

Banner Student Self-Service Release Guide

*Release 8.0.1
June 2008*



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Revision History Log**Publication Date Summary**

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Think before you print.

Contents



	Introduction5
Section 1	Accept Admissions Offer - Functional	
	Processing7
	New Task9
	Set Up Accept Admissions Offer on the Web.9
	New Web Page11
	Applicant Withdrawal Information page (bwskadec.P_ApplicantWDInfo).11
	Changed Web Page14
	Application Summary (bwskasta.P_DispatchStatusSaradap)14
Section 2	Miscellaneous Enhancement	
	New Web Page17
	Concise Student Schedule (bwskrse.P_CrseSchdDetl)17
	Changed Menu21
Section 3	Problem Resolutions	



Introduction

This release guide documents Release 8.0.1 of Banner Student Self-Service. Release 8.0.1 includes the addition of the accept admissions offer functionality. This allows you to permit applicants to notify your institution of their application decisions using the web.

The release also includes miscellaneous enhancements and problem resolutions.



Accept Admissions Offer - Functional



RPEs #1-3L32OX and #CMS-RPE47341 are delivered with this enhancement. These RPEs request the ability for an admissions applicant to view an offer of admission (with conditions if appropriate) and then accept, reject, or defer the offer through Banner Student Self-Service. Updates have been made that allow a student to confirm or accept an offer of admissions or reject the offer and withdraw the application from the institution.

This functionality uses new rules on SAAERUL for a group code of *DCSN*. These rules use *UPDATE ME* values for which rule labels can be defined to allow students to accept the admissions decision in self-service. The *ALLOWCONFIRM* and *ALLOWWITHDRAW* rule labels can be set up as *Yes* or *No* values for specific levels, such as *ALLOWCONFIRM00* and *ALLOWWITHDRAW00*. You can customize these rule labels at your institution and replace the *00* with a level type such as *UG* or another code suffix used to indicate that the student acceptance or withdrawal is available for that specific level code.

Once the student has made a decision in self-service to accept the offer of admission, that decision data is also updated on the Decision Data block of SAADCRV. If the student rejects the offer and withdraws the application in self-service, the withdrawal data is updated in the Withdrawal Data block on SAAADMS.

Please see the *Banner Student Release Guide* for more information on this enhancement.

The rest of this section discusses the following topics:

- [“Processing” on page 7](#)
- [“New Task” on page 9](#)
- [“New Web Page” on page 11](#)
- [“Changed Web Page” on page 14](#)

Processing

Students who have been accepted for admission to an institution can confirm their attendance or withdraw their applications in Banner Student Self-Service. The **Confirm Attendance** and **Withdraw Application** buttons are displayed at the bottom of the Application Summary page (`bwskasta.P_DisStatusSaradap`) when the Web

application section rule (SAAWAAP) allows the application summary to be displayed, and the **Display on Web** indicator is checked on STVAPDC for the admission application decision code.

The overall SAAERUL rule used is the *ALLOWDECISION* rule. If this rule is not set to *Y*, then regardless of how any other rule is set, the **Confirm Attendance** and **Withdraw Application** buttons will not be displayed.

To only display the **Confirm Attendance** button, the application status on SAADCRV must be set to *C* (Complete ready for review) or *D* (Decision made), with the latest decision processed being one of significant decision and institutional acceptance. The *ALLOWDECISION* rule on SAAREUL must be set to *Y*. If this rule is set to *N*, the button will not be used, and the student cannot accept the offer of admission online. Also, the *CONFIRMCODE* rule must be set up with a valid STVAPDC code, such as *35* (*Applicant Accept*), which will create the general student (learner) record.

The institution can be more specific regarding who can accept an offer by creating specific level code record rules. For example, an institution can create the *ALLOWCONFIRMUG* rule, where *UG* is a valid value on STVLEVL. All application types that have the *UG* level code associated with them will then follow this rule. An *ALLOWCONFIRM* rule can be created for every level code at your institution. Note that if only the *ALLOWCONFIRM* rule exists, this rule affects all levels of applications. This processing will first look for the “specific” level rule, and if that is not found, it will default back to the overall *ALLOWCONFIRM* rule.

