.		

Label	Description	Processing Notes
STVRELG	Religion Codes	Values in the Religion Codes label are used to specify the religion codes which will be available for Web selection. For each value which should be Web-enabled, set its **Web (Indicator)** to checked (set to Y) and enter the appropriate Banner value from STVRELG. If you have Banner religion codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the **(EDI) Standard (Indicator)** to unchecked (set to N) for these rules. If all religion codes from STVRELG should be available for Web selection, none need be entered here.
STVRELT	Relationship Codes	Values in the Relationship Codes label are used to specify the relationship codes which will be available for Web selection. For each value which should be Web-enabled, set its **Web (Indicator)** to checked (set to Y) and enter the appropriate Banner value from STVRELT. If you have Banner relationship codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the **(EDI) Standard (Indicator)** to unchecked (set to N) for these rules. If all relationship codes from STVRELT should be available for Web selection, none need be entered here.
STVSTAT	EDI State Codes	Values in the State Codes label are used to specify the state/province codes which will be available for Web selection. For each value which should be Web-enabled, set its **Web (Indicator)** to checked (set to Y) and enter the appropriate Banner value from STVSTAT. (See Note below.) If all state codes from STVSTAT should be available for Web selection, none need be entered here.
Note: The script `xrefstat.sql` is used to populate the STVSTAT label rows with values from the State/Province Code Validation Form (STVSTAT).		

Label	Description	Processing Notes
STVTESC	Sub-Test Codes	Values in the Sub-Test Codes label are used to specify the sub-test codes which will be available for Web selection. For each value which should be Web-enabled, set its **Web (Indicator)** to checked (set to Y) and enter the appropriate Banner value from STVTESC. If you have Banner test types codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules. Use an EDI value which is not already in the EDI set, and set the **(EDI) Standard (Indicator)** to unchecked (set to N) for these rules. An EDI Qualifier, EDI Value, Description, and Banner Value are all required for STVTESC rules. If all test codes from STVTESC should be available for Web selection, none need be entered here. If the test types should be specific to an application type, use the Web Application Customized Lists Form (SAAWADP).
STVVTYP	VISA Type Codes	Values in the Visa Type Codes label are used to specify the visa codes which will be available for Web selection. For each value which should be Web-enabled, set its **Web (Indicator)** to checked (set to Y) and enter the appropriate Banner value from STVVTYP. If you have Banner visa type codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules. Use an EDI value which is not already in the EDI set, and set the **(EDI) Standard (Indicator)** to unchecked (set to N) for these rules. If all visa type codes from STVVTYP should be available for Web selection, none need be entered here.
STVWAIV	Application Waiver Codes	Values in the Application Waiver Codes label are used to specify the application waiver codes which will be available for Web selection. For each value which should be Web-enabled, set its **Web (Indicator)** to checked (set to Y) and enter the appropriate Banner value from STVWAIV. If you have Banner application waiver codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules. Use an EDI value which is not already in the EDI set, and set the **(EDI) Standard (Indicator)** to unchecked (set to N) for these rules. An EDI Qualifier, EDI Value, Description, and Banner Value are all required for STVWAIV rules. If all application waiver codes from STVWAIV should be available for Web selection, none need be entered here. If the application waiver codes should be specific to an application type, use the Web Application Customized Lists Form (SAAWADP).

Address Hierarchy Rules for Credit Card Payment

Rules with an internal code of WEBCCADDR and an internal code group of ADDRESS are used with miscellaneous transactions to set up the address hierarchy for Web payment card payments and to populate the address in the GORCCAU table.

Miscellaneous transactions are used for admissions application fees. When an applicant pays an application fee that creates a miscellaneous account transaction and uses a payment card for payment, an address is needed to process the transaction. If no SARADDR record exists, and no current SPRADDR record exists, the applicant is taken to a page in Self-Service to enter the address information.

Miscellaneous transactions are also used for transcript request fees and enrollment verification fees.When a student pays a fee that creates a miscellaneous account transaction and uses a payment card for payment, an address is needed to process the transaction. If no current SPRADDR record exists, the student is taken to a page in Self-Service to enter the address information.

Miscellaneous transactions are not used for registration fees or graduation application fees. A student does not need an address record to process payment for those fees.

Identify Payment Profile for Credit Card Payment

Payment profiles are configured on GOAMERC. You can query on GTVSDAX for the WEBSTUCCID internal code group with an internal code of LEVEL, COLLEGE, or CAMPUS to match the student's level, college, or campus. The external code value for the rule is the payment profile.

Process Self-Service Admission Applications

Before you receive your first Web application, you need to establish appropriate policies and procedures for processing Web applications. For example, you need to determine whether to weed out frivolous applications, when and how you will collect application fees (if required), whether you require and how you will collect application certifications and signatures, and what impact Web applications will have on application and yield statistics.

The Elec. App. Verify/Load Process (SARETMT) is a batch process that is used to match, verify, and load admissions applications received via the Web. This process allows users to match, verify, and load large numbers of Web applications at one time. The process uses the same matching algorithm as the Electronic Prospect Match Process (SRRSRIN) and the Common Matching Entry Form (GOAMTCH). The Electronic Application Process Form (SAAEAPS) is used to process Web applications that are placed in suspense or error status by the SARETMT batch load process. In addition, SAAEAPS can be used to review Web applications and delete those that are most likely frivolous (i.e., applications from Mickey Mouse or Claude Monet).

This section covers the following:

- "Receive Web Applications - Overview" on page 216

- "Receive Web Applications - Detail Steps" on page 216
- "Manually Match, Verify, and Push Web Admission Applications" on page 220

Receive Web Applications - Overview

The overall process for receiving self-service admissions applications is as follows.

1. The applicant creates and completes the Web application.
2. The institution reviews all Web applications (via SAAEAPS) added on a specific date that are complete to check for frivolous applications. (Optional)
3. The institution runs the SARETMT process to match, verify, and load Web applications.
4. The institution reviews Web applications on SAAEAPS that were put into Suspense or Error status by the SARETMT process.
5. Suspended error records are resolved on SAAEAPS using GOAMTCH to determine if the applicant is New or is a Match to an existing Banner record.
6. The institution reruns SARETMT to verify and load those applications whose status has just been resolved. Depending on the number of suspended and error records, the institution can choose to manually verify and load these Web applications on SAAEAPS.

Receive Web Applications - Detail Steps

The detailed steps for receiving self-service admissions applications are discussed in this section.

1. Use the Electronic Application Process Form (SAAEAPS) to display received Web applications.

   To display the application(s) for a specific person, enter the electronic ID for that person in the Key Block or use a List function to display the Electronic Applicant Search Form (SOAEIDN), where you can search for an electronic applicant using name and ID.

   You can also select only those applications added on a certain date by entering the **Add Date** in the Key Block field. Only applications matching the **Web ID** and/or **Add Date** in the Key Block will be displayed.

   You can also enter the main block and query on certain fields. Those fields are: **Application Number**, **Application Type**, **Completion Indicator**, **Term**, **Source (with a value of** *WEB***)**, **Add Date**, **Accepted Indicator**, **Process**, **Process Date, Person Status**, and **Application Status.**

   If you find applications that you believe are frivolous, they can be deleted using the Delete Record function. Once an application is deleted on SAAEAPS, its associated data is also deleted from the electronic application holding tables; therefore, the application will no longer be viewable on SAAETBL.

2. Use the Elec. Appl. Verify/Load Process (SARETMT) to match, verify, and load the Web applications that meet your processing guidelines.

   Parameters for SARETMT allow processing based upon Application Type, Application Source, Application Term, and the Date Range of when applications were added.

   2.1. Run SARETMT in audit mode.

   SARETMT can be run in audit mode providing the user with the opportunity to review the match, verify, and load status of each application before it is actually processed. The Status field will indicate whether the Web application is New, Matched, Suspended, or in Error based on the matching rules specified by the matching source code assigned to the interface code on STVINFC. If a Web application type has previously been pushed for a given Web ID, the Status field will indicate *N/A*, as a matching PIDM already existed for the Web ID. The process will indicate if verification errors occurred or if the application was pushed.

   2.2. Run SARETMT in update mode.

   The user can run the match, verify, and load process in update mode. All electronic applications matching the input parameters will be processed by SARETMT.

   Three possible outcomes can exist for each record processed by SARETMT.

   – The record was matched, verified, and pushed successfully resulting in the creation of a SAAADMS application record.

   – The record was placed into suspense or error status during the match process. Suspended and error records will not be processed further by SARETMT until the match status has been resolved to either New or Matched. The user can resolve the suspended status using the Electronic Application Process Form (SAAEAPS) (See the “Resolve Suspended Electronic Applications” section below for details.)

   – The record failed the verification process. Numerous verification routines exist to ensure the integrity of the data being loaded into Banner. If certain errors occur during the verification process, the record will be marked with a verification error.

3. Resolve suspended and error electronic applications using the Electronic Application Process Form (SAAEAPS).

   3.1. Access the Electronic Application Process Form (SAAEAPS).

   3.2. Navigate to the main block and query for the appropriate records (i.e., term, source equals Web etc.) having a Person Status of S or E. These are the records that will need to be resolved before they can be verified and pushed into Banner.

4. Select the Verification Steps tab or the Manual Verification Steps option from the Options Menu to access the Verification Steps window.

5. Mark any of the person or application steps complete, except for the ID Verification (IDVR) step, and then save the changes.

6. Select the ID Verification (IDVR) step, and then choose the Associate Person with ID item from the Options Menu.

7. This opens the Associate Person with ID window, where you can choose which type of Banner ID to assign to the selected record from the **Select an ID** field.

   - **Electronic ID** – This is the ID used to create the electronic application.
   - **Local ID** – This is used for applications filed via EDI where the applicant provided a Local ID.
   - **SSN** – This is the SSN or other Federal ID number specified on the electronic application.
   - **Banner ID** – This is used if you wish to enter an explicit ID to be used by Banner.
   - **Generate ID** – This indicates that Banner should generate an ID for this person.

8. After choosing the appropriate ID type, either save the changes or select the **Associate Person with an ID** button. This will display GOAMTCH.

9. The ID displayed on GOAMTCH should match the option chosen in the Associate Person with ID window. The **Matching Source** field should contain the source code that has been assigned to the interface code on SAAWADF for the application type of the selected Web application. This source code can be changed if desired.

   If no interface code has been specified for the application type on SAAWADF, then the **Matching Source** field will contain the default source code assigned to the user ID on GORCMUS. If no default source code has been assigned on GORCMUS, you will be able to select a source code from the List of Values.

   Perform a Next Block to populate the Data Entry block with all of the data for the incoming electronic applicant record that is present in the temporary tables.

10. You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the applicant's record is created.

11. Once the data has been "cleaned up", use a Next Block function to call the matching algorithm, or select the **Duplicate Check** button.

12. The incoming electronic application can be a match, a potential match, or a new record:

    12.1. If the incoming electronic application is found to be a match to someone in Banner, the Banner record will be displayed in the Match block.

    12.2. If the incoming electronic application is found to be a potential match against more than one existing Banner record, then all of the possible matches will be displayed in the Potential Matches window.

    12.3. If the electronic application is found to be a new record, an Alert Box will be displayed with a message asking if you want to create the new person.

13. If the person is found to be an exact match, you can do one of three things:

    13.1. Match the incoming record to the Banner record but not update any null fields that exist for the person in Banner by selecting the **Select ID** button.

    13.2. Match the incoming record to the Banner record and choose to update any null fields that exist for the person in Banner with data on the incoming record by selecting the **Update ID** button.

    13.3. Choose to ignore the matched status, and create the person as new by selecting the **Create New** button.

14. After selecting one of the options above, the user will be returned to the Verification Steps window, and the ID Verification (IDVR) step will be marked as complete. Continue processing the electronic applicant as needed.

15. Resolve verification errors using the Electronic Application Process Form (SAAEAPS).

    If the AUTOOVERRIDE label on the Electronic Admissions Application Rules Form (SAAERUL) for the group VCRL is set to Y, and the procedures and routines are marked as overrideable on SAAECRL, then SARETMT will not stop the process if verification errors occur (unless they are data errors). If the AUTOOVERRIDE label is set to *N*, then any verification errors found while SARETMT is processing will be identified on the report file. These errors can be viewed on SAAEAPS and must be resolved before the affected applications can be re-processed by SARETMT. Verification errors can only be resolved on SAAEAPS if the routine and/or procedure causing the error have the **Override (Indicator)** checked on SAAECRL for the appropriate application type.

    15.1. Access the Electronic Application Process Form (SAAEAPS).

    15.2. Navigate to the main block and query for the appropriate records (i.e., term, source, etc.) having a **Process** field value of E. These are the records that will need their verification errors resolved before they can be pushed into Banner.

    15.3. Select Review Results from the Options Menu or use Next Block to access the Verification/Load Results window.

    In the System Verification Procedure block, each procedure is displayed, one procedure at a time. At the same time, each routine associated with a procedure is displayed in the System Verification Routines block.

    15.4. Scroll through each procedure to find the procedures that have not been verified (i.e., the **Completion Indicator** checkbox is *not* checked). To resolve a procedure or routine, check the appropriate override (**Override Indicator**) box. If you override an individual routine, only the verification associated with that routine will be bypassed. If an entire procedure is overridden, none of the individual routines will have verification performed.

    15.5. Once all routines and/or procedures are overridden, return to the main block of SAAEAPS. You can manually re-verify the application here by selecting Verify Application from the Options Menu, or you can re-run SARETMT.

16. Re-run SARETMT in update mode.

    SARETMT will try to verify all records that were previously suspended and will attempt to re-verify all applications that originally failed verification. All applications that pass the match and verification processing will be pushed to Banner. Once an application has been pushed, the **Process** field will be set to P(ushed).

Update Null SSN during Admissions Push Process

You can update a Null SSN when performing the Admissions push process.

Use the R0050 routine (SSN Established) for the P030 procedure on SAAECRL for the **Web Application Type** of 00. Routine R0050 is used to update the social security

number of an existing record with a Null SSN when the **Required** indicator is checked (Y).

Routine R0270, Overwrite Existing SSN, will update a Null value and overwrite an existing value when the **Required** indicator is checked (Y).

Using a combination of settings for the **Required** indicators determines how existing Banner records are updated when a Self-Service application is processed. If there is no SPBPERS record for an existing person, the SSN will *always* be updated, even if the **Required** indicator for routine R0050 is unchecked (N).

SAAECRL P030/R0050 Required Ind (Establish)	SAAECRL P030/R0270 Required Ind (Overwrite)	Existing SPBPERS record	SSN entered in Self-Service	Self-Service SSN pushed
Y	N	No	Yes	Yes
Y	N	Yes, no SSN	Yes	Yes
Y	N	Yes, with SSN	Yes	No
Y	Y	No	Yes	Yes
Y	Y	Yes, no SSN	Yes	Yes
Y	Y	Yes, with SSN	Yes	Yes
N	Y	No	Yes	Yes
N	Y	Yes, no SSN	Yes	Yes
N	Y	Yes, with SSN	Yes	Yes
N	N	No	Yes	Yes
N	N	Yes, no SSN	Yes	No *
N	N	Yes, with SSN	Yes	No

* It is possible to push the SSN from Self-Service when using SAAEAPS and the **Update ID** button on GOAMTCH during the matching process, if the **SSN** field is Null on the existing person record.

Manually Match, Verify, and Push Web Admission Applications

The following steps how to manually match, verify, and push electronic applications into Banner using SAAEAPS.

1. Use the Electronic Application Process Form (SAAEAPS) to display received Web applications.

To display the application(s) for a specific person, enter the electronic ID for that person in the Key Block or use a List function to display the Electronic Applicant Search Form (SOAEIDN), where you can search for an electronic applicant using name and ID.

You can also select only those applications added on a certain date by entering the **Add Date** in the Key Block field. Only applications matching the **Web ID** and/or **Add Date** in the Key Block will be displayed.

You can also enter the main block and query on certain fields. Those fields are: **Application Number**, **Application Type**, **Completion Indicator**, **Term**, **Source (with a value of** *WEB***)**, **Add Date**, **Accepted Indicator**, **Process**, **Process Date, Person Status**, and **Application Status.**

If you find applications that you believe are frivolous, they can be deleted using the Delete Record function. Once an application is deleted on SAAEAPS, its associated data is also deleted from the electronic application holding tables; therefore, the application will no longer be viewable on SAAETBL.

2. Flag applications for further processing.

If you will not process an application until a fee or certification is received, you might also want to set the **Accepted Indicator** to N until you receive the appropriate additional information required by your policies and procedures.

For those applications which you will further process, set this indicator to Y.

3. Perform any required manual verification steps.

Select the Verification Steps tab, use a Duplicate Item function, or select Manual Verification Steps from the Options Menu to transfer to the Verification Steps window. There may be two kinds of manual verification steps, those related to person data and those related to an application. You defined the manual verification steps which would be required on the Application Verification Steps Validation Form (STVASTA). One person-related step - ID Verification (IDVR) - is required by system processing and will be present whether or not you defined additional verification steps.

If the application was received via the student (secured) side of the Web (**Record Type** is S), you do *not* need to complete the ID Verification (IDVR) step. It will be completed for you when you verify the application's data. Go to Step 11.

If the application was received via the non-secured side of the Web, you must either match the applicant to an existing Banner person or create the person in Banner. Either of these functions also completes the ID Verification (IDVR) step. Continue with Step 3 through Step 10.

When you are positioned on the ID Verification (IDVR) step record, use a function key to perform special processing. The function can be performed if the ID Verification (*IDVR*) step has already been completed.

Use a Count Query Hits function or select Associate Person with ID from the Options Menu to transfer to the Associate Person with ID window, where you can choose which type of Banner ID to assign to the selected record in the **Select an ID** field.

- **Electronic ID** – This is the ID used to create the electronic application.
- **Local ID** – Used for applications filed via EDI where the applicant provided a Local ID.

- **SSN** – This is the SSN or other Federal ID number specified on the electronic application.
- **Banner ID** – Used if you wish to enter an explicit ID to be used by Banner.
- **Generate ID** – Indicates that Banner should generate an ID for this person.

4. After choosing the appropriate ID type, either save the changes or select the **Associate Person with an ID** button. This will display GOAMTCH.
5. The ID displayed on GOAMTCH should match the option chosen in the Associate Person with ID window. The **Matching Source** field should contain the source code that has been assigned to the interface code on SAAWADF for the application type of the selected Web application. This source code can be changed if desired.

   If no interface code has been specified for the application type on SAAWADF, then the **Matching Source** field will contain the default source code assigned to the user ID on GORCMUS. If no default source code has been assigned on GORCMUS, you will be able to select a source code from the List of Values.

   Perform a Next Block to populate the Data Entry block with all of the data for the incoming electronic applicant record that is present in the temporary tables.
6. You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the applicant's record is created.
7. Once the data has been "cleaned up", use a Next Block function to call the matching algorithm, or select the **Duplicate Check** button.
8. The incoming electronic application can be a match, a potential match, or a new record:

   8.1. If the incoming electronic application is found to be a match to someone in Banner, the Banner record will be displayed in the Match block.

   8.2. If the incoming electronic application is found to be a potential match against more than one existing Banner record, then all of the possible matches will be displayed in the Potential Matches window.

   8.3. If the electronic application is found to be a new record, an Alert Box will be displayed with a message asking if you want to create the new person.
9. If the person is found to be an exact match, you can do one of three things:

   9.1. Match the incoming record to the Banner record but not update any null fields that exist for the person in Banner by selecting the **Select ID** button.

   9.2. Match the incoming record to the Banner record and choose to update any null fields that exist for the person in Banner with data on the incoming record by selecting the **Update ID** button.

   9.3. Choose to ignore the matched status, and create the person as new by selecting the **Create New** button.
10. After selecting one of the options above, the user will be returned to the Verification Steps window, and the ID Verification (`IDVR`) step will be marked as complete. Continue processing the electronic applicant as needed.

11. Verify the application data.

    Select Verify Application from the Options Menu to verify the application data. Verification performs all verification procedures and routines attached to the application which have not been overridden.

    After an application has been verified, its **Accepted Indicator** on the main window of SAAEAPS is set either to E, which indicates that errors were found during verification, or *V* for verification complete.

12. Review errors, override verification, or correct data.

    If errors are encountered during verification, select Review Results from the Options Menu or use a Next Block function to review the results. The Verification/Load Results window is displayed.

    In the System Verification Procedures section of this window, each procedure and its associated routines are displayed, one procedure at a time. You scroll through the procedures using the scroll bar or Next and Previous Record functions, and the associated routines are displayed for each procedure. As you scroll through the procedures, you can ignore any which have already been overridden or which have passed verification. (The **Completion (Indicator)** checkbox is checked.)

    Verification errors must be resolved before the data can be loaded into the Banner permanent tables from the holding tables. You resolve verification errors by overriding the routine which failed or by overriding the entire procedure. If you override an individual routine, only the verification associated with the individual routine will be by-passed. If you override the procedure, none of the individual routines will be performed. Only those procedures or routines for which override is allowed (defined on SAAECRL) can be overridden. If you attempt to override a procedure or routine when an override is not allowed, an error message displays, and the override is not processed.

    After overriding all routines or procedures that you wish to have ignored, use the Return button to return to the main window of SAAEAPS, and select Verify Application from the Options Menu to verify the information again. Only data which had not previously been verified is processed. Procedures in which you overrode routines can now be verified.

    You should continue verifying data and overriding routines and procedures until verification is complete (the **Accepted Indicator** displays V for Verified). When you push data into the permanent tables, data for procedures which have been verified is loaded, regardless of the status of other data.

13. Load the verified information into the permanent tables.

    Select Load Application from the Options Menu or use an Insert Record function to push the data to the permanent tables. After you have pushed the data, you can view the results by selecting Review Results from the Options Menu or by using a Next Block function to access the System Verification Procedure section of the Verification/ Load Results window. Scroll until you reach procedure P900, the PUSH Verification Procedure. The routines associated with this procedure push actual pieces of data. Data has been pushed for routines which are complete, and the message associated with each completed routine will tell you the number of records created or updated.

Change PINs

There is one more option available on the Electronic Application Process Form (SAAEAPS), the Change PIN option, and it is not part of actual application processing. You use the Change PIN option when an applicant has forgotten the PIN used to submit application information or when an applicant has been locked out of the non-student (non-secured) application processing component of self-service admissions.

To use the Change PIN option, select Change PIN from the Options Menu or use a Help function. The Non-Student PIN Change window is displayed. In this window, you can:

- view the existing PIN and report it to the applicant,
- change the applicant's PIN, or
- unlock a locked application.

Review Applicant Information

If at any point you want to review the application information, either to determine why there are verification or load errors or to review application information which will not be loaded to the permanent Banner tables, use the Electronic Admissions Submitted Form (SAAETBL).

You can now work on another electronic application or move into other Banner forms to further process the applications you have pushed.

Push Test Score Information

SATI and SATII test scores entered via EDI and pushed into the SORTEST table should have a value of R placed in the SORTEST_RCRV_IND field *if* the SORTEST_TEST_DATE is *greater than or equal to April 1, 1995*. This will ensure that the SOPSATS program and/or client-written programs don't try to further re-center these scores, as they should already be re-centered.

(These programs use the value or lack of a value in the SORTEST_RCRV_IND field in their determination of whether to re-center the test scores.)

The following rules need to be added to the Electronic Admissions Application Rules Form (SAAERUL) where the **Group** field is set to TEST. The **Value** field will be populated by the company, as these are required values based on the Banner Test Code Validation Form (STVTESC). Only those tests received via EDI that have a test code matching one of the test codes below should have the R added to the **Revised or Recentered** field on SOATEST. This is because only SAT I and SAT II tests were affected by the re-centering change. If additional SATII tests are added by ETS, the additional records will be added to SAAERUL by the company.

Group	Label	Description	Value
TEST	SATV	SAT Verbal Test	S01

Group	Label	Description	Value
TEST	SATM	SAT Math Test	S02
TEST	SATR	SAT Reading Subscore Test	S03
TEST	SATV	SAT Vocabulary Subscore Test	S04
TEST	SATAH	SAT American History/Social Studies	AH
TEST	SATBE	SAT Bio-Ecological Emphasis	BE
TEST	SATBM	SAT Bio-Molecular Emphasis	BM
TEST	SATBY	SAT Biology Emphasis	BY
TEST	SATCH	SAT Chemistry	CH
TEST	SATCL	SAT Chinese with Listening	CL
TEST	SATEH	SAT European History/World Cultures	EH
TEST	SATEN	SAT English Composition	EN
TEST	SATES	SAT English Composition w/Essay	ES
TEST	SATFL	SAT French with Listening	FL
TEST	SATFR	SAT French	FR
TEST	SATGL	SAT German with Listening	GL
TEST	SATGM	SAT German	GM
TEST	SATHB	SAT Hebrew	HB
TEST	SATIT	SAT Italian	IT
TEST	SATJL	SAT Japanese with Listening	JL
TEST	SATKR	SAT Korean with Listening	KR
TEST	SATLR	SAT Literature	LR
TEST	SATLT	SAT Latin	LT
TEST	SATM1	SAT Mathematics Level I	M1
TEST	SATM2	SAT Mathematics Level II	M2
TEST	SAT1C	SAT Mathematics Level IC	1C
TEST	SAT2C	SAT Mathematics Level IIC – Calculator	2C
TEST	SATMH	SAT Modern Hebrew	MH
TEST	SATPH	SAT Physics	PH
TEST	SATSL	SAT Spanish with Listening	SL
TEST	SATSP	SAT Spanish	SP
TEST	SATWH	SAT World History	WH

Group	Label	Description	Value
TEST	SATWR	SAT Writing	WR

Addresses in Banner and Entered on the Web

Addresses entered via the Web that have the same address type as existing Banner addresses should be loaded as the next sequential address instead of not loading them at all. The rules for determining From and To dates for existing addresses and new addresses are detailed below.

When an address comes in via the Web and has the same address type as an existing Banner address the push process will:

- Select the most current Banner address of that address type. This is either the address with the correct address type that has a To Date equal to `Null` or the address with the correct address type that has a maximum To Date for that person. If two records are returned, then the one with the `Null` address is considered to be the most current (as Null equals valid until the end of time). This will be the address used in all comparisons below.
- If the incoming Web address matches the most current Banner address of the same address type, *do nothing*.
- Otherwise, determine how to update existing or Null To Dates and to insert new From Dates:
  - If the To Date (of the current Banner address) is `Null`,
    - Update the To Date of the current address with the *greater* of the From Date (of the current address) or SYSDATE minus one.
    - Insert the new address with the From Date with the *greater* of the From Date plus one (of current address) or SYSDATE.

    This code handles the issue of having someone submit multiple records on the same day with multiple different addresses.
  - If the To Date (of current Banner address) equals the SYSDATE, insert the new address with a From Date of SYSDATE plus one.
  - If the To Date (of current Banner address) is greater than SYSDATE, insert the new address with the From Date of the current addressee's To Date plus one.
  - If the To Date is less than the SYSDATE, insert the new address with a From Date of SYSDATE.

Set Up Quick Start for Student Self-Service

Quick Start processing allows an institution to automatically process Web applications in a number of ways. It can be set up to automatically create a student record, taking the Web applicant directly to Banner Student Self-Service so they can register. It can also

automatically create a recruit and/or application record, thereby eliminating the need to use SAAEAPS or run SARETMT. A decision record can be created too, as long as an application record is being created.

You must follow the instructions in the "Set Up Admissions Self-Service" on page 175 before you can use Quick Start processing.

This section covers the following:

- "Processing Steps" on page 227
- "Behind the Scenes" on page 228
- "Application Status Errors and Resolutions" on page 229

Processing Steps

The following describes the steps required to use Quick Start processing. It is followed by a description of how Quick Start works behind the scenes.

1. Check the **Enable QuickStart Processing** checkbox in the Automated Processing Rules block on the Electronic Applicant Web Default Rules Form (SAAWADF).
2. Choose the Quick Start features you would like to use by checking the appropriate boxes.
   - **Automatically Create Recruit Record** - When checked, a recruit record will be created for the Web applicant.
   - **Automatically Create Application Record** - When checked, an application record will be created for the Web applicant.
   - **Process Decision** - When checked, an application decision code can be entered in the **Admission Decision** field.
   - **Admission Decision** - When a decision code is entered, an admissions decision record will be created on SARAPPD.
   - **Provide Access to Student Self-Service** - When checked and the Web applicant has a student record, an **Access Web for Students** button will display on whichever Signature page is displayed.
   - **Create One Application** - When checked, one recruit or application record will be created for all associated curricula. When unchecked, a new record will be created for each curriculum (major).
   - **Auto Student** - When checked (in the EDI and Self-Service block of the Majors and Departments window on SOACURR), a student record will be created on SGBSTDN, as long as no matching record is found on SOAEQUI.
3. Select the interface code associated with the correct matching source code for the matching rules to be used by Quick Start on the Web Matching Rules window of SAAWADF.
4. Create letters to be used with Quick Start processing on SOAELTR.
5. Associate the letters with the appropriate letter types on the Web Signature Letters window of SAAWADF.

Behind the Scenes

Quick Start processing begins automatically when:

- The **Application Complete** button is pressed on the Web Application Checklist page, and credit card processing has been turned off for the application type on SAAWADF.

- OR -

- Credit card processing is enabled on SAAWADF and:
  - The applicant selects the **Pay Later** button on the Application Fee Payment page.*- OR -*
  - The applicant is prompted for the Signature page after successfully processing their credit card payment.

Then the following steps take place:

1. The match package is run to determine if the Web applicant matches an existing Banner person.
2. If the match package, returns a status of S (Suspended) or E (Error), then the application status code is updated on SAAEAPS, and the Display Signature package displays the letter code associated with the SUSPENSE or MATCHERR letter types respectively.
3. Quick Start processing checks to see if the **Automatically Create Application Record** box is checked. If it is checked, run the verification routines (the same routines as run on SAAEAPS or with the SARETMT process).

   If any errors are encountered during the verification process, the **Application Status** field on SAAEAPS is updated appropriately, and the Signature Display package displays the letter assigned to the VERERR letter type on SAAWADF.
4. Now the `create_appl` package is run. It first checks for the existence of an application hold for the Web applicant (assuming they had matched someone in Banner).

   If an application hold exists, then the **Application Status** field on SAAEAPS is updated appropriately, and the Display Signature package displays the letter assigned to the APPLHOLD letter type on SAAWADF. If no application hold exists, the application is created.
5. If the **Automatically Create Application Record** checkbox is checked, then you can optionally request that a decision record be created as well, by checking the **Process Decision** checkbox and entering a decision code in the **Admission Decision** field. Just as with SAAQUIK, no decision code with the **Inactive Application (Indicator)** checked on STVAPDC can be created.
6. If the **Automatically Create Recruit Record** checkbox is checked, run the `create_recruit` package to create a recruit record on SRBRECR.
7. If the **Create One Application** checkbox is checked, then one application will be created for all associated curricula. If unchecked, then a separate application will be created for each curriculum (major).

8. If the **Auto Student** checkbox is checked (in the EDI and Self-Service block of the Majors and Departments window on SOACURR) for the applicant's curriculum, Quick Start processing is allowed for that curriculum.

   8.1. If Quick Start processing is not allowed for the curriculum, then no student record will be created, and the letter associated with the STANDARD letter type will be displayed. If you selected the option to create a recruit and/or application record, these will still be created.

   8.2. If Quick Start processing is allowed for the curriculum and the match status returned earlier is N (New), a student record is created for the Web applicant, and the Signature page is displayed with the letter assigned to the QUIKADMIT letter type.

9. If the match status returned earlier is M (Match), SOAEQUI is queried to see if the Web applicant's most recent Banner student record and Web application match any of the exception processing rules on the form.

   9.1. If one or more rules match, then the rule with the highest priority number is used (1 = highest), and no student record is created. If that rule has a letter code associated with it, then that letter is displayed as the Signature page.

   9.2. If no letter code exists on the matching SOAEQUI record, then the letter associated with the NOSTUREC letter type is displayed. If no letter code has been assigned to the NOSTUREC letter type, then the letter associated with the DEFAULT letter type is displayed. If no letter has been assigned to the DEFAULT letter type, the default Web Tailor letter is displayed.

Application Status Errors and Resolutions

The following are the possible application status codes that can be generated by the Quick Start process and how they may be resolved. They can be viewed on SAAEAPS.

Application Status Code	Description	Resolution
H	Admissions Hold	If an admissions hold exists for an applicant, their application status will be updated to H, and their record cannot be pushed on SAAEAPS until the hold is removed on SOAHOLD. Even if the hold is removed, only an application record will be created, not a student or decision record. Perform the following steps:

Application Status Code	Description	Resolution
		1. Remove the hold on SOAHOLD, if appropriate. 2. Run the Verification Process by selecting Verify Application from the Options Menu in the main window of SAAEAPS. This process will run even though the **Application Status** field is set to H. 3. Run the Load Application process by selecting Load Application from the Options Menu in the main window of SAAEAPS. Assuming no other errors occur, the application should be pushed. It will not, however, automatically create a student record if that was indicated for the application type on SAAWADF. The institution will have to do that manually. It will create the recruit record though, if that was indicated on the Automated Processing rules window of SAAWADF. 4. You can also run SARETMT to verify and push the application having an application status of H, as long as the hold has been removed.
I	Can't Insert Decision Code	This error is received when you are trying to create a student record, and the system knows that one or more of the rules governing the creation of a student record would be broken in doing so. For example, if a student record already exists for the same term as the newly created Quick Start application, the insert of a new student record would fail, as you cannot insert a new student record if one already exists for the same term. However, all other items defined by the indicators in the Automated Processing Rules window of SAAWADF, as well as items defined by the SAAECRL rules, will still be processed. So, the Quick Start applicant won't have a new student record created, but they could have an application record created, additional personal data updated on SPAPERS, test score data added, an application and recruit record created, etc.
P	Push Error	This error rarely occurs. It is usually caused by invalid data or data that is not acceptable to the database because of indices. If a push error occurs, the part of the process receiving the error will not be pushed. All other pieces will be pushed though. For example, if a question/answer receives a push error, the recruit, application, and student record will still be created along with person data.
R	Match Error	Perform the following steps: 1. Use the Person Search and/or Create Person items in the Options Menu from the Applicant and Application Manual Verification window on SAAEAPS to mark the record with the match error as New or Matched. 2. Mark any of the other manual verification steps as complete in the Manual Person Verification Steps block, and save the changes. 3. Return to the main block, where the **Person Status** and **Application Status** fields should both be set to Y. 4. Now you can either manually verify and push the application* on SAAEAPS or run the SARETMT process to automatically re-verify and push the application. * See the section called "Manually Matching, Verifying, and Pushing Electronic Applications" for more information.

Application Status Code	Description	Resolution
U	Suspended Record	Perform the following steps:

1. Select the Verification Steps tab or the Manual Verification Steps option from the Options Menu to access the Verification Steps window.
2. Select the ID Verification (IDVR) step, and then choose the Associate Person with ID item from the Options Menu.
3. This opens the Associate Person with ID window, where you can choose which type of Banner ID to assign to the selected record from the **Select an ID** field.

   Electronic ID – This is the ID used by the applicant when the electronic application was submitted.

   Local ID – This is the locally assigned ID reported by the applicant when the electronic application was submitted. It is used for applications filed via EDI. For example, this may be a generated ID from another institution or the person's high school.

   SSN – This field displays the value reported by the applicant as a social security or other Federal ID number when the electronic application was submitted.

   Banner ID – This field is used to specify the ID which should be used when the SPRIDEN record is created for the applicant in Banner.

   Generate ID – This field indicates that Banner should generate an ID for this person.
4. After choosing the appropriate ID type, either save the changes or select the **Associate Person with an ID** button. This will display the Common Matching Entry Form (GOAMTCH).
5. The ID displayed on GOAMTCH should match the option chosen in the Associate Person with ID window. The **Matching Source** field should contain the source code that has been assigned to the interface code on SAAWADF for the application type of the selected Web application. This source code can be changed if desired.

   If no interface code has been specified for the application type on SAAWADF, then the **Matching Source** field will contain the default source code assigned to the user ID on GORCMUS. If no default source code has been assigned on GORCMUS, you will be able to select a source code from the List of Values.

   Perform a Next Block to populate the Data Entry block with all of the data for the incoming electronic applicant record that is present in the temporary tables.
6. You can update or adjust the data in the Data Entry block if it does not meet your institution’s data standards. These updates will be copied back to the temporary tables and used when the applicant's record is created.
7. Once the data has been “cleaned up”, use a Next Block function to call the matching algorithm, or select the **Duplicate Check** button.
8. The incoming electronic application can be a match, a potential match, or a new record:
   8.1. If the incoming electronic application is found to be a match to someone in Banner, the Banner record will be displayed in the Match block.
   8.2. If the incoming electronic application is found to be a potential match against more than one existing Banner record, then all of the possible matches will be displayed in the Potential Matches window.
   8.3. If the electronic application is found to be a new record, an Alert Box will be displayed with a message asking if you want to create the new person.

Application Status Code	Description	Resolution

9. If the person is found to be an exact match, you can do one of three things:
   9.1. Match the incoming record to the Banner record but not update any null fields that exist for the person in Banner by selecting the **Select ID** button.
   9.2. Match the incoming record to the Banner record and choose to update any null fields that exist for the person in Banner with data on the incoming record by selecting the **Update ID** button.
   9.3. Choose to ignore the matched status, and create the person as new by selecting the **Create New** button.
10. After selecting one of the options above, the user will be returned to the Verification Steps window, and the ID Verification (IDVR) step will be marked as complete. Continue processing the electronic applicant as needed.

V	Verification Error	You can go to SAAEAPS to try and override the verification error if the correct override indicators were set on SAAECRL. Perform the following steps:

1. Select the Review Results item in the Options Menu in the main window of SAAEAPS to access the Verification/Load Results window.
2. Scroll through the procedures in the System Verification Procedures block until you find the procedure(s) where the **Completion Indicator** checkbox is blank.
3. Select the **Override Indicator** checkbox for this procedure. If an override is allowed for this procedure, you can check the box and then save the change.
4. Return to the main block of SAAEAPS. You can either manually verify and push the application *, or you can run SARETMT to automatically re-verify and push the application.

* See the section called” Manually Matching, Verifying, and Pushing Electronic Applications” for more information.

Set Up Curriculum Processing for Admissions Self-Service

Use the following steps to set up curriculum processing when applications are completed online.

1. Establish major codes on the Major, Minor, Concentration Code Validation Form (STVMAJR).

2. Create programs on the Program Definition Rules Form (SMAPRLE).

3. Create curriculum rules on the Curriculum Rules Form (SOACURR).

4. Set up the EDI values on SOACURR, and make sure that the **Display on Self-Service** checkbox is checked (set to Y) so the item is displayed on the Web.

5. Assign majors to be displayed in Self-Service on SOACURR.

5.1. Use the **Display on Self-Service** checkbox to indicate that the major can be displayed in the self-service pulldown lists.

5.2. The **Auto Student** checkbox is usually optional but is required if you are setting up a Quick Start application with an applicant acceptance decision. When this field is checked, the curriculum will be created on the learner curriculum record.

5.3. Use the **EDI Degree**, **EDI Level** (qualifier), and **EDI Identification** fields for setting up EDI data.

Prior to this release, the self-service application required that EDI codes be set up for each major that was available on the Web. All three EDI components were required: the **EDI Degree** value, the **EDI Level** (qualifier) value, and the **EDI Identification** value. All three fields had to contain valid values that had been defined on SOAXREF using the following labels:

– EDI degree values and SOAXREF label DEGRLEVL

– EDI level values (qualifier) and SOAXREF label FSTYIDQL

– EDI identification and SOAXREF label STVMAJR

The three codes make up the combination received from EDI that define the degree, level, and field of study. The EDI degree and EDI level (qualifier) remain constant. The EDI identification defines the field of study and the program of which it is a part. There may be many EDI identification values.

As of Release 7.3, the only requirement for ensuring a curriculum is valid for the self-service processing is to check **Display on Self-Service** checkbox on SOACURR.

Here is more information about each of the three EDI components, starting with the EDI level qualifiers.

The following is from the TS189 EDI application documentation and lists the code values for valid EDI level codes, also referred to as the Identification Code Qualifiers.

Identification Code Qualifier

Description: Field of Study Code Set Indicator

Code	Description
81	Classification of Instructional Programs (CIP) coding structure maintained by the U.S. Department of Education's National Center for Education Statistics
82	Higher Education General Information Survey (HEGIS) maintained by the U.S. Department of Education's National Center for Education Statistics
CA	Statistics Canada Canadian College Student Information System Course Codes
CC	Statistics Canada University Student Information System Curriculum Codes
ZZ	Mutually Defined

This relates back to SOAXREF and the FSTYIFQL label.

The following is from the EDI TS189 documentation for degree level codes. These codes have to be used if EDI processing is being used. It seems that EDI does not have a list of valid major codes. You could use the web application type value in this field.

Data Element 1126 - Academic Degree Code

Indicates the level of academic award being described. The decimal is part of the code and is to be sent.

Code	Description
2.1	Postsecondary Certificate or Diploma (less than one year)
2.2	Postsecondary Certificate or Diploma (one year or more but less than four years)
2.3	Associate Degree
2.4	Baccalaureate Degree
2.5	Baccalaureate (Honors) Degree
2.6	Postsecondary Certificate or Diploma (one year or more but less than two years)
2.7	Postsecondary Certificate or Diploma (two years or more but less than four years)
3.1	First Professional Degree
3.2	Post Professional Degree
4.1	Graduate Certificate
4.2	Master's Degree
4.3	Intermediate or Specialist Graduate Degree
4.4	Doctoral Degree
4.5	Post-Doctoral Award

This relates back to SOAXREF and the DEGRLEVL label.

The EDI identification defines the actual field of study. The new **Generate Identification** button on SOACURR creates these values for you. The entries will be found under the STVMAJR label on SOAXREF. The button performs the following tasks:

– generates a unique value for the curriculum and the field of study, and

– inserts degree and level qualifiers into SOAXREF under the STVMAJR label.

6. Assign minors and concentrations to be displayed in Self-Service.

7. Set up the EDI values on SOACURR, and make sure that the **Display on Self-Service** checkbox is checked (set to Y) so the items are displayed on the Web. (The EDI degree will be derived from the primary major.)

8. View the majors, minors, and concentrations by curriculum on the EDI Cross-Reference Curriculum Rules Form (SOAXCUR).

   With the exception of the **Restrict to Type** checkbox on SAAWCUR, SAAWCUR and SOAXCUR are query only forms. SOACURR is used to customize Web application data.

9. Set up restrictions on Web Application Customized Curriculum Form (SAAWCUR). This step is not required, but it can be used to restrict the curriculum to a particular Web application type.

   With the exception of the **Restrict to Type** checkbox on SAAWCUR, SAAWCUR and SOAXCUR are query only forms. SOACURR is used to customize Web application data.

   Keep in mind that all curricula that have a checked **Web Display (Indicator)** and have the same level as the Web application type will appear in the list of valid programs, unless some have a checked **Restrict to Type (Indicator)**. A restriction on at least one curriculum restricts the list of available curriculum to just the ones with a checked **Web Display (Indicator).**

   Note: Restrictions are available only on the major and apply only to the primary major, otherwise known as the Planned Course of Study page in self-service.

10. Restrict curricula from being pushed to a general student (learner) record.

    Use the **Auto Student** checkbox (in the EDI and Self-Service block of the Majors and Departments window on SOACURR) to prohibit a particular planned course of study from creating a learner curriculum.

    This means that if the **Auto Student** checkbox (in the EDI and Self-Service block of the Majors and Departments window on SOACURR) is not checked for a particular major, and it appears on a Quick Start application that has an applicant acceptance decision, the learner curriculum will not be created if an applicant selects that program.

    You can also restrict which curriculum will result in the creation of a learner curriculum, based on what the applicant has already been accepted into, by setting up equivalents on the Existing or Incoming Student Data Mapping Form (SOAEQUI).

Set Up Web Acceptance of Admissions Offer

The following step-by-step procedure explains how to set up the accept admissions offer functionality in Student Self-Service.

1. Access the Electronic Admissions Applications Rules Form (SAAERUL).

2. Enter DCSN in the **Group** field in the Key block, then go to the next block.

3. Enter Y in the **Value** field for the ALLOWDECISION rule.

   This must be done to allow applicants to use the web for their decisions. You can make more refinements, as explained in the following steps, but if the ALLOWDECISION rule is not set to Y, the **Confirm Attendance** and **Withdraw Application** buttons will not be displayed on the Application Summary page (bwskasta.P_DispStatusSaradap) regardless of the other details you put in place.

4. Review the delivered codes, as shown in the following table, and take the action specified in the "Instructions" column as needed to achieve the setup you desire.

Group	Label	Description	EDI	Instructions
DCSN	CONFIRMCODE	Attendance Confirmation Decision Code	N	Update the Value column from UPDATE ME to the value from the Admission Application Decision Code Validation Form (STVAPDC) which should be used for the confirm decision code.
DCSN	CONFIRMLABEL	Applicant Confirm Button Label	N	Update the Value column from UPDATE ME to any value which should be used for the Applicant Confirm label.
DCSN	WITHDRAWLABEL	Applicant Withdraw Button Label	N	Update the Value column from UPDATE ME to any value which should be used for the Applicant Withdraw label.
DCSN	WITHDRAWCODE	Withdraw Decision Code	N	Update the Value column from UPDATE ME to the value from the Admission Application Decision Code Validation Form (STVAPDC) which should be used for the withdraw decision code.
DCSN	CAPTUREWDINFO	Capture Withdrawn Information	N	Update the Value column from UPDATE ME to Y or N for the additional withdrawn information.

5. If you do not want the **Withdraw Application** button to be displayed on the Application Summary page *under any circumstances*, enter N in the **Value** field for the ALLOWWITHDRAW rule, and save your changes.

6. If you want to allow the **Withdraw Application** button to be displayed on the Application Summary page *based on the applicant's student level*, take the following actions.

   6.1. Create a new rule.

   6.2. Enter the rule's name in the **Rule Label** field, appending a valid student level code (from the Level Code Validation Form [STVLEVL]) to the rule label.

For example, if UG is your valid level code for Undergraduate, and you want to allow applicants at the UG level to withdraw, you could create a rule called ALLOWWITHDRAWUG.

6.3. Enter the rule description in the **Rule Description** field.

6.4. Enter Y in the **Value** field.

6.5. Save your changes.

6.6. Repeat steps Step 6.1 through Step 6.5 for each level for which you want to allow **Withdraw Application** button to be displayed on the Application Summary page.

7. If you want to allow withdrawing applicants to provide more information about their decisions using the Web, take the following actions.

7.1. Enter Y in the **Value** field for the CAPTUREWDINFO rule, and save your changes.

If you set the CAPTUREWDINFO rule to Y, when a user selects the **Withdraw Application** on the Application Summary page, the system will display the Applicant Withdrawal Information page (bwskadec.P_ApplicationWDInfo).

7.2. Access the Admission Application Decision Code Validation Form (STVAPDC).

7.3. Select the **Display on Web** checkbox for each decision code you want to be available on the Web, and save your changes.

7.4. Select the **Inactive Application** checkbox for each withdrawal decision code used on STVAPDC and configured on SAAERUL, and save your changes.

7.5. Access the Withdrawal Reason Code Validation Form (STVWRSN).

7.6. Review the existing codes and, if necessary, define any new codes you want to be available, then save your changes.

Use Payment and Deposit Processing with Applications

When in Self-Service Admissions, information for payment processing is displayed on the Application Menu page (bwskalog.P_DispChoicesStu). Under the Applications in Progress and Submitted Applications sections, you can review a Payment Processing section with available transactions for the admission term.

You can access this information with a non-secure login as an applicant or a secure login as a student. When an applicant has submitted an application and the application has been processed, he/she can view that application on the Application Menu page (bwskalog.P_DispChoices), if payment and deposit processing has been set up in Banner Accounts Receivable.

Refer to the “Student Accounts” chapter, for more information on setting up and using payment and deposit processing.

Non-secure Login

When you are on the Self-Service Homepage and select Apply for Admissions, the path using the non-secure login is as follows.

1. Select Apply for Admissions.
2. On the Admissions Login page (`bwskalog.P_DispLoginNon`), enter the assigned Login ID and PIN, then click **Login**.
3. View the Payment Processing section on the Application Menu page (`bwskalog.P_DispChoices`).
4. Select an item under Available Transactions.
5. Access the Payment Processing Transaction page (`bwskpayg.P_ProcList`) for the transaction.
6. Select an item, such as `Deposit for Fall 2013 - 2014`, to access the Payment Processing Transaction page (`bwskpayg.P_ProcList`).

   The Payment Processing Transaction page (`bwskpayg.P_ProcList`) displays the payment information, such as `Housing Deposit is $500.00`.
7. Select the **Continue** button to go to the second view of Payment Processing Transaction page (`bwskpayg.P_ProcTransaction`).
8. Select the checkbox for the transaction you wish to pay, and then select the **Continue** button to go to the third view of Payment Processing Transaction page (`bwskpayg.P_ProcTransaction`).
9. Enter the number of transactions or fees, and then select the **Continue** button to access the Payment Processing Summary page (`bwskpayg.P_ProcTransaction`).
10. View the transaction descriptions, amounts, and the total.
11. Choose the **Proceed to Payment Page** button or the **Start Over** button.
    - The **Proceed to Payment Page** button goes to the Payment Gateway.
    - The **Start Over** button goes back to the Payment Processing Transaction page (`bwskpayg.P_ProcFailure`).
    - If you select **Cancel** from the Payment Gateway, you are prompted to select the **Try Again** button or the **Start Over** button.
    - The **Try Again** button goes back to the Payment Processing Transaction page (`bwskpayg.P_DispFailure`).
    - The **Start Over** button goes back to the Payment Processing Transaction page (`bwskpayg.P_ProcFailure`).
12. Once you have completed the payment using the Payment Gateway, the Payment Processing Successful Payment page (`bwskpayg.P_DispSuccess`) page is displayed.
13. View the Student Account Detail Page (TSADETL) to see processed payments.

Secure Login

When you are on the Homepage and select Enter Secure Area, the path using the secure student login is as follows.

1. Select Enter Secure Area.
2. On the Login page, enter the your Login ID and PIN, and click **Login**.
3. On the Main Menu (`bmenu.P_MainMnu`) select the Student option.
4. On the Student Menu (`bmenu.P_StuMainMnu`) select the Admissions option.
5. View the Payment Processing section on the Application Menu page (`bwskalog.P_DispChoices`).
6. Continue with step 4 above, under “Non-secure login”.

Registration

Banner Student Self-Service registration processing allows users to do the following:

- Add and drop classes
- Find classes in the class schedule and subsequently register in them
- Change their class options
- View their schedules by day and time or in detail
- View tuition and fee assessment charges associated with class registrations for a selected term
- View registration status
- Add or change study paths

To access registration functions, the student must enter the secure area of your site.

In support of open learning courses, Banner Student Self-Service:

- Permits students to select, as part of the registration process, either the date they wish to start their course or the date they wish to finish the course
- Calculates either the start and/or expected completion dates of the class based on the duration of the section in conjunction with the date the student selected at the time of registration
- Displays all registration activity for a student, regardless of term
- Processes withdrawals or drops based on the individual student's progress in the course versus static date ranges for the term or part-of-term

Note: The primary way that the system recognizes an open learning course is that no part of term is associated with it.

This chapter contains the following sections:

- "Drop/Withdrawal Functionality" on page 241, which explains how the system processes automatic drops for connected classes and administrative drops
- "Registration Web Pages" on page 252, which provides details about each Web page in the Registration module
- "Set Up Basic Registration on the Web" on page 329, which provides detailed steps for setting up registration on the Web
- "Display Term Date Ranges" on page 335, which provides information on how to display term ranges in term pulldown fields.
- "Set Up and Use Study Paths" on page 336, which provides details about how to set up study paths in baseline and self-service for registration.

- “Set Up Immediate Registration Fee Assessment” on page 338, which provides detailed steps for setting up immediate registration fee assessment on the Web
- “Set Up Registration Time-Ticketing” on page 339, which provides detailed steps for setting up registration time-ticketing
- “Set Up Third-Party Controls” on page 346, which provides detailed steps for setting up third-party controls, which you can use instead of time-ticketing
- “Set Up Alternate PIN Processing” on page 347, which provides detailed steps for setting up alternate PIN processing
- “Set Up Registration Permit-Overrides” on page 349, which provides detailed steps for setting up registration permit overrides
- “Allow Major, Educational Goal, and Employment Expectation Updates” on page 355, which provides information about allowing students to update majors, educational goals and employment expectations via the Web
- “Use Registration on the Web” on page 356, which provides step-by-step procedures

Drop/Withdrawal Functionality

This section uses the following terminology related to drops/withdrawals.

- *Connected* refers to courses that are associated with each other via co-requisites, prerequisites, or links.
- *Connection* refers to a set of connected courses. For example, the connected courses of Biology 101 lecture and lab (co-requisites) would be considered a connection.

Courses cannot be dropped via the Web and refunded at 100% unless the drop meets criteria specified on the Crosswalk Validation Form (GTVSDAX) and has been assigned the appropriate setup code (allowing a course to be dropped and refunded at 100%) on the Course Registration Status Form (SFARSTS) (for traditional courses) or Schedule Processing Rules Form (SSARULE) (for open learning courses). Connected classes are included in this processing.

Note: A connected class will not be dropped and given a 100% refund unless the code is designated for use on SFARSTS or SSARULE.

Errors are tracked as the following:

- “Registration add” (displayed on the Add or Drop Classes page [`bwskfreg.P_AddDropCrse`] when a class is added), which reports errors that are encountered when a student is trying unsuccessfully to register for a class, (for example, a time conflict)
- “Registration update” (displayed on the Add or Drop Classes page), which appears when a connected class is dropped or withdrawn from and either has no drop code assigned or has multiple drop codes assigned, and can also appear when a student tries to change the status of a class that has a connection

- “Administrative” (not displayed to the student), which can be reviewed on the Registration Admin Messages Report (SFRRGAM)

The rest of this section discusses the following topics:

- “Status Types” on page 242
- “Automatic Drops” on page 242
- “Administrative Drops” on page 247
- “Rules on GTVSDAX” on page 250

Status Types

Web registration uses the **Status Type** field on the Course Registration Status Code Validation Form (STVRSTS) to determine the type of code that can be placed on the course and the processing that is affected based on this code. This type code determines what is displayed in the **Action** pulldown list on the Add or Drop Classes page.

Note: The **Status Type** field *must* be filled in for every status code that is in use. If the **Status Type** field is left blank, unexpected results can occur.

The following conditions apply when using status type codes:

- If the course status is marked as an R (Registered) type code, then all other type codes can be displayed (depending on their availability).
- If the course status is marked as a D (Drop) or W (Withdrawal) type code, then only R type actions will be displayed.
- The RE (Registered) type code or other R type codes (with the exception of the WEBRSTSREG code) will be included in the pulldown list if the **Web Indicator** checkbox is selected on STVRSTS.
- The registration code designated on GTVSDAX for internal code WEBRSTSREG is not displayed in the pulldown list, because it is used only for initial registration via the Web.

The system does not allow a student to drop a class that has already been dropped or withdrawn. See the “Setup Requirements” section for the Add or Drop Classes page on 241 for additional information.

Automatic Drops

An automatic drop is one that occurs if certain conditions are met when a user attempts to drop a connected course. When a connected course is dropped, the appropriate drop code and refund (if any) are applied to the student.

A single, active drop code must be available for a successful connected or automatic drop to occur.

- If no drop codes exist for any part of a connection, no courses in the connection are allowed to be dropped.
- If multiple drop codes exist for any part of a connection, no courses in the connection are allowed to be dropped automatically. This is because the system does not choose which drop code to use for the automatic drop. In this case, the user can initiate the drop by selecting one of the multiple drop codes where necessary. The drop is processed with the selected drop code, and the refund (if any) associated with the code is applied.

Example

Let's say a student is registered for History 308, English 310, and Mathematics 125. History 308 and English 310 are corequisites. History 308 has a single drop code of DC, but English 310 has two drop codes available: DC and DW.

Now let's say that the user chooses to drop History 308 with the DC code. The system determines that it is connected to English 310, which has two drop codes. In this case, the drop is rejected because the system does not know which of the two drop codes to assign to English 310.

On the other hand, if the user chooses to drop English 310 with either of the drop codes, the system drops History 308 automatically with the DC drop code, because it is the only one available.

Finally, if the user chooses to drop both courses simultaneously and specifies a drop code for each, the drops are allowed.

When a student is dropped or withdraws from a connected course without dropping the entire connection, the system determines which of the following conditions applies and takes the associated action shown in the table that follows.

Condition	Action Taken	GTVSDAX Setting
Connected drops are processed only with approval of the user	The Connected Course Drop Confirmation page (bwskfreg.p_disp_confirm_drop) is displayed asking the user whether all connected classes should be dropped. • If the user chooses to drop all connected classes, they are all dropped simultaneously. • If the user chooses not to drop all connected classes, the initial request is ignored and the student continues to be registered in all connected classes. The drops occur only if all classes that are connected have a single, active drop code.	AUTODROP set to C
Connected drops are processed automatically (all connected classes are dropped when one is)	The drop is processed and the student is dropped from all connected classes with no notification. The drops occur only if all classes that are connected have a single, active drop code.	AUTODROP set to Y

Condition	Action Taken	GTVSDAX Setting
Connected drops are not allowed	The drop is cancelled and a message is displayed saying that all connected classes must be dropped simultaneously. The user can initiate the drop for all connected classes at the same time and the drops will be successful.	AUTODROP set to N

Note: In Banner Voice Response, error checking is performed on each CRN as it is entered. Because of this, if you enter N for AUTODROP, it will not be possible for connected courses to be dropped via Voice Response. Therefore, if your institution uses both Voice Response and Banner Student Self-Service, it is recommended that you use either C or Y for AUTODROP.

