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Banner Faculty and Advisor Self-Service
User Guide

Release 8.7.2
April 2016

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Revision History

Publication Date	Summary
November 2014	New version that supports Banner Faculty and Advisor Self-Service 8.7 software.
April 2016	New version that supports Banner Faculty and Advisor Self-Service 8.7.2 software.

Contents

Application Overview 23

How to Use This Manual 23
Web Page Descriptions 24
Related Documentation 25

Accessibility 25
Compatibility with Accessibility Aids 25

Cascading Style Sheets 26
CSS Basics 26

Baseline and Local Records 27

Information Text 27
Help Messages 27

Functionality 28

Accessing the Secure Area 29
Allow Access 29
Troubleshooting 29
Set Up Faculty Security Menu and Term Availability 30
Processing Examples 31
Set Up Faculty Security Process Rules 33
Obsolete GTVSDAX Rules 34
Modified GTVSDAX Rules 35
Conversion from GTVSDAX to SOAFACS 36
Modified GTVSDAX Rules and Corresponding Self-Service Pages 40
Faculty Member and Advisor Access to Self-Service 41
All Access to Self-Service 45
Check Order Functionality 46
Enforce Use of Check Order 47
Log In 52
Obtain a Forgotten PIN Reminder 53
Audit User ID 53

Static Display of Information 54

Long Titles 54

Course Catalog Pages 55
Class Schedule and Registration Pages 55

Long Descriptions 56

Course Catalog Pages 56
Class Schedule and Registration Pages 57

Course Catalog 58

Course Catalog Web Pages 59

Catalog Term (bwckctlg.p_disp_dyn_ctlg) 59
Web Page Fields 59
Setup Requirements 59
Updates to Banner 60
Links to Other Web Pages 60
Buttons/Icons on This Page 60
Web Menus With Links to This Page 60
Other Web Pages With Links to This Page 60

Search for Courses (bwckctlg.p_disp_cat_term_date) 61
Web Page Fields 61
Setup Requirements 62
Updates to Banner 63
Links to Other Web Pages 63
Buttons/Icons on This Page 63
Web Menus With Links to This Page 63

Catalog Entries (bwckctlg.p_display_courses) 63
Web Page Fields 64
Setup Requirements 65
Updates to Banner 65
Links to Other Web Pages 65
Buttons/Icons on This Page 66
Web Menus With Links to This Page 66

Detailed Course Information (bwckctlg.p_disp_course_detail) 66
Web Page Fields 67
Updates to Banner 68
Links to Other Web Pages 68
Buttons/Icons on This Page 68
Web Menus With Links to This Page 68

Syllabus Information (bwckctlg.p_disp_catalog_syllabus) 68
Web Page Fields 69
Setup Requirements 69
Updates to Banner 69

Links to Other Web Pages . . . 69
Buttons/Icons on This Page . . . 70
Web Menus With Links to This Page . . . 70
Bookstore Information (bwckbook.site) . . . 70
Web Page Fields . . . 73
Setup Requirements . . . 73
Updates to Banner . . . 74
Links to Other Web Pages . . . 74
Buttons/Icons on This Page . . . 74
Web Menus With Links to This Page . . . 74

Set Up the Course Catalog . . . 74
Implement the Course Catalog . . . 75
Customize the Catalog Entries Page . . . 76
Change Data Element Names for the Catalog Entries Page . . . 76
Suppress Data Elements from the Catalog Entries Page . . . 76
Display Data Elements on the Catalog Entries Page . . . 77
Change Sections Link Text on the Catalog Entries Page . . . 77
Suppress Sections Link from the Catalog Entries Page . . . 77
Display Sections Link on the Catalog Entries Page . . . 78
Customize the Course Catalog Search Page . . . 78
Implement Bookstore Access . . . 78
Turn on GTVSDAX Rules . . . 79
Modify Web Tailor Records . . . 79
Setup and Processing . . . 80

Use the Course Catalog . . . 82
Search for Courses . . . 82
Set up syllabus information . . . 83
Access syllabus information . . . 84

Class Schedule . . . 85

Class Schedule Web Pages . . . 85
Class Schedule Search selection (bwckschd.p_disp_dyn_sched) . . . 86
Messages . . . 86
Web Page Fields . . . 86
Setup Requirements . . . 87
Updates to Banner . . . 87
Links to Other Web Pages . . . 87
Buttons/Icons on This Page . . . 87
Web Menus With Links to This Page . . . 87

Class Schedule Search (bwckgens.p_sel_term_date) 88
Web Page Fields 88
Setup Requirements 90
Updates to Banner 91
Links to Other Web Pages. 91
Buttons/Icons on This Page 91
Web Menus With Links to This Page. 91
Class Schedule Listing (bwckctlg.p_disp_listcrse or bwckschd.p_get_crse_unsec) . . 91
Web Page Fields 92
Setup Requirements 93
Updates to Banner 93
Links to Other Web Pages. 93
Buttons/icons on This Page. 94
Web Menus With Links to This Page. 94
Detailed Class Information (bwckschd.p_disp_detail_sched). 94
Web Page Fields 95
Setup Requirements 96
Updates to Banner 96
Links to Other Web Pages. 96
Buttons/icons on This Page. 97
Web Menus With Links to This Page. 97
Syllabus Information (bwckschd.p_disp_syllabus) 97
Web Page Fields 97
Setup Requirements 98
Updates to Banner 98
Links to Other Web Pages. 98
Buttons/icons on This Page. 99
Web Menus With Links to This Page. 99

Set Up the Class Schedule 99
Implement the Class Schedule 99
Customize the Class Schedule Listing Page 101
Change Data Element Names for the Class Schedule Listing Page. 101
Suppress Data Elements from the Class Schedule Listing Page 101
Display Data Elements on the Class Schedule Listing Page 102
Change Catalog Link Text on the Class Schedule Listing Page 102
Suppress Catalog Link from the Class Schedule Listing Page 102
Display Catalog Link on the Class Schedule Listing Page 103
Customize the Class Schedule Search Page. 103

Use the Class Schedule 103
Search for Classes 104

Faculty Information 106

Faculty Information Web Pages 106

Select Term (bwlkostm.P_FacSelTerm) 107
- Web Page Fields 107
- Setup Requirements 107
- Updates to Banner 108
- Links to Other Web Pages 108
- Buttons/Icons on This Page 108
- Web Menus With Links to This Page 109

Select a CRN (bwlkocrn.P_FacCrnSel) 109
- Web Page Fields 109
- Setup Requirements 109
- Updates to Banner 109
- Links to Other Web Pages 110
- Buttons/icons on this page 110
- Web Menus With Links to This Page 110

Enter CRN Directly (bwlkocrn.P_FacEnterCRN) 110
- Web Page Fields 110
- Setup Requirements 111
- Updates to Banner 111
- Links to Other Web Pages 111
- Buttons/Icons on This Page 111
- Web Menus With Links to This Page 111

Faculty Detail Schedule (bwlkifac.P_FacSched) 111
- Web Page Fields 112
- Setup Requirements 114
- Updates to Banner 114
- Links to Other Web Pages 115
- Buttons/Icons on This Page 116
- Web Menus With Links to This Page 116

Week at a Glance (bwlkifac.P_FacDaySched) 116
- Determining the Week for which an Assignment should be Slotted 116
- Courses without Assigned Meeting Times 116
- Courses with Time Conflicts 117
- Web Page Fields 117
- Setup Requirements 117
- Updates to Banner 118
- Links to Other Web Pages 118
- Buttons/icons on this page 119
- Web Menus With Links to This Page 119

Detail Class List (bwlkfcwl.P_FacClaList) 119
- Web Page Fields 120
- Setup Requirements 122
- Updates to Banner 123
- Links to Other Web Pages 123
- Buttons/Icons on This Page 124

Web Menus With Links to This Page. 124
Summary Class List (bwlkfcwl.P_FacClaListSum) 124
Web Page Fields 125
Setup Requirements 126
Updates to Banner 127
Links to Other Web Pages. 127
Buttons/Icons on This Page 128
Web Menus With Links to This Page. 128
Detail Wait List (bwlkfcwl.P_FacWaitList) 129
Web Page Fields 129
Setup requirements 132
Updates to Banner 132
Links to Other Web Pages. 132
Buttons/Icons on This Page 133
Web Menus With Links to This Page. 133
Summary Wait List (bwlkfcwl.P_FacWaitListSum) 134
Web Page Fields 134
Setup Requirements 135
Updates to Banner 135
Links to Other Web Pages. 135
Buttons/Icons on This Page 136
Web Menus With Links to This Page. 136
Faculty & Advisor Security Information (bwlksecr.P_FacAdvrSecurity) 137
Web Page Fields 137
Setup Requirements 140
Updates to Banner 140
Links to Other Web Pages. 140
Buttons/Icons on This Page 141
Web Menus With Links to This Page. 141
View Active Assignments (bwlkasgn.P_FacActAssign) 141
Web Page Fields 141
Setup Requirements 142
Updates to Banner 143
Links to Other Web Pages. 143
Buttons/Icons on This Page 144
Web Menus With Links to This Page. 144
View Assignment History (bwlkasgn.P_FacAssignHist) 144
Web Page Fields 145
Setup Requirements 145
Updates to Banner 146
Links to other Web pages 146
Buttons/Icons on This Page 146
Web Menus With Links to This Page. 146
Syllabus Information (bwlksybs.P_Fac_Syllabus) 147
Web Page Fields 147
Setup Requirements 148

Updates to Banner . . . 148
Links to Other Web Pages. . . . 148
Buttons/Icons on This Page . . . 149
Web Menus With Links to This Page. . . . 149
Office Hours (bwlkoffh.P_Fac_Office_Hours) . . . 149
Web Page Fields . . . 150
Setup Requirements . . . 151
Updates to Banner . . . 151
Links to Other Web Pages. . . . 152
Buttons/Icons on This Page . . . 152
Web Menus With Links to This Page. . . . 152
Faculty Grade Summary (bwlkgrde.P_FacFinGrd . . . 152
Web Page Fields . . . 153
Setup Requirements . . . 153
Updates to Banner . . . 153
Links to Other Web Pages. . . . 153
Buttons/Icons on This Page . . . 154
Web Menus With Links to This Page. . . . 154
Advisee Grade Summary (bwlkgrde.P_advfingrd) . . . 154
Web Page Fields . . . 154
Setup Requirements . . . 155
Updates to Banner . . . 155
Links to Other Web Pages. . . . 155
Buttons/Icons on This Page . . . 156
Web Menus With Links to This Page. . . . 156

Set Up Faculty Information on the Web . . . 156

Use Faculty Information on the Web . . . 158
Access Class Lists . . . 158
Send an E-mail to All Students in a Class . . . 159
Send an E-mail to All Waitlisted Students for a Class . . . 159
Record Office Hours . . . 160
Enter Syllabus Information . . . 161

Grades . . . 162

Overgrading and Negative Grading . . . 162

Grades Web Pages . . . 163
Mid Term Grades (bwlkfmgd.P_FacMidGrd) . . . 164
Grade Mode Controls . . . 165
Web Page Fields . . . 167
Setup Requirements . . . 168

Updates to Banner 169
Buttons/Icons on This Page 169
Links to Other Web Pages. 169
Web Menus With Links to This Page. 170
Final Grades (bwlkffgd.P_FacFinGrd) 171
Grade Mode Controls 172
Last Attendance Date Error Checking 173
Web Page Fields 175
Setup Requirements 177
Updates to Banner 177
Links to Other Web Pages. 178
Buttons/Icons on This Page 179
Web Menus With Links to This Page. 179
Electronic Gradebook by Component (bwlkegrb.P_FacGradeComponents) 179
Faculty Member Access to the Electronic Gradebook 180
Advisor Access to the Electronic Gradebook 181
Midterm/Final Grade Calculation 181
Web Page Fields 182
Setup Requirements 183
Updates to Banner 185
Links to Other Web Pages. 185
Buttons/Icons on This Page 185
Web Menus With Links to This Page. 185
Electronic Gradebook by Component Entry (bwlkegrb.P_FacDispShrmrks) 186
Web Page Fields 186
Setup Requirements 187
Updates to Banner 188
Links to Other Web Pages. 188
Buttons/Icons on This Page 188
Web Menus With Links to This Page. 188
Electronic Gradebook by Component Subcomponent (bwlkegrb.P_FacGradeSubComponents). 188
Web Page Fields 189
Setup Requirements 189
Updates to Banner 190
Links to Other Web Pages. 190
Buttons/Icons on This Page 190
Web Menus With Links to This Page. 190
Electronic Gradebook by Component Subcomponent Entry (bwlkegrb.P_FacDispShrsmrk). 190
Web Page Fields 191
Setup Requirements 192
Updates to Banner 192
Links to Other Web Pages. 192
Buttons/Icons on This Page 192
Web Menus With Links to This Page. 193
Electronic Gradebook by Component Grade Display (bwlkegrb.P_FacDispShrcmrk) . 193

Web Page Fields . . . 193
Setup Requirements . . . 194
Updates to Banner . . . 194
Links to Other Web Pages . . . 194
Buttons/Icons on This Page . . . 194
Web Menus With Links to This Page . . . 194
Electronic Gradebook for a Student ID Selection (bwlkegrb.P_FacIDDispShrmrks) . . . 194
Web Page Fields . . . 194
Setup Requirements . . . 195
Updates to Banner . . . 195
Links to Other Web Pages . . . 195
Buttons/Icons on This Page . . . 195
Web Menus With Links to This Page . . . 195
Electronic Gradebook for a Student (bwlkegrb.P_FacIDShrmrksProc) . . . 196
Web Page Fields . . . 196
Setup Requirements . . . 197
Updates to Banner . . . 198
Links to Other Web Pages . . . 198
Buttons/Icons on This Page . . . 198
Web Menus With Links to This Page . . . 199
Electronic Gradebook for a Student Subcomponent Entry (bwlkegrb.P_FacIDShrsmrkProc) . . . 199
Web Page Fields . . . 199
Setup Requirements . . . 200
Updates to Banner . . . 200
Links to Other Web Pages . . . 200
Buttons/Icons on This Page . . . 201
Web Menus With Links to This Page . . . 201
Incomplete Grades Summary (bwlkincg.P_FacIncmpGrdSum) . . . 201
Web Page Fields . . . 202
Setup Requirements . . . 203
Updates to Banner . . . 204
Links to Other Web Pages . . . 204
Buttons/Icons on This Page . . . 205
Web Menus With Links to This Page . . . 205
Incomplete Final Grades (bwlkffgd.P_FacCommitFinGrd) . . . 205
Web Page Fields . . . 207
Setup Requirements . . . 208
Updates to Banner . . . 209
Links to Other Web Pages . . . 209
Buttons/Icons on This Page . . . 209
Web Menus With Links to This Page . . . 210
Set Up Grades on the Web . . . 210
Set Up Midterm Grades . . . 210
Set Up Final Grades . . . 211

Set Up the Electronic Gradebook 211
Set Up Gradable Components and Subcomponents 211
Set Up Security for the Electronic Gradebook 212
Allow Only Primary Instructors to Enter Grades 212
Allow Primary and Non-Primary Instructors to Enter Grades 213
Allow Other Instructors to View Grades. 213
Allow Advisors to View Grades 213
GTVSDAX rules used in electronic gradebook processing 214
Comments for Component and Subcomponent Grade/Mark Records 215
Cap Final Grades in Reassessment 215
Grade Change Codes 216
Alternative Grade Change Codes 217

Use the Electronic Gradebook 218
Enter Grades by Component 218
Enter Grades by Subcomponent 218
Enter Grades for a Student. 219

Registration. 220

Open Learning Registration Support 220

Drop/Withdrawal Functionality 221
Status Types 222
Automatic Drops 222
Connected Drops Allowed with User Approval 224
Connected Drops Processed Automatically 225
Connected Drops Not Allowed 226
Drop Last Class Not Allowed. 226
Administrative Drops. 226
Administrative Drop if an Approval is Added to a CRN 228
Administrative Drop if a Corequisite is Added to a CRN 228
Administrative Drops if Active Drop Codes are Not Defined 229
Administrative Drops if Other Errors are Found during Processing. 229
Rules on GTVSDAX 230
AUTODROP 230
ADMINDROP 231

Registration Web Pages. 232
Registration Overrides (bwlkfrov.P_FacRegOvr) 232
Web Page Fields 233
Setup Requirements 234
Updates to Banner 234

Links to Other Web Pages. 234
Buttons/icons on this page 235
Web Menus With Links to This Page. 235
Registration Overrides Verification (bwlkfrov.P_FacVerifyRegChgs) 236
Web Page Fields 236
Setup Requirements 236
Updates to Banner 236
Links to Other Web Pages. 237
Buttons/Icons on This Page 237
Web Menus With Links to This Page. 237
Add or Drop Classes (bwlkfrad.P_FacAddDropCrse) 237
Error Message Section 238
Current Schedule Section 240
Registration Errors Section 240
Registration Add Errors Section 240
Registration Update Errors Section. 240
Add Classes Worksheet section 241
Web Drop 241
Drop Last Class. 241
Luminis Users and the Add or Drop page 242
Web Page Fields 242
Setup Requirements 245
Updates to Banner 248
Links to Other Web Pages. 249
Buttons/Icons on This Page 250
Web Menus With Links to This Page. 250
Web Page Fatal/Warning Error Messages 251
Connected Course Drop Confirmation (bwckcoms.p_proc_confirm_drops). 251
Web Page Fields 252
Setup Requirements 252
Updates to Banner 252
Links to Other Web Pages. 253
Buttons/Icons on This Page 253
Web Menus With Links to This Page. 253
Registration Start Date (bwckcoms.p_disp_start_confirm_date) 253
Web Page Fields 253
Setup Requirements 254
Updates to Banner 254
Links to Other Web Pages. 254
Buttons/Icons on This Page 255
Web Menus With Links to This Page. 255
Select Term or Date Range (bwckgens.p_disp_term_date) 255
Messages 255
Web Page Fields 256
Setup Requirements 256
Updates to Banner 256
Links to Other Web Pages. 257

Buttons/Icons on This Page 257
Web Menus With Links to This Page. 257
Select Study Paths (bwckcoms.P_StoreStudyPath) and (bwckcoms.P_StoreMultiStudyPath) 257
Web Page Fields 258
Setup Requirements 258
Updates to Banner 259
Links to Other Web Pages. 259
Buttons/Icons on This Page 259
Web Menus With Links to This Page. 259
Look Up Classes (bwckgens.p_sel_term_date) 259
Web Page Fields 260
Setup Requirements 262
Updates to Banner 262
Links to Other Web Pages. 263
Buttons/Icons on This Page 263
Web Menus With Links to This Page. 263
Look-Up Classes Results (bwlkffcs.P_FacGetCrse) 263
Using Study Paths 265
Web Page Fields 266
Setup Requirements 267
Updates to Banner 268
Links to Other Web Pages. 268
Buttons/Icons on This Page 268
Web Menus With Links to This Page. 269
Change Class Options (bwlkfrad.P_FacChangeCrseOpt) 269
Access 270
Web Page Fields 271
Setup Requirements 271
Updates to Banner 272
Links to Other Web Pages. 272
Buttons/icons on this page 272
Web Menus With Links to This Page. 272
Active Registrations (bwlksreg.p_fac_active_regs) 272
Web Page Fields 273
Setup requirements 274
Updates to Banner 275
Links to Other Web Pages. 275
Buttons/Icons on This Page 275
Web Menus With Links to This Page. 276
Registration History (bwskhreg.p_reg_hist) 276
Web Page Fields 276
Setup Requirements 277
Updates to Banner 277
Links to Other Web Pages. 277
Buttons/Icons on This Page 278
Web Menus With Links to This Page. 278

Registration Processing Tables 278
Registration Temporary Table (SFTREGS) 278
Additional Registration Information Table (SFRAREG) 279

Set Up Basic Registration on the Web 279
Supporting Validation Forms. 280
Subject Code Validation Form (STVSUBJ) 280
Course Registration Status Code Validation Form (STVRSTS) 280
Setup Summary 281
Setup Steps 281

Display Term Date Ranges 286

Set Up and Use Study Paths 286
Set Up Study Paths in Baseline 287
Set Up Study Paths in Self-Service 288

Set Up Registration Time-Ticketing 288
Registration Priority Time-Ticketing Setup Overview 289
Registration Priority Time-Ticketing Setup Steps 290
Model Script for Populating Registration Groups 291
Scenarios for Using the GTVSDAX Rules for Restricted Time Tickets and Time Controls 293

Set Up Third-Party Controls 295

Set Up Registration Permit-Overrides 297
Permit-Overrides Set-Up Summary 298
Student Registration Permit-Override Steps 298

Use Registration on the Web 302
Search for Classes and Registering via the Web 302
Register for a Known CRN via the Web 303
View Active Registrations via the Web 305

Technical Flows 306
Add or Drop Classes 306
Change Class Options 311
Look Up Classes 312

Student Information 313

Student Information Web Pages 313

Student and Advisee ID Selection (bwlkoids.P_AdvIDSel or bwlkoids.P_FacIDSel) . . 314
- Entering an ID Directly 314
- Performing an ID Search 315
- Web Page Fields 315
- Setup Requirements 315
- Updates to Banner 316
- Links to Other Web Pages. 316
- Buttons/Icons on This Page 316
- Web Menus With Links to This Page. 316

Student Verification (bwlkoids.P_FacVerifyID) 317
- Web Page Fields 317
- Setup Requirements 317
- Updates to Banner 317
- Links to Other Web Pages. 317
- Buttons/Icons on This Page 317
- Web Menus With Links to This Page. 318

Student and Advisee ID Selection Results (bwlkoids.P_FacVerifyID) 318
- Web Page Fields 318
- Setup Requirements 318
- Updates to Banner 318
- Links to other Web pages 319
- Buttons/Icons on this page 319
- Web Menus With Links to This Page. 319

General Student Information (bwlkgstu.P_FacStuInfo). 319
- Web Page Fields 319
- Setup Requirements 322
- Updates to Banner 322
- Links to Other Web Pages. 322
- Buttons/Icons on This Page 323
- Web Menus With Links to This Page. 323

View Student Addresses and Phones (bwlkosad.P_FacDispAddrView) 323
- Web Page Fields 323
- Setup Requirements 324
- Updates to Banner 324
- Links to Other Web Pages. 324
- Buttons/Icons on This Page 325
- Web Menus With Links to This Page. 325

Select Student E-Mail Address to View (bwlkosad.P_FacDispEmailView). 325
- Web Page Fields 325
- Setup Requirements 326
- Updates to Banner 326
- Links to Other Web Pages. 326
- Buttons/Icons on This Page 327
- Web Menus With Links to This Page. 327

View Student Schedule (bwlkfstu.P_FacStuSchd) 327

Web Page Fields . . . 327
Setup Requirements . . . 329
Updates to Banner . . . 329
Links to Other Web Pages . . . 329
Buttons/Icons on This Page . . . 330
Web Menus With Links to This Page . . . 330
Academic Transcript Options (bwlkftrn.P_FacDispTran) . . . 330
Web Page Fields . . . 330
Setup Requirements . . . 331
Updates to Banner . . . 331
Links to Other Web Pages . . . 331
Buttons/Icons on This Page . . . 331
Web Menus With Links to This Page . . . 332
Student Academic Transcript (bwlkftrn.P_ViewTran) . . . 332
Transcripts with Student Centric Periods . . . 333
Study Path Charges . . . 335
Access to Academic Transcript for Faculty Members . . . 335
Access to Academic Transcript for Advisors . . . 336
Source information . . . 336
Web Page Fields . . . 337
Setup Requirements . . . 342
Updates to Banner . . . 344
Links to Other Web Pages . . . 344
Buttons/Icons on This Page . . . 344
Web Menus With Links to This Page . . . 344
Degree Evaluation (bwlkfcap.P_FacDispCurrent) . . . 344
Faculty Member Access to Degree Evaluations . . . 347
Advisor Access to Degree Evaluations . . . 347
Web Page Fields . . . 348
Setup Requirements . . . 348
Updates to Banner . . . 350
Links to Other Web Pages . . . 350
Buttons/Icons on This Page . . . 351
Web Menus With Links to This Page . . . 351
Previous Evaluations (bwcksmmt.P_DispPrevEval) . . . 351
Web Page Fields . . . 351
Setup Requirements . . . 352
Updates to Banner . . . 352
Links to Other Web Pages . . . 352
Buttons/Icons on This Page . . . 353
Web Menus With Links to This Page . . . 353
Degree Evaluation Results Report (bwcksxml.report) . . . 353
Web Page Fields . . . 353
Setup Requirements . . . 353
Updates to Banner . . . 353
Links to Other Web Pages . . . 353
Buttons/Icons on This Page . . . 353

Web Menus With Links to This Page. 354
Generate New Evaluation (bwckcapp.P_DispEvalTerm) 354
Web Page Fields 354
Setup Requirements 354
Updates to Banner 355
Links to Other Web Pages. 355
Buttons/Icons on This Page 356
Web Menus With Links to This Page. 356
What-If Analysis (Step One) (bwcksmds.p_whatif_step_one) 356
Web Page Fields 356
Setup Requirements 356
Updates to Banner 357
Links to Other Web Pages. 357
Buttons/Icons on This Page 357
Web Menus With Links to This Page. 358
What-If Analysis (Step Two) (bwcksmds.p_whatif_step_two) 358
Web Page Fields 358
Setup Requirements 358
Updates to Banner 359
Links to Other Web Pages. 359
Buttons/Icons on This Page 359
Web Menus With Links to This Page. 359
What-If Analysis (Step Three) (bwcksmds.P_whatif_step_three). 359
Web Page Fields 360
Setup Requirements 360
Updates to Banner 360
Links to Other Web Pages. 361
Buttons/Icons on This Page 361
Web Menus With Links to This Page. 361
What-If Analysis (Add More) (bwcksmds.p_whatif_next_step) 361
Web Page Fields 362
Setup Requirements 362
Updates to Banner 362
Buttons/Icons on This Page 363
Web Menus With Links to This Page. 363
What-If Analysis (Evaluation Term) (bwcksmds.p_whatif_next_step) 363
Web Page Fields 363
Setup Requirements 364
Updates to Banner 364
Links to Other Web Pages. 364
Buttons/Icons on This Page 365
Web Menus With Links to This Page. 365
Advisee Listing (bwlkadvr.P_DispAdvisees). 365
Web Page Fields 365
Setup Requirements 366
Updates to Banner 367

Links to Other Web Pages. 367
Buttons/Icons on This Page 367
Web Menus With Links to This Page. 367
Test Scores (bwlktest.P_FacDispTest) 368
Web Page Fields 368
Setup Requirements 368
Updates to Banner 369
Links to Other Web Pages. 369
Buttons/Icons on This Page 369
Web Menus With Links to This Page. 369
View Holds (bwlkgstu.P_ViewHold) 370
Web Page Fields 370
Setup Requirements 370
Updates to Banner 371
Links to Other Web Pages. 371
Buttons/Icons on This Page 371
Web Menus With Links to This Page. 372
Graduation Application (bwlkgrad.p_view_gradapp) 372
Web Page Fields 372
Setup Requirements 374
Updates to Banner 374
Links to Other Web Pages. 374
Buttons/Icons on This Page 374
Web Menus With Links to This Page. 374
Concise Student Schedule (bwlkcrse.P_FacStuSchd) 374
Web Page Fields 375
Updates to Banner 376
Links to Other Web Pages. 376
Buttons/Icons on This Page 376
Web Menus With Links to This Page. 376
Student Schedule by Centric Period (bwlkfstu.P_FacStuSchd_Scp) 376
Web Page Fields 377
Setup Requirements 378
Updates to Banner 378
Links to Other Web Pages. 378
Buttons/Icons on This Page 379
Web Menus With Links to This Page. 379

Set Up Student Information on the Web 379
Set Up Academic Transcript on the Web 379
Set Up Degree Evaluation on the Web 384
Setup Requirements 385
WebCAPP Rules Form (SMAWCRL) 386
Use Pipes Processing 389
SFKCOMM Package 390
Initialize Pipes 391

GTVSDAX Rules . . . 391
Pipe Initialization Process (SFRPINI) . . . 393
Compliance Pipe Process (SFRPIPE) . . . 393
Use Advanced Queue Processing . . . 393
GTVSDAX Rules . . . 393
SFKCOMM Package . . . 395
SOKADVQ Package . . . 395
SFKPREQ Package . . . 395
soo_sfkcmpl_payload Object Type . . . 395
Queue Initialization Process (SFRQINI) . . . 396
Compliance Advanced Queue Process (SFRADVQ) . . . 396
Process Flow . . . 396
Set Up Test Scores to be Viewed on the Web . . . 398
Set Up Holds to be Viewed on the Web . . . 398

Use Student Information on the Web . . . 399
View a List of Advisees . . . 399
Send an E-mail to All of Your Advisees . . . 399
View an Advisee's Test Scores . . . 399
View an Advisee's Holds . . . 400
Perform What-if Analyses for Degree Evaluations . . . 400

Faculty Feedback . . . 402

Faculty Feedback Web Pages . . . 403
Faculty Feedback Sessions (bwlkfdbk.P_FacultyFeedback) . . . 403
Web Page Fields . . . 403
Setup Requirements . . . 404
Links to Other Web Pages . . . 404
Web Menus With Links to This Page . . . 404
Faculty Feedback Roster (bwlkfdbk.P_FacultyFeedback) . . . 405
Summary View . . . 405
Web Page Fields . . . 405
Setup Requirements . . . 406
Links to Other Web Pages . . . 407
Buttons/Icons on This Page . . . 407
Detailed View . . . 407
Web Page Fields . . . 407
Links to Other Web Pages . . . 408
Buttons/Icons on This Page . . . 408
Feedback Session Control (bwlkfdad.p_session_control) . . . 409
Web Page Fields . . . 409
Setup Requirements . . . 409
Links to Other Web Pages . . . 410

Buttons/icons on this page 410
Web Menus With Links to This Page. 410
Faculty Feedback - Add Session (bwlkfdad.p_session_control_post) 411
Web Page Fields 411
Setup Requirements 411
Links to Other Web Pages. 412
Buttons/Icons on This Page 412
Faculty Issues (bwlkfdad.p_define_issues) 412
Web Page Fields 413
Setup Requirements 413
Buttons/Icons on This Page 414
Faculty Issues - Add Issue (bwlkfdad.p_define_issues). 414
Web Page Fields 414
Setup Requirements 414
Links to Other Web Pages. 415
Buttons/Icons on This Page 415
Faculty Recommendations (bwlkfdad.p_define_recommendations) 415
Web Page Fields 416
Setup Requirements 416
Links to Other Web Pages. 416
Buttons/Icons on This Page 417
Faculty Recommendations - Add Recommendation (bwlkfdad.p_define_recommendations) 417
Web Page Fields 417
Setup Requirements 418
Links to Other Web Pages. 418
Buttons/Icons on This Page 418

Set Up Faculty Feedback 418
Set Up Faculty Member 419
Set Up Faculty Feedback Administrator 419
Set Up Faculty Feedback Control Sessions 420
Set Up Faculty Issues. 420
Set Up Faculty Recommendations 421

Use Faculty Feedback 421

Baseline Processing for Faculty Feedback 422
Faculty Feedback Processes 422
Feedback Monitor Students Process (SFRFFMN) 422
Faculty Feedback Purge Process (SFRFFPG) 422
Faculty Feedback View (SFVFDBK). 423
Faculty Feedback APIs. 423

Faculty Feedback Tables 423

Application Overview

Welcome to the *Banner Faculty and Advisor Self-Service User Guide*. This manual provides information needed by the staff members who support your Banner® Faculty and Advisor 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 23
- "Accessibility" on page 25
- "Cascading Style Sheets" on page 26
- "Baseline and Local Records" on page 27
- "Information Text" on page 27
- "Functionality" on page 28
- "Accessing the Secure Area" on page 29
- "Static Display of Information" on page 54
- "Long Titles" on page 54
- "Long Descriptions" on page 56

How to Use This Manual

This manual is organized into the following chapters.

- This chapter provides a summary of the functions of the Banner Faculty and Advisor Self-Service application and procedures for accessing the application.
- "Course Catalog" on page 58, covers setting up and using your course catalog on the Web.
- "Class Schedule" on page 85, covers setting up and using your class schedule on the Web.
- "Faculty Information" on page 106, covers setting up and using the Web pages that provide faculty information such as schedules, class lists, and assignments.
- "Grades" on page 162, covers setting up and using the Web pages used for entering and viewing grades, including the Electronic Gradebook.

- "Registration" on page 220, covers setting up and using Web registration functions, including how users can add and drop classes for students, look up a class, change a student's class options, view student registrations, and more via the Web.
- "Student Information" on page 313, covers setting up and using Web student records functions, including how users can view student information such as:
  - Contact information (addresses, phone numbers, and e-mail addresses)
  - Unofficial academic transcripts

  Users can also run new or view existing degree evaluations (compliances).
- "Faculty Feedback" on page 402, covers setting up and using processing to help faculty members identify and monitor students in their classes who may be at risk academically. Faculty members can use Web pages to:
  - define issues and recommendations
  - select issues and make recommendations to address the issues
  - enter free form comments regarding the issues
  - enter estimated grades

Web Page Descriptions

Each Web page that is part of Banner Faculty and Advisor 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 Faculty and Advisor Self-Service User Guide*, the following documentation supports your work with Banner Faculty and Advisor Self-Service:

- *Banner Student User Guide*
- *Banner Web General User Guide*
- *Banner WebTailor User Guide*

Accessibility

The Web UI and Accessibility has been improved for Banner Web pages 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 Faculty and Advisor 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 provided and should not be modified in any way. Local records can be created and modified by clients and will never be overwritten by the 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 WebTailor as baseline. Info Text rows created by your institution using WebTailor 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 Faculty and Advisor Self-Service allows faculty members and advisors to access information about their classes and students/advisees. If a student provides his or her PIN, the user can also perform registration tasks, view academic transcripts, and perform degree evaluations (compliances) via CAPP (Curriculum, Advising and Planning Program). Faculty can also enter and view grades, including via the Electronic Gradebook.

The ability to perform administrative duties via the Internet means that users do not need direct access to the Banner forms, and where applicable, your institution can define security to limit access to certain options.

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

It allows faculty members to view, update, and print selected information in the Banner Student database using Web technology. It provides access to a faculty member's schedule, a listing of students in each of the faculty member's courses, a listing of students who are wait-listed, information regarding registration overrides and registration add or drop, curriculum information about their students, and the ability to enter midterm and final grades. In addition, your institution can authorize faculty members and advisors to view a student's academic transcript and degree evaluations (compliances). Instructors can also enter gradable components online, such as exam grades or student marks.

Faculty members and advisors 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 user in direct touch with information on record in the Banner Student database, the user must enter a valid Banner ID and personal identification number (PIN) to access these functions.

Accessing the Secure Area

This section includes the following procedures for accessing the secure area of Faculty and Advisor Self-Service:

- "Allow Access" on page 29
- "Set Up Faculty Security Menu and Term Availability" on page 30
- "Set Up Faculty Security Process Rules" on page 33
- "Log In" on page 52
- "Obtain a Forgotten PIN Reminder" on page 53
- "Audit User ID" on page 53

Allow Access

The following steps must be taken for faculty members or advisors to have access to Banner Faculty and Advisor Self-Service.

1. Select one or both of the following checkboxes on the Faculty/Advisor Information Form (SIAINST) for the term:
   - **Faculty**
   - **Advisor**
2. In the **Status** field on SIAINST, assign a status code that signifies that the person is an active faculty member or advisor (that is, one for which the **Active** checkbox Faculty Status Code Validation Form [STVFCST] has been selected).

Troubleshooting

- Secured access performs checks here at a very general level. The ID and PIN are verified, and the system uses this information to determine which menus to display. For instance, if the person logging in does not have a SIBINST record (data on Faculty Information Form [SIAINST]), the Faculty & Advisors Menu will not be displayed.
- If a faculty member receives an invalid ID and PIN message while logging in, he or she should contact your computer services department or the Banner administrator. It is possible the PIN has been changed or disabled.
- If a person who is identified in the system as only an advisor selects an option that applies to instructors only (for example, the Faculty Detail Schedule page [`bwlkifac.P_FacSched`]) the system displays a message that the user does not have any instructional assignments.

Set Up Faculty Security Menu and Term Availability

Set up main menu and term availability access in the Faculty and Advisor Access Dates section of the Part of Term and Web Registration Controls window on SOATERM. This is optional.

1. Enter the access start date in the **Start Date** field.
2. Enter the access end date in the **End Date** field.
3. Select the **Menu** checkbox to indicate whether menu access is allowed in for the date range.
4. Select the **Term Selection** checkbox indicate whether term selection is allowed for the date range.

Faculty members and advisors can be restricted by date/term from accessing information through the Faculty and Advisor main menu in Self-Service. Date ranges can be set up to control access to the menu based on the term. Faculty members and advisors who are restricted from access to the main menu will see a message that access is not allowed.

The terms displayed to faculty members and advisors in the **Select a Term** pulldown list in Self-Service can also be restricted by date/term. Date ranges can be set up to control which terms are displayed in the list. Term information for a faculty member is compared to the active records on SIAINST. However, the **Status Date** field on SIAINST is not used in this processing.

Use the Faculty and Advisor Access Dates section of the Part of Term and Web Registration Controls window on SOATERM to set up the date ranges in Self-Service for main menu access and term display in the pulldown list. The term date rules use start and end dates. When no faculty member or advisor access dates have been set up for a term, the current functionality will be used. Rules can be created on a term-by-term basis or for all terms on SOATERM.

Faculty members and advisors will have access to the Banner Faculty and Advisor Self-Service main menu when one of two conditions exists: when the current date does not fall within any date range for any term and the person has an active status for any term on the Faculty/Advisor Information Form (SIAINST), and/or when the current date does fall within a date range and the person has an active status for the term on SIAINST.

All terms are displayed in the Self-Service **Select a Term** pulldown list when no date ranges have been defined on SOATERM, the person is active on SIAINST for the term, and the Faculty and Advisor Controls have been set on SOATERM.

When a date range is set up, the Self-Service main menu for faculty members and advisors will only be displayed for terms where the current date falls within the defined date range. A term is displayed in the term selection list when no dates exist for a term, and the faculty member has an active status. A term will not be displayed when the current date does not fall into a date range set up for access or when the faculty member is inactive for the term.

Processing Examples

Here are some examples of how menu access and term selection can be set up on SOATERM. Faculty member FACMEMBER1 has SIAINST records for the terms shown below.

Example 1:

SOATERM has dates for:

Term	SIAINST	Start	End	Menu	Term Selection
200443	Active	01-JAN-2008	30-JUN-2008	Checked	Checked
200620	Inactive	01-JAN-2009	30-JUN-2009	Checked	Checked

FACMEMBER1 logs into secure Self-Service on March 31, 2008.

- He has access to the menu, because he is active for term 200443, which is accessible on that date for term display.
- He sees term 200443 in the term selection list, because the current date falls within the range.

FACMEMBER1 logs into secure Self-Service on April 30, 2009.

- He does not have access to the menu, because April 30, 2009, falls within the date range for term 200620, and he is not active in term 200620.
- He does not see term 200443 in the term selection list, because the current date does not fall within the range for term display.

Terms that are defined as greater than 200443 but less than 200520 will be displayed in the term selection list, because no dates have been defined for those terms.

Example 2:

SOATERM has dates for:

Term	SIAINST	Start	End	Menu	Term Selection
200443	Active	01-JAN-2008	30-JUN-2008	Checked	Checked
200620	Inactive	01-JAN-2009	30-JUN-2009	Unchecked	Checked

FACMEMBER1 logs into secure Self-Service on March 31, 2008.

- He has access to the menu, because he is active for term 200443, which is accessible on that date.

- He sees term 200443 in the term selection list, because the current date falls within the range for term display.

FACMEMBER1 logs into secure Self-Service on April 30, 2009.

- He has access to the menu, because April 30, 2009, does not fall within any date range for which menu access is checked.
- He does not see term 200443 in the term selection list, because the current date does not fall within the date range for term 200443.

Note: For a term, if a current date is not defined within any date range with the **Menu** checkbox checked, the faculty member will have access to the main menu, if he/she has an active SIAINST record. If the faculty member does not have an active SIAINST record, no menu access is allowed.

Example 3:

SOATERM has dates for:

Term	SIAINST	Start	End	Menu	Term Selection
200443	Active	01-JAN-2008	30-JUN-2008	Unchecked	Checked

FACMEMBER1 logs into secure Self-Service on March 31, 2008.

- He has access to the menu, because there are no dates defined for the current date.
- He sees term 200443 in the term selection list, because the current date falls within the range for term display.

FACMEMBER1 logs into secure Self-Service on April 30, 2009.

- He does not see term 200443 in the term selection list, because the current date does not fall within the range for term display.
- He has access to the menu, because there are no dates defined for the term.

Example 4:

SOATERM has no dates defined:

FACMEMBER1 logs into secure Self-Service.

- He has access to the menu, because there are no dates defined for the current date in any term.
- He has access to all active terms in the term selection list, because no restricted dates have been defined in any term.

Example 5:

SOATERM has dates for:

Term	SIAINST	Start	End	Menu	Term Selection
200443	Active	01-JAN-2008	30-JUN-2009	Checked	Checked
200620	Active	01-JAN-2009	30-JUN-2009	Checked	Checked

There is an overlap in the dates.

FACMEMBER1 logs into secure Self-Service on March 31, 2008.

- He has access to the menu, because he is active for term 200443, which is accessible on that date.
- He sees term 200443 in the term selection list, because the current date falls within the range for term display.

FACMEMBER1 logs into secure Self-Service on April 30, 2009.

- He has access to the menu, because April 30, 2009, falls within the date range for term 200443, and he is active in term 200443.
- He sees term 200443 and term 200620 in the term selection list, because the current date falls within the range for term display.

Note: Faculty members who are inactive in term 200620 have access to the menu, because the current date falls with the menu date ranges for term 200443, when the faculty members were active. However, they do not see term 200620 in the term selection list.

Set Up Faculty Security Process Rules

This section discusses faculty member and advisor process rules used in Banner Faculty and Advisor Self-Service. Process rules are used to allow faculty member or advisor access to student information by process or role in Self-Service. The process codes used for the rules come from the Process Control Code Validation Form (STVPROC). The Faculty/Advisor Process Rules Form (SOAFACS) is used to set up the process rules for faculty members and advisors. The rules on STVPROC control access to the following processes:

- accessing student schedules (`DISPLAYSCHEDULE`)
- accessing student test scores (`DISPLAYTESTS`)
- accessing student grades (`DISPLAYGRADES`)
- entering student grades (`ENTERGRADES`)
- accessing student holds (`DISPLAYHOLDS`)

- accessing student transcripts (TRANSCRIPT)
- accessing student compliance information (COMPLIANCE)

This section discusses the following topics:

- Obsolete GTVSDAX Rules
- Conversion from GTVSDAX to SOAFACS
- Modified GTVSDAX Rules and Corresponding Self-Service Pages
- Faculty Member and Advisor Access to Self-Service
- All Access to Self-Service
- Check Order Functionality

Obsolete GTVSDAX Rules

Rules on GTVSDAX used with security processing have been made obsolete. The associated security functionality is maintained on SOAFACS. The affected rules have a modified description of *Obsolete, Use SOAFACS form*, or for the CHECKORDER rule, *Obsolete, Use STVPROC form*. A script is delivered to inactivate these rules.

The following rules used with faculty and advisor access to processing in Self-Service are obsolete. Their descriptions refer to the form used for security processing.

