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Admissions Checklist

PRIOR TO OPENING APPLICATION FOR THE TERM/SEMESTER
1. _____ Ensure Registrar has completed their forms needed for Application (i.e. SOATERM, Add New Program/Concentrations & update SAAWCUR, if applicable
2. _____ Set Up Mass Decision Rule (SAADCSN)
3. _____ Set Up Admissions Checklist Rules (SAACHKB)
4. _____ SAAWADF, if applicable

SEMESTER:
1. _____ Apply mass holds, if applicable (TGPHOLD)

WEEKLY:
1. _____ Resolving Applications (SAAEAPS)
2. _____ Communicate with students who submit application for the wrong semester (SAAEAPS)
3. _____ Enter Paper Applications, if applicable
4. _____ Assign Decisions (SAAMAPP & SARBSDN)
5. _____ Checking/Updating Students Immunization Record Information
6. _____ Load Test Scores
7. _____ Load STS Transcripts
8. _____ Load Clearinghouse Student Tracker File
9. _____ Manually Entering Test Scores, Immunization Record/Waiver, Personal ID, etc. (SOATEST)
10. _____ Enter High School Transcript (SOAHSCH)
11. _____ Enter Received Date for Official Transcript (SOAPCOL)
12. _____ Transfer Articulation (outside and within LCTCS) (outside TRANS; inside SZPTRAN)
13. _____ Edit Reports for SSPS BOR reporting

End of Semester (Optional)
1. _____ Purge SAAEAPS Records
2. _____ Purge SRTPURG Records
3. _____ Purge SOPAPPT Records, if applicable
# Navigating Banner

## Parts of a Banner Form

<table>
<thead>
<tr>
<th>Part</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title Bar</td>
<td>May display the form's Description name, the seven-character form name, the software version number and the college database name (DCC):DCC</td>
</tr>
<tr>
<td>Generate Banner ID</td>
<td>Brings you to GOAMTCH so you can look up applications current Banner ID or create an ID if the applicant isn't in the system.</td>
</tr>
<tr>
<td>Key Block</td>
<td>Contains parameter used to decide what you will view on the form (i.e. student, term, level, etc...).</td>
</tr>
<tr>
<td>Information Block</td>
<td>Displays data about the information entered in the Key Block. Area where you enter information prior to updating a record.</td>
</tr>
<tr>
<td>Field</td>
<td>Area on a form where you can enter, query, change, and display specific information.</td>
</tr>
<tr>
<td>Drop-Down Arrow</td>
<td>Used to open a pop up box that contains values for the specific field. The drop down arrow can be located at the top or right of the field.</td>
</tr>
<tr>
<td>Tabs</td>
<td>Tabs are used to arrange information in a meaningful way and allow you to navigate easily between groups or blocks of information.</td>
</tr>
<tr>
<td>Radio Button</td>
<td>Used to select one of several options. Only one radio button can be selected at a time.</td>
</tr>
<tr>
<td>Checkbox</td>
<td>Used to enable or disable features or options.</td>
</tr>
</tbody>
</table>
# Toolbar Functions and Keyboard Commands

The **Toolbar** is located under the **Menu Bar** and contains a set of icons (buttons) that represent shortcuts for performing common functions. As you place the cursor over the icon, the name of the icon appears.

![Toolbar Icons](image)

### Commonly Used Icons & Key Shortcuts

<table>
<thead>
<tr>
<th>Icons</th>
<th>Functions</th>
<th>Keyboard Commands</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Save Icon" /></td>
<td>Save – this allows you to save your work just as in other applications.</td>
<td>F10</td>
</tr>
<tr>
<td><img src="image" alt="Rollback Icon" /></td>
<td>Rollback – clears information in the output area (block) of a form and returns you to the first enterable field in the input information area (ID field).</td>
<td>Shift+F7</td>
</tr>
<tr>
<td><img src="image" alt="Select Icon" /></td>
<td>Select – when an item is highlighted, this icon maybe used to populate a form with the desired information.</td>
<td>Shift+F3</td>
</tr>
<tr>
<td><img src="image" alt="Insert Icon" /></td>
<td>Insert Record – used to add another record to the form.</td>
<td>F6</td>
</tr>
<tr>
<td><img src="image" alt="Remove Icon" /></td>
<td>Remove Record (Delete) – used to remove a record from the form.</td>
<td>Shift+F6</td>
</tr>
<tr>
<td><img src="image" alt="Previous Record Icon" /></td>
<td>Previous Record – allows the user to navigate between records in the database.</td>
<td>PgUp or PgDn</td>
</tr>
<tr>
<td><img src="image" alt="Next Record Icon" /></td>
<td>Next Record - allows the user to navigate between records in the database.</td>
<td>PgDn or PgUp</td>
</tr>
<tr>
<td><img src="image" alt="Previous Block Icon" /></td>
<td>Previous Block – moves the cursor to the previous information area (block). If the previous block is another window area (tab) will open.</td>
<td>Ctrl+PgUp</td>
</tr>
<tr>
<td><img src="image" alt="Next Block Icon" /></td>
<td>Next Block – moves the cursor to the next information area (block). If the next block is another window area (tab) will open.</td>
<td>Ctrl+PgDn</td>
</tr>
<tr>
<td><img src="image" alt="Enter Icon" /></td>
<td>Enter Query – puts the form in query mode and lets you enter search criteria to see what information may already be in the database.</td>
<td>F7</td>
</tr>
<tr>
<td><img src="image" alt="Execute Icon" /></td>
<td>Execute Query – searches the database and displays any record that matches the search criteria.</td>
<td>F8</td>
</tr>
<tr>
<td><img src="image" alt="Cancel Icon" /></td>
<td>Cancel Query – takes the form out of query mode and cancels the query.</td>
<td>Ctrl+Q</td>
</tr>
<tr>
<td><img src="image" alt="Print Icon" /></td>
<td>Print – prints an image of the menu or form that is displayed. Follow directions displayed on screen.</td>
<td>Shift+F8</td>
</tr>
<tr>
<td><img src="image" alt="Exit Icon" /></td>
<td>Exit – is the method to leave the current screen or close the application (form).</td>
<td>Ctrl+Q</td>
</tr>
</tbody>
</table>
Keyboard Commands

Not all keyboard commands are available from every form. When in the Main Menu use the arrow keys to navigate to previous form.

<table>
<thead>
<tr>
<th>Function</th>
<th>Keys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear Block</td>
<td>Shift+F5</td>
</tr>
<tr>
<td>Field – clear</td>
<td>Ctrl + U</td>
</tr>
<tr>
<td>Field – duplicate (will duplicate the field above)</td>
<td>F3</td>
</tr>
<tr>
<td>Field – next</td>
<td>Tab</td>
</tr>
<tr>
<td>Field – previous</td>
<td>Shift + Tab</td>
</tr>
<tr>
<td>Go To... another form</td>
<td>F5</td>
</tr>
<tr>
<td>Record – clear</td>
<td>Shift + F4</td>
</tr>
<tr>
<td>Record – duplicate</td>
<td>F4</td>
</tr>
<tr>
<td>Show Keys (list of key functions)</td>
<td>Ctrl + F1</td>
</tr>
</tbody>
</table>

A. Query – How to perform a search
   a. If you know the information: student’s last name, student’s first name, high school/college name.
      i. Enter Information
      ii. Hit F8 or Click **Execute Query** function.
   b. Don’t know information
      i. Enter Search:
         a) If you know how the beginning of a student’s last name is spelled-enter what you know and %. If I enter Gaza% the query will find all last names that begin with Gaza
         b) If you know how the end of a student’s last name is spelled-enter % and end of name. If I enter %zave the query will find all last names that end with zave.
         c) If you know the middle of the name-enter %middle of name%. If I enter %zav% the query will find all last names that have zav in them.
      ii. Hit F8 or Click **Execute Query** function.

B. Validation Code List
   a. Scroll List
   b. Search
      i. Type what the code may begin with followed by %.
      ii. Hit Enter
Prior to Opening Online Application

Setting Up Mass Decision Rule

Built this rule if you don’t accept Workforce Development Applications:

- Access SAADCSN (Admissions Decision Rules)
- Select “X” to cancel query mode
- The auto hint status indicator will state “Query Canceled”
- Enter term in the Term field (ex. 201320).
- Enter 45 in Decision field.
- Save

Setting Up Admissions Checklist Rules

This form is used to indicate what documentation a student needs to submit to Student Services/Enrollment Services. If you have certain items that are mandatory you must select the mandatory box.

- Access SAACHKB
- Use down arrow under Item field to select the items you would like to have on your checklist.
- Enter term in the Term field.
- Use down arrow below Student Type field to enter the student type that relates to the item you selected (i.e. T=Transfer, R=Returning, F = First Time Freshman). If it applies to all application types leave the student type blank.
Setting Up Online Application Rules

Important things you need to know:
- You must complete this form for each application type (i.e. W1, W2, W5, W6, W8, W9)
- You must set up all four tabs for each effective term you create
- You only need to do this if something has change (example, application fee increased)

- Access SAAWADF
- Enter the Web Application Type
- Perform Next Block
- Enter UG in the Level Field
- Enter Effective Term in the Effective Term field

➤ Select Matching and Processing Rules tab
  - Enter WAPP in the Interface Code field
  - Enter WEB in the Application Source Field
  - Enter AWEB in the Application SBGI Source Field
  - Enter 1 in the Maximum number of majors Field
  - Enter 0 in the Maximum number of Minors Field
  - Enter the number of concentrations you allow a student to choose for a major in the Maximum of additional number of concentration Field
  - Enter 0 in the Maximum number of additional Majors field
  - If you want to use the automated decision process do the following:
    - Select enable quick start processing radio button
    - Select automatically create application record radio button
    - Select process decision radio button
    - Enter 15 for all application types except high school enter 10 in the admissions decision field

➤ Select the Web Signature Letters Tab
  - Enter your colleges letter code in the Letter code field (you create your letter on SOAELETR)
- Enter STANDARD in the letter Type Field
- Save
- Continue until you complete the process for all application types
Weekly

Manual Processes

Electronic Applications

Resolve Applications that Didn’t Automatically Push

There are four reasons an application wouldn’t push:

- Suspended
- Not Verified
- Verification Error
- Verified but didn’t push

To resolve applications you must use the COGNOS report “Suspended Applications” to locate only the records that need to be reviewed and pushed. The COGNOS Report provides a column titled Query so you will now what directions below to use to push the application.

Pull COGNOS Report:

- Access COGNOS
- Select Student Reports Folder
- Select Admissions Folder
- Select Application Folder
- Select Suspended Applications

  - The report provides you with information that will help your resolve/research the suspended application.
  - Column #1 Provide you with the Query you would use to resolve the application.
SAAEAPS: Query #1 Resolving Suspended Applications

Prior to working the Suspended Applications pull the COGNOS report: Suspended Applications; The report provides you with the Applications WebID, Name, Birthdate, SSN, Mailing Address, Phone Number, and email address provided on application.

- Access SAAEAPS (Electronic Application Process Form)
- Enter the Application ID from the COGNOS report into the Web ID field in the Key Block and Perform Next Block; if person has multiple rows select the term in which you need to process
- Select Verification Steps tab
- Select IDVR (Id verification) in the Step field in the Manual Person Verification Steps block.
- Select Options
- Click the Associate Person with ID button
- Click Associate Person with ID at the bottom of the page
- Enter SS_APPL_LOAD in the Matching Source Field
- Perform Next Block
- Select Duplicate Check button

<table>
<thead>
<tr>
<th>IF match is….</th>
<th>THEN….</th>
</tr>
</thead>
<tbody>
<tr>
<td>Found</td>
<td>Click the Update ID button.</td>
</tr>
<tr>
<td>Not found</td>
<td>Create as new and save.</td>
</tr>
</tbody>
</table>

- Verification Steps tab opens
- Save
- Click Electronic Applications tab. (Note: The Person Status checkbox will be set to Y)
- The record can now be reprocessed by running SARETMT or Select Options – Load Application to load it immediately.
  - If you select Options – Load Application – and you get the message in the hint line “Application Verification must be Completed” do the following: Select Options; Select Verify Application
  - If the Process field:
    ① Updates to E “Verified; Errors Encountered” go to Query #3 to resolve the application.
    ① Updates to V “Verification Complete” select Options Select Load Application
- If you are using the option of entering the Application ID from spreadsheet into the Web ID field roll back and enter a new ID.
**SAAEAPS: Query #2 Not Verified**

- Access **SAAEAPS** (Electronic Application Process Form)
- Perform **Next Block**
- Do one of the following:
  - Enter the **Application ID** from the COGNOS report into the **Web ID** field in the Key Block and Perform Next Block; if person has multiple rows select the term in which you need to process
  - If Banner ID is NOT Null
    - Change the Accepted Indicator to Y(Yes)
    - Save
    - Click **Options**
    - Select Verify Application
    - If Process Status changes to V – Verification Complete:
      ① Click Options
      ② Load Application. Process Status should then say “Pushed”
    - If Process Status changes to E - Errors
      ① Click Review Results tab
      ② Scroll through the procedures/routines to find the ones without the completion indicator checked. All completion indicators in the procedure/routine block need to be completed in order for the application to push.
      ③ Resolve the problems by manually overriding by clicking the Override Indicator button in the System Verification Procedure and System Verification Routines block if applicable.
    - If the Process Status changed to V – Push Errors Encountered
      ① Select the Review Results Tab
      - Scroll through the procedures/routines to find the ones without the completion indicator checked. All completion indicators in the procedure and routines block for the application to push.
      - Resolve the problems by manually overriding by clicking the **Override Indicator** button in the **System Verification Procedure** and **System Verification Routines** block if applicable.
      - Click **Electronic Application** Tab
      - Click **Option** menu select **Verify Application**
      - Click **Options** menu select **Load Application**
      - The Process Status should update to ‘P-Application Pushed.’
  - If the Banner ID Field is null:
    - Click the Verification Steps Tab
    - Click **Options**
    - Select **Associate Person with ID**
    - Click **Associate Person with an ID** button
    - Enter **SS_APPL_LOAD** in the Matching Source Field
- Perform **Next Block**
- Click **Duplicate Check**
  - If a list of names appear, verify the information and select Update ID
  - If no names appear, select Create New ID
- Click **OK**
- **Save**
- Click **Electronic Application** Tab
- Change the Accepted Indicator to Y (Yes)
- **Save**
- Click **Options**
- Select Verify Application
- If Process Status changes to V – Verification Complete:
  - Click Options
  - Load Application. Process Status should then say “Pushed”
- If Process Status changes to E - Errors”
  - Click Review Results tab
  - Scroll through the procedures/routines to find the ones without the completion indicator checked. All completion indicators in the procedure/routine block need to be completed in order for the application to push.
  - Resolve the problems by manually overriding by clicking the Override Indicator button in the System Verification Procedure and System Verification Routines block if applicable.
- Click **Electronic Application** tab
- Click **Options**
- Select Verify
- Click **Options**
- Select Load Application
- The Process Status should update to ‘P-Application Pushed.’
Note: Most of the applications that you will see with this error is because the student submitted a duplicate application for them term that has already been processed. We only allow one application to be pushed per term so the duplicate app will never push. The duplicate app will be updated to the source code of DUP and removed from your report.

☐ Access SAAEAPS (Electronic Application Process Form)
☐ Perform Next Block
☐ Do one of the following:
  ☐ Enter the Application ID from the COGNOS report into the Web ID field in the Key Block and Perform Next Block; if person has multiple rows select the term in which you need to process
  ☐ Click Review Results tab
  ☐ Scroll through the procedures/routines to find the ones without the completion indicator checked. All completion indicators in the procedure and routines block for the application to push.
  ☐ Resolve the problems by manually overriding by clicking the Override Indicator button in the System Verification Procedure and System Verification Routines block if applicable.
☐ Click Electronic Application Tab
☐ Click Option menu select Verify Application
☐ Click Options menu select Load Application
☐ The Process Status should update to 'P-Application Pushed.'
SAAEAPS: Query #4 V Verification Complete but not Pushed

☐ Access SAAEAPS (Electronic Application Process Form)
☐ Perform Next Block
☐ Do one of the following:
  ☐ Enter the Application ID from the COGNOS report into the Web ID field in the Key Block and Perform Next Block; if person has multiple rows select the term in which you need to process
  ☐ Make sure the Accepted Indicator is Y(Yes)
  ☐ Click Options
  ☐ Select Load Application
  ☐ If Process Status changes to E - Errors”
    ☐ Click Review Results tab
      ☐ Scroll through the procedures/routines to find the ones without the completion indicator checked. All completion indicators in the procedure/routine block need to be completed in order for the application to push.
      ☐ Resolve the problems by manually overriding by clicking the Override Indicator button in the System Verification Procedure and System Verification Routines block if applicable.
        ☐ Click Electronic Application tab
        ☐ Click Options
        ☐ Select Verify
        ☐ Click Options
        ☐ Select Load Application
        ☐ The Process Status should update to “P-Application Pushed.”
  ☐ If Process Status remains “V”
    ☐ Select the Review Results Tab
    ☐ Scroll to find the completion indicatory that isn’t checked in the System Verification Procedure Block
    ☐ Highlight the one that isn’t checked
    ☐ Scroll in the System Verification Routines and select the override indicator for the item in which the completion indicatory isn’t selected
    ☐ Save
    ☐ Select Electronic Applications Tab
    ☐ Roll Out
    ☐ Perform Next block
    ☐ Select Options
    ☐ Select Load Application
  ☐ If No errors, Process Status should now say “P-Application Pushed.”
View Pushed Applications

- Access SARADMS
- Perform Next Block function twice
- Enter the term that you would like to view the pushed applications in parameter #1
- Perform Next Block function
- Save
- Select Options
- Select Review Output
- Hit Drop Down Arrow next to file name box
- Double click file name that ends with lis
- Perform Next Block function
Create Excel Spreadsheet of Pushed Applications

- Access SAAEAPS
- Perform Next Block
- Enter P in the Process Field
- Select F8 (execute query)
- Select Help
- Select Extract Data With Key
- Save File
- Select OK
- Banner will open a form and provide you with the name of the report
- Locate the file on your computer wherever you set up for Banner to save form (i.e. Temp folder, My Documents, etc... You can locate the directions for setting up where you would like the documents to be saved at the end of this workbook.)

Communicate with Students that have an Application Hold/Restriction

Please view LCTCS Student Workflow. There is a workflow that was created to communicate to this population.
Regular Student Enter Application

a. Access APPL
b. Click on Generate ID
c. Select SS_APPL_LOAD for Matching Source.
d. Perform Next Block
e. Enter as much information that you can about the student.