The connected course(s) that can be dropped are dropped with the appropriate drop code based on the settings on the following forms:

- Crosswalk Validation Form (GTVSDAX)
- Course Registration Status Form (SFARSTS) (for traditional courses)
- Schedule Processing Rules Form (SSARULE) (for open learning courses)

The code designated in WEBRSTSDRP does not work as a “clean up” code for registration errors related to automatic drops and administrative drops. The WEBRSTSDRP code works like a regular drop/withdrawal.

For example, if a user tries to register a student for Psychology 200 and the registration results in a PREQ or TEST SCORE error, the DW code is used to remove the course from the schedule and reverse any charges that were associated with it.

If your institution does not allow a student’s last class to be dropped via the Web (that is, the external code for WEBDROPLST is N), then the system will not drop a connection if the student is not registered in any other classes.

The rest of this section provides a variety of scenarios to help illustrate how the system processes requests based on your system setup. These scenarios are not meant to be all-inclusive but rather to show several examples.

Connected Drops Allowed with User Approval

You want the system to notify the user if one course is dropped, but a course to which it is associated is not, thereby allowing the user to choose to drop both or to drop neither. To accomplish this, you have set the external code to C for the AUTODROP rule.

Let’s say a student has registered in the following courses:

- History 320 (corequisite with Sociology 320)
- Sociology 320 (corequisite with History 320)

- Religious Studies 225
- Mathematics 162

If a user attempts to drop the history course but not the sociology one, the system displays the Connected Course Drop Confirmation page (`bwskfreg.p_disp_confirm_drop`) letting the user know that the two courses must be dropped simultaneously and asking whether the user wants to drop or not drop the entire connection. If the user chooses to drop, both courses are dropped. If the user chooses not to drop, neither course is dropped.

If a user attempts to drop the history course and the mathematics class, but not the sociology course, the system displays the Connected Course Drop Confirmation page letting the user know that the history and sociology courses must be dropped simultaneously and asking whether the user wants to drop or not drop them. Regardless of the user's choice regarding dropping the connection, the mathematics course is dropped per the student's original request.

Now let's say a student has registered in the following courses:

- Biology 405 lecture (linked to Biology 405 lab)
- Biology 405 lab (linked to Biology 405 lecture)
- Anthropology 307 (corequisite with Archeology 305)
- Archeology 305 (corequisite with Anthropology 307)
- Latin 150

If a user tries to drop the Biology lecture course and the Anthropology course, the system displays the Connected Course Drop Confirmation page showing both connections and asking whether the user wants to drop or not drop them. The decision the user makes on this page applies to both connections: if the user chooses to drop the courses, all four are dropped; if the user chooses not to drop the courses, none of the four are dropped.

Connected Drops Processed Automatically

You want the system to automatically drop a linked course if the course to which it is linked is dropped. To accomplish this, you have set the external code to Y for the AUTODROP rule.

Let's say a student has registered in the following courses:

- Zoology 505 lecture (linked to Zoology 505 lab)
- Zoology 505 lab (linked to Zoology 505 lecture)
- Psychology 410
- Mathematics 380
- German 202

If a user attempts to drop the lecture course but not the lab, the system automatically drops both. The system does not notify the user that the lab was also dropped.

Note: The system drops both courses in the connection as long as the connected course has a single, active drop code; otherwise both classes are returned to their original registration status.

Connected Drops Not Allowed

You do not want students to be able to drop a connected course unless all the courses in the connection are dropped simultaneously by the user. To accomplish this, you have set the external code to N for the AUTODROP rule.

Let's say a student has registered in the following courses:

- Biology 101 lecture (linked to Biology 101 lab)
- Biology 101 lab (linked to Biology 101 lecture)
- English 105
- History 102

If a user attempts to drop the lecture course but not the lab, the system displays a message that the course cannot be dropped unless the course to which it is linked (in this case, the lab) is dropped at the same time. The student remains registered in both courses.

To drop both classes, the user must select both in the same transaction.

Note: In Banner Voice Response, error checking is performed on each CRN as it is entered. Because of this, if you enter N for the AUTODROP rule, it will not be possible for connected courses to be dropped. Therefore, it is recommended that you use either C or Y for the AUTODROP rule.

Drop Last Class Not Allowed

You do not want a student to be able to drop his or her last class via the Web. To accomplish this, you have set the external code to N for the WEBDROPLST rule.

Let's say a student has registered in the following courses:

- English 260 (corequisite with English 260W)
- English 260W (corequisite with English 260)

If a user attempts to drop one course but not the other (or if the student attempts to drop both simultaneously), the system does not drop either course because of the setting on the WEBDROPLST rule, regardless of the setting for the AUTODROP rule.

Administrative Drops

An administrative drop is one that occurs automatically when a user accesses a student's registration record after certain changes that affect registration records occur within the system, after registration has opened and enrollment for a course exists. These changes can include:

- a CRN's prerequisites are changed
- a CRN's corequisites are changed
- a CRN is linked to another CRN
- an approval requirement is added to a CRN
- the meeting day or time of a CRN is changed (which can cause a time conflict in a student's schedule)
- an equivalent course is added (which can cause a duplicate course error on the student's schedule)

When a student has registered and later their registration record is accessed via Banner self-service or Banner Voice Response, the system determines whether any of the above kinds of changes occurred. If so, the system determines which of the following conditions applies and takes the associated action shown in the table below.

Condition	Action Taken	GTVSDAX Setting
Administrative drops are allowed.	The drop is automatically processed, and a message is written to the SFTRGAM table, but the user is not notified of the action. The drop occurs only if *all* courses with administrative errors or classes that are connected to them have a single, active drop code.	ADMINDROP set to Y
Administrative drops are not allowed.	A message is written to the Student Course Registration Audit Form (SFASTCA), but the drop is not processed, and the student continues to be registered in the course.	ADMINDROP set to N

Note: The system does not perform an administrative drop if a student fails an in-progress prerequisite after registering for a CRN, although the Registration Admin Messages Report (SFRRGAM) captures the error.

Also, if registration is accessed via the Student Course Registration Form (SFAREGS), the ADMINDROP rule is not invoked, because the types of errors that the ADMINDROP rule addresses would be encountered and dealt with by the administrator.

If the student's record is accessed and changed in the Student Course Registration Form (SFAREGS), any administrative errors encountered must be resolved. You can run the

Registration Admin Messages Report (SFRRGAM) to review administrative drop errors that need to be resolved.

The rest of this section provides a variety of scenarios to help illustrate how the system processes requests based on your system setup. These scenarios are not meant to be all-inclusive, but rather to show several examples.

Administrative Drop if an Approval is Added to a CRN

You want the system to perform administrative drops. To accomplish this, you have to set the external code to Y for the ADMINDROP rule. You have also included a single, active drop code (DC for Drop Course) for Linguistics 318 on these forms:

- Schedule Processing Rules Form (SSARULE) (for open learning courses)
- Course Registration Status Form (SFARSTS) (for traditional courses)

Let's say a student has registered in the following courses:

- Linguistics 318
- English 350
- Comparative Lit 302
- Geology 220

After the student has registered in the course, an instructor approval code is added to Linguistics 318.

If a user accesses the student's registration record via Banner self-service or Banner Voice Response, the system checks for administrative errors and finds one for this student: in this case, that the student no longer meets the requirements of Linguistics 318. That is, that the student does not have the required instructor approval. The system then checks SSARULE or SFARSTS (as applicable) and finds the DC drop code, so it changes the student's registration status to DC. This occurs before the Add or Drop Classes page (bwlkfrad.P_FacAddDropCrse) is displayed on the Web, and the change is reflected when the page is displayed. No additional information is provided to the student.

Only those students whose records are accessed will have this drop performed. For example, if 30 students were registered in this class and only three of these students' records were accessed, they would be the only ones dropped from the course.

The Registration Admin Messages Report (SFRRGAM) identifies the students who might have had classes dropped after a change has been made. You can use this report to identify and resolve the errors in Banner (for example, enter an override) before the students' records are accessed. See the *Banner Student User Guide* for more information about this report.

Administrative Drop if a Corequisite is Added to a CRN

You want the system to perform administrative drops. To accomplish this, you have set the external code to Y for the ADMINDROP rule. You have included a single, active drop code

(DC for Drop Course) on the Schedule Processing Rules Form (SSARULE) for Astronomy 105 and for Astronomy 106.

Let's say a student has registered in the following courses:

- Astronomy 105 (corequisite with Astronomy 106)
- Astronomy 106 (corequisite with Astronomy 105)
- Mathematics 130
- Physical Education 154
- Computer Science 205

After the student has registered in the course, an Astronomy 107 seminar is added as a corequisite of Astronomy 105.

If a user accesses the student's registration record via Banner self-service or Banner Voice Response, the system checks for administrative errors and finds one for this student: in this case, that the student has not registered in a corequisite. The system then checks SSARULE and finds the DC drop code for both courses, so it drops the courses and changes the registration status for both courses to DC. This occurs before the Add or Drop Classes page is displayed on the Web, and the change is reflected when the page is displayed.

Administrative Drops if Active Drop Codes are Not Defined

You want the system to perform administrative drops. To accomplish this, you have set the external code to Y for the ADMINDROP rule. You have included a single, active drop code (DC for Drop Course) for Anthropology 215 on the Schedule Processing Rules Form (SSARULE), but you have not defined an active drop code for Sociology 215 on SSARULE (for open learning courses) or the Course Registration Status Form (SFARSTS) (for traditional courses).

Let's say a student has registered in the following courses:

- Anthropology 215 (corequisite with Sociology 215)
- Sociology 215 (corequisite with Anthropology 215)
- Economics 105
- French 201

After the student has registered in the course, a seminar is added as a corequisite of Anthropology 215.

If a user accesses the student's registration record via Banner self-service or Banner Voice Response, the system checks for administrative errors and finds one for this student: in this case, that the student has not registered in a corequisite. Processing continues, and the system finds that Sociology 215 is a corequisite of Anthropology 215, and therefore must also be dropped. There is no active drop code, however, for Sociology 215. Because both courses cannot be dropped appropriately, neither are dropped, and

both are returned to their previous registration statuses. This occurs before the Add or Drop Classes page is displayed on the Web.

Administrative Drops if Other Errors are Found during Processing

You want the system to perform administrative drops. To accomplish this, you have to set the external code to Y for the ADMINDROP rule. You have also included a single, active drop code (DC for Drop Course) on the Schedule Processing Rules Form (SSARULE) and the Course Registration Status Form (SFARSTS) for Music 118 and Music 250, but you have not defined an active drop code for Physics 105.

Let's say a student has registered in the following courses:

- Music 118 (corequisite with Music 250)
- Music 250 (corequisite with Music 118)
- Political Science 101
- Physics 105

After the student has registered in the course, a seminar is added as a corequisite of Music 118.

If a user accesses the student's registration record via Banner self-service or Banner Voice Response, the system checks for administrative errors and finds one for this student: in this case, that the student has not registered in a corequisite. Processing continues, and the system finds that Music 250 is a corequisite of Music 118, and therefore must also be dropped. There is an active drop code for both music courses.

Processing continues further, and the system finds that the meeting day of Physics 105 has been changed and now conflicts with Political Science 101. There is no active drop code, however, for Physics 105. Because Physics 105 cannot be dropped appropriately, *none* of the courses are dropped, and all are returned to their previous registration statuses. This occurs before the Add or Drop Classes page is displayed on the Web.

Rules on GTVSDAX

Two rules are used on the Crosswalk Validation Form (GTVSDAX) with the improved drop/withdrawal processing:

- "AUTODROP" on page 250
- "ADMINDROP" on page 251

AUTODROP

The AUTODROP internal code is used to determine whether connected classes that are in error can be dropped using self-service.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
C	AUTODROP	N/A	REGISTRATION	Drop connected courses	Sysdate

This rule can be set to process the dropping of connected classes in three ways:

- `C (Confirm)` — Automatic drops are allowed for connected classes, *after* input is received from the user. This is the default value.
- `Y (Yes)` — Automatic drops are allowed for connected classes. A single, active drop code must exist for all connected classes that would be dropped. No input is needed from the user.
- `N (No)` — No automatic drops are allowed for connected classes. The user *must* initiate dropping the connected classes. All connected classes must be dropped at the same time.

Note: In Banner Voice Response, error checking is performed on each CRN as it is entered. Because of this, if you enter `N` for `AUTODROP`, it will not be possible for connected courses to be dropped via Voice Response. Therefore, if your institution uses both Voice Response and Banner Student Self-Service, it is recommended that you use either `C` or `Y` for `AUTODROP`.

If *multiple* drop codes exist or *no* drop codes exist, no connected class drops are allowed to occur.

ADMINDROP

The `ADMINDROP` internal code is used to drop classes where schedule or restriction changes have occurred *after* enrollment exists or where in-progress prerequisites have failed.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
Y	ADMINDROP	N/A	REGISTRATION	Drop courses in admin error	Sysdate

This rule can be set to process the dropping of classes in one of the following ways:

- `Y (Yes)` — Classes with administrative errors are allowed to be dropped if a single, active drop code is available for the section or the part-of-term.
- `N (No)` — Classes that have administrative errors are not dropped. Run the Registration Admin Messages Report (SFRRGAM) to see errors in the student's schedule. Registration leaves the classes with administrative errors in their registered status on the schedule.

You can run the SFRRGAM report to review any errors in the student's schedule regardless of how `ADMINDROP` is set up. See the *Banner Student User Guide* for more information about this report.

The Registration Administrative Message Temporary Table (SFTRGAM) stores the error messages that result from the use of `ADMINDROP` to drop classes during the registration session.

Registration Web Pages

The following Web pages compose Banner Student Self-Service Registration:

- "Registration Term (bwskflib.P_SelDefTerm)" on page 253
- "Add or Drop Classes (bwskfreg.P_AddDropCrse)" on page 255
- "Connected Course Drop Confirmation (bwskfreg.p_disp_confirm_drops)" on page 267
- "Registration Start Date (bwckcoms.p_disp_start_confirm_date)" on page 269
- "Alternate PIN Verification (bwskfreg.P_AltPin)" on page 271
- "Select Term or Date Range (bwskfcls.p_sel_crse_search)" on page 273
- "Select Study Paths (bwckcoms.P_StoreStudyPath) and (bwckcoms.P_StoreMultiStudyPath)" on page 275
- "Look Up Classes (bwskfcls.P_GetCrse)" on page 277
- "Look Up Classes - Courses Found (bwskfcls.P_GetCrse)" on page 278
- "Look Up Classes Results (bwskfcls.P_GetCrse)" on page 280
- "Advanced Search (bwskfcls.P_GetCrse_Advanced)" on page 287
- "Change Class Options (bwskfreg.P_ChangeCrseOpt)" on page 291
- "Week at a Glance (bwskfshd.P_CrseSchd)" on page 295
- "Student Detail Schedule (bwskfshd.P_CrseSchdDetl)" on page 297
- "Registration Fee Assessment (bwskffee.P_FeeAsses)" on page 301
- "Tuition and Fees Payment (bwckcpmt.P_CCPaymentTermSelected)" on page 303
- "Withdrawal Information (bwrktivw.P_TitleIVWithdraw)" on page 306

- “Title IV Fund Detail (bwrktivw.P_TitleIVDetail)” on page 309
- “Registration Status (bwskrsta.P_RegsStatusDisp)” on page 311
- “Active Registrations (bwsksreg.p_active_regs)” on page 315
- “Registration History (bwskhreg.p_reg_hist)” on page 318
- “Office Hours (bwskoffh.p_display_office_hours)” on page 321
- “Concise Student Schedule (bwskcrse.P_CrseSchdDetl)” on page 323
- “Concise Student Schedule by Centric Period (bwskcrse.P_CrseSchdScp)” on page 325

Registration Term (bwskflib.P_SelDefTerm)

This page is used to select a term for use in registration-related activities. (There are similar pages used in other processing, for example, for the display of the student schedules.) If no registration term has been selected for the current Web session and the student requests a registration-related page that requires a term, this page is displayed. Similarly, if a student has been using one term and wants to change to another, he or she can access this page via the Registration Menu to do so. The message *View Only* is displayed after the term if the Web Registration dates for the term exclude the date on which the information is being accessed.

For a term to be available on the Web, you must select the **Master Web Term Control** checkbox on the Term Control Form (SOATERM).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Select a Term	Term the student wants to access.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	Select the **Master Web Term Control** checkbox. For registration to be allowed, select the **Permit** checkbox in the Registration section. For registration to be allowed, complete the Web Registration Dates block.
Crosswalk Validation Form (GTVSDAX)	Set the `WEBTRMDTE` rule for group `STUWEB` to `Y` to display date ranges for terms on all Banner Student Self-Service pages where the term is selected.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page does not have links to other Web pages.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Goes to one of the following. • If this page was accessed from the Registration Menu, the system returns to the Registration Menu. • If the page was displayed when a page requiring term selection was accessed, the system displays the accessed page. • If payment is by credit card, goes to the Tuition and Fees Payment page (`bwckcpmt.P_CCPaymentTermSelected`).

Web Menus With Links to This Page

The following menu has a link to this page.

Web Name	Web URL
Registration Menu	bmenu.P_RegMnu

Add or Drop Classes (bwskfreg.P_AddDropCrse)

This page allows a student to register for classes. It also allows students to drop courses for which they are currently registered.

Note: If your institution has set up alternate PIN processing and the valid alternate PIN for the selected term has not been entered, the system displays the Alternate PIN Verification page (bwskfreg.P_AltPin) before displaying this page.

Students cannot access this page if any of the following conditions exist:

- Web registration dates prohibit Web registration
- The student's enrollment status prohibits registration
- The student status in the student record in effect for the selected term is inactive
- The student has an active registration hold
- The student's academic standing prohibits registration
- The student's time ticket or registration appointment is not valid for the day and time or time controls are in place for the institution
- The student has not been enrolled since the re-admit term, if specified on the Term Control Form (SOATERM)

If the registration status date on the Course Registration Status Form (SFARSTS) prohibits registration for all or part of the term or if the registration status date on the Schedule Processing Rules Form (SSARULE) prohibits registration for that section, students can access the page but not perform registration-specific activities.

If the student has not selected a term during the current Web session and selects the **Add or Drop Classes** link from the Registration Menu, the Registration Term page (bwskflib.P_SelDefTerm) is displayed first. If a term has been selected, that term is used, and the Add or Drop Classes is displayed.

For any course section a student has registered for, the actions available in the pulldown list are controlled by the following requirements, in the order displayed:

- The course status must be Web-enabled on the Course Registration Status Code Validation Form (STVRSTS) (for traditional courses) or on the Schedule Processing Rules Form (SSARULE) (for open learning courses).
- The **Allowed to Enter** checkbox must be selected for the course status on STVRSTS.

- The course status must be defined for the part of term for the section on SFARSTS.
- The course status must be valid for the current date on SFARSTS.

Error Message Section

There are a number of error conditions that prevent a student from attempting to register. Although there can be multiple reasons that a student cannot register, only the first error that prevents registration is displayed for a student at any time. In other words, a student could be prevented from registering for one error that is resolved by administrative action, only to be denied registration for another error later. The following errors prevent registration activity:

- *User has no student record.* If the user has no student record for the selected term (for example, the student's first admission is for a future term), the message *Invalid Student Status Code* is displayed.
- *Student status prevents registration.* If the student status in the student record, as displayed on the General Student Form (SGASTDN), for the selected term is one that prevents registration, the message *Student Status prohibits registration* is displayed.
- *Academic standing prevents registration.* If the student's current or override academic standing, as displayed on SGASTDN, prevents registration, the message *Academic Standing prohibits registration* is displayed.
- *Time ticket error.* If registration time ticket slots have been assigned to the student, and the student accesses the Add or Drop Classes page outside of the assigned time slots on the Student Registration Group Form (SFARGRP), an error message is displayed informing the user of the assigned time slots. No add or drop activity is allowed until the assigned time slot. (If no time ticket assignments have been made, the user can register at any time in which registration is available.)
- *Time control error.* If the user accesses this function outside the time period specified on the Third Party Registration Time Controls form (SFARGTC), the system displays an error message. Unlike with time-ticket errors, information about the specific time periods when registration is open is not displayed.
- *Hold error.* If a hold that prevents registration is in place for the user this page is accessed, a hold error is displayed. No add or drop activity is allowed until the hold is resolved. A link to the View Holds page (`bwskoacc.P_ViewHold`) is available so that the student can view the holds.
- *Invalid or undefined enrollment status.* If the current date is not included in the available date range for the selected term, as maintained on the Enrollment Status Control Form (SFAESTS), the message *Invalid or undefined Enrollment Status or date range invalid* is displayed.
- *Course status dates not within range for part of term.* If the current date is not included in the available date range for the part of term or class section, or if the value entered on the Crosswalk Validation Form (GTVSDAX) for the `WEBREG` internal code group for internal code `WEBRSTSREG` is not included in the available course registration status codes as maintained on the Course Registration Status Form (SFARSTS) or the Process Scheduling Rules Form (SSARULE), the message *Course status dates not within range for part of term* is displayed.

- *Drop failed.* If a student tries to drop a connection but at least one of the courses has either multiple or no active drop codes, the following message is displayed: *Due to a problem with a connected course, the drop you requested could not be performed. You may try to drop all connected courses in the same transaction.*
- *Drop confirmed.* If a student selected the **Drop** button on the Connected Course Drop Confirmation (`bwskfreg.p_disp_confirm_drop`) to drop all connected courses, the system drops them and redisplays this page with the message: *All connected courses that could be dropped were done so at your request.*
- *Drop rejected.* If a student selected the **Do not drop** button on the Connected Course Drop Confirmation (`bwskfreg.p_disp_confirm_drop`) to reinstate all connected courses, the system reinstates them and redisplays this page with the message: *You choose not to drop all connected course in question. All courses that would have been affected have been returned to their original registration status.*
- *Drop prohibited.* If a student tries to drop *part* of a connection, and if you have entered `N` in the **External Code** field for the `AUTODROP` internal code on the Crosswalk Validation Form (GTVSDAX), the system reinstates the course(s) and redisplays this page with the message: *You must drop all connected courses in the same transaction. Please try again.*
- *Drop last class.* If a student tries to drop his or her last class, and if you have entered `N` in the **External Code** field for the `WEBDROPLST` internal code on GTVSDAX, the system displays the following message: *You may not drop your last class. Please contact the Registrar's office.*

Current Schedule Section

The Current Schedule section is displayed if the user is currently registered for any classes in the selected term. The Current Schedule section can be used to drop active registrations, if allowed. Other courses (such as waitlisted or dropped courses or those from which the student has withdrawn) may be displayed in this section if their corresponding course registration status codes have been set up on the Course Registration Status Code Validation Form (STVRSTS) to print on the schedule (that is, the **Print on Schedule** checkbox has been selected).

The **Study Path** field displays the study path for the CRN. When the **Study Path Required** checkbox on SOATERM is checked, a study path must be entered in order to register for the class. When a study path has been selected, the detail of the selected study path is displayed in the Add Classes Worksheet section. When *None* is selected, the detail text informs the student that courses entered for registration will not have a study path applied to them. When study paths are not in use (the **Enable Study Paths** checkbox is unchecked on SOACTRL), the **Study Path** field is not displayed.

The **Select Study Path** button is used to open the Select Study Paths page (`bwckcoms.P_StoreStudyPath`) so you can select a value for the **Study Path** field or change the existing study path. You can then return to the Add or Drop Classes page (`bwskfreg.P_AddDropCrse`) and complete adding or dropping classes.

When the Add or Drop Classes page (`bwskfreg.P_AddDropCrse`) is selected from the main menu and a study path is required for registration, the Select Study Paths page (`bwckcoms.P_StoreStudyPath`) is displayed first. You can select a study path from

the pulldown list and press the **Submit** button. Processing then takes the user to the Add or Drop Classes page (`bwskfreg.P_AddDropCrse`).

Registration Add Errors Section

The Registration Add Errors section is displayed if the student has attempted to register for a class that for which he or she cannot register. A summary of the class's information and the error condition (that is, the reason the registration could not be performed) are displayed. Unsuccessful registration attempts are logged and can be displayed on the Student Course Registration Audit Form (SFASTCA).

Registration Update Errors Section

The Registration Update Errors section is displayed if the student has attempted to make a registration change (for example, drop or withdraw from a class) that is not allowed. A summary of the class's information and the error condition (that is, the reason the change could not be made) are displayed. Unsuccessful registration attempts are logged and can be displayed on the Student Course Registration Audit Form (SFASTCA).

Add Classes Worksheet Section

The Add Classes Worksheet is displayed only when the user accesses the Add or Drop Classes page for a single term and can be used to add classes using the CRN (course reference number), if known. The user can enter CRNs and select the **Submit Changes** button to process the registration request. After processing, the request is be added to the student's schedule or an appropriate error message is displayed.

If an open learning course is added, when the user selects the **Submit Changes** button, the Registration Start Date Confirmation page (`bwckcoms.p_disp_start_date_confirm`) is displayed prompting the user for a start or end date.

Registration Fee Assessment

You can set up fee assessment so that fees are assessed as soon as a student successfully registers in a class. For more information, see the "Set Up Immediate Registration Fee Assessment" on page 338.

Web Drop

The Web drop functionality is the same as the use of the standard DD code in online processing, with the following important exception: the Web drop also deletes the registration entirely, whereas in the online system, you must perform a Delete Record function to remove the registration entirely.

Other course registration statuses (such as audit, drops during refund periods, and so forth) will be available in the pulldown list after the student initially registers for a section, if those statuses have been Web-enabled on the Course Registration Status Code

Validation Form (STVRSTS) and if the current date falls within the date range defined for those statuses on the Course Registration Status Form (SFARSTS) (for traditional courses) or on the Schedule Processing Rules Form (SSARULE) (for open learning courses). If no other actions are available, the pulldown list will not be displayed next to the current schedule. These additional drop codes do not get entered on the Crosswalk Validation Form (GTVSDAX).

Note: If the student has registered in a class and subsequently dropped it, the value in the **Type** field can also affect the values in the pulldown list. See the "Status Types" on page 242 for more information.

If the **Voice Response and Self-Service Available** checkbox is cleared on the Schedule Form (SSASECT) for a class, the class cannot be dropped nor can its options be changed. You can allow students to add (if a CRN is known), update, or drop a class even if it is unavailable for Web access (that is, the **Voice Response and Self-Service Available** checkbox on the Term Control Form [SOATERM] is cleared) by entering Y in the **External Code** field for the CRNDIRECT internal code on GTVSDAX.

Drop Last Class

The action of a student dropping his or her last class is significant, because it may constitute withdrawal from your institution. Withdrawing from an institution can have implications on financial aid, accounts receivable, etc.

The registration methods are the following.

- In the Banner Student System, an administrative user may drop a student's last class. It is assumed that the administrative user has evaluated the student's decision to drop the last class and has deemed the consequences of the action to be acceptable.
- A rule in the Crosswalk Validation Form (GTVSDAX) is used by Student Self-Service and Faculty and Advisor Self-Service to determine whether or not the last class may be dropped.

  The internal code WEBDROPLST for the WEBREG internal code group with the description of Web Drop Last Class must be entered manually at your institution.
- The self-service applications check the WEBDROPLST rule on GTVSDAX. If the **External Code** field has a value of Y, the last class may be dropped. If the **External Code** field has a value of N, the last class may not be dropped, and the student must contact the Registrar's office.

The AUTODROP settings on GTVSDAX are also applicable to dropping the last class. See "AUTODROP" on page 250 for more information.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Status	Current status of the registration for the class.
Action	Action that the student wants to take for this class, such as “Drop” or “Audit.”
Associated Term	Term code and description. This field is displayed only if the user searched for classes by a date range that spans multiple terms. If multiple terms are not selected, this column is not displayed.
CRN	Course reference number.
Subj	Subject of the course.
Crse	Course number.
Sec	Section number of the course.
Level	Level at which the student is registered for the class. If no course level exists that matches the current general student level, the system displays an error message and the student will not be permitted to register in the class. If multiple course levels are available for the class, the system initially uses the level that matches that of the current General Student record and displays the level as a hyperlink to the Change Class Options page (`bwskfreg.P_ChangeCrseOpt`), where the student can change the level if desired.
Cred	Credit hours for which the student is registered for the class. If multiple credit-hour options are available for the class, the system initially uses the minimum credit hours and displays the credit-hours value as a hyperlink to the Change Class Options page.
Grade Mode	Grade mode for which the student is registered for the class. If multiple grade modes are available for the class, the system initially uses the default grade mode and displays the level as a hyperlink to the Change Class Options page.
Title	Title associated with the course.
Study Path	Study path associated with the course.

Item	Description/Source Information
Waitlist Action	If a student attempts to register for a class that is closed (that is, available seats are less than 1), but wait list seats are still available for the section, a message is displayed. The message includes the number of students already waitlisted. In addition, a pulldown list containing all available waitlist statuses is displayed. The student can choose to be placed on the waitlist by selecting one of the available statuses. Open learning courses are not available for waitlisting.
The following fields are displayed in the Registration Add Errors section of page, if applicable.	
Status	Reason that the add was not processed as requested.
CRN	CRN of the class that was not added due to an error.
Subj	Subject associated with the CRN.
Crse	Course number of the class.
Sec	Section number of the class.
Level	Level of the class.
Cred	Credit hours for the class.
Grade Mode	Grade mode for the class.
Title	Title associated with the course.
The following fields are displayed in the Registration Update Errors section of page, if applicable.	
CRN	CRN of the connected class that the student *did not* select to drop but was part of connection, at least one of which classes the student tried to drop.
Subj	Subject associated with the CRN.
Crse	Course number of the class.
Sec	Section number of the class.
Status	Reason that the drop was not processed as requested. This field displays all CRNs in the connection, including the course(s) that the student *did* select.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Automated Waitlist Term Control Form (SOAWLTC)	If your institution is using waitlist automation, define waitlist registration verification checking and error severity warnings.
Course Registration Status Form (SFARSTS)	Define the registration dates for your traditional courses for your “Web registered,” “Web drop,” and “waitlist” course registration status codes, as well as any other codes you deem necessary.
Schedule Processing Rules Form (SSARULE)	Add your “Web registered” and “Web drop” course registration status codes, as well as any other codes you deem necessary, to your open learning courses. Define usage/cutoff rules for each course registration status code you are using. See the “Class Schedule" chapter in the *Banner Student User Guide* for more information.
Enrollment Status Control Form (SFAESTS)	Define the enrollment status codes. EL (Eligible to Register) is required for students to be able to register.
Term Control Form (SOATERM)	If your institution is setting up fee assessment so that student registration fees are assessed as soon as registration entries have been completed or change have been made on the Web, take the following steps. • Select the **Online** checkbox in the Registration Fee Assessment section. • Select the **Online** radio button in the Web Self-Service and Voice Response section. For registration to be allowed, select the **Permit** checkbox in the Registration section. If you want to enable credit hour changes on the Web, select the **Change Credit Hours** checkbox on the Web Processing Controls window. If you want to enable grade mode changes on the Web, select the **Change Grade Mode** checkbox on the Web Processing Controls window. If you want to enable course level changes on the Web, select the **Change Level** checkbox on the Web Processing Controls window.
Term Control Form (SOATERM)	To enable study paths, check the **Enable Study Paths** checkbox on SOACTRL. To require study paths, check the **Study Path Required** checkbox on SOATERM. To allow changes to study paths, check the **Change Study Path** checkbox on SOATERM.

Item	Description
Course Registration Status Code Validation Form (STVRSTS)	*For Web registration:* Create the course registration status code for “Web registered”. Select the following checkboxes: • **Allowed to Enter** • **Count in Enrollment** • **Count in Assessment** • **Gradable Indicator** • **Print on Schedule** • **Web Indicator** Clear the following checkboxes: • **Withdrawal Indicator** • **Waitlist Indicator** *For Web drop:* Create the course registration status code for “Web drop”. Select the following checkboxes: • **Allowed to Enter** • **Web Indicator** Clear the following checkboxes: • **Count in Enrollment** • **Count in Assessment** • **Withdrawal Indicator** • **Waitlist Indicator** • **Gradable Indicator** • **Print on Schedule** *For waitlisting:* Create the course registration status code for “waitlist”. Select the following checkboxes: • **Allowed to Enter** • **Web Indicator**
Course Registration Status Code Validation Form (STVRSTS) (continued)	For every status code in use, in the **Status Type** field, enter the status code type. R - Registered (enrolled) D - Dropped L - Waitlisted W - Withdrawn ***Warning!*** *If the **Status Type** field is left blank, unexpected results can occur.*

Item	Description
Crosswalk Validation Form (GTVSDAX)	For the internal code WEBRSTSREG, enter your “Web registered” course registration status code (defined on STVRSTS) in the **External Code** field. For the internal code WEBRSTSDRP, enter your “Web drop” course registration status code in the **External Code** field. You can define only one code for “Web registered” and one for “Web drop” on GTVSDAX. If you wish to change the code later, change the GTVSDAX external code. For the internal code MAXREGNO with internal code group WEBREG, in the **External Code** field, enter the maximum number of enrollment attempts your institution wants to allow on the Web. If you want to allow a student to register for or update a class that is not Voice Response/Web-available on the Add or Drop Classes page (bwskfreg.P_AddDropCrse) if the CRN is known, enter Y in the **External Code** field for internal code CRNDIRECT. Voice Response and self-service availability is specified in the **Voice Response and Self-Service Availability** field on the Schedule Form (SSASECT).
Crosswalk Validation Form (GTVSDAX) (cont.)	For the internal code AUTODROP, enter the appropriate value in the **External Code** field. • If you want students to be allowed to choose whether to drop all or no connected courses if not all were selected to be dropped, enter C. • If you want an entire connection to be automatically dropped if not all were selected to be dropped, enter Y. • If you want no connected courses to be dropped unless all were selected, enter N. In Voice Response, error checking is performed on each CRN as it is entered. Because of this, if you enter N for AUTODROP, it will not be possible for connected courses to be dropped via Voice Response. Therefore, if your institution uses both Voice Response and Student Self-Service, it is recommended that you use either C or Y for AUTODROP. For the internal code ADMINDROP, enter the appropriate value in the **External Code** field. • If you want administrative errors that have been encountered when a registration record is accessed to be ignored, enter N. • If you want the system to automatically drop a course if an administrative error is encountered when a registration record is accessed, enter Y.

Updates to Banner

This page updates Banner as follows.

Item	Description
Registration transactions	A user's first attempt at registration for a term creates an Enrollment Status (SFBETRM) record, and information from that record is displayed in the Registration Information block of the Student Course Registration Form (SFAREGS). All registration transactions, whether adds, drops, or waitlist requests, are logged and displayed on the Student Course Registration Audit Form (SFASTCA). All successful registration transactions, whether adds, drops, or waitlist requests, update the section enrollment counts and are displayed on the Schedule Form (SSASECT) and in other forms and reports that detail section enrollment data. All successful registration transactions are reflected in the student's enrollment information, as displayed on SFAREGS or on the Add or Drop Classes page in the Current Schedule section. The Web drop code specified on the Crosswalk Validation Form (GTVSDAX) removes the enrollment entirely, and courses dropped using Web Drop no longer appear anywhere except on SFASTCA. Other drop codes will leave the class on the student's schedule. The Registration Temporary table (SFTREGS) is used extensively throughout the Registration module. See the "Registration Temporary Table (SFTREGS)" on page 328 for more information. The Additional Registration Record table (SFRAREG) is also use extensively throughout the Registration module, regardless of the type of section (open learning or traditional). See the "Additional Registration Information Table (SFRAREG)" on page 328 for more information.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Level	If hyperlinked, goes to the Change Class Options page (`bwskfreg.P_ChangeCrseOpt`).

Link	Action
Cred	If hyperlinked, goes to the Change Class Options page.
Grade Mode	If hyperlinked, goes to the Change Class Options page.
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).
Change Course Options	Goes to the Change Class Options page (`bwskfreg.P_ChangeCrseOpt`).
Registration Fee Assessment	Goes to the Registration Fee Assessment page (`bwskffee.P_FeeAsses`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit Changes	If an open learning course is being added, goes to the Registration Start Date Confirmation page (`bwckcoms.p_disp_start_date_confirm`). If a change other than adding an open learning course is being made, redisplays to the Add or Drop Courses page with the results of the change. (This can show a successful addition, change, or deletion of a class, or it could show a registration error.)
Class Search	Goes to the Look Up Classes page (`bwskfcls.P_GetCrse`) where you can perform a course search or an advanced search.
Reset	Deletes the choices the user has made and returns to the default settings.
Select Study Path	Goes to the Select Study Paths page (`bwckcoms.P_StoreStudyPath`).

Web Menus With Links to This Page

The following menus have a link to this page.

Menu Name	Menu URL
Registration Menu	`bmenu.P_RegMnu`

Web Page Fatal/Warning Error Messages

A number of error messages described earlier in this section (for example, *Invalid Student Status Code*) report valid data conditions that do not require specific action. However, a number of error messages report conditions that fail to allow Web registration to function correctly. These messages are reported below.

Message:	*Invalid or undefined Enrollment Status or date range invalid.*
Source:	`bwskfreg.P_AddDropCrse`
Action:	End-user or administrative action required. The Web enrollment status has not been correctly entered in the Crosswalk Validation Form (GTVSDAX) or the entered code is not valid for the current date on the Enrollment Status Control Form (SFAESTS).

Message:	*Registration is not available at this time.*
Source:	`bwskfreg.P_AddDropCrse`
Action:	End-user or administrative action required. The “Web registered” and/or “Web drop” code(s) have not been correctly defined on the Course Registration Status Code Validation Form (STVRSTS) or have not been entered correctly in GTVSDAX, or the available dates for these codes do not include the current date on the Course Registration Status Form (SFARSTS) for traditional courses or the Schedule Processing Rules Form (SSARULE) for open learning courses.

Connected Course Drop Confirmation (bwskfreg.p_disp_confirm_drops)

This page is displayed when a student attempts to drop a connected course without dropping the entire connection (that is, the course[s] to which it is associated). It tells the student that either *all* connected courses or *no* connected courses must be dropped and provides buttons that allow the student to select his or her choice.

This page is displayed *only* under the following circumstances:

- The external code is set to `C` for internal code `AUTODROP` on the Crosswalk Validation Form (GTVSDAX).
- The student has not selected all connected courses to drop.
- All connected courses have a single, active drop code available. (The system checks for this before displaying the page.)

If the student performs other registration activity in the same transaction, the other registration activity is processed as usual. For example, if a student tries to drop an unconnected course and only one from a connection, then regardless of which drop decision the student chooses on this page, the unconnected course will be dropped as usual (assuming there is no other reason it cannot be). Similarly, if a student tries to drop all courses in one connection and only one course from another connection, then regardless of which drop decision the student chooses on this page, the first connection will be dropped as usual (assuming there is no other reason that the connected courses cannot be).

The info text delivered with this page is: *You have selected to drop a course that has a connected course. Listed below are courses that are connected and must be dropped in the same transaction.*

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
CRN	CRN of the connected course that the student *did not* select to drop but was part of a connection.
Subj	Subject associated with the CRN.
Crse	Course number of the class.
Sec	Section number of the class.
Title	Title associated with the course.
Registration Issues	Reason that the drop was not processed as requested. This field displays all CRNs in the connection, including the course(s) that the student *did* select.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Crosswalk Validation Form (GTVSDAX)	For the internal code AUTODROP, enter C in the **External Code** field.

Updates to Banner

This page updates Banner as follows.

Item	Description
Drop button	Updates the SFRSTCR table.

Links to Other Web Pages

This page does not have links to other pages.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Drop	Drops *all* of the connected courses and redisplays the Add or Drop Classes page (`bwskfreg.P_AddDropCrse`) showing the successful drops.
Do not drop	Does *not* drop *any* of the connected courses and redisplays the Add or Drop Classes page with the set of connected courses in their original registration status.

Web Menus With Links to This Page

No menus have links to this page.

Registration Start Date (bwckcoms.p_disp_start_confirm_date)

This page is displayed if a user registers in a open learning class and require the student to enter a desired start or end date for the registration. The start date determined on this page represents the official start of the class, with the end date identifying the expected completion date of the course.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
CRN	CRN of the class selected on the previous page.
Associated Term	Term associated with the class. This column is displayed only if the user searched for classes by a date range that spans multiple terms.
Course	Course number of the class.
Course Title	Title associated with the course.
Duration	Duration number of units and duration units (for example, days or weeks), concatenated.
Start Date	Start date, entered by the user. The system calculates the end date based on the start date entered in this field and the duration. The user must enter either a start date or an end date, but not both.
End Date	End date, entered by the user. The system calculates the start date based on the end date entered in this field and the duration. The user must enter either a start date or an end date, but not both.
Permitted Start Date	Start from and to dates defined for the section.
Permitted End Date	Derived end dates: Start From Date + (No. of Days equivalent of duration unit * number of duration units) Start To Date + (No. of Days equivalent of duration unit * number of duration units) No date adjustments are made for exclusion dates (that is, statutory holidays). If the calculation of the duration period results in a fraction of a day, that fraction is rounded up. For example: 10 hours where 1 hour equals .25 of a day calculates to 2.5 days, so it is rounded up to 3 days.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page does not have links to other Web pages.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit Changes	After the user enters a start or end date and selects the **Submit Changes** button, the following processing occurs: • Based on the start or end date entered by the user, the system calculates the other date. That is, if the user enters an end date, the system calculates the start date. The system makes sure that the dates are within the allowable date range. • If registration is successfully processed, an entry in the Additional Registration Record table (SFRAREG) is created, regardless of the type of section (open learning or traditional). • An instructor is assigned to the student.

Web Menus With Links to This Page

No menus have links to this page.

Alternate PIN Verification (bwskfreg.P_AltPin)

If your institution has set up alternate PIN processing and an alternate PIN has been entered for the student on the Alternate Personal Identification Number Form (SPAAPIN), this page is displayed when a student tries to perform initial add/drop activity or look up classes for a term. (If no alternate PIN has been entered on SPAAPIN, the system displays the requested page without displaying this page first.)

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Alternate PIN	Student's alternate PIN.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Crosswalk Validation Form (GTVSDAX)	If you want to use alternate PIN processing, enter Y in the **External Code** field for the WEBALTPINA internal code.
Alternate Personal Identification Number Form (SPAAPIN)	Define an alternate PIN for the term and the student.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page does not have links to other pages.

Buttons/icons on this page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Verifies the PIN and if valid, goes to the page initially requested by the user.

Web Menus With Links to This Page

No menus have links to this page.

Select Term or Date Range (bwskfcls.p_sel_crse_search)

This page is displayed when a user accesses the Look Up Classes page (`bwskfcls.P_CrseSearch`).

Note: If your institution does not want to permit searching by date range, the fields can be omitted from the page by setting the value in the **External Code** field on the Crosswalk Validation Form (GTVSDAX) to N for the SCHBYDATE internal code.

For term class schedule information to be displayed on the Web, the **Master Web Term Control** checkbox on the Term Control Form (SOATERM) must be selected.

Messages

If the dates entered are invalid, the following message is displayed:

You have entered an invalid date.

If the From Date is greater than the To Date, the following message is displayed:

From Date must be less than or equal to the To Date

If neither a term nor a date range are entered, the following message is displayed:

You must enter either a term or date range.

If your institution has not selected the **Master Web Term Control** checkbox on the Term Control Form (SOATERM), the following message is displayed:

No terms available.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Search by Term	Terms available for display on the Web.
Search by Date Range From and To	User enters the first and last dates of the range he or she wants to view on the Web.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	To include the term in the **Search by Term** pulldown list, select the **Master Web Term Control** checkbox.
Crosswalk Validation Form (GTVSDAX)	To display the **Search by Date Range** fields, enter Y in the **External Code** field for the SCHBYDATE internal code. If the SCHBYDATE internal code has not been set up as described in the setup requirements, the **Search by Date Range From** and **To** fields will not be displayed on the page.
Crosswalk Validation Form (GTVSDAX)	Set the WEBTRMDTE rule for group STUWEB to Y to display date ranges for terms on all Banner Student Self-Service pages where the term is selected.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page does not have links to other pages.

Buttons/icons on this page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Goes to the Look Up Classes page (bwskfcls.P_CrseSearch).
Reset	Deletes the choices the user has made and returns to the default settings.

Web Menus With Links to This Page

The following menus have a link to this page.

Menu Name	Menu URL
Registration Menu	bmenu.P_RegMnu

Select Study Paths (bwckcoms.P_StoreStudyPath) and (bwckcoms.P_StoreMultiStudyPath)

The Select Study Path pages are used to select a study path when registering for a single term (bwckcoms.P_StoreStudyPath) and to select study paths for multiple terms (bwckcoms.P_StoreMultiStudyPath) when registering from the Look Up Classes page (bwckgens.p_sel_term_date) using a date range.

These pages are available when the **Enable Study Paths** checkbox is checked on SOACTRL. These pages are not available when study paths are optional (the **Study Path Required** checkbox is unchecked on SOATERM), when the student registering has no valid study paths.

When a term is selected and then the Add or Drop Classes page (bwskfreg.P_AddDropCrse) is accessed and a study path is required for registration, the Select Study Paths page (bwckcoms.P_StoreStudyPath) is displayed first. You can select a study path from the **Select a Study Path** field and press the **Submit** button. You are then returned to the Add or Drop Classes page (bwskfreg.P_AddDropCrse).

When study paths are not enabled, the Select Study Paths pages (bwckcoms.P_StoreStudyPath) or (bwckcoms.P_StoreMultiStudyPath) are not displayed. You are taken directly to the Add or Drop Classes page (bwskfreg.P_AddDropCrse).

When study paths are enabled but not required (the **Study Path Required** checkbox is unchecked on SOATERM), and the student being registered has no valid study paths for the selected term, processing takes the user directly to the Add or Drop Classes page (bwskfreg.P_AddDropCrse). The Select Study Paths pages (bwckcoms.P_StoreStudyPath) or (bwckcoms.P_StoreMultiStudyPath) are not displayed.

When the **Study Path Required** checkbox is checked on SOATERM, study paths are required. You must select a study path to proceed, or an error is displayed. If no valid study path exists for registration, you cannot proceed. When the **Study Path Required** checkbox is unchecked on SOATERM, study paths are optional. You can choose a study path value or select None from the **Select a Study Path** field.

Only study paths with a curriculum that is active and current for the term and statuses that allow registration will be displayed in the study path list. An error is displayed if the student has no study paths that are eligible for registration. Only one study path can be selected at a time.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Select a Study Path	Study path for the student's courses. Select a value from the list. When study paths are required, a value must be selected. When study paths are optional, None can be selected.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	To enable study paths, check the **Enable Study Paths** checkbox on SOACTRL. To require study paths, check the **Study Path Required** checkbox on SOATERM. To allow changes to study paths, check the **Change Study Path** checkbox on SOATERM.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page does not have links to other pages.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Goes to the Add or Drop Classes page (bwskfreg.P_AddDropCrse).

Button/Icon	Action
Register	Goes to the Add or Drop Classes page (`bwskfreg.P_AddDropCrse`) when looking up classes by date range.

Web Menus With Links to This Page

No menus have links to this page.

Look Up Classes (bwskfcls.P_GetCrse)

This page is displayed when you perform a search by term or date range on the Select Term or Date Range page (`bwskfcls.p_sel_crse_search`) and click the **Submit** button. A summary list of subjects is displayed for the term or date range. You can then select a subject and perform a basic course search or an advanced course search.

The basic course search follows this path:

1. Select a subject and then select the **Course Searc**h button.
2. You are taken to the Look Up Classes - Courses Found page (`bwskfcls.P_GetCrse`).

   You can view a list courses which have section information created for the term or date range you requested.
3. Select the **View Sections** button for a course.
4. You are taken to the Look Up Classes Results page (`bwskfcls.P_GetCrse`).

   You can view the sections found by the search.

The advanced course search follows this path:

1. Select a subject and then select the **Advanced Searc**h button.
2. You are taken to the Advanced Search page (`bwskfcls.P_GetCrse_Advanced`).
3. Enter the detailed search criteria.
4. Select the **Section Search** button.
5. You are taken to the Look Up Classes Results page (`bwskfcls.P_GetCrse`).

   You can view the sections found by the search.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Subject	Subjects available for the term or date range.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Week at a Glance	Goes to the Week at a Glance page (`bwskfshd.P_CrseSchd`).
Student Detail Schedule	Goes to the Student Detail Schedule page (`bwskfshd.P_CrseSchdDetl`).
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Course Search	Goes to Look Up Classes - Courses Found page (`bwskfcls.P_GetCrse`).
Advanced Search	Goes to the Advanced Search Page (`bwskfcls.P_GetCrse_Advanced`).

Web Menus With Links to This Page

No menus have links to this page.

Look Up Classes - Courses Found (bwskfcls.P_GetCrse)

This page is displayed when you click **Course Search** button on the Look Up Classes page (`bwskfcls.P_GetCrse`).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Subject	Subjects available from course search.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Schedule Form (SSASECT)	For each class that you want to be available on the Web, select the **Voice Response and Self-Service Availability** checkbox.
Crosswalk Validation Form (GTVSDAX)	If you want the **Cap**, **Act**, and **Rem** fields to be displayed on this page, enter Y in the **External Code** field for the DISPENROLL internal code. If you want the **WL Cap**, **WL Act**, and **WL Rem** fields to be displayed on this page, enter Y in the **External Code** field for the DISPWL internal code. If you want the **XL Cap**, **XL Act**, and **XL Rem** fields to be displayed on this page, enter Y in the **External Code** field for the DISPXLL internal code.
Term Control Form (SOATERM)	To enable study paths, check the **Enable Study Paths** checkbox on SOACTRL. To require study paths, check the **Study Path Required** checkbox on SOATERM. To allow changes to study paths, check the **Change Study Path** checkbox on SOATERM.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
If multiple terms are in effect for the search and a student selects a link, the system uses the last term that is part of the date search as the term for the page to be displayed.	
Week at a Glance	Goes to the Week at a Glance page (`bwskfshd.P_CrseSchd`).
Student Detail Schedule	Goes to the Student Detail Schedule page (`bwskfshd.P_CrseSchdDetl`).
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
View Sections	Goes to Look Up Classes Results (`bwskfcls.P_GetCrse`).
New Search	Goes to the Select Term or Date Range page (`bwskfcls.p_sel_crse_search`).

Web Menus With Links to This Page

No menus have links to this page.

Look Up Classes Results (bwskfcls.P_GetCrse)

This page displays the results of the search specified on the Look Up Classes - Courses Found page (`bwckgens.p_sel_term_date`) or the Advanced Search page (`bwskfcls.P_GetCrse_Advanced`).

Note: If your institution has set up alternate PIN processing and the valid alternate PIN for the selected term has not been entered, the system displays the Alternate PIN Verification page (`bwskfreg.P_AltPin`) when the student selects the **Register** button or the **Add to WorkSheet** button.

If the user selected more than 333 subjects, the system displays the following message (where *AAA* represents the first subject selected, and *MMM* represents the 333rd subject):

You have selected too many subjects. Results for this search include only subjects AAA through MMM.

Please note the following conditions:

- For each class for which the student can register, a checkbox is displayed in the **Select** field. The student can register in the class by selecting the checkbox and then selecting either the **Register** or the **Add to Worksheet** button.
- If the student has already registered in a class, the **Select** field is blank.
- For each class for which the student cannot register, one of the following codes is displayed.

Code	Description
NR (not allowed for registration)	Generally associated with registration restrictions on the course, which come from the following: • **Registration Dates** fields on the Schedule Form (SSASECT) • **Start** and **End** fields on the Course Registration Status Form (SFARSTS) for traditional courses for that part of term or on the Schedule Processing Rules Form (SSARULE) for open learning courses associated with the WEBRSTSREG internal code on the Crosswalk Validation Form (GTVSDAX) • Enrollment Status Dates block of the Enrollment Status Control Form (SFAESTS) • Web Registration Dates block of the Term Control Form (SOATERM)
SR (student restriction)	Generally associated with registration restrictions on the student and term, which come from the following: • Time tickets or third-party controls • Student status • Academic standing • Holds • Readmit term
C (closed class)	The class is closed. Closed classes are displayed on this page only if your institution has selected the **Display Closed Section** checkbox on the Web Display Controls window of SOATERM.

The system determines whether a section is available for registration as follows.

- For open learning courses, the system checks the dates entered in the **Registration Dates** fields on the Schedule Form (SSASECT). The system also checks for a section-level registration status code on the Schedule Processing Rules Form (SSARULE) that has been defined as the WEBRSTSREG internal code on the Crosswalk Validation Form (GTVSDAX).
- For traditional courses, the system checks the dates associated with the WEBRSTSREG internal code on GTVSDAX in the Base Part of Term block of SOATERM.

If the student cannot register for *any* displayed classes, the **Register** and **Add to Worksheet** buttons are not displayed.

A re-admitted student cannot use this page to register for classes if the registration term is earlier than the student's re-admit term.

If you have set up alternate PIN processing, a user using Look Up Classes is prompted to enter the alternate PIN once classes have been selected for registration. If alternate PINs have been set up for multiple terms, the user is prompted for all alternate PINs at the same time.

Actual, waitlist, and crosslisted enrollments can be displayed on this page. Use the following internal codes for the WEBREG internal group on the Crosswalk Validation Form (GTVSDAX) to specify which counts, if any, are to be displayed:

- DISPENROLL (Display Enrollment Counts)
- DISPWL (Display Wait List Counts)
- DISPXL (Display Cross List Counts)

Using Study Paths

When study paths are enabled and a date range has been used for the course search, the **Register** button on this page is changed to read **Submit**. This indicates that the Select Study Paths page (bwckcoms.P_StoreStudyPath) will be displayed before registration occurs. When the **Submit** or **Register** button is pressed, the student's eligibility is checked, and the study path enrollment records (SFRENSP) and overall term enrollment records (SFBETRM) are created, if they do not already exist.

When the **Study Path Required** checkbox is checked on SOATERM, study paths are required during registration. You must select a study path to proceed, or an error is displayed. If no valid study path exists for registration, you cannot register for courses in that term. The CRNs will not be registered when the **Submit** button is pressed. When the **Study Path Required** checkbox is unchecked on SOATERM, study paths are optional. You can choose a study path value or select *None* from the **Select a Study Path** field.

Look up classes and search by date range

Do the following to look up classes and search by date range as a student:

1. Select Look Up Classes from the main menu.

   The process takes you to the Select Term or Date Range page (bwskfcls.p_sel_crse_search).

2. Enter the term or from and to dates.

3. Click the **Submit** button.

   This takes you to the Look Up Classes page (bwskfcls.P_GetCrse) where you can select a subject and perform a course search or an advanced search.

4. Perform a course search by selecting the **Course Searc**h button.

4.1. This takes you to the Look Up Classes - Courses Found page (`bwskfcls.P_GetCrse`).

You can view a list courses which have section information created for the term or date range you requested.

4.2. Select the **View Sections** button for a course.

4.3. You are taken to the Look Up Classes Results page (`bwskfcls.P_GetCrse`).

or

5. Perform an advanced search by selecting the **Advanced Searc**h button.

5.1. This takes you to the Advanced Search page (`bwskfcls.P_GetCrse_Advanced`).

5.2. Enter the detailed search criteria.

The subject is required. You can select multiple subject using the Ctrl key.

5.3. Select the **Section Search** button.

5.4. You are taken to the Look Up Classes Results page (`bwskfcls.P_GetCrse`).

6. Determine which courses you wish to register for.

Courses are sorted by term and subject. The **Select** checkbox is displayed next to courses that are not restricted by course data or student registration restrictions. You can choose one or more courses from multiple terms in which to register.

7. Check the **Select** checkbox for each CRN in which you wish to register, whether study paths are in use or are not in use.

7.1. When study paths are *not* in use, click the **Register** button.

The **Register** button is displayed when **Enable Study Paths** is unchecked on SOACTRL.

The process goes to the Add or Drop Classes page (`bwskfreg.P_AddDropCrse`), and the courses are recorded.

7.2. Use the Add or Drop Classes page to drop courses you selected from the search results or to perform additional class searches.

or

7.3. When study paths *are* in use, click the **Submit Changes** button.

The **Submit Changes** button is displayed when **Enable Study Paths** is checked on SOACTRL, and it takes the place of the **Register** button.

The process goes to the Select Study Paths page (`bwckcoms.P_StoreMultiStudyPath`) for study path selections.

7.4. Use the **Select a Study Path** field to choose a study path for each term in which courses have been selected for registration.

If study paths are required for the term associated with the selected CRN, you must choose a study path, or an error is displayed. If study paths are optional, you can choose a study path value or choose None.

The page displays information below each term description that indicates whether study paths are optional or required for each term.

7.5. After study paths have been selected, press the **Register** button to register for the courses.

7.6. The process goes to the Add or Drop Classes page (bwskfreg.P_AddDropCrse), and the courses are recorded. You can drop courses you selected from the search results or perform additional class searches.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Select	If a checkbox is displayed, the student can select it to register in the class. If no value is displayed, the student is registered in the class. If a code is displayed, the student cannot register in the class. See the descriptions of the codes above.
Associated Term	Term code and description. This field is displayed only if the user searched for classes by a date range that spans multiple terms.
CRN	CRN of the class, displayed as a hyperlink to the Class Schedule Listing page (bwckschd.p_disp_listcrse).
Subj	Subject code description of the class.
Crse	Course number of the class.
Sec	Section number of the class.
Cmp	Campus associated with the class.
Cred	Credit hours associated with the class. If there are multiple credit hours, the range is displayed.
Title	Title associated with the course.
Days	Day(s) on which the class is scheduled to meet. If the class is an open learning class, TBA is displayed.
Time	Beginning and end times of the class.
Cap	Capacity (that is, maximum number of places) in the class.

