

General Student Record (View Only)

Banner 8 User Guide

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Refer to this tutorial to learn how to view and navigate through centrally held Student information in Banner. This tutorial does not cover the creating or amending of student data.

Banner forms:

FORM	FUNCTION
SGASTDN	General Student Form Contains information about a student. This information is initially created when a student accepts their offer.
SKAHINS	Supplemental Student Information & Leave Details Form Used to store supplemental student information and details of when and why they left.
SOAHOLD	Student Holds Form Used to assign holds to a person, holds can be used for many functions (e.g. to prevent registration, graduation, etc)
SFAREGS	Student Course Registration Form Used to view current and previous section registrations.

1. BASIC STUDENT INFORMATION

Basic student information is held in **SGASTDN**. A student record is initially automatically created in SGASTDN when an applicant's offer goes Unconditional with Firm reply (UF), which could be several months before they are expected to enrol.

The student's initial status is set to 'AS', because they are expected to do Online Sign-up as part of enrolment – which results in the status being changed to 'SU'.

Each academic term (usually during summer), a 'roll' process is run which copies the student data to the next term, and resets their status, programme stage etc.

Student records also exist in SGASTDN for external students who need access to RHUL facilities – these include SWan students from Kingston and St Georges, and also Intercollegiate students who are studying one or more RHUL courses. RHUL also administer the student records for students from ULIP (University of London in Paris).

- 1.1. Navigate to **SGASTDN** (Figure 1).
- 1.2. Enter the student's ID number and leave Term empty. *Block down*.
- 1.3. You will see the student's most recent study Term (academic year) – which is held in 'New Term' (misleadingly named).
- 1.4. You can use the arrow keys to scroll down to see previous Terms, thus you are able to see a student's study history at RHUL.

Figure 1

Figure 1 Boxes:	Field
1 – <i>Student Status</i>	<p>AS – Awaiting Sign Up: student has not yet completed the Online Sign-Up process. The initial status for a New student.</p> <p>NS – No Show: student record created but student never attended the College – can only be set for a New or Visiting Student Type.</p> <p>DE - Deferred Entry: student record created, but student subsequently chose to defer their entry until a subsequent year. A SGASTDN record will automatically be created for next Term during the Summer 'roll' (Home students only).</p> <p>SU – Signed Up: student has completed the Online Sign-Up process (via Campus Connect).</p> <p>IS – Interrupted Studies: student has interrupted their studies, for part or whole of the year.</p> <p>LV – Leaver: student has left the College in that year (e.g. completion, withdrawal, termination, etc).</p> <p>NP –Non Progressor/Pending Decision: student may or may not be studying in that year; they did not progress from the previous year, and at least one aspect of the progression process has not yet been completed. Once the process has completed, their Student Status changes to 'AS' and their Student Type (below) may be set to show they are Repeating or Resitting.</p>
2 - <i>Catalog</i>	The Academic year (Catalogue Term) in which the student commenced their programme of study.
3 - <i>Programme</i>	The Degree Programme the student is enrolled to study.
4 - <i>Type</i>	This will always be listed as Major – even with a Joint Honours programme where there is a 75/25 split.
5 – <i>Level</i>	The student's Level of study – Undergraduate, Postgraduate Taught, Postgraduate Research.
6 – <i>Degree</i>	The type of degree the student is studying for, e.g. BA.
7 – <i>College</i>	The RHUL department owning the relevant Programme of study, and hence the department responsible for the student.
8 – <i>Campus</i>	Set to Royal Holloway (A) for most students. Exceptions are External students for SWAN institutions (Kingston - K and St. George's - G), French Studies students at ULIP (P), Distance Learning (D) and a specific Psychology combined MSc and PhD that starts at Reading (R).
9 – <i>Admission Type</i>	This field indicates the type of applicant the student was e.g. UCAS/Direct.
10 – <i>Admission Term</i>	The Term (academic year) for which the student was first admitted.
11 – <i>Student Type</i>	Student Type is usually be N – New, C – Continuing, or V – Visiting. The Roll Forward process updates next Term's records from N to C (or C to C) except for Non-Progressors who are marked as P – Repeat or S - Resit.