The **Withdraw Application** button is displayed at all times unless the last decision processed was a rejection, (the **Institution Rejection** checkbox on STVAPDC is checked or set to *Y*), or if the application has already been withdrawn, (the **Inactive Application** checkbox on STVAPDC is checked or set to *Y*). The *ALLOWWITHDRAW* on SAAERUL rule must also be set to *Y* for this button to display. Also, the *WITHDRAW* rule must be set up with a valid STVAPDC code, such as *40* (*Applicant Rejected Offer*), which will inactivate the applicant record.

The institution can be more specific regarding who can withdraw from an offer by creating specific level code record rules. For example, an institution can create the *ALLOWWITHDRAWUG* rule, where *UG* is a valid value on STVLEVL. All application types that have the *UG* level code associated with them will then follow this rule. An *ALLOWWITHDRAW* rule can be created for every level code at your institution. Note that if only the *ALLOWWITHDRAW* rule exists, this rule affects all levels of applications. This processing will first look for the “specific” level rule, and if that is not found, it will default back to the overall *ALLOWWITHDRAW* rule.

The **Confirm Attendance** and **Withdraw Application** buttons can be customized using the *CONFIRMLABEL* and *WITHDRAWLABEL* rules on SAAERUL. Codes associated with the *CONFIRMCODE* or *WITHDRAWCODE* rules for the group code of *DSCN* (STVEGRP) are inserted into SARAPPD to separate the rule requirements appropriately.

The **Withdraw Application** button accesses the new Applicant Withdrawal Information page (`bwskadec.P_ApplicantWDInfo`) when the *CAPTUREWDINFO* rule is set to *Y* on SAAERUL. This page allows the student to enter a withdrawal reason code (STVWRSN) and a source/background institution code (STVSBGI). The withdrawal reason comes from the SAAWADP entries associated with the STVWRSN table. The Look-Up College code is pulled from the Previous College page (`bwskapcl.P_DisAppPrvCollege`). If the *CAPTUREWDINFO* rule is set to *N*, the Application Summary page is redisplayed with the application decision for the decision code description associated with the *WITHDRAWCODE* rule on SAAERUL. The decision code associated with the rule must have the **Inactive Application** and **Display on Web** checkboxes checked (set to *Y*) on STVAPDC.

Whether the *CAPTUREWDINFO* rule is set to *Y* or *N*, the *WITHDRAWCODE* rule will be inserted into SARDCSN with the system date, the `SARAPPD_MAINT_IND` will be set to *U*, and the user will be set to *SAISUSER*. When the Application Summary page is redisplayed with an updated decision, (*CAPTUREWDINFO* is set to *N*), then a message is displayed at the top of the page indicating that the student's decision has been saved.

The `sakdcsn.p_process_decision` package and procedure are used to insert all decisions into the SARAPPD table.

New Task

Set Up Accept Admissions Offer on the Web

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_Dis_StatusSaradap`) 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 <i>UPDATE ME</i> 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 <i>UPDATE ME</i> to any value which should be used for the Applicant Confirm label.
DCSN	WITHDRAWLABEL	Applicant Withdraw Button Label	N	Update the Value column from <i>UPDATE ME</i> to any value which should be used for the Applicant Withdraw label.
DCSN	WITHDRAWCODE	Withdraw Decision Code	N	Update the Value column from <i>UPDATE ME</i> 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 <i>UPDATE ME</i> to <i>Y</i> or <i>N</i> 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 *ALLOWWITDRAWUG*.
 - 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 6.1 through 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_ApplicantWDInfo*).
 - 7.2. Access the Admission Application Decision Code Validation Form (STVAPDC).
 - 7.3. Select the **Display on Web** check box for each decision code you want to be available on the Web, and save your changes.
 - 7.4. Access the Withdrawal Reason Code Validation Form (STVWRSN).
 - 7.5. Review the existing codes and, if necessary, define any new codes you want to be available, then save your changes.