Item	Description/Source Information
Act	Number of students currently registered in the class.
Rem	Number of open seats remaining in the class.
WL Cap	Waitlist capacity (that is, maximum number of waitlist places) allotted for the class.
WL Act	Number of students currently waitlisted for the class.
WL Rem	Number of available waitlisted seats remaining for the class.
XL Cap	Crosslist capacity (that is, maximum number of crosslist places) allotted for the class.
XL Act	Number of students currently crosslisted for the class.
XL Rem	Number of available crosslisted seats remaining for the class.
Instructor	Name of the instructor. This includes the last name prefix if it exists.
Date	Dates available for registration.
Location	Location of the class. If the class is an open learning class, TBA is displayed.
Attributes	Course attributes.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Schedule Form (SSASECT)	For each class that you want to be available on the Web, select the **Voice Response and Self-Service Availability** checkbox.
Crosswalk Validation Form (GTVSDAX)	If you want the **Cap**, **Act**, and **Rem** fields to be displayed on this page, enter Y in the **External Code** field for the `DISPENROLL` internal code. If you want the **WL Cap**, **WL Act**, and **WL Rem** fields to be displayed on this page, enter Y in the **External Code** field for the `DISPWL` internal code. If you want the **XL Cap**, **XL Act**, and **XL Rem** fields to be displayed on this page, enter Y in the **External Code** field for the `DISPXLL` internal code.

Item	Description
Term Control Form (SOATERM)	To enable study paths, check the **Enable Study Paths** checkbox on SOACTRL. To require study paths, check the **Study Path Required** checkbox on SOATERM. To allow changes to study paths, check the **Change Study Path** checkbox on SOATERM.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
If multiple terms are in effect for the search and a student selects a link, the system uses the last term that is part of the date search as the term for the page to be displayed.	
CRN	If hyperlinked, goes to the Class Schedule Listing page (`bwckschd.p_disp_listcrse`).
Week at a Glance	Goes to the Week at a Glance page (`bwskfshd.P_CrseSchd`).
Student Detail Schedule	Goes to the Student Detail Schedule page (`bwskfshd.P_CrseSchdDetl`).
View Fee Assessment	If only one term is in effect for the search, goes to the Registration Fee Assessment page (`bwskffee.P_FeeAsses`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Register	Adds the class (unless there are registration restrictions) and goes to the Add or Drop Classes page (`bwskfreg.P_AddDropCrse`). When the pressed, the student's eligibility is checked, and the study path enrollment records (SFRENSP) and overall term enrollment records (SFBETRM) are created, if they do not already exist.
Submit	Button appears in place of the **Register** button when study paths are enabled and a date range has been used for the course search. The Select Study Paths page (`bwckcoms.P_StoreStudyPath`) will be displayed before registration occurs. When the pressed, the student's eligibility is checked, and the study path enrollment records (SFRENSP) and overall term enrollment records (SFBETRM) are created, if they do not already exist.
Add to WorkSheet	Goes to the Add or Drop Classes page with the selected CRN(s) displayed in the Add Classes Worksheet section.
New Search	Goes to the Select Term or Date Range page (`bwskfcls.p_sel_crse_search`).

Web Menus With Links to This Page

No menus have links to this page.

Advanced Search (bwskfcls.P_GetCrse_Advanced)

This page is used to search for available classes. This page is accessed using the **Advanced Search** button from the Look Up Classes page (`bwckgens.p_sel_term_date`).

Searches for looking up classes can be performed by term or date range. The **Subject** field will include only subjects for which classes exist for the term or selected date range and that are Web-enabled on the Subject Code Validation Form (STVSUBJ). The Advanced Search functionality allows classes to be searched if the registration status codes are inactive, but searching by the part-of-term is not allowed. Look Up Classes can be viewed outside of the Web registration dates (although no registration activity can be performed).

The Select Study Paths pages (`bwckcoms.P_StoreStudyPath`) or (`bwckcoms.P_StoreMultiStudyPath`) are displayed from this page with a list of study paths for all terms from which courses have been selected for registration.

When the Advanced Search page is used to search for a course by term, the student can select a study path to apply to the courses that will be returned by the search. When this page is used to search for courses using a date range that spans multiple terms, the student can select CRNs for multiple terms and select a valid study path for each term. This allows the student to choose different study paths for each term when multiple terms are selected.

The Web Display List Customization Form (SOAWDSP) is used to specify which values for validation codes (except for subject validation codes) are to be made available on the Web. Web availability for subject codes is defined on the Subject Code Validation Form (STVSUBJ).

The Web Registration Dates block of SOATERM is used as an overall control in turning off registration for periods of time for all types of courses.

After entering search criteria, the student can click on the **Section Search** button to perform the search.

Info Text and Help Text

The following Info Text must be reviewed and updated as needed for your institution.

Info Text	Update Information
`bwskfcls.P_GetCrse` `Label: DEFAULT`	You can update this text to: • Reflect that checkboxes are not displayed if the person is not able to register • Provide more specific instructions to your students.
`bwskfcls.P_Crse Search_Advanced` `Label: DEFAULT`	You can update this text to provide more specific instructions for your students.
`bwskfcls.P_Crse Search` `Label: HELP`	You can update this text to provide more specific instructions for your students.
`bwskfcls.P_GetCrse` `Label: HELP`	You can update this text to: • Reflect that checkboxes are not displayed if the person is not able to register • Provide more specific instructions to your students.
`bwskfcls.P_Crse Search_Advanced` `Label: HELP`	You can update this text to provide more specific instructions for your students.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Subject	Course subjects from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
Course Number	CRN for which the user wants to view classes. The user can enter up to five digits or use the wildcard character (%) (that is, a search for 2% retrieves all CRNs beginning with 2).
Title	Course name. The user can enter up to 30 characters or use the wildcard character % (that is, a search for %introduction% retrieves all courses with the word “introduction” in the title).
Schedule Type	Schedule types from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
Instructional Method	Instructional methods (for example, `Traditional`, `Web-Based`, etc.) from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
Credit Range	Range of credit hours for which the user wants to view classes. (For example, this could be used if a student cannot take more than a particular amount of credits.)
Campus	Campuses from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
Course Level	Level of courses from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
Part of Term	Parts of term from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
Duration	Duration periods for open learning courses from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).

Item	Description/Source Information
Instructor	Instructors from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values). The last name prefix is displayed, if applicable.
Session	Sessions from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
Attribute Type	Course attributes from which the user can choose for display on the Web. The user can select multiple values using the Shift key (to select consecutive values) and/or Ctrl key (to select non-consecutive values).
Start Time	Class start time the user wants to display on the Web for hours, minutes, and AM/PM. To display all start times, the **Hours** and **Minutes** fields must be set to `00`.
End Time	Class end time the user wants to display on the Web for hours, minutes, and AM/PM. To display all end times, the **Hours** and **Minutes** fields must be set to `00`.
Days	Class days the user wants to display on the Web. To display all days, the checkboxes must all be cleared.

Setup Requirements

This page is controlled by the setup of your class schedule. See "Class Schedule" on page 71, for more information.

To use study paths, use the setup requirements below.

Item	Description/Source Information
Term Control Form (SOATERM)	To enable study paths, check the **Enable Study Paths** checkbox on SOACTRL. To require study paths, check the **Study Path Required** checkbox on SOATERM. To allow changes to study paths, check the **Change Study Path** checkbox on SOATERM.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Week at a Glance	Goes to the Week at a Glance page (`bwskfshd.P_CrseSchd`).
Student Detail Schedule	Goes to the Student Detail Schedule page (`bwskfshd.P_CrseSchdDetl`).
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Section Search	Goes to the Look Up Classes Results page (`bwskfcls.P_GetCrse`) with the results of the search.
Reset	Deletes the choices the user has made and returns to the default settings.

Web Menus With Links to This Page

No menus have links to this page.

Change Class Options (bwskfreg.P_ChangeCrseOpt)

This page is used to change the following options for a course in which the student is already registered:

- Credit hours
- Grade mode
- Course level

- Study path

These options can be changed only if the class has be set up with multiple values, and only those options that have been set up with multiple values can be changed. No values can be modified once the final grade has been rolled to Academic History.

If the **Voice Response and Self-Service Availability** checkbox is cleared on the Schedule Form (SSASECT) for a class, the class's options cannot be changed unless you have entered Y in the **External Code** field for the CRNDIRECT internal code on the Crosswalk Validation Form (GTVSDAX).

If no class in which the student is registered has changeable options, the message *No class change available* is displayed. If any one class in which the student is registered has changeable options, all classes for the term are displayed.

If your institution has set up immediate registration fee assessment, then a registration change or request to view fee assessment for any courses that have cleared the registration restrictions check will cause fee assessment to run. Transactions for the new assessment are written to the TBRACCD table for the student at that time.

The **Study Path** field allows the student to change the study path to which the course is assigned. This field is displayed in each section of information such as Instructional Methods and so on. You can select values from the pulldown list when multiple study paths exist that are eligible for the term.

- When the **Change Study Path** checkbox on SOATERM is checked, users are allowed to change the study path on this page.
- When the **Change Study Path** checkbox on SOATERM is not checked, the study path that was selected at the time of registration is displayed, but it cannot be changed.
- When the **Enable Study Paths** checkbox is unchecked on SOACTRL, this field is not displayed.

Registration Restrictions

The same registration restrictions that exist in the Add or Drop Class and Look-Up Class pages exist on this page, except for the Registration Status date.

Note: If a student changes the credit hours for a variable credit hour course, the billing hours will also be changed to that same value, if available. Otherwise the billing hours will remain the same.

For example:

Course	Credit Hour Range	Billing Hour Range
ANTH 250	3 to 5	3 to 5
ARTS 420	2 to 4	3 to 6

If a student registered for ANTH 250 for 4 credit hours and 4 billing hours, and then changed the credit hours to 3, the billing hours would also be adjusted to 3.

If, however, a student registered for ARTS 420 for 4 credit hours and 6 billing hours, and changed the credit hours to 2, the billing hours would remain at 6 because 2 is not a valid value for billing hours.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Course title	Title associated with the course.
Course	CRN, subject code, course number, and section, concatenated.
Credit Hours	If a class has multiple credit hours, a field for this option is displayed. The range of credit hours is displayed next to the field name.
Grade Mode	If a class has multiple grade modes, a pulldown list for this option is displayed.
Course Level	If a class has multiple course levels, a pulldown list for this option is displayed.
Study Path	If a class has multiple study paths, a pulldown list for this option is displayed.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	If you want to enable credit hour changes on the Web, select the **Change Credit Hours** checkbox on the Web Processing Controls window. If you want to enable grade mode changes on the Web, select the **Change Grade Mode** checkbox on the Web Processing Controls window. If you want to enable course level changes on the Web, select the **Change Level** checkbox on the Web Processing Controls window.

Item	Description
Term Control Form (SOATERM)	To enable study paths, check the **Enable Study Paths** checkbox on SOACTRL. To require study paths, check the **Study Path Required** checkbox on SOATERM. To allow changes to study paths, check the **Change Study Path** checkbox on SOATERM.

Updates to Banner

This page updates Banner as follows.

Item	Description
All	Changes update the registration in the section, as reflected on the Student Course Registration Form (SFAREGS) and a number of other forms in the system.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Previous	Returns to the previous page the user was viewing.
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).

Buttons/icons on this page

This page contains the following buttons/icons.

Button/Icon	Action
Submit Changes	Redisplays the Change Course Options page with changes or error messages (for example, `Maximum Hours Exceeded`).

Button/Icon	Action
Reset	Deletes the choices the user has made and returns to the default settings.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Registration Menu	`bmenu.P_RegMnu`

Week at a Glance (bwskfshd.P_CrseSchd)

This page displays a student's schedule for the selected term in a matrix format. The page displays a week's actual schedule based on the Additional Registration record (SFRAREG) that is created at the point of registration. (That is, the page dynamically displays the schedule for the selected week, including open learning classes that are not scheduled "in parallel" with traditional classes.)

The display of registered courses on this page is controlled by the **Print On Schedule** checkbox on the Course Registration Status Code Validation Form (STVRSTS). Only courses with statuses for which the **Print On Schedule** checkbox selected are included when the schedule is displayed. It is recommended that statuses for dropped courses should not have the **Print On Schedule** checkbox selected, as listing dropped courses on the schedule may cause confusion.

All classes for which a student is registered are displayed for terms for which the **Master Web Term Control** checkbox on the Term Control Form (SOATERM) has been selected. Therefore, it is not necessary to select a term before accessing this page.

Determining the Week for which a Registration Record should be Slotted

The date range defined in the most current record in the Additional Registration Information table (`SFRAREG_START_DATE` and `SFRAREG_COMPLETION_DATE`) determines the week for which a registration should be slotted.

- For open learning registration records, this date range reflects the start and expected completion date defined by the student at the time they registered.
- For non-opening learning registration records, these dates reflect the from and to information specified for the part of term specified for the section at the time of registration.

The Week at a Glance page also takes into consideration any extensions that are “active” for the course. The dates are respective of the extension only when the extension is active.

Courses without Assigned Meeting Times

Under this heading, all registrations for sections with no SSRMEET records are displayed.

The schedule type is displayed to the right of the course information as a partial explanation as to why the class is listed under this heading.

Courses with Time Conflicts

The schedule cannot display multiple records, so courses that are displayed under this heading are those for which meeting times overlap.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Go to	Allows the user to specify a date to which he or she wishes to navigate. When the new week is displayed, the “Week of” heading changes to represent the Monday of the corresponding week for the date requested. For example, if May 4, 2009 is selected, the heading says, “Week of May 04, 2009. The numbers displayed in parentheses after the “Week of” heading represent which week is being viewed within the date range of all classes displayed. If a user enters a date past the last date for which there is information, the system displays the last existing week. For example, if there are 30 weeks from January to August 2009, and a user enters September 30, 2009, the system displays the week including August 31. Likewise, if the user enters a date that falls before the first week, the first week is displayed.
Schedule information	Subject code, CRN, meeting type, meeting time, and class location, concatenated and displayed as a hyperlink to the Student Detail Schedule page (`bwskfshd.P_CrseSchdDetl`).

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Previous Week	Goes to the previous week (from Monday to Sunday).
Next Week	Goes to the next week (from Monday to Sunday).
Course details	Goes to the Student Detail Schedule page (`bwskfshd.P_CrseSchdDetl`). This is the case for all courses that are displayed as hyperlinks.
Active Registration	Goes to the Active Registrations page (`bwsksreg.p_active_regs`).
Registration History	Goes to the Registration History page (`bwskhreg.p_reg_hist`).
Look Up Classes	Goes to the Select Term or Date Range (`bwskfcls.p_sel_crse_search`).
Add or Drop Classes	Goes to the Add or Drop Classes page (`bwskfreg.P_AddDropCrse`).

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Registration Menu	`bmenu.P_RegMnu`

Student Detail Schedule (bwskfshd.P_CrseSchdDetl)

This page displays the details of all sections in which a student is currently enrolled for the selected term.

The display of registered courses on this page is controlled by the **Print On Schedule** checkbox on the Course Registration Status Code Validation Form (STVRSTS). Only

courses with statuses for which the **Print On Schedule** checkbox selected are included when the schedule is displayed. It is recommended that statuses for dropped courses should not have the **Print On Schedule** checkbox selected, as listing dropped courses on the schedule may cause confusion.

If the user has not selected a term during the current Web session and selects **Student Detail Schedule** from the Registration Menu, the Registration Term page (`bwskflib.P_SelDefTerm`) is displayed first. If a term has been selected, that term is used, and the Student Detail Schedule page is displayed.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Course title	Title associated with the course.
Associated Term	Registration term attached to the selected CRN.
CRN	Course reference number.
Status	Registration status and date of the activity.
Waitlist Position	Number indicating the student's position in the waitlist. If the student was waitlisted and has been notified that he or she now has a place in the class, the value displayed is `0`.
Notification Expires	Date and time by which the student must enroll in the CRN. A value is displayed after a place has opened in a previously full CRN and the waitlisted student has been notified that he or she can now enroll. If the student does not enroll before the expiration date and time, the registration is cancelled.
Assigned Instructor	Name of the instructor(s) assigned to the class. This includes the last name prefix if it exists.
Grade Mode	Grade mode for which the student is registered for the class. If multiple grade modes are available for the class, the system displays the level as a hyperlink to the Change Class Options page (`bwskfreg.P_ChangeCrseOpt`), where the student can change the level if desired.
Credits	Credit hours for which the student is registered for the class. If multiple credit-hour options are available for the class, the system displays the credit-hours value as a hyperlink to the Change Class Options page.
Level	Level at which the student is registered for the class. If multiple course levels are available for the class, the system displays the level as a hyperlink to the Change Class Options page.

Item	Description/Source Information
Campus	Campus associated with the class.
Course URL	URL defined for this class in the **URL** field of the Section Syllabus Form (SSASYLB) is displayed as a hyperlink. If no URL has been defined for this class, the **Course URL** field is not displayed.
The following fields are displayed in the Scheduled Meeting Times area, which is included only for open learning course registrations.	
Type	Class's meeting type, such as `Class` or `Chat`.
Time	Class's meeting times.
Days	Day(s) the class meets.
Where	Location where the class meets.
Date Range	Beginning and ending dates of the class. The dates are calculated based on the start or end date that the student specified when registering for the class.
Schedule Type	Schedule type associated with the course.
Instructors	Instructor name assigned to the student at the time the registration was processed. If the instructor has entered office hours via Faculty and Advisor Self-Service, the name is displayed as a hyperlink to the Office Hours page (`bwskoffh.p_display_office_hours`). An e-mail icon (`web_email.gif`) is displayed to the right of the instructor's name, providing students with a means to e-mail the instructor. The e-mail address of the instructor is retrieved based on the e-mail type that is marked as preferred, active, and available for Web display on the E-mail Address Form (GOAEMAL) for that instructor.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Automated Waitlist Term Control Form (SOAWLTC)	If your institution is using waitlist automation, the **Show waitlist position on Student Self-Service** checkbox must be checked.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Level	If hyperlinked, goes to the Change Class Options page (`bwskfreg.P_ChangeCrseOpt`).
Cred	If hyperlinked, goes to the Change Class Options page.
Grade Mode	If hyperlinked, goes to the Change Class Options page.
Associated Instructor	If hyperlinked, goes to the Office Hours page (`bwskoffh.p_display_office_hours`).
E-mail icon	If the e-mail icon is displayed, launches the user's e-mail program with the instructor's e-mail address.
Return to Previous	The previous page being viewed by the user.
Show Active Registrations	Goes to the Active Registrations page (`bwsksreg.p_active_regs`)
Show Registration History	Goes to the Registration History page (`bwskhreg.p_reg_hist`).
Add or Drop Classes	Goes to the Add or Drop Classes page (`bwskfreg.P_AddDropCrse`).
Look Up Classes	Goes to the Select Term or Date Range page (`bwskfcls.p_sel_crse_search`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Registration Menu	`bmenu.P_RegMnu`

Registration Fee Assessment (bwskffee.P_FeeAsses)

This page calculates and displays a student's registration fee assessment for the selected term, if online fee assessment is allowed at the time that the student accesses the page.

The Registration Fee Assessment page calculates the student's tuition and fee charges associated with the term selected and displays the charges in summary fashion.

If the **Online** checkbox in the Fee Assessment section of the Term Control Form (SOATERM) is cleared, then no fee assessment is available on the Web and the message *Fee assessment calculations are not being performed at this time* is displayed.

If fee assessment is allowed at the current time for the selected term, and fee assessment rules have been defined on the Registration Fees Process Control Form (SFARGFE), fee assessment is performed only when the student selects the **Registration Fee Assessment** link.

If fee assessment is allowed at the current time for the selected term, but no fee assessment rules, as defined on SFARGFE, apply to the student, the message *You are currently enrolled. However no registration related fees are due* is displayed.

If the **Online** checkbox in the Fee Assessment section of SOATERM is selected, and **Online** radio button in the Web Self-Service and Voice Response section of SOATERM is selected, student registration fees are assessed as soon as registration entries have been completed or changes have been made on the Web.

You can choose to have detail codes, in addition to the detail code descriptions, included on this page.

The Registration Fee Assessment page displays only those charges associated with tuition and fees for the selected term. All other account detail is displayed on the Account Summary page (`bwskoacc.P_ViewAcctTotal`) or Account Summary by Term page (`bwskoacc.P_ViewAcct`).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Total Credit Hours	Number of credit hours for which the student is registered for the selected term.
Detail Code	Detail code of the assessed fee.
Description	Description of the assessed fee.
Amount	Monetary amount of the assessed fee.
Total Charge	Total monetary amount due.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	If you want fee assessments to be displayed on the Web, select the **Online** checkbox in the Fee Assessment section.
Crosswalk Validation Form (GTVSDAX)	If you want detail codes to be displayed, enter Y in the **External Code** field for the WEBDETCODE internal code.

See "Set Up Immediate Registration Fee Assessment" on page 338 for more information about immediate fee assessment.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Credit Card Payment	Goes to the Tuition and Fees Payment page (bwckcpmt.P_CCPaymentTermSelected). Use the **Submit** button on the Tuition and Fees Payment page (bwckcpmt.P_CCPaymentTermSelected) to access the external vendor payment page for payment by credit card.
Week at a Glance	Goes to the Week at a Glance page (bwskfshd.P_CrseSchd).
Student Detail Schedule	Goes to the Student Detail Schedule page (bwskfshd.P_CrseSchdDetl).
Account Summary by Term	Goes to the Account Summary by Term page (bwskoacc.P_ViewAcct).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Registration Menu	bmenu.P_RegMnu

Tuition and Fees Payment (bwckcpmt.P_CCPaymentTermSelected)

This page allows a student to make a payment card payment via Student Self-Service. It cannot be accessed from a menu. It can only be accessed from pages where Self-Service has been set up to accept payment card payments for registration fees and student accounts. The transaction is then submitted to an external vendor for payment and payment card processing through the Web Services payment processor connection.

If an approval is received for the transaction, an account detail (TBRACCD) record is written for the student, and the transaction is recorded as part of an open cashiering session for the user ID of the Web session. Settlement with external payment vendors is accomplished using the Web Services payment processor connection. Your institution closes and balances cashiering session(s) that contain payment card payments using normal institutional procedures. Payment card transactions are authorized, settled, and inserted into Banner.

The payment card payment information is transmitted to the selected external payment vendor, and the user receives either an approval or denial message for the transaction. If a denial is received, a denial message is returned to the student. If an approval is received, an approval message is returned and a payment transaction is written to the student's account. Denial and approval messages are maintained by the payment vendor.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Payment Amount	Amount being paid by payment card.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Credit Card Merchant ID Form (GOAMERC)	Define the payment card types that you want to be displayed on the Web. The system code, the process code, and the merchant ID determine the payment card types that will be displayed to the user. All other payment card processing set up must be completed as well. See the *Payment Processor Connection Handbook* for more information.
Process Name Validation Form (GTVPROC)	Check that appropriate process name codes and external merchant ID numbers have been set up on GTVPROC.

Updates to Banner

This page updates Banner as follows.

Item	Description
Payment Detail	If the payment card payment request is approved, a detail transaction is written to the Account Charge Payment Detail Table (TBRACCD).

The values in the following table will be used when the account detail record is written.

Column	Description
TBRACCD_PIDM	PIDM from Web session
TBRACCD_TRAN_NUMBER	Generate oneup number from PIDM's account
TBRACCD_TERM_CODE	Default Term Code for Detail Code (TBBDETC_TERM_CODE) to be used when no term has been selected
TBRACCD_DETAIL_CODE	Detail Code for credit card type from TTVCCRD
TBRACCD_USER	Web UserID
TBRACCD_ENTRY_DATE	Sysdate
TBRACCD_AMOUNT	Payment amount requested
TBRACCD_BALANCE	Because this is a payment, negative value of amount

Column	Description
TBRACCD_EFFECTIVE_DATE	Sysdate
TBRACCD_BILL_DATE	Null
TBRACCD_DUE_DATE	Null
TBRACCD_DESC	Detail code description from TBBDETC
TBRACCD_RECEIPT_NUMBER	Receipt number
TBRACCD_TRAN_NUMBER_PAID	Null
TBRACCD_CROSSREF_PIDM	Null
TBRACCD_CROSSREF_NUMBER	Null
TBRACCD_CROSSREF_DETAIL_CODE	Null
TBRACCD_SRCE_CODE	Source Code from GTVSDAX
TBRACCD_ACCT_FEED_IND	Y
TBRACCD_ACTIVITY_DATE	Sysdate
TBRACCD_SESSION_NUMBER	Zero (This emulates an open session.)
TBRACCD_CSHR_END_DATE	Null (This emulates an open session.)
TBRACCD_CRN	Null
TBRACCD_CROSSREF_SRCE_CODE	Null
TBRACCD_LOC_MDT	Null
TBRACCD_LOC_MDT_SEQ	Null
TBRACCD_RATE	Null
TBRACCD_UNITS	Null
TBRACCD_DOCUMENT_NUMBER	Null
TBRACCD_TRANS_DATE	Sysdate
TBRACCD_INVOICE_NUMBER	Null
TBRACCD_STATEMENT_DATE	Null
TBRACCD_INV_NUMBER_PAID	Null
TBRACCD_CURR_CODE	Null
TBRACCD_EXCHANGE_DIFF	Null
TBRACCD_FOREIGN_AMOUNT	Null

Column	Description
TBRACCD_LATE_DCAT_CODE	Null
TBRACCD_FEED_DATE	Null
TBRACCD_FEED_DOC_CODE	Null
TBRACCD_ATYP_CODE	Null
TBRACCD_ATYP_SEQNO	Null
TBRACCD_CROSSREF_DCAT_CODE	Null
TBRACCD_ORIG_CHG_IND	Null

Links to Other Web Pages

This page does not have links to other Web pages.

Buttons/icons on this page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Goes to the external vendor payment page.

Web Menus With Links to This Page

No menus have links to this page.

Withdrawal Information (bwrktivw.P_TitleIVWithdraw)

This page displays withdrawal information if the student has withdrawn from your institution for the selected term. Although this page is part of the Financial Aid module, it can be accessed only from the Registration menu, so it is covered in this chapter.

If there is no withdrawal information for the student for the selected term, the message *You are not being processed for withdrawal for the selected term* is displayed.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Fields are displayed on this page only if the student has withdrawn from your institution in the selected term.	
Withdrawal Reason	Reason the student withdrew from your institution.
Enrollment Start Date	Start date of the enrollment period.
Enrollment End Date	End date of the enrollment period.
Effective Withdrawal Date	Date the student's withdrawal took effect.
Percent Attended	Percentage of the enrollment period that the student was enrolled.
The following fields are included in the Title IV Aid to be Returned section, which is not displayed if no refund calculation has been performed.	
Amount of Title IV Aid Disbursed	Amount of Title IV aid that has already been disbursed to the student. The field label is displayed as a hyperlink to the Title IV Fund Detail page (`bwrktivw.P_TitleIVDetail`).
Amount of Title IV Aid Eligible to be Disbursed	Amount of Title IV aid that has not yet been disbursed to the student. The field label is displayed as a hyperlink to the Title IV Fund Detail page.
Unearned Title IV Aid Disbursed	Amount of Title IV aid that has been paid to the student's account and for which the student is no longer eligible.
Title IV Aid to be Returned	Amount of Title IV aid that has been disbursed to the student and that must be returned due to withdrawal.
Institution's Required Return Amount	Amount of Title IV aid that your institution is required to return.
Student's Required Return Amount	Amount of Title IV aid that the student is required to return.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Web Tailor	Review the text for the following items for clarity and any information and/or instructions you want to provide to your students: • DEFAULT, Sequence 1 The DEFAULT Information Text is displayed at the top of the Withdrawal Information page. • NOT_WITHDRAWN, Sequence 1 The NOT_WITHDRAWN Information Text is displayed after the DEFAULT Information Text when a person has no withdrawal records (SFRWDRL) for the selected term. It tells the student that he or she is not being processed as a withdrawn student for the term. • NOTIFICATION, Sequence 1 The NOTIFICATION Information Text is displayed at the end of the Withdrawal Information section and before the Title IV Aid to be Returned section. It tells the student that he or she is not being processed as a withdrawn student for the selected term. Use the Web Tailor **Information Text** option to update the text, if desired.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Amount of Title IV Aid Disbursed	If the Title IV Aid to be Returned section is displayed, goes to the Title IV Fund Detail page (bwrktivw.P_TitleIVDetail).
Amount of Title IV Aid Eligible to be Disbursed	If the Title IV Aid to be Returned section is displayed, goes to the Title IV Fund Detail page (bwrktivw.P_TitleIVDetail).
Select Another Term	Goes to the Registration Term page (bwskflib.P_SelDefTerm).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Registration Menu	bmenu.P_RegMnu

Title IV Fund Detail (bwrktivw.P_TitleIVDetail)

This page displays information about each Title IV fund the student was eligible to receive for the selected term. Although this page is part of the Financial Aid module, it can be accessed only from the Withdrawal Information page (`bwrktivw.P_TitleIVWithdraw`), so it is covered in this chapter.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Fund Description	Description of the fund.
Disbursed Amount	Amount of Title IV aid that has already been disbursed to the student. The field label is displayed as a hyperlink to the Title IV Fund Detail page (`bwrktivw.P_TitleIVDetail`).
Eligible to be Disbursed	Amount of Title IV aid that has not yet been disbursed to the student. The field label is displayed as a hyperlink to the Title IV Fund Detail page.
Unearned Title IV Aid Disbursed	Amount of Title IV aid that has been paid to the student's account and for which the student is no longer eligible.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Web Tailor	Review the text for the following item for clarity and any information and/or instructions you want to provide to your students: `NOTE, Sequence 1` The `NOTE` Information Text is displayed after the Title IV Fund Detail section of the page. It can be used to provide information that clarifies the contents of the Title IV Fund detail information. As delivered, it states that the Federal Work Study totals displayed indicate eligibility rather than the amount actually earned. Use the Web Tailor **Information Text** option to update the text, if desired.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Withdrawal Information	Goes to the Withdrawal Information page (`bwrktivw.P_TitleIVWithdraw`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Registration Status (bwskrsta.P_RegsStatusDisp)

The Registration Status page displays information about items that affect a student's ability to register. It reports time-ticket assignments or time control messages, holds, academic standing, student status, calculated student classification, current level, current college, current major, current degree, and current campus. In addition, it displays a summary of any hours already earned. Unless otherwise indicated below, information is taken from the student record currently in effect for the selected term. Curriculum data elements are displayed for the current and active primary curriculum as well as for any current and active secondary curricula in effect for the term selected.

An error is displayed if registration is prevented due to study path status, academic standing status, or combined academic standing and progress evaluation status. When registration is prevented due to the student's overall academic standing codes, general student status, or override standing, any study path statuses that prevent registration are not displayed. It is assumed that no study path can used during registration when the student's overall standing or status prevents registration.

If the user has not selected a term during the current Web session and selects the **Registration Status** link from the Registration Menu, the Registration Term page (`bwskflib.P_SelDefTerm`) is displayed first. If a term has been selected, that term is used, and the Registration Status page is displayed.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Registration Time Ticket	Time period(s) during which the student can register. If no time ticket has been assigned, the message *You have no Registration Time Ticket. You may register at any time* is displayed.
Time Controls	Time control message.
Holds	Any registration holds for the student.
Academic Standing	Notice indicating whether the student's academic standing affects his or her ability to register for the selected term.
Student Status	Notice indicating whether the student's status affects his or her ability to register for the selected term.
Class	Student's classification (for example, `Freshman`, `Year 3`, and so on).
The following fields are displayed in the Earned Credit section.	
Level	Student's level.
Type	Type of earned credits, such as institutional or transfer.

Item	Description/Source Information
Hours	Number of hours earned at each level for which the student has earned hours in Academic History.
The following fields are displayed in the Curriculum Information section.	
(Primary) Current Program	Name of the student's current active primary learner curriculum.
(Primary) Study Path	Study path associated with the current active primary learner curriculum.
(Primary) Level	Student level associated with the current active primary learner curriculum.
(Primary) Program	Name of the program associated with the current active primary learner curriculum.
(Primary) Admit Term	Admit term associated with the current active primary learner curriculum.
(Primary) Admit Type	Admit type associated with the current active primary learner curriculum.
(Primary) Catalog Term	Catalog term associated with the current active primary learner curriculum.
(Primary) College	Name of the college associated with the current active primary learner curriculum.
(Primary) Campus	Name of the campus associated with the current active primary learner curriculum.
(Primary) Major and Department	Name of the major and department associated with the current active primary learner curriculum. If no department is associated with the current active primary learner curriculum, the field label says only **Major**. This field is displayed multiple times if there are multiple majors.
(Primary) Major Concentration	Name of the concentration associated with the major for the current active primary learner curriculum. This field is displayed multiple times if there are multiple major concentrations.
(Primary) Minor	Name of the minor associated with the current active primary learner curriculum. This field is displayed multiple times if there are multiple minors.
(Primary) Concentration	Name of the base concentration for the current active primary learner curriculum. This concentration is not attached to any major. This field is displayed multiple times if there are multiple concentrations.
(Primary) Other field of study	Name of any other field of study associated with the current active primary learner curriculum. This field is displayed multiple times if there are multiple other fields of study.

Item	Description/Source Information
Secondary	Name of the student's current active secondary curriculum. If the student has multiple current active secondary curricula, the set of fields will be displayed multiple times.
(Secondary) Study Path	Study path associated with the current active secondary learner curriculum.
(Secondary) Level	Student level associated with the current active secondary curriculum.
(Secondary) Program	Name of the program associated with the current active secondary curriculum.
(Secondary) Admit Term	Admit term associated with the current active secondary learner curriculum.
(Secondary) Admit Type	Admit type associated with the current active secondary learner curriculum.
(Secondary) Catalog Term	Catalog term associated with the current active secondary learner curriculum.
(Secondary) College	Name of the college associated with the current active secondary curriculum.
(Secondary) Campus	Name of the college associated with the current active secondary curriculum.
(Secondary) Major and Department	Name of the major and department associated with the current active secondary learner curriculum. If no department is associated with the current active secondary learner curriculum, the field label will say only **Major**. This field is displayed multiple times if there are multiple majors.
(Secondary) Major Concentration	Name of the concentration associated with the major for the current active secondary learner curriculum. This field is displayed multiple times if there are multiple major concentrations.
(Secondary) Minor	Name of the minor associated with the current active secondary learner curriculum. This field is displayed multiple times if there are multiple minors.
(Secondary) Concentration	Name of the base concentration for the secondary learner curriculum. This field is displayed multiple times if there are multiple concentrations.
(Secondary) Other field of study	Name of any other field of study associated with the current active secondary learner curriculum. This field is displayed multiple times if there are multiple other fields of study.

Setup requirements

This page has no overall setup requirements.

To use study paths, do the following setup.

Item	Description
Term Control Form (SOATERM)	To enable study paths, check the **Enable Study Paths** checkbox on SOACTRL. To require study paths, check the **Study Path Required** checkbox on SOATERM. To allow changes to study paths, check the **Change Study Path** checkbox on SOATERM.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Degree	Goes to the General Student Record page (`bwskgstu.P_StuInfo`).
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).
Add or Drop Classes	Goes to the Add or Drop Classes page (`bwskfreg.P_AddDropCrse`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Registration Menu	bmenu.P_RegMnu

Active Registrations (bwsksreg.p_active_regs)

This page displays all the user's classes that are considered active (that is, that have not been graded and rolled to Academic History). Since there is no term requirement, registration information displayed may cross various terms. Therefore, the information is presented by course within term.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Course title	Subject code, course number, and course title, concatenated and displayed as a hyperlink to the Class Schedule Listing page (bwckschd.p_disp_listcrse).
Associated Term	Term associated with the class.
CRN	CRN of the class, displayed as a hyperlink to the Student Detail Schedule page (bwskfshd.P_CrseSchdDetl).
Status	Status of the registration and the date of the status, concatenated.
Schedule Type	Schedule types associated with the class.
Instructional Method	Instructional method (for example, Traditional, Web-Based, etc.) associated with the class.
Campus	Campus associated with the class.
Class Start Date	Date the student has elected to start the class (for open learning classes only).
Expected Completion	Date on which the student is expected to complete the class (for open learning classes only).
Credits	Credit hours that the student elected for this class. If a range of credit hours has been defined for the class, the value is displayed as a hyperlink to the Change Class Options page (bwskfreg.P_ChangeCrseOpt).

Item	Description/Source Information
Grade Mode	The grade mode the student has elected for the class. If multiple grade modes have been defined for the class, the value is displayed as a hyperlink to the Change Class Options page.
Course Level	Level at which the student has registered for this class. If multiple levels have been defined for the class, the value is displayed as a hyperlink to the Change Class Options page.
Midterm Grade	Midterm grade assigned to the student for the class.
Grade Detail	If grade detail has been defined for the registration, the word *Available* is displayed as a hyperlink to the Component Grade Detail page (`bwsksmrk.p_write_grade_detail`).
Associated Instructor	Instructor assigned to teach the class. This includes the last name prefix if it exists. An e-mail icon (`web_email.gif`) is displayed to the right of the instructor's name, providing students with a means to e-mail the primary instructor. The e-mail address of the primary instructor is retrieved based on the e-mail type that is marked as preferred, active, and available for Web display on the E-mail Address Form (GOAEMAL) for that instructor. If office hours exist for this section the associated instructor's name is displayed as a hyperlink to the Office Hours page (`bwskoffh.p_display_office_hours`).
Course URL	URL for the class, displayed as a link to the course Web page.

Setup requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	*Web Processing Controls window:* If you want grade detail displayed on the Web, select the **Display Grade Detail** checkbox. If you want midterm grades for the whole term displayed on the Web, select the **Display Midterm Grades** checkbox. *Web Display Controls window:* If you want to allow the search and display of long section titles, select the **Display Long Section Title** checkbox.

Item	Description
Section Web Controls From (SSAWSEC)	For a specific class, if desired, select or clear the **Display Midterm Grades** checkbox as appropriate to override the setting in SOATERM.
Grade Component Definition Form (SHAGCOM)	Define grade detail for the class if your institution wants the word *Available* to be displayed.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Course title	Goes to the Class Schedule Listing page (`bwckschd.p_disp_listcrse`).
CRN	Goes to the Student Detail Schedule page (`bwskfshd.P_CrseSchdDetl`).
Credits	If hyperlinked, goes to the Change Class Options page (`bwskfreg.P_ChangeCrseOpt`).
Grade Mode	If hyperlinked, goes to the Change Class Options page (`bwskfreg.P_ChangeCrseOpt`).
Course Level	If hyperlinked, goes to the Change Class Options page (`bwskfreg.P_ChangeCrseOpt`).
Grade Detail	If the word `Available` displayed, goes to the Component Grade Detail page (`bwsksmrk.p_write_grade_detail`).
Instructor's name	If hyperlinked, goes to the Office Hours page (`bwskoffh.p_display_office_hours`).
E-mail icon	If the e-mail icon is displayed, launches the user's e-mail program with the instructor's e-mail address.
Course URL	Goes to the displayed URL.
Registration History	Goes to the Registration History page (`bwskhreg.p_reg_hist`).
Week at a Glance	Goes to the Week at a Glance page (`bwskfshd.P_CrseSchd`).

Link	Action
Look Up Classes	Goes to the Select Term or Date Range page (bwskfcls.p_sel_crse_search).
Add or Drop Classes	Goes to the Add or Drop Classes page (bwskfreg.P_AddDropCrse).
Academic Transcript	Goes to the Academic Transcript Options page (bwskotrn.P_ViewTermTran).
Account Summary	Goes to the Account Summary page (bwskoacc.P_ViewAcctTotal).
View Holds	Goes to the View Holds page (bwskoacc.P_ViewHold).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Registration Menu	bmenu.P_RegMnu

Registration History (bwskhreg.p_reg_hist)

This page displays all the student's registration activity, regardless of status or term. Since there is no term requirement, registration information displayed may cross various terms. Therefore, the information is presented by course within term. The term is displayed above the group of CRNs with which it is associated.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
CRN	CRN of the class displayed as a hyperlink to the Student Detail Schedule page (bwskfshd.P_CrseSchdDetl).

Item	Description/Source Information
Course	Subject code and course number, concatenated and displayed as a hyperlink to the Class Schedule Listing page (`bwckschd.p_disp_listcrse`).
Course title	Course title, displayed as a hyperlink to the Class Schedule Listing page (`bwckschd.p_disp_listcrse`).
Credits	Credit hours that the student elected for this class. If a range of credit hours has been defined for the class, the value is displayed as a hyperlink to the Change Class Options page (`bwskfreg.P_ChangeCrseOpt`).
Level	Level at which the student has registered for this class. If multiple levels have been defined for the class, the value is displayed as a hyperlink to the Change Class Options page.
Status	Status of the registration and the date of the status, concatenated.
Midterm Grade	Midterm grade assigned to the student for the class.
Final Grade	Final grade assigned to the student for the class.
Study Path	Study Path for the CRN in registration history. When the **Enable Study Paths** checkbox is unchecked on SOACTRL, this field is not displayed.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	*Web Processing Controls window:* If you want midterm grades for the whole term displayed on the Web, select the **Display Midterm Grades** checkbox. If you want final grades for the whole term displayed on the Web, select the **Display Final Grades** checkbox.
Term Control Form (SOATERM)	To enable study paths, check the **Enable Study Paths** checkbox on SOACTRL. To require study paths, check the **Study Path Required** checkbox on SOATERM. To allow changes to study paths, check the **Change Study Path** checkbox on SOATERM.

Item	Description
Section Web Controls From (SSAWSEC)	For a specific class, if desired, select or clear the **Display Midterm Grades** checkbox as appropriate to override the setting in SOATERM. For a specific class, if desired, select or clear the **Display Final Grades** checkbox as appropriate to override the setting in SOATERM.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
CRN	Goes to the Student Detail Schedule page (`bwskfshd.P_CrseSchdDetl`).
Course	Goes to the Class Schedule Listing page (`bwckschd.p_disp_listcrse`).
Active Registration	Goes to the Active Registrations page (`bwsksreg.p_active_regs`).
Grade Detail	Goes to the Grade Detail Term page (`bwsksmrk.p_write_term_selection`).
Look Up Classes	Goes to the Select Term or Date Range page (`bwskfcls.p_sel_crse_search`).
Add or Drop Classes	Goes to the Add or Drop Classes page (`bwskfreg.P_AddDropCrse`).
Academic Transcript	Goes to the Academic Transcript Options page (`bwskotrn.P_ViewTermTran`).
Account Summary	Goes to the Account Summary page (`bwskoacc.P_ViewAcctTotal`).
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Registration Menu	bmenu.P_RegMnu

Office Hours (bwskoffh.p_display_office_hours)

This page displays the contact information and availability of an individual instructor for a CRN.

If the faculty member has not selected the **Display** checkbox for the office hours for this term or section when entering information on the faculty Office Hours page (bwlkoffh.P_Fac_Office_Hours), no information is displayed. This is the case even if the current date is not within the effective date range on the Office Hour record. The **Office Hours** link is displayed on the Active Registrations page (bwsksreg.p_active_regs) page.

This page is accessed when a user selects the instructor's name, if it is displayed as a hyperlink, on appropriate pages.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Course title	Subject code, course number, and course title, concatenated.
CRN	Course reference number of the class.
Type	Meeting types associated with the class.
Time	Beginning and ending times of the class.
Days	Days of the week on which the class meets.
Where	Place where the class meets.
Date Range	Beginning and ending dates of the class.
Schedule Type	Schedule types associated with the class.

Item	Description/Source Information
Instructor	Instructor assigned to teach the class. An e-mail icon (`web_email.gif`) is displayed to the right of the instructor's name, providing students with a means to e-mail the primary instructor. The e-mail address of the primary instructor is retrieved based on the e-mail type that is marked as preferred, active, and available for Web display on the E-mail Address Form (GOAEMAL) for that instructor. The last name prefix is displayed, if applicable.
Office Hours	Instructor's office hours for the class.
Contact Number	Instructor's phone number, including country code, area code, phone number, and extension.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	*Web Display Controls window:* If you want to allow the search and display of long section titles, select the **Display Long Section Title** checkbox.
Faculty Office Hours page	The faculty member must define his or her office hours on the Office Hours page (`bwlkoffh.P_Fac_Office_Hours`).

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
E-mail icon	If the e-mail icon is displayed, launches the user's e-mail program with the instructor's e-mail address.
Return to Previous	Goes to the previous page being viewed by the user.

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Concise Student Schedule (bwskcrse.P_CrseSchdDetl)

This page displays the details of all sections in which a student is currently enrolled for the selected term.

The display of registered courses on this page is controlled by the **Print On Schedule** checkbox on the Course Registration Status Code Validation Form (STVRSTS). Only courses with statuses for which the **Print On Schedule** checkbox selected are included when the schedule is displayed. It is recommended that statuses for dropped courses should not have the **Print On Schedule** checkbox selected, as listing dropped courses on the schedule may cause confusion.

If the user has not selected a term during the current Web session and selects **Concise Student Schedule** from the Registration Menu, the Registration Term page (`bwskflib.P_SelDefTerm`) is displayed first. If a term has been selected, that term is used, and the Concise Student Schedule page is displayed.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Name	Student's name.
Classification	Student's classification (for example, `Freshman`, `Year 3`, and so on).
Level	Student's level.
College	Name of the college associated with the student.
Major and Department	Major and department associated with the primary curriculum.
Concentration	Concentration associated with the primary curriculum.
Minor	Minor associated with the primary curriculum.
House Number	Unique number assigned to each building on a street or in an area and used as part of the postal address in some countries (no validation).

Item	Description/Source Information
Address Line 1 Address Line 2 Address Line 3 Address Line 4	Student's street address (no validation).
CRN	Course reference number.
Course	Subject code and course number, concatenated.
Title	Base course title.
Campus	Campus associated with the class.
Credits	Credit hours for which the student is registered for the class.
Level	Level at which the student is registered for the class.
Start Date	First date on which the class meets for traditional classes or date selected as the start date for open learning classes.
End Date	Last date on which the class meets for traditional classes or date selected as the end date for open learning classes.
Days	Day(s) the class meets.
Time	Class's meeting times.
Location	Location or room assignment where the class meets.
Instructor	Name of the instructor. This includes the last name prefix if it exists. If the primary instructor is associated with the session, this is the primary instructor's name; if not, this is the most recent instructor added to the session.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Student Detail Schedule	Goes to the Student Detail Schedule page (`bwskfshd.P_CrseSchdDetl`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Registration Menu	`bmenu.P_RegMnu`

Concise Student Schedule by Centric Period (bwskcrse.P_CrseSchdScp)

This page displays the details of all sections in which a student is currently enrolled for the selected term by student centric period. You must select a term from the Registration Term page (`bwskflib.P_SelDefTerm`) before you can view the Concise Student Schedule by Centric Period page (`bwskcrse.P_CrseSchdScp`) from the Registration Menu.

The process checks the general student record for the term and retrieves the cycle designator if it exists. Then the process determines student centric period and selects the coursework for all the associated terms. Courses are sorted by most recent term, subject, course number, and section. If no cycle designator exists for the effective term on the general student record, a message is displayed when the page is accessed.

The display of registered courses on this page is controlled by the **Print On Schedule** checkbox on the Course Registration Status Code Validation Form (STVRSTS). Only courses with statuses for which the **Print On Schedule** checkbox selected are included when the schedule is displayed. It is recommended that statuses for dropped courses should not have the **Print On Schedule** checkbox selected, as listing dropped courses on the schedule may cause confusion.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Name	Student's name.
Classification	Student's classification (for example, `Freshman`, `Year 3`, and so on).
Level	Student's level.
College	Name of the college associated with the student.
Major and Department	Major and department associated with the primary curriculum.
Concentration	Concentration associated with the primary curriculum.
Minor	Minor associated with the primary curriculum.
House Number	Unique number assigned to each building on a street or in an area and used as part of the postal address in some countries (no validation).
Address Line 1 Address Line 2 Address Line 3 Address Line 4	Student's street address (no validation).
CRN	Course reference number.
Course	Subject code and course number, concatenated.
Title	Base course title.
Campus	Campus associated with the class.
Credits	Credit hours for which the student is registered for the class.
Level	Level at which the student is registered for the class.
Start Date	First date on which the class meets for traditional classes or date selected as the start date for open learning classes.
End Date	Last date on which the class meets for traditional classes or date selected as the end date for open learning classes.
Days	Day(s) the class meets.
Time	Class's meeting times.
Location	Location or room assignment where the class meets.
Instructor	Name of the instructor. This includes the last name prefix if it exists. If the primary instructor is associated with the session, this is the primary instructor's name; if not, this is the most recent instructor added to the session.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Crosswalk Validation Form (GTVSDAX) - for student centric periods	Set the PROCESSSCP rule to Y to use student centric processing. Set the AUTOASSIGN rule to Y to automatically assign the cycle designator during admissions based on the data on SOASCPT, when a student is admitted and the initial general learner record is created. Set the AUTOUPDATE rule to Y to validate the cycle designator for the student's first enrollment record at registration. When the first enrollment term has a different cycle designator than the one assigned during admissions, a new general student record is created. When this rule is N, the cycle designator is not automatically updated when a student enrolls for the first term. The cycle designator assigned during admissions is not valid.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Student Detail Schedule	Goes to the Student Detail Schedule page (bwskfshd.P_CrseSchdDetl).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

The following menus have a link to this page.

Menu Name	Menu URL
Registration Menu	bmenu.P_RegMnu

Registration Processing Tables

The following temporary tables are used with registration.

Registration Temporary Table (SFTREGS)

The Registration Temporary table (SFTREGS) is used extensively throughout the Registration module. Whenever a student registration is processed via Banner (using the Student Course Registration Form [SFAREGS]), the Web, or Voice Recognition (VR), the system takes the following actions.

- The records from the SFRSTCR table are copied to the SFTREGS table.
- All add and drop requests are processed on SFTREGS.
- Any errors are handled.
- A record is created in the SFRRACL table.
- When the user saves the changes, the SFTREGS records are copied to SFRSTCR.

If desired, you can periodically purge SFTREGS of old records. For more a complete discussion, see the "Registration" chapter in the *Banner Student User Guide*.

Additional Registration Information Table (SFRAREG)

This table stores the selected/derived start and expected completion dates for open learning courses or the part of term start/end dates of the section in which the student registered.

Set Up Basic Registration on the Web

This section covers how to set up basic registration on the Web. First, a summary of the steps is provided in "Setup Summary" on page 330, and then the detailed steps are provided in "Setup Steps" on page 331. These implementation steps do not include other baseline setup requirements for registration processing in Banner, such as establishing fee assessment rules and registration status rules for students and courses, and so forth. Refer to the *Banner Student User Guide* for more information about baseline setup.

Note: Before you begin, make sure you have activated any appropriate Web display indicators in Banner as explained in "Supporting Validation Forms" on page 329.

You can also set up the following registration options.

- If you are setting up the display of term date ranges for term fields, see "Display Term Date Ranges" on page 335.
- If you are setting up study paths, see "Set Up and Use Study Paths" on page 336.
- If you are setting up immediate registration fee assessment, see "Set Up Immediate Registration Fee Assessment" on page 338.
- If you are setting up priority time-ticketing, see "Set Up Registration Time-Ticketing" on page 339.
- If you are setting up third-party controls, which you can use instead of time-ticketing, see "Set Up Third-Party Controls" on page 346.
- If you are setting up alternate PIN processing, see "Set Up Alternate PIN Processing" on page 347.
- If you are setting up registration permit overrides, see "Set Up Registration Permit-Overrides" on page 349.

Supporting Validation Forms

A number of validation forms include Web display indicators. These indicators control whether a specific value in the validation form will display and be available for selection via the Web. In most cases, the Web Indicator must be checked (set to Y) for a value to be available on the Web.

In addition to setting the Web indicators correctly, you should also review the description of each value flagged for Web display. The description of a value will display on the Web when an item is Web-enabled.

The following validation forms include Web display indicators which control Registration processing via the Web.

- Subject Code Validation Form (STVSUBJ)
- Course Registration Status Code Validation Form (STVRSTS)

Subject Code Validation Form (STVSUBJ)

Indicated values will display in the list of subjects available to search when the Look Up Classes to Add page is selected. The output of the Catalog and Schedule reports for display on the corresponding Web pages also is restricted to the Web-enabled subject codes. Please note that a student will not be prevented from registering for a specific section by entering the CRN directly, even if the subject code for that section is not Web-enabled.

Course Registration Status Code Validation Form (STVRSTS)

Values which are Web-enabled will be used either in the Add/Drop process or as additional options which a student can select, such as audit or waitlist.

At least two values, one which will be used when courses are added via the Web and one which will be used when courses are dropped via the Web, must be Web-enabled. The specific values you use for these two actions will be controlled by entries in the Crosswalk Validation Form (GTVSDAX). You can use the traditional `RE (Registered)` and `DD (Drop/Delete)` values for these entries, or you can define additional values for Web Registered and Web Dropped. If you define additional values for the codes used for these purposes, you must set all the indicators for each value to correspond with the indicators set for `RE` and `DD`.

Warning! *Careful consideration should be given to which codes are Web-enabled. For example, if students should only be permitted to add courses on the Web, no drop status codes should be Web-enabled. Also, a waitlist course status should be Web-enabled only if students should be permitted to select a waitlist status for a course if a section is closed and a waitlist is available. An institution may also want to consider whether course statuses with refunding rules should be Web-enabled.*

Setup Summary

The following steps summarize the actions you need to take to set up registration on the Web. These steps are described in detail in the next section.

1. Set up the global Web rules using Customize Web Rules in Web Tailor.
2. Establish Web processing and Web display controls on the Term Control Form (SOATERM) for a specific term. This step is required for every registration term.
3. Establish and Web-enable Web-related enrollment and course status codes on the Course Registration Status Code Validation Form (STVRSTS). This step is required for the initial set-up of Web registration.
4. Establish term-specific date ranges for course statuses on the Course Registration Status Form (SFARSTS) or the Schedule Processing Rules Form (SSARULE). This step is required for every registration term.
5. Update rules for registering or dropping via the Web on the Crosswalk Validation Form (GTVSDAX) as necessary. This step is required for the initial set-up of Web registration.

6. Review the Subject Code Validation Form (STVSUBJ) for those codes that should be Web-enabled. This step is only required for the initial set-up of Web registration.

7. Establish the appropriate display settings for midterm and final grades. This step is required for every registration term.

Setup Steps

The following steps provide detailed information to set up registration on the Web. The steps include only the information you need for implementing registration on the Web. Refer to the *Banner Student User Guide* for complete information about each Banner form.

1. Set up the global Web rules using Customize Web Rules in Web Tailor. Set up the title, header, back URL and link, and help URL and link fields using Customize a Web Menu or Procedure in Web Tailor. If these rules, links, and fields have not been reviewed and customized for your institution, do this now.

2. Establish term-specific Web controls on the Term Control Form (SOATERM) for the following sets of information.

   - Web Processing Controls
   - Web Display Controls
   - Web Registration Dates

   This is required for each registration term.

   2.1. Review and/or establish term-specific Web Processing and Web Display Controls.

   On the Term Control Form (SOATERM), enter a term in the Key Block and use Next Block to access the fields in the main window. Select the **Process Web Controls** button to display the Web Processing Controls window.

   The fields in this window are used for two main functions:

   – to restrict or enable selected registration related actions in self-service for Class Change Options, Grade Display, Faculty and Advisor, and WebCAPP, and

   – to restrict or enable selected searching capabilities for Catalog and Schedule (including open learning courses) when a student performs a search for available sections on the Look Up Classes page.

   For more information on the fields in this window, see SOATERM in the Banner Student online help.

   2.2. Review and/or establish Web registration date range periods to restrict Web registration.

   On the Term Control Form (SOATERM), enter a term in the Key Block, use a Next Block function to navigate through the main window, and use a second Next Block function to access the Part of Term and Web Registration Controls window.

The Web Registration Dates section of the Part of Term and Web Registration Controls window is used to specify the date ranges during which registration via the Web is available for the term in the Key Block. Web registration dates are established as follows:

– Enter one or more start and end dates for Web Registration periods. Note that the ability to enter more than one Web Registration period allows the institution to turn Web Registration access on and off during the term.

– The start and end dates entered should not fall outside (either before or after) the date ranges that are established for both student enrollment statuses (SFAESTS) and course registration statuses (SFARSTS) for the term, or errors will prevent a student from registering via the Web.

3. Establish and Web-enable Web-related course status codes on the Course Registration Status Code Validation Form (STVRSTS).

This is an initial set-up requirement only.

Status codes that are Web-enabled are used either in the Add/Drop process or as additional options that a student can select, such as Audit or Waitlist.

To use registration on the Web, you must have at least one course status code enabled. If you want to allow students to drop classes from their schedules using the Web, you also need to define a drop status code and Web-enable it. You can use the traditional RE (Registered) and DD (Drop/Delete) codes, or you can create new codes. If you create new codes, you *must* set all indicators for each value to correspond with the settings for RE and DD. (The codes RW and DW are delivered, which you can use if you choose, or you can create new codes.)

Note: You can give any names to these status codes; the documentation uses the generic terms “Web registered” and “Web drop”. When naming your course status codes, remember that the descriptions are what will be displayed on the Web and should therefore be clear enough to be understood by your users.

The Web registered status is required to initially add a class on the Web. An institution can disable the Web-dropped status if students should not be allowed to drop classes on the Web. Optionally, other course statuses may be Web-enabled, such as Audit, Waitlist, etc., if institutional policies determine that these actions should be available for selection on the Web.

The Web Registered (RW) and Web Drop (DW) course status codes are controlled by entries in the Crosswalk Validation Form (GTVSDAX), which is covered in the next step.

Note: A student may be able to waitlist a course if a waitlist course status is Web-enabled on STVRSTS, a valid date range is defined for the status on SFARSTS, and a waitlist is available. Careful consideration should be given as to whether institutional policy should allow waitlist registrations via the Web.