Click “Duplicate Check” function.

i. If there is no match, an ID is created and a window will open stating “No matches found create as new? Click Yes
ii. If possible matches are found, review the information
   a. Click Details function Note: If you have multiple duplicates you must highlight the duplicate that you would like to review.
      1. Click General Person Identification.
      2. Perform Next Block
      3. review the information
      4. click X in the menu bar
         a. find match - click Update ID function
         b. No match - click Create New Function. Do not click Create New until you have viewed all possible duplicates.

f. The Applicant's ID and name will appear in the ID field.
g. Perform Next Block (last and first name will appear in the person field).
h. Enter required information and click “save”
i. Click the Address tab and enter address information. Note: If you tab through the “From” field the program will automatically populate the current date.
j. When you complete the address entry click save.
k. Continue through the remaining tabs, saving after the completion of each tab.
l. Select “X”

FORM #2: SOAHSCH (High School Information)

a. The ID and student name appears in the ID block.
b. Perform Next Block
c. Click on the drop down arrow to search for high school code. If you know the code you can manually input it.
d. To search for high school code:
   i. Click box below HS
   ii. Under the Name Column
      1. Type the name of the school (note some schools have abbre. which will prevent you from located a school by its name) or
      2. Use the following search code “% part of school name %”
      3. Click “F8” or click on “execute query” button to execute your search
      4. Double click on the correct high school code
      5. Click “X” to move to the next form
e. Enter graduation date if student submits an Official High School Transcript with graduation information, Diploma, or GED.
f. Enter Transcript Received date if you received an Official Transcript.
g. Enter
   a. HSDP in the Admissions Request field if it is an Official High School Transcript with graduation information, Diploma, or GED
   b. HST1 in the Admission Request field if it is an Official High School Transcript
   c. Leave NULL if there is no graduation date or official transcript received date. HSDP should never be entered unless both the graduation date and official transcript received date it populated.
FORM #3: SOAPCOL (Previous College Information)

a. The ID and student name appears in the ID block.
b. Perform Next Block
c. Click on the drop down arrow to search for college code. If you know the code you can manually input it.
d. To search for college code:
   1. Click on the box below College
   2. Under the Name Column
      a. Type the name of the school (note some schools have abbre. which will prevent you from locating a school by its name) or
      b. Use the following search code “%part of schoolname%”
      c. Click F8 to execute your search
      d. Double click on the correct college code
f. Click “X”

FORM #4: SOATEST (Test Score Information)

a. The student ID and name appear in the ID block.
b. Perform Next Block function.
c. Click the drop down arrow under “Test Code.” A menu window will appear. Locate and select the test that you are entering.
d. Enter the test score.
e. Enter the test date (putting a period then hitting enter will put the current date).
f. Admission Request field will automatically populate.
g. Tab to the Source field.
h. Click drop down arrow.
 i. Select the source of the test scores from the menu.
j. Click Save
k. Click “X”

Note: If your college has made the immunization records/immunization waiver, and driver’s license a requirement on their checklist you must note that they have been received using the SOATEST form.

FORM #5: SAAADMS (Admissions Application)

a. The student ID and Name appear in the ID block
b. Enter the Term in Term Field
c. Perform Next Block
d. Admit Type: Enter AD (Regular Admit)
e. Student Type: Whatever student type that is applicable for the student (i.e. freshman, returning, transfer, non-matriculating, visiting. Cross Enrolled – most colleges have a specific process for their Cross Enrollment applicants – if your college accepts cross enrollment applicants meet with your college team lead for more information)
f. Click Curricula tab
   □ Select the drop down arrow next to the program field
   □ Select “Change Curriculum”
   □ Select OK
   □ Locate the correct curricula and double click on it
   □ Save
g. Click the Field of Study tab (view to make sure the field of study populated).
h. Click Save
i. Click “X”
High School Dual Enrollment Enter Application

FORM #1 SPAIDEN

a. Access DUAL
b. Click on Generate ID
c. Select SS_APPL_LOAD for Matching Source.
d. Perform Next Block
e. Enter as much information that you can about the student.
f. Click “Duplicate Check” function.
   i. If there is no match, an ID is created and a window will open stating “No matches
      found create as new? Click Yes
   ii. If possible matches are found, review the information
g. Click Details function Note: If you have multiple duplicates you must highlight the duplicate
   that you would like to review.
   1. Click General Person Identification.
   2. Perform Next Block
   3. review the information
   4. click X in the menu bar
      a. find match - click Update ID function
      b. No match - click Create New Function. Do not click Create New until
      you have viewed all possible duplicates.
h. The Applicant’s ID and name will appear in the ID field.
i. Perform Next Block (last and first name will appear in the person field).
j. Enter required information and click “save”
k. Click the Address tab and enter address information. Note: If you tab through the “From”
   field the program will automatically populate the current date.
l. When you complete the address entry click save.
m. Continue through the remaining tabs, saving after the completion of each tab.
n. Select “X”

FORM #2 SAAADMS

a. The student ID and Name appear in the ID block
b. Enter the Term in Term Field
c. Perform Next Block
d. Admit Type: Enter HS (High School Dual Enrolled)
e. Student Type: H
f. Click Curricula tab
   a. Select the drop down arrow next to the program field
   b. Select “Change Curriculum”
   c. Select OK
   d. Locate the correct curricula and double click on it
   e. Save
g. Click the Field of Study tab (view to make sure the field of study populated).
h. Click Save
i. Select Options
j. Select Assign Decision to Application
k. Enter 10
l. Save
m. Select OK
n. Save
o. Click “X”
**Form #3: SOAHSCCH**

a. The ID and student name appears in the ID block.
b. Perform Next Block
c. Click on the drop down arrow to search for college code. If you know the code you can manually input it.
d. To search for college code:
   1. Click on the box below College
   2. Under the Name Column
      a. Type the name of the school (note some schools have abbre. which will prevent you from locating a school by its name) **or**
      b. Use the following search code “%part of schoolname%”
      c. Click F8 to execute your search
      d. Double click on the correct college code
e. Enter graduation date if student submits an Official High School Transcript with graduation information, Diploma, or GED.
f. Enter Transcript Received date if you received an Official Transcript.
g. Enter
   a. HSDP in the Admissions Request field if it is an Official High School Transcript with graduation information, Diploma, or GED
   b. HST1 in the Admission Request field if it is an Official High School Transcript
   c. Leave NULL if there is no graduation date or official transcript received date. HSDP should never be entered unless both the graduation date and official transcript received date it populated.
e. Click “X”

**FORM #4: SGASADD**

- Perform Next Block Twice
- Enter Student Attribute
  - ESTL – All Early Start Students
  - Some Colleges apply additional attributes to high school dual enroll students
    - Dual Enrollment 11th Grade
    - Dual Enrollment Senior
    - Dual Enrollment-BOR
    - Dual Enrollment High School Campus
    - Dual Enrollment College Campus
    - (name of high school student attends)

To learn the specific attributes that your college uses speak to the lead person at your college.

- To put an end term on the attribute
  - Roll Back
  - Enter term in term field that you would like the attribute to end
  - Perform Next Block twice
  - Save (you will see that the “To Term” field has the date the attribute will end)

**FORM #5: SOATEST (Optional)**

- Perform Next Block
- Click the drop down arrow under “Test Code.” A menu window will appear. Locate and select the item that you would like to enter.
  - PCOM: Plan Composite
  - PENG: Plan English
  - PMTH: Plan Mathematics
  - PRDG: Plan Reading
Enter Test Score in Test Score Field

Tab to the Source field.

Hit drop down arrow.

Select the source of the item from the menu.

Click Save function.

Form #6: SFAREGS

Access SFAREGS (Student Course Registration)

SOADEST (System Distribution Initialization Form) may appear (only appears first time you access Banner forms that you can print documents per session).

Two choices:

1. Not printing - click the Exit icon.
2. Printing – enter printer(s) you will be using and click Exit icon.

Enter Term in Term field.

Enter Student ID in ID field or search by name.

Two ways to search

1. last name, first name; hit enter – search box will open if there are more than one student with the name you entered.
2. last name, Initial of first name%; hit enter – search box will open for you to search for the student

Perform Next Block function.

Check

1. Status EL (Eligible to Register).
2. Max hours (your institutions max hours per semester)

Perform Next Block function.

Two ways to enter courses:

1. Enter CRN Number for course; enter
2. Search for course
   ① Hit down arrow below subject.
   ② Enter subject and/or course number
   ③ Hit F8
   ④ select section
   ⑤ Double click the CRN for the section you need

Click Save icon three times.

FORM #7: SOAHOOLD (Optional)

Perform Next Block function.

Enter a valid code for the hold type into the Hold Type field, or click the Search function to find and select a valid Hold Type code. Each institution needs to discuss what codes they are going to use.

Enter a reason for the hold into the Reason field. (Must use Hold Business Process)

Enter the appropriate Origination Code (such as REGS for Registrar) into the Origination Code field, or click the Search function to find and select the valid Origination Code.

Click the Save function.
Prison Student Enter Application

FORM #1: SPAIDEN

a. Access PRISON
b. Click on Generate ID
c. Select SS_APPL_LOAD for Matching Source.
d. Perform Next Block
e. Enter as much information that you can about the student.
f. Click “Duplicate Check” function.
   i. If there is no match, an ID is created and a window will open stating “No matches found create as new? Click Yes
   ii. If possible matches are found, review the information

g. Click Details function Note: If you have multiple duplicates you must highlight the duplicate that you would like to review.
   1. Click General Person Identification.
   2. Perform Next Block
   3. review the information
   4. click X in the menu bar
      a. find match - click Update ID function
      b. No match - click Create New Function. Do not click Create New until you have viewed all possible duplicates.

h. The Applicant’s ID and name will appear in the ID field.
i. Perform Next Block (last and first name will appear in the person field).
j. Enter required information and click “save”
k. Click the Address tab and enter address information. Note: If you tab through the “From” field the program will automatically populate the current date.
l. When you complete the address entry click save.
m. Continue through the remaining tabs, saving after the completion of each tab.
n. Select “X”

FORM #2: SAAADMS

a. The student ID and Name appear in the ID block
b. Enter the Term in Term Field
c. Perform Next Block
d. Admit Type: Enter PP (Prison Population)
e. Student Type: Whatever student type that is applicable for the student (i.e. freshman, returning, transfer, non-matriculating, visiting, Cross Enrolled – most colleges have a specific process for their Cross Enrollment applicants – if your college accepts cross enrollment applicants meet with your college team lead for more information)
f. Click Curricula tab
   a. Select the drop down arrow next to the program field
   b. Select “Change Curriculum”
   c. Select OK
   d. Locate the correct curricula and double click on it
   e. Save

g. Click the Field of Study tab (view to make sure the field of study populated).
h. Click Save
i. Select Options
j. Select Assign Decision to Application
k. Enter 10
l. Save
m. Select OK
n. Save
FORM #3: SGASADD

- Perform Next Block Twice
- Enter Student Attribute
  - CATC - DPRP
  - CENLA - EPRP
  - RPCC - OPRP
  - SOWELA - RPRP
  - NWLTC - MPRP
  - NSHORE - LPRP
  - NELTC - KPRP

- To put an end term on the attribute, if applicable
  - Roll Back
  - Enter term in term field that you would like the attribute to end
  - Perform Next Block twice
  - Save (you will see that the “To Term” field has the date the attribute will end)

FORM #4: SGASTDN

- Access SGASTDN
- Perform Next Block
- Select Academic Graduation Status, Dual Degree Tab
- Enter Expected Graduation Date
- Enter Graduation Term
- Enter Graduation Year

FORM #5: SFAREGS

- Access SFAREGS (Student Course Registration)
- SOADEST (System Distribution Initialization Form) may appear (only appears first time you access Banner forms that you can print documents per session).
  - Two choices:
    1. Not printing - click the Exit icon.
    2. Printing – enter printer(s) you will be using and click Exit icon.
- Enter Term in Term field.
- Enter Student ID in ID field or search by name.
  - Two ways to search
    1. last name, first name; hit enter – search box will open if there are more than one student with the name you entered.
    2. last name, Initial of first name%; hit enter – search box will open for you to search for the student
- Perform Next Block function.
  - Check
    1. Status EL (Eligible to Register).
    2. Max hours (your institutions max hours per semester)
- Perform Next Block function.
  - Two ways to enter courses:
    1. Enter CRN Number for course; enter
    2. Search for course
Hit down arrow below subject.
Enter subject and/or course Number
Hit F8
select section
Double click the CRN for the section you need

Click **Save** icon three times.
Assigning Decision to Applicants

*MUST use the sequence below! If one of the areas doesn’t apply to your college skip it.*

**Waitlist (Program 20) for Specific Program(s)**

- Access GLBDATA
- Perform Next Block Twice
- Enter The following Parameters

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Selection Identifier 1</td>
<td>ADM_LISTOFAPPL_BY_PROGRAM</td>
</tr>
<tr>
<td>02: Selection identifier 2</td>
<td>ADM_STU_WITH_DECISION</td>
</tr>
<tr>
<td>03: New Selection Identifier</td>
<td>ADM_WAIT_DEC</td>
</tr>
<tr>
<td>04: Description for new selection</td>
<td>ADM_WAIT_DEC</td>
</tr>
<tr>
<td>05: Union/Intersection/Minus</td>
<td>M</td>
</tr>
<tr>
<td>06: Application Code</td>
<td>ADMISSIONS</td>
</tr>
<tr>
<td>07: Creator ID of Selection ID</td>
<td>AMBERGAZAVE</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Save

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>88: Application Term</td>
<td>Enter Application Term</td>
</tr>
<tr>
<td>88: Program Code</td>
<td>Enter Program Code</td>
</tr>
</tbody>
</table>

- Perform a Next Block
- Save
- Access SAAMAPP (Mass Entry Admissions Form)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| Search Tab | Enter Admission Term Code (ex. 201320, 201310) Population Selection Block  
  ① Application: ADMISSIONS  
  ② Selection ID: Name you created in parameter #3 of GLBDATA  
  ③ Creator ID: Put your username  
  ④ User ID: Put your username |
| Update Tab | Decision Field: 20  
  Letter Code: STUDENT_USRNAME  
  Initials: AD  
  Initiated Date: today’s date |
| Result Tab | Select All  
  Perform Next Block  
  Select Submit and Click Save |

**High School Students (10)**

- Access GLBDATA
- Perform Next Block Twice
- Enter The following Parameters

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Selection Identifier 1</td>
<td>STU_APPL_STUDENT_TYPE</td>
</tr>
<tr>
<td>02: Selection identifier 2</td>
<td>ADM_STU_WITH_DECISION</td>
</tr>
<tr>
<td>03: New Selection Identifier</td>
<td>ADM_HS_DEC</td>
</tr>
<tr>
<td>04: Description for new selection</td>
<td>ADM_HS_DEC</td>
</tr>
<tr>
<td>05: Union/Intersection/Minus</td>
<td>M</td>
</tr>
<tr>
<td>06: Application Code</td>
<td>ADMISSIONS</td>
</tr>
<tr>
<td>07: Creator ID of Selection ID</td>
<td>AMBERGAZAVE</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Save

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>88: Term</td>
<td>Enter Application Term</td>
</tr>
<tr>
<td>88: Student Type</td>
<td>H</td>
</tr>
</tbody>
</table>
**Prison Population (10)**

- **Access** GLBDATA
- Perform **Next Block** Twice
- Enter The following Parameters

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Selection Identifier 1</td>
<td>STU_APPL_PRISON</td>
</tr>
<tr>
<td>02: Selection identifier 2</td>
<td>ADM_STU_WITH_DECISION</td>
</tr>
<tr>
<td>03: New Selection Identifier</td>
<td>ADM_PRI_DEC</td>
</tr>
<tr>
<td>04: Description for new selection</td>
<td>ADM_PRI_DEC</td>
</tr>
<tr>
<td>05: Union/Intersection/Minus</td>
<td>M</td>
</tr>
<tr>
<td>06: Application Code</td>
<td>ADMISSIONS</td>
</tr>
<tr>
<td>07: Creator ID of Selection ID</td>
<td>AMBERGAZAVE</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Save

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>88: Term</td>
<td>Enter Application Term</td>
</tr>
<tr>
<td>88: Application Term</td>
<td>Enter Application Term</td>
</tr>
</tbody>
</table>

- Perform a Next Block
- Save
- **Access** SAAMAPP (Mass Entry Admissions Form)
Complete & Incomplete Applications

- Access GLBDATA
- Perform Next Block Twice
- Enter The following Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Selection Identifier 1</td>
<td>ADM_APPL_COMP&amp;INCOMP</td>
</tr>
<tr>
<td>02: Selection identifier 2</td>
<td>ADM_STU_WITH_DECISION</td>
</tr>
<tr>
<td>03: New Selection Identifier</td>
<td>ADM_TYP_DEC</td>
</tr>
<tr>
<td>04: Description for new selection</td>
<td>ADM_TYP_DEC</td>
</tr>
<tr>
<td>05: Union/Intersection/Minus</td>
<td>M</td>
</tr>
<tr>
<td>06: Application Code</td>
<td>ADMISSIONS</td>
</tr>
<tr>
<td>07: Creator ID of Selection ID</td>
<td>AMBERGAZAVE</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Save

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>88: Application Term</td>
<td>Enter Application Term</td>
</tr>
</tbody>
</table>

- Perform a Next Block
- Save

- Access SAAMAPP (Mass Entry Admissions Form)

<table>
<thead>
<tr>
<th>Tab</th>
<th>Enter Admission Term (ex. 201320, 201310)</th>
<th>Population Selection Block</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Tab</td>
<td></td>
<td>Application: ADMISSIONS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Selection ID: Name you created in parameter #3 of GLBDATA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Creator ID: Put your username</td>
</tr>
<tr>
<td></td>
<td></td>
<td>User ID: Put your username</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tab</th>
<th>Decision Field: 15</th>
<th>Letter Code: STUDENT_USRNAME</th>
<th>Initials: AD</th>
<th>Initiated Date: today’s date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Tab</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tab</th>
<th>Select All</th>
<th>Perform Next Block</th>
<th>Select Submit and Click Save</th>
</tr>
</thead>
<tbody>
<tr>
<td>Result Tab</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Assigning a decision manually to one student at a time

- Access SAADCRV
- Enter student Banner ID or name in the Key Block
- Enter the term
- Perform Next Block
- Enter decision code in the decision code field
- Save
Communicate App Not Registered with Selective Services

The Selective Service Load will pull a file on the 5th of every month and typically the return file is loaded to Banner by the 15th of the month. After the 15th of each month you should pull the population that isn’t registered with selective services using the population selection below and communicate with them. In the communication you will want to tell them they need to register with selective services. You do NOT need to ask them to submit any proof of their registration because when the Load process pulls the file the next month we will receive their selective service information/number.

- Access GLBDATA
- Perform Next Block Twice
- Enter the Following Parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>SSER_NULLDATE_LESSTHAN</td>
</tr>
<tr>
<td>06</td>
<td>ADMISSIONS</td>
</tr>
<tr>
<td>07</td>
<td>AMBERGAZAVE</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Enter the following Parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>88</td>
<td>Application Term</td>
</tr>
<tr>
<td>88</td>
<td>Enter the past 5th of the month. Example if you are running this process on November 25 you would enter 04-NOV-15</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Save
- Access SAAMAPP
- Search Tab
  - Enter Admissions Term
  - Population Selection Block
    - Application: ADMISSIONS
    - Selection ID: SSER_NULLDATE_LESSTHAN
    - Creator ID: AMBERGAZAVE
    - User ID: Enter your user name

- Update Tab
  - Enter (first alpha is your college alpha so change X to your college alpha) X_ A_MISS_SSER_E in the Letter Code Field
  - Enter AD in the Initials Field
  - Enter today’s date in the Initiated Date
  - Use the drop down arrow next to the initials field and chose an appropriate code.

- Results Tab
  - Select All
  - Perform Next Block
  - Save

- Access SOREMAL
- Perform Next Block Twice
- Entering the following parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Email Letter Code</td>
</tr>
<tr>
<td>03</td>
<td>Application Code</td>
</tr>
<tr>
<td>04</td>
<td>Selection ID</td>
</tr>
<tr>
<td>05</td>
<td>Creator ID</td>
</tr>
<tr>
<td>06</td>
<td>User ID</td>
</tr>
<tr>
<td>07</td>
<td>Term Code</td>
</tr>
<tr>
<td>08</td>
<td>Audit/Update Mode</td>
</tr>
<tr>
<td>09</td>
<td>Email Subject Text</td>
</tr>
<tr>
<td>10</td>
<td>FROM Email Address</td>
</tr>
<tr>
<td>11</td>
<td>FROM Name</td>
</tr>
</tbody>
</table>

(first alpha is your college alpha so change X to your college alpha) X_ A_MISS_SSER_E
Checking/Updating Student’s Immunization Record Info.