External Code	Internal Code	Internal Code Seq Number	Internal Code Group	Description	Activity Date
Y, N	ADVRPIN	N/A	FACWEB	*Old* - Is Advisor PIN Control On? *Updated* - Obsolete 8.3, Use SOAFACS form	Sysdate
A, F	CHECKORDER	N/A	FACWEB	*Old* - Access Order? *Updated* - Obsolete 8.3, Use STVPROC form	Sysdate
Y, N	FACPIN	N/A	FACWEB	*Old* - Is Faculty PIN Control On? *Updated* - Obsolete 8.3, Use SOAFACS form	Sysdate

Modified GTVSDAX Rules

The ALLADVR and ALLFAC rules are no longer used for faculty and advisor security purposes. The associated security functionality has been moved to SOAFACS. However, these two rules still drive Self-Service display capabilities, and as such they will not be made obsolete. The rule descriptions have been updated in GTVSDAX to more accurately describe their current functionality.

The security functionality associated with the ADVRTYPE and FACFATT rules has been moved to SOAFACS. However, the rules are still used on GTVSDAX to determine whether to use the SOAFAPC rules for attribute/type checking with regard to the display of the Summary Faculty Wait List, Detail Faculty Wait List, and Detail Class List pages in Self-Service.

Note: Refer to the “Modified GTVSDAX Rules and Corresponding Self-Service Pages” topic for current GTVSDAX functionality for the ADVRTYPE and FACFATT rules with regard to these Self-Service ages.

The security functionality associated with the PRIMINSTR rule has been moved to SOAFACS. However, this GTVSDAX rule must exist in order to display the Summary Faculty Wait List, Detail Faculty Wait List, and Detail Class list pages in Self-Service.

Note: Refer to the “Modified GTVSDAX Rules and Corresponding Self-Service Pages” topic for current GTVSDAX functionality for the PRIMINSTR rule with regard to these Self-Service pages.

External Code	Internal Code	Internal Code Seq Number	Internal Code Group	Description	Activity Date
Y, N	ADVRTYPE	N/A	FACWEB	*Old* - Advisor Type Control On? *Updated* - SOAFAPC Attribute/Type Check	Sysdate
Y, N	ALLADVR	N/A	FACWEB	*Old* - All Access for Advisors? *Updated* - Display ‘All’ in Name Search	Sysdate
Y, N	ALLFAC	N/A	FACWEB	*Old* - All Access for Faculty? *Updated* - Display ‘All’ in Name Search	Sysdate

External Code	Internal Code	Internal Code Seq Number	Internal Code Group	Description	Activity Date
Y, N	FACFATT	N/A	FACWEB	*Old* - Faculty Attribute Control On? *Updated* - *Updated* - SOAFAPC Attribute/ Type Check	Sysdate
Y, N	PRIMINSTR	N/A	FACWEB	*Old* - Primary Instructor Check On *Updated* - Primary Instructor Checking	Sysdate

Conversion from GTVSDAX to SOAFACS

Faculty and advisor records that were processed using security rules on the Crosswalk Validation Form (GTVSDAX) will be processed through the rules in the SOAFACS form and SORFACS table. During the upgrade to this functionality, the values for these GTVSDAX rules will be translated from GTVSDAX and populated in SORFACS using a delivered conversion script.

The rules used on SOAFACS are delivered as system-required. With the exception of `ENTERGRADES`, each system-required process code from STVPROC has two associated rules on SOAFACS, one for faculty and one for advisor. The `ENTERGRADES` process is available for faculty only. The indicators (checkboxes) on the form will be updated based on existing GTVSDAX rules at your site.

Note: It will be important to review your conversion, test these indicators when your upgrade has been performed, and confirm that faculty members and/or advisors do not have too much or too little access to student information.

Here is a list of the rules used on SOAFACS.

Rule/Indicator	Description
Process Available on Self-Service	Checkbox used to indicate whether the process rule is active for the faculty member or advisor in Self-Service. When this indicator is checked, and faculty members or advisors meet the process rule, they have access to the process. When this indicator is unchecked, faculty members and advisors cannot access the process, but they can see the link to the process. A message is displayed indicating they do not have access to the process.
All Access	Checkbox used to indicate that no security is invoked for the process, and faculty members and advisors are able to view *all available student information* in Self-Service. Once this indicator has been checked, you cannot activate the settings for the other indicators except for the **Process Available on Self-Service** indicator. The **All Access** indicator *must* be unchecked in order to set the other indicators to checked or unchecked and activate those settings for the rule.
PIN Control	Checkbox used to indicate whether the student's PIN needs to be entered to access the process rule in Self-Service. When checked, the PIN is required. The **PIN Control** checkbox is not available for the `DISPLAYGRADES` or `ENTERGRADES` process rules.
Relationship - Faculty *- or -* **Relationship** - Advisor	Checkbox used to require that the faculty member or advisor must have a teaching or advising relationship with the student, in order to access the process rule in Self-Service. For example, when a faculty member is teaching a section in which the student is enrolled, and the Web page is displayed based on the student's ID, that faculty member can access the process. Or, when a faculty member is assigned to teach a section, and the Web page is displayed based on the CRN, that faculty member can access the process.
Primary - Faculty *- or -* **Primary** - Advisor	Checkbox used to require that the faculty member or advisor must be the primary instructor or primary advisor for the student in order to access the process rule in Self-Service. The faculty member must be the primary instructor on SSASECT to access the process. The advisor must be the primary advisor on SGAADVR to access the process.

Rule/Indicator	Description
Attribute Type Checking - Faculty *- or -* **Attribute Type Checking** - Advisor	Checkbox used to require that the faculty attribute type or advisor type must be checked in order to access the process rule in Self-Service. For faculty members, the system checks the attribute on SIAINST and then cross-references SOAFAPC. For advisors, the system checks the advisor type on SGAADVR and then cross-references SOAFAPC.

Here is a comparison of the GTVSDAX rules and the indicators that perform the same processing.

SOAFACS Indicator	GTVSDAX Rule	GTVSDAX Rule Status
PIN Control	ADVRPIN	Obsolete
Attribute Type Checking	ADVRTYPE	Menu option dependent
Attribute Type Checking	FACFATT	Menu option dependent
PIN Control	FACPIN	Obsolete
Primary	PRIMINSTR	Menu option dependent
All Access	ALLFAC	Used for display
All Access	ALLADVR	Used for display
N/A	CHECKORDER	Moved to STVPROC, **Check Order** field

Your existing GTVSDAX rules will be converted using the delivered script, which will evaluate your rule settings and convert them to SOAFACS. You can then set the values and make them unique to faculty members or advisors for each process.

Here is a crosswalk that outlines each converted GTVSDAX rule, the SOAFACS process associated with the GTVSDAX rule, and the indicator that will drive access to that process. Seven unique process rules are available on SOAFACS. With the exception of ENTERGRADES, which is available for faculty only, each rule can be assigned to faculty members and/or advisors, which provides a total of 13 system-required rules that can be used on SOAFACS.

GTVSDAX Rule	Process	SOAFACS Indicator
ALLFAC	all seven processes	**All Access** - faculty record

GTVSDAX Rule	Process	SOAFACS Indicator
ALLADVR	all except ENTERGRADES ENTERGRADES not available for advisors	**All Access** - advisor record
ADVRPIN	all except ENTERGRADES, DISPLAYGRADES, DISPLAYSCHEDULE ENTERGRADES not available for advisors	**PIN Control** - advisor record
FACPIN	all except ENTERGRADES, DISPLAYGRADES, DISPLAYSCHEDULE	**PIN Control** - faculty record
ADVRTYPE	all except ENTERGRADES, DISPLAYSCHEDULE ENTERGRADES not available for advisors	**Attribute Type Checking** - advisor record
FACFATT	all except DISPLAYSCHEDULE	**Attribute Type Checking** - faculty record
PRIMINSTR	all except DISPLAYSCHEDULE for faculty all except ENTERGRADES, DISPLAYSCHEDULE for advisors	**Primary** - both faculty and advisor

The DISPLAYSCHEDULE rule is delivered with the **All Access** indicator checked (Y), as this functionality was provided previously. It is important to test this functionality for faculty members and advisors to be certain the appropriate access is allowed.

The CHECKORDER rule on GTVSDAX has been replaced with functionality on STVPROC. Since the GTVSDAX rule is generic, your setting for this rule at the time of the upgrade will be converted to all seven system-required processes on STVPROC. Those STVPROC settings can then be customized based on the process.

GTVSDAX Rule	Process	STVPROC
CHECKORDER	all seven processes CHECKORDER for the ENTERGRADES process is only available for faculty No advisor rule is available for ENTERGRADES on SOAFACS	**Check Order** field

Modified GTVSDAX Rules and Corresponding Self-Service Pages

The ADVRTYPE, FACFATT, and PRIMINSTR rules control the display of Self-Service menu options and access to the associated pages.

GTVSDAX Rule	Menu Options Driven by Rule	GTVSDAX Description	Functionality
ADVRTYPE	*Faculty and Advisors Main Menu* Summary Wait List (bwlkfcwl.P_FacWaitListSum) Detail Wait List (bwlkfcwl.P_FacWaitList) Detail Class List (bwlkfcwl.P_FacClaList) These pages call the F_CheckCRNAccess function which then calls the F_CheckCRNProcess function. This second function checks the FACFATT and ADVRTYPE rules to determine whether to use the SOAFAPC rules for attribute/type checking.	SOAFAPC Attribute/ Type Check	Rule determines whether to use SOAFAPC Attribute/ Type.

GTVSDAX Rule	Menu Options Driven by Rule	GTVSDAX Description	Functionality
FACFATT	*Faculty and Advisors Main Menu* Summary Wait List (bwlkfcwl.P_FacWaitListSum) Detail Wait List (bwlkfcwl.P_FacWaitList) Detail Class List (bwlkfcwl.P_FacClaList) These pages call the F_CheckCRNAccess function which then calls the F_CheckCRNProcess function. This second function checks the FACFATT and ADVRTYPE rules to determine whether to use the SOAFAPC rules for attribute/type checking.	SOAFAPC Attribute/ Type Check	Rule determines whether to use SOAFAPC Attribute/ Type.
PRIMINSTR	*Faculty and Advisors Main Menu* Summary Wait List (bwlkfcwl.P_FacWaitListSum) Detail Wait List (bwlkfcwl.P_FacWaitList) Detail Class List (bwlkfcwl.P_FacClaList) These pages call the bwlkilib.F_CheckCRNAccess function which checks the PRIMINSTR rule.	Primary Instructor Checking	Rule must exist to display data on these pages.

Faculty Member and Advisor Access to Self-Service

The processes on STVPROC and their associated rules on SOAFACS determine which links can be accessed in Banner Faculty and Advisor Self-Service by faculty members and advisors.

Note: The setting of the **PIN Control** indicator on SOAFACS is determined by the setting of the **Pin Control Allowed** indicator on STVPROC.

When the **Relationship**, **Primary**, or **Attribute Type Checkin**g indicators are checked for the advisor rule on SOAFACS for `DISPLAYGRADES`, access to most CRN-based links will *not* be permitted. Access to ID-based links will be permitted, including the Advisee Grade Summary page in Self-Service.

With the exception of the CRN-based Summary Class List page, other `DISPLAYGRADES` CRN-based links will not permit access by advisors when any of these options are checked, to prevent advisors from directly entering a CRN and thus bypassing security. While the Summary Class List page may be accessed by CRN, grades will not be displayed.

The **All Access** indicator allows advisors to select CRNs directly, because no security is invoked when the **All Access** indicator is checked.

Here is a comparison of how the rules affect access to Self-Service.

Process	PIN Control Allowed?	Associated Self-Service Menu Options
COMPLIANCE	Yes	*Faculty and Advisors Main Menu* *Student Information Menu* Degree Evaluation (`bwlkfcap.P_FacDispCurrent`)
DISPLAYGRADES	No	*Faculty and Advisors Main Menu* Midterm Grades (`bwlkfmgd.P_FacMidGrd`) Final Grades (`bwlkffgd.P_FacFinGrd`) Summary Class List (`bwlkfcwl.P_FacClaListSum`) *Faculty and Advisors Main Menu* Electronic Gradebook by Component (`bwlkegrb.P_FacGradeComponents`)

Process	PIN Control Allowed?	Associated Self-Service Menu Options
		Student Information Menu Electronic Gradebook for a Student (bwlkegrb.P_FacIDShrmrksProc) Registration History (bwlkhreg.p_fac_reg_hist) *Faculty and Advisors Main Menu* Advisee Grade Summary (bwlkgrde.P_advfingrd) Faculty Grade Summary (bwlkgrde.P_FacFinGrd) Incomplete Grades Summary (bwlkincg.P_FacIncmpGrdSum)

When the **Relationship**, **Primary**, or **Attribute Type Checkin**g indicators are checked for the advisor rule on SOAFACS for DISPLAYGRADES, access to most CRN-based links will *not* be permitted. Access to ID-based links will be permitted, including the Advisee Grade Summary page in Self-Service.

With the exception of the CRN-based Summary Class List page, other DISPLAYGRADES CRN-based links will not permit access by advisors when any of these options are checked, to prevent advisors from directly entering a CRN and thus bypassing security. While the Summary Class List page may be accessed by CRN, grades will not be displayed.

The **All Access** indicator allows advisors to select CRNs directly, because no security is invoked when the **All Access** indicator is checked.

DISPLAYHOLDS	Yes	*Faculty and Advisors Main Menu* *Student Information Menu* View Holds (bwlkgstu.P_ViewHold)
DISPLAYSCHEDULE	Yes	*Faculty and Advisors Main Menu* *Student Information Menu* View Student Schedule (bwlkfstu.P_FacStuSchd) Student Week at a Glance (bwlkfshd.P_FacStuCrseSchd) Concise Student Schedule (bwlkcrse.P_FacStuSchd)

Process	PIN Control Allowed?	Associated Self-Service Menu Options
The DISPLAYSCHEDULE rule is delivered with the **All Access** indicator checked (Y), as all access to these links was provided previously. Security can be invoked for these links.		
DISPLAYTESTS	Yes	*Faculty and Advisors Main Menu* *Student Information Menu* Test Scores (bwlktest.P_FacDispTest)
ENTERGRADES This process is not available for advisors.	No	*Faculty and Advisors Main Menu* Midterm Grades (bwlkfmgd.P_FacMidGrd) Final Grades (bwlkffgd.P_FacFinGrd) *Faculty and Advisors Main Menu* Electronic Gradebook by Component (bwlkegrb.P_FacGradeComponents) *Student Information Menu* Electronic Gradebook for a Student (bwlkegrb.P_FacIDShrmrksProc) *Faculty and Advisors Main Menu* Incomplete Grades Summary (bwlkincg.P_FacIncmpGrdSum) Summary Class List (bwlkfcwl.P_FacClaListSum)
TRANSCRIPT	Yes	*Faculty and Advisors Main Menu* *Student Information Menu* Academic Transcript Options (bwlkftrn.P_FacDispTran)

Process	PIN Control Allowed?	Associated Self-Service Menu Options
CHECKORDER **Check Order** field on STVPROC can be set to `Faculty`, `Advisor`, or `Both`	N/A	Access to Self-Service menu options depends on how the rule is set up on SOAFACS, but which rule is selected can require the **Check Order** field. • When **Check Order** is set to `Faculty`, the faculty rule on SOAFACS is used for the process, if it is available. • When **Check Order** is set to `Advisor`, the advisor rule on SOAFACS is used for the process, if it is available. • When **Check Order** is set to `Both`, both faculty and advisor rules are evaluated, and the more permissive rule is used.
Faculty and Advisor Security Information (`bwlksecr.P_FacAdrSecurity`) There is no STVPROC process associated with this Web page. However, the page reflects the use of the SOAFACS rules.	N/A	*Faculty and Advisors Main Menu* Faculty and Advisor Security Information (`bwlksecr.P_FacAdvrSecurity`) Reflects SOAFACS rules for review by faculty member or advisor

Notes for the Advisee Grade Summary page (`bwlkgrde.P_advfingrd`):

- The security options on SOAFACS for `DISPLAYGRADES` include access to the Advisee Grade Summary page.
- When **All Access** is checked for `DISPLAYGRADES` on SOAFACS, the Advisee Grade Summary page displays only advisees, not all students.
- While the `DISPLAYGRADES` process on SOAFACS does apply to the Advisee Grade Summary page, there is no PIN control allowed for grades, and the advisor must have a relationship with the student in order for the advisee records to be displayed.
- The setting of **Relationship** checkbox will not influence access to the Advisee Grade Summary page, as an advisee/student relationship must always exist. Therefore, the **Primary** and **Attribute Type Checking** indicators are the security options that are applicable to Advisee Grade Summary page.

All Access to Self-Service

The **All Access** checkbox on SOAFACS is used to indicate that no security is invoked for the process rule in Self-Service.

- When the **All Access** indicator is checked (set to `Y`), no other indicators may be checked for the rule.
- Once the **All Access** indicator has been checked, you cannot change the settings of the other indicators except for the **Process Available on Self-Service** indicator.
- With the exception of the **Process Available on Self-Service** indicator, the **All Access** indicator *must* be unchecked in order to set the other indicators to checked and have those settings invoked for the rule.

Check Order Functionality

The `CHECKORDER` rule used on GTVSDAX is obsolete. Check order processing is controlled by the **Check Order** field on STVPROC. The indicator on STVPROC allows the choice of `Faculty`, `Advisor`, or `Both`.

An exception to this processing exists for the `ENTERGRADES` rule. Since the `ENTERGRADES` process is not allowed for advisors on SOAFACS, the only option used with the **Check Order** field for the `ENTERGRADES` rule is the `Faculty` option. While the field displays the values for `Faculty`, `Advisor`, or `Both`, only the value of `Faculty` can be saved for the `ENTERGRADES` rule.

When both the **Faculty** and **Advisor** checkboxes on SIAINST are checked for an ID, the check order processing may need to determine which SOAFACS rule to use.

1. The faculty member *or* advisor has a relationship with the student. *Check order processing is not used*.

   When the faculty member or advisor advises the student but does not teach the student, the advisor rule is selected.

   When the faculty member or advisor teaches the student, the faculty rule is selected.

   For example, when the ID is both a faculty member and advisor:

   - The faculty member teaches Student A.
   - The advisor advises Student B.

   When the ID is requesting information for Student A, the faculty rule is selected. Check order processing is not used.

   When the ID is requesting information for Student/Advisee B, the advisor rule is selected. Check order processing is not used.

2. The faculty member *and* advisor have relationships with the student. *Check order processing is used*.

   When the faculty member or advisor teaches *and* advises the *same* student, check order processing is used.

   For example, when the ID is both a faculty member and an advisor:

   - The faculty member teaches Student A.
   - The advisor advises Student A.

   When the ID is requesting information for Student A, check order processing is used.

When the ID is requesting information for Student/Advisee A, check order processing is used.

3. The faculty member *or* advisor does not have a relationship with the student. *Check order processing is used.*

   For example, when the ID is both a faculty member and an advisor:

   - The faculty member does not teach Student C.
   - The advisor does not advise Student C.

   When the ID is requesting information for Student C, check order processing is used.

   When the ID is requesting information for Student/Advisee C, check order processing is used.

Enforce Use of Check Order

Check order processing is used only when a relation between the faculty and advisor record on SIAINST and a student and/or advisee cannot be established. However, in some unique situations, it may be necessary to force the use of the check order process, even when a relation is clear. You can force the use of check order processing based on the setting of the **Enforce Check Order** checkbox on STVPROC. This option can be tied to a specific process on STVPROC, such as transcripts or compliance.

You can also use the **Override Process Rule Security** checkbox on SIAINST to override security for an individual ID. When this indicator is checked (`Y`), any ID will have access to student information on any Self-Service page that is available and is controlled by the rules on SOAFACS. The exception is the `ENTERGRADES` rule.

Process Order

1. Security processing takes place.
2. STVPROC establishes the rule to be activated from SOAFACS.
   - **2.1.** If the rule provides access, the process stops.
   - **2.2.** If the rule does not provide access, SIAINST is checked for the setting of the **Override Process Rule Security** indicator.
     - When the **Override Process Rule Security** indicator is checked, the process provides all access for the SOAFACS rule that was executed for the STVPROC process and the associated SOAFACS process Self-Service link or links.
     - When the **Override Process Rule Security** indicator is unchecked, the process stops, and access is not allowed.
3. Since the process checks the setting of the **Override Process Rule Security** indicator last, all faculty security processing is executed, and an SOAFACS rule is established.

Check Order on STVPROC

The setting of the **Enforce Check Order** indicator on STVPROC is checked (`Y`) when the following is true:

- An ID is identified as both a faculty member and advisor on SIAINST, and both the student and advisee are related to that ID. The **Enforce Check Order** indicator is not needed, since the setting of the **Check Order** field would be used regardless.

  or

- The setting of the **Check Order** field is checked by the process when an ID is identified as both a faculty member and advisor on SIAINST, and both the student and advisee are not related to that ID. The **Enforce Check Order** indicator is not needed, since the setting of the **Check Order** field would be used regardless.

  or

- The setting of the **Check Order** field may optionally be checked by the process when an ID is identified as both a faculty member and advisor on SIAINST, and there is a relation to the student, either as faculty member or advisor.

  Regardless of that relation, when the **Enforce Check Order** indicator is checked, the appropriate rule from SOAFACS is activated. This functionality accommodates schools that use open advising or similar processes. Even when the faculty member (who is flagged as both a faculty member and advisor on SIAINST) has a relation to the student, you can force the advisor rule or faculty rule. This can be done using the **Enforce Check Order** checkbox.

  The setting of the **Check Order** field is not normally checked in this case, because there is a clear relation to the student, and the process can tell which SOAFACS rule to activate. However, the option to force the use of check order through the **Enforce Check Order** indicator can be selected.

  Note: The **Check Order** field cannot be used with the `ENTERGRADES` rule, since that process is available for faculty only. The **Enforce Check Order** indicator also cannot be used with the `ENTERGRADES` rule.

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Faculty or Advisor	Is there a relation to the student?	Relation check to select SOAFACS rule	Will Check Order be used?	Can Enforce Check Order be used?
Faculty	Yes	Faculty rule	No	No
Faculty	No	Faculty rule	No	No
Advisor	Yes	Advisor rule	No	No
Advisor	No	Advisor rule	No	No
Faculty and advisor	Teaching only	Clear relation - faculty rule	No	Yes

Faculty or Advisor	Is there a relation to the student?	Relation check to select SOAFACS rule	Will Check Order be used?	Can Enforce Check Order be used?
Faculty and advisor	Advising only	Clear relation - advisor rule	No	Yes
Faculty and advisor	Not teaching Not advising	No clear relation - requires check order	Yes	N/A
Faculty and advisor	Teaching and advising	No clear relation - requires check order	Yes	N/A

Note: In the table above and in the following examples, consider the following:

`Teaching/teaches student` indicates the faculty member is assigned to a course for a term on SSASECT, and the student is registered for that course in that term.

`Advising/advises student` indicates the advisee is assigned to the advisor using multiple advisors SGAADVR.

Usage Examples

The ID must be flagged as both a faculty member and advisor on SIAINST in order for the consideration of the check order process, whether enforced or not. When an ID is flagged as both a faculty member and advisor, the process needs to determine how the ID is related to the student.

Example 1

Faculty or Advisor Relation - Relation is clear, so check order is not necessary. The option to use the **Enforce Check Order** indicator is available.

- When the advisor has a relation to the student (SGVADVR), and the faculty member does not have an assignment for that student (SSASECT), then the SOAFACS `Advisor` rule for the process is selected.
- When the faculty member has a relation to the student (SSASECT), and the advisor does not have an assignment for that student (SGAADVR), then the SOAFACS `Faculty` rule for the process will be selected.

  Such as:

  - The ID is both a faculty member and an advisor.
  - The faculty member teaches student A.
  - The advisor advises student B.

  When the SIAINST ID requests information for student A, the `Faculty` rule is used. The setting of the **Check Order** field is not used.

When the SIAINST ID requests information for student B, the `Advisor` rule is used. The setting of the **Check Order** field is not used.

Example 2

Both Relations, Faculty and Advisor - The relation is not clear, so check order processing is necessary. The use of the **Enforce Check Order** indicator is irrelevant, since the process checks anyway.

When the SIAINST ID is both an advisor for the student (SGVADVR) and a faculty member for the student (SSASECT), then the setting of the **Check Order** field on STVPROC determines whether the `Faculty` rule or the `Advisor` rule on SOAFACS is used.

Such as:

- The ID is both a faculty member and an advisor.
- The faculty member teaches student A.
- The advisor advises student A.

When the SIAINST ID requests information for student A, the setting of the **Check Order** field is used.

When the SIAINST ID requests information for advisee A, the setting of the **Check Order** field is used.

Example 3

No Relation - Faculty or advisor relation is not clear, so the check order process is necessary. The use of the **Enforce Check Order** indicator is irrelevant, since the process checks anyway.

When the SIAINST ID is not related to the student in any way, then the setting of the **Check Order** field on STVPROC determines whether the `Faculty` rule or the `Advisor` rule on SOAFACS is used.

Such as:

- The ID is both a faculty member and an advisor.
- The faculty member does not teach student C.
- The advisor does not advise student C.

When the SIAINST ID requests information for student C, the setting of the **Check Order** field is used.

The **Enforce Check Order** option is available for Example 1. The SIAINST ID is flagged as both a faculty member and an advisor, and the ID has a clear relation to the student. The **Check Order** field is not needed, because a relation is clear. However, the option to **Enforce Check Order** can be used under certain situations.

For instance, if the advisor has a relation to the student (SGVADVR), and faculty member does not have an assignment for the student (SSASECT), the SOAFACS `Advisor` rule for the process would be selected.

When **Enforce Check Order** is checked, and the **Check Order** field is set to `Faculty`, the SOAFACS `Faculty` rule would be forced.

Also, if the faculty member has a relation to the student (SSASECT), and the student is registered for the course, and the advisor does not have an assignment for that student (SGAADVR), then the SOAFACS `Faculty` rule for the process would be selected.

When **Enforce Check Order** is checked and the **Check Order** field is set to `Advisor`, the SOAFACS `Advisor` rule would be forced.

Such as:

- The ID is both a faculty member and an advisor.
- The faculty member teaches student A.
- The advisor advises student B.

When the ID requests information for student A, the `Faculty` rule is used. Check order is not necessary. However, if the **Enforce Check Order** indicator is checked, the process disregards the relation and uses the check order rule.

When the ID requests information for student B, the `Advisor` rule is used. Check order is not necessary. However, if the **Enforce Check Order** indicator is checked, the process disregards the relation and uses the check order rule.

Note: The STVPROC **Check Order** field determines which SOAFACS rule is activated for the Self-Service URL. Whether or not the ID actually is presented with the student information is driven by the rules on SOAFACS.

Use of the DISPLAYGRADES Rule

The `DISPLAYGRADES` rule links perform differently than other processes with regard to the SOAFACS `Advisor` or `Faculty` rules. When an ID is defined as both a faculty member and an advisor on SIAINST, and the relation is not clear, the check order process is used. However, the `DISPLAYGRADES` rule contains a combination of ID and CRN-based links. The CRN-based links cannot be accessed by the advisor rules. The selection of the SOAFACS rule can depend on:

- whether or not the link is a CRN-based link (faculty) verses an ID-based link (faculty or advisor).
- whether or not the faculty member is associated with the CRN, and/or if the advisor is associated with the ID.

For the `DISPLAYGRADES` rule, when an ID is both a faculty member and an advisor, depending on whether the link is CRN or ID-based, and whether the ID has a course assigned and has an advisee, the **Enforce Check Order** indicator can be used.

Override Process Rule Security for an ID

You can override process rule security for an ID on SIAINST. The **Override Process Rule Security** indicator is optional and can only be checked when either the **Faculty** and/or **Advisor** indicators are checked. When this security option is checked, the user can

access student information on Banner Student Self-Service Web pages associated with the process rules on SOAFACS. The security display rules on SOAFACS are overridden, except for the ENTERGRADES rule. When the **Override Process Rule Security** indicator is unchecked, standard security processing is invoked.

Once the **Override Process Rule Security** indicator is checked, **Override User ID** and **Override Activity Date** fields are populated. The **Override User ID** and **Override Activity Date** values change as the **Override Process Rule Security** checkbox is checked or unchecked. There is no audit process associated with the **Override User ID** or **Override Process Rule Security** activity date information.

The **Override User ID** value, **Override Activity Date** value, and existing values for the **Override Process Rule Security** indicator are added to the new term when a new record is created using the **Maintenance** button. The value for the **Override Process Rule Security** indicator can be changed in the new term.

When the **Override Process Rule Security** indicator is checked, but the faculty member or advisor does not have access to the Self-Service link based on existing security settings on SOAFACS, the SIAINST override allows the instructor to access the link, regardless of the existing settings.

Warning! *The **Override Process Rule Security** indicator always provides Self-Service access for the ID when checked (Y), even when the SOAFACS process is not available on Self-Service or when the SOAFACS process has no access.*

When the links are available in Self-Service and the indicator is checked for the instructor, access to the link and associated student information is allowed.

It is suggested that this option be used for a very limited population at your institution and only be used when faculty security rules on STVPROC and SOAFACS do not accommodate specific individual faculty or advising responsibilities.

The **Override Process Rule Security** indicator is not valid for the ENTERGRADES rule. Access is not allowed for anyone other than the faculty members who are authorized to enter grades. The override option can be used with the DISPLAYGRADES rule. When the **Override Process Rule Security** indicator is checked, the instructor may be able to view grades by overriding the access for the DISPLAYGRADES rule. However, the rule may not allow the display of grades to IDs on SIAINST who are set up as faculty only and who attempt to access ID-specific links. When there are no associated student assignments on SGAADVR, the instructor does not have an advisee ID. The ID-specific link in this case requires the student advisee ID.

Log In

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

   The system displays the login page.

2. The user 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 user selects the **Login** button.

   The system displays the Main Menu.

4. To access Faculty and Advisor Self-Service, the user selects the **Faculty & Advisors** link.

   The system displays the Faculty Services menu.

Obtain a Forgotten PIN Reminder

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

When a user logs in to Faculty and Advisor 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 user later forgets his or her PIN. To change the security question and answer, the user can select the **Change Security Question** link on the Personal Information menu.

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

   The system displays the login page.

2. The user 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 user's user ID and security question displayed.

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

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

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

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

   The system displays the Main Menu.

6. To access Faculty and Advisor Self-Service, the student selects the **Faculty & Advisors** link.

   The system displays the Faculty Services 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 Banner® Faculty and Advisor Self-Service 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 59, which provides details about each Web page in the course catalog
- "Set Up the Course Catalog" on page 74, which provides detailed steps for setting up your course catalog for display on the Web
- "Use the Course Catalog" on page 82, which provides step-by-step procedures

Course Catalog Web Pages

The following Web pages compose the Banner Faculty and Advisor Self-Service Course Catalog:

- "Catalog Term (bwckctlg.p_disp_dyn_ctlg)" on page 59
- "Search for Courses (bwckctlg.p_disp_cat_term_date)" on page 61
- "Catalog Entries (bwckctlg.p_display_courses)" on page 63
- "Detailed Course Information (bwckctlg.p_disp_course_detail)" on page 66
- "Syllabus Information (bwckctlg.p_disp_catalog_syllabus)" on page 68
- "Bookstore Information (bwckbook.site)" on page 70

From within Banner Faculty and Advisor Self-Service, the course catalog is accessed via the Faculty Services menu.

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. The values in the pulldown list come from the Term Code Validation Form (STVTERM). Only the validation code descriptions are displayed.

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
Faculty Main Menu	`bmenu.P_FacMainMnu`

Other Web Pages With Links to This Page

The following pages have a link to this page.

Page Name	Page URL
Catalog Entries	`bwckctlg.p_display_courses`
Detailed Course Information	`bwckctlg.p_disp_course_detail`

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).

Item	Description/Source Information
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).

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.
Term Control Form (SOATERM)	In the Catalog Search Controls section of the Web Display Controls window take the following actions, as appropriate for your business practices. • 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. • 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.

Item	Description
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)

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.
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. If the **Continuing Education** checkbox on SCACRSE is checked, this field says **Continuing Education Units**; if the checkbox is cleared, this field says **Credit Hours**.
Levels	Levels associated with the course.

Item	Description/Source Information
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 74 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.

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.
Credit Hours or Continuing Education Units	Number of credit hours or continuing education units (as applicable) for the course. If the **Continuing Education** checkbox on SCACRSE is checked, this field says **Continuing Education Units**; if the checkbox is cleared, this field says **Credit Hours**.
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.

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.

Item	Description
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 75
- "Customize the Catalog Entries Page" on page 76
- "Customize the Course Catalog Search Page" on page 78

- "Implement Bookstore Access" on page 78

Implement the Course Catalog

This procedure explains how to implement your course catalog on the Web. Refer to the *Banner Student Online Help* 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 76
- "Suppress Data Elements from the Catalog Entries Page" on page 76
- "Display Data Elements on the Catalog Entries Page" on page 77
- "Change Sections Link Text on the Catalog Entries Page" on page 77
- "Suppress Sections Link from the Catalog Entries Page" on page 77
- "Display Sections Link on the Catalog Entries Page" on page 78

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 (`HEOASCHD`) 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.
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 HEOASCHD 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 book*s*.

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 82
- "Set up syllabus information" on page 83
- "Access syllabus information" on page 84

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 user selects **Course Catalog** from the Faculty Services 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 user 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 user 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 user 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 Banner® Faculty and Advisor Self-Service 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 85, which provides details about each Web page in the class schedule
- "Set Up the Class Schedule" on page 99, which provides detailed steps for setting up your class schedule on the Web
- "Use the Class Schedule" on page 103, which provides step-by-step procedures

Class Schedule Web Pages

The following Web pages compose the Banner Faculty and Advisor Self-Service Class Schedule:

- "Class Schedule Search selection (bwckschd.p_disp_dyn_sched)" on page 86

- “Class Schedule Search (bwckgens.p_sel_term_date)” on page 88
- “Class Schedule Listing (bwckctlg.p_disp_listcrse or bwckschd.p_get_crse_unsec)” on page 91
- “Detailed Class Information (bwckschd.p_disp_detail_sched)” on page 94
- “Syllabus Information (bwckschd.p_disp_syllabus)” on page 97

From within Banner Faculty and Advisor Self-Service, the class schedule is accessed via the Faculty Services menu.

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.

Item	Description/Source Information
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. This row must be entered manually. Refer to "Set Up the Class Schedule" on page 99 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
Faculty Main Menu	bmenu.P_FacMainMnu

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).

Item	Description/Source Information
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 number 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 (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)	In the Catalog Search Controls section of the Web Display Controls window take the following actions, as appropriate for your business practices. • 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 will be 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. If the **Continuing Education** checkbox on SCACRSE is checked, this field says **Continuing Education Units**; if the checkbox is cleared, this field says **Credits**.
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 section 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 99 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	Goes to the Detailed Class Information page (`bwckschd.p_disp_detail_sched`)
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 102 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 102 and "Display Catalog Link on the Class Schedule Listing Page" on page 103 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. 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.

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. If the **Continuing Education** checkbox on SCACRSE is checked, this field says **Continuing Education Units**; if the checkbox is cleared, this field says **Credits**.
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.
Fees Amount	Monetary amount of the fee.
Restrictions	Registration restrictions for the class.

Item	Description/Source Information
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`).

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.
View Catalog Entry	Goes to the Catalog Entries page (bwckctlg.p_display_courses).
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.

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.
Schedule Type	Schedule types associated with the class.

Item	Description/Source Information
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 99
- "Customize the Class Schedule Listing Page" on page 101
- "Customize the Class Schedule Search Page" on page 103

Implement the Class Schedule

This procedure explains how to implement your class schedule on the Web. Refer to the *Banner Student Online Help* 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 Sequence Number	Internal Code Group	Description
Y	SCHBYDATE	1	WEBREG	Dynamic Schedule by Date Range

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_AddDrpCrse`).

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 101
- "Suppress Data Elements from the Class Schedule Listing Page" on page 101
- "Display Data Elements on the Class Schedule Listing Page" on page 102
- "Change Catalog Link Text on the Class Schedule Listing Page" on page 102
- "Suppress Catalog Link from the Class Schedule Listing Page" on page 102
- "Display Catalog Link on the Class Schedule Listing Page" on page 103

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 include 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 user selects the **Class Schedule** link from the menu.
2. The Class Schedule Search page (`bwckschd.p_disp_dyn_sched`) is displayed. The user 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 user 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).

   Multiple selections can be made in the pulldown lists 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.
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 user can also select either **Return to Previous** or **New Search**.

   - **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 user can also select either **Return to Previous** or **New Search**.

   - **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 user chooses the **Syllabus Available** link on the Detailed Class Information page, the Syllabus Information page (`bwckschd.p_disp_syllabus`) is displayed. This page displays additional information that allows the user to decide whether or not the class meets the student's needs.

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

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

Faculty Information

Options in Banner® Faculty and Advisor Self-Service allow faculty members and advisors to do the following:

- View their class schedules
- View their class lists
- View their wait lists
- View security information
- View assignment information
- Enter syllabus and office hour information

This chapter contains the following sections:

- "Faculty Information Web Pages" on page 106, which provides details about the Web pages containing faculty information
- "Set Up Faculty Information on the Web" on page 156, which provides detailed steps for setting up Faculty Services Web pages
- "Use Faculty Information on the Web" on page 158, which provides step-by-step procedures

Faculty Information Web Pages

This section covers the following Web pages:

- "Select Term (bwlkostm.P_FacSelTerm)" on page 107
- "Select a CRN (bwlkocrn.P_FacCrnSel)" on page 109
- "Enter CRN Directly (bwlkocrn.P_FacEnterCRN)" on page 110
- "Faculty Detail Schedule (bwlkifac.P_FacSched)" on page 111
- "Week at a Glance (bwlkifac.P_FacDaySched)" on page 116
- "Detail Class List (bwlkfcwl.P_FacClaList)" on page 119
- "Summary Class List (bwlkfcwl.P_FacClaListSum)" on page 124
- "Detail Wait List (bwlkfcwl.P_FacWaitList)" on page 129
- "Summary Wait List (bwlkfcwl.P_FacWaitListSum)" on page 134
- "Faculty & Advisor Security Information (bwlksecr.P_FacAdvrSecurity)" on page 137

- “View Active Assignments (bwlkasgn.P_FacActAssign)” on page 141
- “View Assignment History (bwlkasgn.P_FacAssignHist)” on page 144
- “Syllabus Information (bwlksybs.P_Fac_Syllabus)” on page 147
- “Office Hours (bwlkoffh.P_Fac_Office_Hours)” on page 149
- “Faculty Grade Summary (bwlkgrde.P_FacFinGrd” on page 152
- “Advisee Grade Summary (bwlkgrde.P_advfingrd)” on page 154

Select Term (bwlkostm.P_FacSelTerm)

This page is used to select a term for options that require selection of a valid term. If no term has been selected for the current Web session and the user requests a page that requires a term, this page is displayed. Similarly, if a user has been using one term and wants to change to another, he or she can access this page via the Faculty Services menu to do so.

Once a term has been selected, it remains the active term until another one is selected or until the Web session is ended.

A link to this page is displayed on the Faculty Services menu and on the Student Information menu.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Select a Term	Term the user want 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 each term that you want to be available on the Web. Select each of the following checkboxes for faculty-related functions that you want to be available on the Web for the term: • **Display Schedule** (in the Web Processing Controls window) • **Display Class List** (in the Web Processing Controls window) • **Allow Approval/Overrides** (in the Web Processing Controls window) • **Allow Add/Drop** (in the Web Processing Controls window) • **Faculty Web Midterm Grades** (in the Base Part of Term block) • **Faculty Web Final Grades** (in the Base Part of Term block) • **Faculty Web Wait List** (in the Base Part of Term block)
Crosswalk Validation Form (GTVSDAX)	Set the `WEBTRMDTE` rule for group `FACWEB` to `Y` to display date ranges for terms on all Banner Faculty and Advisor 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 Faculty Services menu, the system returns to the Faculty Services. • If the page was displayed when a page requiring term selection was accessed, the system displays the accessed page or, if applicable, the Select a CRN page (`bwlkocrn.P_FacCrnSel`).

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Faculty Services Menu	bmenu.P_FacMainMnu

Select a CRN (bwlkocrn.P_FacCrnSel)

This page is used to select a CRN for options that require selection of a CRN. If no CRN has been selected for the current Web session and the user requests a page that requires one, this page is displayed. Similarly, if a user has been using one CRN and wants to change to another, he or she can access this page via the Faculty Services menu to do so.

Once a CRN has been selected, it remains the active CRN until another one is selected or until the Web session is ended.

A link to this page is displayed on the Faculty Services menu.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
CRN	Course reference number (CRN) the user want to access. When CRNs are displayed, data for the section subject, section number, sequence number, and current enrollment count is included. The data is sorted by subject code, subject number, and section number.

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
Enter CRN Directly	Goes to the Enter CRN Directly page (`bwlkocrn.P_FacEnterCRN`).

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 Faculty Services menu, the system returns to the Faculty Services. • If the page was displayed when a page requiring CRN selection was accessed, the system displays the accessed page.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Faculty Services Menu	`bmenu.P_FacMainMnu`

Enter CRN Directly (bwlkocrn.P_FacEnterCRN)

This page is used to enter a CRN if the user knows it.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
CRN	Course reference number (CRN) the user want to access.

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
Select Assigned CRN	Goes to the Select a CRN page (`bwlkocrn.P_FacCrnSel`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Goes to one of the Faculty Services Menu (`bmenu.P_FacMainMnu`).

Web Menus With Links to This Page

No menus have links to this page.

Faculty Detail Schedule (bwlkifac.P_FacSched)

This page displays the faculty member's schedule for the selected term. The information displayed on this page is similar to that on the Instructor Schedule Report (SIRASGQ).

Both primary and non-primary instructors with instructional assignments can access this page.

If the user has not selected a term during the current Web session, the Select Term page (`bwlkostm.P_FacSelTerm`) is displayed first; if a term has been selected, that term is used.

A link to this page is displayed on the Faculty Services menu.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Course title	Course title, CRN, subject code, and course number, concatenated and displayed as a hyperlink to the Class Schedule Listing page (`bwckctlg.p_disp_listcrse`).
Status	Status of the CRN.
Available for Registration	Date range during which this class is available for registration.
Available to Start	Date range available for selection when a student registers for an open learning course. This field is displayed only for open learning courses.
Course Completion	Latest possible expected completion date, that is, the date by which students must complete the class. This date is calculated from the **Start To Date** plus the duration of the section and does not reflect possible student extensions. The date calculation is derived as follows: Start To Date + (No. of Days equivalent of duration unit * number of duration units) This field is displayed only for open learning courses.
College	College associated with this course.
Department	Department associated with this course.
Part of Term	Part of term associated with this class. This field is displayed only for traditional courses.
Course Levels	Level(s) associated with this course.
Campus	Campus associated with this course.
Override	If permits or overrides are identified on the Faculty Assignment Form (SIAASGN), `Yes` is displayed; if not, then `No` is displayed.