Warning! *Set the indicators on STVRSTS as specified in the following table. These indicators must not be changed, or Web registrations will not be processed properly:*

Processing Indicator	Add	Drop
Allowed to Enter	checked/Y	checked/Y
Count in Enrollment	checked/Y	unchecked/N
Count in Assessment	checked/Y	unchecked/N
Withdrawal Indicator	unchecked/N	unchecked/N
Waitlist Indicator	unchecked/N	unchecked/N
Gradable Indicator	checked/Y	unchecked/N
Print on Schedule (Indicator)	checked/Y	unchecked/N
Web (Registration) Indicator	checked/Y	checked/Y

In order for the system to determine which status code(s) to be displayed, in the **Status Type** field, enter the status code type:

- R — Registered (enrolled)
- D — Dropped
- L — Waitlisted
- W — Withdrawn

Note: If the **Status Type** field is left blank, unexpected results can occur.

4. Establish term-specific date ranges for enrollment and course statuses.

This is required for each registration term.

4.1. Review and/or establish enrollment status codes, their associated start and end dates, and refunds as applicable for the registration term on the Enrollment Status Control Form (SFAESTS).

4.2. Review and/or establish course registration status codes, their associated start and end dates, and refunds as applicable for the registration term and parts-of-term within the registration term on the Course Registration Status Form (SFARSTS).

4.3. For open learning courses, define usage/cutoff rules for course registration status codes on the Schedule Processing Rules Form (SSARULE).

5. Update the Crosswalk Validation Form (GTVSDAX) as necessary.

5.1. If you created new course status codes for Web processing, take the following actions.

– If you created a new course status code for “Web registered”, for the internal code WEBRSTSREG, enter your “Web registered” code in the **External Code** field.

– If you created a new course status code for “Web drop”, for the internal code WEBRSTSDRP, enter your “Web drop” course registration status code in the **External Code** field.

– If you are using the RE and DD course status codes for Web registrations and drops, you do not need to make any changes to the entries for the WEBRSTSREG or WEBRSTSDRP internal codes for the WEBREG internal code group on GTVSDAX, because as delivered, these codes are set up for use on the Web.

Note: You may define only one code for “Web registered” and one for “Web drop” on GTVSDAX. If you wish to change the code later, change the external code on GTVSDAX.

The drop code that is crosswalked to the WEBRSTSDRP internal code drops the course and removes it from the student’s schedule.

5.2. For the internal code MAXREGNO with internal code group WEBREG, in the **External Code** field, enter the maximum number of enrollment attempts your institution wants to allow on the Web.

5.3. To display the **Dynamic Schedule by Date Range** field values on the select term or date range, enter Y in the **External Code** field for the SCHBYDATE internal code.

5.4. For the internal code AUTODROP, enter the appropriate value in the **External Code** field.

– If you want users to be allowed to choose whether to drop all or no connected courses if not all were selected to be dropped, enter C.

– If you want an entire connection to be automatically dropped if not all were selected to be dropped, enter Y.

– If you want no connected courses to be dropped unless all were selected, enter N.

Note: In Banner Voice Response, error checking is performed on each CRN as it is entered. Because of this, if you enter N for AUTODROP, it will not be possible for connected courses to be dropped via Banner Voice Response. Therefore, if your institution uses both Banner Voice Response and Banner Student Self-Service, it is recommended that you use either C or Y for AUTODROP.

5.5. For the internal code ADMINDROP, enter the appropriate value in the **External Code** field.

– If you want administrative errors that have been encountered when a registration record is accessed to be ignored, enter N.

– If you want the system to automatically drop a course if an administrative error is encountered when a registration record is accessed, enter Y.

6. Review subjects for Web display on the Subject Code Validation Form (STVSUBJ).

   This is an initial set-up requirement only.

   Web-enable those subjects that should display when a student searches for available sections on the Web. Remember that the Web-enabled subject codes will also control the Catalog and Schedule display as well.

   The **Web (Display) Ind(icator)** checkbox on the Subject Code Validation Form (STVSUBJ) specifies which subjects are allowed to be displayed in the Web Course Catalog, Class Schedule, and Look Up Classes pages. The installation process automatically defaults checked or Y for the **Web (Display) Ind(icator)** for all of your subject codes. Without any changes, all subject code descriptions will display on the Web. You should review subject code descriptions for clarity, as well as update the **Web (Display) Ind(icator)** to N only for the subject code descriptions that should not be displayed on the Web.

7. Establish the appropriate display settings for midterm and final grades.

   This step is required for every registration term.

   On the Term Control Form (SOATERM), enter a term in the Key Block and use Next Block to access the fields in the main window. Select the **Process Web Controls** button to display the Web Processing Controls window.

   Use the grade display checkboxes on SOATERM to control the display for the whole term. You can, however, then use the Section Web Controls From (SSAWSEC) to override the SOATERM setting for specific classes.

   For example, if you choose to display midterm grades for the whole term on SOATERM, but a particular professor does not want to display their midterm grades, you can uncheck the **Display Midterm Grades** checkbox on SSAWSEC.

   7.1. Set the Grade Display checkboxes in the Web Processing Controls window of SOATERM to specify whether you want midterm and/or final grades and/or grade detail for the whole term to be available on the Web. For more information on the fields in this window, refer to the online help.

   7.2. If you want to override the settings on SOATERM for a specific class, set the Grade Display checkboxes on SSAWSEC in the Banner Student Self-Service Display Controls block.

   7.3. On the Grade Component Definition Form (SHAGCOM), define grade detail for the class if your institution wants grade detail to be available via the Active Registrations page (`bwsksreg.p_active_regs`).

Display Term Date Ranges

A system-required rule is delivered on the Crosswalk Validation Form (GTVSDAX) for use with term selection in Banner Student Self-Service. Use this rule to display term date ranges in the **Term** field pulldown lists on Web pages. This helps the user determine which term to select without being dependent on term descriptions.

Set the WEBTRMDTE rule for group STUWEB to Y to display date ranges for terms on all Banner Student Self-Service pages where the term is selected. The date display format is controlled by the setting in Banner General.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
N	WEBTRMDTE	N/A	STUWEB	Web Term Displays Dates	Sysdate

Set Up and Use Study Paths

This section discusses using study paths in Banner Student Self-Service. Study paths can be optional or required for registration. You can allow students to view or change study paths while adding or dropping courses. When study paths are enabled in Banner Student (the **Enable Study Paths** checkbox is checked on SOACTRL), study path information will be displayed in Self-Service.

When you allow study paths to be updated (the **Change Study Path** checkbox is checked on SOATERM), the student or faculty member can change the study path after registering for a course using the Change Class Options page (bwskfreg.P_ChangeCrseOpt) in Self-Service. When study paths cannot be updated (the **Change Study Path** checkbox is unchecked on SOATERM), the study path information on the Change Class Options page is display only.

When study paths are required (the **Study Path Required** checkbox is checked on SOATERM), the student or faculty member must select one to continue processing. When study paths are not required (the **Study Path Required** checkbox is unchecked on SOATERM), the student or faculty member may select None and continue.

When study paths are enabled and a term is selected, when the user chooses to add or drop courses, the Select Study Paths pages (bwckcoms.P_StoreStudyPath) or (bwckcoms.P_StoreMultiStudyPath) are displayed. Once the study path is selected, processing continues to the Add or Drop Classes page (bwskfreg.P_AddDropCrse) for registration.

Set Up Study Paths in Baseline

Use these steps to set up study paths. Please refer to Appendix E “Study Path Processing” in the *Banner Student User Guide* for information on using study paths in baseline Banner Student.

1. Build study path status codes on STVSTSP.

2. Check the **Active and Allow Registration** indicator on STVSTSP for study path codes that permit registration.
3. Check the **Enable Study Paths** indicator for the curriculum rules on SOACTRL.
4. Define the study path naming convention in the Study Path Name Components Window on SOACTRL.
   - **4.1.** Enter the sequence number for the column order in the study path name.
   - **4.2.** Enter the columns from SOVSPNM that are used in the study path name.
   - **4.3.** Enter separators for the column values in the study path name.
5. Check the **Study Path** indicator on SOACURR to enable study paths for the curriculum rule during admissions acceptance.
6. Check the **Study Path Required** indicator on SOATERM if you wish to require study paths on all registered courses.
7. Set up study path information for students in the Study Path window on SGASTDN.
   - **7.1.** Enter status information in the Study Path Status block.

     When study paths are created, the default status is AS (active study paths).
   - **7.2.** Enter any pertinent student information in the Study Path Student Information block.
8. Use the **Study Path** field on SGASADD to include student cohorts in the study path.
9. Use the **Study Path** field on SGASADD to include student attributes in the study path.
10. Use the Enrollment Study Path block on SFAREGS to enter the enrollment study path status and allow study paths to be associated with courses during registration.
11. Set up study path information in the Study Path window on SFAREGS.
    - **11.1.** Enter status information in the Study Path Status block.
    - **11.2.** Enter student information in the Study Path Student Information block.
12. Check the **Roll and Apply Courses by Study Path** indicator on SHACTRL to include the study path code in the match between the learner and outcome curriculum records for the outcome record creation.
13. Use SHRROLL to roll grades to history with or without study paths.

Set Up Study Paths in Self-Service

Use these steps to set up study paths in Banner Student Self-Service.

1. Enable study paths on SOACTRL using the **Enable Study Paths** checkbox.
2. Check the **Study Path Required** checkbox on SOATERM to require study paths for registration.

   When this indicator is unchecked, the use of study paths is optional. Students with study paths will still be prompted to selected a study path for registration.

3. Check the **Change Study Path** checkbox on SOATERM to allow students or faculty members to change the study path on the Add or Drop Classes page.

Set Up Immediate Registration Fee Assessment

You can set up fee assessment so that student registration fees are assessed as soon as registration entries have been completed or changes have been made on the Web.

Each time a student submits a registration or asks to view fee assessment any courses that have cleared the registration restrictions checking, the system runs fee assessment. Transactions for the new assessment are written to the TBRACCD table for the student at that time.

Set the following controls on the Term Control Form (SOATERM).

1. Select the **Online** checkbox in the Fee Assessment section.
2. Select the **Online** radio button in the Web Self-Service and Voice Response section.

Note: If the **Online** checkbox in the Fee Assessment section is selected, but the **Online** radio button in the Web Self-Service and Voice Response section is *not* selected, fee assessment occurs as explained in "Registration Fee Assessment (bwskffee.P_FeeAsses)" on page 301.

The `p_immediate_fee_assess` procedure is called by `p_regsresult` after displaying the Add or Drop Classes page (`bwskfreg.P_AddDropCrse`) and by `P_DispChgCrseOpt` after displaying the Change Class Options page (`bwskfreg.P_ChangeCrseOpt`).

This procedure does the following:

- checks that `SOBTERM_FEE_ASSESS_VR` is set to `Y`
- checks for the existence of a SFRBTCH record for the term/PIDM
- calls existing Web fee assessment procedure `bwckregs.P_RegsFees`
- deletes the SFRBTCH row

Implementing Detail Code Displays

You can control detail code display via the `WEBDETCODE` entry in the Crosswalk Validation Form (GTVSDAX). This setting affect the registration fee assessment, account summaries and installment plan displays.

- If the code is set to `Y` the detail codes will display.
- If the code is set to `N` the detail codes will be suppressed.

External Code	Internal Code	Internal Code Seq Number	Internal Code Group	Description	Activity Date
Y/N	WEBDETCODE	1	WEBACCTSUM	Display Detail Code on WEB	Sysdate

Set Up Registration Time-Ticketing

Registration time-ticketing allows institutions to optionally establish priority driven registration period time slots for registration via Banner Student Self-Service registration.

Time-Ticketing slots for Web and telephone registration processing are established using the following forms:

- Registration Priority Control Form (SFARCTT)
- Registration Group Control Form (SFARCTL)
- Student Registration Group Query Form (SFIRGRP)

There are two primary methods of registration eligibility control checking:

- Registration Time-Ticketing

  If time tickets are used to control registration eligibility, there are two variations available, *unrestricted* time ticketing and *restricted to* time ticketing.

  - Unrestricted time tickets refers to students with assigned time tickets who are only eligible for registration (for the term) as applicable for their time ticket. If a student does not have a time ticket, that student may register (for the term) at any time (subject to other restrictions, as applicable).
  - Restricted time tickets refers to students with assigned time tickets who are subject to the same eligibility restrictions as with unrestricted time tickets. The difference with this method is that all students *must* have a time ticket to register. If they do not have an assigned time ticket, the student will *not* be eligible for registration (for the term) under any circumstances.

- Registration Time Controls

  The Third Party Registration Time Controls Form (SFARGTC) provides an alternative to individually assigned time-ticketing, by offering the ability to create term-specific registration eligibility profiles whereby only those students who match the criteria for a valid time control may register at any given time.

These methods are controlled by rules on GTVSDAX (and GORFLAG for Banner Voice Response) and provide a registration indicator of eligible or ineligible for the student based on the selected method of registration control and checking against the rules on SFARGTC (for registration time controls) or the records on SFARGRP (for restricted and

unrestricted time tickets). The student is permitted to continue with registration once the checks have taken place.

The rule on the Crosswalk Validation Form (GTVSDAX) must be created as follows:

- The **Internal Code** is `WEBRESTTKT`.
- The **Sequence (Number)** is blank (`Null`).
- The **(Internal) Group (Code)** value is `WEBREG`.
- The **External Code** can be set to `Y`, to restrict registration to time tickets, or `N`, to not restrict registration to time tickets. `N` is the delivered default.
- The **Description** is `WebVR Restrict Reg to Time Tkt`.
- The **Translation Code** and **Reporting Date** can be left blank (`Null`).
- The **System Requirements (Indicator**) must be checked.

Students with time tickets (for a specified term) can only register within the timeframes established for that ticket (or tickets). All students must have a time ticket to register. If a student does not have a time ticket established, they are *not* eligible for registration under any circumstances.

Registration Priority Time-Ticketing Setup Overview

The following steps are required to implement Registration Priority Time-Ticketing:

1. Build registration group codes in the Registration Group Control Form (SFARCTL).
2. Build registration time slots in the Registration Priority Control Form (SFARCTT).
3. Link the time slots with their priorities to the Registration Groups.
4. Assign term specific registration groups to individual students on the Student Registration Group Form (SFARGRP).

Steps 1 through 4 are required for each registration term. However, Steps 1 and 2 may be completed in reverse order. If the time slots are built first on the Registration Priority Control Form (SFARCTT) as indicated in Step 2, then steps 1 and 3 can be combined as the next step.

In addition, a model script is available to partially automate the building of registration group codes and assign those codes to students who are eligible to register. See additional detailed notes about this script (`sfrgrup.sql`) following the implementation steps below.

Registration Priority Time-Ticketing Setup Steps

1. Build registration group codes in the Registration Group Control Form (SFARCTL).

   Note: At this time, build the codes only; do not try to associate a priority with a group until the next step has been completed.

The Registration Group Control Form (SFARCTL) is used to define registration group codes and the assigned registration priorities for those group codes for Banner Student Self-Service Web registration and Banner Voice Response telephone registration. There is no validation for the group code. A group code may be initially defined without a priority, and the priority may be associated with the code after time slots and priorities are established on the Registration Priority Control Form (SFARCTT).

Students assigned to registration groups will be permitted access to Web and telephone registration only during the time slot(s) specified by their assigned registration group code and assigned priority on the Student Registration Group Form (SFARGRP). Codes must be established on the Registration Group Control Form (SFARCTL) before they can be assigned to students on the Student Registration Group Form (SFARGRP).

Procedurally, registration group codes can be defined on SFARCTL without priorities at the same time that registration time slots are defined on SFARCTT. Priorities can then be assigned to the group codes on SFARCTL after the time slots exist with their assigned priorities on SFARCTT.

2. Build registration time slots in the Registration Priority Control Form (SFARCTT).

   The Registration Priority Control Form (SFARCTT) is used to define rules that assign the begin and end dates and times and priority assignment for each registration time slot for Banner Student Self-Service Web registration and Banner Voice Response telephone registration. Time slots are required to have a begin date and time, end date and time, and a priority.

   More than one registration time slot can be assigned the same priority. If more than one time slot has the same priority, any group assigned that priority on the Registration Group Control Form (SFARCTL) will have all of those time slots assigned and available for Web and telephone registration. Students who are assigned to the group in the Student Registration Group Form (SFARGRP) will be permitted to register via the Web or telephone during any of the time slots assigned to the priority of the group.

3. Link the time slots with their priorities to the registration groups.

   Link the time slots with their priorities to the registration groups by updating the **Group Priority** field on the Registration Group Control Form (SFARCTL).

4. Assign term-specific registration groups to individual students on the Student Registration Group Form (SFARGRP).

   The Student Registration Group Form (SFARGRP) is used to assign a registration group to individual students on a term-by term-basis. A registration group that has been defined, but not associated with a priority, cannot be assigned to a student on this form. Only one registration group can be assigned to a student for a specific term. Use a List function from the **(Registration) Group (Code)** field to display the Registration Group Control Form (SFARCTL), which in turn displays the valid codes and allows for an Exit with Value.

   The user ID that assigned the registration group code is stored and displayed on the form, as well as the activity date associated with the most recent change.

   Registration group assignments cannot be made when the student status for the selected term does not allow registration (i.e., the **Allow Registration** flag on the Student Status Code Validation Form (STVSTST) is unchecked or N). You cannot

create group assignments for a term for which the student record has an inactive status.

You may query the registration time slots and the students who have been assigned to those time slots for specific registration group codes using the Student Registration Group Query Form (SFIRGRP).

When more than one time slot is assigned the same priority, and that priority has been assigned to a registration group, all of the time slots are displayed in the Student Registration Group Control section of the form. The cursor cannot be positioned to any fields in the form, but in query mode, **(Registration) Group Code**, **Group Priority**, **Begin Date**, **End Date**, **Begin Time**, **and End Time** can be accessed and used to specify query criteria.

Students assigned to the registration group code display in the Student Information section of the form. When the cursor is scrolled through multiple time slot records, it they exist, the list of student names that displays will be the same for each record. **Group** is an optional Key Block field. If no group code is entered in the Key Block, all existing registration groups and their assigned students, if any exist, are retrieved for display.

See the "Model Script for Populating Registration Groups" topic below for more information.

5. Set up the following rule for restricted time tickets on GTVSDAX.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
Y/N	WEBRESTTKT		WEBREG	WebVR Restrict Reg to Time Tkt	Sysdate

Model Script for Populating Registration Groups

The SQL script `sfrgrup.sql` may be used as a model for creating registration groups from your existing student population. This script should be analyzed and modified as appropriate by technical support staff prior to execution. The model script does the following:

- Prompts for a term code.
- Creates student registration group records (SFBRGRP) for every general student in the database whose student status (`SGBSTDN_STST_CODE`) allows registration (`STVSTST_REG_IND` is set to `Y`). (These students represent the IDs that will be entered in the Key Block of SFARGRP).
- Creates registration group code records (SFBWCTL) and assigns the appropriate code to each of the students (SFBRGRP) above by examining academic history as follows:

- Sums the earned hours in academic history for all of the Term GPA records (SHRTGPA_HOURS_EARNED) that have the same level as the level of the general student record that is effective for the term specified in the prompt.
- Subtracts the sum of hours from the previous step from 1000. This result is the group code that is assigned to the student.

The following are some examples:

Student	Sum of Hours Earned	Calculation			Group Code Assigned
One	46	1000	-	46	0954
Two	104	1000	-	104	0896
Three	18	1000	-	18	0982
Four *	0	1000	-	0	1000

* Freshmen with no earned hours in academic history will be assigned to group 1000 based on the logic in the model script.

Once the script is executed, the group codes are associated with the students. The group codes are displayed on SFARCTL. The order of the display of the codes is by earned hours seniority, if no modifications are made to the script. In other words, the group codes are character values and are ordered in ascending order.

The students who have completed the most hours will have codes that are at the top of the list of codes displayed on SFARCTL, and the students who have completed the fewest hours will have codes that are at the bottom of the list of codes displayed on SFARCTL.

The codes in the example above would be displayed in the following order on SFARCTL:

- 0896
- 0954
- 0982
- 1000

When the group codes have been associated with students, you must build the time slots and their priorities on SFARCTT (if not built previously), then associate the time slots (priorities) with the groups on SFARCTL by populating the **Group Priority** field. Once those tasks have been completed, the SFARGRP form can be used to display the time slots for individual students for the term, and the Student Registration Group Query Form (SFIRGRP) can be used to query registration groups, their associated time slots, and the students assigned to those groups.

Scenarios for Using the GTVSDAX Rules for Restricted Time Tickets and Time Controls

1. Time Controls

   - `WEBMANCONT = Y`
   - `WEBRESTTKT = N` (This record setting is not applicable if you are using third-party controls.)
   - No valid SFARGTC record profile match exists for the student/term at this time.

   Because no SFARGTC record exists, when the user tries to access the Add or Drop Class and Change Class Options pages, the following MCERR message is displayed:

   The student is not permitted to register at this time.

   The Look Up Classes page will display, the search can be performed, and the results are displayed without a **Registration** checkbox.

2. Time Controls

   - `WEBMANCONT = Y`
   - `WEBRESTTKT = N` (This record setting is not applicable if you are using third-party controls.)
   - `SFARGTC = Last Name` same as student
   - The Add or Drop Class, Change Class Options, and Look Up Classes pages can be accessed.

3. Time Controls

   - `WEBMANCONT = Y`
   - `WEBRESTTKT = Y` (This record setting is not applicable to Third Party Controls.)
   - No valid SFARGTC record profile match exists for the student/term at this time.

   Because no SFARGTC record exists, when the user tries to access the Add or Drop Class and Change Class Options pages, the following MCERR message is display ed:

   The student is not permitted to register at this time.

   The Look Up Classes page is displayed, the search can be performed, and the results are displayed without a **Registration** checkbox.

4. Time Tickets

   - `WEBMANCONT = N`
   - `WEBRESTTKT = N`
   - No SFARGRP record

   The Add or Drop Class, Change Class Options, and Look Up Classes pages can be accessed. The Registration Status page displays the time ticket appropriately.

5. Time Tickets

   - `WEBMANCONT = N`

- WEBRESTTKT = Y
- No SFARGRP record exists for the student.

If Web registration is attempted, then because WEBRESTTKT is set to Y, the user will receive the following TTERR message:

You have no Registration Time Ticket. Please contact the registration administrator for your time ticket.

The Look Up Classes page is displayed, the search can be performed, and the results are displayed without a **Registration** checkbox. The Registration Status page can be accessed.

6. Time Tickets
   - WEBMANCONT = N
   - WEBRESTTKT = N
   - A valid SFARGRP record exists for the student.

   The Add or Drop Class, Change Class Options, and Look Up Classes pages can be accessed. The Registration Status page displays the time ticket appropriately.
7. Time Tickets
   - WEBMANCONT = N
   - WEBRESTTKT = N
   - An invalid SFARGRP record exists for the student.

   Because the student does not have an active SFARGRP record, the following TTTIMES error message is displayed on the Add or Drop Class and Change Class Options pages:

   You may register during the following times.

   The Look Up Classes page is displayed, the search can be performed, and the results are displayed without a **Registration** checkbox. The Registration Status page displays the time ticket appropriately.
8. Time Tickets
   - WEBMANCONT = N
   - WEBRESTTKT = Y
   - A valid SFARGRP record exists for the student.

   The Add or Drop Class, Change Class Options, and Look Up Classes to Add pages can be accessed. The Registration Status page displays the time ticket appropriately.
9. Time Tickets
   - WEBMANCONT = N
   - WEBRESTTKT = Y
   - An invalid SFARGRP record exists for the student.

Because the student does not have an active SFARGRP record, the following TTTIMES error message is displayed on the Add or Drop Class and Change Class Options pages:

You may register during the following times.

The Look Up Classes page is displayed, the search can be performed, and the results are displayed without a **Registration** checkbox. The Registration Status page displays the time ticket appropriately.

Set Up Third-Party Controls

Your institution can choose to use third-party controls instead of time-ticketing. Third-party controls allow you to define rules that control timed access to add/drop functions. Time control records can use any combination of the following to define assigned time slots for registration activity:

- PIN
- Last name
- Student type
- Earned hours
- College
- Degree
- Department
- Campus
- Class
- Major

Management control time ticketing is dynamic. When a student attempts to register, his or her current data is compared to defined management control records to determine whether the action can be performed. Management controls are maintained and displayed in the Third Party Registration Time Controls Form (SFARGTC).

Use the Crosswalk Validation Form (GTVSDAX) to indicate that you are using third-party controls. The rule on GTVSDAX should be set up as follows:

- The **Internal Code** is `WEBMANCONT`.
- The **Sequence (Number)** is blank (`Null`).
- The **(Internal) Group (Code)** value is `WEBREG`.
- The **External Code** should be `Y`. (The delivered value is `N`, which should be changed if you want to use third-party controls *instead of* registration group time ticketing controls.)
- The **Description** is `Web Use Management Controls`.

- The **Translation Code** and **Reporting Date** can be left blank (`Null`).
- The **System Requirements** checkbox must be checked.

When third-party controls are being used to enforce Web registration availability, a student's characteristics are matched against management control records maintained in the SFRCTRL table and displayed on SFARGTC. Multiple records can be defined for each term.

Management control records are checked against the student's data to determine at the time of login whether any permit the student to perform add/drop activity. If no management control records that allow access at the current date and time are matched, the message *Please contact the registration administrator for your time ticket* is displayed, and add/drop activity will not be allowed.

One of the items that can be used in management control time-ticket rules is PIN. Different registration periods can be defined for different PIN ranges. Because two PINs can exist for a student (the login PIN and the term-specific alternative PIN), you can select which PIN is to be used in management control checking. The PIN selection is done using another GTVSDAX rule, which should be set up as follows:

- The **Internal Code** is `WEBALTPINU`.
- The **Sequence (Number)** is blank (`Null`).
- The **(Internal) Group (Code)** value is `WEBREG`.
- The **External Code** should be `Y` if you want the alternative PIN (from the SPRAPIN table) for the term to be used when matching management control time ticket records to student characteristics, or **External Code** should be `N` if you want the login PIN (from the GOBTPAC table) to be used.
- The **Description** is `Web Alt PIN Use`.
- The **Translation Code** and **Reporting Date** can be left blank (`Null`).
- The **System Requirements** checkbox must be checked.

Set Up Alternate PIN Processing

Alternative PIN processing allows you to require a student to enter an additional PIN before he or she can perform initial add/drop activity for a term. Institutions typically use this functionality to "force" a student to contact an advisor, who will provide the PIN, before initially registering for the term. When a student tries to register for the first time (via either the Add or Drop Classes page or the Look Up Classes Results page), if alternative PIN processing is turned on and an alternative PIN has been entered for the student on the Alternate Personal Identification Number Form (SPAAPIN), then the system displays the Alternate PIN Verification page. (If no alternative PIN has been entered on SPAAPIN, the system displays the requested page without displaying this page first.)

Alternative PIN processing works together with third-party controls. The following table shows the different combinations you can use to set up alternative PIN processing in the

Crosswalk Validation Form (GTVSDAX). The internal codes in the table are described as follows.

- WEBMANCONT - Uses third-party controls to determine when students are eligible to register.
- WEBALTPINA - Indicates that the alternative PIN is required if it has been set on SPAAPIN.
- WEBALTPINU - Indicates when Y that the alternative PIN from the SPRAPIN table is used for the term, or indicates when N that the login PIN from the GOBTPAC table is used.

Here are the alternative PIN rule combinations, settings, and results.

Internal Code	External Code	System Action
Here is rule combination number one.		
WEBMANCONT	N	Use registration time-ticketing as set up on SFARCTT.
WEBALTPINA	Y	Requires entry of the alternative PIN designated for the student and term on SPAAPIN, if one exists.
WEBALTPINU	N	This value is not relevant, as third party controls on SFARGTC are not used when the WEBMANCONT rule is set to N.
Here is rule combination number two.		
WEBMANCONT	Y	Requires that registration appointment requirements defined on SFARGTC be met.
WEBALTPINA	Y	Requires entry of the alternative PIN designated on SPAAPIN for the student and term, if one exists, for process name TREG.
WEBALTPINU	N	Requires that the GOATPAD PIN for the student is in the range set up on SFARGTC.
Here is rule combination number three.		
WEBMANCONT	Y	Requires that registration appointment requirements defined on SFARGTC be met.
WEBALTPINA	N	Student will not be required to enter an alternate PIN, even if one has been assigned on SPAAPIN.
WEBALTPINU	Y	Alternate PIN from SPAAPIN for process name TREG will be used by the SFARGTC PIN range settings.
Here is rule combination number four.		

Internal Code	External Code	System Action
WEBMANCONT	N	Use registration time-ticketing as set up on SFARCTT.
WEBALTPINA	N	Student will not be required to enter an alternate PIN, even if one has been assigned on SPAAPIN.
WEBALTPINU	Y	This value is not relevant, as third party controls on SFARGTC are not used when the WEBMANCONT rule is set to N.
Here is rule combination number five.		
WEBMANCONT	Y	Requires that registration appointment requirements defined on SFARGTC be met.
WEBALTPINA	Y	Requires entry of the alternative PIN designated for the student and term on SPAAPIN, if one exists.
WEBALTPINU	Y	Requires entry of the alternative PIN designated on SPAAPIN for the student and term, if one exists, for process name TREG.

1. On the Crosswalk Validation Form (GTVSDAX), enter the appropriate value, as described in the table above, in the **External Code** field for the following internal codes:
   - WEBMANCONT
   - WEBALTPINA
   - WEBALTPINU
2. For each term code for which you want to use alternative PIN processing, on the Alternate Personal Identification Number Form (SPAAPIN), define the alternative PIN(s) as follows.
   - In the **Term Code** field, enter the term code.
   - In the **Process Name** field, enter TREG.
   - In the **Alternate PIN** field, enter the PIN.
   - Save your changes.

Set Up Registration Permit-Overrides

This section applies to Banner Student System registration, Telephone Registration processing, and Banner Faculty and Advisor Self-Service registration.

Note: Permit-override processing in registration is the same for Banner Faculty and Advisor Self-Service and Banner Voice Response telephone registration. You should, therefore, be careful about making changes, as any changes you make affect both products.

Registration Permit-Override processing allows institutions to optionally establish combinations of allowable automatic overrides for registration processing that can be assigned to individual students. These permit-overrides are available by term on a course or section basis. These overrides will by-pass the error checking that would normally be performed in the baseline Student Course Registration Form (SFAREGS), Telephone Registration processing, and Banner Student Self-Service Registration, if the corresponding term controls on the Term Control Form (SOATERM) were flagged as either Warning, or Fatal, where applicable.

The following registration errors can be designated for permit-overrides on the Registration Permit-Overrides Control Form (SFAROVR):

- prerequisite and test score override
- corequisite override
- course link override
- special approval override
- department override
- duplicate course override
- repeat hours override
- repeat limit override
- time conflict override
- student attribute override
- college override
- campus override
- class override
- capacity permit override
- cohort override
- level override
- program override
- degree override
- field of study override
- mutual exclusion override

Note: A duplicate course is one that has the same subject, course number, and schedule type.

For more detailed information about the above registration error checking categories, refer to the “Catalog”, “Class Schedule”, “Registration” and chapters in the *Banner Student User Guide*:

The rest of this section covers the following:

- “Permit-Overrides Set-Up Summary” on page 351
- “Student Registration Permit-Override Steps” on page 351

Permit-Overrides Set-Up Summary

1. Initial Set-up
   - 1.1. Review and/or establish permit-overrides on the Registration Permit-Override Code Validation Form (STVROVR).
   - 1.2. Enter permit-override codes and their descriptions on the form.
2. Term-Specific Processing
   - 2.1. Review and/or establish term specific permit-override processing rules on the Registration Permit-Overrides Control Form (SFAROVR).
   - 2.2. Review and/or establish the automatically allowed registration error checking override flags for permit-override codes available for the registration term.
3. Permit-Override Processing
   - 3.1. Assign specific permit-overrides to students for courses and/or sections on the Student Registration Permit-Override Form (SFASRPO).
   - 3.2. Review and/or assign registration permit-override codes to individual students for specific courses and/or sections.

Student Registration Permit-Override Steps

Permit-overrides are established in the following order:

1. Define permit-override codes on the Registration Permit-Override Code Validation Form (STVROVR).

   The Registration Permit-Override Code Validation Form (STVROVR) is used to define and maintain the codes and descriptions for assigning registration permit-override groups to individual students in the Student Registration Permit-Override Form (SFASRPO) for registration processing. The rules for each registration permit-override group are defined on the Registration Permit-Overrides Control Form (SFAROVR) on a term-by-term basis, and must exist before they can be assigned to students.

2. Establish, on a term-by-term basis, the permit-override codes and the specific registration error checking overrides that are allowed using the Registration Permit-Overrides Control Form (SFAROVR).

   The Registration Permit-Overrides Control Form (SFAROVR) is used to establish the registration permit-override codes and their associated allowable registration error overrides on a term-by-term basis. When a new permit-override code is added, all overrides initially default to unchecked or N (no automatic override), but may be updated to checked or Y (registration error checking override automatically allowed). These override codes are then assigned to individual students on a specific term and course or section basis.

   You cannot make a permit-override entry until a Permit-Override code (defined on the Registration Permit-Override Code Validation Form (STVROVR)) has rules defined for the term in the Key Block of SFAROVR. Entry of a code which is defined only on STVROVR which does not have rules defined on SFAROVR for the Key term is not allowed.

3. Assign student-specific permit-override codes on a term and course or section basis using the Student Registration Permit-Override Form (SFASRPO).

   The Student Registration Permit-Override Form (SFASRPO) is used to assign specific permit-override codes to individual students on a term and course or section basis. When a code is assigned to a student for a specific term, the **CRN**, **Subject**, **Course Number**, and **Section** fields are available to specify when assigning the specific permit-override code. At a minimum, a subject and course number must be designated when assigning a code. If a subject and course number are specified, the permit-override registration error checking will apply to any section of that subject and course number when the student registers. If a specific CRN is entered, the subject, course number, and section number will default. If a subject, course number, and section number are entered, the CRN will default. Multiple permit-override codes can be assigned to the same subject and course number combination, or the same CRN.

   Warning! *Caution should be exercised when assigning permit-override codes. If a permit-override code is assigned to a subject and course number combination that is not associated with a CRN, and a different permit-override code (with a different set of registration error overrides allowed) is assigned to a specific CRN that has the same subject and course number, the logic in the permit-override checking "combines" the rules in the sense that all of the* Y *(Yes) overrides for registration error checking are combined from both rules.*

   This is not a problem if the Y *overrides permitted for the specific CRN are the same, or include more* Y *overrides than the rule associated with the same subject and course number combination.*

   This is a problem if the Y *overrides permitted for the specific CRN are fewer and/or different from the overrides permitted for the same subject and course number combination.*

   The effects of combining overrides when the same subject and course number are specified in more than one permit-override rule are illustrated in the following examples.

Examples of Permit-Override Rules

Permit Code	Capacity	Duplicates	Links	Co-Reqs	Pre-Reqs	Time
ALLOWALL	Y	Y	Y	Y	Y	Y

Spc-Appr	Major	College	Level	Class	Camp	Rpt Hrs	Rpt Lmt	Deg	Prgm
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Permit Code	Capacity	Duplicates	Links	Co-Reqs	Pre-Reqs	Time
CAPACITY	Y	N	N	N	N	N

Spc-Appr	Major	College	Level	Class	Camp	Rpt Hrs	Rpt Lmt	Deg	Prgm
Y	N	N	N	N	N	N	N	N	N

In the examples below, the “student” is an undergraduate sophomore biology major, and Section 02 of PSYC 300 (CRN 10050) and Section 03 of PSYC 300 (CRN 10051) are restricted to junior and senior psychology majors at the undergraduate level.

Example 1 of specific overrides assigned to the student:

Permit Code	CRN	Subj	Course	Section
ALLOWALL		PSYC	300	
CAPACITY	10050	PSYC	300	02

In Example 1, the student has been granted an automatic override for the specific section 02 of PSYC 300 (CRN 10050) *only* if the class's maximum enrollment has been reached or exceeded (capacity permit = Yes). However, because the ALLOWALL rule grants automatic overrides for all registration error checking categories, the student will automatically be enrolled in the either section 02 or 03 of PSYC 300, if selected at the time of registration, even though the student does not meet the requirements for the class and major for enrollment in the sections.

Example 2 of specific overrides assigned to the student:

Permit Code	CRN	Subj	Course	Section
CAPACITY		PSYC	300	
ALLOWALL	10050	PSYC	300	02

In Example 2, the student has been granted an automatic override for all registration error checking categories for the specific section 02 of PSYC 300 (CRN 10050). If the student attempts to register for section 02 of PSYC 300 *only*, the ALLOWALL rule will grant automatic overrides for all registration error checking categories, including the capacity error, and the student will be successfully registered in the section. If the student attempts to register for section 03 of PSYC 300 (CRN 10051), registration errors will occur on both Class restriction and Major restriction, but *not* capacity.

Permit-override codes are assigned in the Student Registration Permit-Overrides section of SFASRPO. Permit-override types can be assigned only when they have been authorized for the term in the Key Block using the Registration Permit-Overrides Control Form (SFAROVR). Several functions are available in this section as follows:

- A List function from the **Permit (-Override Code)** field displays the Registration Permit-Override Codes list of values, which is derived from the Registration Permit-Overrides Control Form (SFAROVR). You may select a value from this window or select Define Permit/Override Rules from the Options Menu to access SFAROVR, which displays the valid codes and allows Exit with Value.
- A Help function from the **CRN** field displays the Registration Course Query Form (SFQSECT) when a valid CRN is present. You may also use the **Search** feature and select View Section Information (SFQSECT) to access SFQSECT.
- A List function from the **Subject** field displays a list of valid subject codes.
- A Count Query Hits function from the **CRN**, **Subject**, **Course Number**, and **Section** fields displays the Registration Section Query Form (SFQSECM). You may also use the **Search** feature and select Search for Sections (SFQSECM) to access SFQSECM from the **CRN** field.
- A Duplicate Record function from the **Subject** and **Course Number fields** displays the Existing Courses list of values, which is derived from the Subject/Course Query Form (SCQSUBJ).

The user ID that assigned the override-permit code is stored and displayed on the form, as well as the activity date associated with the most recent change.

Student Schedule information is also displayed on the form. The information displayed is the same as that displayed in the Student Schedule section of the Registration Section Query Form (SFQSECM).

Allow Major, Educational Goal, and Employment Expectation Updates

When Banner Student Self-Service is delivered, the following procedures and menu are disabled:

- `bwskxmis.p_studenttermdata` (procedure)
- `bwskxmis.p_updatestudenttermdata` (procedure)
- `bwskxmis.p_studenttermdata` (menu)

These items can be used to permit students to update their major, educational goal, and employment expectation for any term for which they haven't already registered or changed the information.

If a student tries to access this information for a term for which changes have been made or registration has occurred, one of the following messages is displayed:

- *You have already entered student data for this term*
- *You have already registered for this term*

Your institution can turn off the update for both the educational goal and employment expectation. The rows in the following table are delivered on the Crosswalk Validation Form (GTVSDAX) with Y in the **External Code** field.

If a student accesses a term for which no student record (SGASTDN) exists, no major is available to be selected.

If data is successfully changed, the student is directed back to the Registration menu and the message *Student data successfully updated* is displayed.

This updated information can then be viewed on the Registration Status and View Student Information from the Student Records menu or the **Degree** link on the Registration Status page.

Set up the following rows on GTVSDAX to either enable or disable this option.

External Code	Internal Code	Internal Code Seq Number	Internal Code Group	Description	Activity Date
Y/N	WEBEDGOAL	1	STUWEB	Display/Update Education Goal	Sysdate
Y/N	WEBEMPLEXP	1	STUWEB	Display/Update Employment Exp	Sysdate

Use Registration on the Web

This section provides step-by-step instructions for using registration on the Web. It includes the following procedures:

- "Search for Classes and Registering via the Web" on page 356
- "Register for a Known CRN via the Web" on page 357
- "View Active Registrations via the Web" on page 358

Search for Classes and Registering via the Web

This procedure explains how a student can find classes and register for them.

1. The student selects the **Look Up Classes** link from the Registration Menu.
2. The Select Term or Date Range page (`bwskfcls.p_sel_crse_search`) is displayed, on which the student either selects a term from the pulldown list or enters a date range, and then selects the **Submit** button to proceed.

   Note: The terms presented in the pulldown are not restricted to those that are available for registration, but are delineated by the **Master Web Term Control** checkbox on the Term Control Form (SOATERM). If the Web registration dates are not active, the message *View only* is displayed to the right of the term.

3. The Look Up Classes page (`bwckgens.p_sel_term_date`) is displayed. It contains 16 parameters that may be used to narrow the user's search for the desired class. After selecting search parameters, the user selects the **Class Search** button to initiate the search.
4. The Look Up Classes Results page (`bwskfcls.P_GetCrse`) is displayed. Only classes that have been identified as available on the Web (that is, those for whom the **Voice Response and Self-Service Available** checkbox on the Schedule Form [SSASECT] has been selected) are displayed.

   Note: This page is different from the page seen by a prospective student on the unsecured side of the Web site.

   If desired, the student can select the **CRN** link for a specific class to view more in-depth information about the class, including the syllabus, to make a more informed decision as to the suitability of the course. Then the student can return to the Look Up Classes search result page.

   The student now can decide to add the desired class to the worksheet (see step 5), conduct another class search (see step 6), or register directly for the section (see step 7).

5. To add classes to the worksheet, the student selects the **Select** checkbox for the applicable sections, then selects the **Add to Worksheet** button to go to the Add or

Drop Classes page (bwskfreg.P_AddDropCrse), at which point the system populates the Add Classes Worksheet with the selected CRN.

Note: The **Add to Worksheet** button is not available if the search is being performed for a date range that spans multiple terms.

Note: The student is not registered in the class until he or she selects the **Submit Changes** button.

6. To continue searching for classes, the student selects the **Class Search** button to go to the Look Up Class Search Criteria page.
7. To register directly for the class, the student selects the **Select** checkbox for the applicable sections, then selects the **Register** button.

   If the class (or one of the classes, if multiple are selected) is an open learning class, the Registration Start Date Confirmation page is displayed, requiring the student to enter a desired start or end date for the registration. The start date determined on this page represents the official start of the class, with the end date identifying the expected completion date of the course. The student selects the **Submit Changes** button to proceed with the registration and display the Add or Drop Classes page.
8. To register in a class in a different term, the student must return to the Registration menu and repeat the steps beginning with step Step 1.
9. A successful registration creates an opening record in the new Additional Registration Information table (SFRAREG). This table stores the selected/derived start and expected completion dates for open learning courses or the part of term start/end dates of the section in which the student registered. These dates, instead of the Census dates, are now used in the Financial Aid process.

   For open learning course registrations, the Additional Registration Information table (SFRAREG) also stores the instructor assigned to the student, that is, the primary instructor assigned to the section.

Register for a Known CRN via the Web

This procedure explains how a student can register for a class if he or she already knows the CRN.

1. The student selects the **Add or Drop Classes** link from the Registration Menu.
2. If the student has not yet selected a term in this Web session, the system displays the Registration Term page (bwskflib.P_SelDefTerm). The student selects the desired term from the **Select a Term** pulldown list and selects the **Submit** button.

   Note: The terms presented in the pulldown are not restricted to those that are available for registration, but are delineated by the **Master Web Term Control** checkbox in the Web Processing Controls window of the Term Control Form (SOATERM). If the Web registration dates are not active, the message *View only* is displayed to the right of the term.

3. The system displays the Add or Drop Classes page (`bwskfreg.P_AddDropCrse`).

4. The student enters the CRN in the Add Classes Worksheet area, then selects the **Submit Changes** button.

   If the class (or one of the classes, if multiple are selected) is an open learning class, the Registration Start Date Confirmation page (`bwckcoms.P_Regs`) is displayed, requiring the student to enter a desired start or end date for the registration. The start date determined on this page represents the official start of the class, with the end date identifying the expected completion date of the course. The student selects the **Submit Changes** button to proceed with the registration and display the Add or Drop Classes page.

   Note: Waitlisting is not permitted for open learning classes.

5. A successful registration creates an opening record in the new Additional Registration Information table (SFRAREG). This table stores the selected/derived start and expected completion dates for open learning courses or the part of term start/end dates of the section in which the student registered. These dates, instead of the Census dates, are now used in the Financial Aid process.

   For open learning course registrations, the Additional Registration Information table (SFRAREG) also stores the instructor assigned to the student, that is, the primary instructor assigned to the section.

View Active Registrations via the Web

A student can view active registrations (those that have not been graded and rolled to Academic History).

1. The student selects the **Active Registration** link from the Registration menu.

2. The Active Registrations page (`bwsksreg.p_active_regs`) displays all registration activity, in summary, that has not yet been graded and rolled to Academic History. These classes may span multiple terms and are therefore displayed with the most recent activity first, with the registrations sorted in course sequence.

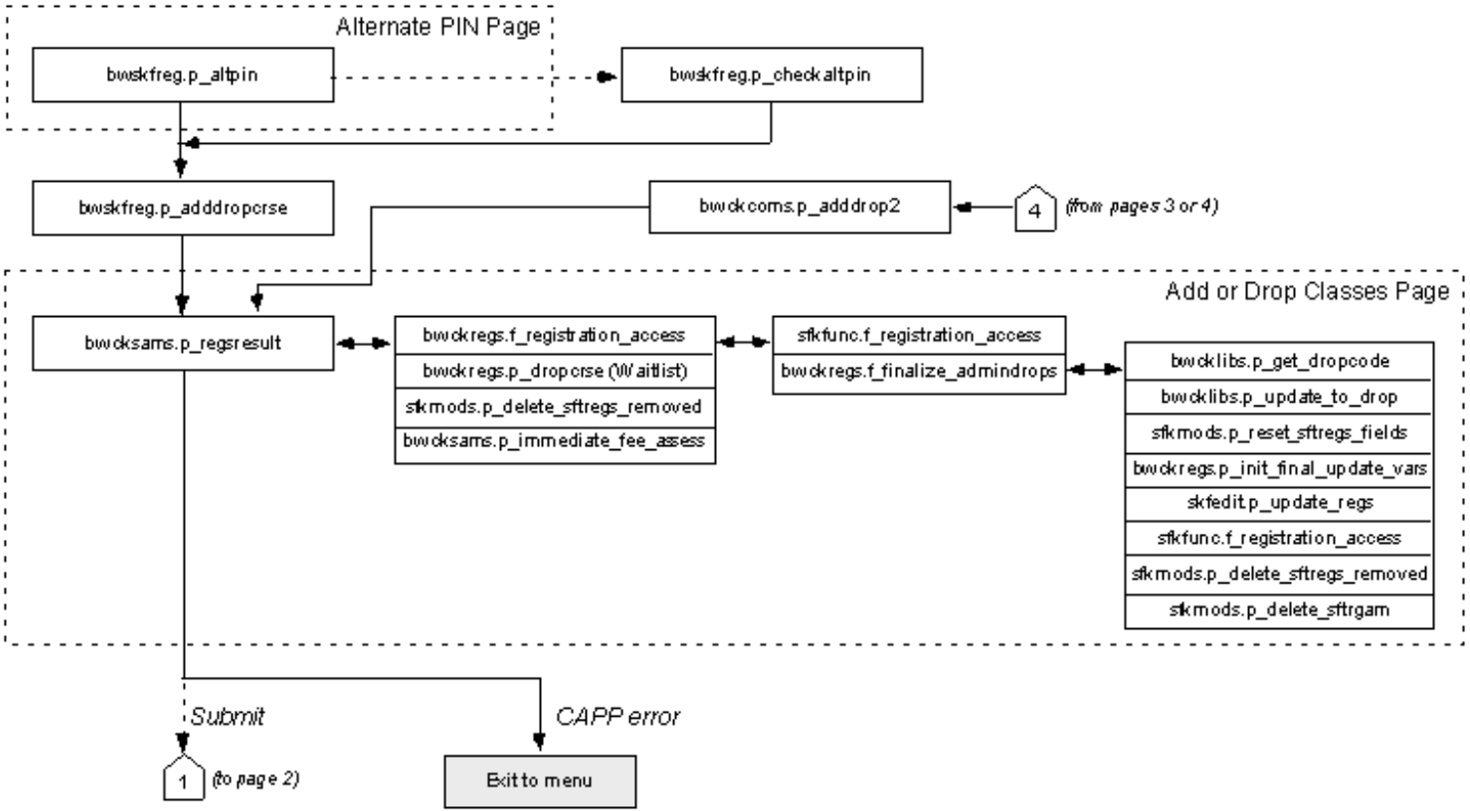
Technical Flows

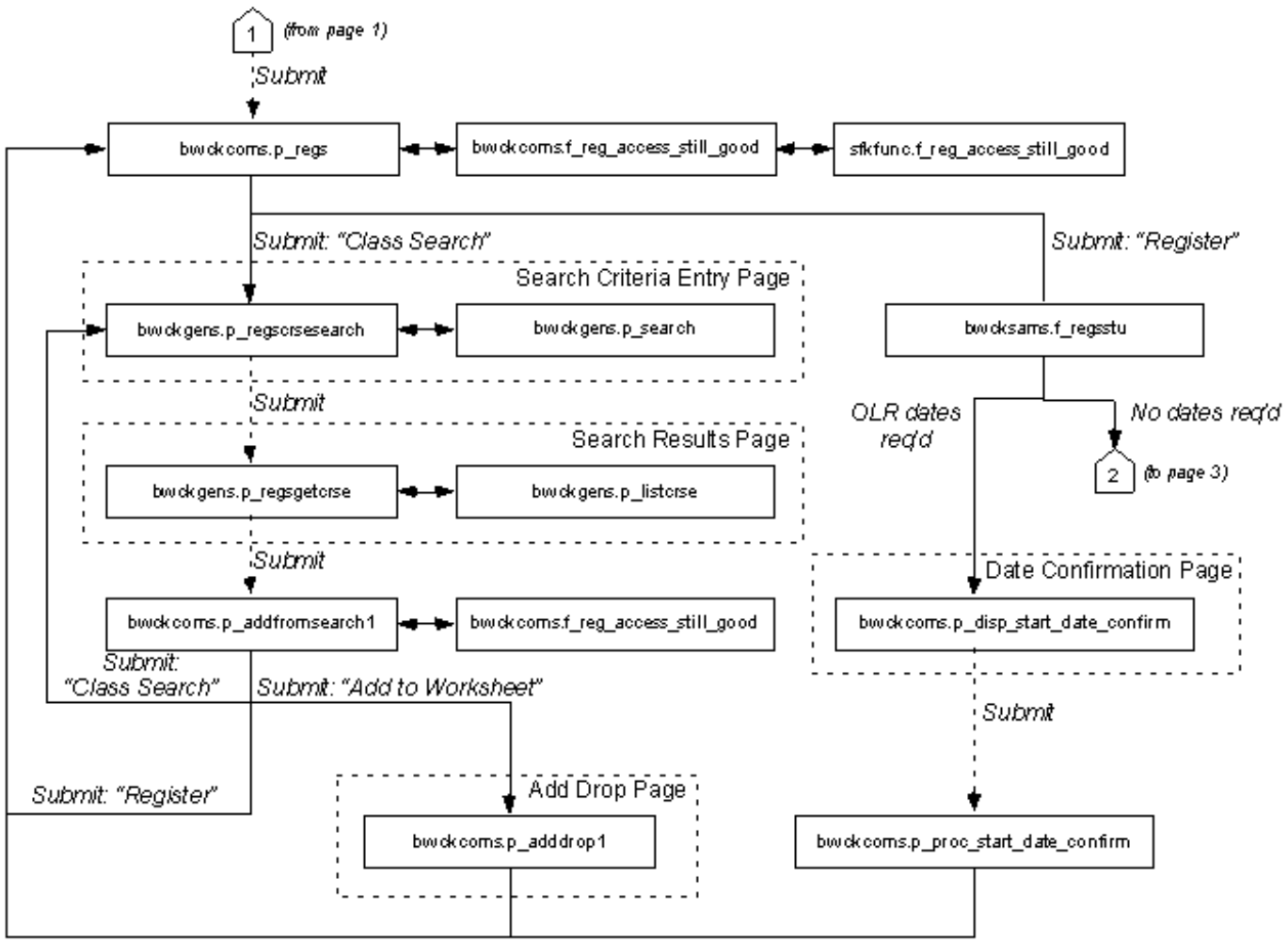
This section provides diagrams of the following technical flows:

- “Add or Drop Classes” on page 360
- “Change Class Options” on page 364
- “Look Up Classes” on page 365