This report looks at all applicants that have the IMMU code on SOATEST and the status code on GOAIMMU for MENG &/or TET_BOOST was updated to EX and the student doesn’t have an active MENG &/or TET_BOOST.

1. Access COGNOS
2. Select Student Reports
3. Select Admissions
4. Select Immunization
5. Select “Immunizations Out of Compliance”
6. Select College
7. Enter date that would indicate the last time you looked at the report. The date that we are referencing is the date the system updated the immunization code to Expired.

The report will look like this:

![Immunizations Out of Compliance](image)

The report pulls the following information:
- College = VPDI Code
- Banner ID = SPRIDEN_ID
- Student Name = SPRIDEN_LAST_NAME, SPRIDEN_FIRST_NAME
- Max term student was registered = Max Term Exists in Course Registration Table
- Max Application Term = Max Term Exists in Application Table
- Contact Information for the student (email addresses, phone numbers, Mailing address)

**Note:**
- This report isn’t always factual because if the student submitted their Immunization information to the college and the college updated SOATEST and scanned the record but didn’t input the data on GOAIMMU then the student could possibly still be in compliance. Example:
  - Julia Dorsey appears on the report
  - Her TET_BOOST both are expired
SOATEST indicates that an end user entered the information with the source of STDN (Self-Reported).

The process can’t view scanned documents to see if the student is in compliance. It can only use GOAIMMU so it will put this student on the report requiring you to manually view this student’s record and confirm they are still in compliance. Please note that the student will not appear on the report again because you are entering the data to indicate the records you want to review.

Check to confirm that this student is actually out of compliance. If the students is out of compliance you will need to update their record, send out communication and place an IM hold (this hold only prevents registration).

a. If student is out of compliance do the following:
   i. Access SOATEST (only do this if you determine the student is actually out of compliance. If the student submitted his immunization record and the college scanned the record and updated SOATEST to IMMU with a source code of student reported then you will probably not want to make any changes. If you determine the student is actually out of compliance then you will want to remove the IMMU code for SOATEST.)
      1. Enter Students Banner ID
      2. Perform Next Block
      3. Highlight IMMU
      4. Select Record Remove
      5. Save
   ii. Access SOAHOLD (Only do this if your college wants to put a hold on the student’s account. My thoughts: 1) If it is a student who hasn’t registered for a major semester I wouldn’t put the hold because the student will be required to submit a new application and at that time will be requested to submit Immunization information; 2) If the application is for a future term I would not put the hold. I would update the SAAADMS checklist by removing the received date from the IMMU code and let the missing requirements letter notify the student for me; 3) if it is a currently registered student I would put the hold and use the COGNOS report to notify the student)
      1. Enter Student’s Banner ID
      2. Perform Next Block
      3. Insert Hold code of IM
   iii. Communicate
      1. Use the COGNOS report to communicate with the students who you determine are out of compliance.
Manual Steps for STS Load

**Step #1: Move file from Banner server to C drive**
- Open Program to Access servers (WinSCP or IPSwitch)
- Enter in your username and password and select Login
- Locate the file in the following folder u03/PROD/college code: ex. szrstse_1091299.txt (look for the one with the latest date/time)
- Rename the file: `stsinpt.campus(college BOR code)`. Example: stsinpt.campus60

<table>
<thead>
<tr>
<th>College</th>
<th>BOR code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPCC</td>
<td>42</td>
</tr>
<tr>
<td>BRCC</td>
<td>41</td>
</tr>
<tr>
<td>CATC</td>
<td>66</td>
</tr>
<tr>
<td>CENLA</td>
<td>62</td>
</tr>
<tr>
<td>SCLTC</td>
<td>R2</td>
</tr>
<tr>
<td>NUNEZ</td>
<td>44</td>
</tr>
<tr>
<td>SLCC</td>
<td>46</td>
</tr>
<tr>
<td>NELTC</td>
<td>68</td>
</tr>
<tr>
<td>NSHORE</td>
<td>96</td>
</tr>
<tr>
<td>NWLTC</td>
<td>86</td>
</tr>
<tr>
<td>DCC</td>
<td>43</td>
</tr>
<tr>
<td>DELTA</td>
<td>47</td>
</tr>
<tr>
<td>RPCC</td>
<td>45</td>
</tr>
<tr>
<td>SOWELA</td>
<td>95</td>
</tr>
<tr>
<td>FTCC</td>
<td>77</td>
</tr>
</tbody>
</table>

**Step #2: Move file from C drive to Board of Regents server**
- Open Program to Access servers (IPSwitch)
- Enter your username and password provided by the BOR
- Locate your file on the left side from your folder (ex. stsinpt.campus60)
- Left click and drag it to the BOR server side

**Step #3: Move file from Board of Regents to your C Drive**
- Open Program to Access servers (IPSwitch)
- Enter your username and password provided by the BOR
- Left click and drag it to your C drive

**Step #4: Move file from C drive to Banner server**
- Open Program to Access servers (WinSCP or IPSwitch)
- Enter in your username and password and select Login
- Locate your files on the left side from your C drive and rename them
  - (college alpha)td.txt (ex. NSHORE = LTD.txt = STS Detail File)
  - (college alpha)ts.txt (ex. NSHORE = LTS.txt = STS Summary File)
① Open Correct Folder on Banner Server (/u03/PROD/pub/upload)
② Click and drag
Running MDUU Processes

1. Access GKAPEXE
2. Enter the process code (ERP Student Services Specialist will provide you with your college code)
3. Perform Next Block
4. Execution Tree Set-Up Tab
   - Select Compile Tree icon
   - Check to ensure that the change status box is updated with the process code name and followed by "verified as 'enabled"

5. Execution Tab
   - Select Update in the Execution Mode field
   - Select Run Now
Select Yes

Select yes
Process that can be complete using MDUU (Mass Data Update Utility)

This process has to be created for each school. If your school doesn’t have a code to enter in the process code field that indicates that it has not been created for your college. If you would like the process created for your college submit an electronic Enterprise Help Desk Ticket to Amber Gazave with the request.

**Adding SAAADMS Checklist Received Date for Paid Application Fees**

Process Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Process Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPCC</td>
<td>BPCC_ADM_APP_FEE_PROCESS</td>
</tr>
<tr>
<td>BRCC</td>
<td>BRCC_ADM_APP_FEE_PROCESS</td>
</tr>
<tr>
<td>CATC</td>
<td>CATC_ADM_APP_FEE_PROCESS</td>
</tr>
<tr>
<td>DCC</td>
<td>DCC_ADM_APP_FEE_PROCESS</td>
</tr>
<tr>
<td>FTCC</td>
<td>FTCC_ADM_APP_FEE_PROCESS</td>
</tr>
<tr>
<td>NSHORE</td>
<td>NSHORE_ADM_APP_FEE_PROCESS</td>
</tr>
<tr>
<td>NUNEZ</td>
<td>NUNEZ_ADM_APP_FEE_PROCESS</td>
</tr>
<tr>
<td>RPCC</td>
<td>RPCC_ADM_APP_FEE_PROCESS</td>
</tr>
<tr>
<td>SCLTC</td>
<td>SCLTC_ADM_APP_FEE_PROCESS</td>
</tr>
</tbody>
</table>

**Adding Application Fee to Student’s Account**

Process Code

<table>
<thead>
<tr>
<th>Code</th>
<th>Process Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCC</td>
<td>DCC_APP_FEE_APPLY</td>
</tr>
</tbody>
</table>

**Updating Academic Standing on SGASTDN – Decision 40**

Process Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Process Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCC</td>
<td>DCC_UPDATE_ACA_STAND</td>
</tr>
<tr>
<td>DELTA</td>
<td>DELTA_UPDATE_ACA_STAND</td>
</tr>
<tr>
<td>NUNEZ</td>
<td>NUNEZ_UPDATE_ACA_STAND</td>
</tr>
<tr>
<td>RPCC</td>
<td>RPCC_UPDATE_ACA_STAND</td>
</tr>
</tbody>
</table>

**Removing Mandatory Check from AFEE SAAADMS Checklist Item**

Process Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Process Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCC</td>
<td>DCCREMOVE_AFEE_MAN</td>
</tr>
<tr>
<td>NUNEZ</td>
<td>NUNEZ_REMOVE_AFEE_MAN</td>
</tr>
</tbody>
</table>
Prior College Load

Step 1: Request Prior College Info from National Student Clearinghouse

Definition of Population: applicant for an active application term that has CLVE on the SAAADMS checklist with a null received date. An application is considered active if the end date on SOAATRM is $\geq$ the sysdate.

- Student Reports; Clearinghouse: ClearingHouse_StudentTrackerFile
  - Run to CSV – select arrow next to the report name and change format filed to csv
  - Delete The first row
  - Highlight column A
  - Select Data
  - Select “Text to Columns”
  - Columns, B, C, J, K
① Save as a .txt file
② Submit to Clearinghouse the .txt file
③ https://ftps.nslc.org/
④ Log in using school specific username and password

- Browse
- Select File
- Open

File is displayed in choose a file field
- Upload

Message displays indicating that your file has been uploaded

👉🏻 🤝 📚 🔍 Retrieve File

- Retrieve File from Clearinghouse
- Log in using school specific username and password
- New files are shown on home screen
- Click download next to the correct file
OK

- Remove Heading
- Remove comma’s & double quotes
  - Select Find/Replace
  - Put , in the Find filed
  - Leave replace field null
  - Select Replace all
  - Delete Row if there is a date in column W with no Degree in column X. Process will stop here because the data isn’t complete
  - Save file as .csv – name must be 30 or less characters
- Place file on Banner Server
  - Log onto WinSCP and access Banner Server
  - Open File: /u03/PROD/pub/upload
  - Move file from your computer to Banner Server
  - Double click to open file and remove quotes and check the file alignment. If you have to remove quotes and there is a comma in the quote you need to also remove that comma.

Step #3: SZPCHLD

- Access SZPCHLD
  - Perform Next Block Twice
  - Parameter #1: Enter Y if you want the decision of 40/45 removed; enter N if you do NOT want the process to remove the decision of 40/45
  - Enter your file name in parameters #2 (file name must be 30 or less)
  - Perform Next Block
  - Save
- Access WinSCP/Banner Server
  - Open file: /u01/svc_banjobs/gurjobs/PROD/(college code)
  - Locate and Open SZPCHLD_?????.LIS
  - Click in File and select Ctrl A
  - Ctrl C
  - Open Excel
Submit a Enterprise Help Desk ticket requesting the codes to be created. Include the following:
- Request Title = enter name of the file
- Copy & paste the codes form the .lis file that need to be created.
- State "create crosswalk for the following colleges in PROD for SZPCHLD."
- Attached the file you loaded and received the .lis file.

Note: If you had codes on the .lis file that needed to be created you must load the file again once you receive an email stating the ticket has been processed.

Step #4: SZPCLHS

This process runs on UC4 Monday thru Friday 6:00AM – 6:00PM every 6 hours.
- Inserts Admissions Request Code on SOAPCOL
- Inserts CL % RC codes on SAAADMS, if college code on SOAPCOL doesn’t belong to your college.

Step #5: SOAPCOL Clean Up Process

Applicant has an active application and there are two codes on SOAPCOL with the same description & Address

Here are some guidelines:
- If Academic History is Attached you will need to keep this code and remove the other one (If both codes has academic history attached you will need to keep both on the students record.)
- If neither code has Academic History attached chose the code that has Y for “Loaded from Clearinghouse”
- If both codes has “N” for “Loaded from Clearinghouse” chose code that “Y” for “Linked to Clearinghouse”
- If both codes has “Y” for Linked to Clearinghouse chose one

How to correct the record
- Access SOAPCOL
- Enter Banner ID
- Perform Next Block
- Locate Code that needs to be deleted (Note the admissions request code)
- Perform next Block
- Select Record Remove
- Select Yes
- Perform Previous Block
- Select Record Remove
- Save
- If the college code had an admission request code do the following:
  - Access SAAADMS
  - Perform Next Block
  - Select Checklist Tab
  - Locate the CL and correlating RC code and record remove them
Continue if student has additional active applications. You will need to remove the codes from all active applications.

Step #6: FA Report
This report was created for FA so that if they have already disbursed FA that can see what student’s decision was deleted because they were not FA eligible yet.

- Student Folder; Clearinghouse; Decision 40/45 Removed
- FA; Decision 40/45 Removed

Step #7: (Optional) Communicate with Population that College was Added

Part #1: Pull Population – This population will pull all applicants for a specific term that had a college inserted into SORPCOL and the received date is null.

- Access GLBDATA
- Perform Next Block Twice
- Enter the following parameters:

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Selection ID</td>
<td>APP_SZPCHLD</td>
</tr>
<tr>
<td>06: Application Code</td>
<td>ADMISSIONS</td>
</tr>
<tr>
<td>07: Creator ID</td>
<td>AMBERGAZAVE</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Save
- Enter Application Term in Parameter #88: APPLICATION_TERM
- Perform Next Block
- Save

Part #2: Extract Data

- Access GLBSEL
- Perform Next Block twice
- Enter the following parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Application</td>
<td>ADMISSIONS</td>
</tr>
<tr>
<td>02 Process Pending Letters</td>
<td>N</td>
</tr>
<tr>
<td>03 Letter Code</td>
<td>X_LOADED_COL (Change X to your colleges alpha)</td>
</tr>
<tr>
<td>04 Selection ID</td>
<td>APP_SZPCHLD</td>
</tr>
<tr>
<td>05 Creator ID</td>
<td>AMBERGAZAVE</td>
</tr>
<tr>
<td>06 User ID</td>
<td>Enter your name</td>
</tr>
<tr>
<td>07 Term Code</td>
<td>Enter Term Code that you are running the letters</td>
</tr>
<tr>
<td>10 Address Type</td>
<td>1PR</td>
</tr>
<tr>
<td>10 Address Type (to add this item click insert records)</td>
<td>2MA</td>
</tr>
<tr>
<td>10 Address Type</td>
<td>3LO</td>
</tr>
<tr>
<td>10 Address Type</td>
<td>4EM</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Save
Part #3: Extract Document with Mail Merge Information

1. Access GLRLETR
2. Perform Next Block twice
3. Enter the following parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Application Code</td>
<td>ADMISSIONS</td>
</tr>
<tr>
<td>02: Work Processor Extract code</td>
<td>1</td>
</tr>
<tr>
<td>03: Process ALL Pending Letters</td>
<td>N</td>
</tr>
<tr>
<td>04: Letter Code</td>
<td>X_LOADED_COL (Change X to your colleges alpha)</td>
</tr>
<tr>
<td>04: Sort</td>
<td>*LNAME</td>
</tr>
<tr>
<td>06: Term Code</td>
<td>Enter Term Code that you are running the letters</td>
</tr>
<tr>
<td>07: Module Code</td>
<td>A</td>
</tr>
</tbody>
</table>

4. Perform Next Block
5. Save
6. Select Options
7. Select Review Output
8. Double click the arrow next to the File Name field
9. Select the .doc file (this is the mail merge file)
10. Save to desktop
11. You will use this file to mail merge to your google docs or Microsoft Word Doc.

Part #4: Merge Process (Letter or Email outside of Banner)
Running on UC4

Processing Applications FAQ's:
1. What Admissions Processes are running on UC4
   a. SARETMT – Push online applications
   b. Add Expected Graduation Date
   c. Add SSER to all applicable males
   d. Add CN00 to non-residents (BRCC & CATC only)
   e. SARBDSSN – update decision using the rule the college built on SARDCSN (Note: college end user must be rule for process to update records)
2. When will UC4 run the processes? UC4 will run Monday thru Friday
3. What time will the process run? 6:00AM - 6:00PM; every six hours
4. Where will the output be for SARETMT & SARBDSSN? Eprint
5. How do I get access to Eprint? You don't have to request access to Eprint. You use your LoLA credentials to access Eprint. If you have security access to the job within INB Banner you will have access to the outputs. Note: if you password has the @ sign change it to the equal sign for Eprint
6. When will outputs be purged or moved? After 30 days

Loading COMPASS/ACT FAQ's:
1. What steps are being run on UC4?
   a. SRTLOAD
   b. SRRSRIN
   c. SRRPREL
2. When will UC4 run the processes? UC4 will run Monday, Tuesday, Wednesday, Thursday, Friday
3. What time will the process run? 9:00AM – 3:00PM
4. When should we expect the schedule to be done? 9:30AM & 3:30PM
5. Where will the output be for SRTLOAD, SRRSRIN, & SRRPREL? Eprint
6. How do I get access to Eprint? You don’t have to request access to Eprint. You use your LoLA credentials to access Eprint. If you have security access to the job within INB Banner you will have access to the outputs. Note: if you password has the @ sign change it to the equal sign for Eprint
7. When will outputs be purged or moved? The core teams will eventually create business process stating what outputs can be purged from Eprint and which will be stored.
8. How long will the files for SRTLOAD stay on the Banner server? 30 days
Loading STS FAQ's:
1) What steps are being run on UC4?
   a. SZRSTSE
   b. SZPSTSL (for summary & detail file)
2) How often will the process run on UC4? Monday, Tuesday, Wednesday, Thursday, Friday
3) What time will the schedule begin these jobs? 9:00 AM - 3:00PM
4) When should we expect the schedule to be done? 9:30 – 10:00AM - 3:30PM – 4:00PM
5) Will I get an email when the schedule has pulled the file that I need to put on the BOR server? No, we suggest that you put yourself a reminder on your calendar.
6) Where will my outputs be for SZPSTSL? Eprint
7) How do I get access to Eprint? You don’t have to request access to Eprint. You use your LoLA credentials to access Eprint. If you have security access to the job within INB Banner you will have access to the outputs. Note: if you password has the @ sign change it to the equal sign for Eprint
8) When will outputs be purged or moved? The core teams will eventually create business process stating what outputs can be purged from Eprint and which will be stored.
9) How long will the files for SRTLOAD stay on the Banner server? 30 days
10) How far back does the data come? The high school data provided by the BOR is for Louisiana Students from Fall 2003 to present.
11) How do I know that UC4 loaded the file I placed on the server? UC4 will add the date and time to the end of your file name once it is loaded. Example,

HiSET/GED Load FAQ's
1) How often does the load occur? Every Monday
2) How student’s are chosen? Student’s are not chosen. A file is sent to use once a week by WorkReadyU which contains all HiSET scores that have been entered into the system.
3) How far back is the GED/HiSET information? 1990-2001 Legacy Data, 2002-2013 GED, 2013-current data HiSET
4) Does this file contain all GED/HiSET scores or only the ones taken in LA? Only ones taken in La.
5) Will I have to do anything to get the information loaded for my college applicants? No, a job runs everynight comparing the applicants to the GED/HiSET table. If an application has information and it hasn't been loaded onto SOAHSCCH yet the process will load it.
Immunization Load FAQ’s

1. How student are chosen for the file submitted to LYNKS? Submitted an application for an active term and they do not have IMMU on SOATEST.
2. Are any student’s excluded from the report that is submitted to LYNKS? Yes – If the student doesn’t have a valid SSN, SSN is null, or birthdate is null they are excluded.
3. What data does the LINKS file contain? Answer -- It depends on the students. When we began LINKS we put all children in Public Health born since 1995 in the system, however as years have gone by when a person comes to a clinic or health unit to get shots or a record, their historical vaccines have been entered.
4. How often will the load occur? It will occur four times a year around the following times: August 5th, November 5th, March 5th, May 5th
5. Will I have to do anything to get the information loaded for my college applicants? NO

Selective Service Load FAQ’s

1. How students are chosen for the file submitted to Selective Services? Submitted an application for an active term and they do not have SSER on SOATEST. The population only pulls males that fall within the age range and they have a SS# and birthdate.
2. Are any student’s excluded from the report that is submitted to Selective Services? Yes – If the student doesn’t have a valid SSN, SSN is null or birthdate is null they are excluded.
3. How does the student’s SSER code get to their SAAADMS checklist? There is a process running on UC4 that will insert this for all applicable males. If your college has chosen not to use this process then note none of your student’s selective services data will be requested.
4. What data does the Selective Service file contain? It returns a list of all applicants that were submitted. If the applicant is registered the second to last column of the file will contain the applicants Selective Services Number
5. Will the SAAADMS checklist comment always say “Selective Service Number: XXXXXXXXX?” No, the comment will only state that when the load inserts the information. If the student applies 201310 and the load enters the Selective Service data the comment field will state “Selective Service Number: XXXXXXXXX.” However, if the student submits another application after the load the SSER information will populate the checklist if you chose to have the SSER code on the student’s application but the comment will state “Test Date XXXXXX.”
6. How often will the load occur? Every month on the 20th
7. Will I have to do anything to get the information loaded for my college applicants? NO
Documentation of Items Received from Applicants

SOATEST (Test Scores, Immunization Waiver/Record, Personal Identification, Selective Services, etc...)