Item	Description/Source Information
Syllabus	If syllabus has been defined for this section, the word `Maintain` is displayed. If a syllabus has not been defined, `Add` is displayed. This information is displayed as a link to the Syllabus Information page (`bwlksybs.P_Fac_Syllabus`).
Rosters	These links take the instructor to the Summary Class List page (`bwlkfcwl.P_FacClaListSum`) or Summary Wait List page (`bwlkfcwl.P_FacWaitListSum`) for this section. • `Classlist` - The **Display Class List** checkbox in the Web Processing Controls window of the Term Control Form (SOATERM) indicates whether or not this information should be displayed. If no access is permitted, no link is displayed. • `Waitlist` - For traditional classes, the **Faculty Web Wait List** checkbox in the Base Part of Term window of SOATERM indicates whether or not this information should be displayed. The **Display Wait List** checkbox in the Faculty Self-Service Display Controls window of the Section Web Controls Form (SSAWSEC) can override the value on SOATERM. If no access is permitted or if no waitlist seats have been defined for the section, no link is displayed.
Office Hours	If the instructor's office hours have been defined for this section, the word `Maintain` is displayed. If office hours have not been defined, `Add` is displayed. This information is displayed as a link to the Office Hours page (`bwlkoffh.P_Fac_Office_Hours`). If multiple instructors are assigned to this section, the information displayed is specific to the instructor accessing this page.
Enrollment Counts	Enrollment counts, including waitlisted counts, are displayed. The information includes the maximum seats, actual seats taken and remaining seats available for the section.
The following fields are displayed in the Scheduled Meeting Times section.	
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.

Item	Description/Source Information
Instructors	Instructor name assigned to the student at the time the registration was processed. The last name prefix is displayed, if applicable. 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 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 following fields are displayed in the Office Hours section, which is displayed only if the instructor has entered the class's office hours in Banner Faculty and Advisor Self-Service.	
Time	Beginning and end times of the instructor's office hours for this class.
Day of the Week	Days of the instructor's office hours for this class.
Contact Number	Telephone number where the instructor can be reached during office hours for this class. This includes the country code and the area code for the telephone number.
Location	Location where the instructor can be located during office hours for this class.
Date Range	Start and end dates that the office hours are in effect.

Setup Requirements

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

Item	Description
Term Control Form (SOATERM)	Select the **Display Schedule** checkbox in the Web Processing Controls 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
Course title	Course title, CRN, subject code, and course number, concatenated and displayed as a hyperlink to the Class Schedule Listing page (bwckctlg.p_disp_listcrse).
Syllabus	Goes to the Syllabus Information page (bwlksybs.P_Fac_Syllabus).
Rosters	If hyperlinked, goes to the Summary Class List page (bwlkfcwl.P_FacClaListSum) or Summary Wait List page (bwlkfcwl.P_FacWaitListSum).
Office Hours	Goes to the Office Hours page (bwskoffh.p_display_office_hours).
Enrollment	Goes to the Summary Class List page (bwlkfcwl.P_FacClaListSum).
Waitlist	Goes to the Summary Wait List page (bwlkfcwl.P_FacWaitListSum).
Instructor	If the e-mail icon is displayed, launches the user's e-mail program with the instructor's e-mail address.
Return to Previous	Returns to the previous page the user was viewing.
Term Selection	Goes to the Select Term page (bwlkostm.P_FacSelTerm).
CRN Selection	Goes to the Select a CRN page (bwlkocrn.P_FacCrnSel).
Detail Class List	Goes to the Detail Class List page (bwlkfcwl.P_FacClaList).
Detail Wait List	Goes to the Detail Wait List page (bwlkfcwl.P_FacWaitList).
Mid Term Grades	Goes to the Mid Term Grades page (bwlkfmgd.P_FacMidGrd).
Final Grades	Goes to the Final Grades page (bwlkffgd.P_FacFinGrd).
Summary Class List	Goes to the Summary Class List page (bwlkfcwl.P_FacClaListSum).
Summary Wait List	Goes to the Summary Wait List page (bwlkfcwl.P_FacWaitListSum).

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
Faculty Services Menu	`bmenu.P_FacMainMnu`

Week at a Glance (bwlkifac.P_FacDaySched)

All classes for which an instructor is assigned 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. This page displays a week's actual schedule based on the new Additional Registration record (SFRAREG) that is created at the point of registration. All of the instructor's classes for the selected week are displayed, both traditional and open learning.

A link to this page is displayed on the Faculty Services menu.

Determining the Week for which an Assignment should be Slotted

The system first checks for dates defined in the Meeting Time window of the Schedule Form (SSASECT).

- For open learning classes, if meeting times do not exist in SSASECT, the start date comes from SSASECT and the system calculates the end date based on the last start date and duration.
- For traditional classes, if meeting times do not exist in SSASECT, the part-of-term dates determine in which weeks the class should be displayed.

Courses without Assigned Meeting Times

In this section of the Web page, all assignments 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	This field 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 5, 2003 is selected, the heading says, "Week of May 05, 2003". 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 2003, and a user enters September 30, 2003, 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	The following details, concatenated and displayed as a hyperlink to the Faculty Detail Schedule page (`bwlkifac.P_FacSched`): • Subject code • Course number • Section number • CRN • Meeting type • Meeting times • Location Only classes to which the user is assigned on the Faculty Assignment Form (SIAASGN) are included on this page.

Setup Requirements

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

Item	Description
Term Control Form (SOATERM)	Select the **Display Schedule** checkbox in the Web Processing Controls 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
Previous Week	Redisplays this page for the previous week (from Monday to Sunday.
Next Week	Redisplays this page for the next week (from Monday to Sunday).
Course	Goes to the Faculty Detail Schedule page (`bwlkifac.P_FacSched`).
CRN	Goes to the Summary Class List page (`bwlkfcwl.P_FacClaListSum`) for the selected section. This link is displayed only for classes listed in the Courses without Assigned Meeting Times and Courses with Time Conflicts sections of the page.
Active Assignments	Goes to the View Active Assignments page (`bwlkasgn.P_FacActAssign`).
Assignment History	Goes to the View Assignment History page (`bwlkasgn.P_FacAssignHist`).
Detail Class List	Goes to the Detail Class List page (`bwlkfcwl.P_FacClaList`).
Detail Wait List	Goes to the Detail Wait List page (`bwlkfcwl.P_FacWaitList`).
Mid Term Grades	Goes to the Mid Term Grades page (`bwlkfmgd.P_FacMidGrd`).
Final Grades	Goes to the Final Grades page (`bwlkffgd.P_FacFinGrd`).

Link	Action
Faculty Detail Schedule	Goes to the Faculty Detail Schedule page (bwlkifac.P_FacSched).
Summary Class List	Goes to the Summary Class List page (bwlkfcwl.P_FacClaListSum).
Summary Wait List	Goes to the Summary Wait List page (bwlkfcwl.P_FacWaitListSum).

Buttons/icons on this page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Redisplays this page for the week that includes the date entered in the **Go To** field.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Faculty Services Menu	bmenu.P_FacMainMnu

Detail Class List (bwlkfcwl.P_FacClaList)

This page displays an alphabetical listing of students in the selected class. Detail information about the student is also displayed. The information displayed on this page is similar to that on the Class Roster Report (SFRSLST).

If the user has not selected a term during the current Web session, the Select Term page (bwlkostm.P_FacSelTerm) is displayed first; if a term has been selected, that term is used. Likewise, if the user has not selected a CRN during the current Web session, the Select a CRN page (bwlkocrn.P_FacCrnSel) is displayed; if a CRN has been selected, that CRN is used.

Any faculty member can view the class list for any section.

To keep the page from being too long, it displays only a few student records at a time. To navigate to a different set of student records, the user must select one of the record-

number links. The words *Current Record Set* are displayed next to the record numbers currently displayed.

A link to this page is displayed on the Faculty Services menu.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Associated Term	Term associated with the class.
Course title	Course title, subject code, course number, and section number, concatenated and displayed as a hyperlink to the Class Schedule Listing page (`bwckctlg.p_disp_listcrse`).
CRN	Course reference number.
Duration	Date range of the class (for traditional classes) or the number of days or weeks of the class (for open learning classes).
Status	Status of the class.
Enrollment Counts	Enrollment counts, including waitlisted counts, are displayed. The information includes the maximum seats, actual seats taken and remaining seats available for the section.
The following fields are displayed in the Detail Class List section.	
Record Number	System-generated record number assigned to the student.
Student Name	Student's name, last name first, displayed as a hyperlink to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`). The last name prefix is displayed, if applicable. If the View Student Addresses and Phone page has been disabled, the student name is not displayed as a link.
ID	Student's Banner ID.
Registration Status	Registration status and date of the activity.
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).

Item	Description/Source Information
Registration Number	Sequence number assigned to the student. To the right of this field, an e-mail icon is displayed so that the instructor can contact the student via e-mail. The e-mail address of the student 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 student.
(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.
(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.

Item	Description/Source Information
(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.
(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.
Class	Student's class.
Credits	Number of credit hours for which the student is taking the class.

Setup Requirements

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

Item	Description
Term Control Form (SOATERM)	Select the **Display Class List** checkbox in the Web Processing Controls 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
Course title	Goes to the Summary Class List page (`bwlkfcwl.P_FacClaListSum`).
Enrollment	Goes to the Summary Class List page (`bwlkfcwl.P_FacClaListSum`).
Waitlist	Goes to the Summary Wait List page (`bwlkfcwl.P_FacWaitListSum`).
Record set numbers	Redisplays the page for the selected record set.
Student name	Goes to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`).
E-mail icon	If the e-mail icon is displayed, launches the user's e-mail program with the student's e-mail address.
Email class	Launches the user's e-mail program with the e-mail addresses of all students registered in the class and for whom an e-mail address has been entered on the E-mail Address Form (GOAEMAL). There is a browser-level character limitation that affects long e-mail address lists. For large lists, you must set the `EMAILOPT` internal code on GTVSDAX to `PAGE` instead of one of the other options.
Return to Previous	Returns to the previous page the user was viewing.
Term Selection	Goes to the Select Term page (`bwlkostm.P_FacSelTerm`).

Link	Action
CRN Selection	Goes to the Select a CRN page (bwlkocrn.P_FacCrnSel).
Mid Term Grades	Goes to the Mid Term Grades page (bwlkfmgd.P_FacMidGrd).
Final Grades	Goes to the Final Grades page (bwlkffgd.P_FacFinGrd).
Faculty Detail Schedule	Goes to the Faculty Detail Schedule page (bwlkifac.P_FacSched).
Wait List	Goes to the Detail Wait List page (bwlkfcwl.P_FacWaitList).
Summary Class List	Goes to the Summary Class List page (bwlkfcwl.P_FacClaListSum).
Summary Wait List	Goes to the Summary Wait List page (bwlkfcwl.P_FacWaitListSum).

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
Faculty Services Menu	bmenu.P_FacMainMnu

Summary Class List (bwlkfcwl.P_FacClaListSum)

This page displays an alphabetical listing of students in the selected class. Summary information about the student is also displayed. The information displayed on this page is similar to that on the Class Roster Report (SFRSLST).

If the user has not selected a term during the current Web session, the Select Term page (bwlkostm.P_FacSelTerm) is displayed first; if a term has been selected, that term is used. Likewise, if the user has not selected a CRN during the current Web session, the Select a CRN page (bwlkocrn.P_FacCrnSel) is displayed; if a CRN has been selected, that CRN is used.

Any faculty member can view the class list for any section.

To keep the page from being too long, it displays only a few student records at a time. To navigate to a different set of student records, the user must select one of the record-number links. The words *Current Record Set* are displayed next to the record numbers currently displayed.

A link to this page is displayed on the Faculty Services menu.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Associated Term	Term associated with the class.
Course title	Course title, subject code, course number, and section number, concatenated and displayed as a hyperlink to the Class Schedule Listing page (`bwckctlg.p_disp_listcrse`).
CRN	Course reference number, displayed as a hyperlink to the Detail Class List page (`bwlkfcwl.P_FacClaLis`).
Duration	Date range of the class (for traditional classes) or the number of days or weeks of the class (for open learning classes). For traditional classes, the values come from **Part of Term** fields on SSASECT. For open learning classes, the values come from **Duration** fields on SSASECT.
Status	Status of the class.
Enrollment Counts	Enrollment counts, including waitlisted counts, are displayed. The information includes the maximum seats, actual seats taken and remaining seats available for the section.
The following fields are displayed in the Summary Class List section.	
Record Number	System-generated record number assigned to the student.
Student Name	Student's name, last name first, displayed as a hyperlink to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`). The last name prefix is displayed, if applicable. If the View Student Addresses and Phone page has been disabled, the student name is not displayed as a link.
ID	Student's Banner ID.
Reg Status	Registration status.
Level	Level at which the student is registered for the class.

Item	Description/Source Information
Credits	Number of credit hours for which the student is taking the class.
Midterm	Student's midterm grade, if entered and available for display on the Web. If no grade has been entered and midterm grades are allowed to be entered on the Web, the word *Enter* is displayed as a hyperlink to the Mid Term Grades page (`bwlkfmgd.P_FacMidGrd`). Role-based security restricts the display of grade information in the same manner as if accessed via the menu.
Final	Student's final grade, if entered and available for display on the Web. If no grade has been entered and final grades are allowed to be entered on the Web, the word *Enter* is displayed as a hyperlink to the Final Grades page (`bwlkffgd.P_FacFinGrd`). Role-based security restricts the display of grade information in the same manner as if accessed via the menu.
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`). To the right of this field, an e-mail icon is displayed so that the instructor can contact the student via e-mail. The e-mail address of the student 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 student.
Class List Email Listing	Text box displaying all students' e-mail addresses. This field is displayed only if the user clicks the **Display Email List** button. The user can copy this list and paste it into one of the e-mail client's "to" lists (preferably **BCC** to protect student confidentiality).

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 take the following actions, as appropriate for your business practices. • Select the **Display Class List** checkbox. • 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 Grade** checkbox. • If you want grade detail to be displayed on the Web, select the **Display Grade Detail** checkbox.
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
Course title	Goes to the Summary Class List page (`bwlkfcwl.P_FacClaListSum`).
CRN	Goes to the Detail Class List page (`bwlkfcwl.P_FacClaLis`).
Enrollment	Goes to the Summary Class List page (`bwlkfcwl.P_FacClaListSum`).
Waitlist	Goes to the Summary Wait List page (`bwlkfcwl.P_FacWaitListSum`).
Record set numbers	Redisplays the page for the selected record set.
Student name	Goes to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`).

Link	Action
Return to Previous	Returns to the previous page the user was viewing.
Term Selection	Goes to the Select Term page (bwlkostm.P_FacSelTerm).
CRN Selection	Goes to the Select a CRN page (bwlkocrn.P_FacCrnSel).
Detail Class List	Goes to the Detail Class List page (bwlkfcwl.P_FacClaList).
Mid Term Grades	Goes to the Mid Term Grades page (bwlkfmgd.P_FacMidGrd).
Final Grades	Goes to the Final Grades page (bwlkffgd.P_FacFinGrd).
Faculty Detail Schedule	Goes to the Faculty Detail Schedule page (bwlkifac.P_FacSched).
Detail Wait List	Goes to the Detail Wait List page (bwlkfcwl.P_FacWaitList).
Summary Wait List	Goes to the Summary Wait List page (bwlkfcwl.P_FacWaitListSum).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
E-mail icon	If the e-mail icon is displayed, launches the user's e-mail program with the student's e-mail address.
Display Email List	Redisplays the page with the **Class List Email Listing** field, in which a list of the students' e-mail addresses is displayed. A user can copy this list and paste it into one of the e-mail client's "to" lists (preferably **BCC** to protect student confidentiality).

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Faculty Services Menu	bmenu.P_FacMainMnu

Detail Wait List (bwlkfcwl.P_FacWaitList)

This page displays an alphabetical listing of students waitlisted for the selected class. Detail information about the student is also displayed. The information displayed on this page is similar to that on the Class Roster Report (SFRSLST).

If the user has not selected a term during the current Web session, the Select Term page (bwlkostm.P_FacSelTerm) is displayed first; if a term has been selected, that term is used. Likewise, if the user has not selected a CRN during the current Web session, the Select a CRN page (bwlkocrn.P_FacCrnSel) is displayed; if a CRN has been selected, that CRN is used.

Any faculty member can view the wait list for any section.

To add a waitlisted students to a class, the instructor can use the Add or Drop Classes page (bwlkfrad.P_FacAddDropCrse).

A link to this page is displayed on the Faculty Services menu.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Associated Term	Term associated with the class.
Course title	Course title, subject code, course number, and section number, concatenated and displayed as a hyperlink to the Class Schedule Listing page (bwckctlg.p_disp_listcrse).
CRN	Course reference number.
Duration	Date range of the class (for traditional classes) or the number of days or weeks of the class (for open learning classes).
Status	Status of the class.
Enrollment Counts	Enrollment counts, including waitlisted counts, are displayed. The information includes the maximum seats, actual seats taken and remaining seats available for the section.

Item	Description/Source Information
The following fields are displayed in the Detail Wait List section.	
Student Name	Student's name, last name first, displayed as a hyperlink to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`). The last name prefix is displayed, if applicable. If the View Student Addresses and Phone page has been disabled, the student name is not displayed as a link.
ID	Student's Banner ID.
Registration 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.
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).
Registration Number	Sequence number assigned to the student. To the right of this field, an e-mail icon is displayed so that the instructor can contact the student via e-mail. The e-mail address of the student 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 student.
(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.

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.
Class	Student's class.
Credits	Number of credit hours for which the student is taking the class.

Setup requirements

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

Item	Description
Term Control Form (SOATERM)	Select the **Faculty Web Wait List** checkbox in the Base Part of Term block.

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 Summary Class List page (bwlkfcwl.P_FacClaListSum).
Enrollment	Goes to the Summary Class List page (bwlkfcwl.P_FacClaListSum).
Waitlist	Goes to the Summary Wait List page (bwlkfcwl.P_FacWaitListSum).
Student name	Goes to the View Student Addresses and Phones page (bwlkosad.P_FacDispAddrView).
E-mail icon	If the e-mail icon is displayed, launches the user's e-mail program with the student's e-mail address.
Return to Previous	Returns to the previous page the user was viewing.
Term Selection	Goes to the Select Term page (bwlkostm.P_FacSelTerm).
CRN Selection	Goes to the Select a CRN page (bwlkocrn.P_FacCrnSel).
Class List	Goes to the Detail Class List page (bwlkfcwl.P_FacClaList).
Faculty Detail Schedule	Goes to the Faculty Detail Schedule page (bwlkifac.P_FacSched).
Summary Class List	Goes to the Summary Class List page (bwlkfcwl.P_FacClaListSum).
Summary Wait List	Goes to the Summary Wait List page (bwlkfcwl.P_FacWaitListSum).

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
Faculty Services Menu	bmenu.P_FacMainMnu

Summary Wait List (bwlkfcwl.P_FacWaitListSum)

This page displays an alphabetical listing of waitlisted students in the selected class. Summary information about the student is also displayed. The information displayed on this page is similar to that on the Class Roster Report (SFRSLST).

If the user has not selected a term during the current Web session, the Select Term page (`bwlkostm.P_FacSelTerm`) is displayed first; if a term has been selected, that term is used. Likewise, if the user has not selected a CRN during the current Web session, the Select a CRN page (`bwlkocrn.P_FacCrnSel`) is displayed; if a CRN has been selected, that CRN is used.

Any faculty member can view the wait list for any section.

To add a waitlisted students to a class, the instructor can use the Add or Drop Classes page (`bwlkfrad.P_FacAddDropCrse`).

A link to this page is displayed on the Faculty Services menu.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Associated Term	Term associated with the class.
Course title	Course title, subject code, course number, and section number, concatenated and displayed as a hyperlink to the Class Schedule Listing page (`bwckctlg.p_disp_listcrse`).
CRN	Course reference number, displayed as a hyperlink to the Detail Class List page (`bwlkfcwl.P_FacClaLis`).
Duration	Date range of the class (for traditional classes) or the number of days or weeks of the class (for open learning classes).
Status	Status of the class. The value comes from the **Status** field on SSASECT.
Enrollment Counts	Enrollment counts, including waitlisted counts, are displayed. The information includes the maximum seats, actual seats taken and remaining seats available for the section.
The following fields are displayed in the Summary Wait List section.	
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`.

Item	Description/Source Information
Student Name	Student's name, last name first, displayed as a hyperlink to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`). The last name prefix is displayed, if applicable. If the View Student Addresses and Phone page has been disabled, the student name is not displayed as a link.
ID	Student's Banner ID.
Reg Status	Registration status.
Level	Level at which the student is registered for the class.
Credits	Number of credit hours for which the student is taking the class. To the right of this field, an e-mail icon is displayed so that the instructor can contact the student via e-mail. The e-mail address of the student 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 student.
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.

Setup Requirements

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

Item	Description
Term Control Form (SOATERM)	Select the **Faculty Web Wait List** checkbox in the Base Part of Term block.

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 Summary Class List page (bwlkfcwl.P_FacClaListSum).
CRN	Goes to the Detail Class List page (bwlkfcwl.P_FacClaLis).
Enrollment	Goes to the Summary Class List page (bwlkfcwl.P_FacClaListSum).
Waitlist	Goes to the Summary Wait List page (bwlkfcwl.P_FacWaitListSum).
Student name	Goes to the View Student Addresses and Phones page (bwlkosad.P_FacDispAddrView).
E-mail icon	If the e-mail icon is displayed, launches the user's e-mail program with the student's e-mail address.
Return to Previous	Returns to the previous page the user was viewing.
Term Selection	Goes to the Select Term page (bwlkostm.P_FacSelTerm).
CRN Selection	Goes to the Select a CRN page (bwlkocrn.P_FacCrnSel).
Detail Wait List	Goes to the Detail Wait List page (bwlkfcwl.P_FacWaitList).
Detail Class List	Goes to the Detail Class List page (bwlkfcwl.P_FacClaList).
Summary Class List	Goes to the Summary Class List page (bwlkfcwl.P_FacClaListSum).
Faculty Detail Schedule	Goes to the Faculty Detail Schedule page (bwlkifac.P_FacSched).

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
Faculty Services Menu	bmenu.P_FacMainMnu

Faculty & Advisor Security Information (bwlksecr.P_FacAdvrSecurity)

The faculty member or advisor can use this page to review the authorization he or she has been assigned and to review the security setup for the Web. This information may help instructors to understand why they do not have access to certain Web pages. The following categories of information are display.

- User Information – This section identifies the user's role(s): advisor, faculty member, or both. The user's Oracle username is also displayed.
- Transcript and Compliance Access – This section identifies restrictions for transcript and compliance access.
- CRN Access – This section identifies restrictions for CRN access.
- Value-Based Security – This section identifies access privileges and modules that the user is permitted to access.
- Faculty Attributes – This section identifies which information the user is authorized to access or to update based on his or her faculty attributes.
- Advisor Types – This section indicates which information the user is authorized to access or to update based on his or her advisor types.

A link to this page is displayed on the Faculty Services menu.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Active Faculty Member	Indicates whether the user is assigned to be a faculty member for the selected term.
Active Advisor	Indicates whether the user is assigned to be an advisor for the selected term.
Oracle Username	Web user's Oracle username.
The following fields are displayed in the Transcripts and Compliance Access section.	

Item	Description/Source Information
All Faculty	Indicates that all faculty members have access to all students' transcripts and degree evaluations (compliances) for the selected term.
All Advisors	Indicates that all advisors have access to all students' transcripts and degree evaluations (compliances) for the selected term.
Advisor Must Enter Student PIN	Indicates whether the advisor can access a student's transcript or degree evaluation (regardless of relationship to the advisor). If `Active` is displayed in this field, the advisor can access a student's transcript or degree evaluation if the student provides or enters his or her PIN. If `Not Active` is displayed in this field, the advisor cannot access any student's transcript or degree evaluation.
Advisor Type Control	Indicates whether advisor type checking has been enabled. If the **Advisor Must Enter Student PIN** field value is `Not Active`, the advisor cannot access transcripts or degree evaluations regardless of advisor type checking. If `Active` is displayed in this field, the system will perform advisor type checking to determine whether the advisor can access a student's transcript or degree evaluation. If `Not Active` is displayed in this field, the system will not perform advisor type checking the advisor can access a student's transcript or degree evaluation if he or she has been assigned to the student.
Faculty Must Enter Student PIN	Indicates whether the faculty member can access a student's transcript or degree evaluation (regardless of relationship to the faculty member). If `Active` is displayed in this field, the faculty member can access a student's transcript or degree evaluation if the student provides or enters his or her PIN. If `Not Active` is displayed in this field, the advisor cannot access any student's transcript or degree evaluation.

Item	Description/Source Information
Faculty Type Control	Indicates whether faculty type checking has been enabled. If the **Faculty Must Enter Student PIN** field value is `Not Active`, the faculty member cannot access transcripts or degree evaluations regardless of faculty type checking. If `Active` is displayed in this field, the system will perform faculty type checking to determine whether the faculty member can access a student's transcript or degree evaluation. If `Not Active` is displayed in this field, the system will not perform faculty type checking the faculty member can access a student's transcript or degree evaluation if he or she is one of the student's instructors.
The following fields are displayed in the CRN Access section.	
Primary Instructor Control	Indicates whether primary instructor checking has been enabled. If `Active` is displayed in this field, the instructor can enter grades via the Electronic Gradebook if he or she is designated as primary (that is, the **P** checkbox is selected) in the Instructor window of the Schedule Form (SSASECT). If `Not Active` is displayed in this field, the system will not perform primary instructor checking and all instructors can view grades via the Electronic Gradebook.
Faculty Attribute Control	Indicates whether faculty attribute checking has been enabled. If `Active` is displayed in this field, the system will perform faculty type checking to determine whether the faculty member can enter grades via the Electronic Gradebook. If `Not Active` is displayed in this field, the system will not perform faculty type checking and the faculty member will not be able to enter grades via the Electronic Gradebook.
Advisor Type Control	Indicates whether advisor type checking has been enabled. If `Active` is displayed in this field, the system will perform advisor type checking to determine whether the advisor can display grades via the Electronic Gradebook. If `Not Active` is displayed in this field, the system will not perform advisor type checking.
The following fields are displayed in the Value-Based Security section.	
Process	Indicates whether Value-Based Security (VBS) is installed and active. The installation of VBS is specified on GTVSDAX for internal code `VBSINSTALL`, internal group `VBS`.

Item	Description/Source Information
Profile	Indicates whether a profile record exists for the user on the Value-Based Security User Profile Form (GOAVUSR).
Access Groups	Indicates to which, if any, access groups the user has been assigned on the Value-Based Security Access Group Maintenance Form (GOASEGC).
Module Privileges	Indicates what for which modules the user has security privileges.
The following fields are displayed in the Faculty Attributes section.	
Transcript	Indicates whether the user can access student transcripts.
Enter Grades	Indicates whether the user can enter grades.
Display Grades	Indicates whether the user can display grades
Compliance	Indicates whether the user can view and run degree evaluations (compliances).
The following fields are displayed in the Advisor Types section.	
Transcript	Indicates whether the user can access student transcripts.
Enter Grades	Indicates whether the user can enter grades.
Display Grades	Indicates whether the user can display grades
Compliance	Indicates whether the user can view and run degree evaluations (compliances).

Setup Requirements

Value-based Security (VBS) is used for academic transcripts and for the Electronic Gradebook to ensure maximum security. See the following sections for more information about setting up security:

- "Set Up the Electronic Gradebook" on page 211
- "Set Up Academic Transcript on the Web" on page 379
- "Banner Security" chapter, of the *Security Technical Reference Manual*

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
Faculty Services Menu	bmenu.P_FacMainMnu

View Active Assignments (bwlkasgn.P_FacActAssign)

This page lists all of a faculty member's class assignments that are considered active. The system searches the faculty member's instructional assignments on the SIRASGN table and uses the following criteria to determine which sections should be displayed.

- The **Master Web Term Control** checkbox on the Term Control Form (SOATERM) must be selected.
- There must be registrations for the section that have not been rolled to Academic History, regardless of having been graded, with an active registration status (that is, the **Withdrawal Indicator** and **Waitlist Indicator** checkboxes on the Course Status Registration Form [STVRSTS] are *not* selected).

There is no term-selection requirement, and the displayed registration information may cross multiple terms.

A link to this page is displayed on the Faculty Services menu.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Associated Term	Term associated with the class.
Course title	Course title, subject code, course number, and section number, concatenated and displayed as a hyperlink to the Class Schedule Listing page (bwckctlg.p_disp_listcrse).
CRN	Course reference number, displayed as a hyperlink to the Faculty Detail Schedule page (bwlkifac.P_FacSched).

Item	Description/Source Information
Status	Status of the class.
Schedule Type	Schedule type associated with the course.
Instructional Method	Instructional method (for example, `Traditional`, `Web-Based`, etc.) associated with the class.
Campus	Campus associated with this course.
Available for Registration	Date range during which this class is available for registration.
Available to Start	Date range available for selection when a student registers for an open learning course. This field is displayed only for open learning courses.
Credits	Credit hours associated with the course.
Grade Mode	Grade mode associated with the course.
Level	Level associated with the course.
Syllabus	If the instructor has not set up a syllabus in Faculty and Advisor Self-Service, the word `Add` is displayed. If the instructor has set up a syllabus, the word `Maintain` is displayed. In both cases, the word is displayed as a hyperlink to the Syllabus Information page (`bwlksybs.p_fac_syllabus`).
Office Hours	If the instructor has not set up office hours in Faculty and Advisor Self-Service, the word `Add` is displayed. If the instructor has set up office hours, the word `Maintain` is displayed. In both cases, the word is displayed as a hyperlink to the Office Hours page (`bwlkoffh.p_fac_office_hours`).
Roster	If a class list exists for the class, the word `Classlist` is displayed as a hyperlink to the Summary Class List page (`bwlkfcwl.P_FacClaListSum`). If a wait list exists for the class, the word `Waitlist` is displayed as a hyperlink to the Summary Wait List page (`bwlkfcwl.P_FacWaitListSum`).
Detail Schedule	The word `Display` is displayed as a hyperlink to the Faculty Detail Schedule page.

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 each term that you want to be available on the Web. If you want wait lists to be available for the whole term, select the **Faculty Web Wait List** checkbox in the Base Part of Term block.
Section Web Controls Form (SSAWSEC)	For a specific class, if desired, select or clear the **Display Wait List** 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
Course title	Goes to the Class Schedule Listing page (`bwckctlg.p_disp_listcrse`).
CRN	Goes to the Faculty Detail Schedule page (`bwlkifac.P_FacSched`).
Syllabus	Goes to the Syllabus Information page (`bwlksybs.p_fac_syllabus`).
Office Hours	Goes to the Office Hours page (`bwlkoffh.p_fac_office_hours`).
Classlist	Goes to the Summary Class List page (`bwlkfcwl.P_FacClaListSum`).
Waitlist	Goes to the Summary Wait List page (`bwlkfcwl.P_FacWaitListSum`).
Detail Schedule	Goes to the Faculty Detail Schedule page (`bwlkifac.P_FacSched`).
View Assignment History	Goes to the View Assignment History page (`bwlkasgn.P_FacAssignHist`).

Link	Action
Week at a Glance	Goes to the Week at a Glance page (bwlkifac.P_FacDaySched).
Detail Class List	Goes to the Detail Class List page (bwlkfcwl.P_FacClaList).
Detail Wait List	Goes to the Detail Wait List page (bwlkfcwl.P_FacWaitList).
Mid Term Grades	Goes to the Mid Term Grades page (bwlkfmgd.P_FacMidGrd).
Final Grades	Goes to the Final Grades page (bwlkffgd.P_FacFinGrd).
Summary Class List	Goes to the Summary Class List page (bwlkfcwl.P_FacClaListSum).
Summary Wait List	Goes to the Summary Wait List page (bwlkfcwl.P_FacWaitListSum).

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
Faculty Services Menu	bmenu.P_FacMainMnu

View Assignment History (bwlkasgn.P_FacAssignHist)

This page displays a list of instructor's class assignments, both past and present, regardless of status or term. The system searches the faculty member's instructional assignments on the SIRASGN table and uses the setting of the **Master Web Term Control** checkbox on the Term Control Form (SOATERM) to determine which sections should be displayed. The **Master Web Term Control** checkbox must be selected.

A link to this page is displayed on the Faculty Services menu.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Associated Term	Term associated with the class.
CRN	Course reference number, displayed as a hyperlink to the Faculty Detail Schedule page (`bwlkifac.P_FacSched`).
Course	Subject code and course number, concatenated and displayed as a hyperlink to the Class Schedule Listing page (`bwckctlg.p_disp_listcrse`).
Course Title	Title associated with the course.
Credits	Credit hours associated with the course. If multiple credit-hour options have been defined, the system displays the minimum credit hours.
Level	Level associated with the course.
Campus	Campus associated with this course.
Instructional Method	Instructional method (for example, `Traditional`, `Web-Based`, and so on) associated with the class.
Open for Registration	Indicates whether the class is currently open for registration, based on the current system date. These dates represent the time frame that the section is available for registration.
Status	Status code description.

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 each term that you want to be available on the Web. Check the **Display Long Section Title** checkbox for the associated term to display the long section table for the course.

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 Faculty Detail Schedule page (`bwlkifac.P_FacSched`).
Course number	Goes to the Class Schedule Listing page (`bwckctlg.p_disp_listcrse`).
View Active Assignments	Goes to the View Active Assignments page (`bwlkasgn.P_FacActAssign`).
Week at a Glance	Goes to the Week at a Glance page (`bwlkifac.P_FacDaySched`).
Detail Class List	Goes to the Detail Class List page (`bwlkfcwl.P_FacClaList`).
Detail Wait List	Goes to the Detail Wait List page (`bwlkfcwl.P_FacWaitList`).
Mid Term Grades	Goes to the Mid Term Grades page (`bwlkfmgd.P_FacMidGrd`).
Final Grades	Goes to the Final Grades page (`bwlkffgd.P_FacFinGrd`).
Summary Class List	Goes to the Summary Class List page (`bwlkfcwl.P_FacClaListSum`).
Summary Wait List	Goes to the Summary Wait List page (`bwlkfcwl.P_FacWaitListSum`).

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
Faculty Services Menu	bmenu.P_FacMainMnu

Syllabus Information (bwlksybs.P_Fac_Syllabus)

This page is used to maintain syllabus information, learning objectives, required materials, and technical requirements for the course. The information can be either typed in or copied from another source and pasted in.

If the user has not selected a term during the current Web session, the Select Term page (bwlkostm.P_FacSelTerm) is displayed first; if a term has been selected, that term is used. Likewise, if the user has not selected a CRN during the current Web session, the Select a CRN page (bwlkocrn.P_FacCrnSel) is displayed; if a CRN has been selected, that CRN is used.

If desired, administrative staff can use the Section Syllabus Form (SSASYLB) to enter this information. The Term Roll process (SSRROLL) will then permit the advancement of this information.

A link to this page is displayed on the Faculty Services menu.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Course title	Subject code, course number, and course title, concatenated.
Levels	Levels at which the class can be taken.
Status	Status of the section.
Associated Term	Term associated with the class.
CRN	Course reference number of the class.
Campus	Campus associated with the class.
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.
Long Section Title	Long section title, if one exists.

Item	Description/Source Information
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)	If you want to allow the search and display of long section titles, select the **Display Long Section Title** checkbox in the Web Display Controls window.

Updates to Banner

This page updates Banner as follows.

Item	Description
Section Syllabus Form (SSASYLB)	If the user enters a new long title in the **Long Section Title** field of the Syllabus Information page, the Section Long Title block of SSASYLB is updated with the new data. If the user enters new learning objectives in the **Learning Objectives** field of the Syllabus Information page, the Learning Objectives block of SSASYLB is updated with the new data. If the user enters new required materials in the **Required Materials** field of the Syllabus Information page, the Required Materials block of SSASYLB is updated with the new data. If the user enters new technical requirements in the **Technical Requirements** field of the Syllabus Information page, the Technical Requirements block of SSASYLB is updated with the new data.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Previous	Previous page being viewed by the user.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Causes the changes made on this page to be saved to Banner. The page is redisplayed, showing the modified information.
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
Faculty Services Menu	`bmenu.P_FacMainMnu`

Office Hours (bwlkoffh.P_Fac_Office_Hours)

This page is used to view or maintain the instructor's office hours for a class. If the user has not selected a term during the current Web session, the Select Term page (`bwlkostm.P_FacSelTerm`) is displayed first; if a term has been selected, that term is used. Likewise, if the user has not selected a CRN during the current Web session, the Select a CRN page (`bwlkocrn.P_FacCrnSel`) is displayed; if a CRN has been selected, that CRN is used.

Instructors can enter the following:

- Times
- Days
- Phone number
- Physical location

- E-mail address
- Dates for which this information is valid

To allow students to view a classes office hours on the Web, the instructor must select the **Display** checkbox on this page.

If the instructor has several classes and the same information applies to all of them, he or she can copy this data to those classes rather than reenter it. Using the **Copy To** pulldown list, the instructor can also populate the office hours for his or her other sections.

If this page is accessed by a different user (for example, a student using a link from the Active Registrations page [`bwlksreg.p_fac_active_regs`]), the information can only be viewed, not maintained.

A link to this page is displayed on the Faculty Services menu.

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.
Instructor	Instructor assigned to teach the class.The primary instructor is denoted by `(P)`. An e-mail icon (`web_email.gif`) is displayed to the right of the instructor's name, providing users 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.
From Time	Beginning time of the instructor’s office hours.
To Time	Ending time of the instructor’s office hours.

Item	Description/Source Information
Days of the Week	Day(s) on which the instructor is available during the time period entered.
Contact Number	Instructor's contact number during the time period. The values in the drop-down list come from the instructor's Update Addresses and Phones page (accessed via the Personal Information menu).
Location	Location of the instructor during the time period. This is a free-form field. It can include the following, for example: • The instructor's office number or another physical location • A URL if the office hours are for Internet chat • An e-mail address
From Date	First date the office hours for the class are in effect.
To Date	Last date the office hours for the class are in effect.
Display	Checkbox that indicates whether the office hours are to be displayed on the Web. Checked means they will be displayed; cleared means they will not.
Copy to	Pulldown list of the instructor's active assignments.

Setup Requirements

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

Item	Description
Term Control Form (SOATERM)	If you want to allow the search and display of long section titles, select the **Display Long Section Title** checkbox in the Web Display Controls window.
Update Addresses and Phones Web page	Enter phone numbers to be available for selection.

Updates to Banner

This page updates Banner as follows.

Item	Description
Office Hours Table (SIROFFC)	This table is updated when the user submits the changes.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Return to Previous	Previous page being viewed by the user.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Causes the changes made on this page to be saved to Banner. The page is redisplayed, showing the modified information.
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
Faculty Services Menu	`bmenu.P_FacMainMnu`

Faculty Grade Summary (bwlkgrde.P_FacFinGrd

This page is used to display summary grade information for a class. It includes the final grade rolled to Academic History, if grades have been rolled.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Course title	Course title, subject code, course number, and section number, concatenated and displayed as a link to the Class Schedule Listing page (`bwckctlg.p_disp_listcrse`).
CRN	Course reference number.
Students Registered	Number of students registered in the class.
Student Name	Student's name, last name first, displayed as a hyperlink to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`). The last name prefix is displayed, if applicable. If the View Student Addresses and Phone page has been disabled, the student name is not displayed as a link.
ID	Student's Banner ID.
Credits	Number of credit hours for which the student is taking the class.
Registration Status	Registration status and date of the activity.
Midterm Grade	Student's midterm grade.
Final Grade	Student's final grade.
Grade in Academic History	Grade that was rolled to Academic History.

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
Course title	Goes to the Summary Class List page (bwlkfcwl.P_FacClaListSum).
Student name	Goes to the View Student Addresses and Phones page (bwlkosad.P_FacDispAddrView).

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
Faculty Services Menu	bmenu.P_FacMainMnu

Advisee Grade Summary (bwlkgrde.P_advfingrd)

This page is used to display summary grade information for an advisor's advisees. It includes the final grade rolled to Academic History, if grades have been rolled.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Advisee Name	Student's name, last name first, displayed as a hyperlink to the View Student Addresses and Phones page (bwlkosad.P_FacDispAddrView). The last name prefix is displayed, if applicable. If the View Student Addresses and Phone page has been disabled, the student name is not displayed as a link.

Item	Description/Source Information
Advisor Type	Type of advising (such as academic, athletic, major, and so on).
Course	Course title, subject code, course number, and section number, concatenated.
Credits	Number of credit hours for which the student is taking the class.
Level	Course level of the class.
Registration Status	Registration status and date of the activity.
Midterm Grade	Student's midterm grade.
Final Grade	Student's final grade.
Grade in Academic History	Grade that was rolled to Academic History.

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 name	Goes to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`).
E-mail icon	If the e-mail icon is displayed, launches the user's e-mail program with the student's e-mail address.
Email your advisees	Launches the user's e-mail program with the e-mail addresses of all advisees assigned to the and for whom an e-mail address has been entered on the E-mail Address Form (GOAEMAL). There is a browser-level character limitation that affects long e-mail address lists. For large lists, you must set the `EMAILOPT` internal code on GTVSDAX to `PAGE` instead of one of the other options.

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
Faculty Services Menu	bmenu.P_FacMainMnu

Set Up Faculty Information on the Web

This section explains how to implement faculty information on the Web. Refer to the *Banner Student Online Help* for more information about Banner forms.

1. On the Term Control Form (SOATERM), take the following actions for each term that you want to be available on the Web.
   - In the Web Self-Service and Voice Response section of the main window, select the **Master Web Term Control** checkbox
   - In the Web Processing Controls window:
     - If you want faculty schedules to be available, select the **Display Schedule** checkbox.
     - If you want faculty class lists to be available, select the **Display Class List** checkbox.
     - If you want to enable faculty to perform approvals and overrides, select the **Allow Approvals/Overrides** checkbox.
     - If you want to enable faculty to add and drops students' classes, select the **Allow Add/Drop** checkbox.
     - 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 Grade** checkbox.
     - If you want grade detail to be displayed on the Web, select the **Display Grade Detail** checkbox.
   - In the Base Part of Term block:
     - If you want to enable faculty to enter midterm grades, select the **Faculty Web Midterm Grades** checkbox.

– If you want to enable faculty to enter final grades, select the **Faculty Web Final Grades** checkbox.

– If you want faculty class lists to be available, select the **Faculty Web Wait List** checkbox.

- In the Faculty and Advisor Access Dates block:

  – If you want to enable faculty to have main menu access for a date range, enter a start and end date and select the **Menu** checkbox.

  – If you want to enable faculty to have terms displayed in the **Select a Term** field for a date range, enter a start and end date and select the **Term Selection** checkbox.

2. On the Section Web Controls From (SSAWSEC), take the following actions.

   - 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.
   - For a specific class, if desired, select or clear the **Display Wait List** checkbox as appropriate to override the setting in SOATERM.

3. On the Crosswalk Validation Form (GTVSDAX), specify the character(s) to be used as the delimiter between e-mail addresses.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	System Required
desired character(s)	EMAILDEL	Null	FACWEB	Email list delimiter	Y

4. On GTVSDAX, specify how the e-mail links in Faculty and Advisor Self-Service work.

Note: Not all options will work in every e-mail client. It is recommended that you test your selected option, and if it does not work, select a different one.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	System Required
NONE BCC BODY PAGE	EMAILOPT	Null	FACWEB	Email list option	Y

- Enter `NONE` in the **External Code** field if no e-mail links for sending e-mail to class or advisee lists should be displayed.
- Enter `BCC` in the **External Code** field if the list of e-mail addresses should be inserted in the **BCC** field of the user's e-mail client.
- Enter `BODY` in the **External Code** field if the list of e-mail addresses should be inserted in the body of the e-mail. This allows the user to modify the list easily, then copy and paste it into the **BCC** field of the e-mail client.
- Enter `PAGE` in the **External Code** field if you want the system to display a button that reposts the page and displays all the e-mails in a text area. This allows the user to modify the list easily, then copy and paste it into the desired "to" field of the e-mail client.