Add or Drop Classes

Page 1 of 4

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bwckcoms.f_reg_access_still_good
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Submit: "Register"
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Submit
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Search Results Page
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(to page 3)
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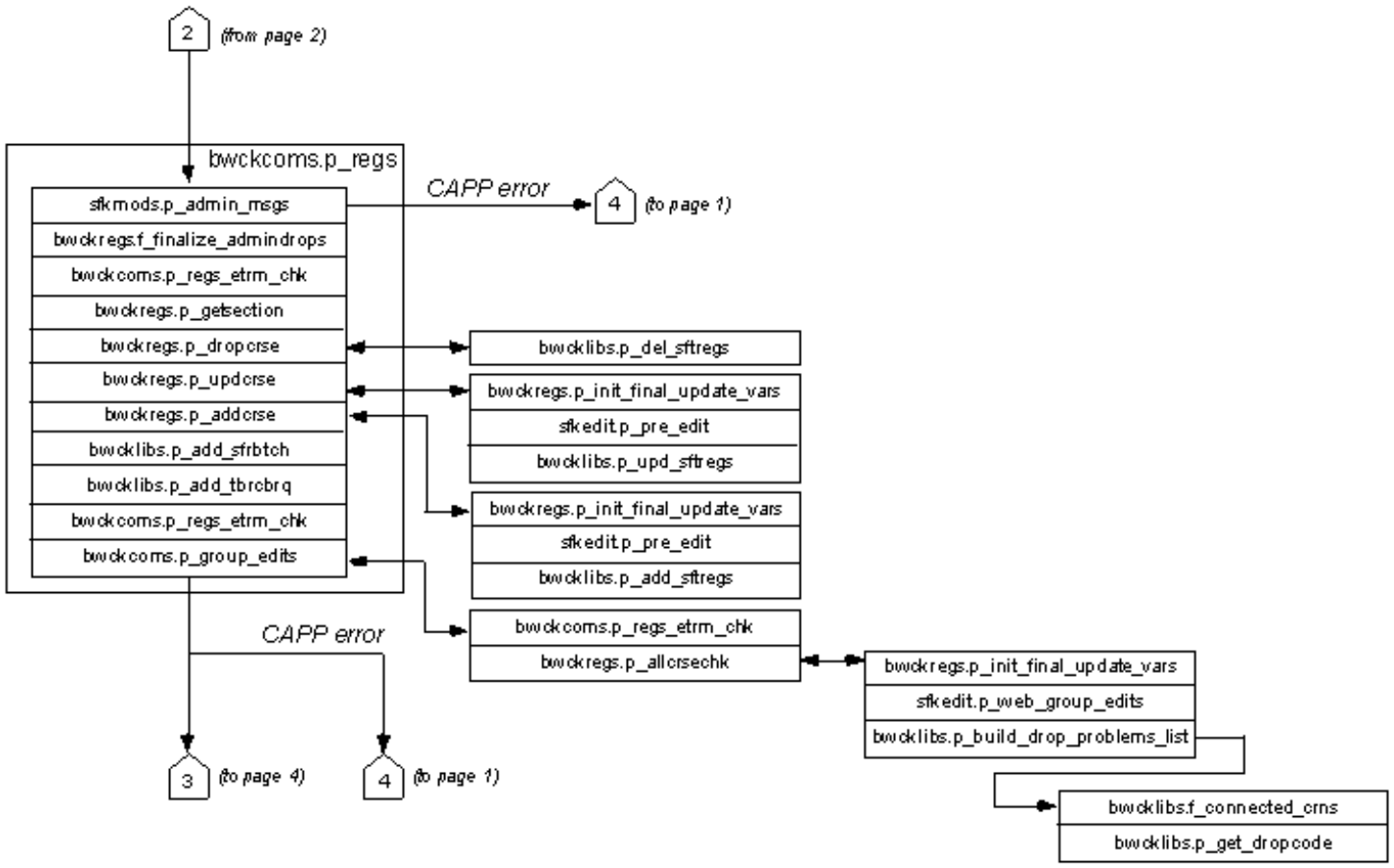
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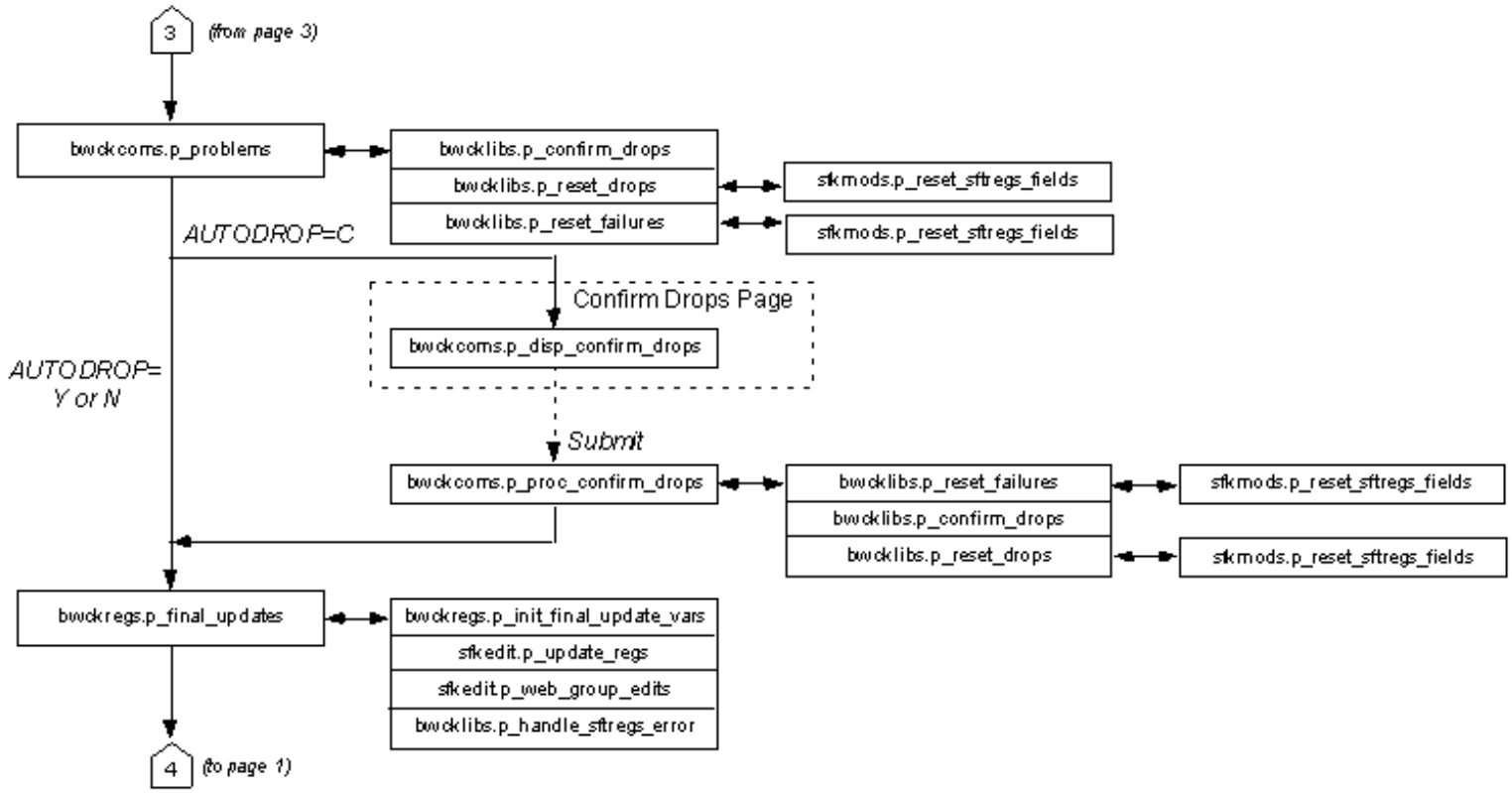
sfkmods.p_admin_msgs
bwckregs.f_finalize_admindrops
bwckcoms.p_regs_etrm_chk
bwckregs.p_getsection
bwckregs.p_dropcrse
bwckregs.p_updcrse
bwckregs.p_addcrse
bwcklibs.p_add_sfrbtch
bwcklibs.p_add_tbrcbrq
bwckcoms.p_regs_etrm_chk
bwckcoms.p_group_edits
CAPP error
4
(to page 1)
bwcklibs.p_del_sftregs
bwckregs.p_init_final_update_vars
sfkedit.p_pre_edit
bwcklibs.p_upd_sftregs
bwckregs.p_init_final_update_vars
sfkedit.p_pre_edit
bwcklibs.p_add_sftregs
bwckcoms.p_regs_etrm_chk
bwckregs.p_allcrsechk
bwckregs.p_init_final_update_vars
sfkedit.p_web_group_edits
bwcklibs.p_build_drop_problems_list
bwcklibs.f_connected_crns
bwcklibs.p_get_dropcode
CAPP error
3
(to page 4)
4
(to page 1)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bwcklibs.p_reset_drops
bwcklibs.p_reset_failures
sfkmods.p_reset_sftregs_fields
sfkmods.p_reset_sftregs_fields
AUTODROP=C
Confirm Drops Page
bwckcoms.p_disp_confirm_drops
AUTODROP=
Y or N
Submit
bwckcoms.p_proc_confirm_drops
bwcklibs.p_reset_failures
bwcklibs.p_confirm_drops
bwcklibs.p_reset_drops
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bwckregs.p_final_updates
bwckregs.p_init_final_update_vars
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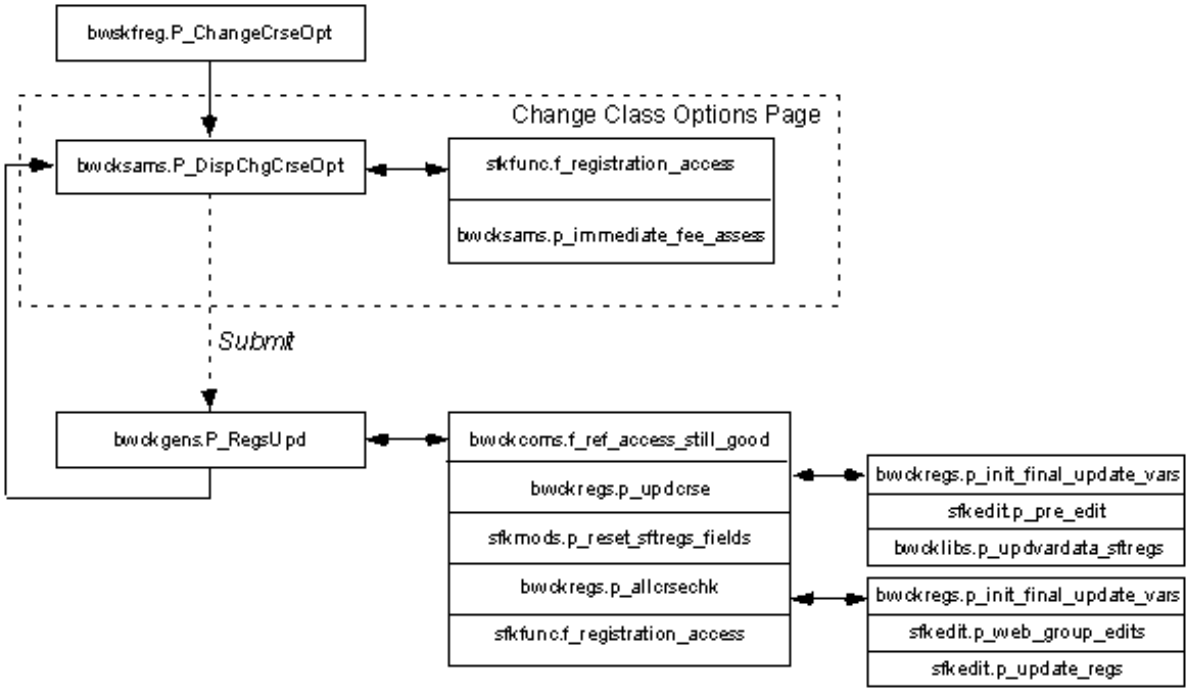
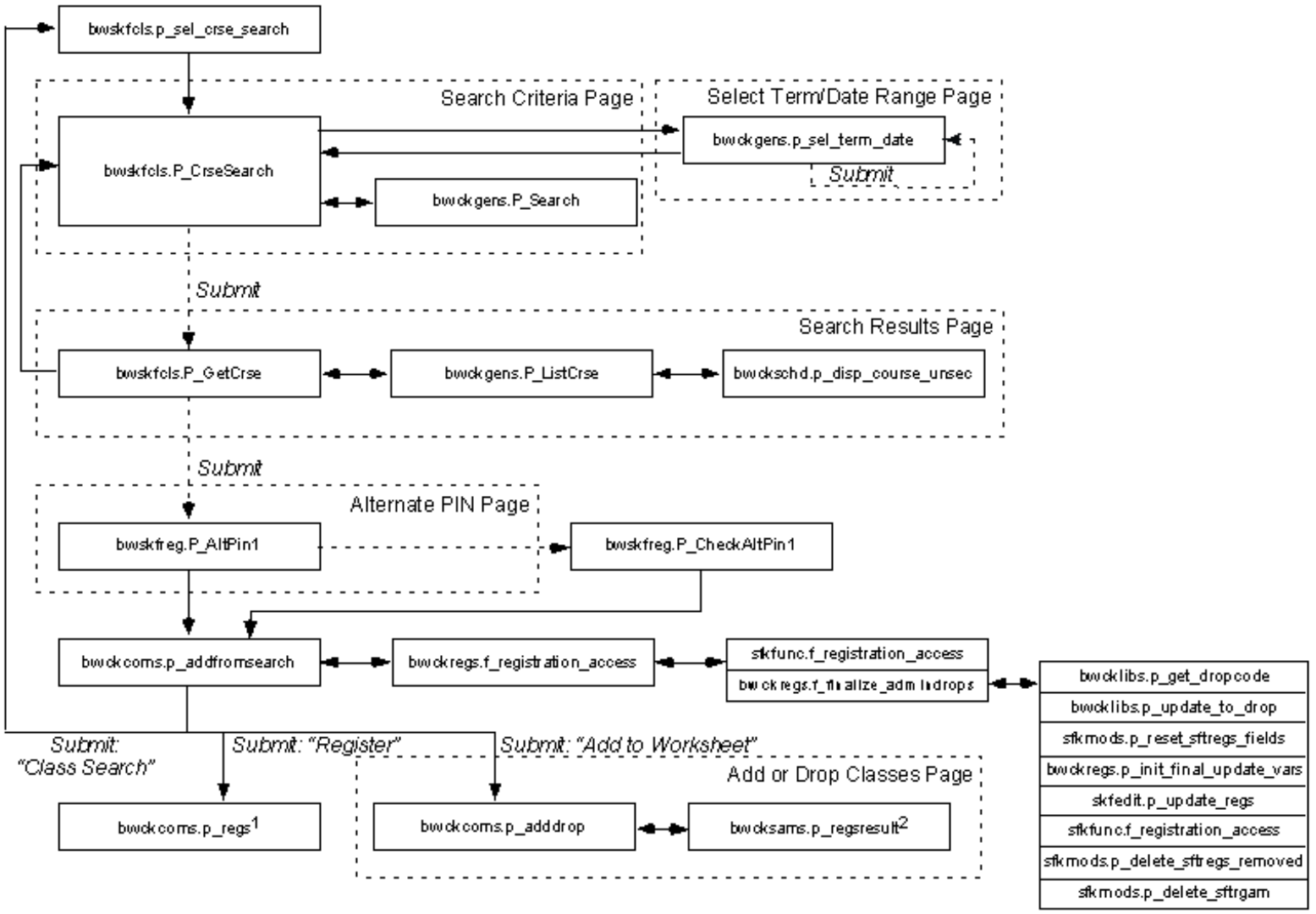
bwcklibs.p_handle_sftregs_error
4
(to page 1)

Change Class Options



Look Up Classes



1 See bwckcoms.p_regs on page 2 of Add or Drop Classes for continuation

2 See bwcksams.p_regsresult on page 1 of Add or Drop Classes for continuation

Student Records

The Student Records portion of Banner Student Self-Service allows a student to do the following:

- View his or her academic records
- View his or her General Student record
- View holds that may exist on his or her records
- Display his or her grades for the term
- Review his or her unofficial transcripts
- Audit his or her course work against a selected primary or secondary program offering at your institution, initiate an audit, and view results

This chapter contains the following sections:

- "Student Records Web Pages" on page 366, which provides details about each Web page accessed from the Student Records Web pages
- "Set Up Student Records on the Web" on page 483, which provides detailed steps for setting up Student Records on the Web
- "Use Student Records on the Web" on page 508, which provides step-by-step procedures

Student Records Web Pages

The following Web pages compose Banner Student Self-Service Student Records:

- "View Holds (bwskoacc.P_ViewHold)" on page 368
- "Midterm Grades Term (bwskmgrd.P_Write_Term_Selection)" on page 370
- "Midterm Grades (bwskmgrd.P_Write_Midterm_Grades)" on page 372
- "Final Grades Selection (bwskogrd.P_ViewTermGrde)" on page 375
- "Final Grades (bwskogrd.P_ViewGrde)" on page 377
- "Grade Detail Term (bwsksmrk.P_Write_Term_Selection)" on page 382
- "Section Grade Detail (bwsksmrk.p_write_crn_selection)" on page 383
- "Component Grade Detail (bwsksmrk.p_write_grade_detail)" on page 385
- "Subcomponent Grade Detail (bwsksmrk.p_write_grade_detail)" on page 387
- "Academic Transcript Options (bwskotrn.P_ViewTermTran)" on page 388

- “Academic Transcript (bwskotrn.P_ViewTran)” on page 391
- “Transcript Request Address (bwskwtrr.P_Disp_Transcript_Address)” on page 402
- “Select Transcript Type (bwskwtrr.p_disp_transcript_request_type)” on page 403
- “Transcript Request Options (bwskwtrr.p_disp_transcript_request_data)” on page 406
- “Payment Options (bwskwtrr.P_Disp_Trans_Request_Charges)” on page 408
- “Transcript Request Summary (bwskwtrr.P_Disp_Payment_Type)” on page 411
- “Signature Page (bwskwtrr.P_DispSigPage)” on page 413
- “Transcript Order Date (bwskwtrr.P_Disp_Order_Requests)” on page 414
- “Transcript Order Status (bwskwtrr.P_Disp_Status_of_Order)” on page 416
- “Degree Evaluation Record (bwckcapp.P_DispCurrent)” on page 417
- “Previous Evaluations (bwcksmmt.P_DispPrevEval)” on page 422
- “Degree Evaluation Results Report (bwcksxml.report)” on page 423
- “Generate New Evaluation (bwckcapp.P_DispEvalTerm)” on page 424
- “What-If Analysis (Step One) (bwcksmds.p_whatif_step_one)” on page 426
- “What-If Analysis (Step Two) (bwcksmds.p_whatif_step_two)” on page 428
- “What-If Analysis (Step Three) (bwcksmds.P_whatif_step_three)” on page 430
- “What-If Analysis (Add More) (bwcksmds.p_whatif_next_step)” on page 432
- “What-If Analysis (Evaluation Term) (bwcksmds.p_whatif_next_step)” on page 433
- “General Student Information (bwskgstu.P_StuInfo)” on page 435
- “Enrollment Verification Request (bwskrqst.p_disp_term_type)” on page 439
- “Enrollment Verification Delivery (bwskrqst.p_proc_term_type)” on page 441
- “Enrollment Verification Address (bwskrqst.p_proc_delivery)” on page 442
- “Enrollment Verification Payment (bwskrqst.p_proc_payment)” on page 444
- “Enrollment Verification Request Summary (bwskrqst.p_proc_confirm)” on page 446
- “Enrollment Verification Signature (bwskrqst.p_proc_confirm)” on page 449
- “Enrollment Verification Request Date (bwskrqst.p_disp_request_dates)” on page 450
- “Enrollment Verification Request Status (bwskrqst.p_disp_request_status)” on page 451
- “Test Scores (bwsktesc.p_view_tests)” on page 453
- “Curriculum Term Selection (bwskgrad.p_disp_grad_term)” on page 454
- “Curriculum Selection (bwskgrad.p_disp_gradapp)” on page 457
- “Graduation Date Selection (bwskgrad.p_proc_grad_date)” on page 460

- “Graduation Ceremony Selection (bwskgrad.p_proc_ceremony)” on page 463
- “Diploma Name Selection (bwskgrad.p_proc_diploma_name)” on page 464
- “Diploma Name Selection - Name Change (bwskgrad.p_proc_diploma_name)” on page 467
- “Name Change Information (bwgkoinf.P_DispUpdName)” on page 469
- “Diploma Mailing Address Selection (bwskgrad.p_proc_diploma_addr)” on page 470
- “Diploma Mailing Address Selection - Address Change (bwskgrad.p_proc_diploma_addr)” on page 472
- “Graduation Application Payment (bwskgrad.p_proc_payment)” on page 475
- “Graduation Application Summary (bwskgrad.p_disp_confirm)” on page 476
- “Graduation Application Signature (bwskgrad.p_disp_sigpage)” on page 479
- “Graduation Application (bwskgrad.p_view_gradapp)” on page 481

Students can also access your institution’s course catalog and class schedule. Refer to the following chapters for more information:

- “Course Catalog” on page 44
- “Class Schedule” on page 71

View Holds (bwskoacc.P_ViewHold)

This page displays a student’s holds. To be displayed on the Web, the hold type must be Web-enabled and the hold must be in effect (that is, the current date is within the date range specified on the Hold Information Form [SOAHOLD] for the student).

If the person has no holds, the message *No holds exist on your record* displayed. If the person has holds in effect, but none of the holds are Web-enabled, the message *The holds on your record may not be viewed on the Web* is displayed.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Hold Type	Description type of hold assigned to the student.
From Date	Date on which the hold went into effect.
To Date	Date on which the hold ends.

Item	Description/Source Information
Amount	Amount associated with the hold. If no value exists, the field is blank.
Reason	Reason the hold was placed on the account.
Originator	Person or office that authorized the hold.
Processes Affected	Web processes affected by the hold, as follows. • `Registration` holds prevent Web registration. • `Grades` holds prevent the display of the grades on the Web. • `Transcript` holds prevent the display of the academic transcript on the Web. • `Compliance` holds prevent access to student compliance and any compliance processing. • `Admissions` holds prevent an application from being processed. • `Accounts Receivable` holds prevent registration payments from being made on the Web.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Hold Type Code Validation Form (STVHLDD)	Select the **Web Indicator** checkbox for each hold type code that you want to be displayed on the Web.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Financial Aid Holds	Goes to the Financial Aid Holds page (`bwrkhold.P_DispHold`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Records Menu	`bmenu.P_AdminMnu`
Student Account menu	`bmenu.P_ARMnu`

Midterm Grades Term (bwskmgrd.P_Write_Term_Selection)

This page is displayed when the user selects the **Midterm Grades** link from the Student Records menu. The user must select a term from the pulldown list. Term codes available include all terms for which the student has an active registration and at least one midterm grade, and that have been specified as viewable on the Term Control Form (SOATERM) and/or the Section Web Controls (SSAWSEC). (SOATERM controls the display for all classes in a term, but the display of grades for a specific class can be overridden on SSAWSEC.)

If the student is not actively enrolled in a class for which midterm grades are available, the message *You have no midterm grades to display* is displayed.

If a grade hold is currently in effect for the student, the message *Your grades are not available due to holds on your record* is displayed.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Select a Term	Term for which the student wants to view midterm grades.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	If you want midterm grades for the whole term displayed on the Web, select the **Display Midterm Grades** checkbox in the Web Processing Controls window.
Section Web Controls From (SSAWSEC)	For a specific class, if desired, select or clear the **Display Midterm Grades** checkbox as appropriate to override the setting in SOATERM.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page does not have links to other pages.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Goes to the Midterm Grades page (`bwskmgrd.p_write_midterm_grades`) with the data for the selected term displayed.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Records Menu	`bmenu.P_AdminMnu`

Midterm Grades (bwskmgrd.P_Write_Midterm_Grades)

This page displays any midterm grades that have been assigned for active registrations for the selected term. When a user selects the **Midterm Grades** link from the Student Records menu, the system automatically displays the Midterm Grades Term page (`bwskmgrd.P_Write_Term_Selection`) first.

The Midterm Grades page includes the following sections.

- The Student Information section includes high-level information about the student.
- The Course Work section includes specific information about the course the student is taking. If a student has course work at multiple levels for a term in which midterm grades exist, a separate section is displayed for each level.

Grade Display Controls

Midterm grades can be viewed only if they are specified as viewable on the Term Control Form (SOATERM) and/or the Section Web Controls (SSAWSEC). (SOATERM controls the display for all classes in a term, but the display of grades for a specific class can be overridden on SSAWSEC.)

Note: These controls also control the display of grades on the Active Registrations page (`bwsksreg.p_active_regs`).

Example

If there are three courses for which midterm grades have been assigned to the student for a term and the **Display Midterm Grades** checkbox in the Web Processing Controls window of SOATERM is *cleared*, then the grades are not available for display.

The grades are also not available for display if the **Display Midterm Grades** checkbox on SSAWSEC is *cleared* for all three courses.

However, if the indicator on SOATERM is *selected*, and for *one* of the three courses the indicator on SSAWSEC is *selected* while for the *other two* it is *cleared*, the midterm grade (if one exists) for only the one course is displayed. The other two courses' grades are not displayed, even if they exist.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
The following fields are displayed in the Student Information section.	
(Primary) Current Program	Name of the student's current active primary learner curriculum.

Item	Description/Source Information
(Primary) Level	Student level associated with the current active primary learner curriculum.
(Primary) Program	Name of the program associated with the current active primary learner curriculum.
(Primary) College	Name of the college associated with the current active primary learner curriculum.
(Primary) Campus	Name of the campus associated with the current active primary learner curriculum.
(Primary) Major and Department	Name of the major and department associated with the current active primary learner curriculum. If no department is associated with the current active primary learner curriculum, the field label says only **Major**. This field is displayed multiple times if there are multiple majors.
(Primary) Major Concentration	Name of the concentration associated with the major for the current active primary learner curriculum. This field is displayed multiple times if there are multiple major concentrations.
(Primary) Minor	Name of the minor associated with the current active primary learner curriculum. This field is displayed multiple times if there are multiple minors.
(Primary) Concentration	Name of the base concentration for the current active primary learner curriculum. This concentration is not attached to any major. This field is displayed multiple times if there are multiple concentrations.
(Primary) Other field of study	Name of any other field of study associated with the current active primary learner curriculum. This field is displayed multiple times if there are multiple other fields of study.
Secondary	Name of the student's current active secondary curriculum. If the student has multiple current active secondary curricula, the set of fields will be displayed multiple times.
(Secondary) Level	Student level associated with the current active secondary curriculum.
(Secondary) Program	Name of the program associated with the current active secondary curriculum.
(Secondary) College	Name of the college associated with the current active secondary curriculum.
(Secondary) Campus	Name of the college associated with the current active secondary curriculum.
(Secondary) Major and Department	Name of the major and department associated with the current active secondary learner curriculum. If no department is associated with the current active secondary learner curriculum, the field label will say only **Major**. This field is displayed multiple times if there are multiple majors.

Item	Description/Source Information
(Secondary) Major Concentration	Name of the concentration associated with the major for the current active secondary learner curriculum. This field is displayed multiple times if there are multiple major concentrations.
(Secondary) Minor	Name of the minor associated with the current active secondary learner curriculum. This field is displayed multiple times if there are multiple minors.
(Secondary) Concentration	Name of the base concentration for the secondary learner curriculum. This field is displayed multiple times if there are multiple concentrations.
(Secondary) Other field of study	Name of any other field of study associated with the current active secondary learner curriculum. This field is displayed multiple times if there are multiple other fields of study.
The following fields are displayed in the Coursework section of this page.	
CRN	Course reference number for the class. If gradable components have been defined for the class, the CRN is displayed as a hyperlink to the Component Grade Detail page (`bwsksmrk.p_write_grade_detail`).
Subject	Subject of the class.
Course	Course number of the class.
Section	Section number of the class.
Course Title	Title associated with the course.
Campus	Name of the campus associated with the course.
Midterm Grade	Midterm grade assigned to the student.
Credits	Credit hours for which the student is registered for the class.
Level	Level at which the student is registered for the class.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	If you want midterm grades for the whole term displayed on the Web, select the **Display Midterm Grades** checkbox in the Web Processing Controls window.

Item	Description
Section Web Controls From (SSAWSEC)	For a specific class, if desired, select or clear the **Display Midterm Grades** checkbox as appropriate to override the setting in SOATERM.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
CRN	If hyperlinked, goes to the Component Grade Detail page (`bwsksmrk.p_write_grade_detail`).
Select another Term	Goes to the Midterm Grades Term page (`bwskmgrd.P_Write_Term_Selection`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Final Grades Selection (bwskogrd.P_ViewTermGrde)

This page is displayed when the user selects the **Final Grades** link from the Student Records menu. The user must select a term from the pulldown list. Term codes available include all terms for which the student has graded courses in Academic History and that have been specified as viewable on the Term Control Form (SOATERM) and/or the Section Web Controls (SSAWSEC). (SOATERM controls the display for all classes in a term, but the display of grades for a specific class can be overridden on SSAWSEC.)

If a grade hold is currently in effect for the student, the message *Your grades are not available due to holds on your record* is displayed.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Select a Term	Term for which the student wants to view final grades.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	If you want midterm grades for the whole term displayed on the Web, select the **Display Final Grades** checkbox in the Web Processing Controls window.
Section Web Controls From (SSAWSEC)	For a specific class, if desired, select or clear the **Display Final Grades** checkbox as appropriate to override the setting in SOATERM.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Goes to the Final Grades page (`bwskogrd.P_ViewTermGrde`) with the data for the selected term displayed.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Records Menu	`bmenu.P_AdminMnu`

Final Grades (bwskogrd.P_ViewGrde)

This page displays any final grades that have been rolled to Academic History for the selected term. It also displays the student's academic standing (if available), GPA, and credit statistics for a selected term.

Note: Because academic standing, hours, and grade statistics are values that are normally calculated by batch processes at the end of a term, making the Display Grades functions available before end-of-term processing has been completed for a term may cause incomplete or erroneous information to be displayed.

If the student has taken courses at multiple course levels in the term, separate Course Work sections are displayed for the different levels.

When a user selects the **Final Grades** link from the Student Records menu, the system automatically displays the Final Grades selection page (`bwskogrd.P_ViewTermGrde`) first.

The Final Grades page includes the following sections.

- The Student Information section includes high-level information about the student.
- The Coursework section includes specific information about the course the student is taking. If a student has course work at multiple levels for a term in which midterm grades exist, a separate section is displayed for each level.
- The Incomplete Coursework section includes information about courses for which the student has received a grade signifying "incomplete." This section includes the extension date by which coursework must be submitted and the grade the student will receive if the coursework is not submitted.

- The Summary section includes cumulative information about the student's coursework.

Grade Display Controls

Final grades can be viewed only if they are specified as viewable on the Term Control Form (SOATERM) and/or the Section Web Controls (SSAWSEC). (SOATERM controls the display for all classes in a term, but the display of grades for a specific class can be overridden on SSAWSEC.)

Note: These controls also control the display of grades on the Active Registrations page (`bwsksreg.p_active_regs`).

Example

If there are three courses for which midterm grades have been assigned to the student for a term and the **Display Final Grades** checkbox in the Web Processing Controls window of SOATERM is *cleared*, then the grades are not available for display.

The grades are also not available for display if the **Display Final Grades** checkbox on SSAWSEC is *cleared* for all three courses.

However, if the indicator on SOATERM is *selected*, and for *one* of the three courses the indicator on SSAWSEC is *selected* while for the *other two* it is *cleared*, the final grade (if one exists) for only the one course is displayed. The other two courses' grades are not displayed, even if they exist.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
The following fields are displayed in the Student Information section.	
(Primary) Current Program	Name of the student's current active primary learner curriculum.
(Primary) Level	Student level associated with the current active primary learner curriculum.
(Primary) Program	Name of the program associated with the current active primary learner curriculum.
(Primary) College	Name of the college associated with the current active primary learner curriculum.
(Primary) Campus	Name of the campus associated with the current active primary learner curriculum.

Item	Description/Source Information
(Primary) Major and Department	Name of the major and department associated with the current active primary learner curriculum. If no department is associated with the current active primary learner curriculum, the field label says only **Major**. This field is displayed multiple times if there are multiple majors.
(Primary) Major Concentration	Name of the concentration associated with the major for the current active primary learner curriculum. This field is displayed multiple times if there are multiple major concentrations.
(Primary) Minor	Name of the minor associated with the current active primary learner curriculum. This field is displayed multiple times if there are multiple minors.
(Primary) Concentration	Name of the base concentration for the current active primary learner curriculum. This concentration is not attached to any major. This field is displayed multiple times if there are multiple concentrations.
(Primary) Other field of study	Name of any other field of study associated with the current active primary learner curriculum. This field is displayed multiple times if there are multiple other fields of study.
Secondary	Name of the student's current active secondary curriculum. If the student has multiple current active secondary curricula, the set of fields will be displayed multiple times.
(Secondary) Level	Student level associated with the current active secondary curriculum.
(Secondary) Program	Name of the program associated with the current active secondary curriculum.
(Secondary) College	Name of the college associated with the current active secondary curriculum.
(Secondary) Campus	Name of the college associated with the current active secondary curriculum.
(Secondary) Major and Department	Name of the major and department associated with the current active secondary learner curriculum. If no department is associated with the current active secondary learner curriculum, the field label will say only **Major**. This field is displayed multiple times if there are multiple majors.
(Secondary) Major Concentration	Name of the concentration associated with the major for the current active secondary learner curriculum. This field is displayed multiple times if there are multiple major concentrations.
(Secondary) Minor	Name of the minor associated with the current active secondary learner curriculum. This field is displayed multiple times if there are multiple minors.

Item	Description/Source Information
(Secondary) Concentration	Name of the base concentration for the secondary learner curriculum. This field is displayed multiple times if there are multiple concentrations.
(Secondary) Other field of study	Name of any other field of study associated with the current active secondary learner curriculum. This field is displayed multiple times if there are multiple other fields of study.
Academic Standing	Student's academic standing for the term.
The following fields are displayed in the Coursework section of this page.	
CRN	Course reference number for the class. If gradable components have been defined for the class, the CRN is displayed as a hyperlink to the Component Grade Detail page (`bwsksmrk.p_write_grade_detail`).
Subject	Subject of the class.
Course	Course number of the class.
Section	Section number of the class.
Course Title	Title associated with the course.
Campus	Name of the campus associated with the course.
Final Grade	Final grade assigned to the student.
Attempted	Attempted credit hours for the class.
Earned	Earned credit hours for the class.
GPA Hours	Number of hours used to calculate the student's GPA for the class.
Quality Points	Number of points earned for the class (earned credit hours multiplied by GPA).
The following fields are in the Incomplete Coursework section. This section is displayed only if the student has incomplete coursework.	
CRN	Course reference number for the class.
Subject	Subject of the class.
Course	Course number of the class.
Section	Section number of the class.
Extension Date	Date by which coursework must be submitted to earn a grade other than the default final grade specified.
Default Final Grade	Grade that will be assigned for the class if coursework is not submitted by the extension date.
The following fields are displayed in the Summary section.	
Current statistics	Current hour and GPA statistics.

Item	Description/Source Information
Cumulative statistics	Cumulative hour and GPA statistics.
Transfer statistics	Cumulative transfer hour and GPA statistics.
Overall statistics	Overall hour and GPA statistics.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	If you want midterm grades for the whole term displayed on the Web, select the **Display Final Grades** checkbox in the Web Processing Controls window.
Section Web Controls From (SSAWSEC)	For a specific class, if desired, select or clear the **Display Final Grades** checkbox as appropriate to override the setting in SOATERM.
Incomplete Grade Rules Form (SHAINCG)	If you want the Incomplete Coursework section to be displayed on the Web, select the **Web Display** checkbox.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
CRN	If hyperlinked, goes to the Component Grade Detail page (`bwsksmrk.p_write_grade_detail`).
Select another Term	Goes to the Final Grades selection page (`bwskogrd.P_ViewTermGrde`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Grade Detail Term (bwsksmrk.P_Write_Term_Selection)

This page is displayed when the user selects the **Grade Detail** link from the Student Records menu. The user must select a term from the pulldown list. Term codes available include all terms for which the student has an active registration and at least one gradable component, and that have been specified as viewable on the Term Control Form (SOATERM) and/or the Section Web Controls (SSAWSEC). (SOATERM controls the display for all classes in a term, but the display of grades for a specific class can be overridden on SSAWSEC.)

If a grade hold is currently in effect for the student, the message *None of your courses have grade detail to display* is displayed.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Select a Term	Term for which the student wants to view grade detail.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	If you want midterm grades for the whole term displayed on the Web, select the **Display Grade Detail** checkbox in the Web Processing Controls window.
Section Web Controls From (SSAWSEC)	For a specific class, if desired, select or clear the **Display Grade Detail** checkbox as appropriate to override the setting in SOATERM.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page does not have links to other pages.

Buttons/Icons on this page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Goes to the Section Grade Detail page (`bwsksmrk.p_write_crn_selection`) with the data for the selected term displayed.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Records Menu	`bmenu.P_AdminMnu`

Section Grade Detail (bwsksmrk.p_write_crn_selection)

This page is used to view a list of the student's active registrations for the selected term. If the class has gradable components, the CRN of the class is displayed as a hyperlink, allowing the user to access the Component Grade Detail page (`bwsksmrk.p_write_grade_detail`) for that class.

When a user selects the **Grade Detail** link from the Student Records menu, the system automatically displays the Grade Detail Term page (`bwsksmrk.p_write_term_selection`) first.

This page includes the following sections.

- The Student Information section includes high-level information about the student.
- The Course Work section includes specific information about the course the student is taking.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Degree	Degree associated with the student's primary curriculum for the selected term.
Major	Student's declared major.
Level	Student's level.
CRN	Course reference number for the class. If gradable components have been defined for the class, the CRN is displayed as a hyperlink to the Component Grade Detail page (`bwsksmrk.p_write_grade_detail`).
Subject	Subject of the class.
Course	Course number of the class.
Section	Section number of the class.
Title	Title associated with the course.
Campus	Name of the campus associated with the course.
Credits	Credit hours for which the student is registered for the class.
Level	Level at which the student is registered for the class.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	If you want final grades for the whole term displayed on the Web, select the **Display Grade Detail** checkbox in the Web Processing Controls window.
Section Web Controls From (SSAWSEC)	For a specific class, if desired, select or clear the **Display Grade Detail** checkbox as appropriate to override the setting in SOATERM.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
CRN	If hyperlinked, goes to the Component Grade Detail page (`bwsksmrk.p_write_grade_detail`).
Select another Term	Goes to the Grade Detail Term page (`bwsksmrk.p_write_term_selection`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Component Grade Detail (bwsksmrk.p_write_grade_detail)

This page displays the detail of gradable components for the section chosen on the Section Grade Detail page (`bwsksmrk.p_write_crn_selection`).

The midterm and final grades displayed on this page do not reflect any changes to made after grades have been posted to Academic History, but these changes *are* reflected on the student's academic transcript.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
CRN	Course reference number for the class.
Subject	Subject of the class.
Course	Course number of the class.
Section	Section number of the class.

Item	Description/Source Information
Title	Title associated with the course.
Credits	Credit hours for which the student is registered for the class.
Level	Level at which the student is registered for the class.
Midterm Percent	Midterm calculated percent, if any, assigned to the student.
Midterm Grade	Midterm grade, if any, assigned to the student.
Final Percent	Final calculated percent, if any, assigned to the student.
Final Grade	Final grade, if any, assigned to the student.
Component Title	Title of a gradable component.
Score/Out Of	Score the student was assigned for the component and the total available points, displayed in nn/nnn format. If no score has been assigned, an asterisk is displayed in place of a student score.
Percentage	Percentage assigned, if any, for the component.
Letter Grade	Letter grade assigned if any, for the component.
Must Pass	Indicates whether the student must earn a passing grade for the component to pass the class.
Weight	Percentage of the total class score assigned to this component.
Include in Midterm or Final	Indicates whether the component is to be calculated in the midterm grade (M) or the final grade (F). All grades are included in the final grade.
Subcomponents	If subcomponents have been defined for this component, the word *View* is displayed as a hyperlink to the Subcomponent Grade Detail page (`bwsksmrk.P_DispSubc`). If no subcomponents have been defined for this component, the word *None* is displayed.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View	If displayed in the **Subcomponents** field, goes to the Subcomponent Grade Detail page (`bwsksmrk.P_DispSubc`).
Return to Previous	Goes to the previous page being viewed by the user.
Select Another CRN	Goes to the Section Grade Detail page (`bwsksmrk.p_write_crn_selection`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Subcomponent Grade Detail (bwsksmrk.p_write_grade_detail)

This page displays the detail of the gradable subcomponents chosen on the Component Grade Detail page (`bwsksmrk.p_write_grade_detail`).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Title	Title associated with the course.
Course	Course number of the class.
CRN	Course reference number for the class.
Component Title	Title of a gradable component.
Subcomponent Title	Title of a gradable subcomponent.
Score/Out Of	Score the student was assigned for the component and the total available points, displayed in nn/nnn format. If no score has been assigned, an asterisk is displayed in place of a student score.

Item	Description/Source Information
Percentage	Percentage assigned, if any, for the component.
Letter Grade	Letter grade assigned if any, for the component.
Must Pass	Indicates whether the student must earn a passing grade for the component to pass the class.
Weight	Percentage of the total class score assigned to this component.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Back	Returns to the Component Grade Detail page (`bwsksmrk.p_write_grade_detail`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Academic Transcript Options (bwskotrn.P_ViewTermTran)

This page is displayed when the user selects the **Academic Transcript** link from the Student Records menu or the Eligibility menu. The user must select a transcript level and type from the pulldown list. Level codes available include every level at which the student

has work in Academic History, plus the default value `All Levels`. Type codes available include all transcript types that have been Web-enabled.

If any holds preventing the running of transcripts are in effect for the student, the message *Your transcript is not available due to holds on your record* is displayed. To view the holds, the student can select the **View Holds** link.

The list of valid values for the **In Progress Cut-off Term** field displays only terms with in-progress courses, based on the course level. The default value is the highest term from the available terms in the list. `None` can also be selected from the list.

The **Delivery Method** field is required, and the value defaults to `None`. The student must make a select a different value to continue. When `None` is selected, the Payment Options page (`bwskwtrr.P_Disp_Trans_Request_Charges`) is not displayed. A value of `No Charge` is displayed as an option when the amount is `0` on SHATPRT.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Transcript Level	Level for which the student wants to view a transcript. The pulldown list includes every level at which the student has work in academic history, plus the default value `All Levels`. If `All Levels` is selected, the transcript will include all work in Academic History for all levels, with courses displayed in the term in which they were taken. If a single level is selected, the transcript will include work only at the selected level.
Transcript Type	Type of transcript the student wants to view.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Transcript Type Rules Form (SHATPRT)	Define your Web transcripts types.
Transcript Type Code Validation Form (STVTPRT)	Select the **Web Indicator** checkbox for each transcript type you want to be available on the Web.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).
Request Printed Transcript	Goes to the Transcript Request Address page (`bwskwtrr.p_disp_transcript_address`).
Transcript Request Status	Transcript Order Date page (`bwskwtrr.p_disp_order_requests`).

Buttons/Icons on this page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Goes to the Academic Transcript page (`bwskotrn.P_ViewTran`).

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Eligibility menu	`bmenu.P_FACostMnu`
Student Records menu	`bmenu.P_AdminMnu`

Web Page Fatal/Warning Error Messages

A number of error messages described earlier in this section (for example, *Invalid Student Status Code*) report valid data conditions that do not require specific action. However, a

number of error messages report conditions that fail to allow Web registration to function correctly. These messages are reported below.

Message:	*Transcript not Available*
Source:	`bwskotrn.P_ViewTran`
Action:	End user or administrative action required. The transcript type has been defined on the Transcript Type Code Validation Form (STVTPRT), but no rules for the type have been defined on Transcript Type Rules Form (SHATPRT).

Academic Transcript (bwskotrn.P_ViewTran)

This page displays an unofficial transcript, based on the rules for the selected transcript level and type.

When a user selects the **Academic Transcript** link from the Student Records menu or the Eligibility menu, the system automatically displays the Academic Transcript Options (`bwskotrn.P_ViewTermTran`) first.

The transcript data displayed is similar in content and format to the printed Banner transcript, but has some important differences:

- Web transcripts are always unofficial. The statement *This is NOT an official transcript* is displayed after every major transcript section.
- Printed transcripts print for one level only. One option for Web transcripts is “All Levels”. When an all-level transcript is displayed on the Web, all courses, regardless of their level, print in chronological order in the term in which they were taken.
- Web transcripts provide term-by-term running cumulative totals for GPA statistics. Printed transcripts do not include running cumulative totals.
- If the displayed transcript is for all levels, the term-by-term running cumulatives will reflect the combined totals for all levels. The Transcript Totals at the bottom of the transcript will reflect separate totals for each level included in the transcript. Degree GPA statistics will reflect only courses applied to the specific degree.
- Printed transcripts only print awarded degrees. Web transcripts display Degree information for all degrees that are Web-enabled, regardless of the degree status, and also print the status of the degree(s).
- Web transcripts include pre-Banner hours in the final Transcript Totals, but these hours are not included in the term-by-term running cumulative totals.
- Web transcripts include transfer work in Degree GPA statistics and in the final Transcript Totals, but these hours are not included in the term-by-term running cumulative totals.
- Not all data available for printing on a transcript are available for display on the Web.

Enrollments that have not yet been graded and rolled to Academic History are displayed in the Courses in Progress section of the page.

Because academic standing is calculated by batch processing at the end of a term, only courses that have been rolled to Academic History are displayed on Web transcripts. Because transcript totals display the stored cumulative GPA statistics, Web transcripts may reflect incomplete or erroneous information during end-of-term processing. You may want to consider disabling display of the transcript pages during end-of-term processing.

Web transcripts include a number of sections. Transcript sections may or may not be displayed, depending on the rules for the transcript type or data available for the individual student/level combination. For example, transfer work may be displayed depending on the transcript rules, while degree information may be displayed depending on the student's data.

Transcripts with Student Centric Periods

The Academic Transcript page (`bwskotrn.P_ViewTran`) displays course history information and GPA totals by student centric period without term details for students included in student centric periods.

The student centric period is displayed as one continuous enrollment period that is not broken up by the terms contained in the student centric period. The term header is not displayed on the Self-Service transcript for student centric periods. Terms are grouped within the student centric period for the student.

Note: For more information on setting up and using student centric period processing, please see the “Student Centric Period Processing” procedure topic in the “Registration” chapter in the *Banner Student User Guide*.

A term that is not associated with a student centric period is displayed chronologically on the Web page after the end of the student centric period (which starts before that term begins) and the start of the next student centric period. For example, an intersession which is not part of a student centric period, which falls between the two terms that make up the student centric period, will be printed after that student centric period.

The student centric period data is substituted for the term data when the **Student Centric Period Statistics** checkbox is checked (set to Y) on SHATPRT. When the **Student Centric Period Statistics** checkbox is unchecked (set to N), data is processed using standard term functionality.

The Self-Service transcript reports data in three scenarios when the **Student Centric Period Statistics** checkbox is checked.

- When all of a student's coursework belongs to a student centric period, data is reported by student centric period for all of the student’s enrollment and/or academic history records.
- When some of a student's coursework belongs to a student centric period and some coursework does not belong to a student centric period, data is reported by student centric period *and* by standard terms (presented as if the term is a student centric period) for the student’s enrollment and/or academic history records.

- When none of a student's coursework belongs to a student centric period and no student centric period exists, data is reported by standard terms (presented as if the term is a student centric period) for the student's enrollment and/or academic history records.

  Note: When the **Student Centric Period Statistics** checkbox is checked (set to Y) on SHATPRT, all information is presented as if it belongs to a student centric period header. Data is displayed as being in a "period". However, the data may actually reflect term data when student centric periods are not in use or when the term does not have an associated student centric period.

The process checks the term header record (SHRTTRM) for each term in the student's academic history. When the SHRTTRM_SCPS_CODE is Null for a term, the student does not have a student centric period associated with that term. In this case, the standard term information is displayed on the transcript for the academic history information.

When a student has a registration record for a term but no term header record exists, the student centric period to which that term is associated is determined by:

- finding the general student record (SGBSTDN) that is active for the registration term
- using the student centric period cycle code (SGBSTDN_SCPC_CODE) from that record
- finding the record for that registration term in the SORSCPT table where:
  - that registration term matches the SORSCPT_TERM_CODE
  - the cycle code (SGBSTDN_SCPC_CODE) from the SGBSTDN table matches the cycle code (SOBSCPS_SCPC_CODE) in the SOBSCPS table
  - the student centric period code from the SOBSCPS table matches the student centric period code from the SORSCPT table

When the SHRTTRM_SCPS_CODE has a student centric period value for the term, that code is used to group the terms that belong to each student centric period. It also populates the Academic Session data on the transcript. The GPA totals and GPA information for the student centric period are used to populate the Academic Summary data on the transcript. Data for standard term information for the Academic Session and Academic Summary comes from SHRTGPA.

When the student centric period is in effect for the term and student:

- Term comments for all terms are grouped together.
- The major that is effective for the first term of the student centric period is used.
- Term statistics data comes from SHRSGPA.
- Academic standing by term data comes from the highest term header record in the student centric period.
- In-progress courses are listed at the end with the associated student centric period.
- Coursework from academic history data is displayed for the associated student centric period.

Transfer coursework is not associated with a student centric period. Transfer credit is displayed at the beginning of the transcript based on the transfer attendance period entered on SHATRNS.

Study Path Charges

This page displays charges by term with study paths, when study paths are used, and the **Display Study Paths** checkbox is checked on the Student Billing Control Form (TSACTRL). Charges are grouped by study path under the subheading of the study path name. Charges are sorted in ascending order by study path sequence number for the term in the TBRACCD table. Charges are sorted in date order within the study path. When multiple study path sequence numbers exist, a subheading is created for each study path name, and the associated charges are listed.

General charges are displayed first in ascending order by date. When no study path information exists, all charges for the term are displayed as general charges without a study path subheading. Credits and payments are then listed, and the summary totals are displayed. The naming rules created on SOACTRL determine whether the study path name is displayed.

Note: For more information on setting up and using study paths, please see Appendix E, “Study Path Processing”, in the *Banner Student User Guide*.

Source Information

Due to the repetitive nature of the Academic Transcript page, the sources of the data are provided in the following list.

- Data for the Student Information section comes from the General Student Form (SGASTDN).
- Data for the Degree Information section comes from degree records displayed and maintained on the Degrees and Other Formal Awards Form (SHADEGR). Degree information is displayed only if the degree code is Web-enabled.
- Data for the Transfer Credit Accepted by Institution section comes from transfer work in Academic History, as maintained on the Transfer Course Form (SHATRNS). Work in Transfer Articulation (that is, that has not yet been rolled to Academic History) is not displayed.
- Data for the Pre-Institutional Hours section comes from the SHRTPGA table.
- Data for the Institution Credit section comes from work at your institution that has been rolled to Academic History. Institutional courses are displayed on the Course Summary Form (SHACRSE). Academic standing for each term is the end-of-term academic standing maintained on the Term Course Maintenance Form (SHAINST). The current and cumulative GPA statistics displayed are calculated. (They are not the stored SHRTGPA information).
- Data for the Transcript Totals section comes from the stored level GPA information contained on the Term Sequence Course History Form (SHATERM). Because this is

stored information, if a GPA calculation has not been performed after rolling new courses into history, this information will not be up to date.

- Data for the Courses in Progress section comes from work at your institution that has been graded and rolled to Academic History.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
The following fields are displayed in the Student Information section.	
Name	Student's full name, including last name prefix, if applicable.
Birth Date	Student's date of birth.
Student Type	Student type associated with the term.
(Primary) Current Program	Name of the student's current active primary learner curriculum.
(Primary) Program	Name of the program associated with the current active primary learner curriculum.
(Primary) College	Name of the college associated with the current active primary learner curriculum.
(Primary) Campus	Name of the campus associated with the current active primary learner curriculum.
(Primary) Major and Department	Name of the major and department associated with the current active primary learner curriculum. If no department is associated with the current active primary learner curriculum, the field label says only **Major**. This field is displayed multiple times if there are multiple majors.
(Primary) Major Concentration	Name of the concentration associated with the major for the current active primary learner curriculum. This field is displayed multiple times if there are multiple major concentrations.
(Primary) Minor	Name of the minor associated with the current active primary learner curriculum. This field is displayed multiple times if there are multiple minors.
(Primary) Concentration	Name of the base concentration for the current active primary learner curriculum. This concentration is not attached to any major. This field is displayed multiple times if there are multiple concentrations.
(Primary) Other field of study	Name of any other field of study associated with the current active primary learner curriculum. This field is displayed multiple times if there are multiple other fields of study.

Item	Description/Source Information
Secondary	Name of the student's current active secondary learner curriculum. If the student has multiple current active secondary learner curricula, the set of fields will be displayed multiple times.
(Secondary) Program	Name of the program associated with the current active secondary learner curriculum.
(Secondary) College	Name of the college associated with the current active secondary learner curriculum.
(Secondary) Campus	Name of the college associated with the current active secondary learner curriculum.
(Secondary) Major and Department	Name of the major and department associated with the current active secondary learner curriculum. If no department is associated with the current active secondary learner curriculum, the field label will say only **Major**. This field is displayed multiple times if there are multiple majors.
(Secondary) Major Concentration	Name of the concentration associated with the major for the current active secondary learner curriculum. This field is displayed multiple times if there are multiple major concentrations.
(Secondary) Minor	Name of the minor associated with the current active secondary learner curriculum. This field is displayed multiple times if there are multiple minors.
(Secondary) Concentration	Name of the base concentration for the secondary learner curriculum. This field is displayed multiple times if there are multiple concentrations.
(Secondary) Other field of study	Name of any other field of study associated with the current active secondary learner curriculum. This field is displayed multiple times if there are multiple other fields of study.
The following fields are displayed in the Degrees Awarded section. This section name can be changed by your institution. See the Setup Requirements below for more information.	
Degree Status and Degree	The field label for this field is the status of the degree, such as `Pending`, `Awarded`, and so on.
Degree Date	Date on which the degree was awarded.
Institutional Honors	Honors given to the student by the institution.
Departmental Honors	Honors given to the student by a department.
Primary Degree	Label denoting that the fields displayed below are for the primary outcome curriculum.
(Primary) Program	Name of the program associated with the current active primary outcome curriculum.
(Primary) College	Name of the college associated with the current active primary outcome curriculum.

Item	Description/Source Information
(Primary) Campus	Name of the college associated with the current active primary outcome curriculum.
(Primary) Major and Department	Name of the major and department associated with the current active primary outcome curriculum. If no department is associated with the primary outcome curriculum, the field label says only **Major**. This field is displayed multiple times if there are multiple majors.
(Primary) Major Concentration	Name of the base concentration for the current active primary outcome curriculum. This concentration is not attached to any major. This field is displayed multiple times if there are multiple major concentrations.
(Primary) Minor	Name of the minor associated with the current active primary outcome curriculum. This field is displayed multiple times if there are multiple minors.
(Primary) Concentration	Name of the base concentration for the current active primary outcome curriculum. This field is displayed multiple times if there are multiple concentrations.
(Primary) Other field of study	Name of any other field of study associated with the current active primary outcome curriculum. This field is displayed multiple times if there are multiple other fields of study.
Secondary	Label denoting that the fields displayed below are for the secondary outcome curriculum.
(Secondary) Program	Name of the program associated with the current active secondary outcome curriculum.
(Secondary) College	Name of the college associated with the current active secondary outcome curriculum.
(Secondary) Campus	Name of the college associated with the current active secondary outcome curriculum.
(Secondary) Major and Department	Name of the major and department associated with the current active secondary outcome curriculum. If no department is associated with the secondary outcome curriculum, the field label will say only **Major**. This field is displayed multiple times if there are multiple majors.
(Secondary) Major Concentration	Name of the concentration associated with the major for the current active secondary outcome curriculum. This field is displayed multiple times if there are multiple major concentrations.
(Secondary) Minor	Name of the minor associated with the current active secondary outcome curriculum. This field is displayed multiple times if there are multiple minors.

Item	Description/Source Information
(Secondary) Concentration	Name of the base concentration of the current active secondary outcome curriculum. This field is displayed multiple times if there are multiple concentrations.
(Secondary) Other field of study	Name of any other field of study associated with the current active secondary outcome curriculum. This field is displayed multiple times if there are multiple other fields of study.
Committee	Name(s) of any committee(s) on which the student served.
Status	Student's status on the committee.
Papers	Title(s) of any qualifying paper(s) submitted by the student. For example, if the paper is a doctoral dissertation, the field label is **Doctoral Dissertation**.
Comments	Any comment text associated with a qualifying paper.
Events	Description(s) of any events(s) associated with the student.
Decision	Decision associated with the event.
Grade	Grade associated with the event.
The following fields are displayed at the end of each section (except the Courses in Progress section). Data is included, if available, for both current totals and cumulative totals.	
Attempt Hours	Total number of credit hours attempted by the student.
Passed Hours	Total number of credit hours for which the student received a passing grade.
Earned Hours	Total number of credit hours earned by the student.
CEU Hours	Number of credit hours associated with a continuing education course.
GPA Hours	Total number of hours included in GPA calculations.
Quality Points	Total number of points earned by the student.
GPA	Student's GPA.
The following fields are displayed in the Pre-Institutional Hours section of the transcript. The data displayed in these fields is for transfer work. If the user selects All Levels *in the Transcript Level field on the Academic Transcript Options page (*`bwskotrn.P_ViewTermTran`*), then all pre-institutional hours for all levels are displayed as a single total.*	
Attempt Hours	Total number of credit hours attempted by the student.
Passed Hours	Total number of credit hours for which the student received a passing grade.
Earned Hours	Total number of credit hours earned by the student.
GPA Hours	Total number of hours included in GPA calculations.
Quality Points	Total number of points earned by the student.

Item	Description/Source Information
GPA	Student's GPA.
The following fields are displayed in the Transfer Credit section of the transcript.	
Term	Term for which the transfer credit was earned.
Subject	Subject of the class.
Course	Course number of the class.
Title	In-progress course title.
Grade	Grade the student earned for the class.
Quality Points	Number of points earned for the class (earned credit hours multiplied by GPA).
R	Indicates that the class has been repeated. If the class has been repeated, one of the following values is displayed: A - The class is excluded from earned hours but included for GPA calculation. E - The class is excluded from both earned hour and GPA calculation. I - The class is included in both earned hour and GPA calculation.
Credit Hours	Earned credit hours for the class.
The following fields are displayed in the Institution Credit and Courses in Progress sections of the transcript.	
Term	Description of the term.
Term comments	Any comments about the term, displayed under the term header.
College	College associated with the term.
Major	Major associated with the term.
Student type	Student type associated with the term.
Academic Standing	Student's academic standing for the term.
Subject	Subject of the class.
Course	Course number of the class.
Course comments	Any comments about institutional courses, displayed under the course title.
Campus	Campus associated with the class.
Level	Level at which the student is registered for the class.
Title	Title associated with the course.

Item	Description/Source Information
Grade	Grade the student earned for the class.
Quality Points	Number of points earned for the class (earned credit hours multiplied by GPA).
Credit Hours	Earned credit hours for the class.
Start and End Dates	Start and end dates of an Open Learning or a continuing education course. Dates for a continuing education course are not displayed until the course is graded.
R	Indicates that the class has been repeated. If the class has been repeated, one of the following values is displayed: A - The class is excluded from earned hours but included for GPA calculation. E - The class is excluded from both earned hour and GPA calculation. I - The class is included in both earned hour and GPA calculation.
CEU Contact Hours	Number of contact hours associated with a continuing education course.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Degree Code Validation Form (STVDEGC)	Select the **Web Indicator** checkbox for each degree code that you want to be available on the Web.
Transcript Type Rules Form (SHATPRT)	Define your Web transcripts types. See "Set Up Academic Transcripts on the Web" on page 484 for more information.
Transcript Type Code Validation Form (STVTPRT)	Select the **Web Indicator** checkbox for each transcript type code that you want to be available on the Web.
Crosswalk Validation Form (GTVSDAX)	If you want the **Name** and **Birth Date** fields to be displayed in the Student Information section, enter TRUE in the **External Code** field for the NAMEWTRAN internal code.
Web Tailor	If desired, modify the text associated with the SPACER label for the procedure `bwskotrn.P_ViewTran`.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Transfer Credit	Goes to the Transfer Credit section of the page. (This link is displayed only if the information is included on the transcript.)
Institution Credit	Goes to the Institution Credit section of the page. (This link is displayed only if the information is included on the transcript.)
Transcript Totals	Goes to the Transcript Totals section of the page. (This link is displayed only if the information is included on the transcript.)
Courses in Progress	Goes to the Courses in Progress section of the page. (This link is displayed only if the information is included on the transcript.)
Overall Financial Aid Status	If an aid year has not been selected in the current Web session, goes to the Aid Year page (`bwrkolib.P_SelDefAidy`). If an aid year has been selected in the current Web session, goes to the Financial Aid Status for Award Year page (`bwrksumm.P_DispSumm`).
Financial Aid Eligibility Menu	Goes to the Eligibility menu (`bmenu.P_FACostMnu`).
Request Printed Transcript	Goes to the Transcript Request Address page (`bwskwtrr.p_disp_transcript_address`).
Transcript Request Status	Goes to the Transcript Order Date page (`bwskwtrr.p_disp_order_requests`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Transcript Request Address (bwskwtrr.P_Disp_Transcript_Address)

This page allows a student to specify where a transcript is to be sent. It is the first page in the process for requesting transcripts. A value can be entered in only one of the fields on this page. (See "Request Transcripts" on page 508 for step-by-step procedures.)

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
External College Code	External code assigned to the outside institution. This field should be used if the transcript is to be sent to an institution. If the user doesn't know the external code, he or she can use the **Look Up College Code** link to locate the institution. If an invalid code is entered in this field, the message *External college code is invalid* is displayed.
One Of Your Addresses	Student's address. This field should be used if the transcript is to be sent to one of the student's addresses.
Internal College	Name of the internal college. This field should be used if the transcript is to be sent to a college within your institution.
Issue to	Name of the person or office to whom the transcript is to be sent. This is a free-form text field (up to 185 characters), and the value entered in it is automatically displayed in the **Issued To** field on the Select Transcript Type page (`bwskwtrr.p_disp_transcript_request_type`).

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

This page collects name and address information that will be inserted into the Transcript Request Collector table (SHTTRAN). Although it does not update Banner itself, it does pass information to the next page.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Lookup College Code	Goes to the College Lookup page (`bwskalog.p_proc_sbgi_code`).
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).
Academic Transcript	Goes to the Academic Transcript Options page (`bwskotrn.P_ViewTermTran`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	Goes to the Select Transcript Type page (`bwskwtrr.p_disp_transcript_request_type`).