Access SOATEST (Test Score Information)

Enter the student ID in the ID field or student name (last name, first name).

Perform Next Block

Click the drop down arrow under "Test Code." A menu window will appear. Locate and select the item that you are entering.

- Test Scores
- Personal Identification
- Immunization Record or Immunization Waiver
- Selective Services

Test Score Column

- Enter Test Scores
- Any item that is not test scores enter the numbered 1 (Personal Identification, Immunization Waiver/Record, Selective Service, etc...)

Enter the date (putting a period then hitting enter will put the current date).

Admission Request field will automatically populate.

Tab to the Source field.

Hit drop down arrow.

Select the source of the item from the menu. (Note, if person is given a waiver for Selective Services because he meets one of the following criteria: currently in the armed services and on active duty, veteran of active duty in the U.S armed Forces, noncitizen and entered the US after their 26th birthdate you enter WAIV in the source field)

Click Save function.

<table>
<thead>
<tr>
<th>COMPASS Codes</th>
<th>ASSET Codes</th>
<th>ACT Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CALG: Compass Algebra</td>
<td>ASTR: Reading</td>
<td>A01: English</td>
</tr>
<tr>
<td>CCOL: Compass College Algebra</td>
<td>ASTM: Math</td>
<td>A02: Math</td>
</tr>
<tr>
<td>CENG: Compass English</td>
<td>ASTL: Writing</td>
<td>A03: Reading</td>
</tr>
<tr>
<td>CGEM: Compass Geometry</td>
<td></td>
<td>A04: Science</td>
</tr>
<tr>
<td>CMAT: Compass Math</td>
<td></td>
<td>A05: Composite</td>
</tr>
<tr>
<td>CPAL: Compass Pre-Algebra</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRDG: Compass Reading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CTRI: Compass Trigonometry</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HESI Codes</th>
<th>TABE</th>
<th>Other Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HESI1: HESI Learning Style</td>
<td>TABL: Language</td>
<td>ID: Personal Identification</td>
</tr>
<tr>
<td>HESI2: HESI Personality Style</td>
<td>TABM: Math</td>
<td>IMMU: Immunization Record</td>
</tr>
<tr>
<td>HESI3: HESI Critical Thinking</td>
<td>TABR: Reading</td>
<td>IMWV: Immunization Waiver</td>
</tr>
<tr>
<td>HESI5: HESI Anatomy &amp; Physiology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HESI6: HESI Math</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HESI7: HESI Reading Comprehension</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCUPLACER</th>
<th>ATB ASSET/ COMPASS</th>
<th>ATB ACCUPLACER</th>
</tr>
</thead>
</table>
Immunization Data

- Access GOAIMMU
- Enter Student’s Banner ID
- Perform Next Block
- Only enter the active shots into GOAIMMU. For example do NOT enter TET-BOOST if it is older than 10 years because it is no longer active
  - Immunization = Banner Immunization Code that correlates to the shot the student received
    - MMR_1 = MMR 1st dose
    - MMR_2 = MMR 2nd dose
    - TET_BOOST = Tdap
    - MENING = Meningitis
  - Tab
  - Status = AC
  - Immunization Date = Date the student took the shot
- Once you have entered all shots select the save button
- Note: if you run out of rows select the insert record button to insert more rows

SOAHSCH: High School Diploma/Equivalent Data

- Access SOAHSCH (High School Information)
- Enter the student ID in the ID field or student name (last name, first name).
- Perform Next Block
- Click on the drop down arrow to search for high school code. If you know the code you can manually input it.
  - To search for high school code:
  - Click box below HS
  - Under the Name Column
    - Type the name of the school (note some schools have abbreviation which will prevent you from located a school by its name) or
    - Use the following search code “% part of school name %”
    - Here are source codes for equivalent
      - 999200 = GED
      - 999400 = HiSet
- Click “F8” or Execute Query function to execute your query.
- Double click on the correct high school code.
- Enter graduation date if student submits an Official High School Transcript with graduation information, Diploma, GED or HiSet.
- Enter Transcript Received date on the day you receive proof of high school graduation or equivalent
Enter

☐ HSDP in the **Admissions Request** field if the graduation date field, transcript received date are not null.

☐ Leave NULL if there is no graduation date or official transcript received date. **HSDP should never** be entered if both the graduation date and official transcript received date it populated.

☐ If you are enter class rank and size/GPA information you must follow the following guidelines:

☐ Do NOT enter 0 in the Class Rank or Class Size. If you don't have this data leave it null

☐ The GPA field must contain a “.” and four number. Examples:

- If the student GPA = 2.0 then you should enter 2.000
- If the student’s GPA = .5 then you should enter 0.500
- If the student’s GPA = 2.6 then you should enter 2.600

---

**Updating SOAHSCH**

☐ If you received an official high school transcript with a graduation date and the high school is already on SOAHSCH you need to do the following:

☐ Enter the graduation date in the graduation date field

☐ Enter the current date in the transcript received date field

☐ Enter the HSDP in the admissions request field

☐ If you receive an official high school transcript with no graduation date and the high school is already on SOAHSCH you need to do the following:

☐ Enter the current date in the transcript received date field

☐ Enter HST1 in the admissions request field

☐ If you receive official proof stating the student passed the GED/HiSET and some GED/HiSET information has already been entered on SOAHSCH

☐ High School Details Tab

☐ If the graduation field is null enter the date the student passed the test

☐ If the transcript received date is null enter the current date

☐ High School Subject Tab

☐ Change the grade to “Y” in the subject grade field (only enter the Y if you have official documentation that the student passed)
SOAPCOL: College Information

☐ Access SOAPCOL (Previous College Information).
☐ Enter the student ID in the ID field or student name (last name, first name).
☐ Perform Next Block
☐ Click on the drop down arrow to search for college code. If you know the code you can manually input it.
   ☐ To search for college code:
      ▪ Click on the box below College.
      ▪ Under the Name Column.
         ① Type the name of the school (note some schools have abbreviation which will prevent you from locating a school by its name) or
         ② Use the following search code “%part of school name%”
☐ Click F8 to execute your query.
☐ Double click on the correct college code.
☐ Enter Transcript Received Date, if you have an official transcript
☐ Select the “Official Transcript” box
☐ You have options for the Admissions Request Field:
   ☐ IF you want to enter the code you will have to enter the code on SOAPCOL & SAAADMS. If you choose to do this you will enter the appropriate code for the record you are entering. If it is the student’s first record to be entered the Admissions Request code is CLT1; if it is the second it is CLT2, etc… Once you enter the codes on SOAPCOL then you would have to access SAAADMS and enter the CL% codes on the SAAADMS checklist with the corresponding RC code. So if you enter CLT1 you would then need to enter RC01 and for the RC01 code enter the college code and description. You don’t enter a date for the RC% code until the transcript has been reviewed and articulated.
   ☐ If you chose to leave the filed null the process SZPCHLS that runs on UC4 will insert the Admissions Request code on SOAPCOL and SAAADMS.
☐ Perform Next Block
☐ Enter Degree Code in the Degree Field
   ☐ IF the student didn’t earn a degree enter code “000000” in the Degree filed
      ▪ Enter the Attended From date - Look at the first term/semester in which the student attended the college and enter the first date for that term. For example, if the first term the student attended the college was Fall 2013 you would enter 01/AUG/2013 in the Attend From field.
      ▪ Enter the Attended To date – Look at the last term/semester in which the student attended the college and enter the last date for that term. For example, if the last term the student attended the college was Spring 2014 you would enter 31/MAY/2014.
   ☐ If the student earned a degree query for the degree field to locate a degree code that matches the students degree.
      ▪ In the degree date field enter the date the student earned the degree.
      ▪ Enter the Attended From date - Look at the first term/semester in which the student attended the college and enter the first date for that term. For example, if the first term the student attended the college was Fall 2013 you would enter 01/AUG/2013 in the Attend From field.
      ▪ Enter the Attended To date – Look at the last term/semester in which the student attended the college and enter the last date for that term. For example, if the last term the student attended the college was Spring 2014 you would enter 31/MAY/2014.
☐ Save
Changing SAAADMS Checklist if No High School Diploma/GED

☐ Access SAAADMS
☐ Enter Students name or Banner ID
☐ Perform Next Block
☐ Select Checklist Tab
☐ Highlight the HSDP row
☐ Select Record Remove
☐ Select Insert Record
☐ Enter NOHS
☐ Enter Received Date as current date
☐ In comment field enter comment “student verified NO HS dipl/equi”
☐ Select Mandatory
☐ Save

Reviewing Checklist on SAAADMS

You can view the checklist on SAAADMS to see what items have been submitted and what items are still outstanding. Note: once you document the submission of an item using the correct form (SOATEST, SOAPCOL, SOAHSCH) the checklist will populate automatically.
End of Semester Process

Purge SAAEAPS Records (SARETPG)

You will have to run the process twice:

☐ 1st RUN:
☐ Access SARETPG
☐ Perform Next Block Twice
☐ Enter the following Parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Application Source</td>
<td>WEB</td>
</tr>
<tr>
<td>03: Term Code</td>
<td>Enter term of applications you would like to purge</td>
</tr>
<tr>
<td>06: Process Indicator</td>
<td>Optional: (P)rocessed; (E)rrors, (V)erified, (N)ot processed. Leave blank to encompass all</td>
</tr>
<tr>
<td>08: Run Mode</td>
<td>A = Audit; U=Update</td>
</tr>
</tbody>
</table>

☐ 2nd RUN:
☐ Access SARETPG
☐ Perform Next Block Twice
☐ Enter the following Parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Application Source</td>
<td>DUP</td>
</tr>
<tr>
<td>03: Term Code</td>
<td>Enter term of applications you would like to purge</td>
</tr>
<tr>
<td>06: Process Indicator</td>
<td>Optional: (P)rocessed; (E)rrors, (V)erified, (N)ot processed. Leave blank to encompass all</td>
</tr>
<tr>
<td>08: Run Mode</td>
<td>A = Audit; U=Update</td>
</tr>
</tbody>
</table>
**Purge Prospect Load Temporary Tables**

**(SRTPURG)**

Recommendation of when to purge data: Ellucian recommends running this after you complete loading the file.

- Access SRTPURG
- Perform Next Block Twice
- Enter the Following Parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Electronic Prospect Code</td>
<td>ACT, ACTR, COMPASS, CFAF, ATC_PROSP, BPCC_PROSP, BRCC_PROSP, BRIM, CATC_PROSP, CENLA_PROS, DCC_PROSP, DCFA, DELTA_PROSP, FCFA, FTCC_PROSP, NELTC_PROSP, NEW_PROSP, NSHORE_PRO, NUNEZ_PROS, NWLTC_PROS, PSP, RPCC_PROSP, SLCT_PROSP, SLCC_PROSP, SOWELA_PRO</td>
</tr>
<tr>
<td>03: Optional</td>
<td>This field is optional. If you only want to delete the data for prior terms then enter those terms only. If you need to add more than one term highlight parameter 03 and select insert record.</td>
</tr>
<tr>
<td>10: Run Mode</td>
<td>U</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Save
- Run Process again to remove additional recruits in holding file with other electronic prospect codes (parameter #1)
Purge Appointment Records (SOPAPPT)

- Access SOPAPPT
- Perform Next Block Twice
- Enter the following Parameters:

<table>
<thead>
<tr>
<th>Start Date</th>
<th>You want to enter dates that will encompass all appointments between the dates that you want to purge. For example, if I want to purge all the records below I would enter 01-NOV-14 in the Start Date and 07-JAN-15 in the End Date.</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Date</td>
<td>U</td>
</tr>
</tbody>
</table>

Example population:

<table>
<thead>
<tr>
<th>ID</th>
<th>SOPAPPT_APP_ID</th>
<th>SOPAPPT_CONTACT_DATE</th>
<th>SOPAPPT_APP_CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>87384114</td>
<td>17400614</td>
<td>2014-11-01</td>
<td>GBET</td>
</tr>
<tr>
<td>96178115</td>
<td>18401615</td>
<td>2015-01-07</td>
<td>GBET</td>
</tr>
<tr>
<td>15622515</td>
<td>20402515</td>
<td>2015-02-07</td>
<td>GBET</td>
</tr>
<tr>
<td>87955515</td>
<td>21403515</td>
<td>2015-03-07</td>
<td>GBET</td>
</tr>
<tr>
<td>17466915</td>
<td>22404515</td>
<td>2015-04-07</td>
<td>GBET</td>
</tr>
<tr>
<td>15612415</td>
<td>23405515</td>
<td>2015-05-07</td>
<td>GBET</td>
</tr>
<tr>
<td>17414715</td>
<td>24406515</td>
<td>2015-06-07</td>
<td>GBET</td>
</tr>
<tr>
<td>87954915</td>
<td>25407515</td>
<td>2015-07-07</td>
<td>GBET</td>
</tr>
<tr>
<td>17473315</td>
<td>26408515</td>
<td>2015-08-07</td>
<td>GBET</td>
</tr>
<tr>
<td>17425915</td>
<td>27409515</td>
<td>2015-09-07</td>
<td>GBET</td>
</tr>
<tr>
<td>16932715</td>
<td>28410515</td>
<td>2015-10-07</td>
<td>GBET</td>
</tr>
<tr>
<td>17453015</td>
<td>29411515</td>
<td>2015-11-07</td>
<td>GBET</td>
</tr>
<tr>
<td>14704615</td>
<td>30412515</td>
<td>2015-12-07</td>
<td>GBET</td>
</tr>
<tr>
<td>17395615</td>
<td>31413515</td>
<td>2016-01-07</td>
<td>GBET</td>
</tr>
</tbody>
</table>
Purge Mass Entry Audit Process (SOPMAUD)

You need to run this purge process five times.

- Access **SOPMAUD**
- Perform Next Block Twice
- Enter the Following Parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Form Name</td>
<td>% (SAAMAPP, SGAMSPT, SGAMSTU, SFAMREG, SHAMDEG, SHAMDIP, SHAMCAT, SHAMUDI, SHAMUCA)</td>
</tr>
<tr>
<td>03: Add Date From</td>
<td>Enter From Date</td>
</tr>
<tr>
<td>04: Add Date To</td>
<td>Enter To Date</td>
</tr>
<tr>
<td>05: Delete Option</td>
<td>A (Updates Completed)</td>
</tr>
<tr>
<td>06: Run Mode</td>
<td>U</td>
</tr>
<tr>
<td>07: Report Option</td>
<td>A (Summary Information); D (Student Details); S (Totals Only)</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Save
- Access **SOPMAUD**
- Perform Next Block Twice
- Enter the Following Parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Form Name</td>
<td>% (SAAMAPP, SGAMSPT, SGAMSTU, SFAMREG, SHAMDEG, SHAMDIP, SHAMCAT, SHAMUDI, SHAMUCA)</td>
</tr>
<tr>
<td>03: Add Date From</td>
<td>Enter From Date</td>
</tr>
<tr>
<td>04: Add Date To</td>
<td>Enter To Date</td>
</tr>
<tr>
<td>05: Delete Option</td>
<td>F (Failed Updates)</td>
</tr>
<tr>
<td>06: Run Mode</td>
<td>U</td>
</tr>
<tr>
<td>07: Report Option</td>
<td>A (Summary Information); D (Student Details); S (Totals Only)</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Save
- Access **SOPMAUD**
- Perform Next Block Twice
- Enter the Following Parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Form Name</td>
<td>% (SAAMAPP, SGAMSPT, SGAMSTU, SFAMREG, SHAMDEG, SHAMDIP, SHAMCAT, SHAMUDI, SHAMUCA)</td>
</tr>
<tr>
<td>03: Add Date From</td>
<td>Enter From Date</td>
</tr>
<tr>
<td>04: Add Date To</td>
<td>Enter To Date</td>
</tr>
<tr>
<td>05: Delete Option</td>
<td>I (Incomplete Updates)</td>
</tr>
<tr>
<td>06: Run Mode</td>
<td>U</td>
</tr>
<tr>
<td>07: Report Option</td>
<td>A (Summary Information); D (Student Details); S (Totals Only)</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Save
- Access **SOPMAUD**
- Perform Next Block Twice
- Enter the Following Parameters:
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Form Name</td>
<td>% (SAAMAPP, SGAMSPT, SGAMSTU, SFAMREG, SHAMDEG, SHAMDIP, SHAMCAT, SHAMUDI, SHAMUCA)</td>
</tr>
<tr>
<td>03: Add Date From</td>
<td>Enter From Date</td>
</tr>
<tr>
<td>04: Add Date To</td>
<td>Enter To Date</td>
</tr>
<tr>
<td>05: Delete Option</td>
<td>N (Not Updated)</td>
</tr>
<tr>
<td>06: Run Mode</td>
<td>U</td>
</tr>
<tr>
<td>07: Report Option</td>
<td>A (Summary Information); D (Student Details); S (Totals Only)</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Save
- Access SOPMAUD
- Perform Next Block Twice
- Enter the Following Parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Form Name</td>
<td>% (SAAMAPP, SGAMSPT, SGAMSTU, SFAMREG, SHAMDEG, SHAMDIP, SHAMCAT, SHAMUDI, SHAMUCA)</td>
</tr>
<tr>
<td>03: Add Date From</td>
<td>Enter From Date</td>
</tr>
<tr>
<td>04: Add Date To</td>
<td>Enter To Date</td>
</tr>
<tr>
<td>05: Delete Option</td>
<td>P (Partially Updated)</td>
</tr>
<tr>
<td>06: Run Mode</td>
<td>U</td>
</tr>
<tr>
<td>07: Report Option</td>
<td>A (Summary Information); D (Student Details); S (Totals Only)</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Save
- Access SOPMAUD
- Perform Next Block Twice
- Enter the Following Parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Form Name</td>
<td>% (SAAMAPP, SGAMSPT, SGAMSTU, SFAMREG, SHAMDEG, SHAMDIP, SHAMCAT, SHAMUDI, SHAMUCA)</td>
</tr>
<tr>
<td>03: Add Date From</td>
<td>Enter From Date</td>
</tr>
<tr>
<td>04: Add Date To</td>
<td>Enter To Date</td>
</tr>
<tr>
<td>05: Delete Option</td>
<td>Y (Successfully Updated)</td>
</tr>
<tr>
<td>06: Run Mode</td>
<td>U</td>
</tr>
<tr>
<td>07: Report Option</td>
<td>A (Summary Information); D (Student Details); S (Totals Only)</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Save
International Students

Create Student SEVIS Transaction

① Individually
- Access GOASEVS
- Enter Student Banner ID
- Perform Next Block
- Select Options

① Batch
- Access GORSEVE
- Enter DATABASE in the printer field
- Enter the following parameters:

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: School Code</td>
<td>Client’s SEVIS assigned code</td>
</tr>
<tr>
<td>02: SEVIS User ID</td>
<td>Batch Approver</td>
</tr>
<tr>
<td>03: SEVIS User ID</td>
<td>Transaction Approver</td>
</tr>
<tr>
<td>05: Process Business Actions</td>
<td>Enter &amp; if you use/created Business Action to create records; No if you didn’t</td>
</tr>
<tr>
<td>06: Process Auto-population</td>
<td>Enter &amp; if you use Auto-population to create records; No if you didn’t</td>
</tr>
<tr>
<td>08: Banner ID</td>
<td>If processing and ID or a group of IDs (optional)</td>
</tr>
<tr>
<td>09 – 12</td>
<td>Use only if you are using a population selection</td>
</tr>
<tr>
<td>13: Print No Activity</td>
<td>Enter “Y” if you wish to receive the warning message for student that will need a SEVIS ID for future transactions</td>
</tr>
<tr>
<td>14: Audit or Update Mode</td>
<td>A or U</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Save
- View Output
  - Select Options
  - Select View Output
  - Double Click drop down arrow next to File Name field
- Open Data in Notepad
  - Select Options
  - Select Print or Save Document
  - Select Ok
  - The pop up box will display the name and location of the file on your computer.