Note: To protect the privacy of list recipients, the **TO** and **CC** fields are not included as options for this functionality.

Use Faculty Information on the Web

This section provides step-by-step instructions for accessing faculty information on the Web. It includes the following procedures:

- "Access Class Lists" on page 158
- "Send an E-mail to All Students in a Class" on page 159
- "Send an E-mail to All Waitlisted Students for a Class" on page 159
- "Record Office Hours" on page 160
- "Enter Syllabus Information" on page 161

Access Class Lists

The following procedure assumes that sections have been created for the class and that the instructor has been assigned to the section.

Open learning classes have a floating class list as opposed to the relatively static enrollment in traditional courses. The instructor can view the class list to see how many students have registered using the following procedure.

1. Select the **Active Assignments** link from the Faculty Services menu.

   The View Active Assignments page (`bwlkasgn.P_FacActAssign`) is displayed listing sections assigned to you.

2. Select the **Classlist** link next to the **Roster** heading to access the class list for an individual class. You do not need to enter a CRN.

   The Summary Class List (`bwlkfcwl.P_FacClaListSum`) is displayed.

Send an E-mail to All Students in a Class

1. Access Faculty and Advisor Self-Service.
2. Select one of the following links:
   - **Detail Class List**
   - **Summary Class List**
3. When the Select Term page (`bwlkostm.P_FacSelTerm`) is displayed, select the appropriate term.

   Note: If you have previously selected a term, the system uses that term and does not display the Select Term page. You can change the term using the **Term Selection** link on the Faculty Services menu.

4. When the system displays the selected page, select the **Email class** link.

   The system launches a new e-mail in your e-mail program with all students in the class for whom e-mail addresses have been entered in Banner as the recipients.

5. Compose and send the e-mail as usual.

Send an E-mail to All Waitlisted Students for a Class

1. Access Faculty and Advisor Self-Service.
2. Select one of the following links:

   Detail Wait List

   Summary Wait List

3. When the Select Term page (`bwlkostm.P_FacSelTerm`) is displayed, select the appropriate term.

   Note: If you have previously selected a term, the system uses that term and does not display the Select Term page. You can change the term using the **Term Selection** link on the Faculty Services menu.

4. When the system displays the selected page, select the **Email wait listed students** link.

   The system launches a new e-mail in your e-mail program with all waitlisted students for whom e-mail addresses have been entered in Banner as the recipients.

5. Compose and send the e-mail as usual.

Record Office Hours

The following procedure assumes that sections have been created for the class and that the instructor has been assigned to the section.

To enter or modify office hours information:

1. The user selects the **Office Hours** link from the Faculty Services menu:

   If a term has not been selected, the system displays the Select Term page (`bwlkostm.P_FacSelTerm`), on which the user must select the desired term.

   If a CRN has not been selected, the system displays the Select a CRN page (`bwlkocrn.P_FacCrnSel`), on which the user must select the desired CRN.

   The Office Hours page (`bwlkoffh.P_Fac_Office_Hours`) is displayed.

2. The user enters data in the following fields:

   - **From Time**
   - **To Time**
   - **Day of Week**
   - **Contact Number**
   - **Location**
   - **From Date**
   - **To Date**

3. The user selects the **Display** checkbox if he or she wants the office hours to be available to be viewed on the Web.

   The user clears the **Display** checkbox if her or she does not want the office hours to be viewed.

   For example, if the term hasn't started and the instructor is not yet certain of his or her office number, he or she might not want the information to be displayed yet. The user can return to this page later to modify it and make it available for viewing on the Web.

4. To copy the data to another class, the user selects the class from the **Copy To** pulldown list.

5. The user selects the **Submit** button to save the changes.

Enter Syllabus Information

This page is used to maintain syllabus information, learning objectives, required materials, and technical requirements for the course. The information can be either typed in or copied from another source and pasted in.

If desired, administrative staff can use the Section Syllabus Form (SSASYLB) to enter this information. The Term Roll process (SSRROLL) will then permit the advancement of this information from term to term.

To enter or modify syllabus information:

1. The user selects the **Syllabus Information** link on the Faculty Services menu.

   Note: Other Web pages in Faculty and Advisor Self-Service also include links to this page. Wherever an **Add** or **Maintain** link is displayed in the **Syllabus** field on a Web page, it can be selected to go to the Syllabus Information page.

   If a term has not been selected, the system displays the Select Term page (`bwlkostm.P_FacSelTerm`), on which the user must select the desired term.

   If a CRN has not been selected, the system displays the Select a CRN page (`bwlkocrn.P_FacCrnSel`), on which the user must select the desired CRN.

   The Syllabus Information page (`bwlksybs.p_fac_syllabus`) is displayed.

2. The user enters data in as many of the following fields as desired:
   - **Long Section Title**
   - **Course URL**
   - **Learning Objectives**
   - **Required Materials**
   - **Technical Materials**
3. The user selects the **Submit** button to save the changes.

Grades

Faculty members can use Banner® Faculty and Advisor Self-Service to view, enter, and change their students' grades.

This chapter contains the following sections:

- "Overgrading and Negative Grading" on page 162, which explains the overgrading and negative grading features available in the Electronic Gradebook.
- "Grades Web Pages" on page 163, which provides details about each Web page accessed from the Faculty Services menu

  Note: Web pages accessed from the Student Information menu, which has a link on the Faculty Services menu, are covered in "Faculty Information" on page 106.

- "Set Up Grades on the Web" on page 210, which provides detailed steps for setting up grades on the Web
- "Set Up the Electronic Gradebook" on page 211, which provides detailed steps for setting up the Electronic Gradebook on the Web
- "Use the Electronic Gradebook" on page 218, which provides step-by-step procedures

Overgrading and Negative Grading

You can allow "overgrades" and "negative grades" to be entered on the Electronic Gradebook for a Student page (`bwlkegrb.P_FacIDShrmrksProc`) and Electronic Gradebook by Component page (`bwlkegrb.P_FacGradeComponents`).

- Overgrading allows marks to be entered that are greater than the "marked out of" value, which is defined to be the maximum score. This allows faculty to assign bonus points. For example, 110 out of 100 yields 10 bonus points.
- Negative grading allows marks to be entered that are negative numbers, resulting in a negative percentage calculated, even if negative percentages are not valid on the Grade Scale Definition Form (SHAGSCH). No grade is displayed for a component with a negative score. A final composite grade is still calculated using the negative value as the grade for the component, but only displayed if the resulting value is a positive number. If the final grade value is negative, the value `Composite Calculated` is displayed on the Enter Marks Form (BWLKEGRB) to show that the final mark has been calculated, but no final grade is displayed for the student.

The following rows on the Crosswalk Validation Form (GTVSDAX) control overgrading and negative grading.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
Y/N	OVERGRADE	N/A	FACWEB	Allow Grade Over “Out Of”	Sysdate
Y/N	NEGGRADE	N/A	FACWEB	Negative Grade Score Allowed	Sysdate

The following table shows how these new rows work. For the examples, the **Out Of** value is `100`.

GTVSDAX settings	Value entered for subcomponent 1	Value entered for subcomponent 2	Results
`OVERGRADE = Y` `NEGGRADE = Y`	101	-1	Both values allowed
`OVERGRADE = N` `NEGGRADE = N`	101	-1	Neither value allowed
`OVERGRADE = Y` `NEGGRADE = N`	101	-1	Subcomponent 1 value allowed. Subcomponent 2 value not allowed.
`OVERGRADE = N` `NEGGRADE = Y`	101	-1	Subcomponent 1 value not allowed. Subcomponent 2 value allowed.

If a valid value was previously entered and a user attempts to change the score to an invalid value, the system automatically redisplays the original, valid value. For example, let’s say you have `OVERGRADE` set to `N`. If a student was previously given a score of `100` and then a user attempts to change the grade to `101`, the system would return the value back to `100`.

Grades Web Pages

This section covers the following Web pages:

- “Mid Term Grades (bwlkfmgd.P_FacMidGrd)” on page 164
- “Final Grades (bwlkffgd.P_FacFinGrd)” on page 171

- “Electronic Gradebook by Component (bwlkegrb.P_FacGradeComponents)” on page 179
- “Electronic Gradebook by Component Entry (bwlkegrb.P_FacDispShrmrks)” on page 186
- “Electronic Gradebook by Component Subcomponent (bwlkegrb.P_FacGradeSubComponents)” on page 188
- “Electronic Gradebook by Component Subcomponent Entry (bwlkegrb.P_FacDispShrsmrk)” on page 190
- “Electronic Gradebook by Component Grade Display (bwlkegrb.P_FacDispShrcmrk)” on page 193
- “Electronic Gradebook for a Student ID Selection (bwlkegrb.P_FacIDDispShrmrks)” on page 194
- “Electronic Gradebook for a Student (bwlkegrb.P_FacIDShrmrksProc)” on page 196
- “Electronic Gradebook for a Student Subcomponent Entry (bwlkegrb.P_FacIDShrsmrkProc)” on page 199
- “Incomplete Grades Summary (bwlkincg.P_FacIncmpGrdSum)” on page 201
- “Incomplete Final Grades (bwlkffgd.P_FacCommitFinGrd)” on page 205

Mid Term Grades (bwlkfmgd.P_FacMidGrd)

This page is used to enter or update midterm grades and attendance hours for a class. An advantage to using the Web to enter grades is that, unlike the Class Roster Form (SFASLST), *only* midterm grades can be entered on this page, which means that a user cannot inadvertently enter final grades for midterm grades. Students are displayed in registration sequence until after the Class Roster Report (SFRSLST) is run, after which they are displayed in alphabetical order.

The page is available only if the following conditions apply.

- For traditional classes, the **Faculty Web Midterm Grades** checkbox in the Base Part of Term block of the Term Control Form (SOATERM) must be selected for the term.
- For open learning classes, the **Display Midterm Grades** checkbox in the Faculty Self-Service Display Controls block of the Section Web Controls Form (SSAWSEC) must be selected for the term.

If the user has not selected a term during the current Web session, the Select Term page (`bwlkostm.P_FacSelTerm`) is displayed first; if a term has been selected, that term is used. Likewise, if the user has not selected a CRN during the current Web session, the Select a CRN page (`bwlkocrn.P_FacCrnSel`) is displayed; if a CRN has been selected, that CRN is used.

A user can view only class lists or courses to which he or she is assigned as an instructor (either primary or non-primary) for the selected term.

There is a time limit on this page, and if changes are not saved before the time limit is reached, they will be lost. The system displays a message stating the time limit, which can be changed by your institution using WebTailor.

If gradable components are defined for a CRN, the system displays a message informing the user that midterm grades entered on this page could be overwritten if the Grade Calculation process is initiated from the Electronic Gradebook.

A link to this page is displayed on the Faculty Services menu.

Grade Mode Controls

You can set up grade controls to limit the display of mid-term grades associated with the student. The GMODGRD rule on GTVSDAX can be set to display grade modes for the student. However, you may prefer to not allow faculty members to view grades for the grading modes the students selected during registration. In this case, you can use alternate grade modes.

You can set up an alternate grade mode for use with faculty grading. The grade mode is used to display the list of grades in Self-Service and is dependent on the value in the **Web Display Grade Mode** field on STVGMOD. This value is used to build the list of grades displayed for mid-term grades. When this field is blank, alternate grade mode controls are not used.

- Use the **Web Display Grade Mode** field on the Grade Mode Validation Form (STVGMOD) to substitute the actual grade mode with one that will be displayed on the Web in Banner Faculty and Advisor Self-Service. (This corresponds to the STVGMOD_GMOD_CODE_WEB column on the STVGMOD table.) The grade mode displayed in Faculty and Advisor Self-Service will be different from the mode the student selected during registration.
- When a **Web Grade Mode Display** value exists on STVGMOD for the grade mode selected by the student during registration, only the grades using the substitute Web display grade mode are displayed when the faculty member is grading that student from Self-Service. To enable this, the **Internal Code** of GMODGRD must have the **External Code** set to Y on the Crosswalk Validation Form (GTVSDAX).

You can also require the entry of mid-term grades in Self-Service. A grade comment code is used to indicate which students require mid-term grades. The MIDTERM GTVSDAX rule is also used. The display of student who require mid-term grades is based on the setting of the GTVSDAX rule for the grade comment code on the SFRSTCR table.

Limit Grade Selection

To use alternate grade modes, you must first limit the grades available for selection to those associated with the student's selected grade mode for the course. To do this, enter Y in the **External Code** field for the **Internal Code Group** of GMODGRD.

- If you set the GMODGRD rule to Y, the values in the **Grade** field are those defined for the *student* based on the grade mode for which the student registered.

- If you set the GMODGRD rule to N, the values in the **Grade** field are those defined for the *level* on the SFRSTCR record. Setting this rule to *N* will not permit the use of the alternate grade entry process.
- If you set the GMODGRD rule to A, this limits the grades available for selection to all grades, for all grade modes, for the student's course level, with no regard to the course's grade modes.

The system checks the following to determine what grades are available:

- the course level and grade mode on the Student Course Registration Form (SFAREGS)
- the grade mode on the Basic Course Information Form (SCACRSE)
- the setting of the GMODGRD rule on GTVSDAX
- the combination of logic found on the Grade Code Maintenance Form (SHAGRDE)

When alternate grade mode processing is used, you must also set up data on STVGMOD.

Alternate Grade Mode

This page displays the grade mode from STVGMOD for the mid-term grade in the **Grade** field. The process looks at the setting of the **Web Display Grade Mode** field on STVGMOD, where the GMODGRD rule on GTVSDAX is set to Y. This value determines which grades are available for the faculty member to use for the individual student. You can choose whether to substitute the actual grade mode (selected by the student during registration) with one that will be displayed in Self-Service for faculty grading. When the **Web Display Grade Mode** is populated, only grades with this alternate grade mode are displayed during faculty grading. For codes of S (Standard Letter) or P (Pass/Fail), the values from the SHRGRDO and SHRGRDE tables are selected and displayed in the **Grade** field on the Mid Term Grades page.

Note: To enable this mode, the GMODGRD rule on GTVSDAX must be set to Y.

The grade mode stored in the student's registration record (SFRSTCR) is compared to the grade code in the **Code** field on STVGMOD. The value in the **Web Display Grade Mode** field for that grade code is retrieved. Only those grades associated with the grade mode in the **Mode** field on SHAGRDE (where the SHRGRDO_GMOD_CODE field value is equal to the STVGMOD_GMOD_CODE_WEB field value), that are defined as Web-enabled and are applicable to the processing term are displayed on the Mid term Grades page.

For example, a student in registered in a course as Pass/Fail. The STVGMOD_CODE field is set to P (Pass/Fail). The STVGMOD_GMOD_CODE_WEB field is set to S (Standard Letter). The faculty member can see grades A, B, C, D, and F in the **Grade** field on the Mid Term Grades page (bwlkfmgd.P_FacMidGrd). The faculty member will not see a grade of P in the pulldown list, as long as P is not a valid grade in the Standard Letter Grade Mode.

This alternative grade display does not interfere with the “substitute grading” process. If grade substitution rules are set up for specific grade modes, the entered grade is substituted during the roll to the Academic History. The Grade Substitution Maintenance

Form (SHAGRDS) still defines the translated values for the entered grade, which is in line with the grade mode selected by the student at time of registration. This substitution does not occur until the grade is rolled to Academic History.

Require Mid-term Grades

To required entry of mid-term grades for students, use the `MIDTERM` rule on GTVSDAX for the **Internal Code Group** of `GRADING` to select the students with the appropriate grade comment code on the SFRSTCR table. Faculty members must provide mid-term grades for these students. Add a grade comment code to STVGCMT for mid-term grades, and check the **Web Indicator** for the code. This code is displayed in the **Grade Comment** field on SFASLST.

- If you set the rule to `Y`, the mid-term grade comment code is required. Only students that require the grade are displayed to the faculty member for mid-term grading.
- If you set the rule to `N`, the mid-term grade comment code is not required. All students in the class roster are displayed to the faculty member for mid-term grading.
- If you set the rule to a value other than `N`, the mid-term grade comment code is required. Only students with the appropriate grade comment code are matched with the GTVSDAX code and displayed to the faculty member for mid-term grading in Self-Service.

If the `MIDTERM` rule is created and no students in the course have the matching mid-term comment code entered in the SFRSTER table, the following error is displayed when the faculty member attempts to assign the mid-term grades: *There are no students to grade in this CRN*.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Course title	Course title, subject code, course number, and section number, concatenated and displayed as a hyperlink to the Class Schedule Listing page (`bwckctlg.p_disp_listcrse`).
CRN	Course reference number. The **CRN** field only displays CRNs for sections that are gradeable and have registered students. Data is also displayed for the section subject, section number, sequence number, and current enrollment count. The data is sorted by subject code, subject number, and section number.
Record Number	System-generated record number assigned to the student.

Item	Description/Source Information
Student Name	Student's name, last name first, displayed as a hyperlink to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`). The last name prefix is displayed, if applicable. If the View Student Addresses and Phone page has been disabled, the student name is not displayed as a link.
ID	Student's Banner ID, displayed as a hyperlink to the Electronic Gradebook by Student page (`bwlkegrb.P_FacIDShrmrksProc`) for this student and section.
Credits	Number of credit hours for which the student is taking the class.
Registration Status	Registration status and date of the activity.
Grade	Student's midterm grade.
Last Date Attended	Last date the student attended class.
Attend Hours	Number of hours the student attended class.
Registration Number	Sequence number assigned to the student. To the right of this field, an e-mail icon is displayed so that the instructor can contact the student via e-mail. The e-mail address of the student 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 student.

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 to be available for entry on the Web, select the **Faculty Web Midterm Grades** checkbox in the Base Part of Term block.
Section Web Controls Form (SSAWSEC)	For a specific class, if desired, select or clear the **Display Midterm Grades** checkbox as appropriate to override the setting in SOATERM.
Grading Mode Validation Form (STVGMOD)	Enter a value in the **Web Display Grade Mode** field for the grading mode code to allow use of substitute grade modes.

Item	Description
Crosswalk Validation Form (GTVSDAX) - limit grades to student	Set the GMODGRD rule to Y, to limit the grades available for selection to those associated with the student. Set the rule to N, to limit the grades available for selection to those associated with the level on the SFRSTCR record.
Crosswalk Validation Form (GTVSDAX) - require mid-term grades	Set the MIDTERM rule to Y, to require the mid-term grade comment code. Only students that require a grade are displayed to the faculty member for mid-term grading. Set the rule to N, to display all students on the class roster for mid-term grading. Set the rule to a value other than Y or N, to require the mid-term grade comment code. Only the students who match the code are displayed for mid-term grading.

Updates to Banner

This page updates Banner as follows.

Item	Description
Grade	If gradable components exist for this CRN, an update to a midterm grades made on this page is not reflected in the student's midterm grade record (SHRCMRK) and updates only the registration record (SFRSTCR).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Updates the SHRCMRK table in Banner and redisplays the page with the assigned grades in the **Grade** fields.
Reset	Clears all entries since the last save and redisplays the page.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Course title	Goes to the Summary Class List page (bwlkfcwl.P_FacClaListSum).
Student name	Goes to the View Student Addresses and Phones page (bwlkosad.P_FacDispAddrView).
ID	Goes to the Electronic Gradebook by Student page (bwlkegrb.P_FacIDShrmrksProc).
E-mail icon	If the e-mail icon is displayed, launches the user's e-mail program with the student's e-mail address.
Return to Previous	Returns to the previous page the user was viewing.
Term Selection	Goes to the Select Term page (bwlkostm.P_FacSelTerm).
CRN Selection	Goes to the Select a CRN page (bwlkocrn.P_FacCrnSel).
Class List	Goes to the Detail Class List page (bwlkfcwl.P_FacClaList).
Faculty Detail Schedule	Goes to the Faculty Detail Schedule page (bwlkifac.P_FacSched).
Final Grades	Goes to the Final Grades page (bwlkffgd.P_FacFinGrd).
Student Menu	Goes to the Student Information menu (bmenu.P_FacStuMnu).
Summary Class List	Goes to the Summary Class List page (bwlkfcwl.P_FacClaListSum).

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Faculty Services Menu	bmenu.P_FacMainMnu

Final Grades (bwlkffgd.P_FacFinGrd)

This page is used to enter or update final grades and attendance hours for a class. An advantage to using the Web to enter grades is that, unlike the Class Roster Form (SFASLST), *only* final grades can be entered on this page, which means that a user cannot inadvertently enter midterm grades for final grades. Students are displayed in registration sequence until after the Class Roster Report (SFRSLST) is run, after which they are displayed in alphabetical order.

The page is available only if the following conditions apply.

- For traditional classes, the **Faculty Web Final Grades** checkbox in the Base Part of Term block of the Term Control Form (SOATERM) must be selected for the term.
- For open learning classes, the **Display Final Grades** checkbox in the Faculty Self-Service Display Controls block of the Section Web Controls Form (SSAWSEC) must be selected for the term.

If the user has not selected a term during the current Web session, the Select Term page (`bwlkostm.P_FacSelTerm`) is displayed first; if a term has been selected, that term is used. Likewise, if the user has not selected a CRN during the current Web session, the Select a CRN page (`bwlkocrn.P_FacCrnSel`) is displayed; if a CRN has been selected, that CRN is used.

A user can view only class lists or courses to which he or she is assigned as an instructor (either primary or non-primary) for the selected term.

There is a time limit on this page, and if changes are not saved before the time limit is reached, they will be lost. The system displays a message stating the time line, which can be changed by your institution using Web Tailor.

Final grades are rolled to Academic History by administrative staff via the Grade Roll to Academic History (SHRROLL) in Banner, and once grades are rolled, they cannot be updated on the Web.

If gradable components are defined for a CRN, the system displays a message informing the user that final grades entered on this page could be overwritten if the Grade Calculation process is initiated from the Electronic Gradebook.

When the user selects **Submit** after entering grades, grade entries that were changed are validated to determine whether they qualify for incomplete grade processing. If incomplete grade processing has been set up and at least one student in the class qualifies for it, the system displays the Incomplete Final Grades page (`bwlkffgd.P_FacCommitFinGrd`). To qualify, the following must be in place.

- Incomplete grades must be defined on the Grade Code Maintenance Form (SHAGRDE) for the term and level.
- Rules for incomplete grade processing must be set up on the Incomplete Grade Rules Form (SHAINCG).
- Student must be assigned a grade meeting the above two criteria.

A link to this page is displayed on the Faculty Services menu.

Grade Mode Controls

You can set up grade controls to limit the display of final grades associated with the student. The GMODGRD rule on GTVSDAX can be set to display grade modes for the student. However, you may prefer to not allow faculty members to view grades for the grading modes the students selected during registration. In this case, you can use alternate grade modes.

You can set up an alternate grade mode for use with faculty grading. The grade mode is used to display the list of grades in Self-Service and is dependent on the value in the **Web Display Grade Mode** field on STVGMOD. This value is used to build the list of grades displayed for final grades. When this field is blank, alternate grade mode controls are not used.

- Use the **Web Display Grade Mode** field on the Grade Mode Validation Form (STVGMOD) to substitute the actual grade mode with one that will be displayed on the Web in Banner Faculty and Advisor Self-Service. (This corresponds to the STVGMOD_GMOD_CODE_WEB column on the STVGMOD table.) The grade mode displayed in Faculty and Advisor Self-Service will be different from the mode the student selected during registration.
- When a **Web Grade Mode Display** value exists on STVGMOD for the grade mode selected by the student during registration, only the grades using the substitute Web display grade mode are displayed when the faculty member is grading that student from Self-Service. To enable this, the **Internal Code** of GMODGRD must have the **External Code** set to Y on the Crosswalk Validation Form (GTVSDAX).

Limit Grade Selection

To use alternate grade modes, you must first limit the grades available for selection to those associated with the student's selected grade mode for the course. To do this, enter Y in the **External Code** field for the **Internal Code Group** of GMODGRD.

- If you set the GMODGRD rule to Y, the values in the **Grade** field are those defined for the *student* based on the grade mode for which the student registered.
- If you set the GMODGRD rule to N, the values in the **Grade** field are those defined for the *level* on the SFRSTCR record.

The system checks the following to determine what grades are available:

- the course level and grade mode on the Student Course Registration Form (SFAREGS)
- the grade mode on the Basic Course Information Form (SCACRSE)
- the setting of the GMODGRD rule on GTVSDAX
- the combination of logic found on the Grade Code Maintenance Form (SHAGRDE)

When alternate grade mode processing is used, you must also set up data on STVGMOD.

Alternate Grade Mode

This page displays the grade mode from STVGMOD for the final grade in the **Grade** field. The process looks at the setting of the **Web Display Grade Mode** field on STVGMOD,

where the GMODGRD rule on GTVSDAX is set to Y. This value determines which grades are available for the faculty member to use for the individual student. You can choose whether to substitute the actual grade mode (selected by the student during registration) with one that will be displayed in Self-Service for faculty grading. When the **Web Display Grade Mode** is populated, only grades with this alternate grade mode are displayed during faculty grading. For codes of S (Standard Letter) or P (Pass/Fail), the values from the SHRGRDO and SHRGRDE tables are selected and displayed in the **Grade** field on the Final Grades page.

Note: To enable this mode, the GMODGRD rule on GTVSDAX must be set to Y.

The grade mode stored in the student's registration record (SFRSTCR) is compared to the grade code in the **Code** field on STVGMOD. The value in the **Web Display Grade Mode** field for that grade code is retrieved. Only those grades associated with the grade mode in the **Mode** field on SHAGRDE (where the SHRGRDO_GMOD_CODE field value is equal to the STVGMOD_GMOD_CODE_WEB field value), that are defined as Web-enabled and are applicable to the processing term are displayed on the Final Grades page.

For example, a student in registered in a course as Pass/Fail. The STVGMOD_CODE field is set to P (Pass/Fail). The STVGMOD_GMOD_CODE_WEB field is set to S (Standard Letter). The faculty member can see grades A, B, C, D, and F in the **Grade** field on the Final Grades page (bwlkffgd.P_FacFinGrd). The faculty member will not see a grade of P in the pulldown list, as long as P is not a valid grade in the Standard Letter Grade Mode.

This alternative grade display does not interfere with the “substitute grading” process. If grade substitution rules are set up for specific grade modes, the entered grade is substituted during the roll to the Academic History. The Grade Substitution Maintenance Form (SHAGRDS) still defines the translated values for the entered grade, which is in line with the grade mode selected by the student at time of registration. This substitution does not occur until the grade is rolled to Academic History.

Last Attendance Date Error Checking

This page saves records that do not have last date of attendance errors. Error checking is performed when the **Next Set of Records** function is used (**Next Set of Records** link is selected) or when changes are saved. Records with grade errors are not saved, and the errors are displayed on the page.

When valid grades are entered for a gradeable course, and a last date of attendance is not required (date and hours for last date of attendance are null), the records are saved without error.

When valid grades are entered for a gradeable course, and a last date of attendance is required (**Last Attendance Date Ind** is checked on SHAGRDE for the grade code), that data must be entered. The records are saved if no errors exist. When errors exist for last date of attendance date or hours, error messages are displayed in the **Error** field for the records, and the grades are not saved. The user can go to a different Web page by using the **Return to Menu**. If errors occur, grades, the last date of attendance, and attendance hours are not saved.

Grades validated during auto grade processing also use the error checking for last date of attendance. Error conditions and messages are called from Web Tailor. Conditions are called from Web Tailor during the grading process when:

- The grade has the **Last Attendance Date Ind** checked for the term in Grading Code Maintenance Table (SHRGRDE).
- The grade does not require the last date of attendance per the SHRGRDE table.
- The user enters attendance hours.

The following conditions are called when the grade has the **Last Attendance Date Ind** checked for the term in Grading Code Maintenance Table (SHRGRDE).

- If the last date of attendance is null when the grade used requires a last date of attendance date, the following error message is displayed: *Last Date of Attendance required for this grade*.
- If the last date of attendance is entered, but the date entered is greater than the current system date, the following error message is displayed: *Last date of attendance cannot be greater than current date.*
- If the last date of attendance is entered, but the date is earlier than the valid start date for the course, the following error message is displayed: *Last date of attendance must be between section start date and section end date.*
- If the last date of attendance is entered, but the date is later than the last date for the course, the following error message is displayed: *Last date of attendance must be between section start date and section end date*.
- If the last date of attendance is entered, but the date is an erroneous date on the calendar (such as October 32, 2012), the following error message is displayed: *You entered a date in an invalid date format*.
- If the last date of attendance is entered, but the date format is incorrect (such as the format is YYYYMMDD and the date entered uses format MMDDYYYY), the following error message is displayed: *You entered a date in an invalid date format*.

The following conditions are called when the grade does not require the last date of attendance per the SHRGRDE table.

- If the last date of attendance is entered and no last date of attendance is required, the last date of attendance can be saved when the format and date are valid for the course.
- If the last date of attendance is entered, but the date entered is greater than the current system date, the following error message is displayed: *Last date of attendance cannot be greater than current date*.
- If the last date of attendance is entered, but the date is earlier than the valid start date for the course, the following error message is displayed: *Last date of attendance must be between section start date and section end date.*
- If the last date of attendance is entered, but the date is later than the last date for the course, the following error message is displayed: *Last date of attendance must be between section start date and section end date*.

- If the last date of attendance is entered, but the date is an erroneous date on the calendar (such as October 32, 2012), the following error message is displayed: *You entered a date in an invalid date format.*
- If the last date of attendance is entered, but the date format is incorrect (such as the format is YYYYMMDD and the date entered uses format MMDDYYYY), the following error message is displayed: *You entered a date in an invalid date format.*
- This error message applies to open learning courses. If the last attendance date is outside of the section start/end date or a last attendance date prior to the first date of the section is entered, the following error message is displayed: *Last date of attendance must be between learner start date and learner end date.*

The following conditions are called when the user enters attendance hours.

- If hours are entered for any grade, regardless of the last date of attendance requirements, the hours error messages are displayed in the **Error** field.
- If hours are entered without two decimal places to the right (such as 60), the process adds the decimal places (such as 60.00).
- If hours are entered as a negative value (such as -100.00), the following error message is displayed: *Enter a value greater than or equal to 0.*
- If the maximum attendance hours that are entered are 999999 or 999.99, 999999 changes to 999999.00 when submitted and 999.99 remains unchanged when submitted.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Course title	Course title, subject code, course number, and section number, concatenated and displayed as a hyperlink to the Class Schedule Listing page (`bwckctlg.p_disp_listcrse`).
CRN	Course reference number. The **CRN** field only displays CRNs for sections that are gradeable and have registered students. Data is also displayed for the section subject, section number, sequence number, and current enrollment count. The data is sorted by subject code, subject number, and section number.
Students Registered	Number of students registered in the class.
Record Number	System-generated record number assigned to the student.

Item	Description/Source Information
Student Name	Student's name, last name first, displayed as a hyperlink to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`). The last name prefix is displayed, if applicable. If the View Student Addresses and Phone page has been disabled, the student name is not displayed as a link.
ID	Student's Banner ID, displayed as a hyperlink to the Electronic Gradebook by Student page (`bwlkegrb.P_FacIDShrmrksProc`) for this student and section.
Credits	Number of credit hours for which the student is taking the class.
Registration Status	Registration status and date of the activity.
Grade	Student's final grade.
Rolled	Indicates whether the grades have been rolled to Academic History.
Last Attend Date	Last date the student attended class. When the last date of attendance is required for specific grades as defined on SHAGRDE, and those grades are entered without also entering a last date of attendance, an error is displayed stating that the grade submission has been rejected, and the last date of attendance must be entered in the **Last Attend Date** field. Records with grade errors are not saved, and errors are displayed. This processing is optional and is used when the **Last Attendance Date Ind** and the **Web Ind** checkboxes are checked for the grade code rule on SHAGRDE.
Attend Hours	Number of hours the student attended class.
Registration Number	Sequence number assigned to the student. To the right of this field, an e-mail icon is displayed so that the instructor can contact the student via e-mail. The e-mail address of the student 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 student.
Error	Displays the error returned when an incorrect last date of attendance is entered. Overall error messages are displayed at the top of the page and must be corrected for grades to be submitted.

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 to be available for entry on the Web, select the **Faculty Web Final Grades** checkbox in the Base Part of Term block.
Section Web Controls Form (SSAWSEC)	For a specific class, if desired, select or clear the **Display Final Grades** checkbox as appropriate to override the setting in SOATERM.
Grading Mode Validation Form (STVGMOD)	Enter a value in the **Web Display Grade Mode** field for the grading mode code to allow use of substitute grade modes.
Crosswalk Validation Form (GTVSDAX)	Set the `GMODGRD` rule to `Y`, to limit the grades available for selection to those associated with the student. Set the rule to `N`, to limit the grades available for selection to those associated with the level on the SFRSTCR record.
Term Control Form (SOATERM)	If you want to use incomplete grade processing, specify the default extension date in the **Incomplete Extension Date** field in the Base Part of Term block. The extension date can be specified for each part of term, but it does not have to be. If the part-of-term for a CRN is not `1` (full term), and if there is not a default extension date for that part-of-term, the system reverts to the entry for part-of-term 1. If the CRN part-of-term value is `1`, and if there is no specified extension date for 1, the system reverts to the end date for part-of-term 1 as the extension date.
Incomplete Grade Rules Form (SHAINCG)	If you want to use incomplete grade processing, define the incomplete grade processing rules.

Updates to Banner

This page updates Banner as follows.

Item	Description
Grade	If gradable components exist for this CRN, an update to a final grades made on this page is not reflected in the student's final grade record (SHRCMRK) and updates only the registration record (SFRSTCR).

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Course title	Goes to the Summary Class List page (`bwlkfcwl.P_FacClaListSum`).
Student name	Goes to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`).
ID	Goes to the Electronic Gradebook by Student page (`bwlkegrb.P_FacIDShrmrksProc`).
E-mail icon	If the e-mail icon is displayed, launches the user's e-mail program with the student's e-mail address.
Return to Previous	Returns to the previous page the user was viewing.
Term Selection	Goes to the Select Term page (`bwlkostm.P_FacSelTerm`).
CRN Selection	Goes to the Select a CRN page (`bwlkocrn.P_FacCrnSel`).
Class List	Goes to the Detail Class List page (`bwlkfcwl.P_FacClaList`).
Faculty Detail Schedule	Goes to the Faculty Detail Schedule page (`bwlkifac.P_FacSched`).
Mid Term Grades	Goes to the Final Grades page (`bwlkfmgd.P_FacMidGrd`).
Student Menu	Goes to the Student Information menu (`bmenu.P_FacStuMnu`).
Summary Class List	Goes to the Summary Class List page (`bwlkfcwl.P_FacClaListSum`).
Incomplete Grades Summary	Goes to the Incomplete Grades Summary page (`bwlkincg.P_FacIncmpGrdSum`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Updates the SHRCMRK table in Banner and validates the grade entries to determine whether they qualify for incomplete grade processing. The system then takes one of the following actions. • If incomplete grade processing has been set up and at least one student in the class qualifies for it, the system displays the Incomplete Final Grades page (`bwlkffgd.P_FacCommitFinGrd`). • If incomplete grade processing has not been set up or if no students qualify for it, the system redisplays the page with the assigned grades in the **Grade** fields.
Reset	Clears all entries since the last save and redisplays the page.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Faculty Services Menu	`bmenu.P_FacMainMnu`

Electronic Gradebook by Component (bwlkegrb.P_FacGradeComponents)

Faculty and Advisor Self-Service provides two different ways to enter or update grades: by component for an entire class using this page, or by student using the Electronic Gradebook for a Student page (`bwlkegrb.P_FacIDShrmrksProc`), which is discussed beginning on 196.

The Electronic Gradebook by Component page displays the components and subcomponents for a class, with hyperlinks to the pages on which the user can enter or view grades for all of the students in the class.

If the user has not selected a term during the current Web session, the Select Term page (`bwlkostm.P_FacSelTerm`) is displayed first; if a term has been selected, that term is used. Likewise, if the user has not selected a CRN during the current Web session, the Select a CRN page (`bwlkocrn.P_FacCrnSel`) is displayed; if a CRN has been selected, that CRN is used.

You can allow overgrades and negative grades to be entered on this page. See "Overgrading and Negative Grading" on page 162 for more information about these features.

For procedures for entering grades, see the "Use the Electronic Gradebook" on page 218.

A link to this page is displayed on the Faculty Services menu.

Faculty Member Access to the Electronic Gradebook

Access is based upon the following criteria. These criteria are listed in the sequence in which they are processed by the system.

Primary Instructors

All primary instructors for the selected term and CRN can enter grades.

Primary Instructor Checking works as follows.

- If Primary Instructor Checking has been set up on GTVSDAX, then only instructors designated as primary in the Instructor window of the Schedule Form (SSASECT) can enter grades.
- If no other checking is established, all instructors can view the grades entered to date.

Non-primary Instructors

The ability to enter grades using the Electronic Gradebook pages is reserved for instructors assigned to the class. You can further restrict this access to selected faculty members based on attributes assigned on the Faculty Information Form (SIAINST).

Faculty Attribute Checking works as follows for non-primary instructors.

- If Primary Instructor Checking has not been set up on GTVSDAX and Faculty Attribute Checking has been set up, the system searches the processes defined on the Faculty Attribute/Advisor Type Control Form (SOAFAPC). If the `ENTERGRADES` process has been defined, the system verifies the instructor's attributes against the process rules. (The instructor's attributes are defined in the Faculty Attribute Block of the Faculty Information Form [SIAINST].) If the instructor meets the specified criteria, he or she can enter grades; otherwise, he or she can only view grades.
- If no rules have been established on SOAFAPC *and* Faculty Attribute Checking has been set up on GTVSDAX, all instructors can enter grades.
- If Faculty Attribute Checking has not been set up on GTVSDAX or if the instructor does not have the specified attributes, he or she can only view grades.

Other Faculty Members

All active faculty members can view student grades, but they may be restricted as follows.

- If Faculty Attribute Checking has been set up on GTVSDAX, the system searches the processes defined on the Faculty Attribute/Advisor Type Control Form (SOAFAPC). If

the DISPLAYGRADES process has been defined, the system verifies the instructor's attributes against the process rules. (The instructor's attributes are defined in the Faculty Attribute Block of the Faculty Information Form [SIAINST].) If an instructor meets the specified criteria, he or she can view grades.

- If no rules have been established on SOAFAPC *and* Faculty Attribute Checking has been set up on GTVSDAX, all instructors can view grades.
- If the instructor does not have the specified attributes, he or she cannot view grades.

Value-based security (VBS) for other faculty members works as follows.

- If Faculty Attribute Checking has not been set up on GTVSDAX and VBS has been set up, only faculty members meeting the VBS definitions can view grades.
- If VBS has not been set up, all active instructors can view grades.

Advisor Access to the Electronic Gradebook

Access is based upon the following criteria. These criteria are listed in the sequence in which they are processed by the system.

All advisors assigned to the student for the term can view grades, but you can restrict access as follows.

- If Advisor Type Checking has been set up on GTVSDAX, the system searches the processes defined on SOAFAPC. If the DISPLAYGRADES process has been defined, the system verifies the advisor's attributes against the process rules. (The advisor's type is defined on the Multiple Advisors Form [SGAADVR].) If the advisor meets the specified criteria, he or she can view grades.
- If no rules have been established on SOAFAPC *and* Advisor Type Checking has been set up on GTVSDAX, all assigned advisors can view grades.
- If the advisor does not have the specified attributes, he or she cannot view grades.

Value-based security (VBS) for other faculty members works as follows.

- If Advisor Type Checking has not been set up on GTVSDAX and VBS has been set up, only assigned advisors meeting the VBS definitions can view grades.
- If VBS has not been set up, all advisors can view grades.

Midterm/Final Grade Calculation

Note: The information in this section applies the Electronic Gradebook whether it is accessed via the Electronic Gradebook by Component page or the Electronic Gradebook for a Student page.

For midterm-grade calculation, when all components defined as "include in midterm" have received marks (whether manually or as the result of aggregate subcomponent marks), the system automatically generates a record in the Student Midterm/Final Grade table

(SHRCMRK), calculates the midterm grades, and updates the Student Course Registration Repeating table (SFRSTCR).

Note: To include a component in the midterm grade, `M` must be entered in the **Include Midterm/Final** field on the Gradable Component Definition Form (SHAGCOM).

For final-grade calculation, similar to midterm grades, the system calculates the final grade, generates or updates (if a midterm mark has already been calculated) the SHRCMRK table, and updates the SFRSTCR table. This calculation is triggered by the entry of the last component mark, regardless of the value in the **Include Midterm/Final** field on SHAGCOM. The individual component marks (not the midterm composite marks) are used in final-grade calculation.

When marks (midterm or final) are entered, the system automatically calculates the grades and enters the values in the midterm/final grade table. The system also updates the appropriate field(s) on each student's registration record.

Note: If the mark of an individual component records is changed, the system recalculates the appropriate grade and the midterm or final grade (if previously calculated) and updates all tables as necessary. The system also recalculates grades when the section grade scale is changed.

Midterm and final grades are not calculated when any of the following situations exist:

- An auto-grade has been applied
- The student's registration status has been changed to non-gradable
- The CRN definition has been changed to non-gradable
- The midterm or final grade entry deadline dates (as defined on the Term Control Form [SOATERM]) has passed
- The student's grade has been rolled to Academic History.

Grades are rolled to Academic History via the following:

- Grade Roll to Academic History Process (SHRROLL)
- Class Roster Form (SFASLST)
- Class Attendance Roster Form (SFAALST)

Once grades have been rolled to Academic History, they cannot be changed via the Web.

Note: Overrides to grades on SFASLST or SFAALST, and final grade changes made on the Section-Dependant Course Maintenance Form (SHATCKS) are *not* reflected in the student midterm/final grade entries.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Title	Title associated with the course.
Course	Subject code, course number, and section number, concatenated.
CRN	Course reference number.
Students Registered	Number of students registered for the class.
Description	Name and description of the component, with the description displayed as a hyperlink to the Electronic Gradebook by Component entry page (`bwlkegrb.P_FacDispShrmrks`).
Weight	Value of the component compared to the total available points, expressed as a fraction of weight over total marks.
Grade Scale	Grade scale code assigned to the component.
Must Pass	Indicates whether the student must earn a passing grade for the component to pass the class.
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.
Incomplete Scores	Number of students for whom marks have not yet been entered for the component.
Subcomponents	If subcomponents have been defined for the component, the word `View` is displayed in the **Subcomponents** column as a hyperlink to the Electronic Gradebook by Component subcomponent page (`bwlkegrb.P_FacGradeSubComponents`). If no subcomponents have been defined for the component, the word `None` is displayed.

Setup Requirements

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

Item	Description
Crosswalk Validation Form (GTVSDAX)	If you want only primary instructors to be able to enter grades, enter `Y` in the **External Code** field for the `PRIMINSTR` internal group. If you want non-primary instructors to be able to enter grades, enter `N` in the **External Code** field for the `PRIMINSTR` internal group. If you are using role-based security, enter `Y` in the **External Code** field for the following internal codes: • `ADVRTYPE` • `FACFATT`
Faculty Attribute/Advisor Type Control Form (SOAFAPC)	If you are using role-based security, for the `DISPLAYGRADES` process, take the following actions. • If you want advisors to be able to view grades using the Electronic Gradebook on the Web, associate advisor types with the `A` (Advisor) role. • If you want faculty members to be able to view grades using the Electronic Gradebook on the Web, associate faculty member attribute codes with the `F` (Faculty) role. If you are using role-based security and if you want non-primary instructors to be able to enter grades using the Electronic Gradebook on the Web, for the `ENTERGRADES` process, associate faculty member attribute codes with the `F` (Faculty) role.
Multiple Advisor Form (SGAADVR)	For an assigned advisor to be able to view a student's grades using the Electronic Gradebook on the Web, be sure to use an advisor type that has been associated with the advisor role on SOAFAPC.
Faculty Information Form (SIAINST)	For a faculty member to be able to access a student's view grades using the Electronic Gradebook, be sure to assign, in the Faculty Attribute Block, a faculty member attribute code that has been associated with the faculty role on SOAFAPC.
Value-Based Security	If you want to add the additional layer of Value-Based Security (VBS), take the following actions. • Turn VBS "on" by selecting the **Value-Based Security On** checkbox on the Value-Based Security Control Form (GOAVBSC). • Define a profile for each faculty member on the Value-Based Security User Profile Form (GOAVUSR). • Associate each faculty member with the appropriate course or section access rule(s) on the Value-Based Security Access Group Maintenance Form (GOAVUSR). • On the Crosswalk Validation Form (GTVSDAX), enter `N` in the **External Code** field for the internal code `VBSINSTALL`.