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Records menu	`bmenu.P_AdminMnu`

Select Transcript Type (bwskwtrr.p_disp_transcript_request_type)

This page is used to specify the transcript type the student wants sent and to provide address and contact information for the recipient. It is accessed in one of the following ways:

- when the user selects the **Continue** button on the Transcript Request Address page (`bwskwtrr.p_disp_transcript_address`)

- when the user selects the **Copy selected College information to Data Entry form** button on the third College Lookup page (`bwskalog.p_proc_sbgi_code`)

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Transcript Type	Type of transcript to be sent.
Course Levels	Level of courses to be included on the transcript.
College Name	Name of the institution to which the transcript is to be sent. If the user used the lookup function or selected an internal college on the Transcript Request Address page (`bwskwtrr.p_disp_transcript_address`), the system automatically enters the institution name in this field. If the user specified one of his or her own addresses or did not specify anything on the Transcript Request Address page, this field is not displayed; instead, the **Issued To** field is displayed.
Issued To	Name of the person or institution to which the transcript is to be sent. This includes the last name prefix of the person, if applicable. If the user specified one of his or her own addresses on the Transcript Request Address page (`bwskwtrr.p_disp_transcript_address`), the system automatically enters the student's name in this field. If the user did not specify anything on the Transcript Request Address page, this field is blank. If the user used the lookup function or selected an internal college on the Transcript Request Address page, this field is not displayed; instead, the **College Name** field is displayed.
House Number	Unique number assigned to each building on a street or in an area and used as part of the postal address in some countries (no validation).
Street	Street address to which the transcript is to be sent. Up to four lines of information can be entered. Any default values can be changed.
City	City of the transcript recipient's address. Any default values can be changed.
State or Province	State or province of the transcript recipient's address. Any default values can be changed.

Item	Description/Source Information
Zip or Postal Code	ZIP or postal code of the transcript recipient's address. Any default values can be changed.
Nation	Nation of the transcript recipient's address. Any default values can be changed.
Country Code, Area Code, Phone Number, Extension, and International Access Code	Phone number of the transcript recipient.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Transcript Type Code Validation Form (STVTPRT)	Select the **Web Indicator** checkbox for each transcript type you want to be available on the Web.
Web Transcript Request Rules Form (SHAWTRR)	If you want all course levels to be included on all transcripts, select the **Default course level to ALL on transcript** checkbox. If you select this checkbox, the Course Levels field will not be displayed on the Select Transcript Type page.

Updates to Banner

This page does not update information in the Banner database.

This page collects information that will be inserted into the Transcript Request Collector table (SHTTRAN). Although it does not update Banner itself, it does pass information to the next page in the process.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).

Link	Action
Academic Transcript	Goes to the Academic Transcript Options page (`bwskotrn.P_ViewTermTran`).

Buttons/Icons on this page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	Goes to the Transcript Request Options page (`bwskwtrr.p_disp_transcript_request_data`).

Web Menus With Links to This Page

No menus have links to this page.

Transcript Request Options (bwskwtrr.p_disp_transcript_request_data)

This page is used to provide more information about the transcript request. It is accessed when the user selects the **Continue** button on the Select Transcript Type page (`bwskwtrr.p_disp_transcript_request_type`).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Number of Copies (Up to *X*)	Number of transcript copies the student wants sent.
Official Transcript	Radio button group the student uses to indicate whether an official or unofficial transcript is to be generated.
In Progress Cut-off Term	Last term for which the student wants “in progress” work to appear on the transcript. The pulldown list displays all terms for which the student has active registrations that have not been rolled to academic history for the course level(s) selected. The default value is the maximum term for the displayed terms.

Item	Description/Source Information
Print Transcript	Designation for when the student wants the transcript to be printed. The pulldown list includes the value `As soon as possible`, and can include other values such as `Hold for grades` and `Hold for degree`.
Send Electronically	Radio button group the student uses to indicate whether the transcript should be sent electronically. This field is displayed only if your system is set up for electronic data interface (EDI) and if the student entered the college code or used the lookup function on the Transcript Request Address page (`bwskwtrr.p_disp_transcript_address`).
Delivery Method	Method by which the student wants the transcript to be delivered. This field is required for Self-Service transcript requests. If a delivery method is not selected, the user is prompted to select one to continue with the request.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Web Transcript Request Rules Form (SHAWTRR)	In the **Maximum transcripts per request** field, enter the maximum number of transcripts you want a student to be able to order per request.
Transcript Type Rules Form (SHATPRT)	In the Self-Service Print Options window: If you want to allow students to be able to specify that transcript requests be held until grades have been posted, select the **Allow Hold for End of Term Processing** checkbox. If you want students to be able to request that transcripts be sent via electronic data interchange (EDI), select the **Allow Electronic Transcripts on the Web** checkbox. If you want to allow students to be able to specify that transcript requests be held until degrees have been posted, select the **Allow Hold for Degree Processing** checkbox.
Source/Background Institution Code Validation Form (STVSBGI)	If you want students to be able to request that transcripts be sent electronically, select `EDI` in the **Electronic** field.

Updates to Banner

This page does not update information in the Banner database.

This page collects information that will be inserted into the Transcript Request Collector table (SHTTRAN). Although it does not update Banner itself, it does pass information to the next page in the process.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).
Academic Transcript	Goes to the Academic Transcript Options page (`bwskotrn.P_ViewTermTran`).

Buttons/Icons on this page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	If the request requires payment, goes to the Payment Options page (`bwskwtrr.p_disp_trans_request_charges`). If the request does not require payment or if there is only one applicable payment type, goes to the Transcript Request Summary page (`bwskwtrr.P_Disp_Payment_Type`).

Web Menus With Links to This Page

The following menu has a link to this page.

Payment Options (bwskwtrr.P_Disp_Trans_Request_Charges)

This page allows the user in specify payment options. It is displayed when the student selects the **Continue** link on the Transcript Request Options page

(`bwskwtrr.p_disp_transcript_request_data`) and if there is a charge associated with the delivery method.

If there is no charge associated with the delivery method, the Transcript Request Summary (`bwskwtrr.P_Disp_Payment_Type`) page is displayed.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Payment Total	Amount due for the transcript request.
Payment Method	Method by which the student will make the payment.

Setup Requirements

This page has no setup requirements, unless you are using study paths.

To use study paths, do the following setup.

Item	Description
Web Self Service Option Code Validation Form (STVWSSO)	Define the delivery methods and their associated charges.
Web Payment Option Code Validation Form (STVWPYO)	Define the payment methods. If a method is to incur credit card charges, be sure to select the **For Credit Card** checkbox.
Web Transcript Request Rules Form (SHAWTRR)	In the **Maximum free transcripts before charges** field, enter the maximum number of transcripts a student can request before charges are applied to requests.

Item	Description
Transcript Type Rules Form (SHATPRT)	*In the Service Level block (accessed via the Web Transcript Control option):* Define each delivery method that you want to be available on the Web. In the **Per** field, specify whether charges are to be assessed per copy (C) or per request (R). “Per request” charges will always be charged. “Per copy” charges will be charged only if the student has exceeded the number of free transcript copies allowed before charges (as established on SHAWTRR). *In the Payment Options block (accessed via the Web Transcript Control option):* Define each payment option that you want to be available on the Web.
Credit Card Merchant ID Form (GOAMERC)	Define the credit card types that you want to be displayed on the Web. The system code, the process code, and the merchant ID determine the credit card types that will be displayed to the user in the drop-down list for the **Credit Card Type** field.
If Credit Card Payment processing has already been set up for other procedures, creating a new Process Name record in GTVPROC is the only step that is required to implement Credit Card Payment processing for Web Transcript Request functionality.	
Process Name	Create a new record in the Process Name Validation Form (GTVPROC) with the following values in each field: • `GTVPROC_CODE` = `WEBCCTRANSREQ` • `GTVPROC_DESC` = `Web Credit Card Request Process` • `GTVPROV_SYS_REQ_IND` = `Y` • `GTVPROC_USER_ID` = `GENERAL` • `GTVPROC_ACTIVITY_DATE` = `SYSDATE`

Updates to Banner

This page does not update information in the Banner database.

This page collects some information that will be inserted into the Transcript Request Collector table (SHTTRAN). Although it does not update Banner itself, it does pass information to the next page in the process.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).
Academic Transcript	Goes to the Academic Transcript Options page (`bwskotrn.P_ViewTermTran`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	Goes to the Transcript Request Summary page (`bwskwtrr.P_Disp_Payment_Type`). Use the **Submit Request** button on the Transcript Request Summary page to access the external vendor payment page for payment by credit card or display the Signature page (`bwskwtrr.p_dispsigpage`).

Web Menus With Links to This Page

No menus have links to this page.

Transcript Request Summary (bwskwtrr.P_Disp_Payment_Type)

This page displays a summary of the transcript request. When the student selects the **Submit Request** button, the data that has been collected through the transcript request process is inserted as a new record into the Transcript Request Collector table (SHTTRAN).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Issued to	Name of the person or institution to whom the transcript is to be sent. This includes the last name prefix of the person, if applicable.
Address and Phone	Address and phone information for the transcript recipient.
Course Levels	Course level(s) specified by the student.
Copies Ordered	Number of transcript copies requested.
Official Transcript	Indicator of whether or not the transcript requested is an official one.
Delivery Method	Delivery method specified by the student.
Cost of Order	Amount due for the transcript request.
Payment Method	Method by which the student will pay any charges due.
Print Transcript	Designation for when the student wants the transcript to be printed.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page updates Banner as follows.

Item	Description
All fields	Stored in the Transcript Request Collector Table (SHTTRAN).

Links to Other Web Pages

This page does not have links to other pages.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit Request	Accesses the external vendor payment page for payment by credit card or displays the Signature page (`bwskwtrr.p_dispsigpage`).

Web Menus With Links to This Page

No menus have links to this page.

Signature Page (bwskwtrr.P_DispSigPage)

This page displays a customized message verifying that the transcript request has been received. The message can vary depending on the transcript type selected for the request, or it can be the same for every transcript type. If no customized message is set up, the message *Your transcript request has been received* is displayed.

The Signature Page is a customized letter displayed on the Web after an application is completed or after a credit card payment has been made. The letter is created on the HTML Letter Rules Form (SOAELTR) and is associated with an transcript type and letter type on the Transcript Type Rules Form (SHATPRT). If a customized signature letter has not been created, then the default Information Text defined by your institution using Web Tailor is displayed.

Web Page Fields

No fields appear on this page by default; you must define your letter on the Format HTML Letter Rules Form (SOAELTR) and use the Transcript Type Rules Form (SHATPRT) to associate the letter to the transcript type.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Letter Code Validation Form (GTVLETR)	Create a letter code for the letter you want to be displayed on this page.
Format HTML Letter Rules Form (SOAELTR)	Create a line for the letter code you defined on GTVLETR, and enter T in the **Module** field. Define the text that you want to appear on this Web page.

Item	Description
Transcript Type Rules Form (SHATPRT)	Enter the letter code in the **Electronic Letter Code** field in the Self-Service Print Options window.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).
Academic Transcript	Goes to the Academic Transcript Options page (`bwskotrn.P_ViewTermTran`).
Request Printed Transcript	Goes to the Transcript Request Address page (`bwskwtrr.P_Disp_Transcript_Address`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Transcript Order Date (bwskwtrr.P_Disp_Order_Requests)

This page is used to select the order date of transcript requests to be viewed. It is displayed when the **View Status of Transcript Requests** link is selected from the Student Records menu.If the user does not have any transcript requests, the system displays the message *You have no transcript records on file.*

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Date Ordered	Date for which the user wants to view transcript requests.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).
Academic Transcript	Goes to the Academic Transcript Options page (`bwskotrn.P_ViewTermTran`).
Request Printed Transcript	Goes to the Transcript Request Address page (`bwskwtrr.P_Disp_Transcript_Address`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Goes to the Transcript Order Status page (`bwskwtrr.p_disp_status_of_order`).

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Records Menu	`bmenu.P_AdminMnu`

Transcript Order Status (bwskwtrr.P_Disp_Status_of_Order)

This page displays a summary of information about the transcript request(s) made on the date selected on the Transcript Order Date page (`bwskwtrr.P_Disp_Order_Requests`).

If the transcript has not yet been sent, a message appears in the **Date Sent** field indicating that the order is still being processed.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Date Sent	Date that the transcript was sent. If the transcript has not yet been sent, the system displays the message *Your order is still in processing. Please check again at another time*.
Issued to	Name of the person or institution to whom the transcript is to be sent. This includes the last name prefix, if applicable.
Address and Phone	Address and phone information for the transcript recipient.
Course Levels	Course level(s) specified by the student.
Number of Copies Ordered	Number of transcript copies requested.
Official Transcript	Indicator of whether or not the transcript requested is an official one.
Delivery Method	Delivery method specified by the student.
Cost Of Order	Amount due for the transcript request.
Payment Method	Method by which the student will pay any charges due.
Print Transcript	Designation for when the student wants the transcript to be printed.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).
Academic Transcript	Goes to the Academic Transcript Options page (`bwskotrn.P_ViewTermTran`).
Request Printed Transcript	Goes to the Transcript Request Address page (`bwskwtrr.P_Disp_Transcript_Address`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Degree Evaluation Record (bwckcapp.P_DispCurrent)

This page displays the curriculum for which a student can run a degree evaluation. It lists information for a student's curriculum program (primary and secondary). It is using this page that the student accesses the full Degree Evaluation functionality on the Web.

Degree Evaluation allows students to access WebCAPP (Curriculum, Advising and Program Planning on the Web). The student uses WebCAPP to audit course work against a selected primary or secondary program offering at your institution. The student can also initiate an audit, view results, and print degree audit reports via the Web.

The student can also generate a "what-if analysis," which allows him or her to generate evaluations showing what courses need to be taken to meet a particular requirement and which courses that have already been completed would apply to the discipline in question.

To access WebCAPP, the student must have a record on any of the following forms:

- Recruit Prospect Information Form (SRARECR)
- Admissions Application Form (SAAADMS)
- General Student Form (SGASTDN)
- Degree and Other Formal Awards Form (SHADEGR)

If a compliance hold exists for the student on the Hold Information Form (SOAHOLD), the message *You may not view your evaluations due to holds on your record.* is displayed.

If a program description on the record is hyperlinked, a degree evaluation has been run and can be viewed by selecting the hyperlink. If the program is not hyperlinked, then a degree evaluation has not been run against that program. Other previously run compliances can be viewed by selecting the **Previous Evaluations** link, which goes to the View Degree Evaluations page (`bwcksmmt.P_DispPrevEval`).

If the following conditions apply, an e-mail link to the student's advisor is displayed on the page.

- The student has a primary advisor assigned to him or her on the Multiple Advisors Form (SGAADVR) for the catalog term associated with the degree evaluation.
- The advisor has an active, preferred, and Web-displayable e-mail address on the E-mail Address Form (GOAEMAL).
- The e-mail address type on GOAEMAL matches that which is designated in the **Faculty Email** field on the WebCAPP Rules Form (SMAWCRL).

Determining the Information Displayed

The information on the Degree Evaluation Record page is determined by the following:

- Sequence number associated with the `WEBCURR` internal code and the external code associated with the sequence number on the Crosswalk Validation Form (GTVSDAX)
- Record that first matches the hierarchy set up for `WEBCURR` on GTVSDAX

  For example, let's say that your institution has decided that the information displayed in WebCAPP will match the following setup in GTVSDAX:

Internal Code	Internal Code Group	Sequence Number	External Code	Associated Banner Form
WEBCURR	WEBCAPP	1	DEG	SHADEGR
WEBCURR	WEBCAPP	2	GST	SGASTDN
WEBCURR	WEBCAPP	3	ADM	SAAADMS
WEBCURR	WEBCAPP	4	REC	SRARECR

In this instance, when a student logs into Student Self-Service and selects Degree Evaluation from the Student Records menu, the system goes through the following sequence to determine what should be displayed.

- If the student has a SHADEGR record, the system displays it. If not, the system goes to the next step.
- If the student has a SGASTDN record, the system displays it. If not, the system goes to the next step.
- If the student has a SAAADMS record, the system displays it. If not, the system goes to the next step.
- If the student has a SRARECR record, the system displays it. If not, the system goes to the next step.
- If the student does not have any of the above records, the system displays the message *No current curriculum information was found*, and the student cannot access Degree Evaluation.

Determining the Number of Records Displayed

The number of records displayed is determined by the setting of the **Secondary Curriculum** checkbox on the WebCAPP Rules Form (SMAWCRL). (See "Crosswalk Validation Form (GTVSDAX) Records for WebCAPP Processing" on page 495 for more information.)

- When the **Secondary Curriculum** checkbox is selected on SMAWCRL:
  - If either the DEG or REC record is designated on GTVSDAX to be displayed, then all SHADEGR or SRARECR records are displayed. The records are displayed in catalog term and sequence number order.
  - If either the GST or ADM record is designated on GTVSDAX to be displayed, then both the primary and secondary curriculum (if one exists) are displayed.
- When the **Secondary Curriculum** checkbox is not selected on SMAWCRL:
  - If either the DEG or REC record is designated on GTVSDAX to be displayed, then the highest catalog term and lowest sequence number SHADEGR or SRARECR record is displayed
  - If either the GST or ADM record is designated on GTVSDAX to be displayed, then only the primary curriculum is displayed, even if a secondary curriculum exists.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Program	Name of the curriculum program. If a degree evaluation has been run for the program, the program name is displayed as a hyperlink to the Degree Evaluation Results Report page (`bwcksxml.report`).
Catalog Term	Catalog term associated with the curriculum program.
Level	Level associated with the curriculum program.
Campus	Campus associated with the curriculum program.
College	College associated with the curriculum program.
Degree	Degree associated with the curriculum program.
First Major	First major associated with the curriculum program.
Department	Department associated with the curriculum program, if one exists.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Crosswalk Validation Form (GTVSDAX)	For the WEBCURR internal code and WEBCAPP internal code group, specify values in the **Sequence** and **External Code** fields to designate the order in which you want the system to search for records to be displayed.
WebCAPP Rules Form (SMAWCRL)	If you want secondary curriculum program information to be displayed, select the **Secondary Curriculum** checkbox. Decide whether to specify the print type or the compliance type. • If you want to display any text associated with a print type code, then in the **Print Type** field, enter the compliance print code. • If you want text to be displayed based on rules for a compliance type, then in the **Compliance Type** field, enter the compliance type code. If you want an e-mail link for the primary advisor to be displayed, enter the appropriate e-mail type code in the **Faculty Email** field. The faculty member must also have an e-mail address assigned on the E-mail Address Form (GOAEMAL) and be assigned to the student for an e-mail link to be displayed.

Item	Description
CAPP	For complete information about setting up your CAPP programs, refer to the *Banner Student CAPP Handbook*.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Program name	Goes to the Degree Evaluation Results Report page (`bwcksxml.report`).
E-mail your advisor	Launches the user's e-mail program with the advisor's e-mail address.
Previous Evaluations	Goes to the Previous Evaluations page (`bwcksmmt.P_DispPrevEval`).
Generate New Evaluation	Goes to the Generate New Evaluation page (`bwckcapp.P_DispEvalTerm`).
What-if Analysis	Goes to the What-if Analysis page (`bwcksmds.p_whatif_step_one`).
View Holds	Goes to the View Holds page (`bwckoacc.P_ViewHold`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Records Menu	`bmenu.P_AdminMnu`

Previous Evaluations (bwcksmmt.P_DispPrevEval)

This page displays a list of all evaluations that have been run for a student. The student can select the program name hyperlink to view the results of that evaluation.

You can choose to allow students to delete Web-generated compliance requests and results using the WebCAPP Rules Form (SMAWCRL).

Note: Only requests submitted via the Web can be deleted via the Web. All other requests must be purged using the Compliance Purge Process (SMPCPRG).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Program	Name of the curriculum program.
Submission Date	Date that the evaluation was run.
Request Number	Sequence number associated with the evaluation.
Delete	Checkbox allowing the student to delete the evaluation from the system. Only Web-generated evaluations can be deleted.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
WebCAPP Rules Form (SMAWCRL)	If you want students to be able to delete Web-generated evaluations, select the **Student Delete** checkbox.
CAPP	For complete information about setting up your CAPP programs, refer to the *Banner Student CAPP Handbook*.

Updates to Banner

This page updates Banner as follows.

Item	Description
Delete	Deleted evaluations are purged from the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Current Enrollment	Goes to the Degree Evaluation Record page (`bwckcapp.P_DispCurrent`).
Generate New Evaluation	Goes to the Generate New Evaluation page (`bwckcapp.P_DispEvalTerm`).
What-if Analysis	Goes to the What-If Analysis page (`bwcksmds.p_whatif_step_one`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Degree Evaluation Results Report (bwcksxml.report)

This page is used to display the complete compliance evaluation results on one scrollable page. It contains requirements and detail information for the compliance request. The report output is available in XML format. The information that is displayed in the XML output is based on the rules set up on Compliance Print Type Rules Form (SMACPRT) and is formatted by a stylesheet. You can customize the output using the delivered template or your own customized template. You can pare down the information that is displayed to suit your needs or depending on what a student or faculty member should or should not see.

Web Page Fields

This page does not have any web page fields.

Setup Requirements

This page has no setup requirements.

Note: For more information about using XML compliance output, refer to the “Use XML Compliance Output” topic in the "Compliance Requests” chapter of the *Banner Student CAPP Handbook*.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page has no links to other web pages.

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Generate New Evaluation (bwckcapp.P_DispEvalTerm)

This page is used to select the curriculum and anticipated graduation term for which the student wants to run a new degree evaluation, and then to run the evaluation.

Each curriculum for which a student can generate a degree evaluation is displayed as a radio button selection group composed of the **Program**, **Degree**, and **Major** fields. These fields are populated from the values from the record that was pulled based on the WEBCURR internal code on the Crosswalk Validation Form (GTVSDAX).

Each radio button selection group represents a unique curriculum for that source.

The term selected should be the anticipated graduation term. The terms that are included in the pulldown list are those for which the **Web Evaluation Term** checkbox in the Web Processing Controls window of the Term Control Form (SOATERM) is selected. Your institution may want to add or remove terms on a term-by-term basis.

When the system generates the new evaluation, it uses the defaults defined for the WEB default compliance code on the Compliance Default Parameters Form (SMADFLT).

After the system generates the new evaluation, it automatically displays the Degree Evaluation Results Report page (`bwcksxml.report`).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Program, Degree, and Major	Radio button group that the student uses to choose the curriculum for which the degree evaluation is to be run.
Term	Graduation term for which the student wants to run the degree evaluation.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Originator Code Validation Form (STVORIG)	Define an originator code called WEB.
Program Definition Rules Form (SMAPRLE)	For each program that you want available for degree evaluations on the Web, select the **Web** checkbox.
Crosswalk Validation Form (GTVSDAX)	Define the settings for the WEBCURR internal code.
Term Control Form (SOATERM)	Select the **Web Evaluation Term** checkbox in the Web Processing Controls window for each term that you want available for degree evaluations on the Web.
CAPP	For complete information about setting up your CAPP programs, refer to the *Banner Student CAPP Handbook*.

Updates to Banner

This page updates Banner as follows.

Item	Description
Generate Request	When the degree evaluation is successfully run, the data is stored on the Compliance Management Request Form (SMARQCM).

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Current Enrollment	Goes to the Degree Evaluation Record page (`bwckcapp.P_DispCurrent`).
Previous Evaluations	Goes to the Previous Evaluations page (`bwcksmmt.P_DispPrevEval`).
What-if Analysis	Goes to the What-if Analysis page (`bwcksmds.p_whatif_step_one`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Generate Request	Runs the degree evaluation, then goes to the Degree Evaluation Results Report page (`bwcksxml.report`) so the user can view the results.

Web Menus With Links to This Page

No menus have links to this page.

What-If Analysis (Step One) (bwcksmds.p_whatif_step_one)

This page is used to begin a “what-if analysis.” What-if analysis is used to create sample degree evaluations, which are also called “what-if scenarios”, allowing a student to see what requirements need to be fulfilled for any possible degree program offered by your institution.

The what-if analysis functionality is a series of Web pages, beginning with `bwcksmds.p_whatif_step_one`, that the student uses to select various aspects of the potential program. On the last page, `bwcksmds.p_whatif_next_step`, the student generates an evaluation for the choices made on the previous pages.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Entry Term	Beginning term for the sample evaluation.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	Select the **Web Catalog Term** checkbox on the Web Processing Controls window for each term that you want available for degree evaluations on the Web.
CAPP	For complete information about setting up your CAPP programs, refer to the *Banner Student CAPP Handbook*.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Current Enrollment	Goes to the Degree Evaluation Record page (`bwckcapp.P_DispCurrent`).
Previous Evaluations	Goes to the Previous Evaluations page (`bwcksmmt.P_DispPrevEval`).
Generate New Evaluation	Goes to the Generate New Evaluation page (`bwckcapp.P_DispEvalTerm`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	Goes to the What-If Analysis (Step Two) page (`bwcksmds.p_whatif_step_two`).

Web Menus With Links to This Page

No menus have links to this page.

What-If Analysis (Step Two) (bwcksmds.p_whatif_step_two)

This is the second page in a what-if analysis. The value selected on the previous page is displayed on this page.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Program	Program for the sample evaluation.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Curriculum Rules Form (SOACURR)	For every program you want associated with the term, take the following actions: • Make sure that a record exists for the curriculum rule and that the **Locked** checkbox is selected. • On the Module Control window, select the On radio button for **Curriculum, Advising, and Program Planning**.

Item	Description
Program Definition Rules Form (SMAPRLE)	For every program that you want available on the Web: • Select the **Web** checkbox. • Select the **Locked** checkbox.
Program Requirements Form (SMAPROG)	For every program that you want to be active, select the **Active** radio button.
CAPP	For complete information about setting up your CAPP programs, refer to the *Banner Student CAPP Handbook*.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Current Enrollment	Goes to the Degree Evaluation Record page (`bwckcapp.P_DispCurrent`).
Previous Evaluations	Goes to the Previous Evaluations page (`bwcksmmt.P_DispPrevEval`).
Generate New Evaluation	Goes to the Generate New Evaluation page (`bwckcapp.P_DispEvalTerm`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	Goes to the What-If Analysis (Step Three) page (`bwcksmds.p_whatif_step_three`).

Web Menus With Links to This Page

No menus have links to this page.

What-If Analysis (Step Three) (bwcksmds.P_whatif_step_three)

This is the third page in a what-if analysis. The values selected on the previous pages are displayed on this page. The level, degree, and college associated with the program chosen on the What-If Analysis (Step Two) page (`bwcksmds.p_whatif_step_two`) are also displayed.

If you have established department, concentrations, and/or minors for the major on the Curriculum Rules Form (SOACURR) and selected the related checkboxes on the WebCAPP Rules Form (SMAWCRL), the page includes an **Add More** button that can be selected to add more details regarding the program. A value must be selected for the **First Major** field before the **Add More** button is selected.

The next page displayed is determined dynamically by the system. The same package/procedure name, `bwcksmds.p_whatif_next_step`, is used, but the field(s) displayed depends on which button the user selects.

- If the user selects the **Add More** button, the next page displays additional program-related fields.
- If the user selects the **Submit** button, the next page displays the **Evaluation Term** field.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Campus	Campus associated with the program.
First Major	Major that the student wants to include in the evaluation.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Curriculum Rules Form (SOACURR)	If you want only majors associated with a program to be available on this page, make sure that they are defined on the Majors/Department Rules window.
WebCAPP Rules Form (SMAWCRL)	Select the appropriate checkboxes in the What-If Analysis Display section to make concentrations and departments available for what-if analysis on the Web.

Item	Description
CAPP	For complete information about setting up your CAPP programs, refer to the *Banner Student CAPP Handbook*.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Current Enrollment	Goes to the Degree Evaluation Record page (`bwckcapp.P_DispCurrent`).
Previous Evaluations	Goes to the Previous Evaluations page (`bwcksmmt.P_DispPrevEval`).
Generate New Evaluation	Goes to the Generate New Evaluation page (`bwckcapp.P_DispEvalTerm`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Add More	Goes to the What-If Analysis (Add More) (`bwcksmds.p_whatif_next_step`) with one or more additional program-related fields displayed.
Submit	Goes to the What-If Analysis (Add More) page (`bwcksmds.p_whatif_next_step`) with the **Evaluation Term** field displayed.

Web Menus With Links to This Page

No menus have links to this page.

What-If Analysis (Add More) (bwcksmds.p_whatif_next_step)

This page is displayed if the user selects the **Add More** button on the previous page. Every time the user selects the **Add More** button, this page is redistilled adding more fields until no more fields can be added.

The fields that can be displayed for department, concentrations, and/or minors are controlled by curriculum rules established for the program on the Curriculum Rules Form (SOACURR) and by selecting the related checkboxes on the WebCAPP Rules Form (SMAWCRL). You can allow the user to specify:

- Up to two majors
- A department for each major
- Up to three concentrations for each major
- Up to two minors for the curriculum

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
*The fields described below are added to the page incrementally (each time the user selects the **Add More** button).*	
First Department	Department associated with the major.
Concentration 1, 2, and 3	Concentration(s) that the student wants to include in the evaluation.
First Minor and Second Minor	Minor(s) that the student wants to include in the evaluation.
Second Major	Second major that the student wants to include in the evaluation.
Second Department	Department associated with the second major.
Second Major Concentration 1, 2, and 3	Concentration(s) for the second major that the student wants to include in the evaluation.

Setup Requirements

There are no additional setup requirements for this page.

For this page to be accessible, the setup details described for the What-If Analysis (Step Three) (`bwcksmds.P_whatif_step_three`) must be in place.

For complete information about setting up your CAPP programs, refer to the *Banner Student CAPP Handbook*.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Current Enrollment	Goes to the Degree Evaluation Record page (`bwckcapp.P_DispCurrent`).
Previous Evaluations	Goes to the Previous Evaluations page (`bwcksmmt.P_DispPrevEval`).
Generate New Evaluation	Goes to the Generate New Evaluation page (`bwckcapp.P_DispEvalTerm`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Goes to the What-If Analysis (Add More) page (`bwcksmds.p_whatif_next_step`) with the **Evaluation Term** field displayed.

Web Menus With Links to This Page

No menus have links to this page.

What-If Analysis (Evaluation Term) (bwcksmds.p_whatif_next_step)

This is the last page in a what-if analysis. The values selected on the previous pages are displayed on this page.

Once the user chooses the evaluation term (that is, the graduation term) and selects the **Submit** button, the system generates the new evaluation and displays the Degree Evaluation Results Report page (`bwcksxml.report`).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Evaluation Term	Ending term for the sample evaluation.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Term Control Form (SOATERM)	Select the **Web Evaluation Term** checkbox on the Web Processing Controls window for each term that you want available for degree evaluations on the Web.
CAPP	For complete information about setting up your CAPP programs, refer to the *Banner Student CAPP Handbook*.

Updates to Banner

This page updates Banner as follows.

Item	Description
Submit	Stores the data on the Compliance Request Management Form (SMARQCM).

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Current Enrollment	Goes to the Degree Evaluation Record page (`bwckcapp.P_DispCurrent`).
Previous Evaluations	Goes to the Previous Evaluations page (`bwcksmmt.P_DispPrevEval`).
Generate New Evaluation	Goes to the Generate New Evaluation page (`bwckcapp.P_DispEvalTerm`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Generate Request	Goes to the Degree Evaluation Results Report page (`bwcksxml.report`).

Web Menus With Links to This Page

No menus have links to this page.

General Student Information (bwskgstu.P_StuInfo)

This page displays the majority of data in the General Student record. It also displays any curriculum information that was entered on the record. This page is accessed via the **View Student Information** link on the Student Records menu.

If the user has not selected a term during the current Web session and selects the **View Student Information** link from the Student Records menu, the Registration Term page (`bwskflib.P_SelDefTerm`) is displayed first. If a term has been selected, that term is used, and the General Student Information is displayed.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Registered for Term	Indicates whether the student is registered for the selected term.
First Term Attended	First term the student attended your institution.
Last Term Attended	First term the student attended your institution.
Status	Student's current status.
Residence	Student's residency status.
Student Type	Student type associated with the student.
Class	Student's class.
Academic Standing Status	Student' academic standing.
Academic Standing Term	Term for which academic standing was evaluated.
Primary Advisor	Student's primary advisor.
Primary Advisor Type	Advisor type associated with the primary advisor.
Expected Graduation Date	Date on which the student is expected to graduate.
Expected Graduation Term	Term in which the student is expected to graduate.
Expected Graduation Year	Academic year in which the student is expected to graduate.
The following fields are displayed in the Curriculum Information section.	
(Primary) Current Program	Name of the student's current active primary learner curriculum.
(Primary) Study Path	Study path for the primary learner curriculum. When the **Enable Study Paths** checkbox is unchecked on SOACTRL, this field is not displayed.
(Primary) Level	Student level associated with the current active primary learner curriculum.
(Primary) Program	Name of the program associated with the current active primary learner curriculum.
(Primary) Admit Term	Term in which the student was admitted to the primary learner curriculum.
(Primary) Admit Type	Admission type by which the student was admitted to the primary learner curriculum.
(Primary) Catalog Term	Term in which the student was admitted to the primary learner curriculum.
(Primary) College	Name of the college associated with the current active primary learner curriculum.
(Primary) Campus	Name of the campus associated with the current active primary learner curriculum.

Item	Description/Source Information
(Primary) Major and Department	Name of the major and department associated with the current active primary learner curriculum. If no department is associated with the current active primary learner curriculum, the field label says only **Major**. This field is displayed multiple times if there are multiple majors.
(Primary) Major Concentration	Name of the concentration associated with the major for the current active primary learner curriculum. This field is displayed multiple times if there are multiple major concentrations.
(Primary) Minor	Name of the minor associated with the current active primary learner curriculum. This field is displayed multiple times if there are multiple minors.
(Primary) Concentration	Name of the base concentration for the current active primary learner curriculum. This concentration is not attached to any major. This field is displayed multiple times if there are multiple concentrations.
(Primary) Other field of study	Name of any other field of study associated with the current active primary learner curriculum. This field is displayed multiple times if there are multiple other fields of study.
Secondary	Name of the student's current active secondary curriculum. If the student has multiple current active secondary curricula, the set of fields will be displayed multiple times.
(Secondary) Study Path	Study path associated with the current active secondary curriculum. When the **Enable Study Paths** checkbox is unchecked on SOACTRL, this field is not displayed.
(Secondary) Level	Student level associated with the current active secondary curriculum.
(Secondary) Program	Name of the program associated with the current active secondary curriculum.
(Secondary) Admit Term	Term in which the student was admitted to the current active secondary learner curriculum.
(Secondary) Admit Type	Admission type by which the student was admitted to the current active secondary learner curriculum.
(Secondary) Catalog Term	Term in which the student was admitted to the current active secondary learner curriculum.
(Secondary) College	Name of the college associated with the current active secondary curriculum.
(Secondary) Campus	Name of the college associated with the current active secondary curriculum.

Item	Description/Source Information
(Secondary) Major and Department	Name of the major and department associated with the current active secondary learner curriculum. If no department is associated with the current active secondary learner curriculum, the field label will say only **Major**. This field is displayed multiple times if there are multiple majors.
(Secondary) Major Concentration	Name of the concentration associated with the major for the current active secondary learner curriculum. This field is displayed multiple times if there are multiple major concentrations.
(Secondary) Minor	Name of the minor associated with the current active secondary learner curriculum. This field is displayed multiple times if there are multiple minors.
(Secondary) Concentration	Name of the base concentration for the secondary learner curriculum. This field is displayed multiple times if there are multiple concentrations.
(Secondary) Other field of study	Name of any other field of study associated with the current active secondary learner curriculum. This field is displayed multiple times if there are multiple other fields of study.

Setup Requirements

This page has no overall setup requirements.

To use study paths, do the following setup.

Item	Description
Term Control Form (SOATERM)	To enable study paths, check the **Enable Study Paths** checkbox on SOACTRL. To require study paths, check the **Study Path Required** checkbox on SOATERM. To allow changes to study paths, check the **Change Study Path** checkbox on SOATERM.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page does not have links to other pages.

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Records Menu	`bmenu.P_AdminMnu`

Enrollment Verification Request (bwskrqst.p_disp_term_type)

This page is used to specify the term and type of enrollment verification to be sent.

If the student has no enrollment information, the system displays this page (`bwskrqst.p_disp_term_type`) with a message stating that there is no enrollment information.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Term	Term for which the enrollment verification request is to be produced.
Verification Type	Type of enrollment verification to be produced.
Number of Copies	Number of copies of the enrollment verification request to be produced.
Issued To	Name of the person to whom the request is to be sent.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Enrollment Verification Request Rules Form (SFAEPRT)	If you want the enrollment verification type to be available on the Web, select the **Self-Service Request** checkbox.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).
View Status of Enrollment Verification Requests	Goes to the Enrollment Verification Request Date page (`bwskrqst.p_disp_request_dates`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	Goes to the Enrollment Verification Delivery page (`bwskrqst.p_proc_term_type`).

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Records Menu	`bmenu.P_AdminMnu`

Enrollment Verification Delivery (bwskrqst.p_proc_term_type)

This page is used to specify delivery information for an enrollment verification request.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Academic Year	Academic year for the enrollment verification request.
Delivery Method	Method by which the student wants the enrollment verification request to be delivered.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Enrollment Verification Request Rules Form (SFAEPRT)	If you want the academic year to be specified on this page, select the **Self-Service Academic Year** checkbox in the Self-Service Print Options window. Create a record in the Service Level block of the Self-Service Print Options window for each delivery type you want to be available on this page.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).
Request Enrollment Verification	Goes to the Enrollment Verification Request page (`bwskrqst.p_disp_term_type`).
View Status of Enrollment Verification Requests	Goes to the Enrollment Verification Request Date page (`bwskrqst.p_disp_request_dates`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	Goes to the Enrollment Verification Address page (`bwskrqst.p_proc_delivery`).

Web Menus With Links to This Page

No menus have links to this page.

Enrollment Verification Address (bwskrqst.p_proc_delivery)

This page is used to specify where the enrollment verification request is to be sent.

A user can enter only one kind of information if multiple options are available. For example, if an address is selected in the **One of Your Addresses** field *and* an address is entered in the address fields, the system displays an error message.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
One of Your Addresses	Student's address. This field should be used if the transcript is to be sent to one of the student's addresses.
Fax Country Code	Country code for the fax number, if the request is to be sent via fax.
Fax Area Code	Area code for the fax number, if the request is to be sent via fax.
Fax Number	Phone number for the fax number, if the request is to be sent via fax.
House Number	Unique number assigned to each building on a street or in an area and used as part of the postal address in some countries (no validation).
Street Line 1 Street Line 2 Street Line 3 Street Line 4	Street address to which the transcript is to be sent. Up to four lines of information can be entered. Any default values can be changed.
City	City of the transcript recipient's address. Any default values can be changed.
State or Province	State or province of the transcript recipient's address. Any default values can be changed.
Zip or Postal Code	ZIP or postal code of the transcript recipient's address. Any default values can be changed.
Nation	Nation of the transcript recipient's address. Any default values can be changed.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).
Request Enrollment Verification	Goes to the Enrollment Verification Request page (`bwskrqst.p_disp_term_type`).
View Status of Enrollment Verification Requests	Goes to the Enrollment Verification Request Date page (`bwskrqst.p_disp_request_dates`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	Goes to one of the following: • If a payment is associated with the request, the system displays the Enrollment Verification Payment page (`bwskrqst.p_proc_payment`). • If a payment is not associated with the request, the system displays the Enrollment Verification Request Summary page (`bwskrqst.p_proc_confirm`).

Web Menus With Links to This Page

No menus have links to this page.

Enrollment Verification Payment (bwskrqst.p_proc_payment)

This page is used to confirm the payment details if the enrollment verification request has a payment associated with it. If the request does not have a payment associated with it, this page is not displayed.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Payment Total	Total monetary amount due.
Payment Method	Method by which the payment is to be made.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Credit Card Merchant ID Form (GOAMERC)	Make sure that valid records have been created for the appropriate process code. All other credit card processing set up must be completed as well. See the *Payment Processor Connection Handbook* for more information.
Enrollment Verification Request Rules Form (SFAEPRT)	For enrollment verification requests, set up the following: • Appropriate payment amount(s) in the Service Level block of the Self-Service Print Options window. • Appropriate payment option(s) in the Payment Options block of the Self-Service Print Options window.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).
Request Enrollment Verification	Goes to the Enrollment Verification Request page (`bwskrqst.p_disp_term_type`).
View Status of Enrollment Verification Requests	Goes to the Enrollment Verification Request Date page (`bwskrqst.p_disp_request_dates`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	Goes to the Enrollment Verification Request Summary page (`bwskrqst.p_proc_confirm`).

Web Menus With Links to This Page

No menus have links to this page.

Enrollment Verification Request Summary (bwskrqst.p_proc_confirm)

This page is used to confirm the details of the enrollment verification request before it is submitted. The system displays only the fields for which data was entered on the preceding Web pages. For example, if the **Academic Year** field is displayed on the Enrollment Verification Delivery page, but the user does not select a value for it, the **Academic Year** field is not displayed on this page.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Term	Term specified on the Enrollment Verification Request page (`bwskrqst.p_disp_term_type`).
Academic Year	Academic year specified on the Enrollment Verification Delivery page, if one was selected.
Verification Type	Type of enrollment verification request specified on the Enrollment Verification Request page.
Number of Copies	Number of copies of the request to be produced, entered on the Enrollment Verification Request page.

Item	Description/Source Information
Issued To	Name to whom the enrollment verification is to be sent, as entered on the Enrollment Verification Request page. This includes the last name prefix, if applicable. If the **Issued To** field is left blank on the Enrollment Verification Request page, the system automatically enters the student's name.
House Number	Unique number assigned to each building on a street or in an area and used as part of the postal address in some countries (no validation).
Street -or- Street Line 1 Street Line 2 Street Line 3 Street Line 4	Street address entered on the Enrollment Verification Address page (`bwskrqst.p_proc_delivery`). If only one street line is in the address, the field label **Street** is displayed; if there is more than one address line, the field labels **Street Line 1**, **Street Line 2**, **Street Line 3**, and **Street Line 4**, as applicable, are displayed.
City	City entered on the Enrollment Verification Address page.
State or Province	State or province entered on the Enrollment Verification Address page.
Zip or Postal Code	ZIP or postal code entered on the Enrollment Verification Address page.
Nation	Nation entered on the Enrollment Verification Address page.
Fax Country Code	Country code of the fax number entered on the Enrollment Verification Address page.
Fax Area Code	Area code of the fax number entered on the Enrollment Verification Address page.
Fax Number	Fax phone number entered on the Enrollment Verification Address page.
Delivery Method	Delivery method specified on the Enrollment Verification Delivery page.
Cost of Order	Monetary amount of the fee associated with the delivery method.
Payment Method	Method of payment specified on the Enrollment Verification Payment page.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).
Request Enrollment Verification	Goes to the Enrollment Verification Request page (`bwskrqst.p_disp_term_type`).
View Status of Enrollment Verification Requests	Goes to the Enrollment Verification Request Date page (`bwskrqst.p_disp_request_dates`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit Request	Goes to one of the following: • If a credit card payment is associated with the request, the system displays the external vendor payment page. • If a payment other than a credit card payment is associated with the request, the system displays the Enrollment Verification Signature page (`bwskrqst.p_proc_confirm`). If no credit card payment is associated with the request, it is assumed that payment will be by some other system, such as billing to an account, so no further information needs to be collected. In this case, the transaction goes to verification and the charging/collection is turned over to the client internal procedures. • If no payment is associated with the request, the system displays the Enrollment Verification Signature page.

Web Menus With Links to This Page

No menus have links to this page.

Enrollment Verification Signature (bwskrqst.p_proc_confirm)

This page confirms that the system has processed the enrollment verification request.

Web Page Fields

This page has no fields.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).
Request Enrollment Verification	Goes to the Enrollment Verification Request page (`bwskrqst.p_disp_term_type`).
View Status of Enrollment Verification Requests	Goes to the Enrollment Verification Request Date page (`bwskrqst.p_disp_request_dates`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Enrollment Verification Request Date (bwskrqst.p_disp_request_dates)

This page is used to specify the date of an enrollment verification request so that the request information can be viewed.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Date Ordered	Date for which enrollment verification requests are to be viewed.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).
Request Enrollment Verification	Goes to the Enrollment Verification Request page (`bwskrqst.p_disp_term_type`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Goes to the Enrollment Verification Request Status page (bwskrqst.p_disp_request_status).

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Records Menu	bmenu.P_AdminMnu

Enrollment Verification Request Status (bwskrqst.p_disp_request_status)

This page is used to view existing enrollment verification requests for the date specified on the Enrollment Verification Request Date page (bwskrqst.p_disp_request_dates). The system displays only the fields for which data was entered when the enrollment verification was requested. For example, if the **Academic Year** field is displayed on the Enrollment Verification Delivery page, but the user does not select a value for it, the **Academic Year** field is not displayed on this page.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Status of Enrollment Verification Requests	Date on which the enrollment verification was requested.
Date Sent	Date on which the enrollment verification was sent. If it has not been sent yet, the following message is displayed in the field: *Your order is still in processing. Please check again at another time.*
Term	Term specified on the Enrollment Verification Request page (bwskrqst.p_disp_term_type).

Item	Description/Source Information
Academic Year	Academic year specified on the Enrollment Verification Delivery page.
Verification Type	Type of enrollment verification request specified on the Enrollment Verification Request page.
Number of Copies	Number of copies of the request to be produced, entered on the Enrollment Verification Request page.
Issued To	Name to whom the enrollment verification is to be sent, as entered on the Enrollment Verification Request page. This includes the last name prefix, if applicable.
House Number	Unique number assigned to each building on a street or in an area and used as part of the postal address in some countries (no validation).
Street -or- Street Line 1 Street Line 2 Street Line 3 Street Line 4	Street address entered on the Enrollment Verification Address page (`bwskrqst.p_proc_delivery`). If only one street line is in the address, the field label **Street** is displayed; if there is more than one address line, the field labels **Street Line 1**, **Street Line 2**, and **Street Line 3**, and **Street Line 4**, as applicable, are displayed.
City	City entered on the Enrollment Verification Address page.
State or Province	State or province entered on the Enrollment Verification Address page.
Zip or Postal Code	ZIP or postal code entered on the Enrollment Verification Address page.
Nation	Nation entered on the Enrollment Verification Address page.
Fax Country Code	Country code of the fax number entered on the Enrollment Verification Address page.
Fax Area Code	Area code of the fax number entered on the Enrollment Verification Address page.
Fax Number	Fax phone number entered on the Enrollment Verification Address page.
Delivery Method	Delivery method specified on the Enrollment Verification Delivery page.
Cost of Order	Monetary amount of the fee associated with the delivery method.
Payment Method	Method of payment specified on the Enrollment Verification Payment page.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Request Enrollment Verification	Goes to the Enrollment Verification Request page (`bwskrqst.p_disp_term_type`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Test Scores (bwsktesc.p_view_tests)

This page is used to display test score information for a student. Test data is ordered by test description. Test score information comes from SOATEST and is enabled for Web display on SOAWDSP.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Test Description	Test type and description, such as SATII - Biology.
Test Score	Numeric test score.
Date Taken	Date test was taken.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Test Score Information Form (SOATEST)	Enter test scores and test dates for each test code for the student.
Web Display List Customization Form (SOAWSDP)	Set up test codes for Web display.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page does not have links to other pages.

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Records Menu	`bmenu.P_AdminMnu`

Curriculum Term Selection (bwskgrad.p_disp_grad_term)

When a student selects the Apply to Graduate option from the Student Records menu (`bmenu.P_AdminMnu`), the Curriculum Term Selection page (`bwskgrad.p_disp_grad_term`) is displayed. A term must be selected to continue with the application process. Once a term is submitted, the student can continue through

the various graduation and diploma pages and to the Graduation Application page (`bwskgrad.p_view_gradapp`).

The curriculum select hierarchy that determines whether the student is eligible to select a specific curriculum record works as follows. The terms displayed for selection by the student are controlled by the rules on the Academic History Control Form (SHACTRL). The process checks for the rule in place for which terms to display. The process also examines the SHRTTRM records and/or and the SFBETRM records for the student. When the student selects a term, the process performs eligibility checking to see which curriculum record will be displayed based on the rules on SHAGELR for the **Module** field (`Leaner`, `Outcome`, or `Either`).

The process uses the term selected from the **Select a Term** field to provide the valid curriculum records for the student. Next, any current and active curriculum records found for the student for that term are used to determine eligibility based on the rules on SHAGELR and SHAGADS. Data is displayed based on the rules on SHAGADR.

If the rules on SHAGADS and SHAGELR do not allow the student's graduation application to proceed for any curriculum that is active and current for the selected term, the following message is displayed: *You have no curriculum eligible for graduation application for this term. Select another term, or contact an administrator for help*.

Restrict Term Selection

You can use the **Self-Service Graduation Term Control** field on the Academic History Control Form (SHACTRL) to define/restrict which terms are displayed for selection in Banner Self-Service for the graduation application. The student can select from terms for the graduation application based on the rule selected in the **Self-Service Graduation Term Control** field. The rule can be set to: all terms, the latest academic history term, the latest registration term, or the latest academic history term and the latest registration term.

This term restriction prevents any/all terms in which the student had registration records or academic history from being displayed for selection. Therefore, a student cannot select a term and curriculum record from an earlier registration period or term of academic history after a curriculum change had been made. In some institutions, this earlier curriculum record may no longer be valid for use with a graduation application.

Note: Eligibility processing on SHAGELR works as usual with the term control.

All terms

A student can select any term in which registration or academic history records exist, even if the curriculum has changed and is no longer current in the latest term of attendance. The curriculum that is displayed is still dependent on the setting of the SHAGELR module control (`Learner`, `Outcome`, or `Either`).

When the Apply to Graduate option is selected in Banner Student Self-Service, the **Select a Term** field on the Curriculum Term Selection page (`bwskgrad.p_disp_grad_term`) displays a list of any term with any curriculum that is current and active for that term.

Latest academic history term

A student can select only the last term in which grades were rolled to academic history (the term on SHRTTRM). The curriculum that is displayed is still dependent on the setting of the SHAGELR module control (`Learner`, `Outcome`, or `Either`).

When the Apply to Graduate option is selected in Banner Student Self-Service, the **Select a Term** field on the Curriculum Term Selection page (`bwskgrad.p_disp_grad_term`) displays only the latest term for which the student has an SHRTTRM record with the curriculum that is current and active for that term.

Latest registration term

A student can only select a term using the latest term in which the student is registered for classes. This prevents a student from graduating based on a curriculum that is associated with earlier terms and consequently for a curriculum that may have been changed since the prior term of registration. The curriculum that is displayed is still dependent on the setting of the SHAGELR module control (`Learner`, `Outcome`, or `Either`).

When the Apply to Graduate option is selected in Banner Student Self-Service, the **Select a Term** field on the Curriculum Term Selection page (`bwskgrad.p_disp_grad_term`) displays only the latest term for which the student has an SFBETRM record with the curriculum that is current and active for that term.

Latest academic history and registration term

A student can select from two terms, the latest registration term and the latest academic history term. The curriculum that is displayed is still dependent on the setting of the SHAGELR module control (`Learner`, `Outcome`, or `Either`).

When the Apply to Graduate option is selected in Banner Student Self-Service, the **Select a Term** field on the Curriculum Term Selection page (`bwskgrad.p_disp_grad_term`) displays the latest term for which the student has an SFBETRM record *and* the latest term for which the student has an SHRTTRM record, with the curriculum that is current and active for that term.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Select a Term	Terms where registration and/or academic history records exist.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page does not have links to other pages.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Goes to the Curriculum Selection page (`bwskgrad.p_disp_gradapp`).

Web Menus With Links to This Page

No menus have links to this page.

Curriculum Selection (bwskgrad.p_disp_gradapp)

This page is used to select the curriculum for which the student wants to apply to graduate. A term must be selected on the Curriculum Term Selection page (`bwskgrad.p_disp_grad_term`) before this page can be accessed.

Multiple curricula can be selected. All curricula for which the following are true are displayed:

- Are current and active
- Have a display selection rule in on the Graduation Application Display Rule Selection Form (SHAGADS) that matches the curriculum for the student and the code for which a display rule also exists in on the Graduation Application Display Rules Form (SHAGADR)
- Have qualifying eligibility rules
- Do not have an existing active graduation application for the curriculum
- Do not have an awarded degree
- Either an academic history (SHRTTRM) record or registration (SFBETRM) record exists

The system checks the following to determine whether a curriculum is to be displayed.

- Application display rules are defined on SHAGADS.
- Curriculum module controls are defined on the Graduation Application Display Eligibility Rules Form (SHAGELR).
- Eligibility is determined by the rules created on SHAGELR.
- Curricula data elements are displayed with labels specified for the transcript type code on SHAGADR. The curriculum labels created in SHATPRT for the transcript type code determine what is displayed with the curricula data in the Graduation Application pages in self-service. This provides consistency between the academic transcript pages and the graduation application pages.
- The date on which the student is applying is within the range set on the Graduation Date Availability Tab of SHAGADR.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Curriculum name	Name of the curriculum.
Degree (untitled)	Name of the degree (such as `Bachelor of Arts`).
Level	Student level associated with the current active curriculum selected for the graduation application.
Program	Name of the program associated with the current active curriculum selected for the graduation application.
College	Name of the college associated with the current active curriculum selected for the graduation application.
Campus	Name of the campus associated with the current active curriculum selected for the graduation application.
Major and Department	Name of the major and department associated with the current active curriculum selected for the graduation application. If no department is associated with the current active curriculum selected for the graduation application, the field label says only **Major**. This field is displayed multiple times if there are multiple majors.
Major Concentration	Name of the concentration associated with the major for the current active curriculum selected for the graduation application. This field is displayed multiple times if there are multiple major concentrations.
Minor	Name of the minor associated with the current active curriculum selected for the graduation application. This field is displayed multiple times if there are multiple minors.

Item	Description/Source Information
Concentration	Name of the base concentration for the current active curriculum selected for the graduation application. This concentration is not attached to any major. This field is displayed multiple times if there are multiple concentrations.
Other field of study	Name of any other field of study associated with the current curriculum selected for the graduation application. This field is displayed multiple times if there are multiple other fields of study.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Graduation Application Status Validation Form (STVGAST)	Select the **Web Indicator** checkbox for each application status code that you want to be available on the Web.
Graduation Application Display Rules Validation Form (STVGADR)	Create graduation display rule validation codes.
Graduation Application Display Rule Selection Form (SHAGADS)	Define your selection rules for when a graduation application display rule will be used.
Self-Service Graduation Application Display Rules Form (SHAGADR)	Define your graduation application display rules.
Graduation Application Eligibility Rules (SHAGELR)	Define your graduation application eligibility rules.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Term Selection	Goes to the Curriculum Term Selection page (`bwskgrad.p_disp_grad_term`).
View Holds	Goes to the View Holds page (`bwskoacc.P_ViewHold`).
View Transcript	Goes to the Academic Transcript Options page (`bwskotrn.P_ViewTermTran`).
View Graduation Applications	Goes to the Graduation Application page (`bwskgrad.p_view_gradapp`).
View Student Information	Goes to the Registration Term page (`bwskflib.P_SelDefTerm`).
Degree Evaluation	Goes to the Select Current Term page (`bwckcapp.P_DispCurrent`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	Goes to the Graduation Date Selection page (`bwskgrad.p_proc_grad_date`).

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Records Menu	`bmenu.P_AdminMnu`

Graduation Date Selection (bwskgrad.p_proc_grad_date)

This page is used to select the graduation date.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Curriculum name	Name of the curriculum.
Degree (untitled)	Name of the degree (such as `Bachelor of Arts`).
Level	Student level associated with the current active curriculum selected for the graduation application.
Program	Name of the program associated with the current active curriculum selected for the graduation application.
College	Name of the college associated with the current active curriculum selected for the graduation application.
Campus	Name of the campus associated with the current active curriculum selected for the graduation application.
Major and Department	Name of the major and department associated with the current active curriculum selected for the graduation application. If no department is associated with the current active curriculum selected for the graduation application, the field label says only **Major**. This field is displayed multiple times if there are multiple majors.
Major Concentration	Name of the concentration associated with the major for the current active curriculum selected for the graduation application. This field is displayed multiple times if there are multiple major concentrations.
Minor	Name of the minor associated with the current active curriculum selected for the graduation application. This field is displayed multiple times if there are multiple minors.
Concentration	Name of the base concentration for the current active curriculum selected for the graduation application. This concentration is not attached to any major. This field is displayed multiple times if there are multiple concentrations.
Other field of study	Name of any other field of study associated with the current curriculum selected for the graduation application. This field is displayed multiple times if there are multiple other fields of study.
Graduation Date	Date on which the student wants to graduate.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Self-Service Graduation Application Display Rules Form (SHAGADR)	Define graduation dates in the Graduation Date Availability window.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Transcript	Goes to the Academic Transcript Options page (`bwskotrn.P_ViewTermTran`).
View Graduation Applications	Goes to the Graduation Application page (`bwskgrad.p_view_gradapp`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	Goes to the Graduation Ceremony Selection page (`bwskgrad.p_proc_ceremony`).

Web Menus With Links to This Page

No menus have links to this page.

Graduation Ceremony Selection (bwskgrad.p_proc_ceremony)

This page is used to specify whether the student plans to attend the graduation ceremony.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Attend Ceremony	Radio button group used to indicate whether the student plans to attend the graduation ceremony.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Self-Service Graduation Application Display Rules Form (SHAGADR)	Select the **Ceremony** checkbox in the Graduation Date Availability window. If this checkbox is cleared, the ceremony will not be available for selection.