Sending SEVIS Records

- Access GORSEVE
- Enter DATABASE in the printer field
- Perform Next Block
- Enter Required Parameters
  - Run in Update Mode – When run in update mode, GORSEVE will place records in tables
where they can be picked up by SEVISTA. SEVISTA will validate the records, create the xml fields, and then send the valid records to SEVIS. An email will be sent to a designated person(s) to indicate how many records were sent and how many were rejected by SEVISTA. Records rejected by SEVISTA will be updated with a transaction status of “R” (retuned with Error) on GOASEVR.

Points to consider
- When GORSEVE is run (in audit or update mode), adjudicated events will be identified by a transmittal status code of ’M’
- Use the GORSEVE report and/or query on the status code of ‘M’ on the SEVIS Transmittal Status Query Form (GOISEVS) to compile a list of SEVIS students with adjudicated events
- Use the Transmittal History Form (GOASEVR) as a reference when creating the SEVIS RTI record
- After a response is received from SEVIS, make appropriate changes (status codes and comments) on GOASEVR. Change the transmission status code to “C” to indicate that processing is complete.

**View SEVIS Record**

1. Access GOASEVS
2. Enter Banner ID
3. Perform Next Block
4. Select Options
5. Select Create Student SEVIS Transaction
6. Select View SEVIS Record
Adding Attributes and Ending Attributes

- Access SGASADD
- Enter Term
- Perform Next Block Twice
- Enter Attribute in the Attribute Code Field
- Save
- To expire the attribute
  - Roll back
  - Enter term you would like the attribute to enter in the term field in the key block
  - Perform a Next Block twice
  - Select the maintenance button
  - Select “End Student Attribute”
  - Select Okay
  - Save

Batch Process to Insert Attributes

**Applicant without decision**
- Find Population Selection that will work for you and run GLBDATA first
- Access SAAMAPP
- Search Tab
  - Enter Admission Term in the Admissions Term field
  - Population Selection Block
    - Application: enter info about pop sel that you used on GLBDATA
    - Selection ID: enter info about pop sel that you used on GLBDATA
    - Creator ID: enter info about pop sel that you used on GLBDATA
    - User ID: enter info about pop sel that you used on GLBDATA
- Update Tab
  - Enter the Attribute in the Attribute Field
- Results Tab
  - Select -- Select All
  - Select Submit
  - Select Save

**After Decision is Inserted but before registered**

You can apply an attribute on a record after they have a decision but before they are registered using this process. Note: will NOT work if person is registered for the term.

- Find Population Selection that will work for you and run GLBDATA first
- Access SGAMSTU
- Search Tab
Enter Registration Term in the Effective Term field
Select “Search Learner Effective Term Equal To”
Population Selection Block
  ▪ Application: enter info about pop sel that you used on GLBDATA
  ▪ Selection ID: enter info about pop sel that you used on GLBDATA
  ▪ Creator ID: enter info about pop sel that you used on GLBDATA
  ▪ User ID: enter info about pop sel that you used on GLBDATA

Update Tab
  Enter Registration Term in the Learner Effective Term field

Results Tab
  Select -- Select All
  Select Submit
  Select Save

Batch Ending Attributes

Access GKAPREXE
Enter the Process Code Field:

<table>
<thead>
<tr>
<th>Process Code</th>
<th>End Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRCC</td>
<td>BRCC_END_ATTRIBUTE</td>
</tr>
<tr>
<td>BPCC</td>
<td>BPCC_END_ATTRIBUTE</td>
</tr>
<tr>
<td>CATC</td>
<td>CATC_END_ATTRIBUTE</td>
</tr>
<tr>
<td>CENLA</td>
<td>CENLA_END_ATTRIBUTE</td>
</tr>
<tr>
<td>DCC</td>
<td>DCC_END_ATTRIBUTE</td>
</tr>
<tr>
<td>DELTA</td>
<td>DELTA_END_ATTRIBUTE</td>
</tr>
<tr>
<td>FTCC</td>
<td>FTCC_END_ATTRIBUTE</td>
</tr>
<tr>
<td>NSHORE</td>
<td>NSHORE_END_ATTRIBUTE</td>
</tr>
<tr>
<td>NUNEZ</td>
<td>NUNEZ_END_ATTRIBUTE</td>
</tr>
<tr>
<td>NWLTC</td>
<td>NWLTC_END_ATTRIBUTE</td>
</tr>
<tr>
<td>RPCC</td>
<td>RPCC_END_ATTRIBUTE</td>
</tr>
<tr>
<td>SCLTC</td>
<td>SCLTC_END_ATTRIBUTE</td>
</tr>
<tr>
<td>SLCC</td>
<td>SLCC_END_ATTRIBUTE</td>
</tr>
<tr>
<td>SOWELA</td>
<td>SOWELA_END_ATTRIBUTE</td>
</tr>
</tbody>
</table>

Perform Next Block
Select Compile Tree
Select Execution Tab
  Change Execution Mode field to Update
  Enter the following parameters:
  ▪ Attribute Code = enter code you want to end
  ▪ Attribute End Term = enter term that you want to end the attribute
  ▪ Attribute Term Effective = enter the term you activated the attribute
  Select Run Job
  Select OK
  Select OK
Correct/Update Student’s Name

- Access SPAIDEN
- Enter student’s Banner Id
- Perform Next Block
- Select Alternative ID tab
- Enter a Name Type for each name on the alternative ID tab
- Select Save
- Select the Current Identification Tab
- Correct the name
- Save
- Select Alternative ID tab
- Add a Name Type for the new name that was added to that tab
- Save
Enter Job Placement Data

- Access SGASTDN
- Enter students banner ID or search for them by name
- Leave the Term Blank **EMPTY**
- If the student has multiple SGASTDN records scroll through them using the scroll bar on the right side of the screen to determine if any data has been entered. (If the light bulb illuminates it means data has been entered)
- If no data has been entered enter the data on the latest SGASTDN record. If data has been entered add new data to the SGASTDN record that already has data.
- Select **light bulb** and SDE window will open at the bottom left side of screen
- Enter Data in fields
- Select Save

The fields are as follows:

- Employment Status
- Name of Employer
- Employer Street Address
- Employer City
- Employer State
- Employer Contact
- Employer Phone Number
- Employer Fax Number

Use scroll bar to move up and down through fields.
Note:

- Use the scroll bar in the SDE window to move up and down to enter data
- Ways to Enter Data:
  - Manually enter – If you need to manually enter the information when the mouse is in the field a message at the bottom of the SDE window will state “Manually Enter”
  - Limit: 30 characters
  - Don’t put dashes when entering phone Number
- Drop Down list – If you need to use the list of values when the mouse is in the field a message at the bottom of the SDE window will state “Please select from List of Values”

Remember:

- A student may have multiple SGASTDN records. If a student has more than one SGASTDN record you will want to use the scroll bar on the left side of the screen to check to see if data has already been entered on another SGASTDN record.
- All data should be entered on the same SGASTDN record (doesn’t matter if it is not the current SGASTDN record or active SGASTDN record)
- Light Bulb is illuminated: there is data in the SDE (Supplemental Data Engine) field
Update/Replace Curriculum

The level of the applicant decides which form you need to access to change the program/concentration.

- **SAAADMS** – Applicant that has **NOT** been assigned a decision.
- **SGASTDN** – Applicant that has been assigned a decision.
- **SFAREGS** – Student that has already registered for classes.

1. Access the Appropriate Form:
   a. Access **SAAADMS** (Applicant without a Decision) *Figure 1*
   b. Access **SGASTDN** (Applicant with a Decision) *Figure 2*
   c. Access **SFAREGS** (Applicant that has registered for classes) *Figure 3*

2. Enter student ID or search by name.
3. Enter term in **Term** field.
4. Perform **Next Block** function.
5. Click **Curricula Tab.** *Figure 4*
6. Select
   a. Select the **Replace** icon if you would like to inactivate the current curriculum. *Figure 4*
   b. Select the **Update** icon if you would like to make a change to the current curriculum.

7. Select down arrow next to **Program** field. *Figure 4*
8. Pop-up Box will appear select **Change Curriculum**.
9. Pop-up box will appear stating “Base Curriculum Items will be Replaced” click **OK**.
10. Search pop-up for the appropriate curricula/program and double-click.
11. Click **Save** icon.

Add Concentration (note: applies only to the Community College Programs and Technical Colleges programs that have Concentrations)

- Click on **Field of Study** Tab. *Figure 5*
- Arrow Down to the Second row.
- Click the down arrow next to the **Type** field. *Figure 5*
- Select **Concentration**.
- Click down arrow next to **Field of Study** field. *Figure 5*
- Select the **Attached Concentration**.
- Select Department associated with the Program and double-click.
- Click **Save** icon.

Note: If the program stays the same but you need to change the Concentration select the Update Icon. *Figure 1: SAAADMS*
Figure 2: SGASTDN

![Diagram of SGASTDN interface](image-url)
What to do when prior college reported in error?

- College outside of the LCTCS System
  - Request student to provide a “Letter of Non-Attendance”
  - Once you receive the letter:
    - Access SPACMNT
    - Enter student Banner ID
    - Perform Next Block
    - Enter LNA into comment field
    - Comment should include:
      - College Name that provided letter
      - The date the letter was received
      - And all term(s) the college is stating the student did NOT attend.
      - Example, A letter was received from Louisiana State University (1590) indicating that Jane Doe never attended their institution for any term prior to 2015. The letter was received on 8/15/2015.
  - Access SAAADMS
  - Update the CL & RC code by selecting the status “NONATTEND”

- College within the LCTCS System
  - Access “Academic History NOT in Banner” to determine what academic history is NOT in Banner for the college
  - Access SOAPCOL and pull the attendance dates for the college
  - Compare the days of attendance to the academic history in Banner
  - If attendance dates are NOT null on SOAPCOL and:
    - the attendance dates are within the range that data isn’t inside of Banner, request letter from student. Once you receive letter, update SPACMNT.
    - Dates are within Banner, check SHACRSE. If no course on SHACRSE, then update SPACMNT with comment.
  - Entering Comment:
    - Access SPACMNT
    - Enter student Banner ID
    - Perform Next Block
    - Enter LNA into comment field
    - Comment should include when letter not requested:
      - College Name reported in error
      - Date you checked SHACRSE
      - Example, Capital Area Technical College was reported in error for this student. I check SOAPCOL and compared the dates to the report "Academic History NOT in Banner." The dates on SOAPCOL indicated that the student attended during terms where the academic history was loaded into Banner. This student had no academic history for CATC.
    - Comment should include when letter requested:
      - College Name that provided letter
      - The date the letter was received
      - And all term(s) that the college is stating the student did NOT attend.
      - Example, A letter was received from Louisiana State University indicating that Jane Doe never attended their institution for any term prior to 2015. The letter was received on 8/15/2015.
Scan and attached letter to student account in Banner, if applicable

- Access SAAADMS
- Update the CL & RC code by selecting the status "NONATTEND"
Other Processes

Academic Amnesty

Academic Amnesty Institutional Courses: Remove the courses from passed, earned, GPA but NOT Attempted

1. Access SHATCKN
2. Enter Student Information
3. Enter Term in which the student took the courses
4. Select “Pre-Banner” for validation check if the courses were taken before Fall 201310. Select “Schedule” if Fall 201310 or after.
5. Perform a Next Block
6. For each course that applies for academic amnesty
   a. Change repeat field to exclude
   b. In comment field type Academic Amnesty

Academic Amnesty Transfer Courses: Remove the courses from passed, earned, GPA but NOT Attempted

1. Access SHATRNS
2. Enter Student Information
3. Enter Transfer Institution Number
4. Enter Attendance Period Number
5. Perform a Next Block 3X
6. For each course that applies for academic amnesty
   a. Enter Exclude in the repeat field
   b. Save
   c. Select OK
   d. Continue until all courses within the term is complete
   e. Select Options
   f. Select Attendance Period GPA Cal
   g. Select Query
   h. Count Hits
   i. Roll Back and continue until all attendance periods are complete
7. Access SPACMNT
   a. Enter Comment Type ‘ACA’
b. Enter Origination code that starts with your college alpha

c. Enter the following comment "Student was granted academic amnesty for transfer or transfer/institutional work from ____ to ____ terms.

- Access SHATCMT – This is optional
- Enter Student Banner ID
- Enter Level
- Enter Originator Code for your college/department
- Enter Term code in which you are entering the comment(s)
- You have a choice to enter an academic event, transcript comment by level, transcript comment by term
- Below are examples of comments entered and where they are displayed on the official transcript:

## Academic Events

**Academic Event with Decision Entered in Decision parameters on first tab on SHATCMT**
Transcript Comments by Level

Transcript Comments by Term – only works for institutional work
Academic Standing Copy Process (SZPASTR)

Academic Standing Codes Used by Colleges within the System

<table>
<thead>
<tr>
<th>Suspension</th>
<th>Warning</th>
<th>Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>SU – Suspension (1 major semester)</td>
<td>AW – Academic Warning</td>
<td>PC – Probation continued</td>
</tr>
<tr>
<td>ST &amp; S2 – Suspension (2 major semesters)</td>
<td>(RPCC’s definition: student has less than 15 attempted hours and GPA below 2.0)</td>
<td>PP – Post-Probation Suspension</td>
</tr>
<tr>
<td>SY – Suspension (1 year)</td>
<td></td>
<td>PR – Academic Probation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PS – Academic Probation - Summer</td>
</tr>
</tbody>
</table>

How does it work?

☐ This process will look at a transfer student academic standing if they attended any college within the LCTCS system and has an application (parameter 02) with a significant decision.
  ☐ It will pull the latest academic standing for all colleges within our system.
  ☐ It will use the max term/academic standing to determine if the student needs an academic standing override.
  ☐ If the student’s max term/academic standing has one of the codes you enter in parameter 03 then the process will update the student's academic standing with the code you enter in parameter 04 in the academic standing override field. Example: student was on probation at BRCC 201310 but transferred to DCC and was on good standing 201510. NUNEZ runs SZPASTR for application term 201520 the student will not be updated by the process because his latest standing was good standing.

☐ SGASTDN Academic Standing Override Field:
  ☐ Will NOT insert anything in the academic standing override field if something is already there.
  ☐ Will insert the academic standing override code enter in parameter 04 if the academic standing override field is null for the application term in which you put in parameter 02.

☐ SAADCRV:
  ☐ Parameter 09 lets you decide if you want to insert the decision code of 40
    ☑ N – do not insert the decision of 40
    ☑ Y – insert the decision of 40 if all mandatory documents are received.
    ☑ If you run the process and it inserts the academic standing override but not the decision of 40 because the applicant still had outstanding mandatory documents. The next time you run the process it will not touch the academic standing override field because it is not null but it will enter the decision of 40 if the applicants has submitted all mandatory docs.

Note:
☐ If you chose to map different codes depending on the academic standing code from the other college you will have to run the process multiple times. Example, if you want to map SU to AP and PC to PP then you will have to run the process twice.
☐ If you have two VPDIs open at the same time the process will not work.
☐ If you have test and PROD open at the same time the process will not work.

Run Process:
Note: If you just need the academic standing from the latest college the student attended within the system you will want to run the process in audit mode only.

☐ Access SZPASTR
☐ Perform Next Block Twice
☒ Enter the following parameters:

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Audit or Update</td>
<td>A for Audit; U for Update</td>
</tr>
<tr>
<td>02 Term Code</td>
<td>201520 (application term you are</td>
</tr>
<tr>
<td>03 Previous Institutions Standing(s)</td>
<td>SU, SY, ST, S2 (you can only enter one code per row. To insert additional rows select insert, type 03, enter code, continue until you have create a row for each code that you want to enter)</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>04 Institution Academic Standing</td>
<td>AP</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Select Options
- Select Review Output
- Double click arrow next to file name
- Double click .lis file
- Select Options
- Select Show Document
- Select Save File
- Select Ok
Adding Parking Decal or Driver’s License #

Enter Student’s Driver License Number/Parking Decal

☐ Access SPAIDEN
☐ Enter student’s Banner ID or Name
☐ Perform Next Block
☐ Select Additional Identification Tab
☐ Select Code for ID Type using the drop down arrow
   o DRLI = Driver’s License Number
   o (college alpha)PRK = Parking Decal
☐ Tab
☐ Enter the Decal # or Driver’s License # in the Additional Identification Tab
☐ Save

Report to view Parking Decal Information for students

① COGNOS report Created ParkingTagIDs
② The report contains the following information:
   ☐ Banner ID
   ☐ Student Name
   ☐ Student Parking Decal Number
Admitting Student on Probation

1. Access SAADCRV
2. Enter Student’s Banner ID or Name
3. Enter term
4. Perform Next Block
5. Enter 40 in decision field (optional)
6. Save
7. Access SGASTDN
8. Select the “Academic and Graduation Status, Dual Degree” Tab
9. Enter AP in the “Academic Standing Override” Field
10. Save

☐ Note: if you chose to accept students on Academic Probation you need to make sure you build rules on SHAACST. Typically the Registrar is responsible for setting up rules on SHAACST.