New Web Page

Applicant Withdrawal Information page (*bwskadec.P_ApplicantWDInfo*)

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

Web Page 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).

Web Page Fields

Item	Description/Source Information
Address types	Address types for the display of addresses are maintained on the Electronic Admissions Application Rules Form (SAAERUL) in the <i>DISP</i> 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 <i>Not Available</i> 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 <i>Please Contact Admissions Office</i> 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 check box 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 (bwskapc1.P_DisAppPrvCollege), which can be used to find a college code.

Setup Requirements

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 check box.

Updates to Banner

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 Link	Action
Lookup College Code	Goes to the Previous College page (bwskapcl.P_DisAppPrvCollege).
Return to Application Menu	Goes to the Application Menu page (bwska1og.P_DispChoices).

Buttons/Icons on This Page

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.

Other Web Pages With Links to This Page

No Web pages have links to this page.

Changed Web Page

Application Summary (bwskasta.P_Dispatch_StatusSaradap)

Buttons have been added to this page to allow an applicant to notify the institution whether he or she accepts or rejects the offer of admission. The following changes to this page have been made to support this new functionality.

Setup Requirements

Item	Description
Electronic Admissions Applications Rules Form (SAAERUL)	<p>If you want to allow applicants to indicate their admission decisions on the web, for group <i>DCSN</i>, enter <i>Y</i> in the Value field for the <i>ALLOWDECISION</i> rule.</p> <p>Define the other rules for group <i>DCSN</i> as needed to meet your institution's requirements. For step-by-step instructions, see “Set Up Accept Admissions Offer on the Web” on page 9.</p>

Updates to Banner

Item	Description
Confirm Attendance	Updates the Decision Data block on the Admissions Decision Form (SAADCRV).
Withdraw Application	<p>Updates the Decision Data block on the Admissions Decision Form (SAADCRV).</p> <p>Updates the Decision Data block on the Admissions Decision Form (SAADCRV) if the <i>CAPTUREWDINFO</i> rule is set to <i>Y</i> on SAAERUL.</p>

Buttons/Icons on This Page

Button/Icon	Action
Confirm Acceptance	Redisplays the Application Summary page with a confirmatin that the application decision was successfully saved.

Buttons/Icons on This Page

Button/Icon	Action
Withdraw Application	Does one of the following: <ul style="list-style-type: none"><li data-bbox="678 359 1300 453">• Goes to Applicant Withdrawal Information page (bwskadec.P_ApplicantWDInfo) if the <i>CAPTUREWDINFO</i> rule is set to <i>Y</i> on SAAERUL<li data-bbox="678 478 1373 640">• Redisplays the Application Summary page if the <i>CAPTUREWDINFO</i> rule is set to <i>N</i> on SAAERUL, with the application decision for the decision code description associated with the <i>WITHDRAWCODE</i> rule on SAAERUL





The section discusses the following topics:

- [“New Web Page” on page 17](#)
- [“Changed Menu” on page 21](#)

New Web Page

Concise Student Schedule (bwsckcrse.P_CrseSchdDetl)

This page displays the details of all sections in which a student is currently enrolled for the selected term. RPE #1-11B2RH is delivered with this enhancement.

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 (bwsckflib.P_SelDefTerm) is displayed first. If a term has been selected, that term is used, and the Concise Student Schedule page is displayed.

If your institution has implemented delivery of course material via WebCT when Campus Pipeline is not in use, the title of each section with WebCT delivery can be displayed as a link to your WebCT login page. The section title is displayed as a link only for sections flagged for WebCT content and/or delivery.