12 – Residence	Assessment of the residency of a student for fee billing purposes.
13 – Fee Assessment Rate	A special rate affecting the fee billed to the specific student.
14 – Class	This field displays the Mode of study and Programme year for the student. Note that the 'Full or Part Time' field is not used at RHUL.

2. CURRICULA INFORMATION

2.1. In **SGASTDN**, select tab 'Curricula' (Figure 2)

2.2. This screen displays the current Curricula for the Term on the previous Learner tab.

Figure 2

2.3. If there is more than one Curriculum record (Figure 2, Box 1) i.e. "of x" is greater than 1, you can use the left and right arrows to navigate between the student's curriculum entries. There will be one record per Term plus an additional record if a student has changed Programme.

2.4. The current Curricula for the selected Term is flagged Current = Y and Activity = ACTIVE (Figure 2, Box 2). All other curricula will be flagged Current = N but Activity remains as ACTIVE.

2.5. *Activity Date* (Figure 2, Box 3) is the date that the last change occurred.

2.6. The User ID of the User (or process) that made the last change is displayed under *User ID* (Figure 2, Box 4).

- 2.7. *Start Date* (Figure 2, Box 5), if filled, is the manually entered effective start date of this Programme.
- 2.8. The fields on the bottom right of the form (Figure 2, Box 6) (e.g. leave of absence, student type, site) are not used by RHUL. RHUL use other fields to store this data:
- 'Learner' tab contains 'Student Type', 'Site' and 'Rate'.
 - 'Miscellaneous' tab contains 'Leave of Absence' reason, 'From Date' and 'To Date'
 - 'Academic and Graduation Status, Dual Degree' tab contains 'Expected Graduation Date', 'Graduation Term' and 'Graduation Year'

3. LEAVE OF ABSENCE INFORMATION

- 3.1. From **SGASTDN**, select the rightmost tab, '*Miscellaneous*'

The screenshot shows the 'Miscellaneous' tab in the 'General Student' form. The 'Miscellaneous Information' section includes the following fields:

- Orientation Session: [dropdown]
- Career Plan: [dropdown]
- Practical Training: [checkbox]
- Education Level: [dropdown]
- Income Range: [dropdown]
- Employment Expectation: [checkbox]
- Apprenticeship Code: [dropdown]
- Leave of Absence: [dropdown] (labeled with callout '1')
- Employee and Training Code: [dropdown]
- Vocational Education: [checkbox]
- Transfer Center: [dropdown]
- Educational Goal: [dropdown]
- Basic Skills: [checkbox]
- Graduate Credit Approved: [checkbox] (labeled with callout '2')
- From Date: [calendar icon]
- To Date: [calendar icon]

Figure 3

- 3.2. The reason is recorded in the *Leave of Absence* field (Figure 3, Box 1) with one of the following options:
- I – Industry
 - A – Abroad
 - O – Other
- 3.3. The start and end dates are recorded in the *From Date* and *To Date* (Figure 3, Box 2).

4. STUDENT LEAVER INFORMATION

Leaver specific student information is held on the form **SKAHINS**.

- 4.1. Navigate to the form **SKAHINS** (Figure 4), enter the correct Student ID and select the Student Instance (Figure 4, Box 1) then *Block Down*. 'Instance' is the term used to denote a study pathway for a student – each time a student embarks on a new study path an instance is created. So, a student who studied here as an Undergraduate then Postgraduate would have two instances (1 for UG, 2 for PT).