Control SSB Codes

The codes you can control are:

- Attributes (STVATTR)
- Building (STVBLDG)
- Campus (STVCAMP)
- College (STVCOLL)
- Department (STVDEPT)
- Division (STVDIVS)
- Level (STVLEVL)
- Part of Term (STVPTRM)
- Schedule Type Code (STVSCHD)
- Test Codes (STVTESC)

How do I control the codes:

1. Access SOAWDSP
2. Select the Validation Table in the key block. You can use the drop down arrow next to the Validation Table Name Field to locate the table.
3. Perform Next Block
4. Add codes to be viewable:
   a. locate the code on the left side of the screen that you want to make viewable
   b. select arrow to move code from left side of screen to right side of screen
5. Remove code from being viewable
   a. locate the code on the right side of the screen
   b. select arrow in the missing of two boxes to move the code to the left side of the screen.
Deactivating the account of Deceased Student

- Go to the Biographical Tab on SPAIDEN and check the deceased tag and include deceased date. Once this occurs on SPAIDEN, the student’s transcript is no longer viewable by faculty in Web for Faculty. In addition, any time a student is flagged as deceased, if a user accesses his/her records in INB, they will get a warning that the person is deceased. In addition, any form you go to for the student, Deceased will appear on the form above the student L# and name.
- Go to the Address Tab on SPAIDEN and end all active addresses with the deceased date AND check inactivate address.
- Go to the Telephone Tab and make sure all are inactivated.
- Go to the Email Tab and make sure all are inactivated and uncheck display on web.
- Go to SAAADMS and make sure there are no applications for future terms. If there are, make sure they are inactivated.
- Check the students last semester of enrollment and add a comment on SHATCMT:

![Image of SHATCMT](image-url)
Deleting Parameter Sets

- Access GJAPDFT
- Enter the process that you want to delete the parameter set name and the parameter set name

- Perform Next Block
- You will have to use your next block and previous block key to remove all parameter set items
- Highlight the parameter description
- Perform next block
- Record remove
- Save
- Perform previous block
- Arrow down to the next parameter (note: you have to record remove all parameter — even the blank ones)
- Continue until all parameters have been deleted
- Access GJRJPRM
- Query for the parameter set in the parameter set column
- Record remove
- Save
Entering Comments

**Application:**
- Access **SAAADMS** (Admissions Application).
- Enter the student ID in the ID field or student name (last name, first name).
- Perform **Next Block** function.
- Select **Sources, Interests, Comments** Tab.
- Perform **Next Block** function twice.
- Hit down arrow below **Originator** field.
- Select your option and double click (Note: codes for your institution begin with your institution letter).
- Type the comment. Notes: Comments can be viewed by all institutions and are subject to a court subpoena. Only enter appropriate comments.
- Click **Save** function.

**Student Learner Record**
- Access **SGASTDN** (Admissions Application).
- Enter the student ID in the ID field or student name (last name, first name).
- Perform **Next Block** function.
- Locate the application **SGASTDN** term record by using the scroll bar on the right side of the screen
- Select **Comments** Tab.
- Enter term in the term field
- Type the comment. Notes: Comments can be viewed by all institutions and are subject to a court subpoena. Only enter appropriate comments.
- Click **Save** function.

**Person Comments**
- Access **SPACMNT**
- Enter the student ID in the ID field or student name
- Perform Next Block
- Use drop down arrow to locate Comment Type
- Enter appropriate origination code for you college and department
- Type comment in the Comments Box
- Save
Holds

Assign a Hold
Access SOAHOLD (Hold Information Form)
Enter a valid Banner ID into the ID field, or use the Search function to find and select the ID for the student on whose record you are placing the hold.
Perform Next Block function.
Enter a valid code for the hold type into the Hold Type field, or click the Search function to find and select a valid Hold Type code. Each institution needs to discuss what codes they are going to use.
Enter a reason for the hold into the Reason field.
Enter the appropriate Origination Code (such as REGS for Registrar) into the Origination Code field, or click the Search function to find and select the valid Origination Code.
Click the Save function.

Release a Hold
☐ Access SOAHOLD (Hold Information Form)
☐ Enter a valid Banner ID into the ID field, or use the Search function to find and select the ID for the student on whose record you are placing the hold.
☐ Click the Next Block function.
☐ Change the To Date to the current Date
☐ Save

Assign Hold to a Population Using Batch Process

STEP #1: Create Rule for HOLD
☐ Access TGAHOLD
☐ Create Rules
☐ Hold Code: AD: Admission
  ☑ Rule: ADM
    ☑ Hold Type: AD
    ☑ Reason: Missing Req Adm Documents
    ☑ From Date: College Decides on this Date
    ☑ To Date: College decides on this date
    ☑ Amount: Blank
    ☑ Origination Code: _ADM: Admissions Office
  ☑ Do Not Select Purge Prior Holds, Include Non-Persons, or Non-Conditional
☐ Hold Code: SA: Student Activities
  ☑ Rule: STUAC
    ☑ Hold Type: SA
    ☑ Reason: type of uniform
    ☑ From Date: College Decides on this Date
    ☑ To Date: College decides on this date
    ☑ Amount: Blank
STEP #2: Create Pop Sel

To locate a pop sel that has already been created access the list of population selections at the following link:
https://docs.google.com/file/d/0B4ObsdL6SmJ4bU16TWN4SVB3a3c/edit?usp=drive_web.
If there is not one you can use please contact one of the LCTCS pop sel experts.

Write down the following information for your pop sel

- Application:
- Selection ID:
- Creator ID:

Access GLBDATA
Perform Next Block Twice
Enter the following parameters:

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Selection ID</td>
<td>Pop Sel Selection ID</td>
</tr>
<tr>
<td>06: Application Code</td>
<td>Pop Sel Application Code (ex. ADMISSIONS)</td>
</tr>
<tr>
<td>07: Creator ID</td>
<td>Pop Sel Creator</td>
</tr>
</tbody>
</table>

Perform Next Block
Save
Access GLAEXTR (view students in pop sel)
Enter Application: ADMISSIONS
Enter Selection ID: (Name of Population Selection Rule)
Enter Creator ID: (Name of person who created the Pop Sel Rule)
User ID: Enter your username
Perform Next Block
Check 5 to 10% of the population pulled to ensure that meet the criteria (Has an active SGASTDN Record but didn’t registered for any courses)

Sample Population Selection that you can use for TGPHOLD:
- **Description:** Applicants with Decisions (used to apply Advisor Hold on all applicants)

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Selection Identifier 1</td>
<td>STU_APPL_WITH_DECISION</td>
</tr>
<tr>
<td>02: Selection Identifier 2</td>
<td>STU_WITH_AH_HOLD</td>
</tr>
<tr>
<td>03: New Selection Identifier</td>
<td>Create a name for your new pop sel</td>
</tr>
<tr>
<td>04: Description for new selection</td>
<td>Create a Description for your pop sel rule</td>
</tr>
<tr>
<td>05: Union/Intersection/Minus</td>
<td>M</td>
</tr>
<tr>
<td>06: Application Code</td>
<td>ADMISSIONS</td>
</tr>
<tr>
<td>07: Creator ID of Selection ID</td>
<td>AMBERGAZAVE</td>
</tr>
</tbody>
</table>

**STEP#3: Run Mass Update**

1. Access TGPHOLD
2. Perform Next Block Twice
3. Enter the following parameters

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Selection Identifier</td>
<td>Pop Sel Name (ex. STUREGISTERED_PRISON)</td>
</tr>
<tr>
<td>02: Application Code</td>
<td>Pop Sel Application Code (Ex. STUDENT)</td>
</tr>
<tr>
<td>03: Creator ID</td>
<td>Pop Sel Creator</td>
</tr>
<tr>
<td>04: User ID</td>
<td>Your User Name</td>
</tr>
<tr>
<td>05: Hold Rule Code</td>
<td>Rule code from TGAHOLD (ex. ADVISO)</td>
</tr>
<tr>
<td>06: Apply-Release Mode</td>
<td>A</td>
</tr>
<tr>
<td>07: Run Mode</td>
<td>A for Audit; U for Update</td>
</tr>
</tbody>
</table>

4. Perform Next Block
5. Select Save
6. If you would like to view the list of students that the code will be applied:
   - Select Options
   - Select Review Output
   - Double Click in File Name Field
   - Double Click file that ends in .lis
   - Review output
Locating Students Academic History

- Institutional Academic History: SHACRSE
  - Access SHACRSE
  - Enter Banner ID
  - Make sure term block is null
  - Perform Next Block

- Transfer Articulated Courses: SHATRNS
  - Access SHATRNS
  - Enter student Banner ID or name
  - Enter code in Institutional Code Field
  - Enter attendance period
  - Perform Next Block Four times
  - You can view the academic history by using the scroll bar on the right
  - Roll back and chose the next attendance period to see the courses articulated for that semester

- Institutional & Transfer Courses Work: SHATERM
  - Access SHATERM
  - Enter Banner ID
  - Enter UG in course level codes by Person
  - Make sure start term field in null
  - Perform Next Block
  - Select the “Term GPA and Course Detail Information” Tab
  - Scroll to view data
Louisiana Secure ID

Tops Tech Early Start Students are now provided with a Louisiana Secure ID that must be attached to the student’s record in Banner.

- Access SPAIDEN
- Enter Banner ID
- Perform Next Block
- Select the Additional Identification Tab (last tab on SPAIDEN)
- Enter LSID in the ID Type Field
- Enter Louisiana Secure ID in the Additional Identification Field
- Save
Recompiling Population Rules and Variables

When do I need to run GLBPARM: You will need to run GLBPARM if you receive the following error message in your GLBDATA output.

![Error Message]

You need to run this job twice. Once for ADMISSIONS and once for STUDENT.

1. Access GLBPARM
2. Perform Next Block Twice
3. Enter the following parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Application Code</td>
<td>First Time enter ADMISSIONS</td>
</tr>
<tr>
<td></td>
<td>Second Time enter STUDENT</td>
</tr>
<tr>
<td>02: Extract Variables Indicator</td>
<td>Y</td>
</tr>
</tbody>
</table>

1. Perform Next Block
2. Save
Set Up Computer to Download Reports

Download Banner Report/List

1. Access Banner
2. Go To GUAUPRF
3. Directory Options
4. In the 1st User Value box enter the temp file location – see screenshot below
5. In the 2nd User Value box enter WEBUTIL
6. You will not be able to download the file from SSASECQ.

![Screenshot of Banner Report/List page](image-url)
Export COGNOS Reports

1. On Internet Explorer, Select Tools from the menu bar, then Internet Options/Security, then click on Trusted sites and Internet site, select Custom Level button, Downloads should be enabled
2. Disable XSS filter
Add https://sg-cw1.letcs.edu/ibmcognos link to Trusted Sites
Turn off popup blocker or add to pop up blocker settings as allowed.

Note: If you have Internet Explorer 10 each time you access COGNOS you will have to change back to Internet Explorer 9. How to do this:

1. Log On to COGNOS
2. Select F12 on your keyboard
3. The following will pop up at the bottom of your screen

   Place your mouse on words "Browser Mode: IE10 and click
4. The following will pop up

5. Select Internet Explorer 9
6. You will have to do this everytime you access COGNOS
Access

How to Access to LoLA

What is LoLA?
LoLA (Log on Louisiana) is the webpage that houses all the links you will need to access the different tools used at your college to store, maintain, and enter data for applicants and students.

How you get your LoLA credentials?
Each colleges HR department handles getting LoLA credentials to the new hires in different ways. Reach out to your HR department to get your username and password.

☐ Go To https://my.lctcs.edu
☐ Enter your Username
☐ Enter your password
☐ Select Login

How to Request Access To Banner

- Access LoLA
- Select Banner/Cognos (Student Admissions) link in the Banner Security Forms block
- Enter your LoLA credentials and select submit
- The request form will open
- Enter the information on the first form and select the next button
- To review the forms in the security class select “click here to see Student Security Class Spreadsheet.”
- Complete the form and submit

How to Access INB (Internet Native Banner)

What is INB?
INB (Internet Native Banner) is the system that all student data is entered, maintained, and stored.

☐ Access LoLA https://my.lctcs.edu
☐ enter your User Name
☐ enter your Password
☐ Select Login
☐ Look at the Internet Native Banner Block (on the right side of the screen) You have two choices standard window or large font window. The only difference between the two is the size of the font.
☐ Select either Standard Window or Large Font Window
How to Access SSB (Self Service Banner)

What is SSB?
SSB (Self Service Banner) is the link that students and faculty/advisors use to view Banner data. Students can view their admissions information, register for classes, view holds, apply for graduation, view their grades, etc... Instructors can view their class load, enter grades, view student information, complete degree evaluation, etc...

To view SSB as a student you would need to submit an application to your college and have a decision assigned to the application. To view SSB as a faculty member you would need to have your administrator set you up as a faculty or advisor on SIAINST. For both of these please discuss with your administrator to determine if they are okay with you getting access to SSB to better learn what students and faculty/advisor see on SSB.

- Access LoLA [https://my.lctcs.edu](https://my.lctcs.edu)
- enter your User Name
- enter your Password
- Select Login
- Select your college in the Self Service Block (Note: you will only have access to your college in the SSB Block if you submitted an application and a decision was assigned to the application or you have an active SIAINST record. The SIAINST record is for Faculty and Advisors. Some colleges give their Admissions and Registrar access so that can view what students and faculty view on SSB and educate themselves on the system.)

Note: there are two ways to get access to SSB:
- **Student**: to get the student view you would need to submit an application and get a decision assigned to the application.
- **Faculty/Advisor**: an active SIAINST record would have to be created for you. Contact the Lead Registrar if you want to get the Faculty/Advisor access.

How to Access COGNOS

What is COGNOS? COGNOS is the tool that is used to pull data from Banner into reports. Typically the information is pulled into an Excel spreadsheet.

- Access LoLA [https://my.lctcs.edu](https://my.lctcs.edu)
- enter your User Name
- enter your Password
- Select Login
- Select COGNOS Production in the lower right hand corner
- Enter your LoLA Credentials again
- Select OK
How to Access ePrint:

*What is ePrint?* ePrint is a storage area for all .lis or .log files for jobs that are ran on UC4. UC4 is a scheduler that will run jobs automatically without user intervention. When UC4 runs a Banner job the college end users can’t access the .log or .log file unless they use ePrint.

- Access LoLA
- Look on the right side of your screen
- Select Banner ePrint in the lower right hand corner
- Enter your LoLA Credential Note: if you password has the @ sign change it to the equal sign for Eprint
- Chose the college and area you would like to view (i.e. NSHORE Student)

- Select Enter
- Use the Next button to scroll and location the output you would like to view or use the drop down box at the bottom middle and select the job.

*Note: if you have any symbol in your password other than the “=” you will need to change it to equal. Example, P@ssword – in this password you would have to change the @ to =.

How to Access Enterprise Help Desk (Agiloft)

*What is Enterprise Help Desk (Agiloft)?* This is the LCTCS Help Desk in which college end users can submit a request or incident pertaining to the system that is used. Examples: LoLA, ePrint, Banner, Workflow, etc...

- Access LoLA at the following web address ([https://my.lctcs.edu](https://my.lctcs.edu))
- Enter your User Name (if you haven’t gotten your username and password yet contact the HR department)
- Enter your Password
- Select Login
- Select LCTCS Helpdesk (left side of the screen)
- Enter your LoLA credentials again
- Select Log
How to Access INB Banner from Home

- To access INB Banner from home you must request VPN access
- How to request VPN access:
  - Log into LoLA
  - Under the Banner Security Forms Block select “VPN, Database, Security Admin & Service Account Access Link”
- When you get access to VPN this is how you log onto INB Banner
  - Enter the VPN link: https://lctcswebportal.lctcs.edu/dana-na/auth/url_8/welcome.cgi
  - Once VPN is launch you will see on the right side of the screen Banner Production.
  - Click the Banner Production link and log in as usual.
Appendix A: Manually Push Online Applications

This process runs on UC4. To see the days and times it runs see that Appendix titled “UC4 Processes.” Even though the process is running on UC4 you can chose to manually run this process if you need to push online applications.

**SARETMT: Processing Electronic Applications**

1. Access **SARETMT** (Electronic Application Verify/Load Process)
2. Perform **Next Block** Twice
3. Enter the following Parameters:

<table>
<thead>
<tr>
<th>01: Interface code w/match rules</th>
<th>WAPP (Web Application Push Process)</th>
</tr>
</thead>
<tbody>
<tr>
<td>11: Audit or Update</td>
<td>U</td>
</tr>
</tbody>
</table>

4. Perform **Next Block**
5. **Save**
6. Click **Options**
7. Click **Review Output**
8. Hit **Drop Down Arrow** next to file name box.
9. Double click file name that ends with **lis**.
10. Perform **Next Block** function.
11. You may want to view the “PROC IND” column to check to see if everything pushed or if you have an error.
   - **P:** Application Pushed
   - **N:** Not Verified – application didn’t push because the applicant didn’t complete the application. The application will push the next time you run **SARETMT** if the applicant completes the application.
   - **E:** Verified; Errors Encountered – need to resolve the issues using **SAAEAPS**.
   - **S:** Suspended – Banner thinks the students may already have an application in Banner. Need to resolve the issues using **SAAEAPS**.
Appendix B: Manage LCTCS Application and Questions within Application

Request Admin Access
Submit service request with the following information:
1. What type of Access
   a. Enterprise Services (only granted to ES staff)
   b. College Staff
   c. College Term Admin
2. First & Last Name
3. Email Address
4. LoLA Username

Accessing Admin
- URL: https://app.lctcs.edu/
- Enter your LoLA Credentials

Security Access
- Enterprise services/ College
  - Home
    - Can see charts with information for all colleges
  - Application for all colleges
    - View Applications for all colleges
    - Delete Application for all colleges
    - Delete Applicant for all colleges
    - Delete Batch of Applicants for all colleges
  - Reports
    - College wide Applications
    - Ethnicity and Race Report
  - Setting
    - Modify
      - College address
      - Email address
      - Phone number
      - Application Emails
        - Add New
        - Modify existing
    - Push to Banner
- College staff
  - Home
    - Can see all charts for college in which you have access
  - Application
    - View Applications
    - Delete Application
    - Delete Account
    - Delete Batch of Applicants
- Re-open application at Complete or XML Generated Status
  - Setting
    - Modify
      - College address
      - Email address
      - Phone number
      - Application Emails
        - Add New
        - Modify existing
      - Push to Banner
  - Reports
    - College wide Applications
    - Ethnicity and Race Report

- College term Admin
  - Home
    - Can see all charts for college in which you have access
  - Application
    - View Applications
    - Delete Application
    - Delete Applicant
    - Delete Batch of Applicants
  - Settings
    - Admissions Terms
      - Edit Admissions term
        - Term Name
        - Description
          - Enter/Maintain Description
          - Show this description on the online application – If you select this the description you entered in the description field will be viewable on the UI.
        - Active/Not Active – Turn on and off term on UI (User Interface)
        - Enter start and end dates
  - Reports
    - College wide Applications
    - Ethnicity and Race Report

The following have to be accomplished using a Service Request:
- Initial set up for term

Activate Application Terms
- Place mouse on Settings
- Click on Admissions Term
- Locate Term you want to activate and select Edit button (If term doesn’t exists submit a Service Request for term in which you need to activate)
- Select Active Button
- Note:
  - Start and End dates DO NOT control when application term will be available to applicants
  - Show/hide button does NOTHING
**Turn off Application Term**
- Place mouse on Settings
- Click on Admissions Term
- Locate Term you want to turn off
- Unselect active button
- Delete dates in Start Date and End Date field
- Save

**View Applications**
- Click on Applications

**Push to Banner**
- Select Setting
- Select Push to Banner
- Use search query to find population
- Select app or select all
- Select Push forms to Banner

**Email(s)**
- Select Settings
- Select Colleges
- Select College Name
- Scroll to the Bottom of the Page
- Select Advanced Settings
- Select Email and acknowledgment configuration
- Emails:
  - Three Types
    - Application Form Started – Email: Person will get this email immediately after starting the application
    - Application Form Submit:
      - Acknowledgment Screen: This is the message that appears on the screen right after the person submits the application (This message will only appear for 60 seconds then the person is automatically logged out).
      - Can be set up term specific or one for all terms
    - Application Form Submit – Email:
      - This email is sent out as soon as the person hits the “Submit Application” button
      - Can be set up term specific or one for all terms
  - Modify select edit button on left side of email
  - Add select + button in the upper right hand corner
  - Term Specific:
    - If you want the acknowledgement screen or email to be for a specific term you must enter a term in the Admissions Term Field.
    - If you leave the admission term field null that screen/email will go out to all applicants.
    - If you have three terms open: 201830, 201910, & 201920 and you want a specific acknowledgement screen/email to go out to the 201920 applications but the same acknowledgement screen/email to go out to 201830 & 201910 you only have to build it twice.
      - Build once with term 201920 in the admissions term field. This one will only go out to 201920 applicants because you selected the term.
• Build once with admissions term null; this one will go out for term 201830 & 201910.