Updates to Banner

This page updates Banner as follows.

Item	Description
Attend Ceremony radio buttons	Stored in the Graduation Application Table (SHBGAPP) and viewable on the Graduation Application Form (SHAGAPP).

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Transcript	Goes to the Academic Transcript Options page (`bwskotrn.P_ViewTermTran`).
View Graduation Applications	Goes to the Graduation Application page (`bwskgrad.p_view_gradapp`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	Goes to one of the following pages • If the graduation application display rule is set to display the Diploma Name Selection page, this button goes to the Diploma Name Selection page (`bwskgrad.p_proc_diploma_name`). • If the graduation application display rule is not set to display the Diploma Name Selection page, but is set to display the Diploma Mailing Address Selection page, this button goes to the Diploma Mailing Address Selection page (`bwskgrad.p_proc_diploma_addr`). • If the graduation application display rule is not set to display either of the able pages, this button goes to the Graduation Application Summary page (`bwskgrad.p_disp_confirm`).

Web Menus With Links to This Page

No menus have links to this page.

Diploma Name Selection (bwskgrad.p_proc_diploma_name)

This page is used to specify the name to be printed on the diploma. It is displayed only if the **Display Page** checkbox is selected in the Diploma Name section of the Diploma Name/Address Options window of the Self-Service Graduation Application Display Rules Form (SHAGADR) for the associated graduation application display rule.

The name to be printed on a student's diploma is displayed only if the **Diploma Name Display** checkbox is selected in the Diploma Name section of the Diploma Name/Address Options window of SHAGADR for the associated graduation application display rule. If the

curriculum selected for the application to graduate is a curriculum for an existing degree record and the diploma table for that degree sequence has been created, the diploma name value (SHBDIPL_NAME) for that record is displayed on this page.

If the **Diploma Name Display** checkbox is cleared or the Degree Record (SHRDGMR) or Diploma Record (SHBDIPL) have not yet been created for the selected curriculum, then no value will be displayed in the **Diploma Name** field on the Diploma Name Selection page.

A student can change the diploma name if the **Edit** checkbox is selected in the Diploma Name section of the Diploma Name/Address Options window of SHAGADR for the associated graduation application display rule. If this has been set up, the value New will be available on the **One Of Your Names** pulldown list, and if the student selects New and then selects **Continue**, the system displays the Diploma Name Selection - Name Change page (bwskgrad.p_proc_diploma_name) with fields for the parts of the name that can be changed.

The SPRIDEN **Legal Name** field value is never used for self-service diploma name information. This field is a single-name field that has been concatenated and, therefore, cannot be broken into first, middle, last, and suffix columns for display or editing via the Web.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Name	Student's current or alternative name from the SPRIDEN table, depending on the setting on SHAGADR. This name will be printed on the diploma unless the student changes it. The last name prefix is included, if applicable.
Current Diploma Name	Name that is to be printed on the diploma. A value is displayed in this field only if the name has been changed. If this field is blank, the value in the **Name** field will be printed.
One of Your Names	Pulldown list used to specify the name to be printed on the diploma. If New is selected, the system displays the Diploma Name Selection - Name Change page (bwskgrad.p_proc_diploma_name) with fields for the parts of the name that can be changed.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Self-Service Graduation Application Display Rules Form (SHAGADR)	For each graduation application display rule for which you want this page to be displayed, select the **Display Page** checkbox in the Diploma Name section of the Diploma Name/Address Options window. If you want a student's name to be displayed on this page, select the **Diploma Name Display** checkbox in the Diploma Name section of the Diploma Name/Address Options window. Specify which name is to be displayed as follows. • If you want the current name on SPRIDEN to be displayed, select the **Current** radio button. • If you want the alternate name on SPRIDEN to be displayed, select the **Alternate** radio button and specify the alternate name type in the **Alternate Name** field. If you want to allow students to change the diploma name, select the **Edit** checkbox in the Diploma Name section of the Diploma Name/Address Options window, and select the checkboxes for the parts of the name that you want to allow students to change.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Transcript	Goes to the Academic Transcript Options page (`bwskotrn.P_ViewTermTran`).
View Graduation Applications	Goes to the Graduation Application page (`bwskgrad.p_view_gradapp`).
Name Change Information	Goes to the Name Change Information page (`bwgkoinf.P_DispUpdName`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	Goes to Diploma Name Selection - Name Change page (bwskgrad.p_proc_diploma_name).

Web Menus With Links to This Page

No menus have links to this page.

Diploma Name Selection - Name Change (bwskgrad.p_proc_diploma_name)

This page is used to change the name to be printed on the diploma. It is displayed when a student selects New on the **One Of Your Names** pulldown list on the Diploma Name Selection page (bwskgrad.p_proc_diploma_name). This can occur only if the **Edit** checkbox is selected in the Diploma Name section of the Diploma Name/Address Options window of the Self-Service Graduation Application Display Rules Form (SHAGADR) for the associated graduation application display rule. The **First**, **Middle**, **Last**, and **Suffix** checkboxes on SHAGADR are used to specify which part of the student's name can be changed.

The SPRIDEN **Legal Name** field value is never used for self-service diploma name information. This field is a single-name field that has been concatenated and, therefore, cannot be broken into first, middle, last, and suffix columns for display or editing via the Web.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
First Name	Student's first name to be printed on the diploma.
Middle Name	Student's middle name to be printed on the diploma.
Last Name	Student's last name (with prefix if it exists) to be printed on the diploma.
Suffix	Student's suffix to be printed on the diploma.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Self-Service Graduation Application Display Rules Form (SHAGADR)	Select the checkboxes for the parts of the name that you want to allow students to change. Choices are **First**, **Middle**, **Last**, and **Suffix**.

Updates to Banner

This page updates Banner as follows.

Item	Description
First Name	Stored in the Graduation Application Table (SHBGAPP) and viewable on the Graduation Application Form (SHAGAPP).
Middle Name	Stored in the Graduation Application Table (SHBGAPP) and viewable on the Graduation Application Form (SHAGAPP).
Last Name Prefix	Stored in the Graduation Application Table (SHBGAPP) and viewable on the Graduation Application Form (SHAGAPP).
Last Name	Stored in the Graduation Application Table (SHBGAPP) and viewable on the Graduation Application Form (SHAGAPP).
Suffix	Stored in the Graduation Application Table (SHBGAPP) and viewable on the Graduation Application Form (SHAGAPP).

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Transcript	Goes to the Academic Transcript Options page (`bwskotrn.P_ViewTermTran`).
View Graduation Applications	Goes to the Graduation Application page (`bwskgrad.p_view_gradapp`).

Link	Action
Name Change Information	Goes to the Name Change Information page (`bwgkoinf.P_DispUpdName`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	Goes to one of the following: • If the graduation application display rule is set to display the Diploma Mailing Address Selection page, this button goes to the Diploma Mailing Address Selection page (`bwskgrad.p_proc_diploma_addr`). • If the graduation application display rule is not set to display the Diploma Mailing Address Selection page, this button goes to the Graduation Application Summary page (`bwskgrad.p_disp_confirm`).

Web Menus With Links to This Page

No menus have links to this page.

Name Change Information (bwgkoinf.P_DispUpdName)

This page displays instructions for students who change diploma names. Use Web Tailor to define the text you want to appear on this page.

Web Page Fields

This does not have any web page fields.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Text	Define the text you want to appear on this page in Web Tailor.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page has no links to other web pages.

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Diploma Mailing Address Selection (bwskgrad.p_proc_diploma_addr)

This page is used to select the address to which the diploma is to be mailed. It is displayed only if the **Display Page** checkbox is selected in the Diploma Mailing Address section of the Diploma Name/Address Options window of the Self-Service Graduation Application Display Rules Form (SHAGADR) for the associated graduation application display rule. If the **Display** checkbox is also selected, the address currently associated with the Diploma Record will also be displayed. If the Edit checkbox is also selected, the value `New` will be available on the **One Of Your Addresses** pulldown list, and if the student selects `New` and then selects **Continue**, the system displays the Diploma Mailing Address Selection - Address Change page (`bwskgrad.p_proc_diploma_addr`) with fields for the new address.

If the **Display Page** checkbox is cleared or the Degree Record (SHRDGMR) or Diploma Record (SHBDIPL) have not yet been created for the selected curriculum, then no address information will be displayed on the Diploma Mailing Address Selection page.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
House Number	Unique number assigned to each building on a street or in an area and used as part of the postal address in some countries (no validation).

Item	Description/Source Information
Street Line 1 Street Line 2 Street Line 3 Street Line 4	Up to four lines for the street address.
City	City for the street address.
State or Province	State or province for the street address.
Zip or Postal Code	ZIP or postal code for the street address.
Nation	Nation for the street address.
One of Your Addresses	Pulldown list used to specify the address to which the diploma is to be mailed.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Self-Service Graduation Application Display Rules Form (SHAGADR)	For each graduation application display rule for which you want this page to be displayed, select the **Display Page** checkbox in the Diploma Mailing Address section of the Diploma Name/ Address Options window. If you want the address currently associated with the Diploma Record to be displayed, select the **Display** checkbox in the Diploma Mailing Address section of the Diploma Name/Address Options window. If you want to allow students to change the address to which the diploma is to be mailed, select the **Edit** checkbox in the Diploma Mailing Address section of the Diploma Name/Address Options window.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Transcript	Goes to the Academic Transcript Options page (`bwskotrn.P_ViewTermTran`).
View Graduation Applications	Goes to the Graduation Application page (`bwskgrad.p_view_gradapp`).
View Addresses and Phones	Goes to the View Addresses and Phones page (`bwgkogad.P_SelectAtypView`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	Goes to the Diploma Mailing Address Selection - Address Change page (`bwskgrad.p_proc_diploma_addr`).

Web Menus With Links to This Page

No menus have links to this page.

Diploma Mailing Address Selection - Address Change (bwskgrad.p_proc_diploma_addr)

This page is used to enter the address to which the diploma is to be mailed. If the **Edit** checkbox is selected in the Diploma Mailing Address section of the Diploma Name/ Address Options window of the Self-Service Graduation Application Display Rules Form (SHAGADR) for the associated graduation application display rule, the available addresses selected can also be edited. The system displays the current address by default, but the student can change it.

This page is displayed when the **Display Page** checkbox is checked in the Diploma Mailing Address section of the Diploma Name/Address Options window of SHAGADR for the graduation application display rule. If desired, you can also have the system display any existing diploma mailing address for the selected curriculum.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
House Number	Unique number assigned to each building on a street or in an area and used as part of the postal address in some countries (no validation).
Street Line 1 Street Line 2 Street Line 3 Street Line 4	Up to four lines for the street address.
City	City for the street address.
State or Province	State or province for the street address.
Zip or Postal Code	ZIP or postal code for the street address.
Nation	Nation for the street address.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Self-Service Graduation Application Display Rules Form (SHAGADR)	If you want to allow students to change the address to which the diploma is to be mailed, select the **Edit** checkbox in the Diploma Mailing Address section of the Diploma Name/Address Options window. If you want to have the system display any existing diploma mailing address for the selected curriculum, select the **Display** checkbox in the Diploma Mailing Address section of the Diploma Name/Address Options window.

Updates to Banner

This page updates Banner as follows.

Item	Description
New address	Stored in the Graduation Application Table (SHBGAPP) and viewable in the Diploma Address window of the Graduation Application Form (SHAGAPP). If **Create/Update Degree** checkbox has been selected in the Overall window of SHAGADR, the value is also stored in the SHBDIPL table and viewable on the Diploma Form (SHADIPL).

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Transcript	Goes to the Academic Transcript Options page (`bwskotrn.P_ViewTermTran`).
View Graduation Applications	Goes to the Graduation Application page (`bwskgrad.p_view_gradapp`).
View Addresses and Phones	Goes to the View Addresses and Phones page (`bwgkogad.P_SelectAtypView`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	Goes to one of the following: • If the application requires payment, goes to the Graduation Application Payment page (`bwskgrad.p_proc_payment`). • If the application does not require payment or if there is only one applicable payment type, goes to the Graduation Application Summary (`bwskgrad.p_disp_confirm`).

Web Menus With Links to This Page

No menus have links to this page.

Graduation Application Payment (bwskgrad.p_proc_payment)

This page is used to confirm the payment details if the graduation application has a payment associated with it. If the request does not have a payment associated with it, this page is not displayed.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Payment Total	Total monetary amount due.
Payment Method	Method by which the payment is to be made.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Credit Card Merchant ID Form (GOAMERC)	Make sure that valid records have been created for the appropriate process code. All other credit card processing set up must be completed as well. See the *Payment Processor Connection Handbook* for more information.
Self-Service Graduation Application Display Rules Form (SHAGADR)	For graduation applications, set up the following. • Select the **Create/Update Degree** checkbox in the Overall window. • Select the **Charge Graduation Fee** checkbox in the Processing Control block of the Payment Options window • Define the appropriate payment amount(s) in the Payment Options block of the Payment Options window. • Define the appropriate payment option(s) in the Payment Options block of the Payment Options window.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Transcript	Goes to the Academic Transcript Options page (`bwskotrn.P_ViewTermTran`).
View Graduation Applications	Goes to the Graduation Application page (`bwskgrad.p_view_gradapp`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	Goes to the Graduation Application Summary (`bwskgrad.p_disp_confirm`).

Web Menus With Links to This Page

No menus have links to this page.

Graduation Application Summary (bwskgrad.p_disp_confirm)

This page is used to review the details selected for the graduation application and submit it. If payment is required via a credit card, the data will not be submitted until credit card processing is successful.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Date	Date of the selected ceremony.

Item	Description/Source Information
First Name	Student's first name to be printed on the diploma.
Middle Name	Student's middle name to be printed on the diploma.
Last Name Prefix	Prefix that precedes a last name (for example, "Von" in the last name "Von Hintz").
Last Name	Student's last name to be printed on the diploma.
Suffix	Student's suffix to be printed on the diploma.
House Number	Unique number assigned to each building on a street or in an area and used as part of the postal address in some countries (no validation).
Street Line 1 Street Line 2 Street Line 3 Street Line 4	Up to four lines for the street address.
City	City for the street address.
State or Province	State or province for the street address.
Zip or Postal Code	ZIP or postal code for the street address.
Nation	Nation for the street address.
Curriculum name	Name of the curriculum.
Degree (untitled)	Name of the degree (such as `Bachelor of Arts`).
Level	Student level associated with the current active curriculum selected for the graduation application.
Program	Name of the program associated with the current active curriculum selected for the graduation application.
College	Name of the college associated with the current active curriculum selected for the graduation application.
Campus	Name of the campus associated with the current active curriculum selected for the graduation application.
Major and Department	Name of the major and department associated with the current active curriculum selected for the graduation application. If no department is associated with the current active curriculum selected for the graduation application, the field label says only **Major**. This field is displayed multiple times if there are multiple majors.
Major Concentration	Name of the concentration associated with the major for the current active curriculum selected for the graduation application. This field is displayed multiple times if there are multiple major concentrations.

Item	Description/Source Information
Minor	Name of the minor associated with the current active curriculum selected for the graduation application. This field is displayed multiple times if there are multiple minors.
Concentration	Name of the base concentration for the current active curriculum selected for the graduation application. This concentration is not attached to any major. This field is displayed multiple times if there are multiple concentrations.
Other field of study	Name of any other field of study associated with the current curriculum selected for the graduation application. This field is displayed multiple times if there are multiple other fields of study.
Fee	Monetary amount of the fee for the graduation application.
Payment Method	Method by which the payment is to be made.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page updates Banner as follows.

Item	Description
Submit Request	Stored in the Graduation Application Table (SHBGAPP) and viewable in the Diploma Address window of the Graduation Application Form (SHAGAPP). If **Create/Update Degree** checkbox has been selected in the Overall window of SHAGADR, the value is also stored in the SHBDIPL table and viewable on the Diploma Form (SHADIPL), and stored in the SHRDGMR and viewable on the Degree and Other Formal Awards Form (SHADEGR).

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Transcript	Goes to the Academic Transcript Options page (`bwskotrn.P_ViewTermTran`).
View Graduation Applications	Goes to the Graduation Application page (`bwskgrad.p_view_gradapp`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit Request	Goes to one of the following: • If the application requires payment, goes to the external vendor payment page. • If the application does not require payment, goes to the Graduation Application Signature page (`bwskgrad.p_disp_sigpage`).

Web Menus With Links to This Page

No menus have links to this page.

Graduation Application Signature (bwskgrad.p_disp_sigpage)

This page displays a customized message verifying that the graduation application has been received. The message can vary depending on the associated graduation application display rule, or it can be the same for every graduation application display rule. If no customized message is set up, the message *Your graduation application has been received* is displayed.

The Graduation Application Signature Page is a customized letter displayed on the Web after an application is completed or after a credit card payment has been made. The letter is created on the HTML Letter Rules Form (SOAELTR) and is associated with a graduation application display rule on the Self-Service Graduation Application Display Rules Form (SHAGADR). If a customized signature letter has not been created, then the default Information Text defined by your institution using Web Tailor is displayed.

Web Page Fields

No fields appear on this page by default; you must define your letter on the Format HTML Letter Rules Form (SOAELTR) and use the Self-Service Graduation Application Display Rules Form (SHAGADR) to associate the letter to the graduation application display rule.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Letter Code Validation Form (GTVLETR)	Create a letter code for the letter you want to be displayed on this page.
Format HTML Letter Rules Form (SOAELTR)	Create a line for the letter code you defined on GTVLETR, and enter T in the **Module** field. Define the text that you want to appear on this Web page.
Self-Service Graduation Application Display Rules Form (SHAGADR)	Enter the letter code in the **Confirmation Letter** field in the Overall window.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Graduation Applications	Goes to the Graduation Application page (`bwskgrad.p_view_gradapp`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Graduation Application (bwskgrad.p_view_gradapp)

This page is used to review the details of graduation applications that have been submitted. Inactive applications are not displayed.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Name	Student's name.
Application Number	One-up sequence number assigned to the application.
Request Date	Date on which the student submitted the application.
Application Status	Status of the application.
Application Status Date	Date on which the status of the application last changed.
Date	Date of the selected ceremony.
Attend Ceremony	Indicator for whether the student plans to attend the ceremony.
First Name	Student's first name to be printed on the diploma.
Middle Name	Student's middle name to be printed on the diploma.
Last Name Prefix	Prefix that precedes a last name (for example, "Von" in the last name "Von Hintz").
Last Name	Student's last name to be printed on the diploma.
Suffix	Student's suffix to be printed on the diploma.
House Number	Unique number assigned to each building on a street or in an area and used as part of the postal address in some countries (no validation).
Street Line 1 Street Line 2 Street Line 3 Street Line 4	Up to four lines for the street address.
City	City for the street address.
State or Province	State or province for the street address.

Item	Description/Source Information
Zip or Postal Code	ZIP or postal code for the street address.
Nation	Nation for the street address.
Curriculum name	Name of the curriculum.
Degree (untitled)	Name of the degree (such as `Bachelor of Arts`).
Level	Student level associated with the current active curriculum selected for the graduation application.
Program	Name of the program associated with the current active curriculum selected for the graduation application.
College	Name of the college associated with the current active curriculum selected for the graduation application.
Campus	Name of the campus associated with the current active curriculum selected for the graduation application.
Major and Department	Name of the major and department associated with the current active curriculum selected for the graduation application. If no department is associated with the current active curriculum selected for the graduation application, the field label says only **Major**. This field is displayed multiple times if there are multiple majors.
Major Concentration	Name of the concentration associated with the major for the current active curriculum selected for the graduation application. This field is displayed multiple times if there are multiple major concentrations.
Minor	Name of the minor associated with the current active curriculum selected for the graduation application. This field is displayed multiple times if there are multiple minors.
Concentration	Name of the base concentration for the current active curriculum selected for the graduation application. This concentration is not attached to any major. This field is displayed multiple times if there are multiple concentrations.
Other field of study	Name of any other field of study associated with the current curriculum selected for the graduation application. This field is displayed multiple times if there are multiple other fields of study.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Transcript	Goes to the Academic Transcript Options page (`bwskotrn.P_ViewTermTran`).
Degree Evaluation	Goes to the Select Current Term page (`bwckcapp.P_DispCurrent`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Set Up Student Records on the Web

This section explains how to implement Student Records on the Web. Refer to the *Banner Student User Guide* for more information about Banner forms.

For information about setting up credit card payment processing for the Web, see the *Payment Processor Connection Handbook*.

This section includes the following procedures:

- "Set Up Holds on the Web" on page 484
- "Set Up Grade Display on the Web" on page 484
- "Set Up Academic Transcripts on the Web" on page 484
- "Set Up the Web Transcript Requests" on page 489
- "Set Up Enrollment Verification Requests on the Web" on page 491
- "Set Up Degree Evaluation on the Web" on page 492
- "Use Pipes Processing" on page 496
- "Use Advanced Queue Processing" on page 500
- "Set Up Graduation Application on the Web" on page 504

Set Up Holds on the Web

In the Hold Type Code Validation Form (STVHLDD), select the **Web Indicator** checkbox for each hold type code that you want to be displayed on the Web.

Set Up Grade Display on the Web

1. Set up midterm grade display as follows.
   - If you want midterm grades for the whole term displayed on the Web, select the **Display Midterm Grades** checkbox in the Web Processing Controls window of the Term Control Form (SOATERM).
   - If you want to override the setting in SOATERM for a specific class, select or clear, as appropriate, the **Display Midterm Grades** checkbox on the Section Web Controls From (SSAWSEC).
2. Set up final grade display as follows.
   - If you want final grades for the whole term displayed on the Web, select the **Display Final Grades** checkbox in the Web Processing Controls window of SOATERM.
   - If you want to override the setting in SOATERM for a specific class, select or clear, as appropriate, the **Display Final Grades** checkbox on SSAWSEC.
3. Set up grade detail display as follows.
   - If you want final grades for the whole term displayed on the Web, select the **Display Grade Detail** checkbox in the Web Processing Controls window of SOATERM.
   - If you want to override the setting in SOATERM for a specific class, select or clear, as appropriate, the **Display Grade Detail** checkbox on SSAWSEC.

Set Up Academic Transcripts on the Web

1. On the Degree Code Validation Form (STVDEGC), select the **Web Indicator** checkbox for each degree code that you want to be available on the Web.
2. Create your transcript types on the Transcript Type Code Validation Form (STVTPRT). Be sure to select the **Web Indicator** checkbox for the transcript types that you want to be available on the Web.
3. On the Print Options tabs of the Transcript Type Rules Form (SHATPRT), select the appropriate checkbox for each item you want displayed on Web transcripts.

   Note: Choices made on this tab affect both the standard transcript and the Web transcript. If defining a transcript type that is to be available as both standard and Web, make sure your choices take this into account.

Select this checkbox	To display
Transcript Type Description	Description associated with the transcript type.
Transcript Type	Transcript type code.
Student Address	Student's address, as defined on the General Person Identification Form (SPAIDEN).
Issued Address	Address to which the transcript is to be issued, as defined on the Transcript Request Form (SHARQTC).
High School	Name of the student's high school.
Current Student Type	Description associated with the current student type, which is the most recent General Student Record (SGASTDN).
Term Admitted	Description associated with the term in which the student was admitted.
Term Matriculated	Description associated with the term in which the student was graduated.
Committees	Names of any committees on which the student served.
Academic Events	Names of academic events in which the student participated.
Academic Event Decision	Decisions associated with academic events in which the student participated.
Academic Event Grade	Grades earned for academic events in which the student participated.
Degree GPA	Student's degree GPA.
Qualifying Papers	Names of the student's qualifying papers.
Qualifying Papers Text	Descriptions of the student's qualifying papers.
Level Comments	Comments associated with the level.
Term Comments	Comments associated with the term.
Course Comments	Comments associated with the course.
College by Term	Name of the college associated with the term.
Major by Term	Name of the major associated with the term.
Student Type by Term	Description of the student type associated with the term.
Course Campus	Code of the campus associated with each institutional course detail record.
Long Course Title	Long title of each course.
Transfer Detail	Details about the student's transfer courses.

Select this checkbox	To display
Registration Start and End Dates	Start and end dates for open learning courses.
CEU Units	Number of continuing education credits earned by the student.
CEU Dates	Start and end dates associated with continuing education courses. These dates are displayed only if the **CEU Units** checkbox is also selected.
CEU Contact Hours	Number of contact hours associated with continuing education courses. These dates are displayed only if the **CEU Units** checkbox is also selected.
GPA Statistics	Student's GPA statistics.
Dean's List	Statement that the student made the dean's list.
Academic Standing by Term	Student's academic standing for each term.
Last Academic Standing	Student's academic standing in his or her last term.
Institution Totals	Total credits the student earned at your institution.
Transfer Totals	Total credits the student earned at a transfer institution.
Overall Totals	Total credits the student earned at both your institution and transfer institutions.
Student Centric Period Statistics	Student centric period GPA totals for the last term in the student centric period.
The following fields affect XML transcripts only.	
Test Scores	Test scores included on the Test Score Information Form (SOATEST).
College Transcript	Institution-defined information about the college transcript.
Student	Institution-defined information about the student.
Academic Record	Institution-defined information about the student's academic record.
Course	Institution-defined information about the course.

4. Use the Curriculum Print Options tab of SHATPRT to modify several of the labels that appear on the Academic Transcript page (`bwskotrn.P_ViewTran`).
   - If you want to change the **Current Program** field label on the Academic Transcript page, enter the desired value in the **Primary Learner Curriculum** field.
   - If you want to change the **Secondary** field label on the Academic Transcript page, enter the desired value in the **Secondary Learner Curriculum** field.

- If you want to change the **Degrees Awarded** section label on the Academic Transcript page, enter the desired value in the **Award Label** field.
- If you want to change the **Primary Degree** field label on the Academic Transcript page, enter the desired value in the **Primary Outcome Curriculum** field.
- If you want to change the **Secondary** field label on the Academic Transcript page, enter the desired value in the **Secondary Outcome Curriculum** field.

5. On the Curriculum Print Options tab of SHATPRT, select the appropriate checkbox for each curriculum-related item you want displayed on Web transcripts.

Note: Choices made on this tab affect both the standard transcript and the Web transcript. If defining a transcript type that is to be available as both standard and Web, make sure your choices take this into account.

Select this checkbox	To display
Program	Description associated with the student's curriculum (primary learner, secondary learner, primary outcome, and/or secondary outcome).
Degree	Description of the degree associated with the student's curriculum (primary learner and/or secondary learner).
College	Description of the college associated with the student's curriculum (primary learner, secondary learner, primary outcome, and/or secondary outcome).
Campus	Description of the campus associated with the student's curriculum (primary learner, secondary learner, primary outcome, and/or secondary outcome).
Major	Description of the major associated with the student's curriculum (primary learner, secondary learner, primary outcome, and/or secondary outcome).
Major Concentration	Description of the major concentration associated with the student's curriculum (primary learner, secondary learner, primary outcome, and/or secondary outcome).
Minor	Description of the minor associated with the student's curriculum (primary learner, secondary learner, primary outcome, and/or secondary outcome).
Concentration	Description of the concentration associated with the student's curriculum (primary learner, secondary learner, primary outcome, and/or secondary outcome).
Other Fields of Study	Description of the other fields of study associated with the student's curriculum (primary learner, secondary learner, primary outcome, and/or secondary outcome).

6. On the Personalization Print Options tabs of SHATPRT, define print options for personal information for Web transcripts.

Note: Choices made on this tab affect both the standard transcript and the Web transcript. If defining a transcript type that is to be available as both standard and Web, make sure your choices take this into account.

6.1. If you want the student's birth date to be displayed, take the following actions.

- Select the **Birth Date** checkbox.
- In the **Birth Date Mask** field, select the format in which you want the birth date to be displayed.

6.2. If you want the student's Banner ID to be displayed, take the following actions.

- Select the **Banner ID** checkbox.
- In the **Label for ID** field, enter the label you want to be displayed for the Banner ID.

6.3. If you want the student's tax identification number to be displayed, take the following actions.

- Select the **SSN/SIN/TIN** checkbox.
- In the **Label for SSN/SIN/TIN** field, enter the label you want to be displayed for the tax identification number.
- In the **SSN/SIN/TIN Mask** field, specify the masking you want to use. Use the character X to indicate that the data in that position is to be displayed, and use the character * to indicate that the data in that position is to be concealed.

6.4. Use the Name Hierarchy block to define the hierarchy the system is to use to determine which name to display.

- In the **Sequence Number** field, enter the sequence number for where this name type should fall in the hierarchy in ascending order. In other words, if a student has the type of name you assign as sequence number 1, that name will be displayed; if he or she does not have that name type, the system will check for a type designated as sequence number 2, and so on until it finds a name type.
- In the **Source** field, enter the code of the source for the name.
- In the **Name Type** field, enter the code of the name type.

7. On the Self-Service Print Options tab, define the processing controls, service options, and payment options. These are used for processing Web transcript requests and are explained in detail in the procedure "Set Up the Web Transcript Requests" on page 489.

8. If you want the student's name to appear on the Web transcript, set up the following row on the Crosswalk Validation Form (GTVSDAX) and set the **External Code** to TRUE.

External Code	Internal Code	Internal Code Seq Number	Internal Code Group	Description	Activity Date
TRUE/ FALSE	NAMEWTRAN	1	WEBTRANSTUNAME	Stu.Name on WebTrans	Sysdate

Set Up the Web Transcript Requests

1. On the Self-Service Print Options tab of the Transcript Type Rules Form (SHATPRT), take the following actions.
   - If you want students to be able to request that transcripts be sent via electronic data interchange (EDI), select the **Allow Electronic Transcripts on the Web** checkbox.
   - If you want to allow students to be able to specify that transcript requests be held until grades have been posted, select the **Allow Hold for End of Term Processing** checkbox.
   - If you want to allow students to be able to specify that transcript requests be held until degrees have been posted, select the **Allow Hold for Degree Processing** checkbox.
2. In the Service Level block of the Self-Service Print Options tab of SHATPRT, take the following actions.
   - In the **Code** field, enter or select the self-service option code to be associated with the transcript request type.

     A service level record must be defined for each transcript type that is available for Self-Service transcript processing.
   - In the **Description** field, enter the description for the code.
   - In the **Type** field, enter the code for the type of Accounts Receivable account the charges associated with the transcript request will be posted. Valid values are S (Student) and M (Miscellaneous).
   - In the **Charge** field, enter the monetary amount of the charge associated with the self-service option code entered in **Code** field. The system automatically defaults the charge value defined on the Web Self-Service Options Validation Form (STVWSSO), but you can change it.
   - In the **Per** field, enter the code for the indicator for whether the option will be charged per transcript request. Valid values are R for per-request and C for per-copy.
3. If you want to associate a fee with Web transcript requests, in the Payment Options block, in the **Code** field, select the payment option code to be associated with the transcript type.
4. On the Web Self Service Option Code Validation Form (STVWSSO), define the delivery methods and their associated charges.

5. On the Web Payment Option Code Validation Form (STVWPYO), define the payment methods. If a method is to incur credit card charges, be sure to select the **For Credit Card** checkbox.

6. In the Service Level block of SHATPRT (accessed via the Web Transcript Control option), take the following actions.

   - Define each delivery method that you want to be available on the Web. Delivery method is required in Self-Service.

     At least one service level record must be defined on SHATPRT for the delivery method. If your institution does not charge for transcript requests, you need to create a service level record on SHATPRT with a **Charge** of `$0.00`. This is displayed as a value of `No Charge` in the **Delivery Method** drop down in Self-Service.

   - In the **Per** field, specify whether charges are to be assessed per copy (`C`) or per request (`R`).

   - In the Payment Options block (accessed via the Web Transcript Control option), define each payment option that you want to be available on the Web.

7. On the Transcript Type Code Validation Form (STVTPRT), select the **Web Request Indicator** checkbox for each transcript type you want to be available on the Web.

8. On the Degree Code Validation Form (STVDEGC), select the **Web Indicator** checkbox for each degree code that you want to be available on the Web.

9. If you want all course levels to be included on all transcripts, select the **Default course level to ALL on transcript** checkbox on the Web Transcript Request Rules Form (SHAWTRR).

10. On SHAWTRR, in the **Maximum transcripts per request** field, enter the maximum number of transcripts you want a student to be able to order per request.

11. On SHAWTRR, in the **Maximum free transcripts before charges** field, enter the maximum number of transcripts a student can request before charges are applied to requests.

12. If you want students to be able to request that transcripts be sent via EDI, select `EDI` in the **Electronic** field of the Source/Background Institution Code Validation Form (STVSBGI).

13. In the Source/Background Validation Form (SOASBGI), for each school that you want to be available via the lookup functionality, enter appropriate values in *both* the **City** field *and* either the **State/Province** or the **Nation** field.

14. Set up your Signature Page in one of the following ways.

    - Define your letter in Web Tailor using the Customize a Set of Information Text option.

    - OR -

    - Define your letter in Banner as follows.

    14.1. On the Letter Code Validation Form (GTVLETR), create a letter code for the letter you want to be displayed on this page.

14.2. On the Format HTML Letter Rules Form (SOAELTL), create a line for the letter code you defined on GTVLETR, and enter T in the **Module** field.

14.3. On the Email Letter Form (SOAELTR), define the text that you want to appear on this Web page.

14.4. On the Transcript Type Rules Form (SHATPRT), enter the letter code in the **Electronic Letter Code** field in the Self-Service Print Options window.

Set Up Enrollment Verification Requests on the Web

Do the following to set up Web display.

1. Use the Enrollment Verification Type Code Validation Form (STVEPRT) to define the codes you want to be available on the Web.
2. Access the Enrollment Verification Request Rules Form (SFAEPRT).
3. In the Key Block, scroll to the enrollment verification type code you want to define.
4. Go to the Print Options window.
5. Select each appropriate checkbox for each option you want to be printed on the enrollment verification for this type code.
6. If you select the **SSN/SIN/TIN** checkbox, use the **SSN/SIN/TIN Mask** field to specify the masking you want to use. Use the character X to indicate that the data in that position is to be displayed, and use the character * to indicate that the data in that position is to be concealed.
7. Use the Birth Date Mask pulldown list to select the format in which you want the birth date to be displayed.
8. Save your changes.
9. Go to the Self-Service Print Options window.
10. In the Processing Controls block, take the following actions.
    - 10.1. Select the **Self-Service Request** checkbox to allow paper enrollment verification requests to be processed from self-service.
    - 10.2. Select the **Self-Service Academic Year** checkbox to allow enrollment verification requests to be selected by academic year when processed from self-service.
    - 10.3. Use the **Self-Service Confirmation Letter** field to select the self-service confirmation letter to be used for the enrollment verification request.
    - 10.4. Use the **Self-Service Printers** field to select the destination printer where the confirmation letter is to be printed.
11. In the Service Level block, take the following actions.
    - 11.1. In the **Code** field, enter or select the self-service option code to be associated with the enrollment verification request type.

11.2. In the **Type** field, enter the code for the type of Accounts Receivable account the charges associated with the learner's enrollment verification request will be posted. Valid values are S (Student) and M (Miscellaneous).

11.3. In the **Charge** field, enter the monetary amount of the charge associated with the self-service option code entered in **Code** field. The system automatically defaults the charge value defined on the Web Self-Service Options Validation Form (STVWSSO), but you can change it.

11.4. In the Per field, enter the code for the indicator for whether the option will be charged per enrollment verification request or per enrollment verification copy. Valid values are R for per-request and C for per-copy.

12. In the Payment Options block, in the **Code** field, select the payment option code to be associated with the enrollment verification request type.

13. Save your changes.

Do the following to limit the number of requests a student can make via the Web.

1. On the Crosswalk Validation Form (GTVSDAX), specify the maximum number of requests allowed per term in the **External Code** field for internal code MAXEVREQNO.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	System Required
number of requests allowed per term	MAXEVREQNO	N/A	STUWEB	Max Enrl Ver Requests per Term	Y

2. Save your changes.

Set Up Degree Evaluation on the Web

To set up degree evaluation on the Web, begin by performing the tasks shown in the following table.

Form	Task
Term Control Form (SOATERM)	Under Web Processing Controls/ WebCAPP Controls, the **Web Evaluation Term** checkbox in the Web Processing Controls window must be selected to permit new degree evaluations to be generated for that term. This field may need to be updated each term, depending upon your institution's policy on running a degree audit against a term in the past.
Program Definition Rules Form (SMAPRLE)	If the **Web** checkbox is selected, the program will be available when a new degree evaluation is generated. This will not prevent a student from viewing a previously generated degree evaluation for this program. This indicator defaults to being selected.
Curriculum Rules Form (SOACURR)	For every program you want associated with the term, take the following actions: • Make sure that a record exists for the curriculum rule and that the **Locked** checkbox is selected. • On the Module Control window, select the **On** radio button for **Curriculum, Advising, & Program Planning**.
Program Requirements Form (SMAPROG)	For every program that you want to be active, select the **Active** radio button.
WebCAPP Rules Form (SMAWCRL)	Select the appropriate checkboxes in the What-If Analysis Display section to make concentrations and departments available for what-if analysis on the Web.
CAPP Compliance Default Parameter Form (SMADFLT)	Enter `Web` into the **Default Code** field. The appropriate compliance request default parameters must be set up. For more information about SMADFLT, see the *Banner Student CAPP Handbook*.
Originator Code Validation Form (STVORIG)	The `Web` code is used for recording where a compliance had been requested from. When a request is made, the **Origin** field on the Compliance Request Management Form (SMARQCM) is populated with `Web`.
E-mail Address Type Validation Form (GTVEMAL)	Create a code for student and faculty/advisor e-mail. This code is used to populate the student and faculty e-mail on the WebCAPP Rules Form (SMAWCRL).
Compliance Print Code Validation Form (STVPRNT)	Create a code for use with degree evaluations on the Web. This code should be entered in the **Print Type** field on the WebCAPP Rules Form (SMAWCRL), if you choose to use print types. This code is also used for the print code in CAPP for its display; including program, area, group, and rule text. Single text type only.

Form	Task
Compliance Type Code Validation Form (STVCPRT)	Create a code for use with degree evaluations on the Web. This code should be entered in the **Compliance Type** field on SMAWCRL, if you choose to use compliance types. This code is also used to determine print codes in CAPP for its display; including program, area, group, and rule text. Multiple text types: `Met`/`Not Met`).
Crosswalk Validation Form (GTVSDAX)	See "Crosswalk Validation Form (GTVSDAX) Records for WebCAPP Processing" on page 495.

WebCAPP Rules Form (SMAWCRL)

This form is used to set up the controls for the WebCAPP rules for evaluation requests. The following controls are displayed on the form:

- What-If Analysis Display
- Evaluation Display

For detailed information about SMAWCRL, see the *Banner Student CAPP Handbook*.

WebCAPP Rules Form (SMAWCRL) Records Descriptions

Record	Description
Print Type/Compliance Type	The external code should be a print type code entered on STVPRNT. The text associated with this print type is displayed in various areas on the General Requirements page (`bwcksmlt.P_DispEvalGeneralReq`)and Detail Requirements page (`bwcksmlt.P_DispEvalDetailReq`). If no code is designated, no text will be printed. Your institution can select multiple text types. You can either choose a single text type (STVPRNT) or enter a compliance type (STVCPRT). If the compliance type is entered, two types of text can be displayed for the program, area, or group: `Met` and `Unmet`.
Faculty Email Type	This external code should be a valid e-mail type on GTVEMAL. The e-mail address associated with this code (that is, active) and marked as **Preferred** and **Display on Web** on GOAEMAL will be displayed. If the faculty member has no e-mail address on GOAEMAL associated with the e-mail type designated here, the **Email your Advisor** link will not be displayed on the applicable Web pages.

Record	Description
Student Email Type	This external code should be a valid e-mail type on GTVEMAL. The e-mail address associated with this code (that is, active) and marked as **Preferred** and **Display on Web** on GOAEMAL will be displayed. If the student has no e-mail address on GOAEMAL associated with the e-mail type designated here, the **Email Student Name** link will not be displayed on the applicable Web pages.
What-if Analysis Display	Select the curriculum components that you want to allow students to run degree evaluations against. Major 1 is always required and therefore is not included as a selection.
Purge Controls - Student Delete	This indicator is used to specify whether a student can delete degree evaluations that he or she ran.
Secondary Curriculum Display	This external code will be Y or N. If SECONDCURR is set to Y, the secondary curriculum will be displayed if populated on the General Student or Applicant record and *all* Recruiting and Degree records will be displayed. If SECONDCURR is set to N, the secondary curriculum will not be displayed even if populated on the Admissions Application or General Student record. If the Recruiting or Degree record is being displayed, the record with the highest catalog term and lowest sequence number is displayed.

Crosswalk Validation Form (GTVSDAX) Records for WebCAPP Processing

The following values must be entered manually by your institution. These records are described in the section following this table.

Internal Code	Internal Seq Number	Internal Code Group	External Code	Description	System Required Indicator
WEBCURR	1	WEBCAPP	DEG	WebCAPP Curriculum Source	Selected
WEBCURR	2	WEBCAPP	GST	WebCAPP Curriculum Source	Selected
WEBCURR	3	WEBCAPP	ADM	WebCAPP Curriculum Source	Selected
WEBCURR	4	WEBCAPP	REC	WebCAPP Curriculum Source	Selected

Rule	Description
WEBCURR (WebCAPP Curriculum Source)	The sequence number is `1, 2, 3,` or `4`. The `WEBCURR` rule is a hierarchy of values from which the current curriculum record is pulled. The valid values that can be entered in the external code are the following: `DEG` — Degree Record (SHADEGR) `GST` — General Student Record (SGASTDN) `ADM` — Applicant Record (SAAADMS) `REC` — Prospect Information Form (SRARECR) The sequence number associated with the external code determines what record appears on the Current Curriculum page (`bwckcapp.P_DispCurrent`). For example, if `DEG` is sequence `1`, and the student does not have a Degree record, the system looks for sequence `2`. If the record does not exist for that sequence it will go on to the next sequence number. If no record is found, the message *No Curriculum Record Found* is displayed. These four records *must* have a value. If only one record is desired, for example, `DEG`, either enter `DEG` for all four records, or enter some other unknown value (other than `DEG, GST, ADM`, or `REC`), such as `123`.

Use Pipes Processing

When using WebCAPP, Oracle database pipes are used for session communications for compliance processing and CAPP area prerequisite checking in baseline and Self-Service. Pipes are used to submit compliance requests from the various registration processes.

The following pipe programs are used.

- The Pipe Initialization Process (SFRPINI) initializes the pipe process for each pipe listed in the database pipe (SFBPIPE) table.
- The Pipe Process (SFRPIPE) is used as a listening agent for Oracle pipes to initiate the compliance process and to perform compliance evaluations from Self-Service.

Note: All registration activity from Self-Service and SFAREGS that involves area prerequisite checking depends on the pipe process. However, only degree evaluations initiated from self-service require the

pipe process. Compliance evaluations initiated from SMARQCM do not depend on the pipe process.

The following objects are used when processing compliance evaluations from the Web.

- SFBPIPE — The database table that holds the names of the “named” database pipes.
- SFRPIPE — A listener process that accepts messages for a named database pipe (from the SFBPIPE table).
- SFRPINI — A looping process that starts the SFRPIPE listener for each “named” database pipe in the SFBPIPE table.
- SFKPIPE — The database package responsible for submitting a request to the listener (SFRPIPE).
- SFKCOMM - The database package used to determine the communication protocol.

Note: The SFKPREQ package calls SFKPIPE for pipes processing and SFKCOMM for advanced queue processing.

SFKCOMM Package

The SFKCOMM package is a wrapper package that surrounds the SFKPIPE/SFRPIPE and SOKADVQ/SFRADVQ communication processes. This package reads the GTVSDAX setting for the CAPP `AQ4PIPES` rule and determines which communication protocol is being used to submit the compliance process (`DBMS_PIPES` processing or advanced queuing). It then sends the appropriate message to either the `sfkpipe.p_sfkcmpl_submit` procedure (to communicate through the `DBMS_PIPE` communication protocol) or to the `sokadvq.p_sfkcmpl_submit` procedure (to communicate through the Oracle Advanced Queue's communication protocol). The `p_sfkcmpl_submit` procedure is used to accept a request for running compliance.

The following parameters are used with this package:

- `sf_one_up_no`

  Job submission oneup number.

- `sf_runmode`

  Run mode used to submit compliance. Values are `I` and P.

- `sf_pidm`

  PIDM for which the request is generated.

- `sf_new_request_no`

  Compliance request number.

- `sf_status`

Return parameter indicating the success or failure of the compliance request. Returns `0` for failure or `1` for success.

Initialize Pipes

The pipes used, which are the same as the pipes used by CAPP area prerequisite processing, are similar to those used by Job Submission (GURJOBS), and their management is usually the responsibility of a database or system administrator. Appropriate pipes must be initialized for processing to occur, and they can be best initialized during normal system start-up routines. Determining the required number of pipes to use is your institution's responsibility. If processes are waiting for pipe responses, it may be best to initialize additional pipes.

In essence, this process is the same technology as job submission functionality (GURJOBS). The primary differences are as follows.

- GURJOBS attempts to run any valid process defined in Banner. The SFRPINI process runs *only* the SMRCMPL process. Any other command automatically shuts down the listener process.
- GURJOBS consists of only one database pipe and one listener process. This process can have (n) amount of database pipes and listeners, as determined by the number of pipe names in the SFBPIPE table (`SFKPIPE01 -> SFKPIPE(n)`).

For test instances it is recommended that you delete all but one database pipe name. Otherwise, it would be the same as having ten “job submissions” running on the system.

For production instances it is recommended that you start with one pipe and listener, and increment that number based on demand. Demand can be tracked by the `sfkpipe(n).lis` output files listing processing totals. However, determining the required number of pipes to use is your institution’s responsibility.

Before starting the pipes process, users running SFRPINI must update privileges to the SFBPIPE table. This enables the process to track the least busy pipe when multiple pipes are used.

To start the process, you only need to run the SFRPINI process. This process conforms to Banner coding methodology, which states that all processes must run through job submission.

The total amount of time that the Web will wait for a request to complete is three minutes. You may need to monitor the `SFKPIPE(n).lis` output files to ensure that the compliance times do not exceed this three-minute wait period. If compliance times do exceed this three-minute wait period:

- Web requesters will receive the “unable to connect” message when, in fact, the process could still be running.
- It is recommended that you adjust the `MAX_WAIT_REC` variable in `sfkpip1.sql` to a value that matches the maximum compliance evaluation time.

GTVSDAX Rules

Use the AQ4PIPES GTVSDAX rule for the internal code group of CAPP to toggle between pipes processing and advanced queue processing.

Internal Code	Internal Code Group	External Code	Description
AQ4PIPES	CAPP	Y	All CAPP Processing

This rule is used as follows:

- When this rule is set to N, traditional communication for pipes processing is used with SFRPINI (pipe initialization process) and SFRPIPE (pipe listener process). When the listeners (SFRPIPE) are not running, you can run the SFRPINI process.

  Use the following SQL command to stop the pipes (SFRPIPE):

  ```
  exec sfkpipe.kill_all_servers;
  ```

- When this rule is set to Y, communication for advanced queue processing is used with SFRQINI (queue initialization process) and SFRADVQ (queue listener process). When the listeners (SFRADVQ) are not running, you can run the SFRQINI process.

  Use the following SQL command to stop the queues (SFRADVQ):

  ```
  exec sokadvq.p_kill_all_servers;
  ```

Use the PIPETIME rule to manage the timeout period for a response from compliance processing. The default timeout period is 300 seconds or five minutes. The SFKPREL and SFKPIP1 packages are used by this rule.

Use the PIPESIZE rule to change the size of the dbms_pipe used for the pipe process. The default pipe size is the Oracle default of 4048.

Warning! *This value should not be changed unless specified by a technician.*

Use the PREREGDEBG rule to perform testing and debugging for pipe processing.

Warning! *It is strongly advised that this rule only be set to TRUE when pipe process testing is taking place. Numerous calls to the dbms_output item are performed, which could affect system performance in a production environment.*

Use the PIPESELECT rule as an alternative method of selecting a database pipe from the SFBPIPE table. You can still use the method that applies load balancing communications across the pipes. The PIPESELECT rule uses values of TRUE or FALSE to toggle between the alternative pipe selection and the load balancing pipe selection. When the rule is TRUE, the logic randomly selects a pipe from the SFBPIPE table. When the rule is FALSE, load balancing is performed across the pipes as

determined by SFBPIPE. The pipe naming convention in the SFBPIPE table must use the format XXYYYYZZ: where XX is the node, YYYY is the name, and ZZ is the pipe number.

Internal Code	Internal Code Group	External Code	Description
PIPETIME	PIPETIMEOUT	300	SFRPIPE timeout in seconds
PIPESIZE	PREREQUISITES	4048	SFRPIPE pipe size
PREREGDEBG	PREREQUISITES	FALSE	Debug Msg in PreReg
PIPESELECT	PREREQUISITES	FALSE	Randomly select pipes

Pipe Initialization Process (SFRPINI)

This process is used to initialize the SFRPIPE process to run in the background, listening for Oracle pipe calls to execute the compliance process for registration prerequisite processing with CAPP. Run SFRPINI from the host. There are no job submission parameters for this process.

Compliance Pipe Process (SFRPIPE)

This process is used as a listening agent for Oracle pipes, to initiate the compliance process to perform registration prerequisite processing with CAPP. Run SFRPIPE from the host. There are no job submission parameters for this process.

Use Advanced Queue Processing

Oracle advanced queuing is an optional alternative to using `DBMS_PIPE` (pipes) processing for session communications for compliance processing and CAPP area prerequisite checking in baseline and Self-Service. Advance queue processing is used for session communication with Oracle Real Application Clusters (RAC) technology where the database runs across multiple instances. Pipes and queues can co-exist, and you can switch between the two options. However, you must choose to run one or the other. They cannot be run together.

The following advanced queuing programs are used:

- The Queue Initialization Process (SFRQINI) initializes the SFRADVQ listener process to be run in the background, where it listens for Oracle advanced queue calls to execute the compliance process.
- The Compliance Advanced Queue Process (SFRADVQ) is a listening agent for Oracle advanced queue processing. It tells advanced queuing to perform compliance processing.

GTVSDAX Rules

Use the AQ4PIPES GTVSDAX rule for the internal code group of CAPP to toggle between pipes processing and advanced queue processing.

Internal Code	Internal Code Group	External Code	Description
AQ4PIPES	CAPP	Y	All CAPP Processing

This rule is used as follows:

- When this rule is set to N, traditional communication for pipes processing is used with SFRPINI (pipe initialization process) and SFRPIPE (pipe listener process). When the listeners (SFRPIPE) are not running, you can run the SFRPINI process.

  Use the following SQL command to stop the pipes (SFRPIPE):

  ```
  exec sfkpipe.kill_all_servers;
  ```

- When this rule is set to Y, communication for advanced queue processing is used with SFRQINI (queue initialization process) and SFRADVQ (queue listener process). When the listeners (SFRADVQ) are not running, you can run the SFRQINI process.

  Use the following SQL command to stop the queues (SFRADVQ):

  ```
  exec sokadvq.p_kill_all_servers;
  ```

The QUEUETIME rule can also be used with advanced queue processing.

Internal Code	Internal Code Group	External Code	Description
QUEUETIME	QUEUETIMEOUT	300	SFRADVQ timeout in seconds

The QUEUETIME rule allows you to change the timeout period for the advanced queue process. The delivered default timeout period is 300 seconds (five minutes). You need to set the rule to the timeout value you choose for the queue to work with the advanced queuing. The SFKCOMM package uses the AQ4PIPES rule to determine the transmission protocol, while the SOKADVQ package uses the QUEUETIME rule.

The QUEUETIME rule is equivalent to the PIPETIME GTVSDAX rule. The QUEUETIME rule states the amount of time the user is willing to wait for a response for compliance processing while using the advanced queuing option, while the PIPETIME rule denotes the amount of time the user is willing to wait for a response for the compliance processing while using pipes processing.

The advance queue processing is optional and can be used in place of pipes processing, but using advance queuing is not required for communication protocol. The GTVSDAX rules are delivered with a value of N, and you can continue to use pipes processing if you choose.

SFKCOMM Package

The SFKCOMM package is a wrapper package that surrounds the SFKPIPE/SFRPIPE and SOKADVQ/SFRADVQ communication processes. This package reads the GTVSDAX setting for the CAPP `AQ4PIPES` rule and determines which communication protocol is being used to submit the compliance process (`DBMS_PIPES` processing or advanced queuing). It then sends the appropriate message to either the `sfkpipe.p_sfkcmpl_submit` procedure (to communicate through the `DBMS_PIPE` communication protocol) or to the `sokadvq.p_sfkcmpl_submit` procedure (to communicate through the Oracle Advanced Queue's communication protocol). The `p_sfkcmpl_submit` procedure is used to accept a request for running compliance.

The following parameters are used with this package:

- `sf_one_up_no`

  Job submission oneup number.

- `sf_runmode`

  Run mode used to submit compliance. Values are `I` and P.

- `sf_pidm`

  PIDM for which the request is generated.

- `sf_new_request_no`

  Compliance request number.

- `sf_status`

  Return parameter indicating the success or failure of the compliance request. Returns `0` for failure or `1` for success.

SOKADVQ Package

The SOKADVQ package contains functions and procedures that facilitate communication through advanced queuing and support the SFRADVQ listener process.

SFKPREQ Package

The SFKPREQ package calls SFKPIPE for pipes processing and SFKCOMM for advanced queue processing.

soo_sfkcmpl_payload Object Type

The `soo_sfkcmpl_payload` simple Oracle object type is used to carry the CAPP request information as a payload on the Banner Student queues. This object type is used

on the SFKCMPL_REQUEST_Q and SFKCMPL_RESPONSE_Q queues.

```
SF_COMMAND_TYPE          VARCHAR2(7 CHAR)
SF_CORRELATION_ID        VARCHAR2(128 CHAR)
SF_ONE_UP_NO             NUMBER(9)
SF_RUNMODE               VARCHAR2(1 CHAR)
SF_PIDM                  NUMBER(8)
SF_NEW_REQUEST_NO        NUMBER(4)
SF_STATUS                NUMBER(1)
```

Note: The squeqtabc_08040100_01.sql script establishes the administrative queues and queue tables for advanced queuing.

Queue Initialization Process (SFRQINI)

This process initializes the SFRADVQ listener process to be run in the background, where it listens for Oracle advanced queue calls to execute the compliance process. It can be run from job submission. SFRQINI can be compared to the SFRPINI pipe initialization process.

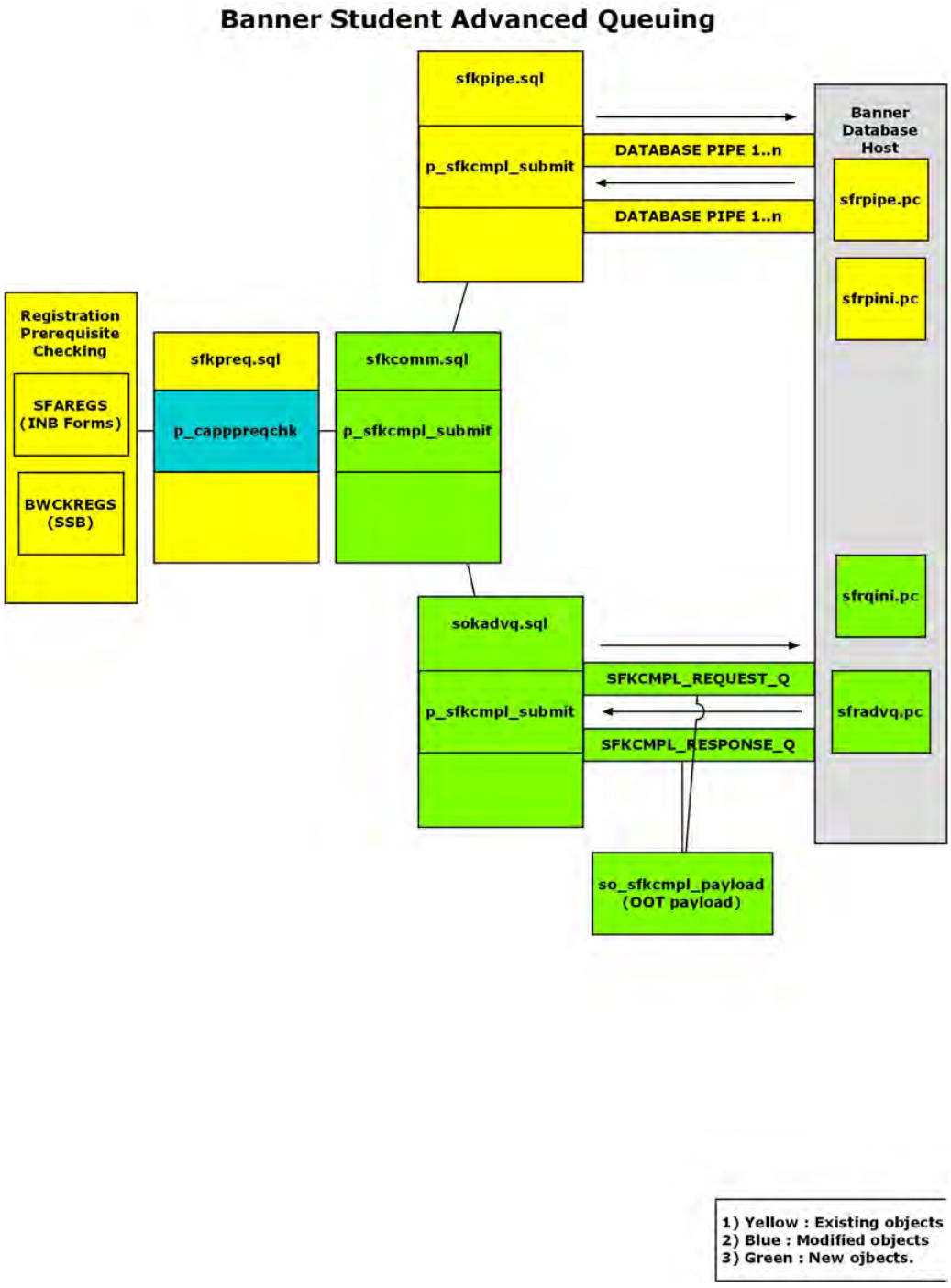
The Number of Listeners to Start parameter is required. Enter the number of advanced queue listeners to be started from SFRADVQ. The default value is 10.