Item	Description
Gradable Component Definition Form (SHAGCOM)	Define your gradable components for each class.

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
Component description	Goes to the Electronic Gradebook by Component entry page (`bwlkegrb.P_FacDispShrmrks`).
View	If displayed in the **Subcomponents** column, goes to the Electronic Gradebook by Component subcomponent page (`bwlkegrb.P_FacGradeSubComponents`).
View Midterm Composite Grades	Goes to the Electronic Gradebook by Component grade display page (`bwlkegrb.P_FacDispShrcmrk`). This link is displayed only if at least one student has been awarded a midterm grade.
View Final Composite Grades	Goes to the Electronic Gradebook by Component grade display page (`bwlkegrb.P_FacDispShrcmrk`). This link is displayed only if at least one student has been awarded a final grade.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Faculty Services Menu	bmenu.P_FacMainMenu

Electronic Gradebook by Component Entry (bwlkegrb.P_FacDispShrmrks)

This page is used to enter and view students' grade for a component.

For procedures for entering grades, see "Use the Electronic Gradebook" on page 218.

For information about access to Electronic Gradebook pages, see the following:

- "Faculty Member Access to the Electronic Gradebook" on page 180
- "Advisor Access to the Electronic Gradebook" on page 181

For information about midterm and final grade calculations, see "Midterm/Final Grade Calculation" on page 181.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Title	Title associated with the course.
Course	Subject code, course number, and section number, concatenated.
CRN	Course reference number.
Description	Name and description of the component.
Weight	Value of the component compared to the total available points, expressed as a fraction of weight over total marks.
Grade Scale	Grade scale code assigned to the component.
Must Pass	Indicates whether the student must earn a passing grade for the component to pass the class.
Include in Midterm or Final	Indicates whether the component is to be calculated in the midterm grade (M) or the final grade (F).
Incomplete Scores	Number of students for whom marks have not yet been entered for the component.

Item	Description/Source Information
Midterm	Cutoff date for entering midterm grades.
Final	Cutoff date for entering final grades.
Record	System-generated record number assigned to the student.
Student ID	Student's Banner ID.
Student Name	Student's name, last name first, displayed as a hyperlink to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`). If the View Student Addresses and Phone page has been disabled, the student name is not displayed as a link.
Status	Student's registration status.
Score	Student's score for this component. If subcomponents have been defined for this component, this field is blank.
Out of	Total number of points available for this component.
Percent	Calculated percentage of **Score**/**Out of**.
Grade	Calculated grade based on the specified grade scale.
Due Date	Date the work associated with the component is due.
Submission Date	Date on which the grade is being submitted. The value defaults to the system date but can be changed. If subcomponents have been defined for this component, this field is blank.
Extension Date	Date on which the work is due if the instructor has extended the due date for the student. If subcomponents have been defined for this component, this field is blank.
Marker	Faculty member submitting the grade. If subcomponents have been defined for this component, this field is blank.
Reason	Reason for the grade entry. If subcomponents have been defined for this component, this field is display-only.

Setup Requirements

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

Item	Description
Gradable Component Definition Form (SHAGCOM)	Define your gradable components for each class.

Updates to Banner

This page updates Banner as follows.

Item	Description
All	Updates the following: • Component Mark Table (SHRMRKS) • Student Midterm/Final Grade Table (SHRCMRK) • Student Course Registration Repeating Table (SFRSTCR)

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Back to Components	Goes to the Electronic Gradebook by Component page (`bwlkegrb.P_FacGradeComponents`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Writes the changes to the database and redisplays the page.
Reset	Clears all entries since the last save and redisplays the page.

Web Menus With Links to This Page

No menus have links to this page.

Electronic Gradebook by Component Subcomponent (bwlkegrb.P_FacGradeSubComponents)

This page allows a faculty member to view grades for the gradable subcomponents, such as exams or assignments, that have been defined for a specific class. From this page, the

faculty member can access the pages on which grades are entered and modified. This page can be accessed only via the **View** link in the **Subcomponents** column of the Electronic Gradebook by Component page (`bwlkegrb.P_FacGradeComponents`).

For procedures for entering grades, see "Use the Electronic Gradebook" on page 218.

For information about access to the Electronic Gradebook pages, see the following:

- "Faculty Member Access to the Electronic Gradebook" on page 180
- "Advisor Access to the Electronic Gradebook" on page 181

For information about midterm and final grade calculations, see "Midterm/Final Grade Calculation" on page 181.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Title	Title associated with the course.
Course	Subject code, course number, and section number, concatenated.
CRN	Course reference number.
Students Registered	Number of students registered for the class.
Description	Name and description of the subcomponent, with the description displayed as a hyperlink to the Electronic Gradebook by Component subcomponent entry page (`bwlkegrb.P_FacDispShrsmrk`).
Weight	Value of the component compared to the total available points, expressed as a fraction of weight over total marks.
Grade Scale	Grade scale code assigned to the component.
Must Pass	Indicates whether the student must earn a passing grade for the component to pass the class.
Incomplete Scores	Number of students for whom marks have not yet been entered for the component.

Setup Requirements

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

Item	Description
Gradable Component Definition Form (SHAGCOM)	In the Sub-Component Definition window, define any gradable subcomponents for components.

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
Subcomponent description	Goes to the Electronic Gradebook by Component subcomponent entry page (`bwlkegrb.P_FacDispShrsmrk`).
Back to Components	Goes to the Electronic Gradebook by Component page (`bwlkegrb.P_FacGradeComponents`).

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.

Electronic Gradebook by Component Subcomponent Entry (bwlkegrb.P_FacDispShrsmrk)

This page is used to enter and view students' grades for a subcomponent.

For procedures for entering grades, see "Use the Electronic Gradebook" on page 218.

For information about access to the Electronic Gradebook pages, see the following:

- "Faculty Member Access to the Electronic Gradebook" on page 180

- "Advisor Access to the Electronic Gradebook" on page 181

For information about midterm and final grade calculations, see "Midterm/Final Grade Calculation" on page 181.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Title	Title associated with the course.
Course	Subject code, course number, and section number, concatenated.
CRN	Course reference number.
Description	Name and description of the subcomponent.
Weight	Value of the subcomponent compared to the total available points, expressed as a fraction of weight over total marks.
Grade Scale	Grade scale code assigned to the subcomponent.
Must Pass	Indicates whether the student must earn a passing grade for the subcomponent to pass the class.
Incomplete Scores	Number of students for whom marks have not yet been entered for the component.
Midterm	Cutoff date for entering midterm grades.
Final	Cutoff date for entering final grades.
Record	System-generated record number assigned to the student.
Student ID	Student's Banner ID.
Student Name	Student's name, last name first, displayed as a hyperlink to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`). If the View Student Addresses and Phone page has been disabled, the student name is not displayed as a link.
Status	Student's registration status.
Score	Student's score for this subcomponent.
Out of	Total number of points available for this subcomponent.
Percent	Calculated percentage of **Score**/**Out of**.
Grade	Calculated grade based on the specified grade scale.

Item	Description/Source Information
Due Date	Date the work associated with the subcomponent is due.
Submission Date	Date on which the grade is being submitted. The value defaults to the system date but can be changed.
Extension Date	Date on which the work is due if the instructor has extended the due date for the student.
Marker	Faculty member submitting the grade.
Reason	Reason for the grade entry.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page updates Banner as follows.

Item	Description
All	Updates the following: • Subcomponent Mark Table (SHRSMRK) • Component Mark Table (SHRMRKS) • Student Midterm/Final Grade Table (SHRCMRK) • Student Course Registration Repeating Table (SFRSTCR)

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Back to SubComponent Page	Goes to the Electronic Gradebook by Component subcomponent page (`bwlkegrb.P_FacGradeSubComponents`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Writes the changes to the database and redisplays the page.
Reset	Clears all entries since the last save and redisplays the page.

Web Menus With Links to This Page

No menus have links to this page.

Electronic Gradebook by Component Grade Display (bwlkegrb.P_FacDispShrcmrk)

This page displays midterm or final grades that have been awarded to students in a class. It is accessed only via a link on the Electronic Gradebook by Component page (`bwlkegrb.P_FacGradeComponents`). If the link for midterm grades is selected, only midterm grade information is displayed; if the link for final grades is selected, only final grade information is displayed.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Title	Title associated with the course.
Course	Subject code, course number, and section number, concatenated.
CRN	Course reference number.
Students Registered	Number of students registered for the class.
Number of Composite	Number of student for which marks have been calculated.
Student ID	Student's Banner ID.
Student Name	Student's name, last name first.
Percentage	Calculated percentage, based on the aggregate of component marks. For final grades, this includes all component marks.
Grade	Grade associated with the calculated percentage.
Activity Date	Date the grade was calculated.

Setup Requirements

There are no setup requirements for 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
Back to Components	Goes to the Electronic Gradebook by Component page (`bwlkegrb.P_FacGradeComponents`).

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.

Electronic Gradebook for a Student ID Selection (bwlkegrb.P_FacIDDispShrmrks)

This page is used to specify a student ID when a user selects the **Electronic Gradebook for a Student** link from the Student Information menu.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Student ID	Student's Banner ID.

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
Electronic Gradebook by Component	Goes to the Electronic Gradebook by Component page (`bwlkegrb.P_FacGradeComponents`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Goes to the Electronic Gradebook for a Student page (`bwlkegrb.P_FacIDShrmrksProc`).

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Information Menu	`bmenu.P_FacStuMnu`

Electronic Gradebook for a Student (bwlkegrb.P_FacIDShrmrksProc)

Faculty and Advisor Self-Service provides two different ways to enter or update grades: by student using this page, or by component for an entire class using the Electronic Gradebook by Component (`bwlkegrb.P_FacGradeComponents`), which is discussed beginning on 179.

The Electronic Gradebook for a Student page displays the components and subcomponents for a student in a class, with hyperlinks to the pages on which the user can enter or view grades for the student.

The Electronic Gradebook by Component page displays the components and subcomponents for a class, with hyperlinks to the pages on which the user can enter or view grades for the students in the class.

If the user has not selected a term during the current Web session, the Select Term page (`bwlkostm.P_FacSelTerm`) is displayed first; if a term has been selected, that term is used. Likewise, if the user has not selected a CRN during the current Web session, the Select a CRN page (`bwlkocrn.P_FacCrnSel`) is displayed; if a CRN has been selected, that CRN is used. The user must always enter the student's Banner ID on the Electronic Gradebook for a Student ID Selection page (`bwlkegrb.P_FacIDDispShrmrks`) before the Electronic Gradebook for a Student page is displayed.

You can allow overgrades and negative grades to be entered on this page. See "Overgrading and Negative Grading" on page 162 for more information about these features.

For procedures for entering grades, see "Use the Electronic Gradebook" on page 218.

For information about access to the Electronic Gradebook pages, see the following:

- "Faculty Member Access to the Electronic Gradebook" on page 180
- "Advisor Access to the Electronic Gradebook" on page 181

For information about midterm and final grade calculations, see "Midterm/Final Grade Calculation" on page 181.

A link to this page is displayed on the Student Information menu.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Course title	Course title, subject code, course number, and section number, concatenated and displayed as a hyperlink to the Class Schedule Listing page (`bwckctlg.p_disp_listcrse`).
CRN	Course reference number.
Midterm	Cutoff date for entering midterm grades.
Final	Cutoff date for entering final grades.
Description	Name and description of the component.
Score	Student's score for this component. If subcomponents have been defined for this component, this field is blank.
Weight	Value of the component.
Out of	Total number of points available for this component.
Percent	Calculated percentage of **Score**/**Out of**.
Grade Scale	Grade scale code assigned to the component.
Letter Grade	Letter grade associated with the percent.
Must Pass	Indicates whether the student must earn a passing grade for the component to pass the class.
Include in Midterm or Final	Indicates whether the component is to be calculated in the midterm grade (`M`) or the final grade (`F`).
Submission Date	Date on which the grade is being submitted. The value defaults to the system date but can be changed.
Extension Date	Date on which the work is due if the instructor has extended the due date for the student.
Marker	Faculty member submitting the grade.
Reason	Reason for the grade entry.
Subcomponents	If subcomponents have been defined for the component, the word `View` is displayed in the **Subcomponents** column as a hyperlink to the Electronic Gradebook by Component subcomponent page (`bwlkegrb.P_FacGradeSubComponents`). If no subcomponents have been defined for the component, the word `None` is displayed.

Setup Requirements

See the "Setup Requirements" section beginning on 181.

Updates to Banner

This page updates Banner as follows.

Item	Description
All	Updates the following: • Component Mark Table (SHRMRKS) • Student Midterm/Final Grade Table (SHRCMRK) • Student Course Registration Repeating Table (SFRSTCR)

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Student's name	Goes to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`).
Course title	Goes to the Class Schedule Listing page (`bwckctlg.p_disp_listcrse`).
View	If displayed in the **Subcomponents** column, goes to the Electronic Gradebook for a Student subcomponent entry page (`bwlkegrb.P_FacIDShrsmrkProc`).
Return to Previous	Goes to the Electronic Gradebook for a Student ID selection page (`bwlkegrb.P_FacIDDispShrmrks`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Writes the changes to the database and redisplays the page.
Reset	Clears all entries since the last save and redisplays the page.

Web Menus With Links to This Page

No menus have links to this page.

Electronic Gradebook for a Student Subcomponent Entry (bwlkegrb.P_FacIDShrsmrkProc)

This page is used to enter and view a student's grades for a subcomponent.

For procedures for entering grades, see "Use the Electronic Gradebook" on page 218.

For information about access to the Electronic Gradebook pages, see the following:

- "Faculty Member Access to the Electronic Gradebook" on page 180
- "Advisor Access to the Electronic Gradebook" on page 181

For information about midterm and final grade calculations, see "Midterm/Final Grade Calculation" on page 181.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Title	Title associated with the course.
Course	Subject code, course number, and section number, concatenated.
CRN	Course reference number.
Midterm	Cutoff date for entering midterm grades.
Final	Cutoff date for entering final grades.
Description	Name and description of the subcomponent.
Score	Student's score for this subcomponent.
Weight	Value of the subcomponent.
Out of	Total number of points available for this subcomponent.
Percent	Calculated percentage of **Score**/**Out of**.
Grade Scale	Grade scale code assigned to the subcomponent.
Letter Grade	Letter grade associated with the percent.

Item	Description/Source Information
Must Pass	Indicates whether the student must earn a passing grade for the subcomponent to pass the class.
Due Date	Date the work associated with the subcomponent is due.
Submission Date	Date on which the grade is being submitted. The value defaults to the system date but can be changed.
Extension Date	Date on which the work is due if the instructor has extended the due date for the student.
Marker	Faculty member submitting the grade.
Reason	Reason for the grade entry.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page updates Banner as follows.

Item	Description
All	Updates the following: • Component Mark Table (SHRMRKS) • Student Midterm/Final Grade Table (SHRCMRK) • Student Course Registration Repeating Table (SFRSTCR)

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Student's name	Goes to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`).
Back to Component Page	Goes to the Electronic Gradebook for a Student (`bwlkegrb.P_FacIDShrmrksProc`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Writes the changes to the database and redisplays the page.
Reset	Clears all entries since the last save and redisplays the page.

Web Menus With Links to This Page

No menus have links to this page.

Incomplete Grades Summary (bwlkincg.P_FacIncmpGrdSum)

This page is used to specify the following information for students with incomplete coursework:

- Default final grade
- Extension date

You can view and maintain the default incomplete final grade and extension date for a student that has been assigned an incomplete grade if incomplete grade processing has been activated for the level for which the student is taking the course. The fields on this page are enterable only for faculty members and advisors to whom override privileges have been granted.

If a student's final grade needs to be changed and the grade has not yet been rolled, use the Final Grades page (`bwlkffgd.P_FacFinGrd`) to enter the final grade. The Incomplete Grades Summary page is used only to display and maintain the replacement grade code for an incomplete grade and its accompanying extension date.

Alternate Grade Mode

The Incomplete Grades Summary page (`bwlkincg.P_FacIncmpGrdSum`) can be used for grading when the selected grade is defined as an incomplete final grade and the alternate grade mode on STVGMOD is in use.

When rules exist on SHAINCG that permit a faculty member who is grading a class to alter the default final grade defined on SHAGRDE, the faculty member can use the pulldown list on the **Grade** field to select the default grade. This pulldown list displays only those grades associated with the grade mode that is established by the rule on STVGMOD.

For example, a student is registered in a course as Pass/Fail. The `STVGMOD_CODE` field is set to `P` (Pass/Fail). Valid grades are `P`, `NP`, `INC`, and `WF`. The

STVGMOD_GMOD_CODE_WEB field is set to L (Letter). Valid grades A, B, C, D, F, I, and W. On SHAGRDE, the grade of I has the **Incomplete Grade Ind** checked for a default final grade of F.

Even though the student has selected the Pass/Fail mode, the faculty member will see the grades A, B, C, D, F, I, W, and None. When the faculty member selects the grade of I, the Incomplete Grades page is displayed. This happens even when there is no option to change the default final grade or the extension date.

The Grade field for the default grade on the Incomplete Grades Summary page (bwlkincg.P_FacIncmpGrdSum) uses the rule from STVGMOD for the grade mode selected by the student. This page allows the faculty member to view a list of all students for a specific CRN who has been assigned an incomplete grade for the course.

When rules exist on SHAINCG that allow the faculty member to change the default final grade, the grades available in the pulldown list are appropriate for the alternate grading rule on STVGMOD. When no alternate grade mode is defined, processing uses the grade display controlled only by the GMODGRD rule on GTVSDAX.

For example, a student is registered in a course as Pass/Fail. The STVGMOD_CODE field is set to P (Pass/Fail). Valid grades are P, NP, INC, and F. The STVGMOD_GMOD_CODE_WEB field is set to L (Letter). Valid grades A, B, C, D, F, I, and W. On SHAGRDE, the grade of I has the **Incomplete Grade Ind** checked and has a default final grade of F.

Even though the student has selected the Pass/Fail mode, the faculty member will see the grades A, B, C, D, F, I, W, and None. Grades of P, NP, and INC will not be displayed. When the faculty member selects the grade of I, the Incomplete Grades page is displayed. The default final grade is automatically populated with a grade of F per the rule on SHAGRDE.

Because a rule exists on SHAINCG that allows an edit of the default final grade, the pulldown list for the **Grade** field is active, and the grades that are displayed are for the grade mode of L, (A, B, C, D, F, I, W). Again, the grades of P, NP, and INC are not displayed.

Please refer to the Mid Term Grades page (bwlkfmgd.P_FacMidGrd) and the Final Grades page (bwlkffgd.P_FacFinGrd) for more information on using grade mode controls for limited grade selection and alternate grade modes with incomplete grades.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Course title	Course title, subject code, course number, and section number, concatenated and displayed as a hyperlink to the Class Schedule Listing page (bwckctlg.p_disp_listcrse).

Item	Description/Source Information
CRN	Course reference number. The **CRN** field only displays CRNs for sections that are gradeable and have registered students. Data is also displayed for the section subject, section number, sequence number, and current enrollment count. The data is sorted by subject code, subject number, and section number.
Students Registered	Number of students registered in the class.
Record Number	System-generated record number assigned to the student.
Student Name	Student's name, last name first, displayed as a hyperlink to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`). The last name prefix is displayed, if applicable. If the View Student Addresses and Phone page has been disabled, the student name is not displayed as a link.
ID	Student's Banner ID, displayed as a hyperlink to the Electronic Gradebook by Student page (`bwlkegrb.P_FacIDShrmrksProc`) for this student and section.
Credits	Number of credit hours for which the student is taking the class.
Registration Status	Registration status and date of the activity.
Grade	Student's current grade.
Rolled	Indicates whether the grades have been rolled to Academic History.
Incomplete Final Grade	Expected future final grade that will replace the current incomplete grade if the coursework is not completed. The values in the pulldown list are a subset of the values that can be assigned as the final grade, other than incomplete grade codes.
Extension Date	Date by which coursework must be submitted to earn a grade other than the default final grade specified.
Extension Date Constraints	Text specifying any constraints that exist for changing the extension date.

Setup Requirements

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

Item	Description
Term Control Form (SOATERM)	Specify the default extension date in the **Incomplete Extension Date** field in the Base Part of Term block. The extension date may be specified for each part of term, but it does not have to be. If the part-of-term for a CRN is not `1` (full term), and if there is not a default extension date for that part-of-term, the system reverts to the entry for part-of-term 1. If the CRN part-of-term value is `1`, and if there is no specified extension date for 1, the system will revert to the end date for part-of-term 1 as the extension date.
Incomplete Grade Rules Form (SHAINCG)	Define the incomplete grade processing rules. • If the **Override Grade Date** radio button group on the Incomplete Grade Rules Form (SHAINCG) is set to `None` or `Any`, the **Extension Date Constraints** field will be blank. • If the **Override Grade Date** radio button group on the Incomplete Grade Rules Form (SHAINCG) is set to `Shorten`, the **Extension Date Constraints** field will display `On or before default date`, and the date can be changed to one on or before the date specified on SOATERM. • If the **Override Grade Date** radio button group on the Incomplete Grade Rules Form (SHAINCG) is set to `Lengthen`, the **Extension Date Constraints** field will display `On or after default date`, and the date can be changed to one on or after the date specified on SOATERM.

Updates to Banner

This page updates Banner as follows.

Item	Description
Incomplete Final Grade	If gradable components exist for this CRN, an update to a final grades or an incomplete final grade or the extension date made on this page is not reflected in the student's final grade record (SHRCMRK) within the Electronic Gradebook and updates only the registration record (SFRSTCR).

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Course title	Goes to the Summary Class List page (`bwlkfcwl.P_FacClaListSum`).
Student name	Goes to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Updates the SFRSTCR table in Banner and redisplays the page with the assigned grades in the **Grade** fields.
Reset	Clears all entries since the last save and redisplays the page.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Faculty Services Menu	`bmenu.P_FacMainMnu`

Incomplete Final Grades (bwlkffgd.P_FacCommitFinGrd)

This page is used to specify the following information for students with incomplete coursework:

- Default final grade
- Extension date

You can review the default incomplete final grade and extension date on this page. If override privileges have been granted to faculty members and advisors, users can override the final grade and extension date.

Specific processing is used to record a final grade when the **Incomplete Grade Ind** is checked for a grade code on SHAGRDE and incomplete grade processing is activated for

the level for which the student is taking the course. When a grade is designated as incomplete, and an incomplete final grade is entered on the Final Grades page (bwlkffgd.P_FacFinGrd), the Incomplete Final Grades page (bwlkffgd.P_FacCommitFinGrd) is displayed.

When rules exist on SHAINCG that permit a faculty member who is grading a class to alter the default final grade defined on SHAGRDE, the faculty member can use the pulldown list on the **Grade** field for the default grade on the Incomplete Grades page (bwlkffgd.P_FacCommitFinGrd). This pulldown list displays only those grades associated with the grade mode that is established by the rule on STVGMOD.

Alternate Grade Mode

The Incomplete Grades page (bwlkffgd.P_FacCommitFinGrd) can be used for grading when the selected grade is defined as an incomplete final grade and the alternate grade mode on STVGMOD is in use. The page is displayed to the faculty member with the set of alternate grades in the **Grade** field.

For example, a student is registered in a course as Pass/Fail. The STVGMOD_CODE field is set to P (Pass/Fail). Valid grades are P, NP, INC, and WF. The STVGMOD_GMOD_CODE_WEB field is set to L (Letter). Valid grades A, B, C, D, F, I, and W. On SHAGRDE, the grade of I has the **Incomplete Grade Ind** checked for a default final grade of F.

Even though the student has selected the Pass/Fail mode, the faculty member will see the grades A, B, C, D, F, I, W, and None. When the faculty member selects the grade of I, the Incomplete Grades page is displayed. This happens even when there is no option to change the default final grade or the extension date.

The Grade field for the default grade on the Incomplete Grades page (bwlkffgd.P_FacCommitFinGrd) uses the rule from STVGMOD for the grade mode selected by the student. When a default grade is entered on the Incomplete Grades page, the list of grades displayed for selection follows the same processing as on the Mid Term Grades page (bwlkfmgd.P_FacMidGrd) and the Final Grades page (bwlkffgd.P_FacFinGrd).

When rules exist on SHAINCG that allow the faculty member to change the default final grade, the grades available in the pulldown list are appropriate for the alternate grading rule on STVGMOD. When no alternate grade mode is defined, processing uses the grade display controlled only by the GMODGRD rule on GTVSDAX.

For example, a student is registered in a course as Pass/Fail. The STVGMOD_CODE field is set to P (Pass/Fail). Valid grades are P, NP, INC, and F. The STVGMOD_GMOD_CODE_WEB field is set to L (Letter). Valid grades A, B, C, D, F, I, and W. On SHAGRDE, the grade of I has the **Incomplete Grade Ind** checked and has a default final grade of F.

Even though the student has selected the Pass/Fail mode, the faculty member will see the grades A, B, C, D, F, I, W, and None. Grades of P, NP, and INC will not be displayed. When the faculty member selects the grade of I, the Incomplete Grades page is displayed. The default final grade is automatically populated with a grade of F per the rule on SHAGRDE.

Because a rule exists on SHAINCG that allows an edit of the default final grade, the pulldown list for the **Grade** field is active, and the grades that are displayed are for the grade mode of L, (A, B, C, D, F, I, W). Again, the grades of P, NP, and INC are not displayed.

Please refer to the Mid Term Grades page (bwlkfmgd.P_FacMidGrd) and the Final Grades page (bwlkffgd.P_FacFinGrd) for more information on using grade mode controls for limited grade selection and alternate grade modes with incomplete grades.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Course title	Course title, subject code, course number, and section number, concatenated and displayed as a hyperlink to the Class Schedule Listing page (bwckctlg.p_disp_listcrse).
CRN	Course reference number. The **CRN** field only displays CRNs for sections that are gradeable and have registered students. Data is also displayed for the section subject, section number, sequence number, and current enrollment count. The data is sorted by subject code, subject number, and section number.
Students Registered	Number of students registered in the class.
Record Number	System-generated record number assigned to the student.
Student Name	Student's name, last name first, displayed as a hyperlink to the View Student Addresses and Phones page (bwlkosad.P_FacDispAddrView). If the View Student Addresses and Phone page has been disabled, the student name is not displayed as a link.
ID	Student's Banner ID, displayed as a hyperlink to the Electronic Gradebook by Student page (bwlkegrb.P_FacIDShrmrksProc) for this student and section.
Grade	Student's current grade.
Rolled	Indicates whether the grades have been rolled to Academic History.

Item	Description/Source Information
Incomplete Final Grade	Expected future final grade that will replace the current incomplete grade if the coursework is not completed. The values in the pulldown list are a subset of the values that can be assigned as the final grade, other than incomplete grade codes
Extension Date	Date by which coursework must be submitted to earn a grade other than the default final grade specified.
Extension Date Constraints	Text specifying any constraints that exist for changing the extension date.

Setup Requirements

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

Item	Description
Term Control Form (SOATERM)	Specify the default extension date in the **Incomplete Extension Date** field in the Base Part of Term block. The extension date may be specified for each part of term, but it does not have to be. If the part-of-term for a CRN is not `1` (full term), and if there is not a default extension date for that part-of-term, the system reverts to the entry for part-of-term 1. If the CRN part-of-term value is `1`, and if there is no specified extension date for 1, the system will revert to the end date for part-of-term 1 as the extension date.
Incomplete Grade Rules Form (SHAINCG)	Define the incomplete grade processing rules. • If the **Override Grade Date** radio button group on the Incomplete Grade Rules Form (SHAINCG) is set to `None` or `Any`, the **Extension Date Constraints** field will be blank. • If the **Override Grade Date** radio button group on the Incomplete Grade Rules Form (SHAINCG) is set to `Shorten`, the **Extension Date Constraints** field will display `On or before default date`, and the date can be changed to one on or before the date specified on SOATERM. • If the **Override Grade Date** radio button group on the Incomplete Grade Rules Form (SHAINCG) is set to `Lengthen`, the **Extension Date Constraints** field will display `On or after default date`, and the date can be changed to one on or after the date specified on SOATERM.

Updates to Banner

This page updates Banner as follows.

Item	Description
Incomplete Final Grade	If gradable components exist for this CRN, an update to a final grades or an incomplete final grade or the extension date made on this page is not reflected in the student's final grade record (SHRCMRK) within the Electronic Gradebook and updates only the registration record (SFRSTCR).

Links to Other Web Pages

This page contains the following links to other Web pages

Link	Action
Course title	Goes to the Summary Class List page (`bwlkfcwl.P_FacClaListSum`).
Student name	Goes to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Updates the SFRSTCR table in Banner and redisplays the page with the assigned grades in the **Grade** fields.
Cancel	Clears all entries since the last save and goes back to the Final Grades page (`bwlkffgd.P_FacFinGrd`). Non-incomplete grade changes that were entered on the Final Grades page will have been processed before the Incomplete Final Grades page was displayed, so those changes will be in effect if the **Cancel** button is changed and you return to the Final Grades page.

Button/Icon	Action
Reset	Resets all entries to the values that were initially displayed when this page was accessed. Non-incomplete grade changes that were entered on the Final Grades page will have been processed before the Incomplete Final Grades page was displayed.

Web Menus With Links to This Page

No menus have links to this page.

Set Up Grades on the Web

This section provides step-by-step instructions for setting up the Electronic Gradebook on the Web. It includes the following procedures:

- "Set Up Midterm Grades" on page 210
- "Set Up Final Grades" on page 211

Set Up Midterm Grades

1. If you want midterm grades for the whole term to be available for entry on the Web, select the **Faculty Web Midterm Grades** checkbox in the Base Part of Term block on the Term Control Form (SOATERM).
2. If desired for a specific class, on the Section Web Controls Form (SSAWSEC), select or clear the **Display Midterm Grades** checkbox as appropriate to override the setting in SOATERM.
3. For grades to be displayed, in the **Status Type** field of the Course Registration Status Code Validation Form (STVRSTS), 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. If you want to limit the grades available for selection to those associated with the student, enter `Y` in the **External Code** field for internal code `GMODGRD` on the Crosswalk Validation Form (GTVSDAX).

Set Up Final Grades

1. If you want final grades for the whole term to be available for entry on the Web, select the **Faculty Web Final Term Grades** checkbox in the Base Part of Term block on the Term Control Form (SOATERM).
2. If desired for a specific class, on the Section Web Controls Form (SSAWSEC), select or clear the **Display Final Grades** checkbox as appropriate to override the setting in SOATERM.
3. For grades to be displayed, in the **Status Type** field of the Course Registration Status Code Validation Form (STVRSTS), 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. If you want to limit the grades available for selection to those associated with the student, enter `Y` in the **External Code** field for internal code `GMODGRD` on the Crosswalk Validation Form (GTVSDAX).

Set Up the Electronic Gradebook

This section provides step-by-step instructions for setting up the Electronic Gradebook on the Web. It includes the following procedures:

- "Set Up Gradable Components and Subcomponents" on page 211
- "Set Up Security for the Electronic Gradebook" on page 212
- "GTVSDAX rules used in electronic gradebook processing" on page 214

Set Up Gradable Components and Subcomponents

See the *Banner Student Online Help* for complete information about Banner forms.

1. Make sure that your grade codes are defined on the Grade Code Maintenance Form (SHAGRDE) and that at least one grade mode has been assigned to each grade code.
2. Define your grade scales on the Grade Scale Definition Form (SHAGSCH).

   Note: Be sure to use only grade codes that have been defined on SHAGRDE.

3. Define your gradable components on the Gradable Component Definition Form (SHAGCOM) and your gradable subcomponents on the Sub-Component Definition window of SHAGCOM (which is accessed via the list button in the **Sub-Components Exist** column of the main window).

   Warning! *Be sure to assign a grade scale that is associated with a grade mode that is valid for the class.*

   The grade mode is associated at the course level in the Grading Mode window of the Basic Course Information Form (SCACRSE). If desired, you can assign a different grade mode to a section using the ***Grade Mode*** *field on the Schedule Form (SSASECT). (If the* ***Grade Mode*** *field on SSASECT is left blank, it uses the grade mode[s] assigned on SCACRSE.)*

4. If you want final grades for the whole term to be available for entry on the Web, select the **Faculty Web Final Grades** checkbox in the Base Part of Term block on the Term Control Form (SOATERM).
5. If desired for a specific class, on the Section Web Controls Form (SSAWSEC), select or clear the **Display Final Grades** checkbox as appropriate to override the setting in SOATERM.
6. If you want to allow overgrading (that is, allow component and subcomponent grade scores greater than the **Out Of** values to be entered), enter `Y` in the **External Code** field for internal code `OVERGRADE` on the Crosswalk Validation Form (GTVSDAX).
7. If you want to allow negative grading (that is, allow negative grade scores for components and subcomponents to be entered), enter `Y` in the **External Code** field for internal code `NEGGRADE` on GTVSDAX.

Set Up Security for the Electronic Gradebook

This section includes the following procedures:

- "Allow Only Primary Instructors to Enter Grades" on page 212
- "Allow Primary and Non-Primary Instructors to Enter Grades" on page 213
- "Allow Other Instructors to View Grades" on page 213
- "Allow Advisors to View Grades" on page 213

Allow Only Primary Instructors to Enter Grades

This procedure explains how to set up the Electronic Gradebook if you want to allow only primary instructors to enter grades.

1. On the Crosswalk Validation Form (GTVSDAX), enter `Y` in the **External Code** field for the `PRIMINSTR` internal group.
2. Save your changes.

Allow Primary and Non-Primary Instructors to Enter Grades

This procedure explains how to set up the Electronic Gradebook if you want to allow both primary and non-primary instructors to enter grades.

1. On the Crosswalk Validation Form (GTVSDAX), take the following actions.
   - Enter `N` in the **External Code** field for the `PRIMINSTR` internal group.
   - Enter `Y` in the **External Code** field for the `FACFATT` internal group.
2. If you want to use Faculty Attribute Checking to further restrict the ability to enter grades, take the following actions.
   - On the Faculty Attribute/Advisor Type Control Form (SOAFAPC), associate faculty member attribute codes with the `F` (Faculty) role for the `ENTERGRADES` process.
   - In the Faculty Attribute Block of the Faculty Information Form (SIAINST), for instructors that you want to allow to enter grades, assign a faculty member attribute code that has been associated with the faculty role on SOAFAPC.
3. Save your changes.

Allow Other Instructors to View Grades

This procedure explains how to set up the Electronic Gradebook if you want to allow other instructors to view grades.

1. On the Crosswalk Validation Form (GTVSDAX), take the following actions.
   - Enter `N` in the **External Code** field for the `PRIMINSTR` internal group.
   - Enter `Y` in the **External Code** field for the `FACFATT` internal group.
2. If you want to use Faculty Attribute Checking to further restrict the ability to view grades, take the following actions.
   - On the Faculty Attribute/Advisor Type Control Form (SOAFAPC), associate faculty member attribute codes with the `F` (Faculty) role for the `DISPLAYGRADES` process.
   - In the Faculty Attribute Block of the Faculty Information Form (SIAINST), for instructors that you want to allow to view grades, assign a faculty member attribute code that has been associated with the faculty role on SOAFAPC.
3. Save your changes.

Allow Advisors to View Grades

This procedure explains how allow advisors to view grades via the Electronic Gradebook by Student page (`bwlkegrb.P_FacIDShrmrksProc`).

1. On the Crosswalk Validation Form (GTVSDAX), enter `Y` in the **External Code** field for the `ADVRTYPE` internal group.
2. If you want to use Advisor Type Checking to restrict the ability to view grades, take the following actions.

- On the Faculty Attribute/Advisor Type Control Form (SOAFAPC), associate faculty member attribute codes with the `A` (Advisor) role for the `DISPLAYGRADES` process.
- On the Multiple Advisor Form (SGAADVR), for advisors that you want to allow to view grades, assign an advisor type that has been associated with the advisor role on SOAFAPC.

3. Save your changes.

GTVSDAX rules used in electronic gradebook processing

Here are the Crosswalk Validation Page (GTVSDAX) rules used with electronic gradebook processing:

- EGBCOMPONENTCOMMENT
- EGBSUBCOMPCOMMENT
- REASCAPCRN
- REASCAP
- EGBDEFAULTGCHG

Internal Code	Seq	Internal Code Group	External Code	Description	Concept	Trans Code	Sys Req
1	1	EGBCOMPONENTCOMMENT	1	Component Comment 1	Null	Null	No
1	1	EGBSUBCOMPCOMMENT	1	Sub-Component Comment 1	Null	Null	No
REASCAPCRN	1	FACWEB	A	Cap to Grade A for CRN XXXX	Null	XXXX	No
REASCAP	1	FACWEB	D	Cap to Grade D for FT/UG	Null	FTUG	No
REROLL	N/A	EGBDEFAULTGCHG	##	Reroll Grade Change code - Electronic Gradebook	Grade Change Reason to Reroll -	Null	Yes
SHAGCOM	N/A	EGBDEFAULTGCHG	##	SHAGCOM Grade Change code	Grade change reason for SHAGCOM change - Electronic Gradebook	Null	Yes
SHAGCOMCAL	N/A	EGBDEFAULTGCHG	##	SHAGCOM Calculated Change code	Grade change reason for SHAGCOM calculated change - Electronic Gradebook	Null	Yes

Internal Code	Seq	Internal Code Group	External Code	Description	Concept	Trans Code	Sys Req
TEMPAH	N/A	EGBDEFAULTGCHG	##	Temporary Final Grade in AH	Grade Change Reason for Temporary Final Grade - Electronic Gradebook	Null	Yes
ZEROGCHG	N/A	EGBDEFAULTGCHG	##	Zero Mark/Grade Change	Grade Change Reason Code for Zero Mark/ Grade - Electronic Gradebook	Null	Yes

Comments for Component and Subcomponent Grade/Mark Records

Define comments for use in component and subcomponent grade/mark records (SHRMRKS) in GTVSDAX using the following values.

Comment Type	Internal Code Group	Description
component	EGBCOMPONENTCOMMENT	Comment text stored on SHRMRKS records
subcomponent	EGBSUBCOMPCOMMENT	Comment text stored on SHRSMRK records

Cap Final Grades in Reassessment

Reassessed final grades can be capped for individual CRNs or for pairs by grade mode and level code. This requires the following sets of GTVSDAX translations for the `REASCAPCRN` and `REASCAP` rules:

Internal Code Group	Internal Code	Translation	External Code
FACWEB	REASCAPCRN	CRN code	Grade cap
FACWEB	REASCAP	Grade mode code and level code	Grade cap

If a final composite grade is updated as the result of a reassessment on a component or subcomponent record, the capping rules are evaluated as follows:

- The CRN on the composite record is compared to CRNs for the `REASCAPCRN` rule.
- If a match is found on the CRN code, no further capping is applied.
- If no match is found, the grade mode (`SHRTCKG_GMOD_CODE`) and level (`SHRTCKL_LEVL_CODE`) associated with the composite record are compared to the `REASCAP` rule.

- If a match is found, capping is applied. Otherwise, no capping will be applied to the final composite grade.
- If no GTVSDAX record exists for these capping parameters, then capping will not be applied on reassessed final grades.

Grade Change Codes

System required grade change codes are delivered for the Grade Change Code Validation Page (STVGCHG). These codes are used in electronic gradebook processing and not with midterm or final grading.

Code	Description
CA	Calculated EGB
CC	Composite Calculation
CE	Calculated EGB Acadhist
CH	Calculated SHATCKN
CR	Capped Resit
DL	Degraded Late
OE	Original Entry
RC	SHAGCOM Re-Calculated
RR	Reroll
SA	SHAGCOM Composite calculation
TP	Temporary AH Final Grade
ZG	Zero calculated Mark/Grade

The description of a grade change code can be modified in STVGCHG without any impact on gradebook processing.

You can assign the same description to several codes, such as `Calculated`. Some of the grade change codes have the **Calculated Ind** check box selected. This means that these grade change codes are used to record a change to a grade/mark record during processing. (This is different from a direct change of grade change code performed on the Course Maintenance Page (SHATCKN) or on an electronic gradebook page. These codes cannot be selected by the user.)

It is recommended that you not remove the grade change codes listed above from STVGCHG. However, you can use alternative codes in place of `RC`, `RR`, `SA`, `TP`, and `ZG`. When an alternative code is used, it is highly recommended that the properties of the original code be used for the alternative code, such as the indicator settings that are activated or deactivated on STVGCHG.

Alternative Grade Change Codes

Alternative codes can be defined by modifying the values of the GTVSDAX **External Code** for the following records. The external code values are delivered as XX.

External Code	Internal Code	Internal Code Group	Description
RR	REROLL	EGBDEFAULTGCHG	Reroll Grade Change code Use this rule to specify the default grade change reason code to be used for the reroll.
RC	SHAGCOM	EGBDEFAULTGCHG	SHAGCOM Grade Change code Use this rule to specify the default grade change reason code to be used when there is manual change to the component or sub-component mark from SHAGCOM.
SA	SHAGCOMCAL	EGBDEFAULTGCHG	SHAGCOM Calculated Change code Use this rule to specify the default grade change reason code to be used in the calculated change to the component (with sub-components) or composite mark from SHAGCOM.
TP	TEMPAH	EGBDEFAULTGCHG	Temporary Final Grade in AH Use this rule to specify the default grade change reason code to be used in the automatic calculation of marks records to indicate temporary final grade.
ZG	ZEROGCHG	EGBDEFAULTGCHG	Zero Mark/Grade Grade Change Use this rule to specify the default grade change reason code to be used for automatically calculated marks records which result in a zero mark/grade.

Use the Electronic Gradebook

This section provides step-by-step instructions for using the Electronic Gradebook on the Web. It includes the following procedures:

- "Enter Grades by Component" on page 218
- "Enter Grades by Subcomponent" on page 218
- "Enter Grades for a Student" on page 219

Enter Grades by Component

The following procedure explains how to enter grades by components. If a component has subcomponents, see the next procedure for instructions.

1. Select the **Electronic Gradebook by Component** link from the Faculty Services menu.
2. If the system displays the Select Term page (`bwlkostm.P_FacSelTerm`), select the term from the **Select a Term** pulldown list, then select the **Submit** button.
3. If the system displays the Select a CRN page (`bwlkocrn.P_FacCrnSel`), select the CRN from the **CRN** pulldown list, then select the **Submit** button.
4. When the system displays the Electronic Gradebook by Component page (`bwlkegrb.P_FacGradeComponents`), select the link for the component for which you want to enter grades.

   Note: If a component has subcomponents, the word `View` is displayed in the **Subcomponents** column as a link, and you must use that link to enter subcomponent grades. See the next procedure for complete instructions.
5. When the system displays the Electronic Gradebook by Component entry page (`bwlkegrb.P_FacDispShrmrks`), complete the Component Marks section of the form.
6. Select the **Submit** button.
7. Select the **Back to Components** link to return to the Electronic Gradebook by Component page.