This release includes the following new objects:

- Package bwsckcrse, which includes the new P_DispcrseSchd procedure
- Package bwsckcrse, which includes the new P_CrseSchdDetl procedure

Web Page Fields

Item	Description/Source Information
Name	Student's name. This value comes from SPRIDEN.
Classification	Student's classification (for example, Freshman, Year 3, and so on). This value comes from SGRCLSR.
Level	Student's level. This value comes from SGBSTDN.
College	Name of the college associated with the student. This value comes from SGBSTDN.
Major	Major associated with the primary curriculum. This value comes from SORLFOS.
Concentration	Concentration associated with the primary curriculum. This value comes from SORLFOS.
Minor	Minor associated with the primary curriculum. This value comes from SORLFOS.
Address	Student's address. This value comes from SPRADDR. The address type to be used is determined by the <i>ENRLADDR</i> internal code on the Crosswalk Validation Form (<i>GTVSDAX</i>).
CRN	Course reference number. This value comes from SSASECT.
Course	Subject code and course number, concatenated. This value comes from SSBSECT.
Title	Base course title. This value comes from the Course Title field of SCACRSE.
Campus	Campus associated with the class. This value comes from the SFRSTCR table.

Web Page Fields

Item	Description/Source Information
Credits	Credit hours for which the student is registered for the class. This value comes from the SFRSTCR table.
Level	Level at which the student is registered for the class. This value comes from the SFRSTCR table.
Start Date	First date on which the class meets for traditional classes or date selected as the start date for Open Learning classes. This value comes from SSASECT for traditional classes and from SFRAREG 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. This value comes from SSASECT for traditional classes and from SFRAREG for Open Learning classes.
Days	Day(s) the class meets. This value comes from SSASECT.
Time	Class's meeting times. This value comes from SSASECT.
Room Assignment	Location where the class meets. This value comes from SSASECT.
Instructor	Name of the instructor. 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. This information comes from the SIRASGN table.

Setup Requirements

Item	Description
WebTailor parameters	<p>If your institution is using WebCT and you want class titles to be displayed as hyperlinks to the WebCT login page, take the following actions.</p> <ul style="list-style-type: none">• Set the WEBCTINUSE parameter to <i>Y</i>.• Set the CPINUSE parameter to <i>N</i>.• Set the WEBCTLOGIN parameter to the URL for the links' destination. The URL must be complete, including domain, destination, and port. For example: <pre>http://univrsity.edu:1234/webct/ticket/ticketLogin</pre>
Crosswalk Validation Form (GTVSDAX)	<p>If your institution is using WebCT and you want to identify schedule types for WebCT content and/or delivery, create a row for each applicable schedule type as follows.</p> <ul style="list-style-type: none">• In the Internal Code field, enter <i>WEBCONTENT</i>.• In the Internal Group field, enter <i>INTCOMP</i>.• In the External Code field, enter the schedule type.• In the Translation Code field, enter <i>WEBCT</i>.

Updates to Banner

This page does not update information in the Banner database.

Links to Other Web Pages

This Link	Action
Student Detail Schedule	Goes to the Student Detail Schedule page (bwskfshd.P_CrseSchdDet1).

Buttons/Icons on This Page

This page does not have buttons to other pages.

Web Menus With Links to This Page

Registration Menu	bmenu.P_RegMnu
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Other Web Pages With Links to This Page

No Web pages have links to this page.

Changed Menu

The **Concise Student Schedule** link was added to the Registration menu.



3 Problem Resolutions



Due to the small number of problem resolutions for this release, each is summarized below and the .txt file is not delivered.

Object	Number	Summary
bwckcap1	#1-3CL1ZF	The system now correctly factors in the Master Web Term Control flag on SOATERM and no longer displays terms for selection that do not have the flag checked .
bwckcrse	#1-3I9D2D	The system now correctly displays decimals.
bwckfrm1	#1-3PGC9F	A fault that occurred in Faculty and Advisor Self-Service using this common package has been corrected.
bwskapc1	#1-3K088	An error message was intermittently being displayed on the Previous College page after defect #1-2XLK6B was applied. This has been corrected and the message is no longer displayed.