The screenshot shows the 'HESA Student Instance Information' form in Oracle Developer Forms Runtime. The form is titled 'SKAHINS 8.0.1 (GARFIELD)'. The main data fields are: ID: 100596115, Program: 1050 (CLASSICAL STUDIES), Term Code Admit: 199596, Curriculum Priority: 1, and Student Instance: 1. The form is divided into several sections: 'Instance' (with a 'Block Down' button), 'Entry Profile', 'Institution Specific', 'ITT', 'RAE', 'Year', 'Institution Specific - Year', and 'Entry Qualifications (1 - 15)'. The 'Instance' section includes fields for Return Type (08051), Active Indicator (Active), Source of Tuition Fees, Additional Support, Expected Tuition Fees, Pay Home Fees, Fundability Code, Council Partial Funding, Enhanced Funding, FE Student Marker, HESSES Funding Level, Non-Payment Reason, Special Fee Indicator, Fee Payer, Fee Level, Mode of Study, Change of Mode Date, Uplift Factor, and Uplift Eligibility. The 'Entry Profile' section includes Government Initiatives, Government Initiatives 2, Instance Start Date (25-SEP-1995), Type of Instance Year, Instance Left Date (18-JUN-1999), End of Instance Reason (SC - Successful completion), Reduced Instance Indicator, Student Instance FTE, FTE Method, HESA Campus, Institution Campus, Location of Study, Active Studies Suspension, Welsh Destination, Outward Credit Mobile 1, Outward Credit Mobile 2, Outward Credit Mobile 3, In Receipt of DSA, and Learning Difficulty. The form also has a status bar at the bottom indicating 'Record: 1/1' and 'List of Valu...'. Four callout boxes are present: Box 1 points to the Student Instance dropdown, Box 2 points to the Instance dropdown, Box 3 points to the Instance Left Date field, and Box 4 points to the End of Instance Reason dropdown.

Figure 4

- 4.2. *Program* (Figure 4, Box 2) is the degree programme that the student left/completed.
- 4.3. The *Instance Left Date* field (Figure 4, Box 3) displays the leave date of a student if they have left a degree programme.
- 4.4. The *End of Instance Reason* field (Figure 4, Box 4) contains the HESA Reason for Leaving code – click on the drop-down to see possible reasons.

5. STUDENT HOLD INFORMATION

Hold information for a student is stored on the form **SOAHOLD**.

- 5.1. Navigate to form **SOAHOLD** (Figure 5), ensure you have the correct student in the *Key Block* and *Block Down*.

Oracle Developer Forms Runtime - Web: Open > SOAHOLD

File Edit Options Block Item Record Query Tools Help

Hold Information SOAHOLD 8.2 (GARFIELD)

ID: 100596115 Listers, Masa

Hold Details

Hold Type: SF Start of Year Finance Hold	Reason: 200910	Release Indicator: F HOLD
Amount: [1] From: 06-JUL-2009 To: 31-DEC-2009 [2] Origination Code: [3]		
Hold Type: SF Start of Year Finance Hold	Reason: 200809	Release Indicator: F HOLD
Amount: [] From: 23-JAN-2009 To: 23-JAN-2009 Origination Code: []		
Hold Type: SF Start of Year Finance Hold	Reason: 200708	Release Indicator: F HOLD
Amount: [] From: 25-JUL-2007 To: 01-OCT-2007 Origination Code: []		
Hold Type: RH Results Hold	Reason: Results not yet ratified	Release Indicator: E HOLD
Amount: [] From: 03-JUL-2007 To: 19-MAY-2009 Origination Code: EXAM Exams Office		
Hold Type: SF Start of Year Finance Hold	Reason: 200607	Release Indicator: F HOLD
Amount: [] From: 13-OCT-2006 To: 13-OCT-2006 Origination Code: []		
Hold Type: RC Registrations Closed	Reason: []	Release Indicator: TB110005
Amount: [] From: 13-FEB-2006 To: 10-FEB-2009 Origination Code: []		

Hold Type Code; press LIST for valid codes.
Record: 2/? <OSC>

Figure 5

- 5.2. *Hold Type* (Figure 5, Box 1) is the validated hold type with specifically defined consequences on the student's record:



Note:

If the 'To Date' is in the future then that hold is active. If the date is today or before then the hold has been released.