Enter Grades by Subcomponent

The following procedure explains how to enter grades for subcomponents.

1. Select the **Electronic Gradebook by Component** link from the Faculty Services menu.
2. If the system displays the Select Term page (`bwlkostm.P_FacSelTerm`), select the term from the **Select a Term** pulldown list, then select the **Submit** button.

3. If the system displays the Select a CRN page (bwlkocrn.P_FacCrnSel), select the CRN from the **CRN** pulldown list, then select the **Submit** button.
4. When the system displays the Electronic Gradebook by Component page (bwlkegrb.P_FacGradeComponents), select the word View is displayed in the **Subcomponents** column for the appropriate component.
5. When the system displays the Electronic Gradebook by Component subcomponent page (bwlkegrb.P_FacGradeSubComponents), select the link for the subcomponent for which you want to enter grades.
6. When the system displays the Electronic Gradebook by Component subcomponent entry page (bwlkegrb.P_FacDispShrsmrk) complete the Subcomponent Marks section of the form.
7. Select the **Submit** button.
8. Select the **Back to Subcomponents** link to return to the Electronic Gradebook by Component subcomponent page.
9. Select the **Back to Components** link to return to the Electronic Gradebook by Component page.

Enter Grades for a Student

The following procedure explains how to enter all class grades for a student.

1. Select the **Electronic Gradebook for a Student** link from the Student Information menu.
2. If the system displays the Select Term page (bwlkostm.P_FacSelTerm), select the term from the **Select a Term** pulldown list, then select the **Submit** button.
3. If the system displays the Select a CRN page (bwlkocrn.P_FacCrnSel), select the CRN from the **CRN** pulldown list, then select the **Submit** button.
4. When the system displays the Electronic Gradebook for a Student ID Selection page (bwlkegrb.P_FacIDDispShrmrks), enter the student's Banner ID in the **Student ID** field, then select the **Submit** button.
5. When the system displays the Electronic Gradebook for a Student page (bwlkegrb.P_FacIDShrmrksProc), complete the Component Marks section of the form.
6. Select the **Submit** button.
7. If a component has subcomponents, select the **View** link in the **Subcomponents** column to enter subcomponent grades.
8. When the system displays the Electronic Gradebook for a Student subcomponent entry page (bwlkegrb.P_FacIDShrsmrkProc), complete the Component Marks section of the form.
9. Select the **Submit** button.
10. Select the **Back to Component** link to return to the Electronic Gradebook for a Student page.

Registration

Faculty members and advisors can use Banner® Faculty and Advisor Self-Service to perform registration tasks, including:

- Authorizing registration overrides
- Adding or dropping classes for students

This chapter also includes information about setting up registration to work with Faculty and Advisor Self-Service.

This chapter contains the following sections:

- "Open Learning Registration Support" on page 220
- "Drop/Withdrawal Functionality" on page 221, which explains how the system processes automatic drops for connected classes and administrative drops
- "Registration Web Pages" on page 232, which provides details about each Web page accessed from the Registration Web pages
- "Set Up Basic Registration on the Web" on page 279, which provides detailed steps for setting up basic registration on the Web
- "Display Term Date Ranges" on page 286, which provides information on how to display term ranges in term pulldown fields.
- "Set Up and Use Study Paths" on page 286, which provides details about how to set up study paths in baseline and self-service for registration.
- "Set Up Registration Time-Ticketing" on page 288, which provides detailed steps for setting up registration time-ticketing
- "Set Up Third-Party Controls" on page 295, which provides detailed steps for setting up third-party controls, which you can use instead of time-ticketing
- "Set Up Registration Permit-Overrides" on page 297), which provides detailed steps for setting up registration permit overrides
- "Use Registration on the Web" on page 302, which provides step-by-step procedures
- "Technical Flows" on page 306, which provides diagrams of technical flows

Open Learning Registration Support

In support of open learning courses, Banner Faculty and Advisor Self-Service does the following:

- Permits users to select, as part of the registration process, either the date the student wishes to start the course or the date he or she wishes 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 user 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.

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 [`bwlkfrad.P_FacAddDropCrse`] when a class is added), which reports errors that are encountered when a user 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 user tries to change the status of a class that has a connection
- “Administrative” (not displayed to the user), which can be reviewed on the Registration Admin Messages Report (SFRRGAM)

The rest of this section discusses the following topics:

- “Status Types” on page 222

- "Automatic Drops" on page 222
- "Administrative Drops" on page 226
- "Rules on GTVSDAX" on page 230

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 user to drop a class that has already been dropped or withdrawn. See the "Setup Requirements" for the Add or Drop Classes page 237 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 (bwckcoms.p_proc_confirm_drops) 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
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 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 VR. Therefore, if your institution uses both VR and 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 (bwckcoms.p_proc_confirm_drops) 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 Reports and Processes Handbook* 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 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 230
- "ADMINDROP" on page 231

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 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 VR. Therefore, if your institution uses both VR and 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 Reports and Processes Handbook* 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

This section covers the following Web pages:

- "Registration Overrides (bwlkfrov.P_FacRegOvr)" on page 232
- "Registration Overrides Verification (bwlkfrov.P_FacVerifyRegChgs)" on page 236
- "Add or Drop Classes (bwlkfrad.P_FacAddDropCrse)" on page 237
- "Connected Course Drop Confirmation (bwckcoms.p_proc_confirm_drops)" on page 251
- "Registration Start Date (bwckcoms.p_disp_start_confirm_date)" on page 253
- "Select Term or Date Range (bwckgens.p_disp_term_date)" on page 255
- "Select Study Paths (bwckcoms.P_StoreStudyPath) and (bwckcoms.P_StoreMultiStudyPath)" on page 257
- "Look Up Classes (bwckgens.p_sel_term_date)" on page 259
- "Look-Up Classes Results (bwlkffcs.P_FacGetCrse)" on page 263
- "Change Class Options (bwlkfrad.P_FacChangeCrseOpt)" on page 269
- "Active Registrations (bwlksreg.p_fac_active_regs)" on page 272
- "Registration History (bwskhreg.p_reg_hist)" on page 276

Registration Overrides (bwlkfrov.P_FacRegOvr)

This page allows a faculty member to perform permits/overrides for students.

Note: Only the primary instructor can issue registration overrides. Non-primary instructors cannot issue registration overrides.

If the user has not selected a term during the current Web session, the Select Term page (`bwlkostm.P_FacSelTerm`) is displayed first; if a term has been selected, that term is used. Likewise, if the user has not selected a student during the current Web session, the Student and Advisee ID Selection page (`bwlkoids.P_FacIDSel` or `bwlkoids.P_AdvIDSel`) is displayed; if a student has been selected, that student is used.

After you choose a value from each of the pulldown lists, click the **Submit Changes** button. This takes you to the Faculty Registration Overrides Confirmation Page

(bwlkfrov.P_FacVerifyRegChgs). This page displays the permits/overrides the faculty member updated.

A link to this page is displayed on the Faculty Services menu and on the Student Information menu.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Override	Type of override being performed.
Course	Course for which the override is being performed.
The following fields are displayed in the Current Student Overrides section of the form, which is displayed only if there are overrides for the selected term.	
Override	Type of override.
Course	CRN, subject code, course number, and section number, concatenated
Activity Date	Date the override was performed.
Entered by	ID of the user who performed the override.
The following fields are displayed in the Current Student Schedule section of the form.	
Total Credit Hours	Total number of credit hours for which the student is registered for the term.
Course title	Course title, subject code, course number, and section number, concatenated.
Associated Term	Term associated with the class.
CRN	Course reference number.
Status	Registration status and date of the activity.
Grade Mode	Grade mode for which the student is registered for the class.
Credits	Number of credit hours for which the student is taking the class.
Level	Level at which the student is registered for the class.
Campus	Campus associated with the student.
The following fields are displayed in the Scheduled Meeting Times section.	
Type	Class's meeting type, such as Class or Chat.
Time	Class's meeting times.

Item	Description/Source Information
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. The last name prefix is displayed, if applicable. 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 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.

Setup Requirements

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

Item	Description
Term Control Form (SOATERM)	Select the **Allow Approval/Overrides** checkbox in the Web Processing Controls window.

Updates to Banner

This page does not update information in the Banner database.

Note: The changes made on this page do not update Banner until they are confirmed on the Registration Overrides page (`bwlkfrov.P_FacVerifyRegChgs`).

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Student's name	Goes to the View Student Addresses and Phones page (bwlkosad.P_FacDispAddrView).
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	Returns to the previous page the user was viewing.
ID Selection	Goes to the Student and Advisee ID Selection page (bwlkoids.P_FacIDSel or bwlkoids.P_AdvIDSel).
Student Schedule	Goes to the View Student Schedule page (bwlkfstu.P_FacStuSchd).
Student Information	Goes to the General Student Information page (bwlkgstu.P_FacStuInfo).
Student Addresses and Phones	Goes to the View Student Addresses and Phones page (bwlkosad.P_FacDispAddrView).
Registration Add/Drop	Goes to the Faculty Student PIN page (bwlkilib.P_FacStuPIN) so the faculty member can enter the student's PIN before the Add or Drop Classes page (bwlkfrad.P_FacAddDropCrse) is displayed.

Buttons/icons on this page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Goes to the Registration Overrides page (bwlkfrov.P_FacVerifyRegChgs) so that the user can verify the changes.

Web Menus With Links to This Page

The following menus have a link to this page.

Menu Name	Menu URL
Faculty Services menu	bmenu.P_FacMainMnu

Menu Name	Menu URL
Student Information menu	bmenu.P_FacStuMnu

Registration Overrides Verification (bwlkfrov.P_FacVerifyRegChgs)

This page is used to verify overrides performed on the Registration Overrides page (bwlkfrov.P_FacRegOvr).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Override	Type of override.
CRN	Course reference number.
Course	Subject of the class.
Number	Course number of the class.
Section	Section number of the class.
Student	Student's name. The last name prefix is displayed, if applicable.
Activity Date	Date the override was performed.

Setup Requirements

This page has no setup requirements.

Updates to Banner

This page updates Banner as follows.

Item	Description
Submit	Updates the Student Registration Permit-Override Form (SFASRPO).

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Registration Overrides	Goes to the Registration Overrides page (bwlkfrov.P_FacRegOvr).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Goes to the Registration Overrides page (bwlkfrov.P_FacRegOvr).

Web Menus With Links to This Page

No menus have links to this page.

Add or Drop Classes (bwlkfrad.P_FacAddDropCrse)

This page allows a faculty member to register a student for classes or to drop a student from classes for which he or she is currently registered. The student's PIN is required to prevent faculty members from making unauthorized changes. The user does not have to be active for the term for which he or she is registering the student, nor does the user have to be assigned as an instructor to that class. Users who are advisor-only can also register students.

If the user has not selected a term during the current Web session, the Select Term page (bwlkostm.P_FacSelTerm) is displayed first; if a term has been selected, that term is used. Likewise, if the user has not selected a student during the current Web session, the Student and Advisee ID Selection page (bwlkoids.P_FacIDSel or bwlkoids.P_AdvIDSel) is displayed; if a student has been selected, that student is used. Before displaying the Add or Drop Classes page, the system displays the Faculty Student PIN page (bwlkilib.P_FacStuPIN) on which the student should enter his or her PIN to authorize the changes to be made.

Students cannot register in classes 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.

A link to this page is displayed on the Faculty Services menu and on the Student Information menu.

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 **Allow 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 or on.the Process Scheduling Rules Form (SSARULE)
- The course status must be valid for the current date on SFARSTS or SSARULE.

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 student 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 Add or Drop Classes page is accessed for the student 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 when this page is accessed, a hold error is displayed. No add or drop activity is allowed until the hold is resolved.
- *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 `WEBSTSREG` 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 user tries to drop a connection but at least one of the classes 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 user selected the **Drop** button on the Connected Course Drop Confirmation page (`bwckcoms.p_proc_confirm_drops`) to drop all connected classes, 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 user selected the **Do not drop** button on the Connected Course Drop Confirmation (`bwskfreg.p_disp_confirm_drop`) to reinstate all connected classes, 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 user 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 class(es) 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 user tries to drop a student's 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: *The student's last class may not be dropped. Please contact the Registrar's office.*

Current Schedule Section

The Current Schedule section is displayed if the student 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 (`bwlkfrad.P_FacAddDropCrse`) and complete adding or dropping classes.

When the Add or Drop Classes page (`bwlkfrad.P_FacAddDropCrse`) 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 (`bwlkfrad.P_FacAddDropCrse`).

Registration Errors Section

The Registration Errors section is displayed if the user has attempted to register the student for a section that is not available. A summary of the section's information and the error condition is displayed. Unsuccessful registration attempts are logged and can be displayed on the Student Course Registration Audit Form (SFASTCA).

Registration Add Errors Section

The Registration Add Errors section is displayed if the user has attempted to register the student for a class that for which the student 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 user has attempted to make a registration change (for example, drop or withdraw the student 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.

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 is initially registered 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 222 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 as follows.

- 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 the "AUTODROP" on page 230 for more information.

Luminis Users and the Add or Drop page

When the Add or Drop Classes page (`bwlkfrad.P_FacAddDropCrse`) is accessed through Luminis in an initial session, the user is prompted to enter a term in the Select Term page (`bwlkostm.P_FacSelTerm`) and an ID in the Student and Advisee ID Selection page (`bwlkoids.P_AdvIDSel` or `bwlkoids.P_FacIDSel`). In future sessions, these pages may or may not be displayed, depending the setting of the `LUMINIS_STU_SECURITY_IND` parameter in Web Tailor.

Use these steps to set the parameter in Web Tailor.

1. Access the WebTailor Menu (`bmenu.P_WebTailorMnu`).
2. Select the WebTailor Parameters option.
3. You are taken to the Customize a WebTailor Parameter page (`twbkparm.P_DispAllParams`).
4. Set the value for the `LUMINIS_STU_SECURITY_IND` parameter.
   - `Y` - The Select Term and Student and Advisee ID Selection pages are displayed in future sessions when the Add or Drop Classes page is accessed through the Luminis.
   - `N` - The Select Term and Student and Advisee ID Selection pages are not displayed in future sessions when the Add or Drop Classes page is accessed through Luminis.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Status	Current status of the registration for the class.
Action	Action to be taken 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.
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 (`bwlkfrad.P_FacChangeCrseOpt`), 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, where the student can change the credit hours if desired.
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 grading mode and displays the level as a hyperlink to the Change Class Options page, where the student can change the grade mode if desired.
Title	Title associated with the course.
Study Path	Study path associated with the course.
Waitlist Action	If an attempt is made to register a student 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.

Item	Description/Source Information
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 user *did not* select to drop but was part of connection, at least one of which courses the student tried to drop.
Subj	Subject associated with the CRN.
Crse	Course number of the class.
Sec	Section number of the class.
Registration Issues	Reason that the drop was not processed as requested. This field displays all CRNs in the connection, including the CRN(s) that the student *did* select.

Setup Requirements

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

Item	Description
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 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 the system to check for time conflicts when waitlisting a student for a class, select the **Fatal** radio button for the **Time** radio button group in the Student Options section of the Registration Error Checking window. 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 every status code in use, in the **Type** field, enter the status code type. `R` - Registered (enrolled) `D` - Dropped `L` - Waitlisted `W` - Withdrawn If the **Type** field is left blank, unexpected results can occur. *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 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 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**

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.
Crosswalk Validation Form (GTVSDAX) (continued)	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. 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 VR. Therefore, if your institution uses both VR 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. 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_AddDrpCrse) 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).

Item	Description
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. Define the registration dates for your “Web registered”, “Web drop”, and “waitlist” course registration status codes.
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.
Automated Waitlist Term Control Form (SOAWLTC)	If your institution is using waitlist automation, define waitlist registration verification checking and error severity warnings.

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 in the Student Course Registration Audit Form (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 278 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 279 for more information.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Student's name	Goes to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`).
Level	If hyperlinked, goes to the Change Class Options page (`bwlkfrad.P_FacChangeCrseOpt`).

Link	Action
Cred	If hyperlinked, goes to the Change Class Options page.
Grade Mode	If hyperlinked, goes to the Change Class Options page.
ID Selection	Goes to the Student and Advisee ID Selection page (`bwlkoids.P_FacIDSel` or `bwlkoids.P_AdvIDSel`).
Term Selection	Goes to the Select Term page (`bwlkostm.P_FacSelTerm`).
Registration Overrides	Goes to the Registration Overrides page (`bwlkfrov.P_FacRegOvr`).

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.

Web Menus With Links to This Page

The following menus have a link to this page.

Menu Name	Menu URL
Faculty Services menu	`bmenu.P_FacMainMnu`
Student Information menu	`bmenu.P_FacStuMnu`

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 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).

Connected Course Drop Confirmation (bwckcoms.p_proc_confirm_drops)

This page is displayed when a user attempts to drop a connected class without dropping the entire connection (that is, the class[es] to which it is associated). It tells the user that either *all* connected classes or *no* connected classes must be dropped and provides buttons that allow the user 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 user has not selected all connected classes to drop.
- All connected classes have a single, active drop code available. (The system checks for this before displaying the page.)

If the user performs other registration activity in the same transaction, the other registration activity is processed as usual. For example, if a user tries to drop an unconnected class and only one from a connection, then regardless of which drop decision the user chooses on this page, the unconnected class will be dropped as usual

(assuming there is no other reason it cannot be). Similarly, if a user tries to drop all classes in one connection and only one class from another connection, then regardless of which drop decision the user chooses on this page, the first connection will be dropped as usual (assuming there is no other reason that the connected classes cannot be).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
CRN	CRN of the connected class that the user *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 CRN(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 classes and redisplays the Add or Drop Classes page (`bwlkfrad.P_FacAddDropCrse`) showing the successful drops.
Do not drop	Does not drop *any* of the connected classes and redisplays the Add or Drop Classes page with the set of connected classes 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.

Item	Description/Source Information
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.

Select Term or Date Range (bwckgens.p_disp_term_date)

This page is displayed when a user accesses the Look Up Classes page (`bwckgens.p_sel_term_date`).

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 `FACWEB` to `Y` to display date ranges for terms on all Banner Faculty and Advisor 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 the Look Up Classes 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.

Web Name	Web URL
Student Information menu	bmenu.P_FacStuMnu

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 (bwlkfrad.P_FacAddDropCrsee) 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 (bwlkfrad.P_FacAddDropCrse).

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 (`bwlkfrad.P_FacAddDropCrse`).

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 (`bwlkfrad.P_FacAddDropCrse`). 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 Web 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 (`bwlkfrad.P_FacAddDropCrse`).
Register	Goes to the Add or Drop Classes page (`bwlkfrad.P_FacAddDropCrse`) when looking up classes by date range.

Web Menus With Links to This Page

No menus have links to this page.

Look Up Classes (bwckgens.p_sel_term_date)

This page is used to search for available classes. 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 Look Up Classes functionality allows classes to be

searched if the registration status codes are inactive, but searching by the part-of-term is not allowed.

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 Look Up Classes 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 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 student performs a search for open learning classes, no part-of-term codes are selected.

Look Up Classes can be viewed outside of the Web registration dates (although no registration activity can be performed).

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 **Class Search** button to perform the search.

A link to this page is displayed on the Faculty Services menu.

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.
End Time	Class end time the user wants to display on the Web.
Days	Class days the user wants to display on the Web.

Setup Requirements

This page is controlled by the setup of your class schedule. See "Class Schedule" on page 85, for more information.

To use study paths, use the setup requirements below.

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 Web pages.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Class Search	Goes to the Look-Up Classes Results page (`bwlkffcs.P_FacGetCrse`).
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.

Look-Up Classes Results (bwlkffcs.P_FacGetCrse)

This page displays the results of the search specified on the Look Up Classes page (`bwckgens.p_sel_term_date`).

- 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.

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.*

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 Date** and **End Date** 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
FR (faculty restriction)	Faculty members and advisors cannot register students in the class. This happens when all of the following conditions are true: • All checkboxes in the Faculty and Advisor Controls section of the Web Processing Controls window of SOATERM are cleared. *AND* • The **Faculty Web Midterm Grades**, **Faculty Web Final Grades**, and **Faculty Web Wait List** checkboxes in the Base Part of Term block of SOATERM are cleared for *all* parts of term in the 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.

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.

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 faculty member when you have already selected a student ID and PIN:

1. Select Look Up Classes from the main menu.

   The process takes you to the Select Term or Date Range page (`bwckgens.p_proc_term_date`).

2. Enter dates in the **Search by Date Range From** and **To** fields in the specified date format.

3. Click the **Submit** button.

   The process takes you to the Look Up Classes page (`bwckgens.p_sel_term_date`) where you can specify parameters for a CRN search.

4. Enter the CRN search parameters, including the **Subject** field, or set the parameters to *All*.

   The **Subject** field is required. You can select multiple subjects using the Ctrl key.

5. Click the **Class Search** button.

   The process returns the search results by term in the Sections Found information on the Look-Up Classes Results page (`bwlkffcs.P_FacGetCrse`).

   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.

6. Check the **Select** checkbox for each CRN in which you wish to register, whether study paths are in use or are not in use.

6.1. 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 (`bwlkfrad.P_FacAddDropCrse`), and the courses are recorded.

6.2. Use the Add or Drop Classes page to drop courses you selected from the search results or to perform additional class searches.

OR

6.3. 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.

6.4. 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.

6.5. After study paths have been selected, press the **Register** button to register for the courses.

6.6. The process goes to the Add or Drop Classes page (`bwlkfrad.P_FacAddDropCrse`), 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.
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.

Item	Description/Source Information
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.
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. The last name prefix is displayed, if applicable.
Date	Dates available for registration.
Location	Location of the class. If the class is an open learning class, `TBA` is displayed.
Attribute	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 Available** 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
CRN	If hyperlinked, goes to the Class Schedule Listing page (`bwckschd.p_disp_listcrse`).
Dynamic Schedule	Goes to the Class Schedule Search page (`bwckschd.p_disp_dyn_sched`).

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 (bwlkfrad.P_FacAddDropCrse).
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.
Class Search	Goes to the Look Up Classes page (bwckgens.p_sel_term_date).

Web Menus With Links to This Page

No menus have links to this page.

Change Class Options (bwlkfrad.P_FacChangeCrseOpt)

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.

If the **Voice Response and Self-Service Available** 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).

Before displaying the Change Class Options page, the system displays the Faculty Student PIN page (`bwlkilib.P_FacStuPIN`) on which the student should enter his or her PIN to authorize the changes to be made.

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.

A link to this page is displayed on the Student Information menu.

Access

This page can be accessed from the Add or Drop Classes page (`bwlkfrad.P_FacAddDropCrse`).

The **Allow Class Option Changes** checkboxes in the Web Processing Controls window of the Term Control Form (SOATERM) are used to specify whether updates are permitted.

No values can be modified once the final grade has been rolled to Academic History.

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. This is shown in the following 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 pulldown list 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.
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.

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`).
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.

Active Registrations (bwlksreg.p_fac_active_regs)

This page displays all of a student'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.

If the user has not selected a term during the current Web session, the Select Term page (`bwlkostm.P_FacSelTerm`) is displayed first; if a term has been selected, that term is used. Likewise, if the user has not selected a student during the current Web session, the Student and Advisee ID Selection page (`bwlkoids.P_FacIDSel` or `bwlkoids.P_AdvIDSel`) is displayed; if a student has been selected, that student is used.

A link to this page is displayed on the Student Information menu.

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 View Student Schedule (`bwlkfstu.P_FacStuSchd`).
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 (`bwlkfrad.P_FacChangeCrseOpt`).
Grade Mode	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.

Item	Description/Source Information
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.
Associated Instructor	Instructor assigned to teach the class. The last name prefix is displayed, if applicable. 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 (`bwlkoffh.p_fac_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.
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
Course title	Goes to the Class Schedule Listing page (`bwckschd.p_disp_listcrse`).
CRN	Goes to the View Student Schedule page (`bwlkfstu.P_FacStuSchd`).
Credits	If displayed as a hyperlink, goes to the Change Class Options page (`bwlkfrad.P_FacChangeCrseOpt`).
Grade Mode	If displayed as a hyperlink, goes to the Change Class Options page (`bwlkfrad.P_FacChangeCrseOpt`).
Course Level	If displayed as a hyperlink, goes to the Change Class Options page (`bwlkfrad.P_FacChangeCrseOpt`).
Grade Detail	If the word `Available` is displayed, goes to the Component Grade Detail page (`bwsksmrk.p_write_grade_detail`).
Instructor's name	If hyperlinked, goes to the Office Hours page (`bwlkoffh.p_fac_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 (`bwlkhreg.p_fac_reg_hist`).
Look Up Classes	Goes to the Select Term or Date Range page (`bwlkffcs.p_fac_sel_crse_search`).
Add or Drop Classes	Goes to the Add or Drop Classes page (`bwlkfrad.P_FacAddDropCrse`).
Academic Transcript	Goes to the Academic Transcript Options page (`bwlkftrn.P_FacDispTran`).

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 Information menu	bmenu.P_FacStuMnu

Registration History (bwskhreg.p_reg_hist)

This page displays all of a 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.

If the user has not selected a term during the current Web session, the Select Term page (bwlkostm.P_FacSelTerm) is displayed first; if a term has been selected, that term is used. Likewise, if the user has not selected a student during the current Web session, the Student and Advisee ID Selection page (bwlkoids.P_FacIDSel or bwlkoids.P_AdvIDSel) is displayed; if a student has been selected, that student is used.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
CRN	CRN of the class displayed as a hyperlink to the View Student Schedule (bwlkfstu.P_FacStuSchd).
Course	Subject code and course number, concatenated.
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.
Level	Level at which the student has registered for this class.
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.

Item	Description/Source Information
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 Grade** 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.
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 View Student Schedule (bwlkfstu.P_FacStuSchd).
Course title	Goes to the Class Schedule Listing page (bwckschd.p_disp_listcrse).
Active Registration	Goes to the Active Registrations page (bwlksreg.p_fac_active_regs).
Look Up Classes	Goes to the Select Term or Date Range page (bwlkffcs.p_fac_sel_crse_search).
Add or Drop Classes	Goes to the Add or Drop Classes page (bwlkfrad.P_FacAddDropCrse).
Academic Transcript	Goes to the Academic Transcript Options page (bwlkftrn.P_FacDispTran).

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 Information menu	bmenu.P_FacStuMnu

Registration Processing Tables

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 281, and then the detailed steps are provided in "Setup Steps" on page 281. 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 280.

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 286.
- If you are setting up study paths, see "Set Up and Use Study Paths" on page 286.
- If you are setting up priority time-ticketing, see "Set Up Registration Time-Ticketing" on page 288.
- If you are setting up third-party controls instead of time-ticketing, see "Set Up Third-Party Controls" on page 295.
- If you are setting up registration permit overrides, see "Set Up Registration Permit-Overrides" on page 297.

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 page (`bwckgens.p_sel_term_date`) 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 Online Help* 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 the following main functions:

– To restrict or enable selected registration related actions in self-service for Class Change Options, Grade Display, Faculty and Advisor, and WebCAPP

– 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 setup 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. You can use them 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 (`bwlksreg.p_fac_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 Faculty and Advisor 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 `FACWEB` to `Y` to display date ranges for terms in Banner Faculty and Advisor 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	FACWEB	Web Term Displays Dates	Sysdate

Set Up and Use Study Paths

This section discusses using study paths in Banner Faculty and Advisor Self-Service. Study paths can be optional or required for registration. You can allow faculty members 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 (`bwlkfrad.P_FacChangeCrseOpt`) 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 (`bwlkfrad.P_FacAddDropCrsee`) 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 Faculty and Advisor 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 Registration Time-Ticketing

Registration time-ticketing allows institutions to optionally establish priority driven registration period time slots for registration via Student Self-Service Web 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.

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 `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.

  Here 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.

5. Set up the rule for restricted time tickets on GTVSDAX.

GTVSDAX Rule for Restricted Time Tickets

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

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 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.

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 Registration Permit-Overrides

This section applies to Banner Student System registration, Telephone Registration processing, and Faculty and Advisor Self-Service registration.

Note: Permit-override processing in registration is the same for Student Self-Service and 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:

- For Student Options:
  - duplicate course override
  - course link override
  - corequisite override
  - prerequisite and test score override
  - minimum hours override
  - maximum hours override
  - time conflict override
- For Section Options:
  - special approval override
  - capacity permit override
  - field of study restriction override
  - department restriction override
  - college restriction override
  - level restriction override
  - class restriction override
  - repeat hours override
  - holds override
  - repeat limit override
  - campus restriction override

- degree restriction override
- program restriction override
- student attribute restriction override
- cohort restriction override

For more detailed information about the above registration error checking categories, refer to the following chapters in the *Banner Student User Guide*:

- "Catalog"
- "Class Schedule"
- "Registration"

The rest of this section covers the following:

- "Permit-Overrides Set-Up Summary" on page 298
- "Student Registration Permit-Override Steps" on page 298

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. Term-Specific 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.

Example 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	Campus	Rpt Hrs	Rpt Lmt	Degree	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	Campus	Rpt Hrs	Rpt Lmt	Degree	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 LOV, 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).

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 302
- "Register for a Known CRN via the Web" on page 303
- "View Active Registrations via the Web" on page 305

Search for Classes and Registering via the Web

This procedure explains how a user can find a class and register a student for it.

1. The user selects the **Look Up Classes** link from the Faculty Services menu.
2. The Select Term or Date Range page (`bwlkffcs.p_fac_sel_crse_search`) is displayed, on which the user 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. If the user has not selected a student, the Student and Advisee ID Selection page (`bwckgens.p_sel_term_date`) is displayed, on which the user selects the student.

   The system displays the Student Verification page (`bwlkoids.P_FacVerifyID`), on which the user verifies that the correct student was selected.

4. If the user has not had the student enter his or her PIN, the Faculty Student PIN page (`bwlkilib.P_FacStuPIN`) is displayed, on which the student enters the PIN to authorize the changes to be made.
5. 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.
6. The Look Up Classes results page (`bwlkffcs.P_FacGetCrse`) 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 user 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 user 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).

7. To add classes to the worksheet, the user 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 the **Submit Changes** button is selected.

8. To continue searching for classes, the user selects the **Class Search** button to go to the Look Up Class Search Criteria page.

9. To register directly for the class, the user 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 user 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 user selects the **Submit Changes** button to proceed with the registration and display the Add or Drop Classes page.

10. 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.

11. 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 user can register a student for a class if he or she already knows the CRN.

1. The user selects the **Add or Drop Classes** link from the Faculty Services menu or the Student Information menu.

2. If the user has not yet selected a term in this Web session, the system displays the Select Term page (`bwlkostm.P_FacSelTerm`). The user 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. If the user has not selected a student, the Student and Advisee ID Selection page (`bwckgens.p_sel_term_date`) is displayed, on which the user selects the student.

   The system displays the Student Verification page (`bwlkoids.P_FacVerifyID`), on which the user verifies that the correct student was selected.

4. If the user has not had the student enter his or her PIN, the Faculty Student PIN page (`bwlkilib.P_FacStuPIN`) is displayed, on which the student enters the PIN to authorize the changes to be made.

5. The system displays the Add or Drop Classes page (`bwlkfrad.P_FacAddDropCrse`).

6. The user 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 user 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 user 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.

7. 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

This procedure explains how a user can view a student's active registration records.

1. The use selects the **Active Registrations** link from the Student Information menu.
2. If the user has not selected a term, the Select Term page (`bwlkostm.P_FacSelTerm`) is displayed. The user selects the desired term from the **Select a Term** pulldown list and selects the **Submit** button.
3. If the user has not selected a student, the Student and Advisee ID Selection page (`bwckgens.p_sel_term_date`) is displayed, on which the user selects the student.

   The system displays the Student Verification page (`bwlkoids.P_FacVerifyID`), on which the user verifies that the correct student was selected.
4. The Active Registrations page (`bwlksreg.p_fac_active_regs`) is displayed listing all registration activity, in summary, that has not yet been graded and rolled to Academic History. These classes can span multiple terms and are therefore displayed with the most recent activity first, with the registrations sorted in course sequence.

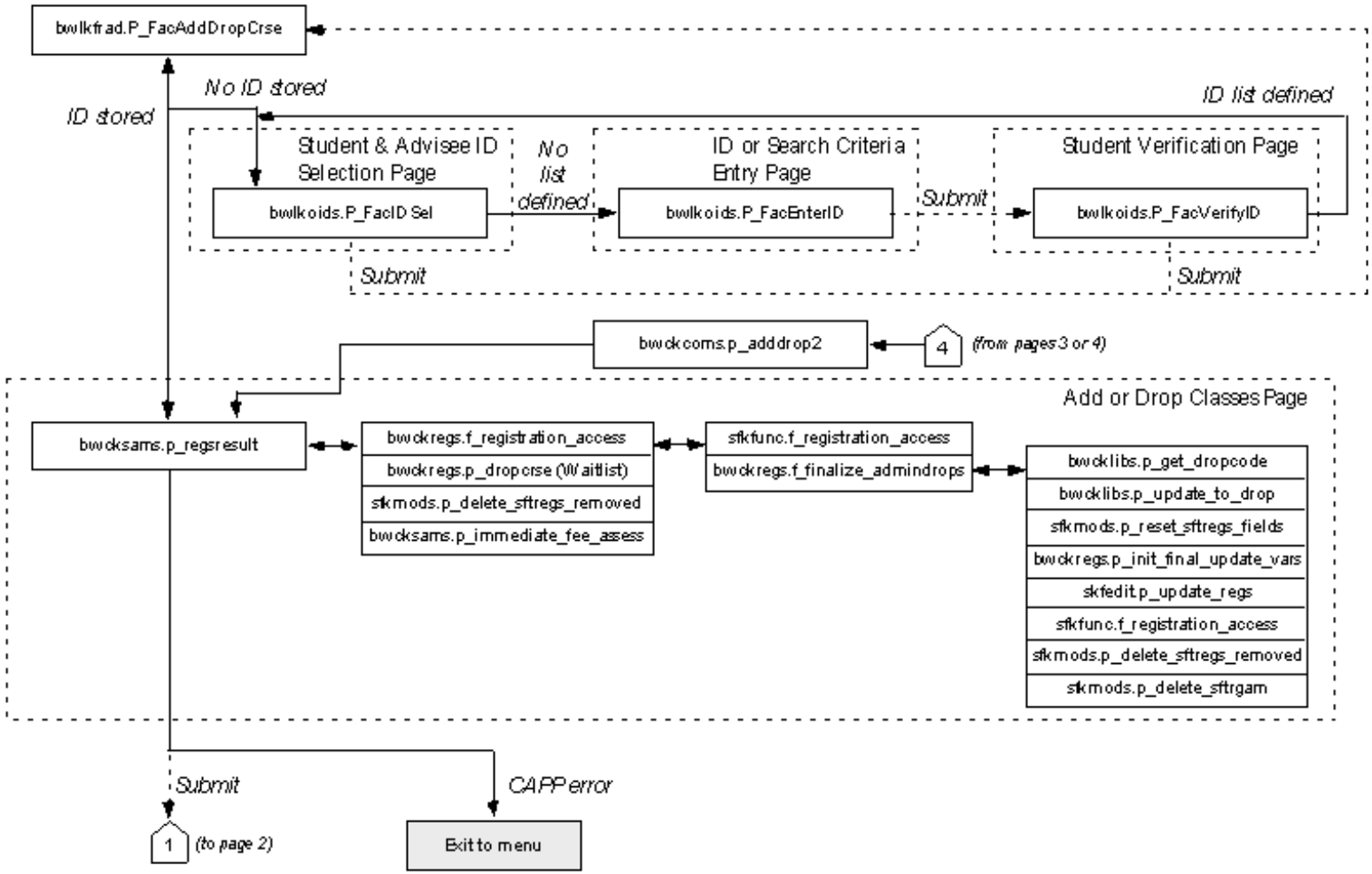
Technical Flows

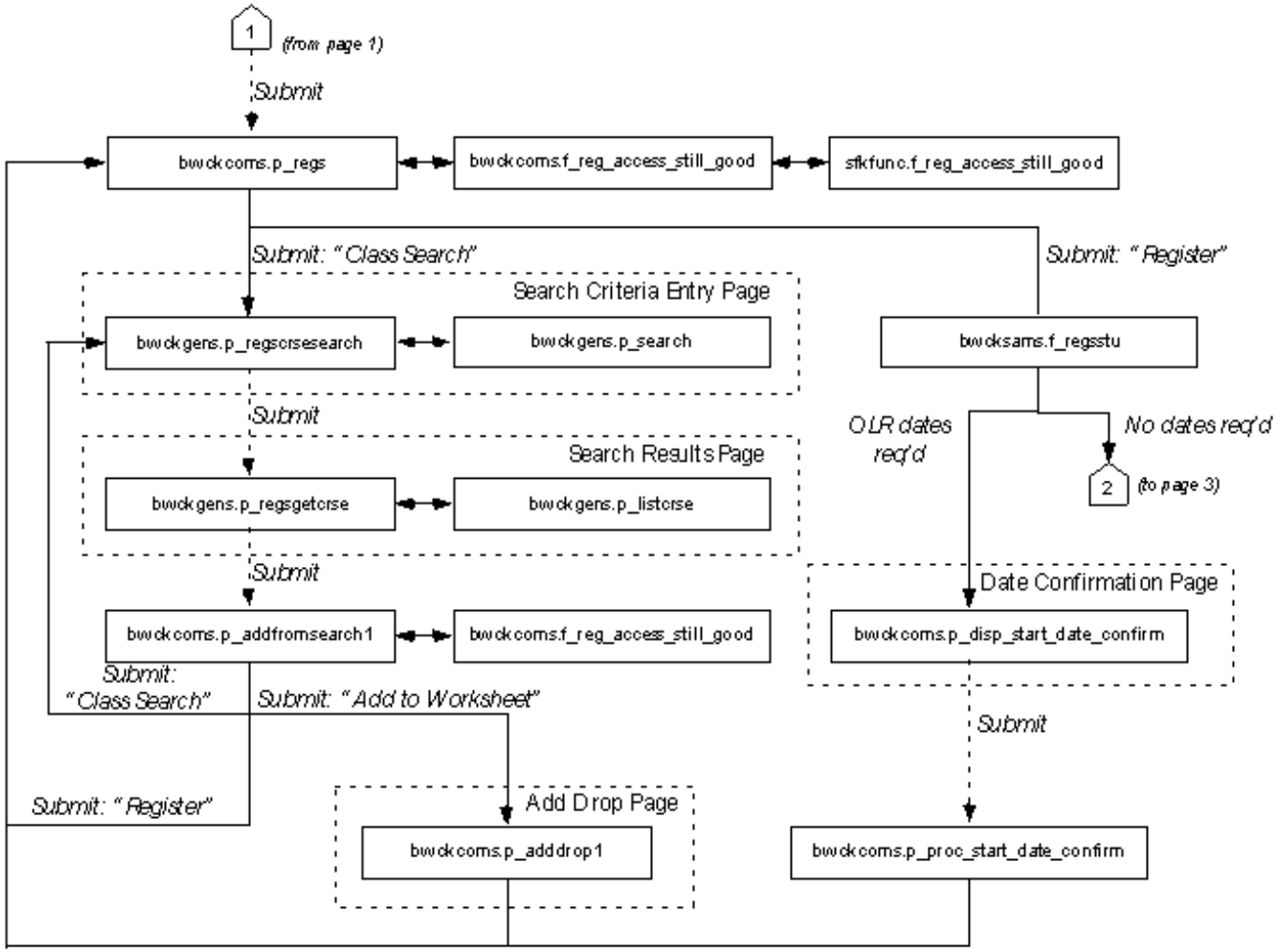
This section provides diagrams of the following technical flows:

- “Add or Drop Classes” on page 306
- “Change Class Options” on page 311
- “Look Up Classes” on page 312

Add or Drop Classes

Here are flows 1 to 4 for Add or Drop Classes.