Compliance Advanced Queue Process (SFRADVQ)

This process is a listening agent for Oracle advanced queue processing. It tells advanced queuing to perform compliance processing. Run the SFRQINI process to start the SFRADVQ process. SFRADVQ can be compared to the SFRPIPE pipe listener process.

Process Flow

Here is a process flow that shows how pipes and queues are used with prerequisite checking.



Set Up Graduation Application on the Web

This task is composed of the following procedures:

- "Set Up Overall Graduation Application Display Rules" on page 505
- "Set Up Graduation Date Availability" on page 506

- "Set Up Graduation Applications on the Web" on page 506
- "Set Up Diploma Name Selection and Modification" on page 507
- "Set Up Diploma Mailing Address Selection and Modification" on page 508

Set Up Overall Graduation Application Display Rules

You can specify which curriculum elements and curriculum labels will be displayed to users for selecting a curriculum for graduation. This includes specifying whether the following are to be available for selection for the chosen curriculum:

- Graduation date
- Term
- Year

You can also specify whether a confirmation letter is displayed at the end of the application process, and which application status code and graduation status code will be used to populate the graduation application table. Finally, you can specify whether, when the application is finally submitted, the academic history tables SHRDGRMR and SHBDIPL will be updated with the information the student entered.

1. Access the Self-Service Graduation Application Display Rules Form (SHAGADR).
2. Enter the graduation application display rule code in the **Graduation Application Display Rules** field, then go to the next block.
3. Enter the transcript type code in the **Curriculum Labels** field in the Overall window.

   The curriculum elements and labels that have been specified to be displayed for this transcript type will be used when the curriculum is displayed.
4. Select one or more of the following **Display Graduation** checkboxes (at least one must be selected):

   - **Date**
   - **Term**
   - **Year**
5. Select the letter code of the confirmation letter to be displayed when the application is successfully submitted.

   The letter type must exist in the GTVLETR validation table, and the letter code must have been defined using the HTML Letter Rules Form (SOAELTL) and the Format HTML Letter Form (SOAELTR).
6. Enter the graduation application status code to be saved with the application when it is submitted in the **Graduation Application Status** field.

   It is recommended that you use an STVGAST code for which the **Active Indicator** and the **Web Indicator** have been selected. These indicators are included on the list of values for this field.
7. Select the **Create/Update Degree** checkbox if you want the academic history tables SHRDGRMR and SHRDIPL to be updated in addition to data in the graduation

application table SHBGAPP being created; and, if applicable, roll the learner curriculum to outcome.

Note: If you want to charge for graduation applications submitted via self-service, you must select this checkbox.

8. Enter the graduation status code to be used for the application when it is submitted in the **Graduation Status** field.
9. Save your changes.

Set Up Graduation Date Availability

You can specify the date ranges in which specific graduation dates, terms, or years will be available for selecting a curriculum and graduation. You may select a graduation date, term and/or year for the student to view. You can also specify whether the system will display a radio button group for the user to indicate his or her intention to attend a ceremony that associated with the graduation.

1. Access the Self-Service Graduation Application Display Rules Form (SHAGADR).
2. Enter the graduation application display rule code in the **Graduation Application Display Rules** field, then go to the next block.
3. Go to the Graduation Date Availability window.
4. Enter the first date this graduation rule code is available on the web in the **Start Date** field.
5. Enter the last date this graduation rule code is available on the web in the **End Date** field.
6. Enter the relevant value for the graduation that is associated with this rule code in one or more of the following fields:
   - **Graduation date**
   - **Term**
   - **Year**
7. If you want to allow users to indicate whether the student intends to attend the ceremony, select the **Ceremony** checkbox.
8. Save your changes.

Set Up Graduation Applications on the Web

1. Define your graduation application eligibility rules on the Graduation Application Eligibility Rules (SHAGELR).
2. Define your application status codes on the Graduation Application Status Validation Form (STVGAST), being sure to select the **Web Indicator** checkbox for each application status code you want to be available on the Web.
3. Define the display rules codes for your graduation applications on the Graduation Application Display Rules Code Validation Form (STVGADR).

4. Define the rules that assign display selection codes to students based on curricula data on the Graduation Application Selection Display Rules Form (SHAGADS).
5. Define your graduation application display rules on the Self-Service Graduation Application Display Rules Form (SHAGADR).
6. Add diploma name and address information for the rule.

   Refer to the following tasks for set-by-step procedures for setting up specific functions:

   - "Set Up Diploma Name Selection and Modification" on page 507
   - "Set Up Diploma Mailing Address Selection and Modification" on page 508

Set Up Diploma Name Selection and Modification

You can allow students to specify the name to be printed on their diplomas. The following procedure explains how to allow a student to select a name and, if desired, how to allow a student to change the name to be printed to something other than what appears in system records (for example, to spell out a middle name instead of using an initial).

1. Access the Self-Service Graduation Application Display Rules Form (SHAGADR).
2. Enter the code of the graduation application display rule in the Key Block, then go to the next block.
3. Go to the Diploma Name/Address Options window.
4. In the Diploma Name section, select the **Display Page** checkbox.

   This causes the Diploma Name Selection page (`bwskgrad.p_proc_diploma_name`) to be displayed to students.
5. If you want a student's name to be displayed on the Diploma Name Selection page, select the **Diploma Name Display** checkbox.
6. Specify which name is to be displayed as follows.
   - If you want the current name on SPRIDEN to be displayed, select the **Current** radio button.
   - If you want the alternate name on SPRIDEN to be displayed, select the **Alternate** radio button and specify the alternate name type in the **Alternate Name** field.
7. Specify the middle name to be displayed in the **Middle** pulldown list.
8. If you want a student's suffix to be displayed, select the **Suffix** checkbox.
9. If you want a student to be allowed to change the name to be printed on the diploma, take the following actions.

   9.1. Select the **Edit** checkbox.

   This causes the value `New` to be included in the pulldown list for the **One of Your Names** field on the Diploma Name Selection page. If multiple names exist in the SPRIDEN table for the student, all names will be displayed in the pulldown list and be available for selection.

   9.2. Select the checkboxes for the parts of the name that you want to allow students to change.

This specifies which fields will be displayed on the Diploma Name Selection - Name Change page (`bwskgrad.p_proc_diploma_name`).

10. Save your changes.

Set Up Diploma Mailing Address Selection and Modification

You can allow students to specify the address to which their diplomas are to be sent. The following procedure explains how to allow a student to select an address and, if desired, how to allow a student to change the address to a new address.

1. Access the Self-Service Graduation Application Display Rules Form (SHAGADR).
2. Enter the code of the graduation application display rule in the Key Block, then go to the next block.
3. Go to the Diploma Name/Address Options window.
4. In the Diploma Mailing Address section, select the **Display Page** checkbox.

   This causes the Diploma Mailing Address Selection page (`bwskgrad.p_proc_diploma_addr`) to be displayed to students.
5. If you want the address currently associated with the Diploma Record to be displayed, select the **Display** checkbox.
6. If you want to allow students to change the address to which the diploma is to be mailed, select the **Edit** checkbox.

   This causes the value `New` to be included in the pulldown list for the **One of Your Addresses** field on the Diploma Mailing Address Selection page. If multiple addresses exist for the student, all addresses will be displayed in the pulldown list and be available for selection.
7. Save your changes.

Use Student Records on the Web

This section includes the following procedures:

- "Request Transcripts" on page 508
- "Perform What-if Analyses for Degree Evaluations" on page 509
- "Set up test scores" on page 510
- "Access test scores" on page 510

Request Transcripts

To request an official transcript, the student completes the following steps.

1. From the Student Services & Financial Aid menu, the student selects the **Student Records** link. From the Student Records menu, the user selects the **Request Printed Transcript** link.
2. The Transcript Request Address page (`bwskwtrr.P_Disp_Transcript_Address`) is displayed. The student uses this page to indicate where the transcript should be sent, and then clicks the **Continue** button.
3. The Select Transcript Type (`bwskwtrr.P_Disp_Transcript_Request_Type`) page is displayed. The student enters the type of transcript he or she is requesting and for which course levels it should be printed. The user also verifies the address information that defaults onto the page, and then clicks the **Continue** button.
4. The Transcript Request Options (`bwskwtrr.P_Disp_Transcript_Request_Data`) page is displayed. The student enters the number of copies he or she wants, selects when the transcript should be printed and how it will be delivered, and then clicks the **Continue** button.
5. The Payment Options (`bwskwtrr.P_Disp_Trans_Request_Charges`) page is displayed. This page includes the total amount due. The student indicates how payment will be made, and then clicks the **Continue** button.
   - If the student chooses to pay by credit card and clicks the **Continue** button, the Transcript Request Summary page (`bwskwtrr.P_Disp_Payment_Type`) is displayed.
   - On this page the student clicks the **Submit Request** button to access the external vendor payment page for payment by payment card.
   - If the student chooses either `Charge to your student account` or `Pay cash in person`, when the **Continue** button is clicked, the Transcript Request Summary page (`bwskwtrr.P_Disp_Payment_Type`) is displayed.
6. The Transcript Request Summary Page (`bwskwtrr.P_Disp_Payment_Type`) is displayed showing a summary of the transcript request. The student clicks the **Submit Request** button.
7. The Signature Page (`bwskwtrr.P_DispSigPage`) is displayed. This page contains a message verifying that the transcript request has been logged.

Perform What-if Analyses for Degree Evaluations

Students can perform a what-if analysis via the Web, comparing his or her coursework to any program/curriculum. The resulting output is itemized, showing requirements completed and the courses required to fulfill the program requirements.

To generate a What-if Analysis, the student performs the following steps.

1. The student selects the **What-if Analysis** link from one of the following pages:
   - Degree Evaluation Record (`bwckcapp.P_DispCurrent`)
   - Generate New Evaluation page (`bwckcapp.P_DispEvalTerm`)
   - View Previous Evaluation page (`bwcksmmt.P_DispPrevEval`)

The What-if Analysis Step 1 page (bwcksmds.p_whatif_step_one) is displayed.

2. The student selects a term from the **Entry Term** pulldown list, then selects the **Continue** button. The What-if Analysis Step 2 page (bwcksmds.p_whatif_step_two) is displayed.
3. The student selects the program to be evaluated from the **Program** pulldown list, then selects the **Continue** button. The What-if Analysis Step 3 page (bwcksmds.p_whatif_step_three) is displayed.
4. The student selects a major from the **Major 1** pulldown list. The user can also select a campus from the **Campus** pulldown list. The user can select the **Add More** button to add more options or select the **Submit** button to proceed with the evaluation.

   If the user chooses to add more options, more pages are displayed, depending on your institution's setup, until no more options are available to be added. The user then selects the **Submit** button.

   After the student the **Submit** button, the What-if Analysis (Evaluation Term) page (bwcksmds.P_WhatIf_Next_Step) is displayed.
5. The user selects a term from the **Evaluation Term** pulldown list, then selects the **Generate Request** button.

   The Degree Evaluation Display Options page (bwcksmds.p_whatif_submit) is displayed.
6. The student selects the type of display he or she wants to view, then selects the **Submit** button.

Set up test scores

Use the following steps to set test scores in Banner baseline for use in Self-Service.

1. Enter test codes on the Test Code Validation Form (STVTESC).
2. Assign test codes to a student on the Test Score Information Form (SOATEST).
3. Enter the test scores and test dates on SOATEST.
4. On the Web Display List Customization Form (SOAWDSP), add test codes for display on the Web for the **Validation Table Name** of STVTESC.

Access test scores

Use the following steps to access test scores for a student in Self-Service.

1. Log in to Banner Student Self-Service.
2. On the Main Menu (bmenu.P_MainMnu), select Student.
3. On the Student Main Menu (bmenu.P_StuMainMnu), select Student Records.

4. On the Student Records Menu (`bmenu.P_AdminMnu`), select the View Test Scores option.
5. Review the test score information for the student on the Test Scores page (`bwsktesc.p_view_tests`).

Student Account

The Student Account portion of Banner Student Self-Service allows a student to do the following:

- View his or her account summary either in summary or on a term-by-term basis
- View his or her billing statements, payment history, and unbilled account activity

This chapter contains the following sections:

- "Student Account Web Pages" on page 512, which provides details about each Web page accessed from the Student Records Web pages
- "Set Up Student Account on the Web" on page 543, which provides detailed steps for setting up Student Records on the Web
- "Set up and Use Payment and Deposit Processing" on page 546, which provides detailed steps for setting up payment and deposit processing on the Web

Student Account Web Pages

The following Web pages compose Banner Student Self-Service Student Account:

- "Account Summary (bwskoacc.P_ViewAcctTotal)" on page 513
- "Account Summary By Term (bwskoacc.P_ViewAcct)" on page 514
- "Account Detail for Term (bwskoacc.P_ViewAcctTerm)" on page 517
- "Account Summary by Period (bwskeacc.P_AcctSummary)" on page 522
- "Account Summary for Period Terms (bwskeacc.P_PeriodAcctSummary)" on page 525
- "Statement and Payment History (bwsksphs.P_ViewStatement)" on page 527
- "Select a Tax Year (bwtktxys.p_get_tax_year)" on page 529
- "Tax Notification for Tax Year (bwtktxns.p_disp_tax_notification)" on page 531
- "View Holds (bwskoacc.P_ViewHold)" on page 368 of "Student Records" on page 366
- "Payment Processing (bwskpayg.P_DispList)" on page 534
- "Payment Processing Transaction (bwskpayg.P_ProcList, bwskpayg.P_ProcTransaction)" on page 537
- "Payment Processing Summary (bwskpayg.P_ProcTransaction)" on page 540
- "Payment Processing Successful Payment (bwskpayg.P_DispSuccess)" on page 542
- "Account Information (bwskoacc.P_DisplayTabs)" on page 542

Account Summary (bwskoacc.P_ViewAcctTotal)

This page displays student account balance information summarized by detail code. Items are displayed in detail code order. Entries are summarized by detail code (for example, two unapplied cash payments of $50 and $200 net to one entry of $250). A summary of charges, credits, payments, and account balance is displayed at the end of the list.

Only account detail items are included in the Account Summary. Contracts, memos, and anticipated financial aid are not displayed. If the student has no account detail, the page is not available.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Account Balance	Student's account balance. A negative value indicates that financial aid awards and other sources of aid are greater than current charges.
Description	Description of the detail code.
Charge	Amount of the charge associated with the source.
Payment	Amount of the payment associated with the source.
Balance	For charges, this is the remaining balance of the charge after application of payments. For payments, this is the remaining balance of the payment that has not yet been applied.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Crosswalk Validation Form (GTVSDAX)	If you want detail codes to be displayed, enter Y in the **External Code** field for the WEBDETCODE internal code in internal group WEBACCTSUM.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Credit Card Payment	Goes to the Registration Term page (`bwskflib.P_SelDefTerm`) for the user to select a term. When a term has been selected, processing can continue. Use the **Submit** button on the Registration Term page to access the Tuition and Fees Payment page (`bwckcpmt.P_CCPaymentTermSelected`). Use the **Submit** button on the Tuition and Fees Payment page to access the external vendor payment page for payment by credit card.
View Installment Plan	If a term has not been selected during the current Web session, goes to the Select Term page (`bwskoacc.P_SelectTerm`). If a term has been selected during the current Web session, goes to the Calculated Repayment Plan Summary page (`bwskoacc.P_ViewInstallments`).
Statement and Payment History	Goes to the Statement and Payment History page (`bwsksphs.P_ViewStatement`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

The following menu as a link to this page.

Menu Name	Menu URL
Student Account menu	`bmenu.P_ARMnu`

Account Summary By Term (bwskoacc.P_ViewAcct)

This page displays student account balance information grouped by term, in descending order by term (most recent term first). If there are non-term items on an account (using the

term code ARTERM), they are displayed at the beginning and can be identified by the heading “Items not related to a term”.

Within each term section, items are displayed in detail-code order, with charges listed first and the payments. Entries are summarized by detail code (for example, two unapplied cash payments of 50.00 and 200.00 net to one entry of 250.00). Only the unapplied balance, not the original amount of the transactions, is displayed. A summary of total charges, total payments, and term balance is displayed at the end of each term, and the total account balance is displayed at both the beginning and the end of the list of account entries. Memos and authorizations are not displayed on this page.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Account Balance	Student’s account balance. A negative value indicates a credit balance.
Account Balance	Student’s account balance. A negative value indicates a credit balance.
Term	Description of the term, displayed as a hyperlink to the Account Detail for Term page (`bwskoacc.P_ViewAcctTerm`).
Detail Code	Detail code associated with the item.
Description	Description of the charge or payment.
Charge	Amount of the charge associated with the source.
Payment	Amount of the payment associated with the source.
Balance	For charges, this is the remaining balance of the charge after application of payments. For payments, this is the remaining balance of the payment that has not yet been applied. The value is calculated using the **Amount** column minus applied transactions.
Term Charges	Total charges for the term.
Term Credits and Payments	Total credits and payments for the term.
Term Balance	Outstanding balance for the term.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Crosswalk Validation Form (GTVSDAX)	If you want detail codes to be displayed, enter Y in the **External Code** field for the WEBDETCODE internal code in internal group WEBACCTSUM.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Overall Financial Aid Status	Goes to the Financial Aid Status for Award Year page (bwrksumm.P_DispSumm).
Financial Aid Award Information Menu	Goes to the Award menu (bmenu.P_FAAwdMnu).
Credit Card Payment	Goes to the Registration Term page (bwskflib.P_SelDefTerm) for the user to select a term. When a term has been selected, processing can continue. Use the **Submit** button on the Registration Term page to access the Tuition and Fees Payment page (bwckcpmt.P_CCPaymentTermSelected). Use the **Submit** button on the Tuition and Fees Payment page to access the external vendor payment page for payment by credit card.
View Installment Plan	Goes to the Calculated Repayment Plan Summary page (bwskoacc.P_ViewInstallments).
Statement and Payment History	Goes to the Statement and Payment History page (bwskphs.P_ViewStatement).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

The following menu as a link to this page.

Menu Name	Menu URL
Award menu	bmenu.P_FAAwdMnu
Student Account menu	bmenu.P_ARMnu

Account Detail for Term (bwskoacc.P_ViewAcctTerm)

This page displays detailed account information for the selected term on one page, which makes it easy for a student to review their account detail and see at a glance how much money they owe the institution.

When assessments are enabled on the Term Control Form (SOATERM) and the Housing Term Control Form (SLATERM), and a student who has not been assessed or has charges pending accesses the page, then fee assessment will run automatically. This applies to tuition and fees, as well as housing (including room, meals, and phone). Other information can also be display, such as memoed and authorized financial aid, other Accounts Receivable memos (contracts, exemptions, deposits), and installments as enabled via the Accounts Receivable Term Control Form (TSATERM). New assessments and installment plan assignments are saved to the database, but calculated memo transactions are not retained.

The values that are displayed on this page depend on the choices made on TSATERM for memos and authorized financial aid, and on the Student Billing Control Form (TSACTRL) for installment plan information.

Your institution can choose to display a **Pay Now** button on the page, thereby letting students access the external vendor payment page to make a credit card payment on their account.

Note: Display of detail codes in the Account Summary and the Account Detail pages can be suppressed by setting the External Code to N on the Crosswalk Validation Form (GTVSDAX) for internal code WEBDETCODE in internal group WEBACCTSUM.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
*The following fields are in the Term Detail section of the page. This section includes information about charges and payments made on the student's account as of the Current Due Effective Date, which is the greater of the system date or the date entered in the **Current Due Effective Date** field on TSATERM. Fields are displayed based on the selections made on TSATERM.*	
Detail Code	Detail code associated with the transaction.
Description	Description associated with the detail code.
Item Date	Effective date of the transaction. In summary mode, this field is not displayed.
Charge	Charge posted to the account.
Payment	Payment posted to the account.
Net Term Balance	Balance (charges less payments) for the specified term. Balance may be comprised of both current- and future-dated transactions.
Current Balance for Term	Balance of current activity for the term selected. This field is displayed only if current- and future-dated activity exists for the term. If all activity is current-dated, only the **Net Balance for Term** field is displayed.
Future Balance for Term	Balance of future-dated activity for the term selected. This field is displayed only if future-dated activity exists for the term.
Net Balance for Other Terms	Net account balance (charges less payments) for terms other than the one selected. The balance can be composed of current- and future-dated transactions.
Current Balance for Other Terms	Balance of current activity for terms other than the one selected. This field is displayed only if current- and future-dated activity exists for other terms. If all activity is current-dated, only the **Net Balance for Other Terms** field is displayed.
Future Balance for Other Terms	Balance of future activity for terms other than the one selected. This field is displayed only if future-dated activity exists for other terms.
Account Balance	Charges less payments for all transactions on a student's account, without regard to term or effective date of transactions.
Current Amount Due as of	Current amount due as of the **Current Due Effective Date**. The value is calculated from the **Amount** column for current activity from all terms.
The following fields are in the Authorized Financial Aid section of the page. This section includes authorized financial aid transactions that have been created by the Financial Aid Disbursement Process (RPEDISB) and will be applied to the student's account. This section and its totals are displayed based on the selections you made on TSATERM.	

Item	Description/Source Information
Detail Code	Detail code for the item.
Description	Description of the item.
Expected Payment	Authorized financial aid payment expected to be posted to the student's account.
Authorized Financial Aid Balance	Total of all authorized financial aid expected to be posted to the student's account.
Account Balance net of Authorized Financial Aid	Student net account balance less financial aid authorized, but not yet disbursed on the student's account.
Current Due net of Authorized Financial Aid	Current amount due from the student less financial aid authorized, but not yet disbursed on the student's account. If the amount due is less than zero, zero displays here.
The following fields are in the Memos section of the page. This section includes memos for pending transactions. Memos may include Financial Aid memos, third party contract credits, exemptions, deposits eligible for release, and other manually created memos with the ***Billing Indicator*** *of* Y*. Memos are excluded if the expiration date is less than the Current Due Effective Date. This section and its totals are displayed based on the selections you made on TSATERM.*	
Detail Code	Detail code associated with the transaction.
Description	Description of the detail code.
Expected Charge	Pending charge expected to be posted to the student's account.
Expected Payment	Pending payment expected to be posted to the student's account.
Account Balance net of [Authorized Financial Aid] and Memos	Student account balance, less authorized financial aid (if enabled) and other memos not yet posted to the student's account.
Current Due net of [Authorized Financial Aid] and Memos	Current amount due from the student less authorized financial aid (if enabled) and memos not yet posted to the student's account. If the amount due is less than zero, zero is displayed in this field.
The following fields are in the Installment Plan section of the page. This section displays installment plan information (both manual and automated) when students are assigned or eligible for an installment plan. For automated installment plans to be assigned or calculated for display on the Account Detail for Term page, the applicable checkboxes must be selected on TSACTRL. *Existing installment plans (both automated and manual) already posted to the student's account will always be displayed in the Account Detail section of the Account Detail for Term page.*	
Detail Code	Detail code for the item.
Description	Description of the item.
Due Date	Date the installment payment becomes due.
Amount	Amount of the installment payment.

Item	Description/Source Information
Total	Total of the installment plan payments, including any service fee or interest charges.
Current Amount Due as of	Amount due, which includes the installment payment, and any current charges *not* eligible for the installment plan.

Information Text

The following table contains the info text that can be displayed within each section of the Account Detail for Term page, as enabled.

Message	Text
DETAIL	Review detail transactions on your account, including current and future balance totals for the selected term and other terms.
AUTHAID	Review Authorized Financial Aid on your account and the expected payment for the selected term.
AUTHAID_NONE	No Authorized Financial Aid exists on your record for the selected term.
MEMO	Review pending transactions on your account and the expected charge or credit for the selected term.
MEMO_NONE	No pending transactions exist on your record for the selected term.
INSTALL	Payment for selected term may be made according to the schedule below.
INSTALL_NONE	No Installment Plans exist on your record for the selected term.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Crosswalk Validation Form (GTVSDAX)	If you want detail codes to be displayed, enter Y in the **External Code** field for the WEBDETCODE internal code in internal group WEBACCTSUM.

Updates to Banner

This page updates Banner as follows.

Item	Description
Tuition assessment	Updates the SFBETRM table.
Room assessment	Updates the SLRRASG table.
Meal assessment	Updates the SLRMASG table.
Phone assessment	Updates the SLRPASG table.
Installment plan assignment	Updates the TBRISTL table.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Select Another Term	Goes to the Select Term page (`bwskoacc.P_SelectTermAcct`).
Statement and Payment History	Goes to the Statement and Payment History page (`bwsksphs.P_ViewStatement`).

Buttons/Icons on this page

This page contains the following buttons/icons.

Button/Icon	Action
Pay Now	Goes to the Tuition and Fees Payment page (`bwckcpmt.P_CCPaymentTermSelected`). You can use the **Submit** button on the Tuition and Fees Payment page to access the external vendor payment page for payment by credit card.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Account menu	bmenu.P_ARMnu

Account Summary by Period (bwskeacc.P_AcctSummary)

This page is used with Banner Financial Aid enrollment period processing, which enables you to combine multiple terms to create a single enrollment and payment period. Please see the *Banner Accounts Receivable User Guide* for more information on enrollment period processing.

This page displays student account balance information grouped by enrollment period. Student account balances are displayed in descending order by period with the most recent period first. If there are non-period items on an account, such as using the term code ARTERM, the items are displayed at the beginning and are identified by the heading “Items not related to a period”. Within each period section, items are displayed in detail code order with charges listed first followed by payments. Entries are summarized by a detail code. For example, two unapplied cash payments of $50.00 and $200.00 net one entry of $250.00. Only the unapplied balance, not the original amount of the transactions, is displayed.

A summary of total charges, total payments, and period balance is displayed at the end of each period. The total account balance is displayed at both the beginning and the end of the list of account entries. Memos and authorizations are not displayed on this page.

To view the terms associated with an enrollment period, click on the **Enrollment Period Description** link (for example, Spring 2011 - 2012 or Fall 2010). When the **Enrollment Period Description** link is selected, the Account Summary for Period Terms page (bwskeacc.P_PeriodAcctSummary) is displayed. This page displays summary information for all terms in the selected enrollment period.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Account Balance	Student's account balance. A negative value indicates a credit balance. This field appears at the beginning and end of the enrollment period information.
Detail Code	Detail code associated with the transaction.
Description	Description associated with the detail code.
Charge	Charge posted to the account.
Payment	Payment posted to the account.
Balance	For charges, this amount is the remaining balance of the charge after application of payments. For payments, this amount is the remaining balance of a payment that has not been applied. The value is calculated using the amount from the Payment or Charge column minus applied transactions.
Period Charges	Total charges for the period.
Period Credits and Payment	Total credits and payments for the period.
Period Balance	Outstanding balance for the enrollment period.

Information Text

The following table contains the information text that can be displayed within each section of the Account Summary by Period page, as enabled.

Message	Text
MEMO	Review summarized charges and payments to your account by Financial Aid Enrollment Period. Anticipated third party contract payments, financial aid payments, and memo items are not included in this summary.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Crosswalk Validation Form (GTVSDAX)	To display detail codes, enter Y in the **External Code** field for the WEBDETCODE internal code in internal group WEBACCTSUM.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Overall Financial Aid Status	Goes to the Aid Year page (bwrksumm.P_DispSumm). Select a value from the **Select Aid Year** field, and click the **Submit** button to access the Financial Aid Status for 20XX - 20XX aid year page (bwrksumm.P_DispSumm).
Financial Aid Award Information Menu	Goes to the Award menu (bmenu.PFAAwdMnu).
Credit Card Payment	Goes to the Registration Term page (bwckcpmt.P_CCPayment). Select a term from the **Select a Term** field, and click the **Submit** button to access the Credit Card Payment page (bwckcpmt.P_CCPaymentTermSelected).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Account menu	bmenu.P_ARMnu

Account Summary for Period Terms (bwskeacc.P_PeriodAcctSummary)

This page is used to view summary information for terms in the selected enrollment period. To access this page, click on the **Enrollment Period Description** link on the Account Summary by Period page (bwskeacc.P_AcctSummary). The link is the name of the enrollment period.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Period Balance	Account balance for the enrollment period. A negative value indicates a credit balance. This field appears at the beginning and end of the Enrollment Period Terms information.
Detail Code	Detail code associated with the transaction.
Description	Description associated with the detail code.
Charge	Charge posted to the account.
Payment	Payment posted to the account.
Balance	For charges, this amount is the remaining balance of the charge after application of payments. For payments, this amount is the remaining balance of a payment that has not been applied. The value is calculated using the amount from the Payment or Charge column minus applied transactions.
Term Charges	Total charges for the enrollment period term.
Term Credits and Payment	Total credits and payments for the enrollment period term.
Term Balance	Outstanding balance for the enrollment period term.

Information Text

The following table contains the information text that can be displayed within each section of the Account Summary for Period Terms page, as enabled.

Message	Text
MEMO	Review summarized charges and payments to your account for terms in the selected period.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Crosswalk Validation Form (GTVSDAX)	To display detail codes, enter Y in the **External Code** field for the WEBDETCODE internal code in internal group WEBACCTSUM.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Account Summary by Period	Goes to the Account Summary by Period page (bwskeacc.P_AcctSummary).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

No menus have links to this page.

Statement and Payment History (bwskspHs.P_ViewStatement)

This page enables students to view and print stored statements, payment history, and unbilled activity for an account.

Students can view stored statements and payment history as defined by the institution on the Accounts Receivable Billing Control Form (TGACTRL).

When you choose the **Statement and Payment History** link from the Student Account menu, the system displays a page with tabs at the top, that can be used to access statement and payment history information, as shown in the following table.

Tab Label	Type of Information
Statement	Current statement. This section displays information about the most recent statement.
Payment History	Recorded payments for the account. This section displays payment history for the account. Transactions that display in payment history are detail codes marked as `Payment History` on the Detail Code Control forms (TSADETC or TFADETC).
Unbilled	Account activity that has not been billed yet. This section displays information about activity posted to the account since the last statement was generated, as well as transactions that had a future effective date at the time of billing.
All	Cumulative display of all the information on the other tabs.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
The following fields are displayed on the Statement tab.	
Account Balance	Monetary amount of the account balance as of the current date.
Select Statement Bill Date	Date for which a statement is to be viewed.
View Statement	Hypertext link to the statement for the selected date.
Amount Due	Total amount due at the time of billing.
Due Date	Date payment is due.

Item	Description/Source Information
The following fields are displayed on the Payment History tab.	
Payments since	Identifies beginning date for which payments are listed.
Account Balance	Monetary amount of the account balance as of the current date.
Post Date	Date the payment was posted to the account.
Term	Term associated with the payment.
Description	Description of the transaction.
Amount	Amount of the transaction.
Bill Date	Date transaction was billed on a statement. A blank in this field indicates that the transaction has not yet appeared on a statement.
The following fields are displayed on the Unbilled tab.	
Account Balance	Monetary amount of the account balance as of the current date.
Effective Date	Effective date of the transaction.
Term	Term associated with the transaction.
Description	Description of the transaction.
Charge	Charge amount of the transaction.
Payment	Payment amount of the transaction.
Post Date	Date the charge or payment was posted to the account.
All of the fields described above are displayed on the All tab.	

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Crosswalk Validation Form (GTVSDAX)	To display detail codes, enter Y in the **External Code** field for the `WEBDETCODE` internal code in internal group `WEBACCTSUM`.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
View Statement	Displays the statement for the specified date.
Account Summary	Goes to the Account Summary page (`bwskoacc.P_ViewAcctTotal`).
Account Summary by Term	Goes to the Account Summary by Term page (`bwskoacc.P_ViewAcct`).
Account Detail for Term	Goes to the Account Detail for Term page (`bwskoacc.P_ViewAcctTerm`).
Credit Card Payment	Goes to the Tuition and Fees Payment page (`bwckcpmt.P_CCPaymentTermSelected`). Use the **Submit** button on the Tuition and Fees Payment page (`bwckcpmt.P_CCPaymentTermSelected`) to access the external vendor payment page for payment by credit card.

Buttons/Icons on this page

This page does not have buttons to other pages.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Account menu	`bmenu.P_ARMnu`

Select a Tax Year (bwtktxys.p_get_tax_year)

This page is used to select the tax year for which a user wants to view 1098-T tax notification information. If the user selects the **Tax Notification** link on the Student Records menu before selecting a tax year, this page is automatically displayed.

Because the requirements for reporting under the Tax Relief Act of 1997 begin with the 1998 tax year, entries must be equal to or greater than 1998 to be valid. If the user enters

a tax year earlier than 1998, the message *Tax year must be numeric and be between 1998 and 2098* is displayed.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Enter a Tax Year	Tax year for which the user wants to view 1098 tax notification information.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to other Web pages

This page does not have links to other pages.

Buttons/Icons on this page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	If this page was accessed from the Student Account menu, returns to the Student Account menu. If this page was displayed because the user selected the **Tax Notification** link on the Student Account menu before selecting a tax year, goes to the Tax Notification for Tax Year page (`bwtktxys.p_store_tax_year`).

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Account menu	bmenu.P_ARMnu

Tax Notification for Tax Year (bwtktxns.p_disp_tax_notification)

This page displays a representation of the student's 1098-T form. The 1098-T representation appears at the top of the page, with supplemental and detail information beneath it. This page is display-only.

The Form 1098-T section contains a representation of the 1098-T form. The student can select the links in the form to review the detail for a reported amount.

You have the option to mask the student's SSN on the 1098-T form.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
The following fields are displayed in the Supplemental Information section, which provides additional tax report information. Numbered amounts that are underscored indicate that the student can access additional detail for that amount.	
Hard Copy Mailed	Student notification date if the form has been sent, or No if it has not been sent.
Tax Report Description	Description of a supplemental rule if the student has matching transactions and access is authorized.
Total	Total amount associated with this tax report item.
The following fields are displayed in the Detail of Reported Amounts section, where data displayed to support the amount in box 2, 3, 4, or 5 of the 1098-T is summarized by term and detail code.	
Term	Term of the transaction. Terms beginning in the following year are designated in the description.
Code	Detail code of the transaction.
Description	Description of the transaction.

Item	Description/Source Information
Amount	Monetary amount associated with the detail code for the specified term.
Pro-rata	A value of *Yes* indicates that this amount has been pro-rated.
Return to Form 1098-T	This link returns the student to the representation of the1098-T form at the top of the page.
The following fields are displayed in the Supplemental Detail section.	
Reported In	Tax year and box number in which the amount was reported. If this amount was *not* reported, this field is blank.
Term	Term of the transaction.
Description	Description of the category code, detail code, or transaction.
Amount	Monetary amount associated with the specified detail and category codes.
Date	Date this amount was reported.
Future Tax Year	A value of Yes indicates that this amount is associated with a term beginning in the first three months (January - March) of the next tax year.
Pro-rata	A value of *Yes* indicates that this amount has been pro-rated.
Total	Total.
Return to Supplemental Summary	This link returns you to the Supplemental Summary section.

Information Text

One of the first seven messages in the following table is displayed as Info Text at the top of the Tax Notification page. The specific information displayed is determined by the **Remove Notification**, **Tax Notification**, and **IRS Report** statuses.

The SUPPLEMENTAL text is displayed between the 1098-T representation and the Supplemental Summary section.

The HELP text is displayed from the **HELP** link on the Tax Notification page.

Message	Text
NOT_READY	A representation of the Tuition Statement form 1098-T is shown below. We will not be able to furnish this important tax information to you or the Internal Revenue Service, as required information is missing. Please contact the Student Accounts office immediately.

Message	Text
REMOVED	Form 1098-T is not scheduled to be sent to you for this Tax Year. Please contact Student Accounts if there is any question.
READY (Student= R)	A representation of the Tuition Statement form 1098-T is shown below. This important tax information will be sent to you and furnished to the Internal Revenue Service. Select links on the reported amounts to review the associated detail.
SENT_STUDENT (Student='S', IRS not 'F' or 'S')	A representation of the Tuition Statement form 1098-T is shown below as sent to you. This important tax information will be furnished to the Internal Revenue Service. Select links on the reported amounts to review the associated detail.
SENT_IRS	A representation of the Tuition Statement form 1098-T is shown below as sent to you. This important tax information has been furnished to the Internal Revenue Service. Select links on the reported amounts to review the associated detail.
EXCLUDED	A representation of the Tuition Statement form 1098-T is shown below. This will not be sent to you or to the Internal Revenue Service as the amounts do not require reporting. Select links on the reported amounts to review the associated detail.
SENT_FILE	A representation of the Tuition Statement form 1098-T is shown below. This important tax information has been forwarded for processing. Select links on the reported amounts to review the associated detail.
SUPPLEMENTAL	Select links on the Tax Report Descriptions below to see additional detail which may be helpful in determining the amount to claim for Hope Scholarship or Lifetime Learning Credit.
HELP	This is important tax information to be furnished to the Internal Revenue Service. If any information is incorrect please contact Student Accounts immediately.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Tax Reporting Rules Form (TSATAXR)	If you want supplemental information totals to be displayed on the Web, select the **Total Access** checkbox. If you want supplemental information details to be displayed on the Web, select the **Detail Access** checkbox.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Select Another Tax Year	Goes to the Select a Tax Year page (`bwtktxys.p_get_tax_year`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Account menu	`bmenu.P_ARMnu`

Payment Processing (bwskpayg.P_DispList)

This page is used to display the items that are ready for payment by the student or applicant. Application payments are listed by admission term and transaction. Other payments, such as required deposits, are listed by transaction with the associated term.

Each transaction is a link to the Payment Processing Transaction page (`bwskpayg.P_ProcList`).

If no payments exist for the applicant or student, or if the applicant or student does not meet the rule criteria on TSAWPAY, the message *No payments or deposits are available at this time* is displayed.

This page lists as many transactions as are needed. The rule on TSAWPAY determines the number and order of the transactions. Deposits are displayed when an outstanding balance exists for the transaction.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Available Transactions (untitled)	List of transactions ready for payment, such as `Deposit for Fall 2013-2014`.

Setup Requirements

The following setup is required for this page to work as expected.

Item	Description
Crosswalk Validation Form (GTVSDAX)	Set the **Internal Code** value for the ADDRESS rule where the **Internal Code** is WPAYADDR.
Crosswalk Validation Form (GTVSDAX)	Set the **External Code** for the `WEBPAYGCCID` rule to the external merchant ID.
Credit Card Type Validation Form (GTVCCRD)	Create entries for the payment type codes in use and the external merchant ID as used by the payment vendor.
Credit Card Merchant ID Form (GOAMERC)	Create entries for the WEBCCARGATEWAY process name code for credit card types being used with the merchant ID.
Admissions Web Calendar Rules Form (SAAWAAD)	Activate the term by checking the **View Application** indicator for a date range.
Payment Code Validation Form (TTVPTYP)	Create payment codes for payment or transaction types with the **Type** indicator set to `Payment` for the payment types or `Transaction` for the transaction types.

Item	Description
Deposit Crosswalk Form (TGADEPX)	Create deposit crosswalk rules to map the payment detail code used with credit card processing, as defined on GOAMERC, and the deposit and payment detail codes used to create a deposit.
Web Payment Rules Form (TSAWPAY)	Set up display, payment, matching, and transaction rules.

Updates to Banner

This page updates Banner as follows.

Item	Description
Charge Payment	Updates TSADETL form and TBRACCD table.
Deposit Payment	Updates TSADETL form and TBRDEPO table.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Transaction item ready for payment, such as Deposit for Fall 2013-2014	Goes to the Payment Processing Transaction page (`bwskpayg.P_ProcList`).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Account menu	`bmenu.P_ARMnu`

Payment Processing Transaction (bwskpayg.P_ProcList, bwskpayg.P_ProcTransaction)

The Payment Processing Transaction page (`bwskpayg.P_ProcList`) displays the payment information, such as the amount of the required housing deposit. Info Text can be added above and below the payment information for additional information or instructions. This page contains three views.

- The first view of the page is displayed on entry to the page.
- Select the **Continue** button from the first view of the page to go to the second view of Payment Processing Transaction page (`bwskpayg.P_ProcTransaction`).
- Select the **Continue** button from the second view of the page to go to the third view of the Payment Processing Transaction page (`bwskpayg.P_ProcTransaction`).

First View of the Page

Here is the first view of the page.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Transaction item to be paid (untitled)	Item selected for payment from the Payment Processing page (`bwskpayg.P_DispList`), such as **The portion of your Housing Deposit is $500.00**.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to other Web pages

This page does not have links to other pages.

Buttons/Icons on this page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	Goes to the second view of the Payment Processing Transaction page (`bwskpayg.P_ProcTransaction`).

Web Menus With Links to This Page

No menus have links to this page.

Second View of the Page

The second view of the Payment Processing Transaction page (`bwskpayg.P_ProcTransaction`) allows you to select the checkbox for the transaction you wish to pay when the transaction is for a single fee. You can then select the **Continue** button to go to the third view of Payment Processing Transaction page (`bwskpayg.P_ProcTransaction`).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Select if you choose to pay...	Checkbox used to indicate payment, such as **Select if you choose to pay Orientation Fee at $25.00**. This checkbox is displayed when the payment is optional. You can check it and continue with payment, or you can leave it unchecked, bypass the payment, and continue with other payments.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to other Web pages

This page does not have links to other pages.

Buttons/Icons on this page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	Goes to the third view of the Payment Processing Transaction page (`bwskpayg.P_ProcTransaction`).

Web Menus With Links to This Page

No menus have links to this page.

Third View of the Page

The third view of the Payment Processing Transaction page (`bwskpayg.P_ProcTransaction`) allows you to enter the number of transactions or fees when the transaction is for multiple fees. You can then select the **Continue** button to access the Payment Processing Summary page (`bwskpayg.P_ProcTransaction`).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Enter number requested for...	Number of transactions to be paid, such as **Enter number requested for Orientation Guest Fee at $20.00 each**.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to other Web pages

This page does not have links to other pages.

Buttons/Icons on this page

This page contains the following buttons/icons.

Button/Icon	Action
Continue	Goes to the views of the Payment Processing Transaction page (`bwskpayg.P_ProcTransaction`).

Web Menus With Links to This Page

No menus have links to this page.

Payment Processing Summary (bwskpayg.P_ProcTransaction)

The Payment Processing Summary page (`bwskpayg.P_ProcTransaction`) displays the transaction descriptions, amounts, and the total payment. You can review the information and then select the **Proceed to Payment Page** button or the **Start Over** button.

The **Proceed to Payment Page** button goes to the Payment Gateway, where you can select buttons for **Submit**, **Fail**, or **Cancel**. If you select the **Fail** or **Cancel** buttons from the Payment Gateway, you are returned to the Payment Processing Transaction page (`bwskpayg.P_ProcFailure`), where you receive a message that your payment has not been processed, and you are prompted to try again or start over.

- The **Try Again** button returns you to the Payment Gateway.
- The **Start Over** button returns you to the Payment Processing Transaction page (`bwskpayg.P_ProcFailure`) where the original transactions are listed.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Description	Description of deposit or payment item.
Amount	Amount of deposit or payment item.
Total	Total amount of deposits and/or payments.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to other Web pages

This page does not have links to other pages.

Buttons/Icons on this page

This page contains the following buttons/icons.

Button/Icon	Action
Proceed to Payment Page	Goes to the Payment Gateway.
Start Over	Goes to the Payment Processing Transaction page (`bwskpayg.P_ProcFailure`) where the original transactions are listed.

Web Menus With Links to This Page

No menus have links to this page.

Payment Processing Successful Payment (bwskpayg.P_DispSuccess)

Once you have completed the payment using the Payment Gateway, the Payment Processing Successful Payment page (`bwskpayg.P_DispSuccess`) is displayed with a message that the transaction has been completed. This page does not contain any fields, buttons, or links.

Account Information (bwskoacc.P_DisplayTabs)

This page is used to review details for account transactions and deposits. Information is displayed for charges, credits, and deposits posted to a student's account. Only deposits with outstanding balances are displayed in the Deposits Information. Use the Account Transactions tab to access the charges and credits. Use the Deposits tab to access the deposits.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
The following fields are in the Account Detail information.	
Account Balance	Student's account balance.
Date Recorded	Date of the transaction.
Description	Description of fee or payment for the transaction.
Term	Term in which the transaction took place.
Charge	Amount of transaction charge.
Credit	Amount of transaction credit.
The following fields are in the Deposits information.	
Date Recorded	Date of the deposit.
Description	Description of the deposit.
Term	Term in which the deposit was made.
Original Amount	Original deposit amount received on the date recorded.
Balance	Outstanding deposit amount to be paid.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page does not update information in the Banner database.

Links to other Web pages

This page does not have links to other pages.

Buttons/Icons on this page

This page does not have buttons to other pages.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Account menu	`bmenu.P_ARMnu`

Set Up Student Account on the Web

This section explains how to implement Student Accounts on the Web. Refer to the *Banner Student User Guide* for more information about Banner forms.

For information about setting up credit card payment processing for the Web, see the *Payment Processor Connection Handbook*.

This section includes the following procedures:

- "Set Up Account Summary Pages on the Web" on page 544
- "Set Up the Account Detail for Term Page on the Web" on page 544
- "Set Up the Statement and Payment History Page on the Web" on page 545
- "Set Up the Tax Notification Page on the Web" on page 545

Set Up Account Summary Pages on the Web

Enter Y in the **External Code** field for the WEBDETCODE internal code on the Crosswalk Validation Form (GTVSDAX) if want detail codes to be displayed on the following pages:

- Account Summary (bwskoacc.P_ViewAcctTotal)
- Account Summary by Term (bwskoacc.P_ViewAcct)
- Account Detail for Term (bwskoacc.P_ViewAcctTerm)
- Statement and Payment History (bwsksphs.P_ViewStatement)

Set Up the Account Detail for Term Page on the Web

1. Access the Account Receivable Term Control Form (TSATERM).
   - Choose a term (required). The term you select on this form is the term for which you want to create rules.
   - Select **Enable Term** to include the term in the drop-down choices for terms on the Account Detail for Term Self-Service page. Make your other selections based on what you want to display on the page.

   For detailed information about TSATERM, refer to the *Banner Accounts Receivable User Guide* and the *Banner Accounts Receivable Online Help*.
2. Access the Student Billing Control Form (TSACTRL).
3. In the Installment Plans section, make the appropriate selection regarding assignment and calculation of automated installment plans. The **Automatically Calculate Installments on TSAISTP, TSICSRV, Self Service and VR** checkbox must be selected for installment plans to be displayed on the Account Detail for Term page. If the **Automatically Assign Installment Plans on TSAISTP, TSICSRV, Self Service and VR** checkbox is also selected, eligible students will be added to an automated plan.

   For detailed information about automated installment plans, refer to the *Banner Accounts Receivable User Guide*.

   For detailed information about TSACTRL, refer to the *Banner Accounts Receivable User Guide* and the *Banner Accounts Receivable Online Help*.
4. Access the Housing Term Control Form (SLATERM).
5. In the Housing Term Control section, select the **Permit On-line Fee Assessments** checkbox to enable housing fee assessment.
6. Access the Term Control Form (SOATERM).
   - In the Registration Fee Assessment section, select the **On-line Assessment** checkbox to enable tuition and fee assessment.
   - In the Web Self-Service, Voice Response, and Partner Systems section, select the **On-line Assessment** radio button to enable housing, tuition and fee assessment on the Account Detail for Term page.

For detailed information about fee assessment, refer to the "Registration" chapter in the *Banner Student User Guide*.

7. Review the InfoText, and, if any changes are required, modify it using Web Tailor.

Set Up the Statement and Payment History Page on the Web

1. Access the Accounts Receivable Billing Control Form (TGACTRL).

   For detailed information about TGACTRL, refer to the *Banner Accounts Receivable User Guide* and the *Banner Accounts Receivable Online Help*.

2. In the **Statement History Months** field, enter the number of months for which students can view their statements. The default value for this field is 3.

   Banner calculates a cut-off date based on the number of months entered in this field. Students will have access to all statements with a bill date greater than or equal to the calculated cut-off date.

3. In the **Payment History Months** field, enter the number of months that office staff and students can view as history. The default value for this field is 3.

   Banner calculates a cut-off date based on the number of months entered in this field. Eligible payments with an entry date greater than or equal to the calculated cutoff date are displayed.

4. Access the Detail Code Control Form (TSADETC).

   For detailed information about TSADETC, refer to the *Banner Accounts Receivable User Guide* and the *Banner Accounts Receivable Online Help*.

5. Select the **Payment History** checkbox for each detail code you want to be displayed on the Statement and Payment History page.

6. Save your changes.

Set Up the Tax Notification Page on the Web

On the Tax Reporting Rules Form (TSATAXR), set up rules for tax notification on the Web as follows.

- If you want supplemental information totals to be displayed on the Web, select the **Total Access** checkbox.
- If you want supplemental information details to be displayed on the Web, select the **Detail Access** checkbox.

For detailed information about TSATAXR, refer to the *Banner Accounts Receivable User Guide* and the *Banner Accounts Receivable Online Help*.

Set up and Use Payment and Deposit Processing

Banner Student Self-Service payment and deposit processing is used with Banner Accounts Receivable deposit and fee configuration processing. Payment and deposit processing allows applicants or students to submit payments for deposits or other fees in Banner Student Self-Service. The process allows authorization for users to create deposits, charge fees, and pay fees, based the setup and rules used at your institution. Payments can be made through the Admissions path or the Student Account path.

A Web payment rule can be set up in Banner Accounts Receivable for a single transaction, which allows Banner to authorize and process one deposit or one paid fee. When a Web payment rule is set up for multiple transactions, Banner authorizes the total amount and processes the deposit/fee group.

Payment and transaction rules are defined on the Web Payment Rules Form (TSAWPAY). Transactions are displayed in sequence number order and can be optional or required, single or multiple. You can display as many transactions are you choose to for an applicant or student. You can define the text used in Self-Service for a transaction link, such as `Deposit for Fall 2013-2014`, and associate it with a Web page in Self-Service, by package.procedure name such as `bwskpayg.P_DispList`, (Payment Processing page).

This section contains the following topics:

- "Payment and Deposit Processing Flow - Student Account" on page 546
- "Payment and Deposit Processing Flow - Application Menu" on page 547
- "Account Information" on page 548
- "Setup Instructions" on page 548

Payment and Deposit Processing Flow - Student Account

Here is the flow for using the Payment and Deposit Processing option on the Student Account Menu (`bmenu.P_ARMnu`).

1. Log in to Banner Student Self-Service.
2. On the Main Menu (`bmenu.P_MainMnu`) select the Student option.
3. On the Student Menu (`bmenu.P_StuMainMnu`) select the Student Account option.
4. On the Student Account Menu (`bmenu.P_ARMnu`), select the Payment and Deposit Processing option to access the Payment Processing page (`bwskpayg.P_DispList`).

   This page displays the items that are ready for payment for the student or applicant.
5. Select an item, such as `Deposit for Fall 2013 - 2014`, to access the Payment Processing Transaction page (`bwskpayg.P_ProcList`).

The Payment Processing Transaction page (bwskpayg.P_ProcList) displays the payment information, such as *Housing Deposit is $500.00*.

6. Select the **Continue** button to go to the second view of Payment Processing Transaction page (bwskpayg.P_ProcTransaction).
7. Select the checkbox for the transaction you wish to pay, and then select the **Continue** button to go to the third view of Payment Processing Transaction page (bwskpayg.P_ProcTransaction).
8. Enter the number of transactions or fees, and then select the **Continue** button to access the Payment Processing Summary page (bwskpayg.P_ProcTransaction).
9. View the transaction descriptions, amounts, and the total.
10. Choose the **Proceed to Payment Page** button or the **Start Over** button.
    - The **Proceed to Payment Page** button goes to the Payment Gateway.
    - The **Start Over** button goes back to the Payment Processing Transaction page (bwskpayg.P_ProcFailure).

    If you select **Cancel** from the Payment Gateway, you are prompted to select the **Try Again** button or the **Start Over** button.
    - The **Try Again** button goes back to the Payment Processing Transaction page (bwskpayg.P_DispFailure).
    - The **Start Over** button goes back to the Payment Processing Transaction page (bwskpayg.P_ProcFailure).
11. Once you have completed the payment using the Payment Gateway, the Payment Processing Successful Payment page (bwskpayg.P_DispSuccess) page is displayed.
12. View the Student Account Detail Page (TSADETL) to see processed payments.

Payment and Deposit Processing Flow - Application Menu

When in Self-Service Admissions, information for payment processing is displayed on the Application Menu page (bwskalog.P_DispChoicesStu). Under the Applications in Progress and Submitted Applications sections, you can review a Payment Processing section with available transactions for the admission term.

You can access this information with a non-secure login as an applicant or a secure login as a student. When an applicant has submitted an application and the application has been processed, he/she can view that application on the Application Menu page (bwskalog.P_DispChoices), if payment and deposit processing has been set up in Banner Accounts Receivable.

Refer to the "Admissions" chapter for more information on the path using the non-secure or secure login.

Account Information

Use the Account Information option has been added to the Student Account Menu (`bmenu.P_ARMnu`) to access the Account Information page (`bwskoacc.P_DisplayTabs`). This page displays details for account transactions and outstanding deposits. You cannot make updates on this page.

Setup Instructions

Use the following steps to set up Banner Accounts Receivable deposit and fee payment configuration processing for use with payment and deposit processing in Banner Student Self-Service.

1. Ensure that valid entries exist on the Credit Card Type Validation Form (GTVCCRD) for the payment type codes in use and the external merchant ID as used by the payment vendor.
2. Verify that the `WEBPAYGCCID` rule exists on the Crosswalk Validation Form (GTVSDAX) for the description of `Web Credit Card AR Payment Gateway Process`.
3. Set the **External Code** for the `WEBPAYGCCID` rule to the external merchant ID that is expected by the payment vendor and is used as the **Third Party Transaction** value on the Credit Card Merchant ID Form (GOAMERC). This rule is used to activate the Accounts Receivable payment gateway

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
<UPDATE_ME>	DEFAULT	1	WEBPAYGCCID	Merchant ID for AR Pay Gateway	Sysdate

4. Verify that the ADDRESS rule exists on GTVSDAX for the **Internal Code** of `WPAYADDR`.

   This rule is used with the address hierarchy for the BWSKPAYG package, to populate fields in the Credit Card Audit Table (GORCCAU). This is delivered as a marker row with an **External Code** value of <UPDATE_ME> to establish the address hierarchy.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
<UPDATE_ME>	WPAYADDR	1	ADDRESS	AR Pay Gateway Address	Sysdate

5. Verify that the WEBCCARGATEWAY process name code exists on the Process Name Validation Form (GTVPROC).

   Entries are needed in GOAMERC for this process name code with definitions for all the credit card types from GTVCCRD where the **Third Party Transaction** code value is set to the value on GOAMERC.

   The third party transaction code is also passed to the `gokpven.f_collect_payment_info` object, to go to the payment vendor when the redirect is made. Appropriate coordination with the specific payment vendors is the responsibility of the institution.

6. Activate the term in the Admissions Web Calendar Rules Form (SAAWAAD) by checking the **View Application** indicator for a date range.

   This allows non-student applicants who do not have PIDMs or logins to view information in Self-Service Admissions.

   This step is not required when applicants have been assigned PIDMs and can log in through the secure login.

7. Update Banner Web Tailor for menu items, roles, and parameters.

   - Enable the `bwskpayg.P_DispList` package.procedure on an appropriate menu. (As delivered, it is on the Student Account Menu.)
   - Release scripts for Banner Accounts Receivable Release 8.4.5 enable the individual pages for the STUDENT role. Additional roles may be added as desired.
   - Customize the `PAYVEND_URL` and `PAYVEND_TRANS_TIMEOUT` parameters in Web Tailor, if that has not previously been done.

8. Create payment codes for payment or transaction types on the Payment Code Validation Form (TTVPTYP) with the **Type** indicator set to `Payment` for the payment types or `Transaction` for the transaction types.

   These codes are used on the Web Payment Rules Form (TSAWPAY).

9. Create deposit crosswalk rules on the Deposit Crosswalk Form (TGADEPX).

   These rules establish the crosswalk between the payment detail code used with credit card processing, as defined on GOAMERC, and the deposit type and deposit detail codes used to create a deposit. Each rule uses a base code, deposit type, deposit code, and payment code.

10. Set up Web payment display, matching, and transactions rules on the Web Payment Rules Form (TSAWPAY).

Rules are set up by term and payment type, for applicants, students, or both. Rules can be active or inactive. You can copy transaction rules for students and applicants between terms using the Copy item in the Options Menu.

Rules use links to deposit and fee groups for applicants and students in Banner Self-Service who match the rule criteria. The matching criteria determines whether the deposit and fee group is displayed in Self-Service, as well as the specific deposit and fee transactions to be collected from the applicant or student.

Matching is performed for applicants and/or students on admission decision, attribute, campus, class, cohort, degree objective, level, major, program, rate code, residency, student type, and visa. (Some Web payment matching types are for applicants, some are for students, and some are for both.) Matching on applicants uses the first major of the primary or secondary curriculum. Curriculum types, when defined, are matched as a group.

Transactions are defined by type, sequence number, amount, if required, if multiple or single, process and procedure, release deposits, and code (deposits use deposit types from TTVDTYP, fees use detail codes from TSADETC).