- i. Start of Year Finance & Induction holds are added when a student's record is created following the admissions process.
- ii. For continuing students, the Start of Year Finance Hold will be created by roll forward/progression.
- iii. Start of Year Finance Holds are released by an automated process from Symmetry which updates the To-Date to the date when the Student met the conditions appropriate to the payment of fees. The *To* field indicates the day from which the hold no longer applies.
- iv. Induction holds will be released on induction. At induction, the date which the student was met will be inserted.
- v. Other holds will be added and removed as and when necessary by users.

- 5.3. The *Reason* Field (Figure 5, Box 2) will contain the Term Code for which term the hold applies to for the Start of Year Finance Hold. For other holds this may be a specified value or a notice to users.
- 5.4. The Release Flag (Figure 5, Box 3) indicates that only the User shown can release it.

6. STUDENT REGISTRATION INFORMATION

SFAREGS contains a student's Course Section registrations along with their Enrolment status.

- 6.1. Navigate to form **SFAREGS** (Figure 6), ensure you have the correct student in the *Key Block* and *Block Down*.

The screenshot displays the SFAREGS web application interface. At the top, there are navigation tabs: Registration, Student Term, Curricula, Study Path, and Time Status. The 'Enrollment Information' section includes fields for Status (EL), Reason, Process Block, Status Date (18-AUG-2009), Minimum and Maximum hours, and Source. A callout box labeled '1' points to the 'Status' field. Below this is the 'Course Information' table, which lists various course sections with their respective attributes. The table has the following columns: CRN, Subject, Course, Section, Grade Mode, Credit Hours, Bill Hours, Attempted Hours, Time Status, Status, Level, Appr Recd, Override, Part of Term, Instruction, and Campus. The table contains 10 rows of data. At the bottom of the form, there are fields for Error Flag, Status Type, Fees, Date, Credit Hours, Bill Hours, and CEU Hours.

Figure 6

- 6.2. The Status field contains the current Enrolment Status of the student (Figure 6, Box 1).

- EL** – Eligible to Register
- RH** – Refund Half
- RF** – Refund Full
- RN** - Refund None

The Enrolment Status indicates if the student is eligible to register for courses, or if they should be given a refund if they have withdrawn/interrupted. The Student Status on

SGASTDN shows if they have left completely.

A Refund status indicates a student who is not eligible to register and has withdrawn – their individual course registrations will be maintained.

6.3. The Course Information block on the Registration tab contains a complete breakdown of a student's current and previous registrations:

CRN: the unique Course Reference Number for each individual Section a student is registered for.

Subject: the two-letter Subject code of the Course shown.

Course: the four-digit ID indicating which Course the Section is for.

Section: an identifier for departmental purposes. Any character other than 0 means the student is registered on a seminar group or workshop for the Course shown. Core registrations for courses are always Section 0.

Grade Mode: the Grade Mode that the student is registered on against the Section with one of the following options:

D – Default (Numeric) – the standard Grade mode for a First Attempt registration.

F – Pass/Fail - denotes a registration that is marked as either pass or fail.

P – Repeat - denotes that the student has been registered to repeat the entire Course

S – Resit - denotes that the student has been registered to resit the Course (i.e. usually just the assessment).

A – Audit denotes that the student has been registered to attend the Course but they do not submit assessment.

E – Extracurricular – denotes that the student has been registered for the Course and the assessment but it will not contribute to their programme.

Status: the status of each individual registration with one of the following options:

DD – Drop/Delete – the student was originally registered to this Course Section, but the registration has now been dropped.

RE – Registered – the student is currently registered for the Course shown.

IN – Incomplete – a registration that a student is not fulfilling but is being counted as a First Attempt e.g. they were too late to withdraw.

RW – Web Registered – the student is currently registered (equivalent to RE) but their registration was applied through Self-Service Banner.

WD – Web Dropped - indicates the same as DD but processed through Banner via Self-Service.

7. SUPPLEMENTARY STUDENT INFORMATION

SKAHINS contains additional student information required for UK purposes e.g. HESA. In addition, a student has one or more 'Instance' in order for data to be returned to HESA.