bwlkfrad.P_FacAddDropCrse
No ID stored
ID stored
ID list defined
Student & Advisee ID Selection Page
bwlkoids.P_FacID Sel
No list defined
ID or Search Criteria Entry Page
bwlkoids.P_FacEnterID
Submit
Student Verification Page
bwlkoids.P_FacVerifyID
Submit
Submit
bwckcoms.p_adddrop2
4
(from pages 3 or 4)
Add or Drop Classes Page
bwcksams.p_regsresult
bwckregs.f_registration_access
bwckregs.p_dropcrse (Waitlist)
skfmods.p_delete_sftregs_removed
bwcksams.p_immediate_fee_assess
sfkfunc.f_registration_access
bwckregs.f_finalize_admindrops
bwcklibs.p_get_dropcode
bwcklibs.p_update_to_drop
sfkmods.p_reset_sftregs_fields
bwckregs.p_init_final_update_vars
skfedit.p_update_regs
sfkfunc.f_registration_access
sfkmods.p_delete_sftregs_removed
skfmods.p_delete_sftrgam
Submit
CAPP error
1
(to page 2)
Exit to menu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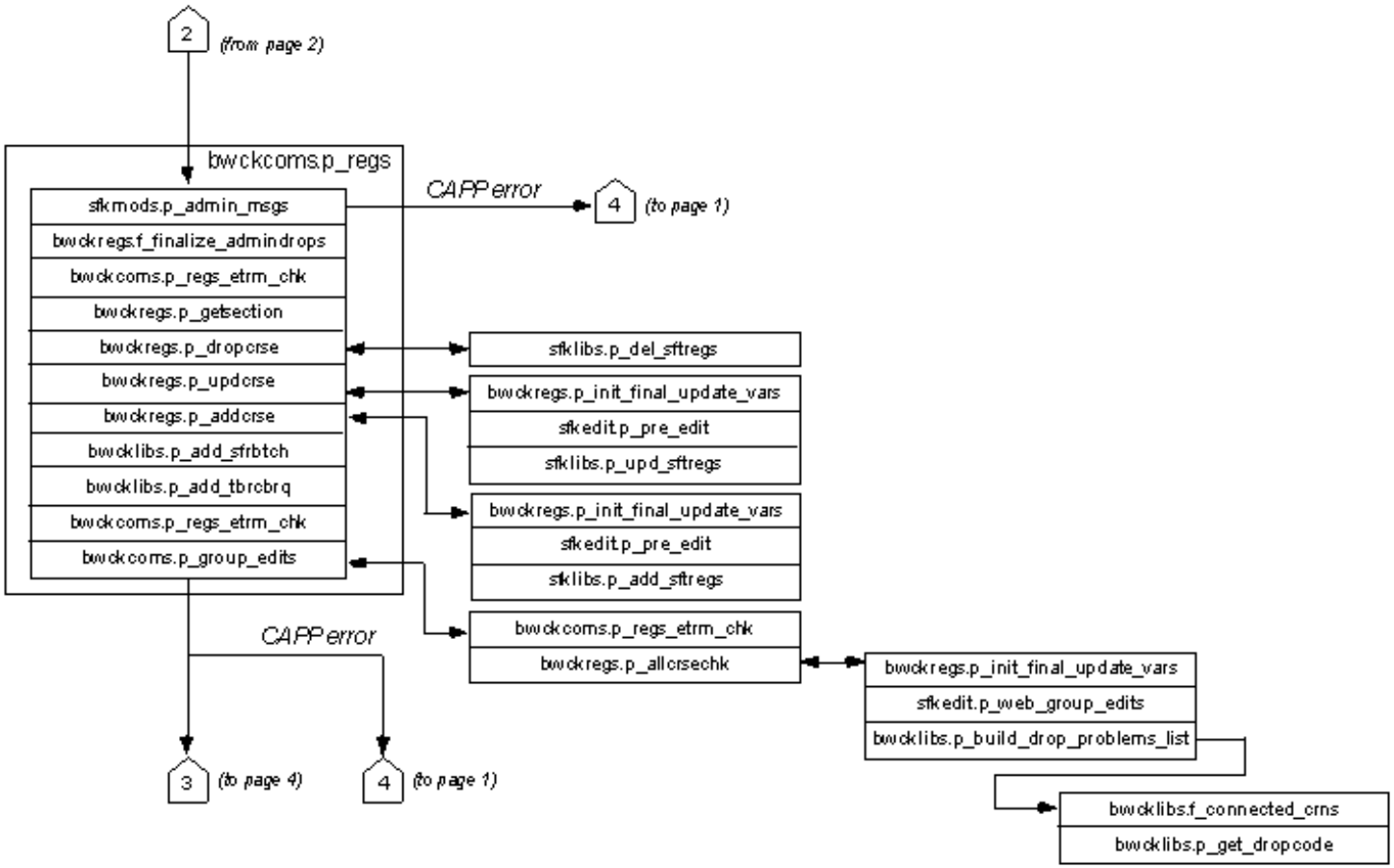
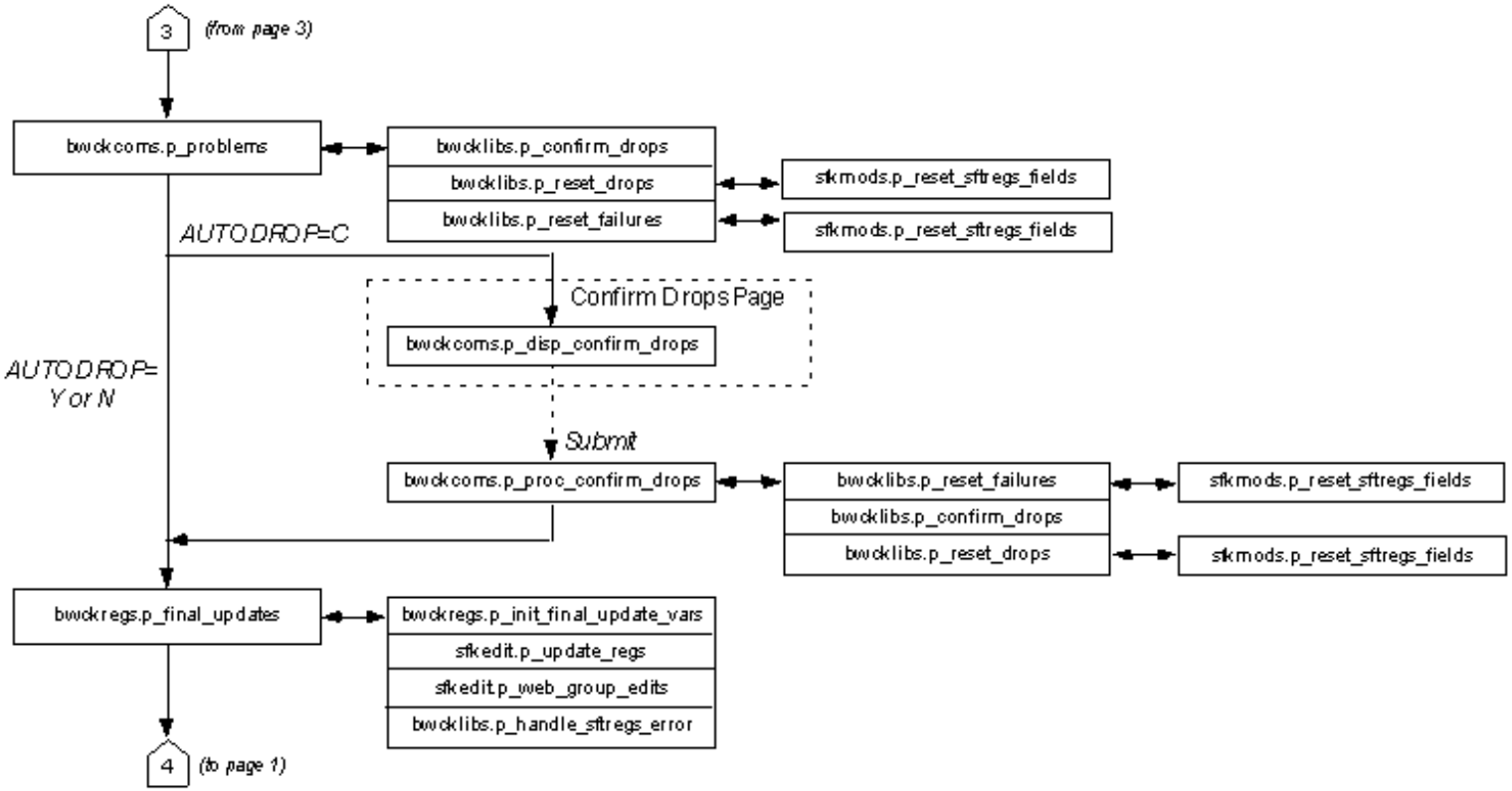
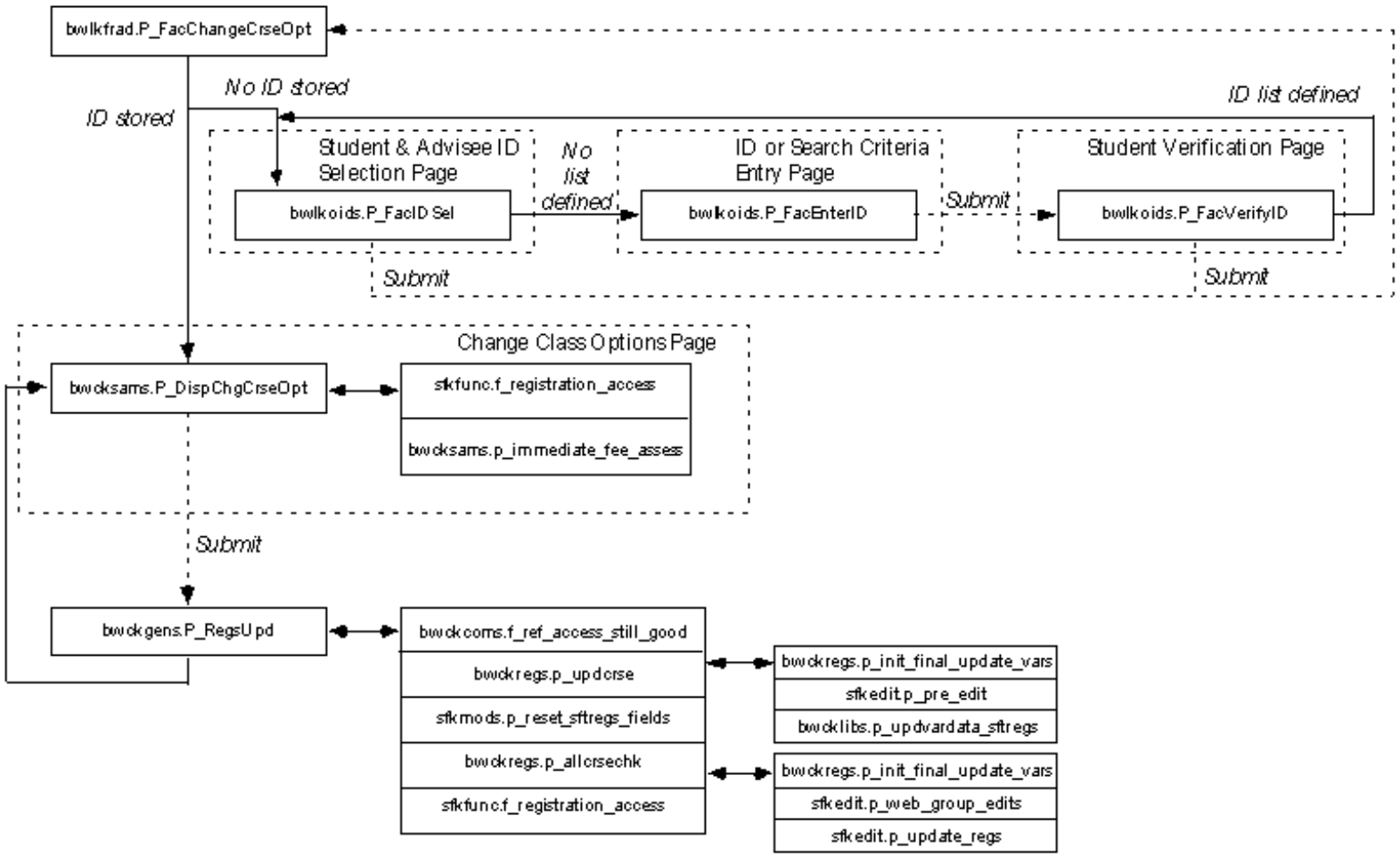
(from page 1)
Submit
bwckcoms.p_regs
bwckcoms.f_reg_access_still_good
sfkfunc.f_reg_access_still_good
Submit: "Class Search"
Submit: "Register"
Search Criteria Entry Page
bwckgens.p_regscrsesearch
bwckgens.p_search
bwcksams.f_regsstu
Submit
OLR dates req'd
No dates req'd
2
(to page 3)
Search Results Page
bwckgens.p_regsgetcrse
bwckgens.p_listcrse
Submit
Date Confirmation Page
bwckcoms.p_addfromsearch1
bwckcoms.f_reg_access_still_good
bwckcoms.p_disp_start_date_confirm
Submit:
"Class Search"
Submit: "Add to Worksheet"
Submit
Submit: "Register"
Add Drop Page
bwckcoms.p_adddrop1
bwckcoms.p_proc_start_date_confirm

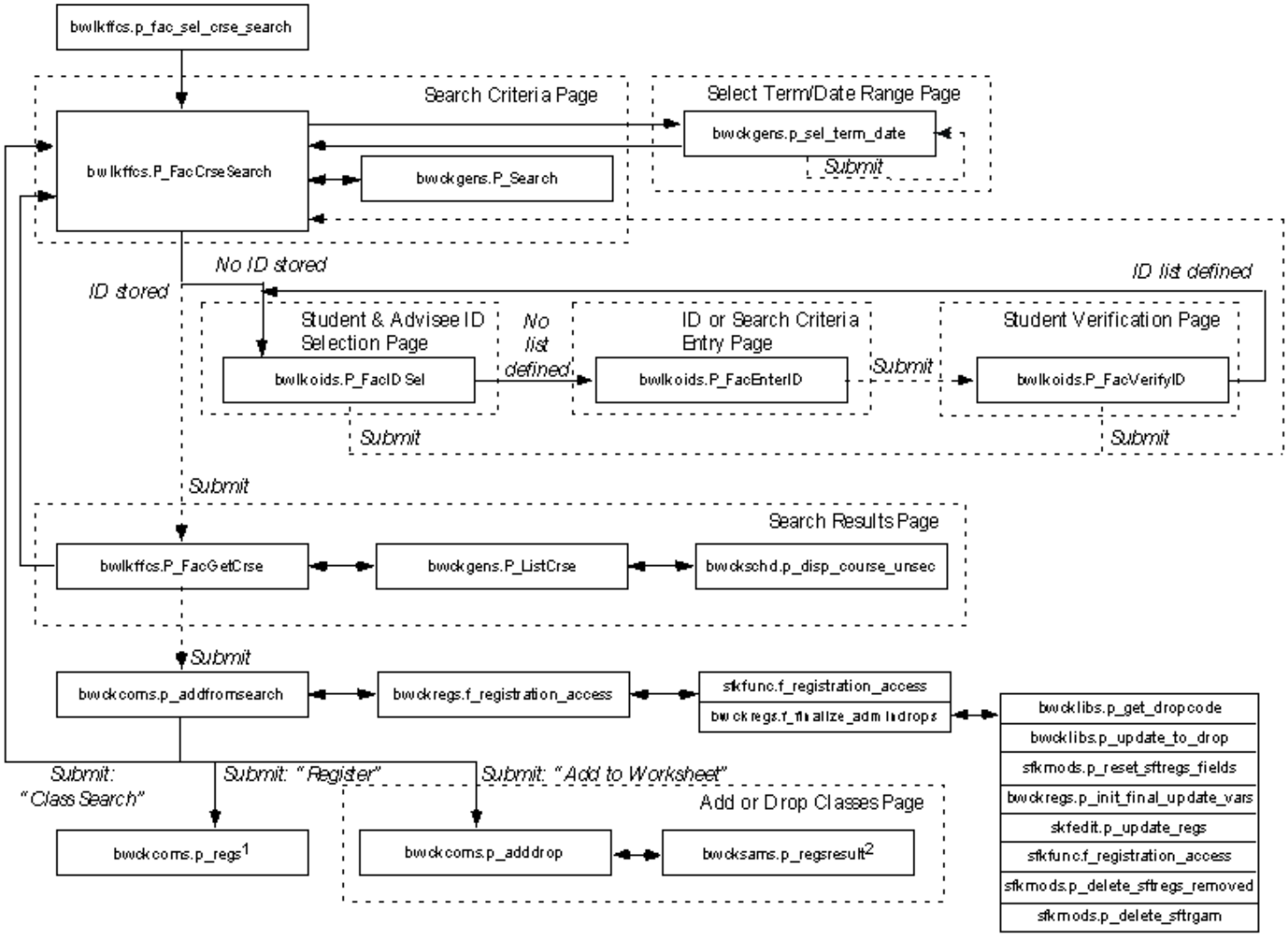

2
(from page 2)
bwckcoms.p_regs
sfkmods.p_admin_msgs
bwckregs.f_finalize_admindrops
bwckcoms.p_regs_etrm_chk
bwckregs.p_getsection
bwckregs.p_dropcrse
bwckregs.p_updcrse
bwckregs.p_addcrse
bwcklibs.p_add_sfrbtch
bwcklibs.p_add_tbrcbrq
bwckcoms.p_regs_etrm_chk
bwckcoms.p_group_edits
CAPP error
4
(to page 1)
sfklibs.p_del_sftregs
bwckregs.p_init_final_update_vars
sfkedit.p_pre_edit
sfklibs.p_upd_sftregs
bwckregs.p_init_final_update_vars
sfkedit.p_pre_edit
sfklibs.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)


3
(from page 3)
bwckcoms.p_problems
bwcklibs.p_confirm_drops
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
sfkmods.p_reset_sftregs_fields
sfkmods.p_reset_sftregs_fields
bwckregs.p_final_updates
bwckregs.p_init_final_update_vars
sfkedit.p_update_regs
sfkedit.p_web_group_edits
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 Information

Faculty members and advisors can use Banner® Faculty and Advisor Self-Service to access data in student records, including the following information:

- Student information
- Addresses and phone numbers
- E-mail addresses
- Student schedules
- Academic transcripts
- Degree evaluations

This chapter contains the following sections:

- "Student Information Web Pages" on page 313, which provides details about each Web page accessed from the Student Information Web pages
- "Set Up Student Information on the Web" on page 379, which provides detailed steps for setting up Student Information on the Web
- "Use Student Information on the Web" on page 399, which provides step-by-step procedures

Student Information Web Pages

This section covers the following Web pages:

- "Student and Advisee ID Selection (bwlkoids.P_AdvIDSel or bwlkoids.P_FacIDSel)" on page 314
- "Student Verification (bwlkoids.P_FacVerifyID)" on page 317
- "Student and Advisee ID Selection Results (bwlkoids.P_FacVerifyID)" on page 318
- "General Student Information (bwlkgstu.P_FacStuInfo)" on page 319
- "View Student Addresses and Phones (bwlkosad.P_FacDispAddrView)" on page 323
- "Select Student E-Mail Address to View (bwlkosad.P_FacDispEmailView)" on page 325
- "View Student Schedule (bwlkfstu.P_FacStuSchd)" on page 327
- "Academic Transcript Options (bwlkftrn.P_FacDispTran)" on page 330
- "Student Academic Transcript (bwlkftrn.P_ViewTran)" on page 332
- "Degree Evaluation (bwlkfcap.P_FacDispCurrent)" on page 344

- "Previous Evaluations (bwcksmmt.P_DispPrevEval)" on page 351
- "Degree Evaluation Results Report (bwcksxml.report)" on page 353
- "Generate New Evaluation (bwckcapp.P_DispEvalTerm)" on page 354
- "What-If Analysis (Step One) (bwcksmds.p_whatif_step_one)" on page 356
- "What-If Analysis (Step Two) (bwcksmds.p_whatif_step_two)" on page 358
- "What-If Analysis (Step Three) (bwcksmds.P_whatif_step_three)" on page 359
- "What-If Analysis (Add More) (bwcksmds.p_whatif_next_step)" on page 361
- "What-If Analysis (Evaluation Term) (bwcksmds.p_whatif_next_step)" on page 363
- "Advisee Listing (bwlkadvr.P_DispAdvisees)" on page 365
- "Test Scores (bwlktest.P_FacDispTest)" on page 368
- "View Holds (bwlkgstu.P_ViewHold)" on page 370
- "Graduation Application (bwlkgrad.p_view_gradapp)" on page 372
- "Concise Student Schedule (bwlkcrse.P_FacStuSchd)" on page 374
- "Student Schedule by Centric Period (bwlkfstu.P_FacStuSchd_Scp)" on page 376

Student and Advisee ID Selection (bwlkoids.P_AdvIDSel or bwlkoids.P_FacIDSel)

This page is used to select a student ID for options that require selection of an ID. If the user is only an advisor, the system displays this page using package/procedure `bwlkoids.P_AdvIDSel`; if the user is a faculty member only or faculty member and advisor, the system displays this page using package/procedure `bwlkoids.P_FacIDSel`.

If no ID has been selected for the current Web session and the user requests a page that requires one, this page is displayed. Similarly, if a user has been using one ID and wants to change to another, he or she can access this page via the Student Information menu to do so.

Once an ID has been selected, it remains the active ID until another one is selected or until the Web session is ended.

The user can enter the student's ID number, if known, or perform a search if the ID is not known.

Entering an ID Directly

A student does not have to be a student or advisee of the user, although to perform some functions (such as adding or dropping classes), the user must have the student enter his or her PIN.

When an ID is entered directly and the system selects the **Submit** button, the system displays the Student Verification page (`bwlkoids.P_FacVerifyID`) to confirm that the correct student has been selected.

Performing an ID Search

When performing a search, the user can enter all or the first part of the student's name. The system searches the SPRIDEN table for records matching the search criteria. A value must be entered in at least one of the name fields.

After a search is performed, the system displays the Student and Advisee ID Selection confirmation page (`bwlkoids.P_FacVerifyID`) with the search results, from which the user selects the correct student.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Student or Advisee ID	Student's (or advisee's) Banner ID number.
Last Name	Student's last name, or the first letter(s) of the student's last name. The last name prefix is displayed, if applicable.
First Name	Student's first name, or the first letter(s) of the student's first name.
Search Type	Radio button group used to specify what type of student associated with the user for the selected term is to be included in the search. • The `Students` radio button tells the system to search only among the user's students for matching records. • The `Advisees` radio button tells the system to search only among the user's advisees for matching records. • The `Both` radio button tells the system to search among the user's students *and* advisees for matching records. • The `All` radio button tells the system to search among all students and advisees for matching records. The `All` radio button is displayed only if the **External Code** is set to `Y` for the `ALLADVR` and/or the `ALLFAC` internal code.

Setup Requirements

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

Item	Description
Crosswalk Validation Form (GTVSDAX)	If you want the `All` radio button to be displayed for the **Search** field, enter `Y` in the **External Code** field for the following internal codes: • `ALLADVR` (if you want the radio button displayed for advisors) • `ALLFAC` (if you want the radio button displayed for faculty members)

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	If an ID was entered, goes to the Student Verification page (`bwlkoids.P_FacVerifyID`) so that the user can verify that the correct student was selected. If a search was performed, goes to the Student and Advisee ID Selection results page (`bwlkoids.P_FacVerifyID`) so that the user can select the correct student.
Reset	Deletes the entries the user has made and returns to the default settings.

Web Menus With Links to This Page

The following menu as a link to this page.

Menu Name	Menu URL
Student Information Menu	bmenu.P_FacStuMnu

Student Verification (bwlkoids.P_FacVerifyID)

This page is displayed if a user enters a student ID on the Student and Advisee ID Selection page (bwlkoids.P_FacIDSel) and is used to verify that the correct student was selected.

Web Page Fields

There are no fields on this 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
ID Selection	Goes to the Student and Advisee ID Selection page (bwlkoids.P_FacIDSel).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	If this page was accessed from the Student Records menu, returns to the Student Records menu. If this page was displayed because the user selected an option requiring student selection, goes to the selected page.

Web Menus With Links to This Page

No menus have links to this page.

Student and Advisee ID Selection Results (bwlkoids.P_FacVerifyID)

This page is displayed if a user performs a search on the Student and Advisee ID Selection page (`bwlkoids.P_FacIDSel`) to find a student's ID. The user selects the correct student from the pulldown list. The pulldown list includes all students who meet the search criteria specified on the Student and Advisee ID Selection page and who are registered for at least one of the courses the faculty member is assigned to for the term selected.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Student or Advisee	Student(s) matching the criteria specified on the Student and Advisee ID Selection page (`bwlkoids.P_FacIDSel`).

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 Records menu, returns to the Student Records menu. If this page was displayed because the user selected an option requiring student selection, goes to the selected page.

Web Menus With Links to This Page

No menus have links to this page.

General Student Information (bwlkgstu.P_FacStuInfo)

This page displays the majority of data in the General Student record. It also displays any curriculum information that was entered on the record. (For example, if no secondary curriculum information has been entered, the Secondary Curriculum section is not displayed.)

If the user has not selected a term during the current Web session, the Select Term page (`bwlkostm.P_FacSelTerm`) is displayed first; if a term has been selected, that term is used. Likewise, if the user has not selected a student during the current Web session, the Student and Advisee ID Selection page (`bwlkoids.P_FacIDSel`) is displayed; if a student has been selected, that student is used.

A link to this page is displayed on the Student Information menu.

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.

Item	Description/Source Information
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's academic standing.
Academic Standing Term	Term for which academic standing was evaluated.
Primary Advisor	Student's primary advisor. The last name prefix is displayed, if applicable.
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 setup requirements, unless you are using study paths.

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
Student Schedule	Goes to the View Student Schedule page (bwlkfstu.P_FacStuSchd).
Student Addresses and Phones	Goes to the View Student Addresses and Phones page (bwlkosad.P_FacSelectAtypView).
Student E-mail Addresses	Goes to the Select Student E-Mail Address to View page (bwlkosad.P_FacSelectEmalView).

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 Information Menu	bmenu.P_FacStuMnu

View Student Addresses and Phones (bwlkosad.P_FacDispAddrView)

This page displays a selected student's addresses and phone numbers. Faculty members can only view the information, not update it.

If the user has not selected a term during the current Web session, the Select Term page (bwlkostm.P_FacSelTerm) is displayed first; if a term has been selected, that term is used. Likewise, if the user has not selected a student during the current Web session, the Student and Advisee ID Selection page (bwlkoids.P_FacIDSel) is displayed; if a student has been selected, that student is used.

A link to this page is displayed on the Student Information menu.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Address	Address type (for example, `Mailing` or `Permanent`) followed by the full address. The full address includes the house number and four street lines.
Phone	Phone number associated with the address, including the country code and are code.

Setup Requirements

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

Item	Description
Address Role Privileges Form (GOAADRL)	Make sure that the `Faculty` role is assigned to each mailing address type that you want to be displayed on the Web. See the “Assign Web Address View and Update Privileges” section of the “Web General Implementation” chapter in the *Banner Web General User Guide* for more information about faculty roles.

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 name	Redisplays the page.
Student Information	Goes to the General Student Information page (`bwlkgstu.P_FacStuInfo`).
Student E-mail Address	Goes to the Select Student E-Mail Address to View page (`bwlkosad.P_FacSelectEmalView`).
Class List	Goes to the Detail Class List page (`bwlkfcwl.P_FacClaList`).

Link	Action
Wait List	Goes to the Detail Wait List page (bwlkfcwl.P_FacWaitList).
Mid-Term Grades	Goes to the Mid Term Grades page (bwlkfmgd.P_FacMidGrd).
Final Grades	Goes to the Final Grades page (bwlkffgd.P_FacFinGrd).
Registration Overrides	Goes to the Registration Overrides page (bwlkfrov.P_FacRegOvr).
Term Selection	Goes to the Select Term page (bwlkostm.P_FacSelTerm).
Add/Drop	Goes to the Add or Drop Classes page (bwlkfrad.P_FacAddDropCrse).

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 Information Menu	bmenu.P_FacStuMnu

Select Student E-Mail Address to View (bwlkosad.P_FacDispEmailView)

This page displays a selected student's e-mail address(es). Faculty members can only view the information, not update it.

If the user has not selected a term during the current Web session, the Select Term page (bwlkostm.P_FacSelTerm) is displayed first; if a term has been selected, that term is used. Likewise, if the user has not selected a student during the current Web session, the Student and Advisee ID Selection page (bwlkoids.P_FacIDSel) is displayed; if a student has been selected, that student is used.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
E-mail address	E-mail address type (for example, `Business` or `Home`), followed by the e-mail address.

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 Information	Goes to the General Student Information page (`bwlkgstu.P_FacStuInfo`).
Student Address and Phones	Goes to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`).
Class List	Goes to the Detail Class List page (`bwlkfcwl.P_FacClaList`).
Wait List	Goes to the Detail Wait List page (`bwlkfcwl.P_FacWaitList`).
Mid-Term Grades	Goes to the Mid Term Grades page (`bwlkfmgd.P_FacMidGrd`).
Final Grades	Goes to the Final Grades page (`bwlkffgd.P_FacFinGrd`).
Registration Overrides	Goes to the Registration Overrides page (`bwlkfrov.P_FacRegOvr`).
Term Selection	Goes to the Select Term page (`bwlkostm.P_FacSelTerm`).
Add/Drop	Goes to the Add or Drop Classes page (`bwlkfrad.P_FacAddDropCrse`).

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 Information Menu	bmenu.P_FacStuMnu

View Student Schedule (bwlkfstu.P_FacStuSchd)

This page displays a selected student's schedule.

If the user has not selected a term during the current Web session, the Select Term page (bwlkostm.P_FacSelTerm) is displayed first; if a term has been selected, that term is used. Likewise, if the user has not selected a student during the current Web session, the Student and Advisee ID Selection page (bwlkoids.P_FacIDSel) is displayed; if a student has been selected, that student is used.

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
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.

Item	Description/Source Information
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.
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.
Campus	Campus associated with the class.
Course URL	URL defined for this class, displayed as a hyperlink. If no URL has been defined for this class, this 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.

Item	Description/Source Information
Instructors	Instructor name assigned to the student at the time the registration was processed. The last name prefix is displayed, if applicable. 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 the user 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.

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's name	Goes to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`).
Grade Mode	If hyperlinked, goes to the Change Class Options page (`bwlkfrad.P_FacChangeCrseOpt`).
Credits	If hyperlinked, goes to the Change Class Options page.
Level	If hyperlinked, goes to the Change Class Options page.
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	Returns to the previous page the user was viewing.
ID Selection	Goes to the Student and Advisee ID Selection page (`bwlkoids.P_FacIDSel`).

Link	Action
Student Information	Goes to the General Student Information page (bwlkgstu.P_FacStuInfo).
Registration Overrides	Goes to the Registration Overrides page (bwlkfrov.P_FacRegOvr).
Registration Add/Drop	Goes to the Add or Drop Classes page (bwlkfrad.P_FacAddDropCrse).

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 Information Menu	bmenu.P_FacStuMnu

Academic Transcript Options (bwlkftrn.P_FacDispTran)

This page is displayed when the user selects the **Academic Transcript** link from the Student Information 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 your institution has set up security to require that a student's PIN be entered before allowing a faculty member or advisor to access student transcripts, then before displaying this page, the system displays the Faculty Student PIN page (bwlkilib.P_FacStuPIN), on which the student should enter his or her PIN to authorize the access to his or her transcript.

If any holds preventing the processing of transcripts are in effect for the student, the message *This student has holds on their Academic Record* is displayed. The faculty member or advisor, however, will still be able to view the data.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Transcript Level	Level for which the user 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 user 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 does not have links to other pages.

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Display Transcript	Goes to the Student Academic Transcript page (bwlkftrn.P_ViewTran).

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Student Information menu	bmenu.P_FacStuMnu

Student Academic Transcript (bwlkftrn.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 Information menu, the system automatically displays the Academic Transcript Options (bwlkftrn.P_FacDispTran) 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. The Web page field descriptions below specify what is 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 Student Academic Transcript page (`bwlkftrn.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*.

Access to Academic Transcript for Faculty Members

Access is based upon the following criteria. These criteria are listed in the sequence in which they are processed by the system.

Faculty PIN Control

If Faculty PIN Control has been set up on the Crosswalk Validation Form (GTVSDAX), the instructor can access a student’s academic transcript, regardless of his or her relationship with the student, if the student supplies the correct PIN. The system performs no other security checking.

If Faculty PIN Control has not been set up on GTVSDAX, the instructor must be defined as an instructor for a class that the student is enrolled in for the selected term.

Faculty Attribute Checking

If Faculty Attribute Checking has been set up on GTVSDAX, the system searches the processes defined on the Faculty Attribute/Advisor Type Control Form (SOAFAPC). If the `TRANSCRIPT` process has been defined, the system verifies the instructor's attributes against the process rules. (The instructor's attributes are defined in the Faculty Attribute Block of the Faculty Information Form [SIAINST].)

If no rule has been established on SOAFAPC or Faculty Attribute Checking has not been set up on GTVSDAX, all instructors who have a relationship with the student will be able to access the transcript.

Access to Academic Transcript for Advisors

Access is based upon the following criteria. These criteria are listed in the sequence in which they are processed by the system.

Advisor PIN Control

If Advisor PIN Control has been set up on GTVSDAX, the advisor can access a student's academic transcript, regardless of his or her relationship with the student, if the student supplies the correct PIN. The system performs no other security checking.

If Advisor PIN Control has not been set up on GTVSDAX, the instructor must be defined as an advisor for the student for the selected term.

Advisor Type Checking

If Advisor Type Checking has been set up on GTVSDAX, the system searches the processes defined on SOAFAPC. If the `TRANSCRIPT` process has been defined, the system verifies the advisor's attributes against the process rules. (The advisor's type is defined on the Multiple Advisors Form [SGAADVR].)

If no rule has been established on SOAFAPC or Advisor Type Checking has not been set up on GTVSDAX, all advisors who have a relationship with the student will be able to access the transcript.

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. The last name prefix is displayed, 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.

Item	Description/Source Information
(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 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.	

Item	Description/Source Information
Degree Status and Degree	Status of the degree. The field name reflects the type of paper. For example, if the status is `Awarded`, the field label is **Awarded**.
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.
(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.

Item	Description/Source Information
(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.
(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. The field name reflects the type of paper. 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.

Item	Description/Source Information
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.
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.

Item	Description/Source Information
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.
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 Transcript on the Web" on page 379 for more information.

Item	Description
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** field to be displayed in the Student Information section, enter `TRUE` in the **External Code** field for the `NAMEWTRAN` internal code.
	
	If you want all advisors to be able to access any student's transcripts, enter `Y` in the **External Code** field for the `ALLADVR` internal group.
	
	If you want all faculty members to be able to access any student's transcripts, enter `Y` in the **External Code** field for the `ALLFAC` internal group.
	
	If you are using value-based security instead of all-advisor and/or -faculty control, take the following actions:
	• Make sure that the `CHECKORDER` internal group represents the priority you want the system to use.
	• Enter `Y` in the **External Code** field for the following internal codes:
	
	`ADVRPIN`
	
	`FACPIN`
	
	`ADVRTYPE`
	
	`FACFATT`

Faculty Attribute/Advisor Type Control Form (SOAFAPC)	If you are using value-based security, for the `TRANSCRIPT` process, take the following actions. • If you want advisors to be able to access academic transcripts on the Web, associate advisor types with the `A` (Advisor) role. • If you want faculty members to be able to access academic transcripts on the Web, associate faculty member attribute codes with the `F` (Faculty) role.
Multiple Advisor Form (SGAADVR)	For an assigned advisor to be able to access a student's academic transcript on the Web, be sure to use an advisor type that has been associated with the advisor role on SOAFAPC.
Faculty Information Form (SIAINST)	For a faculty member to be able to access a student's academic transcript on the Web, be sure to assign, in the Faculty Attribute Block, a faculty member attribute code that has been associated with the faculty role on SOAFAPC.
Value-based security	Make sure that value-based security (VBS) has been setup and initiated.
WebTailor	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.)

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 (bwlkfcap.P_FacDispCurrent)

This page displays the curriculum for which a user can run a degree evaluation. It lists information for a student's curriculum program (primary and secondary). It is using this page that the user accesses the full Degree Evaluation functionality on the Web.

A link to this page is displayed on the Student Information menu.

If your institution has set up security to require that a student's PIN be entered before allowing a faculty member or advisor to access degree evaluations, then before displaying this page, the system displays the Faculty Student PIN page (`bwlkilib.P_FacStuPIN`), on which the student should enter his or her PIN to authorize the access to his or her evaluations.

Degree Evaluation allows users to access WebCAPP (Curriculum, Advising and Program Planning on the Web). The user uses WebCAPP to audit course work against a selected

primary or secondary program offering at your institution. The user can also initiate an audit, view results, and print degree audit reports via the Web.

The user 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 *This student has holds on their record* is displayed. The faculty member or advisor, however, will still be able to view the data.

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 is displayed on the page.

- The student has a primary advisor assigned to him or her for the selected term on the Multiple Advisors Form (SGAADVR).
- 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 the "Crosswalk Validation Form (GTVSDAX) Records for WebCAPP Processing" on page 388 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.

Faculty Member Access to Degree Evaluations

Access is based upon the following criteria. These criteria are listed in the sequence in which they are processed by the system.

Faculty PIN Control

If Faculty PIN Control has been set up on the Crosswalk Validation Form (GTVSDAX), the instructor can access a student's degree evaluation, regardless of his or her relationship with the student, if the student supplies the correct PIN. The system performs no other security checking.

If Faculty PIN Control has not been set up on GTVSDAX, the instructor must be defined as an instructor for a class that the student is enrolled in for the selected term.

Faculty Attribute Checking

If Faculty Attribute Checking has been set up on GTVSDAX, the system searches the processes defined on the Faculty Attribute/Advisor Type Control Form (SOAFAPC). If the `COMPLIANCE` process has been defined, the system verifies the instructor's attributes against the process rules. (The instructor's attributes are defined in the Faculty Attribute Block of the Faculty Information Form [SIAINST].)

If no rule has been established on SOAFAPC or Faculty Attribute Checking has not been set up on GTVSDAX, all instructors who have a relationship with the student will be able to access the degree evaluation.

Advisor Access to Degree Evaluations

Access is based upon the following criteria. These criteria are listed in the sequence in which they are processed by the system.

Advisor PIN Control

If Advisor PIN Control has been set up on GTVSDAX, the advisor can access a student's degree evaluation, regardless of his or her relationship with the student, if the student supplies the correct PIN. The system performs no other security checking.

If Advisor PIN Control has not been set up on GTVSDAX, the instructor must be defined as an advisor for the student for the selected term.

Advisor Type Checking

If Advisor Type Checking has been set up on GTVSDAX, the system searches the processes defined on SOAFAPC. If the `COMPLIANCE` process has been defined, the system verifies the advisor's attributes against the process rules. (The advisor's type is defined on the Multiple Advisors Form [SGAADVR].)

If no rule has been established on SOAFAPC or Advisor Type Checking has not been set up on GTVSDAX, all advisors who have a relationship with the student will be able to access the degree evaluation.

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. If you want all advisors to be able to access any student's degree evaluations, enter Y in the **External Code** field for the ALLADVR internal group. If you want all faculty members to be able to access any student's degree evaluations, enter Y in the **External Code** field for the ALLFAC internal group. If you are using value-based security instead of all-advisor and/or -faculty control, take the following actions: • Make sure that the CHECKORDER internal group represents the priority you want the system to use. • Enter Y in the **External Code** field for the following internal codes: ADVRPIN FACPIN ADVRTYPE FACFATT
Faculty Attribute/Advisor Type Control Form (SOAFAPC)	If you are using value-based security, for the COMPLIANCE process, take the following actions. • If you want advisors to be able to access academic transcripts on the Web, associate advisor types with the A (Advisor) role. • If you want faculty members to be able to access academic transcripts on the Web, associate faculty member attribute codes with the F (Faculty) role.
Multiple Advisor Form (SGAADVR)	For an assigned advisor to be able to access a student's academic transcript on the Web, be sure to use an advisor type that has been associated with the advisor role on SOAFAPC.
Faculty Information Form (SIAINST)	For a faculty member to be able to access a student's academic transcript on the Web, be sure to assign, in the Faculty Attribute Block, a faculty member attribute code that has been associated with the faculty role on SOAFAPC.
Value-based security	Make sure that value-based security (VBS) has been setup and initiated.

Item	Description
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.
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
Student's name (top of page)	Goes to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`).
Program name	Goes to the Degree Evaluation Results Report page (`bwcksxml.report`).
Student's name (bottom of page)	Launches the user's e-mail program with the student'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`).

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 Information menu	`bmenu.P_FacStuMnu`

Previous Evaluations (bwcksmmt.P_DispPrevEval)

This page displays a list of all evaluations that have been run for a student. The user can select the program name hyperlink to view the results of that evaluation.

You can choose to allow faculty members and advisors to delete Web-generated compliance requests and results using the WebCAPP Rules Form (SMAWCRL). A faculty members or advisor can delete only requests that he or she submitted.

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 faculty member and advisors to be able to delete Web-generated evaluations, select the **Faculty 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
Student's name (top of page)	Goes to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`).
Program name	Goes to the Degree Evaluation Results Report page (`bwcksxml.report`).
Current Enrollment	Goes to the Degree Evaluation page (`bwlkfcap.P_FacDispCurrent`).
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 user wants to run a new degree evaluation, and then to run the evaluation.

Each curriculum for which a user 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 group 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 on 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 selection group that the student uses to choose for which curriculum 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
Student's name (top of page)	Goes to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`).
Current Enrollment	Goes to the Degree Evaluation Record page (`bwlkfcap.P_FacDispCurrent`).
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 user 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
Student's name (top of page)	Goes to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`).
Current Enrollment	Goes to the Degree Evaluation Record page (`bwlkfcap.P_FacDispCurrent`).
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/Source Information
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 **Lock** checkbox is selected. • On the Module Control window, select the `On` radio button for **Curriculum, Advising, and Program Planning**.
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
Student's name (top of page)	Goes to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`).
Current Enrollment	Goes to the Degree Evaluation Record page (`bwlkfcap.P_FacDispCurrent`).
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	Name of the campus.
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/Source Information
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.
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
Student's name (top of page)	Goes to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`).
Current Enrollment	Goes to the Degree Evaluation Record page (`bwlkfcap.P_FacDispCurrent`).
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

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. There are no additional setup requirements for this page.

Updates to Banner

This page does not update information in the Banner database.

Link	Action
Student's name (top of page)	Goes to the View Student Addresses and Phones page (bwlkosad.P_FacDispAddrView).
Current Enrollment	Goes to the Degree Evaluation Record page (bwlkfcap.P_FacDispCurrent).
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 Options page (bwckcapp.P_DispEvalViewOption).

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
Student's name (top of page)	Goes to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`).
Current Enrollment	Goes to the Degree Evaluation Record page (`bwlkfcap.P_FacDispCurrent`).

Link	Action
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.

Advisee Listing (bwlkadvr.P_DispAdvisees)

This page displays a list of all students assigned to the user as advisees for a selected term. Only users for whom the **Advisor** checkbox on the Faculty/Advisor Information Form (SIAINST) is selected for the specified term can access this page. The page includes students who are not registered in any classes.

Use the GTVSDAX rule for the **Internal Code** of REGADVISEE and the **Internal Code Group** of FACWEB to control which advisees are displayed.

- If you enter Y in the **External Code** field, only advisees assigned to the advisor and registered for classes for the selected term are displayed.
- If you enter N in the **External Code** field, all advisees assigned to the advisor for the selected term are displayed, whether they are registered or not.

If the user has not selected a term during the current Web session, the Select Term page (bwlkostm.P_FacSelTerm) is displayed first; if a term has been selected, that term is used.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Student Name	Name of the advisee. The last name prefix is displayed, if applicable.
ID	Student's ID. An e-mail icon (`web_email.gif`) is displayed to the right of the student's name, providing the user with a means to e-mail the student. The e-mail address of the student 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 student.
Advisor Type	Advisor type assigned to the user.
Alternate PIN	Student's alternate PIN.
Student Information	The word *View*, displayed as a hyperlink to the General Student Information page (`bwlkgstu.P_FacStuInfo`).
Holds	The word *View*, displayed as a hyperlink to the View Holds page (`bwlkgstu.P_ViewHold`).
Test Scores	The word *View*, displayed as a hyperlink to the Test Scores page (`bwlktest.P_FacDispTest`).
Transcript	The word *View*, displayed as a hyperlink to the Academic Transcript Options page (`bwlkftrn.P_FacDispTran`).
Degree Evaluation	The word *View*, displayed as a hyperlink to the Degree Evaluation page (`bwlkfcap.P_FacDispCurrent`).

Setup Requirements

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

Item	Description
Crosswalk Validation Form (GTVSDAX)	If you want the **Alternate PIN** column to be displayed, enter `Y` in the **External Code** field for the `DISPALTPIN` internal group.
Alternate Personal Identification Number Form (SPAAPIN)	An alternate PIN must be entered for a student on this form for the PIN to be displayed in the **Alternate PIN** field.

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 Name	Goes to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`).
E-mail icon	If the e-mail icon is displayed, launches the user's e-mail program with the student's e-mail address.
Student Information	Goes to the General Student Information page (`bwlkgstu.P_FacStuInfo`).
Holds	Goes to the View Holds page (`bwlkgstu.P_ViewHold`).
Test Scores	Goes to the Test Scores page (`bwlktest.P_FacDispTest`).
Transcript	Goes to the Academic Transcript Options page (`bwlkftrn.P_FacDispTran`).
Degree Evaluation	Goes to the Degree Evaluation page (`bwlkfcap.P_FacDispCurrent`).
Email your advisees	Launches the user's e-mail program with the e-mail addresses of all advisees for whom an e-mail address has been entered on the E-mail Address Form (GOAEMAL). There is a browser-level character limitation that affects long e-mail address lists. For large lists, you must set the `EMAILOPT` internal code on GTVSDAX to `PAGE` instead of one of the other options.

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 Information menu	bmenu.P_FacStuMnu

Test Scores (bwlktest.P_FacDispTest)

This page displays a selected student's test scores.

If the user has not selected a term during the current Web session, the Select Term page (bwlkostm.P_FacSelTerm) is displayed first; if a term has been selected, that term is used. Likewise, if the user has not selected a student during the current Web session, the Student and Advisee ID Selection page (bwlkoids.P_FacIDSel) is displayed; if a student has been selected, that student is used.

If a user selects a student who is not assigned to him or her or if security is set up not to allow access, the system displays the message, *You do not have access to this student.*

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Test Description	Description of the test.
Test Score	Score the student earned for the test.
Date Taken	Date the student took the test.

Setup Requirements

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

Item	Description
Web Display List Customization Form (SOAWDSP)	Specify for the STVTESC validation table name which validation codes are to be displayed on the Web.