**Curriculum Displayed ON**

- **Major**
  - For a Major to be viewable on the application the following **must be true**:
    - SOACURR Majors and Department Tab
      - Admissions icon selected for major
      - Display on Self Service Selected
      - Self Service Description is NOT null
    - SOACURR Module Control Tab
      - On selected for Admissions
    - SAAWCUR (for each application/student type)
      - Restrict to type selected
- **Concentration**
  - SOACURR Major-Dependent Concentrations
    - Admissions icon selected for major
    - Display on Self Service Selected
    - Self Service Description is NOT null

**Curriculum Displayed OFF**

- **Major**
  - For a Major to NOT be viewable on the application the following **must be true**:
    - SOACURR Majors and Department Tab
      - Admissions icon NOT selected for major
      - Display on Self Service NOT Selected
      - Self Service Description is null
    - SOACURR Module Control Tab
      - Admissions NOT selected
    - SAAWCUR (for each application/student type)
      - Restrict to type NOT selected
- **Concentration**
  - SOACURR Major-Dependent Concentrations
    - Admissions icon NOT selected for major
    - Display on Self Service NOT Selected
    - Self Service Description is null
Status Flow

- The application will go thru for status
  - Incomplete Application
  - Complete
  - XML Generated
  - Push to Banner
- What does each status mean:
  - Incomplete Application: the person started the application but hasn't provided all required data elements.
  - Complete & XML Generated:
    - The person completed the application but it didn't make it over to Banner.
    - You typically will not see these unless one hits the status while you are viewing the database because once the person select "Submit Application" it should move thru the complete and XML Generated status quickly.
    - If you get an application that is stuck at Complete or XML Generated you need to following the directions in the section "Push to Banner" to get the application into Banner.
- Push to Banner: Applications has been pushed to Banner’s SAAEAPS form.

Application Route Determined:

<table>
<thead>
<tr>
<th>Application already started for the term</th>
<th>Application already completed for that term</th>
<th>Application NOT needed because falls within readmit term rule</th>
<th>Application Needed</th>
</tr>
</thead>
</table>
| If the person has already started an application for the term selected the will display the following message on the Dashboard page.  
  “You have already begun filling out the application for this term. To complete your application click on the edit icon prior to the term in the previous activity section below.” | If the person has already completed an application for the term selected the following message will appear:  
  “Our records indicate that you have already applied. Please contact our Enrollment Management Team at 1844GOLCTCS or at enrollment@lctcs.edu so we can get your application processed.” | If the person falls within the readmit term and doesn't need to submit a new application the following message appears:  
  “Our records indicate that because you previously attended (college name), you do not need to submit an application. Please contact our Enrollment Management Team at 1844GOLCTCS or at enrollment@lctcs.edu so we can assist you in enrolling in classes.” | Application opens |
Application Content

*indicates mandatory item

Basic Information Tab

- Preferred Title*
- Legal First Name*
- Legal Middle Name
- Legal Last Name*
- Suffix
- Email*
- Reenter email*
- Primary Telephone NO. (select work, home, cell) *
- Citizenship & Mailing Address (Four Options depending on the resident question and Citizen Question)
  - Have you resided in Louisiana for the last 365 days? Yes
    - Are you a U.S. Citizen? Yes*
    - Social Security Number*
    - Address*
    - Zip code*
    - City*
    - State*
    - Parish/County*
    - Country*
  - Have you resided in Louisiana for the last 365 days? No
    - Are you a U.S. Citizen? No*
    - SSN or TIN
    - Select One of the following (international codes) *
    - What is the Name of the country where you were born? *
    - Address*
    - Zip code*
    - City*
    - State*
    - Parish/County
    - Country*
  - Have you resided in Louisiana for the last 365 days? No
    - Are you a U.S. Citizen? Yes*
    - Were you born in the U.S.? Yes
      - What is the Name of the State where you were born? *
        - Social Security Number*
    - Address*
    - Zip code*
    - City*
    - State*
    - Parish/County*
    - Country*
  - Have you resided in Louisiana for the last 365 days? No
    - Are you a U.S. Citizen? Yes*
    - Were you born in the U.S.? NO*
      - What is the Name of the County where you were born? *
        - Social Security Number*
    - Address*
    - Zip code*
    - City*
- State*
- Parish/County*
- Country*
  - Have you resided in Louisiana for the last 365 days? Yes
    - Are you a U.S. Citizen? No*
      - SSN or TIN
      - Select One of the following (international codes) *
      - What is the Name of the country where you were born? *
      - Address*
      - Zip code
      - City*
      - State
      - Parish/County
      - Country*

- Demographics
  - Sex (select Male or Female) *
    - Male
  - Are you registered with Selective Services*
  - Date of Birth*
  - Are you Hispanic or Latino?
  - Select one or more of the following races

---

**Prior Education**

<table>
<thead>
<tr>
<th>Are you currently in high school?</th>
<th>Y</th>
<th>Yes</th>
<th>No</th>
<th>No</th>
<th>No</th>
<th>No</th>
<th>No</th>
<th>No</th>
<th>No</th>
<th>No</th>
<th>No</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will you still be in high school when starting classes?</td>
<td>Y</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever attended this college?</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Were you in high school at the time?</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever attended any other college?</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Were you in high school at the time?</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you currently seeking a degree at another college and plan to return to that college next semester?</td>
<td>NO</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Miscellaneous

Emergency Contact Information

Full Name: *

Relationship to Applicant *

Emergency Phone Number *

Street Address *

Postal/Zip Code *

City *

State/Province *

Parish/County *

Country *

Same as mailing address?

Supplemental Data

How did you learn about us? *

What is the highest level of education completed by any parent/guardian? *

Are you a member of any of the following student organizations?

☐ Louisiana Future Farmers of America (FFA)

☐ Jobs for America's Graduates (JAG)

☐ SkillsUSA-Secondary (High School)

☐ I am not a member of any of the organizations listed

Are you a Louisiana FFA Career Development Event (CDE) or Leadership Development Event (LDE) State Champion?

☐ Yes

☐ No

Are you a member of any of the following student organizations?

☐ Louisiana Future Farmers of America (FFA)

☐ Jobs for America's Graduates (JAG)

☐ SkillsUSA-Secondary (High School)

☐ I am not a member of any of the organizations listed

Are you a SkillsUSA-Secondary (High School) state Gold Medalist?

☐ Yes

☐ No
### Education Goals

#### Campus Lookup

<table>
<thead>
<tr>
<th>Question</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which would you like to search by?</td>
<td>Campus</td>
</tr>
<tr>
<td>Major or Campus *</td>
<td>NCC Main Campus</td>
</tr>
<tr>
<td>Which campus are you interested in attending?</td>
<td></td>
</tr>
<tr>
<td>Select a major *</td>
<td>LA Transfer (Associate of Arts) - Choose a concentration</td>
</tr>
<tr>
<td>Select a concentration *</td>
<td>Fine Arts</td>
</tr>
</tbody>
</table>

### Major Lookup

<table>
<thead>
<tr>
<th>Question</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which would you like to search by?</td>
<td>Major</td>
</tr>
<tr>
<td>Major or Campus *</td>
<td>NCC Main Campus</td>
</tr>
<tr>
<td>Which majors are you interested in?</td>
<td>Electrical Construction (Certificate of Technical Studies)</td>
</tr>
<tr>
<td>Select a campus *</td>
<td>NCC Main Campus</td>
</tr>
</tbody>
</table>
**Veteran and Dependent Info**

**Are you a veteran of the U.S. Military? Yes**

- Are you a veteran of the U.S. Military? *
  - Yes
  - No

- Veteran ID

- Veteran Classification *
  - Please Select

- Are you an active duty military member, a member of the National Guard, or a Reservist? *
  - Yes
  - No

- Are you a dependent or spouse of a military veteran? *
  - Yes
  - No

- Are you a dependent or spouse of an active duty military member, a member of the National Guard, or a Reservist? *
  - Yes
  - No

**Are you a veteran of the U.S. Military? No**

- Are you a veteran of the U.S. Military? *
  - Yes
  - No

- Are you an active duty military member, a member of the National Guard, or a Reservist? *
  - Yes
  - No

- Are you a dependent or spouse of a military veteran? *
  - Yes
  - No

- Are you a dependent or spouse of an active duty military member, a member of the National Guard, or a Reservist? *
  - Yes
  - No
High School

Look up high school

Home School (check for yes)

High School Name

High School Street 1

High School Street 2

High School Zip Code

High School City

High School County

High School State

High School Nation

+ Enter or View another High School
Previous College

Look up colleges

College Name

College Street 1

College Street 2

College Zip Code

College City

College County

College State

College Nation

+ Enter or View another college

Louisiana

United States
Immunization Waiver

Choose to Submit Immunization Waiver

Louisiana law (R.S. 17:170) requires all students to either (1) provide proof of immunization for measles, mumps, rubella, diphtheria, tetanus, and meningitis, according the guidelines of the Louisiana Health Department; or (2) sign a waiver indicating they refuse the immunizations.

I choose to submit my immunization records (note: you will need to...)

Choose to Sign Waiver (18 years old or older)

Louisiana law (R.S. 17:170) requires all students to either (1) provide proof of immunization for measles, mumps, rubella, diphtheria, tetanus, and meningitis, according the guidelines of the Louisiana Health Department; or (2) sign a waiver indicating they refuse the immunizations.

I choose to complete the immunization waiver (note: you will NOT...)

How old are you? 18 years old or older

Applicant Signature: By signing below I acknowledge that I have read and understand the immunization requirements. I choose not to be vaccinated, and that I may be excluded from campus and from classes in the event of an outbreak of measles, mumps, rubella or meningitis until the outbreak is over or until I submit proof of immunization. I do further hereby, now and forever, free and release the Louisiana Community and Technical College System and its member institutions from any and all legal and financial responsibility as a result of this refusal.

Choose to Sign Waiver (under the age of 18)

Louisiana law (R.S. 17:170) requires all students to either (1) provide proof of immunization for measles, mumps, rubella, diphtheria, tetanus, and meningitis, according the guidelines of the Louisiana Health Department; or (2) sign a waiver indicating they refuse the immunizations.

I choose to complete the immunization waiver (note: you will NOT...)

How old are you? Under the age of 18

Parent/Guardian Signature: By signing below I acknowledge that myself and the applicant has read and understands the Immunization requirements. We choose not to be vaccinated, and understand that the applicant may be excluded from campus and from classes in the event of an outbreak of measles, mumps, rubella or meningitis until the outbreak is over or until the applicant submits proof of immunization. We do further hereby, now and forever, free and release the Louisiana Community and Technical College System and its member institutions from any and all legal and financial responsibility as a result of this refusal.
Certification Statement

I understand that admission to the college does not constitute admission to every program offered by the college. I understand that different programs carry different admissions criteria. I further understand that it is my responsibility to have all required admissions documents turned in on or before the specified deadline.

I understand that if I am currently on probation/suspension from any higher education institution, the credits completed at this institution while on probation/suspension may not transfer back to the institution.

I do hereby authorize Louisiana Community & Technical College Institutions access to the following records to fulfill my admission requirements:

- My academic records
- My immunization records from Louisiana Immunization Networks (LINKS)
- My Selective Services registration

I certify that all information on this application is true to the best of my knowledge. I understand that providing false information on this application may result in the inactivation of my application or expulsion from this institution. By submitting this application, I am certifying that I agree to abide by all policies of this institution. It is the responsibility of all students to familiarize themselves with the academic calendar, fee payment schedule, policies, rules and regulations of the College as stated in the catalog and handbook.
Appendix C: How LoLA Credentials are Created and Applicants Notified?

1. What is the time frame for students to receive LoLA credentials?
   a. The minute a student hits the application is complete button their LoLA credentials are created and sent. If the applicant didn’t receive the email he/she can access the front page of LoLA and use the look up button to get their username and password.

2. What is the time frame for students to receive LoLA credentials after an ISIR is received if there is no admissions application? No email is being sent to them until they submit an application. Their credentials are created within seconds. If they would like they can access their credentials by using the Look Up Tool on the front page of LoLA.

3. If they do not receive their credentials in the specified time frame who should they contact?
   I would suggest that they use the look up tool on the front page of LoLA. If they can’t access their credentials using the lookup tool they would need to contact the helpdesk.

4. What are the most common reasons students do not receive LoLA credentials? Bad Email Address or No Email Address
Appendix D: Add Expected Graduation Date Manually

**Step #1: Create Pop Sel**

- Access **GLBDATA**
- Perform Next Block Twice
- Enter the following parameters:

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Selection ID</td>
<td>ADM_ADMITTED_NULLGRAD_DATE</td>
</tr>
<tr>
<td>06: Application Code</td>
<td>ADMISSIONS</td>
</tr>
<tr>
<td>07: Creator ID</td>
<td>AMBERGAZAVE</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Save
- Enter the following Parameter:

| 88: Term | Enter application term you are processing |

- Perform Next Block
- Save
- Select Options
- Select Review Output
- Double click drop down arrow next to File
- Double Click .log file and view to see if you have a population. If you have a population move to step #2.

**Step #2: Assign Graduation Date**

- Access **SGAMSTU**

- **Search Tab:**
  - Enter SGASTDN term in Effective Term field (ie. Fall 201310; Spring 201320)
  - Enter Population Selection Information:
    - Application: **ADMISSIONS**
    - Selection ID: **ADM_ADMITTED_NULLGRAD_DATE**
    - Creator ID: **AMBERGAZAVE**
    - User ID: Input your user ID

- **Update Tab:**
  - Enter Term in Learner Effective Term (SGASTDN Term)
  - Enter Expected Graduation Date (you will need to work with the registrar’s office to get this date; typically it is 3 to 5 years from date of enrollment)
  - Enter Graduation Term
  - Enter Graduation Year

- **Results Tab:**
  - Select All
  - Perform Next Block
Appendix E: Add Selective Services to Applicable Male SAAADMS Checklist Manually

**STEP #1: Create Your Population**

- Access **GLBDATA**
- Perform Next Block Twice

*If you want to apply the SSER to males who are 18 but born before Dec. 31, 1959 use this population selection rule:*

<table>
<thead>
<tr>
<th>01: Selection Identifier 1</th>
<th>STU_MALE_SELECTIVESERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>02: Selection Identifier 2</td>
<td>HAS_SSER</td>
</tr>
<tr>
<td>03: New Selection Identifier</td>
<td>Create a name for your new pop sel</td>
</tr>
<tr>
<td>04: Description for new selection</td>
<td>Create a Description for your pop sel rule</td>
</tr>
<tr>
<td>05: Union/Intersection/Minus</td>
<td>M</td>
</tr>
<tr>
<td>06: Application Code</td>
<td>ADMISSIONS</td>
</tr>
<tr>
<td>07: Creator ID of Selection ID</td>
<td>AMBERGAZAVE</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Save
- *TWO new parameter field will appear*

<table>
<thead>
<tr>
<th>88: Term</th>
<th>Enter Term (Ex. 201310)</th>
</tr>
</thead>
<tbody>
<tr>
<td>88: ENTER_BIRTHDATE_18ORUNDER</td>
<td>Enter date and year that would indicate a person is under the age of 18</td>
</tr>
</tbody>
</table>

*If you want to apply the SSER to males between the ages of 18 to 25 use this population selection rule:*

<table>
<thead>
<tr>
<th>01: Selection Identifier 1</th>
<th>STU_MALE_BETWEEN_18&amp;25</th>
</tr>
</thead>
<tbody>
<tr>
<td>02: Selection Identifier 2</td>
<td>HAS_SSER</td>
</tr>
<tr>
<td>03: New Selection Identifier</td>
<td>Create a name for your new pop sel</td>
</tr>
<tr>
<td>04: Description for new selection</td>
<td>Create a Description for your pop sel rule</td>
</tr>
<tr>
<td>05: Union/Intersection/Minus</td>
<td>M</td>
</tr>
<tr>
<td>06: Application Code</td>
<td>ADMISSIONS</td>
</tr>
<tr>
<td>07: Creator ID of Selection ID</td>
<td>AMBERGAZAVE</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Save
- *THREE new parameter field will appear*

<table>
<thead>
<tr>
<th>88: Term</th>
<th>Enter Term (Ex. 201310)</th>
</tr>
</thead>
<tbody>
<tr>
<td>88: ENTER_BIRTHDATE_18ORUNDER</td>
<td>Enter date and year that would indicate a person is under the age of 18</td>
</tr>
</tbody>
</table>
Select Options
Select Review Output
Your output Number will appear in Number field. (Note: If message in the hint line states ERROR – please disregard – Banner is telling you that your output file hasn’t been created yet)
Double click in the Number field
Locate your output file by the Number
Double click your output file
The output file will tell you how many students fall into your population.

STEP #2: Add SSER to Populations SAAADMS Checklist
Access SAAMAPP
Search Tab
- Enter Admission Term (ex. 201310)
- Population Selection Block
  - Application: ADMISSIONS
  - Selection ID: Enter name that you created in Parameter 3 on GLBDATA
  - Creator ID: AMBERGAZAVE
  - User ID: Enter your user ID
Update Tab
- Admission Checklist Request: Enter SSER
- Select Mandatory Checklist Indicator if you want this item to be mandatory
Results Tab
- Select All
- Perform Next Block
- Select Submit
- Save
Appendix F: Immunization Load/Update Details

**Population:** across all VPDI's
- Applicant for active application term (all currently opened applications)
- SOATEST <> 'IMMU'

Note: If the student doesn’t have a valid SS# or the birthdate field is null the student will not be submitted for Immunization Information.

**The process has four steps:**
1. Loads Immunizations needed for state compliance.
2. Updates SOATEST and SAAADMS Checklist, if applicable
3. Expires MENG & TET_BOOST if immunization date greater than 10 years.
4. Creates COGNOS report on applicant/student who is out of compliance because their MENG or TET_BOOST was updated to Expired and they don’t have an active one. This is not always factual because if a college didn’t enter the shots onto GOAIMMU but updated SOATEST with the code IMMU then the student will appear on the report if the process changed the status code to EX.

**Step #1: Load Immunizations**
1. This step will:
   a. Insert immunization records received from LINKS automatically to GOAIMMU.
   b. **NOT** insert immunization codes that are not required to meet the state guidelines.
2. The process will only insert the immunization if the immunization isn’t already on GOAIMMU. It uses the date and immunization code to determine if the immunization has already been entered. If the immunization has already been entered the immunization record will not be inserted again.
   a. Note that multiple TET_BOOST & MENING immunizations will be entered if the person took different immunizations that equal the TET_BOOST or MENING (see crosswalk below). For example, if a person took immunization code 90696 & 90720 on different dates TET_BOOST will be inserted twice because if you look at the crosswalk both 90696 & 90720 equal TET_BOOST.
3. When the process inserts the immunization record the following fields will be populated:
   a. Immunization = Banner Immunization Code that correlates to the shot the student received
   b. Status = AC
   c. Immunization Date = Date the student took the shot
   d. User ID = UC4
   e. Activity Date = will indicate the date the record was loaded

**Step #2: Update SOATEST and SAAADMS Checklist**
This step will update SOATEST and SAAADMS checklist if the applicant is in compliance with state guidelines.