7.1. Navigate to form **SKAHINS** (Figure 7). Enter the Student ID and Student Instance (or choose from the drop-down pick list) in the Key Block and *Block Down*.

The screenshot shows the 'HESA Student Instance Information' form in SKAHINS 8.0.1. The form is divided into several sections. The top section contains key fields: ID (100596115), Program (1365), Term Code Admit (200910), and Student Instance (1). Below this is a tabbed interface with 'Entry Profile' selected. The 'Entry Profile' section contains numerous fields for funding, institutional details, and student status. Three callout boxes are overlaid on the form: Box 1 points to the 'Program' field, Box 2 points to the 'Instance Start Date' field, and Box 3 points to the 'Student Instance' field.

Figure 7

7.2. *Program* contains the student's Degree Programme code (Figure 7, Box 1). The *Instance Start Date* (Figure 7, Box 2) is the Commencement Date for the same Instance of study as stored in the *Student Instance* field (Figure 7, Box 3).

7.3. The *Student Instance* field links all programmes of study leading to the same qualification. For example the SKAHINS record for a student studying towards an initial degree would be marked with a Student Instance of 1. If they changed programme the instance would remain as 1. The Student Instance number would increment if the same student completed their degree programme and returned to study towards a subsequent 'higher' qualification e.g. Masters or PhD.

7.4. Select tab 'Entry Profile' (or *Block Down* twice). The Student's Highest Qualification

on Entry is displayed in the *Entry Qualification* field (Figure 8, Box 1)

The screenshot shows the 'HESA Student Instance Information' form in Oracle Developer Forms Runtime. The 'Entry Profile' tab is selected. The 'Entry Qualification' field is set to '40' and is highlighted with a box labeled '1'. Other fields include UCAS Applicant Number (090961900), Access Programmes, New Entrant, Previous Institution, Year Left (2009), Socio-Economic Class (1), Parental Education (2), Occupation Code (1121), Entry Postcode (WD23 4LA), Country Code (919), and Welsh Baccalaureate.

Figure 8

7.5. Select tab **Year** (or *Block Down* four times). The Student's Highest Qualification on Entry is displayed in the *Entry Qualification* field (Figure 8, Box 1)

The screenshot shows the 'Year' tab selected in the 'HESA Student Instance Information' form. The 'Location of Study' field is set to 'X' and is highlighted with a box labeled '1'. The 'Good Standing Marker' field is set to '1' and is highlighted with a box labeled '2'. Other fields include Term Code (200910), Student Year (1), Course Year, Type of Instance Year, Instance Year Length, FTE in Year A and B, Student Instance FTE, Term Accommodation (1), Term Time Postcode, Completed Units, Degree of Completion, ITT Phase / Scope, Source of Tuition Fees, Expected Tuition Fees, Special Fee Indicator, Enhanced Funding, Non-Payment Reason, Funding Completion, In Receipt of DSA, Mode of Study, Change of Mode Date, Initiatives, SAS Days Completed, SAS Placement Institution, SKE Institution, User Id (WWW_USER), and Activity Date (24-AUG-2009).

Figure 9

i. Use the scroll bar on the right to see information for each Year of Study.

- ii. This tab contains the *Term Time Accommodation* field (Figure 9, Box 2) which is the type of Term Time Accommodation the student is/was in during that Year of Study.
- iii. The student's location of study during that Year of Study is displayed in the *Location of Study* field (Figure 9, Box 1).
- iv. Other data is displayed where appropriate.

8. LEARNER CURRICULUM QUERY

SOILCUR can be used to query the curriculum for all of the person's modules e.g. Recruit, Applicant, Learner (student), Outcome (degree).

- 8.1. Navigate to **SOILCUR** (Figure 10).
- 8.2. Enter ID. The other fields can be left blank. *Block down*.
- 8.3. Page through the arrows on the top right ("Record X of Y") to view the curricula records for that person.

Figure 10