Item	Description
Faculty Attribute/Advisor Type Control Form (SOAFAPC)	If you are using value-based security, for the DISPLAYTESTS process, take the following actions. • If you want advisors to be able to access test scores on the Web, associate advisor types with the A (Advisor) role. • If you want faculty members to be able to access test scores on the Web, associate faculty member attribute codes with the F (Faculty) role.
Multiple Advisor Form (SGAADVR)	For an assigned advisor to be able to access a student's test scores on the Web, be sure to use an advisor type that has been associated with the advisor role on SOAFAPC.
Faculty Information Form (SIAINST)	For a faculty member to be able to access a student's test scores on the Web, be sure to assign, in the Faculty Attribute Block, a faculty member attribute code that has been associated with the faculty role on SOAFAPC.
Value-based security	Make sure that value-based security (VBS) has been setup and initiated.

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's name (top of page)	Goes to the View Student Addresses and Phones page (bwlkosad.P_FacDispAddrView).
Return to Previous	Returns to the previous page the user was viewing.

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 Information menu	bmenu.P_FacStuMnu

View Holds (bwlkgstu.P_ViewHold)

This page displays a selected student's holds. If a hold has been placed on the student's record but the hold type is not Web-enabled, the hold is not displayed on the Web and the system displays the message, *Please note that some holds are sensitive and may not display.*

If a user selects a student who is not assigned to him or her or if security is set up not to allow access, the system displays the message, *You do not have access to this student.*

Holds do not prevent a faculty member or advisor from performing any actions.

If the user has not selected a term during the current Web session, the Select Term page (bwlkostm.P_FacSelTerm) is displayed first; if a term has been selected, that term is used. Likewise, if the user has not selected a student during the current Web session, the Student and Advisee ID Selection page (bwlkoids.P_FacIDSel) is displayed; if a student has been selected, that student is used.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Hold Type	Type of hold on the student's record.
From Date	First date that the hold is in effect.
To Date	Last date that the hold is in effect.
Amount	Monetary amount associated with the hold.
Reason	Reason for the hold.
Originator	Code associated with the office or department that originated the hold.
Processes Affected	Processes that are selected for the hold code.

Setup Requirements

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

Item	Description
Hold Type Code Validation Form (STVHLDD)	For each hold code that you want to be available on the Web, select the **Web Indicator** checkbox.
Faculty Attribute/Advisor Type Control Form (SOAFAPC)	If you are using value-based security, for the `DISPLAYHOLDS` process, take the following actions. • If you want advisors to be able to access holds on the Web, associate advisor types with the `A` (Advisor) role. • If you want faculty members to be able to access holds on the Web, associate faculty member attribute codes with the `F` (Faculty) role.
Multiple Advisor Form (SGAADVR)	For an assigned advisor to be able to access a student's holds on the Web, be sure to use an advisor type that has been associated with the advisor role on SOAFAPC.
Faculty Information Form (SIAINST)	For a faculty member to be able to access a student's holds on the Web, be sure to assign, in the Faculty Attribute Block, a faculty member attribute code that has been associated with the faculty role on SOAFAPC.
Value-based security	Make sure that value-based security (VBS) has been setup and initiated.

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's name (top of page)	Goes to the View Student Addresses and Phones page (`bwlkosad.P_FacDispAddrView`).
Return to Previous	Returns to the previous page the user was viewing.

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 Information menu	`bmenu.P_FacStuMnu`

Graduation Application (bwlkgrad.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	Student's last name to be printed on the diploma. The last name prefix is displayed, if applicable.
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).

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.
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
Student's name	Goes to the View Student Addresses and Phones page (bwlkosad.P_FacSelectAtypView).
Academic Transcript	Goes to the Academic Transcript Options page (bwlkftrn.P_FacDispTran).

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 (bwlkcrse.P_FacStuSchd)

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.

You must: select a term from the Select Term page (Select Term (bwlkostm.P_FacSelTerm), enter a student or faculty ID in the Student and Faculty Advisee Selection page (bwlkoids.P_AdvIDSel or bwlkoids.P_FacIDSel), and verify the student (advisee) on the Student Verification page

(bwlkoids.P_FacVerifyID), before you can view the Concise Student Schedule page (bwlkcrse.P_FacStuSchd) from the Student Information Menu.

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.
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) on which the class meets.
Time	Class's meeting times.
Location	Location or room assignment where the class meets.
Instructors	Name of the instructor. The last name prefix is displayed, if applicable. 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.

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's name	Goes to the View Student Addresses and Phones page (bwlkosad.P_FacSelectAtypView).
Student Detail Schedule	Goes to the Student Detail Schedule page (bwlkfstu.P_FacStuSchd).

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 Information menu	bmenu.P_FacStuMnu

Student Schedule by Centric Period (bwlkfstu.P_FacStuSchd_Scp)

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 Select Term page (Select Term (bwlkostm.P_FacSelTerm), enter a student or faculty ID in the Student and Faculty Advisee Selection page (bwlkoids.P_AdvIDSel or bwlkoids.P_FacIDSel), and verify the student (advisee) on the Student Verification page (bwlkoids.P_FacVerifyID), before you can view the Student Schedule by Centric Period page (bwlkfstu.P_FacStuSchd_Scp) from the Student Information 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.
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) on which the class meets.
Time	Class's meeting times.
Location	Location or room assignment where the class meets.

Item	Description/Source Information
Instructor	Name of the instructor. The last name prefix is displayed, if applicable. 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's name	Goes to the View Student Addresses and Phones page (bwlkosad.P_FacSelectAtypView).
Student Detail Schedule	Goes to the Student Detail Schedule page (bwlkfstu.P_FacStuSchd).

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 Information menu	`bmenu.P_FacStuMnu`

Set Up Student Information on the Web

This section provides step-by-step instructions for setting up the student information to be viewed on the Web. It includes the following procedures:

- "Set Up Academic Transcript on the Web" on page 379
- "Set Up Degree Evaluation on the Web" on page 384
- "Use Pipes Processing" on page 389
- "Use Advanced Queue Processing" on page 393
- "Set Up Test Scores to be Viewed on the Web" on page 398
- "Set Up Holds to be Viewed on the Web" on page 398

Refer to the *Banner Student Online Help* for complete information about Banner forms.

Set Up Academic Transcript 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 tab 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.

Select this checkbox	To display
Transfer Detail	Details about the student's transfer courses.
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. If desired, 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).

Select this checkbox	To display
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 tab 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. 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

8. On GTVSDAX, take the following actions.

   8.1. If you want all advisors to be able to access any student's transcripts, enter `Y` in the **External Code** field for the `ALLADVR` internal group.

   8.2. If you want all faculty members to be able to access any student's transcripts, enter `Y` in the **External Code** field for the `ALLFAC` internal group.

   8.3. If you are using value-based security instead of all-advisor and/or -faculty control, make sure that the `CHECKORDER` internal group represents the priority you want the system to use and enter `Y` in the **External Code** field for the following internal codes:

   – `ADVRPIN`

   – `FACPIN`

   – `ADVRTYPE`

   – `FACFATT`

9. If you are using value-based security, for the `TRANSCRIPT` process, on the Faculty Attribute/Advisor Type Control Form (SOAFAPC) take the following actions.

   - If you want advisors to be able to access academic transcripts on the Web, associate advisor types with the `A` (Advisor) role.
   - If you want faculty members to be able to access academic transcripts on the Web, associate faculty member attribute codes with the `F` (Faculty) role.

10. For an assigned advisor to be able to access a student's academic transcript on the Web, on the Multiple Advisor Form (SGAADVR), be sure to use an advisor type that has been associated with the advisor role on SOAFAPC.

11. For a faculty member to be able to access a student's academic transcript on the Web, in the Faculty Attribute Block of the Faculty Information Form (SIAINST), be sure to assign, a faculty member attribute code that has been associated with the faculty role on SOAFAPC.

12. Make sure that value-based security (VBS) has been setup and initiated.

13. If desired, modify the text associated with the SPACER label for the procedure `bwskotrn.P_ViewTran`.

Set Up Degree Evaluation on the Web

You need to do the following to set up degree evaluation.

Setup Requirements

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

Item	Description
Term Control Form (SOATERM)	Under Web Processing Controls/ WebCAPP Controls, the **Web Evaluation Term** checkbox 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 and that the **Lock** checkbox is selected. • On the Module Control window, select the `On` radio button for **Curriculum, Advising, and 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 Code** 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).

Item	Description
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.
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 the "Crosswalk Validation Form (GTVSDAX) Records for WebCAPP Processing" on page 388.

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
- Expanded Requirements (This will be included in a future release.)
- Faculty Control

For detailed information about SMAWCRL, see the *Banner Student CAPP Handbook*.

WebCAPP Rules Form (SMAWCRL) Records Descriptions

Here is a summary of the fields and descriptions used with WebCAPP processing.

Field	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.
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 - Faculty Delete	This indicator is used to specify whether a user (faculty member or advisor) 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

Crosswalk Validation Form (GTVSDAX) records descriptions

Here is a summary of the GTVSDAX rule used with WebCAPP processing.

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 requestors 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.

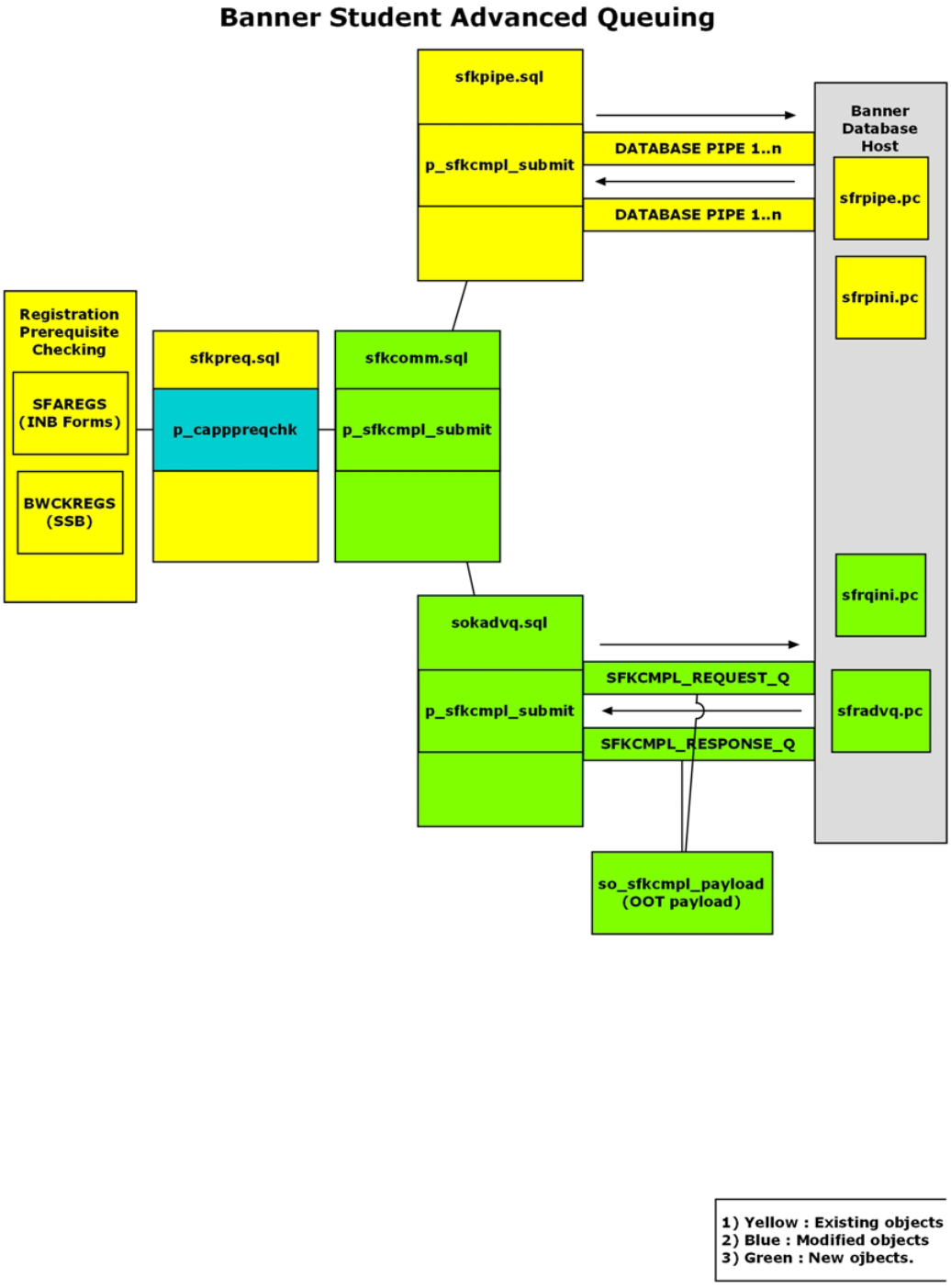
The Number of Listeners to Start parameter is required. Enter the number of advanced queue listeners to be started from SFRADVQ. The default value is `10`.

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.


Banner Student Advanced Queuing
sfkpipe.sql
p_sfkcmpl_submit
DATABASE PIPE 1..n
DATABASE PIPE 1..n
Banner Database Host
sfrpipe.pc
sfrpini.pc
Registration Prerequisite Checking
SFAREGS (INB Forms)
BWCKREGS (SSB)
sfkpreq.sql
p_cappreqchk
sfkcomm.sql
p_sfkcmpl_submit
sokadvq.sql
p_sfkcmpl_submit
SFKCMPL_REQUEST_Q
SFKCMPL_RESPONSE_Q
sfrqini.pc
sfradvq.pc
so_sfkcmpl_payload (OOT payload)
1) Yellow : Existing objects
2) Blue : Modified objects
3) Green : New ojbects.

Set Up Test Scores to be Viewed on the Web

1. On the Web Display List Customization Form (SOAWDSP), specify for the STVTESC validation table name which validation codes are to be displayed on the Web.
2. If you are using value-based security, for the `DISPLAYTESTS` process, take the following actions on the Faculty Attribute/Advisor Type Control Form (SOAFAPC).
   - If you want advisors to be able to access test scores on the Web, associate advisor types with the `A` (Advisor) role.
   - If you want faculty members to be able to access test scores on the Web, associate faculty member attribute codes with the `F` (Faculty) role.
3. For an assigned advisor to be able to access a student's test scores on the Web, on the Multiple Advisor Form (SGAADVR), be sure to use an advisor type that has been associated with the advisor role on SOAFAPC.
4. For a faculty member to be able to access a student's test scores on the Web, on the Faculty Information Form (SIAINST), be sure to assign, in the Faculty Attribute Block, a faculty member attribute code that has been associated with the faculty role on SOAFAPC.
5. Make sure that value-based security (VBS) has been setup and initiated.

Set Up Holds to be Viewed on the Web

1. On the Hold Type Code Validation Form (STVHLDD), select the **Web Indicator** checkbox for each hold code that you want to be available on the Web.
2. If you are using value-based security, for the `DISPLAYHOLDS` process, take the following actions on the Faculty Attribute/Advisor Type Control Form (SOAFAPC).
   - If you want advisors to be able to access holds on the Web, associate advisor types with the `A` (Advisor) role.
   - If you want faculty members to be able to access holds on the Web, associate faculty member attribute codes with the `F` (Faculty) role.
3. For an assigned advisor to be able to access a student's holds on the Web, on the Multiple Advisor Form (SGAADVR), be sure to use an advisor type that has been associated with the advisor role on SOAFAPC.
4. For a faculty member to be able to access a student's holds on the Web, on the Faculty Information Form (SIAINST), be sure to assign, in the Faculty Attribute Block, a faculty member attribute code that has been associated with the faculty role on SOAFAPC.
5. Make sure that value-based security (VBS) has been setup and initiated.

Use Student Information on the Web

This section provides step-by-step instructions for accessing student information on the Web. It includes the following procedures:

- "View a List of Advisees" on page 399
- "Send an E-mail to All of Your Advisees" on page 399
- "View an Advisee's Test Scores" on page 399
- "View an Advisee's Holds" on page 400
- "Perform What-if Analyses for Degree Evaluations" on page 400

View a List of Advisees

1. Access Faculty and Advisor Self-Service.
2. On the Faculty Services menu, select the **Student Information Menu** link.
3. On the Student Information menu, select the **Advisee Listing** link.
4. When the Select Term page (`bwlkostm.P_FacSelTerm`) is displayed, select the term for which you want to view your advisees.

   Note: If you have previously selected a term, the system uses that term and does not display the Select Term page. You can change the term using the **Term Selection** link on the Faculty Services menu.

5. The system displays the Advisee Listing page (`bwlkadvr.P_DispAdvisees`) with the list of advisees assigned to you for the selected term.

Send an E-mail to All of Your Advisees

1. Access the Advisee Listing page (`bwlkadvr.P_DispAdvisees`) as described in the "View a List of Advisees" on page 399.
2. Select the **Email Your Advisees** link.

   The system launches a new e-mail in your e-mail program with all advisees for whom e-mail addresses have been entered in Banner as the recipients.
3. Compose and send the e-mail as usual.

View an Advisee's Test Scores

1. Access Faculty and Advisor Self-Service.
2. On the Faculty Services menu, select the **Student Information Menu** link.

3. On the Student Information menu, select the **Test Scores** link.
4. When the Select Term page (`bwlkostm.P_FacSelTerm`) is displayed, select the term for which you want to view an advisee's test scores.

   If you have previously selected a term, the system uses that term and does not display the Select Term page. You can change the term using the **Term Selection** link on the Faculty Services menu.
5. When the Student and Advisee ID Selection page (`bwlkoids.P_FacIDSel`) is displayed, select the student following standard procedures.

   If you have previously selected a term, the system uses that term and does not display the Select Term page. You can change the term using the **ID Selection** link on the Faculty Services menu.
6. The system displays the Test Scores page (`bwlktest.P_FacDispTest`) for the selected student.

View an Advisee's Holds

1. Access Faculty and Advisor Self-Service.
2. On the Faculty Services menu, select the **Student Information Menu** link.
3. On the Student Information menu, select the **View Holds** link.
4. When the Select Term page (`bwlkostm.P_FacSelTerm`) is displayed, select the term for which you want to view an advisee's holds.

   If you have previously selected a term, the system uses that term and does not display the Select Term page. You can change the term using the **Term Selection** link on the Faculty Services menu.
5. When the Student and Advisee ID Selection page (`bwlkoids.P_FacIDSel`) is displayed, select the student following standard procedures.

   If you have previously selected a term, the system uses that term and does not display the Select Term page. You can change the term using the **ID Selection** link on the Faculty Services menu.
6. The system displays the View Holds page (`bwlkgstu.P_ViewHold`) for the selected student.

Perform What-if Analyses for Degree Evaluations

Users can perform a what-if analysis for a student 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 user 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 user 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 user 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 user 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 user selects 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 user selects the type of display he or she wants to view, then selects the **Submit** button.

Faculty Feedback

Faculty feedback processing is used to help faculty members identify and monitor students in their classes who may be at risk academically. Faculty members can use Web pages to:

- define issues and recommendations
- select issues and make recommendations to address the issues
- enter free form comments regarding the issues
- enter estimated grades

Information is collected during a specific period of time or session. The feedback can then be used to help with problems and initiate proactive action to assist students in academic recovery. First time, full-time freshman who are first generation college students or minority students are examples of students that can be monitored.

Any faculty member who is defined as an instructor can enter feedback in Banner Faculty and Advisor Self-Service. When an instructor is assigned to a course, the instructor can view the information. When multiple instructors are assigned to a course, they can all view the information. Instructors can update and change existing comments entered by other instructors.

Note: Estimated grades used for faculty feedback do not relate to actual grades received by the students. Estimated grades are used only for monitoring the progress of the students.

Faculty feedback functionality works with Banner Relationship Management (BRM) early alerts processing. The feedback data is extracted from Self-Service and used as source data in BRM. Then early alerts processing uses defined rules and student events that occur to intervene on behalf of the students. Early alerts can be triggered by a pattern, such as a GPA that falls over multiple semesters, students who miss class repeatedly, or students who do not complete assignments. The students are flagged for an alert based on the pattern and are monitored for intervention. Once a student has been selected for monitoring, the faculty member can enter recommendations, such as seeking a tutor, meeting with an advisor, or taking a seminar in an appropriate topic like time management.

This chapter contains the following sections:

- "Faculty Feedback Web Pages" on page 403, which provides details about each Web page accessed from the Faculty Feedback Web pages
- "Set Up Faculty Feedback" on page 418, which provides detailed steps for setting up faculty feedback on the Web
- "Use Faculty Feedback" on page 421, which provides details on using faculty feedback on the Web
- "Baseline Processing for Faculty Feedback" on page 422, which provides information on processes, a view, APIs, and tables used with this processing

Faculty Feedback Web Pages

This section covers the following Web pages:

- "Faculty Feedback Sessions (bwlkfdbk.P_FacultyFeedback)" on page 403
- "Faculty Feedback Roster (bwlkfdbk.P_FacultyFeedback)" on page 405
- "Feedback Session Control (bwlkfdad.p_session_control)" on page 409
- "Faculty Feedback - Add Session (bwlkfdad.p_session_control_post)" on page 411
- "Faculty Issues (bwlkfdad.p_define_issues)" on page 412
- "Faculty Issues - Add Issue (bwlkfdad.p_define_issues)" on page 414
- "Faculty Recommendations (bwlkfdad.p_define_recommendations)" on page 415
- "Faculty Recommendations - Add Recommendation (bwlkfdad.p_define_recommendations)" on page 417

Faculty Feedback Sessions (bwlkfdbk.P_FacultyFeedback)

This page contains a list of the faculty members' courses for the term(s) that are available for feedback and the time period in which feedback is to be provided. If the course is not open for the feedback period, the appropriate messages are displayed. If the feedback period is open, links are available by record to provide feedback on issues and recommendations. Comments can also be entered.

The page shows the number of registered students, the number of monitored students, and the number of monitored students that require feedback in a specific period. When no feedback is required, the following message is displayed in place of the page, *You are not required to provide any feedback to students at this time*.

Note: If a faculty member does not enter the feedback before the session ends, the institution can set up a reminder message.

Click on a record under **Select to Enter Feedback** to access the Faculty Feedback Roster page (`bwlkfdbk.P_FacultyFeedback`) and view summary or detailed information.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Select to Enter Feedback	Select the link for *Provide Feedback between MM/DD/YYYY and MM/DD/YYYY* to enter feedback for the record in the roster.
Description	Description of feedback session.
Term	Term of the feedback session.
CRN	Course reference number of the course for which feedback can be provided.
Course	Description of the course.
Registered Students	Number of students registered for the course.
Number of Monitored Students	Number of students in the course being monitored.
Monitored Students that Need Feedback	Number of monitored students for which feedback is required.

Setup Requirements

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

Item	Description
Faculty Feedback Sessions	1. Click on the Faculty Feedback Administration item on the Faculty and Advisors menu. 2. Click on the Feedback Session Control item on the Faculty Feedback Administration menu. 3. Click on the Add a Session Control Period item on the Feedback Session Control page. 4. Enter a session on the Faculty Feedback - Add Session page. 5. Select **Submit Changes**.

Links to Other Web Pages

This page does not have links to other pages.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Faculty and Advisors Menu	bmenu.P_FacMainMnu

Faculty Feedback Roster (bwlkfdbk.P_FacultyFeedback)

This page displays data from the Student Course Registration Repeating Table (SFRSTCR) and the Additional Registration Information Table (SFRAREG) for course information and created students. Data is displayed in sets of records by feedback status. Each record can be expanded to show detailed information. The faculty member can select issues that apply, add the estimated grade, provide comments, and offer recommendations.

Note: Open learning registration courses are displayed on the roster.

Any instructor assigned to a course can view the detail information and enter comments and recommendations or update or delete comments and recommendations entered by other instructors. The page can be set up with a time limit for use, such as 90 minutes at a time.

This page is accessed by clicking on a record under **Select to Enter Feedback** on the Faculty Feedback Sessions page (bwlkfdbk.P_FacultyFeedback). The page is first accessed with a summary view, and then a detailed view can be displayed for a record.

Summary View

This summary view of the page is displayed when the page is first accessed from the Faculty Feedback Sessions page (bwlkfdbk.P_FacultyFeedback).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Course Information	Description of the course.
CRN	Course reference number of the course.
Students Registered	Number of students registered in the course.

Item	Description/Source Information
Record Sets	Number of sets of records requiring feedback and number of records displayed in the set.
Show/Hide	Button used to expand the detail for the record. In the expanded section, you can select items for issues, items for recommendations, and add comments for the student. You can also check and uncheck the indicators that other faculty members have previously set.
Record Number	Record number for the feedback record.
Student Name	Name of student requiring feedback.
ID	ID of faculty member.
Faculty Feedback Status	Status of feedback, whether optional or required.
Estimated Grade	Estimated grade for the student at that time. This is not recorded as an actual grade. It is for informational purposes.

Setup Requirements

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

Item	Description
Feedback Monitor Students Process (SFRFFMN)	Define a population selection to find students registered for a course in a specific term that are required to be monitored by faculty members.
Web Tailor	Check the **Faculty Feedback Administrator** checkbox on the Update User Roles page (`twbkurol.P_UpdateUserRoles`) to activate the faculty feedback role.
Faculty Issues	1. Click on the Faculty Feedback Administration item on the Faculty and Advisors menu. 2. Click on the Faculty Issues item on the Faculty Feedback Administration menu. 3. Enter an issue on the Faculty Issues page and select the **Active Indicator**. 4. Click **Submit Changes**.
Faculty Recommendations	1. Click on the Faculty Feedback Administration item on the Faculty and Advisors menu. 2. Click on the Faculty Recommendations item on the Faculty Feedback Administration menu. 3. Enter a recommendation on the Faculty Recommendations page and select the **Active Indicator**. 4. Click **Submit Changes**.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Provide Feedback for another Course	Goes to Faculty Feedback Sessions page (`bwlkfdbk.P_FacultyFeedback`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Saves the changes.
Reset	Resets the record to undo unsaved changes.

Detailed View

This detailed view of the page is displayed when the **Show/Hide** button is selected for a record. This view allows you to select information for issues and recommendations for the student, as well as enter comments.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Course Description	Description of the course.
CRN	Course reference number of the course.
Students Registered	Number of students registered in the course.
Record Sets	Number of sets of records requiring feedback and number of records displayed in the set.

Item	Description/Source Information
Show/Hide	Button used to expand the detail for the record. You can select items for issues and recommendations, and add comments for the student. You can also check and uncheck the indicators that other faculty members have previously set.
Record Number	Record number for the feedback record.
Student Name	Name of student requiring feedback.
ID	ID of faculty member.
Faculty Feedback Status	Status of feedback, whether optional or required.
Estimated Grade	Estimated grade for the student at that time. This is not recorded as an actual grade. It is for informational purposes.
Select any issues that apply	Set of checkboxes used to provide feedback for issues you have defined on the Faculty Issues page (`bwlkfdad.p_define_issues`). You can check or uncheck the indicators as needed.
Offer one or more recommendations	Set of checkboxes used to provide feedback for recommendations you have defined on the Faculty Recommendations page (`bwlkfdad.p_define_recommendations`). You can check or uncheck the indicators as needed.
Enter comments	Free form text box where you can enter comments for issues and recommendations.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Provide Feedback for another Course	Goes to Faculty Feedback Sessions page (`bwlkfdbk.P_FacultyFeedback`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit	Saves the changes.

Button/Icon	Action
Reset	Resets the record to undo unsaved changes.

Feedback Session Control (bwlkfdad.p_session_control)

This page is used to define and maintain feedback session information, including session start and end dates. Comments and recommendations can be added as part of the feedback.

Periods can be defined as needed. Multiple feedback sessions with overlapping date ranges for a term cannot exist. A session period cannot be deleted once feedback has been provided. Changes to Term cannot be made once a session has been created. Changes to session description cannot be made once feedback has been provided. Changes to the start date, end date, and the checkboxes can be made at any time.

The **Faculty Feedback Administrator** checkbox on the Web Tailor Update User Roles page must be checked for the faculty feedback administrator to set up feedback session periods.

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Select For Delete	Checkbox used to indicate the feedback session record can be deleted.
Term	Term of the feedback session.
Session Description	Description of the feedback session.
Start Date MM/DD/YYYY	Start date of the feedback session.
End Date MM/DD/YYYY	End date of the feedback session.
Suspend Feedback	Checkbox used to pause the feedback session so additional information can be collected.
Comments Allowed	Checkbox used to allow comments to be entered for the feedback session.
Recommendations Allowed	Checkbox used to allow recommendations to be entered for the feedback session.

Setup Requirements

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

Item	Description
Web Tailor	Check the **Faculty Feedback Administrator** checkbox on the Update User Roles page (`twbkurol.P_UpdateUserRoles`) to activate the faculty feedback role.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Faculty Issues	Goes to the Faculty Issues page (`bwlkfdad.p_define_issues`).
Faculty Recommendations	Goes to the Faculty Recommendations page (`bwlkfdad.p_define_recommendations`).

Buttons/icons on this page

This page contains the following buttons/icons.

Button/Icon	Action
Submit Changes	Saves changes.
Add a Session Control Period	Goes to Faculty Feedback - Add Session page (`bwlkfdad.p_session_control_post`).
Reset All Fields	Resets the record to undo unsaved changes.

Web Menus With Links to This Page

The following menu has a link to this page.

Menu Name	Menu URL
Faculty Feedback Administration Submenu	bmenu.P_FacultyFeedbackAdminMnu

Faculty Feedback - Add Session (bwlkfdad.p_session_control_post)

This page is used to add feedback session records for use on the Feedback Session Control page (bwlkfdad.p_session_control).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Term	Term of the feedback session.
Session Description	Description of the feedback session.
Start Date MM/DD/YYYY	Start date of the feedback session.
End Date MM/DD/YYYY	End date of the feedback session.
Suspend Feedback	Checkbox used to pause the feedback session so additional information can be collected.
Comments Allowed	Checkbox used to allow comments to be entered for the feedback session.
Recommendations Allowed	Checkbox used to allow recommendations to be entered for the feedback session.

Setup Requirements

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

Item	Description
Web Tailor	Check the **Faculty Feedback Administrator** checkbox on the Update User Roles page (`twbkurol.P_UpdateUserRoles`) to activate the faculty feedback role.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Faculty Session Control	Goes to the Feedback Session Control page (`bwlkfdad.p_session_control`).
Faculty Issues	Goes to the Faculty Issues page. (`bwlkfdad.p_define_issues`)
Faculty Recommendations	Goes to the Faculty Recommendations page (`bwlkfdad.p_define_recommendations`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit Changes	Saves changes.
Reset All Fields	Resets the record to undo unsaved changes.

Faculty Issues (bwlkfdad.p_define_issues)

This page is used to define and maintain issue codes and descriptions for validation on the Faculty Feedback Roster page (`bwlkfdbk.P_FacultyFeedback`). The codes are displayed as choices in the *Select any issues that apply* section of the page. Codes can be active or inactive.

The **Faculty Feedback Administrator** checkbox on the Web Tailor Update User Roles page (`twbkurol.P_UpdateUserRoles`) must be checked for the faculty member to define and maintain issues.

The **Add New Issue** button is used to create a new issue code and description

This page can be accessed from the Faculty Feedback Administration Menu (`bmenu.P_FacultyFeedbackAdminMnu`).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Select For Delete	Checkbox used to indicate the faculty issue record can be deleted.
Code	Code for the faculty issue.
Description	Description of the faculty issue.
Active Indicator	Checkbox used to indicate the code is active.
Last Updated On	Date record was added or updated.

Setup Requirements

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

Item	Description
Web Tailor	Check the **Faculty Feedback Administrator** checkbox on the Update User Roles page (`twbkurol.P_UpdateUserRoles`) to activate the faculty feedback role.

Link	Action
Faculty Recommendations	Goes to the Faculty Recommendations page (`bwlkfdad.p_define_recommendations`).
Feedback Session Control	Goes to the Feedback Session Control page (`bwlkfdad.p_session_control`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit Changes	Saves changes.
Add New Issue	Goes to the Faculty Issues page (`bwlkfdad.p_define_issues`) with one record view.
Reset All Fields	Resets the record to undo unsaved changes.

Faculty Issues - Add Issue (bwlkfdad.p_define_issues)

This page is used to add a new issue code and description for validation on the Faculty Feedback Roster page (`bwlkfdbk.P_FacultyFeedback`). The issue codes are displayed as choices in the *Select any issues that apply* section of the page. Codes can be active or inactive.

This page is accessed using the **Add New Issue** button from the main view of the Faculty Issues page (`bwlkfdad.p_define_issues`).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Code	Code for the faculty issue.
Description	Description of the faculty issue.
Active Indicator	Checkbox used to indicate the code is active.

Setup Requirements

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

Item	Description
Web Tailor	Check the **Faculty Feedback Administrator** checkbox on the Update User Roles page (`twbkurol.P_UpdateUserRoles`) to activate the faculty feedback role.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Faculty Recommendations	Goes to the Faculty Recommendations page (`bwlkfdad.p_define_recommendations`).
Feedback Session Control	Goes to the Feedback Session Control page (`bwlkfdad.p_session_control`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Save New Issue	Saves changes.
Reset All Fields	Resets the record to undo unsaved changes.

Faculty Recommendations (bwlkfdad.p_define_recommendations)

This paged is used to define and maintain recommendation codes and descriptions for validation on the Faculty Feedback Roster page (`bwlkfdbk.P_FacultyFeedback`). The codes are displayed as choices in the *Offer one or more recommendations* section of the page. Codes can be active or inactive.

The **Faculty Feedback Administrator** checkbox on the Web Tailor Update User Roles page (`twbkurol.P_UpdateUserRoles`) must be checked for the faculty member to define and maintain recommendations.

The **Add New Recommendation** button is used to create a new recommendation code and description.

This page can be accessed from the Faculty Feedback Administration Menu (`bmenu.P_FacultyFeedbackAdminMnu`).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Select For Delete	Checkbox used to indicate the faculty recommendation record can be deleted.
Code	Code for the faculty recommendation.
Description	Description of the faculty recommendation.
Active Indicator	Checkbox used to indicate the code is active.
Last Updated On	Date record was added or updated.

Setup Requirements

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

Item	Description
Web Tailor	Check the **Faculty Feedback Administrator** checkbox on the Update User Roles page (`twbkurol.P_UpdateUserRoles`) to activate the faculty feedback role.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Faculty Issues	Goes to the Faculty Issues page (`bwlkfdad.p_define_issues`).

Link	Action
Feedback Session Control	Goes to the Feedback Session Control page (bwlkfdad.p_session_control).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Submit Changes	Saves changes.
Add New Recommendation	Goes to the Faculty Recommendations page (bwlkfdad.p_define_recommendations) with one record view.
Reset All Fields	Resets the record to undo unsaved changes.

Faculty Recommendations - Add Recommendation (bwlkfdad.p_define_recommendations)

This page is used to add a new recommendation code and description for validation on the Faculty Feedback Roster page (bwlkfdbk.P_FacultyFeedback). The recommendation codes are displayed as choices in the *Offer one or more recommendations* section of the page. Codes can be active or inactive.

This page is accessed using the **Add New Recommendation** button from the main view of the Faculty Recommendations page (bwlkfdad.p_define_recommendations).

Web Page Fields

This page contains the following fields.

Item	Description/Source Information
Code	Code for the faculty issue.
Description	Description of the faculty issue.
Active Indicator	Checkbox used to indicate the code is active.

Setup Requirements

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

Item	Description
Web Tailor	Check the **Faculty Feedback Administrator** checkbox on the Update User Roles page (`twbkurol.P_UpdateUserRoles`) to activate the faculty feedback role.

Links to Other Web Pages

This page contains the following links to other Web pages.

Link	Action
Faculty Issues	Goes to the Faculty Issues page (`bwlkfdad.p_define_issues`).
Feedback Session Control	Goes to the Feedback Session Control page (`bwlkfdad.p_session_control`).

Buttons/Icons on This Page

This page contains the following buttons/icons.

Button/Icon	Action
Save New Recommendation	Saves changes.
Reset All Fields	Resets the record to undo unsaved changes.

Set Up Faculty Feedback

This section provides step-by-step instructions for setting up the student information to be viewed on the Web. It includes the following procedures:

- "Set Up Faculty Member" on page 419

- "Set Up Faculty Feedback Administrator" on page 419
- "Set Up Faculty Issues" on page 420
- "Set Up Faculty Recommendations" on page 421

Set Up Faculty Member

Before faculty members can use the faculty feedback pages, the faculty member must be set up to do so.

Follow these steps to set up a faculty member for faculty feedback processing.

1. Make sure the login ID is a faculty member.

   You can set up the ID as a faculty member on SIAINST.

2. Check that the faculty member is assigned to at least one current course that has more than one registered student.

   You can assign a faculty member to a CRN on SIAASGN.

3. Define at least one feedback session for the course term where the current date falls within the start and end date of this session.

   You can do this on the Faculty Feedback - Add Session page (`bwlkfdad.p_session_control_post`) and the Feedback Session Control page (`bwlkfdad.p_session_control`).

Set Up Faculty Feedback Administrator

For a faculty member to set up faculty feedback sessions, issues, and recommendations, the person must be defined as an faculty feedback administrator.

Follow these steps to set up a faculty member as an administrator for faculty feedback processing.

1. Log in to Self-Service as a Web Tailor administrator.
2. Access the WebTailor main menu (`bmenu.P_WebTailorMnu`).
3. Select the User Roles item.
4. On the initial Update User Role page (`twbkurol.P_UpdateUserRoles`), enter the faculty member's ID.
5. Click **Submit**.
6. On the second Update User Roles page (`twbkurol.P_UpdateUserRoles`) that lists the roles, check the indicator for the **Faculty Feedback Administrator** user role.
7. Click **Submit Changes**.

Set Up Faculty Feedback Control Sessions

1. Access the Faculty and Advisors menu (`bmenu.P_FacMainMnu`).
2. Click on the Faculty Feedback Administration item to access the Faculty Feedback Administration menu (`bmenu.P_FacultyFeedbackAdminMnu`).
3. Select the Faculty Session Control item.
4. On the Feedback Session Control page (`bwlkfdad.p_session_control`), select the **Add A Session Control Period** button.
5. Add a new session on the Faculty Feedback - Add Session page (`bwlkfdad.p_session_control_post`).
   - **5.1.** Enter data for the term, session description, start date, and end date.
   - **5.2.** Set the following indicators as needed.
     - Check **Suspend Feedback** if you need to pause the feedback session so additional information can be collected.
     - Check **Comments Allowed** if a faculty member is allowed to enter comments for a feedback session.
     - Check **Recommendations Allowed** if a faculty member is allowed to enter recommendations for a feedback session.
   - **5.3.** Click **Submit Changes**.
6. Verify the added control session has the correct options set on the Faculty Feedback Session Control page.
7. Make any changes and click **Submit Changes**.

Set Up Faculty Issues

You can set up issue codes and descriptions in Self-Service. This takes the place of using a validation form in baseline Banner.

1. Access the Faculty and Advisors menu (`bmenu.P_FacMainMnu`).
2. Click on the Faculty Feedback Administration item to access the Faculty Feedback Administration menu (`bmenu.P_FacultyFeedbackAdminMnu`).
3. Click on the Faculty Issues item.
4. On the Faculty Issues page (`bwlkfdad.p_define_issues`), select the **Add New Issue** button.
5. Add a new issue on the Faculty Issues - Add Issue page (`bwlkfdad.p_define_issues`).
   - **5.1.** Enter a code and description.
   - **5.2.** Check **Active Indicator** to activate the code.
   - **5.3.** Click **Save New Issue**.
6. Verify the added issue has the correct options set on the Faculty Issues page.

7. Make any changes and click **Submit Changes**.

Set Up Faculty Recommendations

You can set up recommendation codes and descriptions in Self-Service. This takes the place of using a validation form in baseline Banner.

1. Access the Faculty and Advisors menu (`bmenu.P_FacMainMnu`).
2. Click on the Faculty Feedback Administration item to access the Faculty Feedback Administration menu (`bmenu.P_FacultyFeedbackAdminMnu`).
3. Click on the Faculty Recommendations item.
4. On the Faculty Recommendations page (`bwlkfdad.p_define_recommendations`), select the **Add New Recommendation** button.
5. Add a new recommendation on the Faculty Recommendations - Add Recommendation page (`bwlkfdad.p_define_recommendations`).
   - **5.1.** Enter a code and description.
   - **5.2.** Check **Active Indicator** to activate the code.
   - **5.3.** Click **Save New Recommendation**.
6. Verify the added issue has the correct options set on the Faculty Recommendations page.
7. Make any changes and click **Submit Changes**.

Use Faculty Feedback

This section describes how to leave feedback for a student.

1. Access the Faculty and Advisors menu (`bmenu.P_FacMainMnu`).
2. Select the Faculty Feedback item.
3. On the Faculty Feedback Sessions page (`bwlkfdbk.P_FacultyFeedback`), click a record under the **Select to Enter Feedback** link, when the link is active.
4. On the Faculty Feedback Roster page (`bwlkfdbk.P_FacultyFeedback`), select a record, and click **Show/Hid**e.
5. On the detailed display of the roster, check the boxes that apply for issues and recommendations for the student, and enter comments if needed.
6. Click **Submit**.

Baseline Processing for Faculty Feedback

Faculty feedback processing uses some baseline objects for processing in Self-Service.

Please see the “Registration” chapter in the *Banner Student User Guide* and the “Registration” chapter in the *Banner Student Reports and Processes* Handbook for more information.

Faculty Feedback Processes

You can monitor students for feedback and purge the records. Use the following processes to do this.

Feedback Monitor Students Process (SFRFFMN)

This process uses a population selection to find students registered for a course in a specific term that are required to be monitored by faculty members. Students are designated as monitored, and a feedback record for each monitored student is loaded to the Faculty Feedback Student Estimated Grade Table (SFRFFST). Students not designated as monitored are optional and are not considered by the process.

When a faculty member views the Faculty Feedback Roster (`bwlkfdbk.P_FacultyFeedback`) in Banner Faculty and Advisor Self-Service, the students that require feedback are displayed, and the student marked as `Monitored` have the status of `Monitored`. When a issue or recommendation has been entered for a monitored student, the *Monitored* status changes to *Complete*. Students with an `Optional` status remain as optional.

If desired, the process can be executed multiple times for the same session with different populations. Subsequent executions add new students not marked as `Monitored`.

This process calls the `sb_feedback_session` API and the `sb_estimated_grades` API.

Faculty Feedback Purge Process (SFRFFPG)

This process is used to purge records for a term and session description for the start and end dates of the session control record. The feedback session end date must be in the past. Data purged includes: feedback session definition, estimated grades and comments, and issues and recommendations. The feedback session definition can be deleted from the user interface as long as no feedback exists. When feedback exists, the SFRFFPG process must be used to delete it.

Faculty Feedback View (SFVFDBK)

This Banner view is used to select faculty feedback information. It joins the faculty feedback tables to simplify reporting on faculty feedback activity.

Faculty Feedback APIs

The following APIs are used with faculty feedback processing. These APIs use the BWLKFDAD and BWLKFDBK Self-Service packages.

- `sb_feedback_codes`
- `sb_feedback_session`
- `sb_faculty_feedback`
- `sb_estimated_grades`

Faculty Feedback Tables

The following tables are used with faculty feedback processing.

- Faculty Issues and Recommendations Validation Table (STVFFVA)
- Faculty Feedback Session Control Table (SRBFFSC)
- Faculty Feedback Student Estimated Grade and Comments Table (SFRFFST)
- Faculty Feedback About Students Table (SFRFFBK)