<table>
<thead>
<tr>
<th>Birthdate Prior to 1956</th>
<th>Birthdate 1956 or after</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Active MENING</td>
<td>2 measles</td>
</tr>
<tr>
<td></td>
<td>1 mumps</td>
</tr>
<tr>
<td></td>
<td>1 rebella</td>
</tr>
<tr>
<td></td>
<td>1 Active TET_BOOST</td>
</tr>
</tbody>
</table>
**2 Active MENING**

**Note:** *Active Status codes are null, AC, TP, or HD. If the code is WV we do not touch those because we assume the college has received an immunization waiver and documented as needed in Banner.*

- **SOATEST**
  - The process will insert the following:
    - If student has all immunizations to indicate they are in compliance:
      1. Test Code: IMMU
      2. Test Score: 1
      3. Test Date: sysdate
      4. Admissions Request: IMMZ
      5. Source: LINK (LINKS Load)
    - In addition, if the student has an active MENING the process will insert the following:
      1. Test Code: MENG
      2. Test Score: 1
      3. Test Date: sysdate
      4. Admissions Request: MENG
      5. Source: LINK (LINKS Load)

- **SAAADMS**
  - The process will insert the following only if the code is already on the checklist:
    - IMMZ
      1. Admissions Request: IMMZ
      2. Received Date: Sysdate
      3. Item: IMMU
      4. Item Description: Updated by SZPIMMU (note; if the student's application or IMMU is added after the SZPIMMU process was ran it will insert the following in the SAAADMS Checklist field: Test Date and date from SOATEST)
    - MENG
      1. Admissions Request: IMMZ
      2. Received Date: Sysdate
      3. Item: IMMU
      4. Item Description: Updated by SZPIMMU (note; if the student's application or IMMU is added after the SZPIMMU process was ran it will insert the following in the SAAADMS Checklist field: Test Date and date from SOATEST)

**Step #3: Expire MENG &/or TET_BOOST**

This step will update the status code to 'EX' for MENG &/or TET_BOOST if the Immunization Date is greater than 10 years.

1. The process will:
   a. Status = will be changed to EX
   b. Activity Date = will indicate the date the record was updated
Step #4: COGNOS report of students updated who may be out of compliance

This report looks at all applicants that have the IMMU code on SOATEST and the status code on GOAIMMU for MENG &/or TET_BOOST was updated to EX and the student doesn't have an active MENG &/or TET_BOOST.

8. Access COGNOS
9. Select Public Folders
10. Select "Immunizations Out of Compliance"
11. Select College
12. Enter date that would indicate the last time you looked at the report. The date that we are referencing is the date the system updated the immunization code to Expired.

The report will look like this:

The report pulls the following information:
- College = VPD1 Code
- Banner ID = SPRIDEN_ID
- Student Name = SPRIDEN_LAST_NAME, SPRIDEN_FIRST_NAME
- Max term student was registered = Max Term Exists in Course Registration Table
- Max Application Term = Max Term Exists in Application Table
- Contact Information for the student (email addresses, phone numbers, Mailing address)

Note:
- This report isn’t always factual because if the student submitted their Immunization information to the college and the college updated SOATEST and scanned the record but didn’t input the data on GOAIMMU then the student could possibly still be in compliance. Example:
  - Julia Dorsey appears on the report
  - Her TET_BOOST both are expired
  - SOATEST indicates that an end users entered the information with the source of STDN (Self-Reported)
The process can’t view scanned documents to see if the student is in compliance. It can only use GOAIMMU so it will put this student on the report requiring you to manually view this student’s record and confirm they are still in compliance. Please note that the student will not appear on the report again because you are entering the data to indicate the records you want to review.
Appendix G: GED/HiSET Load Details

- WorkReady U provides a file with GED/HiSET scores every Monday.
- The file information is loaded onto a Banner table (GED/HiSET).
- The process runs nightly to locate any new applicant that your college received that has information on the GED/HiSET table.
- That information is then loaded onto the students SOAHSCH.

If the student did NOT pass the GED/HiSET (note GED code = 999200; HiSET code = 999400):

High School Details Tab

Subject Grade equals N, I, or F indicates the student didn’t pass.

High School Subject Tab

If the student passed the GED/HiSET (note GED code = 999200; HiSET code = 999400):

High School Details Tab

Subject Grade equals P or Y indicates the student passed.

High School Subject Tab
Appendix H: Selective Services Load Details

Population: across all VPDI's
- Applicant for active application term (all currently opened applications)
- Male
- Birth Date > 01/01/1960
- At least 18 years old
- SOATEST <> 'SSER'

Note: If the student doesn't have a valid SS# or the birthdate field is null the student will not be submitted for Selective Services Verification.

Matching Rules:
- SSN
- Birthdate

Load will do the following:

The SAAADMS checklist will only update it the SSER code is already on the checklist.
Appendix I: STS Manual Process

Creating the export file to send to STS

1) Access **SZRSTSE** (High School Transcript List)
2) Perform next block
3) Enter DATABASE in Printer field
4) Perform next block
5) Enter the following parameters:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Term</td>
<td>Enter the appropriate term. The term is the term of the student’s application. If you want to do more than one semester at a time highlight parameter #1, select insert record, enter 01 in new row and tab enter next term</td>
</tr>
<tr>
<td>02: All or New</td>
<td>Indicate if All or New applications should be included in this export file. i. If All is indicated, anyone with an application for the term entered in Parameter 01 will be pulled into the export file (this should be done at least once before the fall term so the high school information for graduates is updated). ii. If only new applications (from the last time the job was run) should be pulled into the export file, indicate new.</td>
</tr>
<tr>
<td>03: Institution Code</td>
<td>Enter your institution BOR code</td>
</tr>
</tbody>
</table>

6) Perform next block
7) Save
8) Select Options
9) Select Review Output
10) Double Click the drop down arrow next to file name field
11) Select the .lis file to verify the export file was created successfully.
12) Write down the name of your .lis file.
   a. Please note – the data displayed in the .lis file is not identical to the layout of the data in the text file that will be sent to STS. The text file to be sent to STS will be created on the Banner server in the file path /u03/PROD/_____ where the blank is the VPDI code for your institution (so BPCC’s file path will be /u03/PROD/BPCC).
   b. The output file does display the name and ID of any student that was included in the export file, so this file can’t be used to spot-check which students’ data was requested.

Move file from Banner server to C drive

1. Open WinSCP
2. If this is your first time accessing WinSCP to access the Banner Server you will need to view the section within this workbook titled “Configure WinSCP to access Banner Server.”
3. Enter in your username and password and select Login
4. Locate the Banner Server file /u03/PROD/(college name).
   - WinSCP is divided into two screens. The left side is your C drive and the right side is the Banner server
Note: Your session should open to the correct folder. If it doesn’t do the following:

- Top of the Banner Server side you will see a location field and drop down arrow.
- Select the drop down arrow and search for and double click on u03
- Search for PROD and double click
- Search for your college folder and double click

- Locate your file by the .lis file name (ex. szrstse_1091299.txt)
- Left click the file and drag to a folder on your c drive
- Clean Up the file:
  - Remove Duplicates
- Rename the file: stsinpt.campus(college BOR code). Example: stsinpt.campus60

Move file from C drive to Board of Regents server

1. Open Ipswitch
2. If this is your first time trying to access the BOR server you will need configure IP Switch. Please see section titled “Configure IP Switch to access BOR server.”
3. Log onto using the username and password provided by the BOR
4. Locate your file on the left side from your folder (ex. stsinpt.campus60)
5. Left click and drag it to the BOR server side

Move file from Board of Regents to your C Drive

1. Open IP Switch
2. Select BOR Connection
3. Log on using the username and password provided by the BOR
4. Left click the file and drag it to your C drive

Move file from C drive to Banner server

1. Open WinSCP
2. Select the link that will access the Banner Server
3. Enter in your username and password and select Login
4. Locate your files on the left side from your C drive
   a. STSOUTD.CAMPUS60 (Detailed) : (college alpha)td.txt (ex. NSHORE = LTD.txt = STS Detail File)
   b. STSOUTS.CAMPUS60 (Summary): (college alpha)ts.txt (ex NSHORE = LTS.txt = STS Summary File)
5. Open Correct Folder on Banner Server (/u03/PROD/pub/upload)
6. Click and drag both files to the Banner Server

Loading data file from BOR (STS Transcript)

1. Go to SZPSTSL (High School Transcript List).
2. Perform next block.
3. Enter DATABASE in the Printer field.
4. Perform next block.
5. Enter the following parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: File Name</td>
<td>File Name: indicate the file name (from the Banner server) – this field is case</td>
</tr>
</tbody>
</table>

Page 125
sensitive.

<table>
<thead>
<tr>
<th>02: File Type</th>
<th>Indicate whether the file is:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>① a 300EX (detailed) STSOUTD.CAMPUS (college alpha) [file name that it comes over with]</td>
</tr>
<tr>
<td></td>
<td>② or 320EX (summary) file type STSOUTS.CAMPUS (college alpha) [file name it comes over with]</td>
</tr>
</tbody>
</table>

| 03: Received Date | Indicate the date that should loaded to SOAHSCH as the received date |
| 04: Run Mode | Indicate if the process should be run in update or audit mode |

① Perform a next block.
② Save.
③ Click Options
④ Select Review Output
⑤ Double click the drop down arrow nest to the File Name field
⑥ select the .lis file.
⑦ Review results.

1 – This record was successfully loaded to SOAHSCH. No additional work is needed.
2 – This record failed to load because the subject code on one of the subjects did not exist in the STVSBJC table. Resolution for this error is to have the subject code added to the STVSBJC table.
3 – This record loaded successfully to SOAHSCH but there was a problem with the data in the STS load matching the data in Banner. This will result if the first or last name, birthday, sex, or race is different in the STS file vs Banner.
Appendix J: What Prior College Load Does?

- **SOAPCOL:**
  - Inserts college if it doesn’t already exist
  - Inserts Attend To and Attend From Dates
  - Inserts Degree & Degree Date, if applicable
  - Inserts Admissions Request Code on SOAPCOL

- **SAAADMS:**
  - Updated CLVE (Clearinghouse Student Tracking Verification Complete) with sysdate as the received date. *Note this will be inserted for all applicants that was submitted to clearinghouse even if they had no prior college information.*
  - Updates SAAADMS Checklist, if applicable

- **SAADCRV:**
  - Deletes Decision of 45 or 40 if the process inserts a college onto SOAPCOL and the transcript received date is null

- **SPACMNT:**
  - Inserts Comment Type (CLR – Clearhouse Prior College Load) “Clearinghouse indicates student attended the following colleges: (list stvsbgc codes that were inserted on SOAPCOL)
  - Inserts Comment Type (DCR – Decision Removed) “Decision code 45 or 40 removed. Prior college data not previously recorded on SOAPCOL received from the National Student Clearinghouse on <sysdate>.”

- **Sample**
  - SOAPCOL

![Inserts Attend From & Attend To Dates]
Inserts Degree and Degree Date, if applicable

Inserts this comment if the process deletes a decision code of 45/40.
FAQ's about Prior College Load

1. How often should I request the Student Tracker File? It is suggest that you request the file at least twice a month. The reason you should request it frequently is because if you learn the applicant attended a college and didn’t report it on their application you will want to communicate with the student that they need to provide you with an Official Transcript from the previous college. You want to give the applicant time to do this because it is needed prior to the student getting approved for FA.
Appendix K: Banner Server Access

To access the Banner server you will need to do three things:

1. Request a username and password for the Banner Server.
   a. If you already have an account for the Ellucian HUB skip to b.
      • Go to: http://www.ellucian.com/Support-and-Training/Ellucian-Client-Support/
      • Select "Self-register" and create an account
      • Make a note of your username
      • An email will be sent to a LCTCS administrator to confirm you are an employee at one of the colleges within LCTCS
      • Once the LCTCS Administrator approves you will receive an email from Ellucian about your password (This will be your username/password for the Ellucian HUB)
      • Once you have both your username and password you can move forward with the process.
   b. Go to https://community.ellucian.com/Pages/CloudService.aspx
   c. Complete Form
      i. Select New
      ii. US
      iii. Enter your name and work email address
      iv. Status of Employee: Client Personnel
      v. Work Location: Client Location
      vi. Location/Site: Louisiana Community & Technical College System
      vii. Access Requested Field select Unix/Linux Servers
      viii. Comment “Need JobSub access”
      ix. Select Submit in the lower right corner
   d. Select Submit in the lower right corner
   e. Note: you will get an email from Ellucian with your Banner Server Credentials.

Appendix L: Configure WinSCP to Access Banner Server

To access the Banner server you will need to do three things:

2. Request a username and password for the Banner Server.
   a. If you already have an account for the Ellucian HUB skip to b.
      • Go to: http://www.ellucian.com/Support-and-Training/Ellucian-Client-Support/
      • Select "Self-register" and create an account
      • Make a note of your username and password (This will be your username/password for the Ellucian HUB)
   b. Go to https://community.ellucian.com/Pages/CloudService.aspx
   c. Complete Form
      i. Select New
      ii. US
      iii. Enter your name and work email address
      iv. Status of Employee: Client Personnel
      v. Work Location: Client Location
      vi. Location/Site: Louisiana Community & Technical College System
      vii. Access Requested Field select Unix/Linux Servers
      viii. Comment “Need JobSub access”
      ix. Select Submit in the lower right corner
   d. Select Submit in the lower right corner
   e. Note: you will get an email from Ellucian with your Banner Server Credentials.
3. Download the program that allows you to access servers. Ellucian suggested using WinSCP because you can download it for FREE of off the internet.

4. Configure WinSCP

**How to Configure WinSCP**

- Open WinSCP
- Enter the" Host Name" sg-js1.lctcs.edu
- Enter "Port Number" 22
- Enter your user name and password that was sent to you from Ellucian.
- Select Save
- Select “Preferences”
- Then “Preferences” in the “Other general options:”

![WinSCP Login](image-url)
Appendix M: Resetting Banner Server Password

Your Banner Server Password will have to be reset every 45 days.

You will receive the following email from Ellucian 15 days prior to your Banner Server Password expiring.

Dear Amber Gazave, Your password for the ADADMIN domain in the Ellucian Hosting Center will expire in 15 days. So, please change your domain password as soon as possible at the link below. If you have any questions please contact your Engagement Manager or the Central Help Desk by phone at (800) 863-3883 and tell them to assign the REQ to the "Global - CTS - INF - Windows Hosted" SNOW group. https://accounts.elluciancloud.com If you do not maintain an active password for this account, it will be deleted and you will need open a SNOW REQ to have a new account created.

Thanks, Cloud Account Administration Team Ellucian

Go to the following website to reset your password: https://accounts.elluciancloud.com

You will received the following email after you have reset you password successfully.

Dear Amber Gazave, This is to confirm that you have successfully changed your password through the Accounts Hosting self-service system. It could take up to 30 minutes for your new password to take effect. If you are not aware of this change, or did not make it, please contact the Central Help Desk by phone at (800) 863-3883 immediately and tell them to assign the REQ to the "Global - CTS - INF - Windows Hosted" SNOW group. Thank you for using the Accounts Hosting password management system. Regards, Cloud Account Administration Team Ellucian

If you encounter any problems call 800-863-3883.
Appendix N: Configure IP Switch to Access Board of Regents Server

1. Open IP SWITCH WS_FTP PROFESSIONAL
2. Select Connect
3. Select Connection Wizard
4. Enter BOR Connection in the Site Name field

5. Select NEXT
6. Chose FTP/SSL in the Connection Type Field

7. Select NEXT
Enter as400.regents.state.la.us in the Server Address Field
Select Next
Enter your username and password provided by the Board of Regents. If you don’t know it call them at 225-342-4253
Select Next
Select the Advanced Button
Select the Startup in the left column.
1. Check to ensure ASCII is selected in the startup transfer mode
2. Make sure Initialize command field is **BLANK**
3. Click ADVANCED in the Left column

   - Server type: select FTP/SSL (AUTH SSL)
   - Host type: select IBM AS/400
   - Check these three boxes:
     - Use Passive mode for data connections
     - Force passive connections to use host address
     - Verify deletions
4. Select OK
5. Select Finish
6. It will then make a connection with the system.
7. Then on the right side of the screen, where the AS/400 folders are located, select “refresh”. It should then show a list of binary files, prt files, etc.
8. You may now begin to upload the data from your local PC. **PLEASE REMEMBER THE FILE NAME CAN ONLY BE STSIINPT.CAMPUSXX where XX represents your institution code. Your output files will be names STSOUTS.CAMPUSXX and STAOUTD.CAMUSXX, where the OTUS file will be the summary file and the OUTD file will be the detailed records.**
Note: if you try to connect unsuccessfully 3 times, the AS/400 will lock your user profile out of the system and you will be required to call the Board of Regents’ IT staff to re-enable the user ID.

How to Access BOR server after you have set your configurations:

1. Open IP Switch
2. Select BOR Connection
3. Enter username and password
4. Select Next
5. The program will open. Your folder will be on the right side of the screen and the left side of the screen if the BOR server.
6. You simply left click the file that you want to move and drag it to the left side of the screen.
7. If it doesn’t work do the following then try to move the file again.
   - Go to Transfer mode (BOR side)
   - Choose ASCII
   - Click on file (at the top of the page)
   - Operations
   - FTP Command
   - Site
   - Enter site code (ours is NA 0)
   - Then click the refresh on the BOR side
## Appendix O: List Population Selections

Select this link to view all Population Selections:
[https://docs.google.com/file/d/0B4ObsdL6Smj4bU16TWN4SVB3a3c/edit?usp=drive_web](https://docs.google.com/file/d/0B4ObsdL6Smj4bU16TWN4SVB3a3c/edit?usp=drive_web)

## Appendix P: COGNOS Reports

Select this link to view all Population Selections:
[https://docs.google.com/file/d/0B4ObsdL6Smj4aHRubXdrSWpKSWM/edit?usp=drive_web](https://docs.google.com/file/d/0B4ObsdL6Smj4aHRubXdrSWpKSWM/edit?usp=drive_web)

## Appendix Q: Quickflows

<table>
<thead>
<tr>
<th>Quickflow Names</th>
<th>Forms and Order of Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP</td>
<td>SPAIDEN, SPAPERS, SOAHSCH, SOATEST, SOAPCOL, SAAADMS, SAAADMS, SOAHOLD</td>
</tr>
<tr>
<td>APPL</td>
<td>SPAIDEN, SOAHSCH, SOATEST, SOAPCOL, SAAADMS, SAAADMS, SAAADMS, SAAADMS</td>
</tr>
<tr>
<td>ARTIC</td>
<td>SOAPCOL, SAAADMS, SHATRNS, SHATAEQ, SAAADMS</td>
</tr>
<tr>
<td>BUILD</td>
<td>SOABGT, SHATGRD, SHATATC, SHATATR</td>
</tr>
<tr>
<td>CODUAL</td>
<td>SGASADD, SOAHOLD, SFAREGS</td>
</tr>
<tr>
<td>DUAL</td>
<td>SPAIDEN, SAAADMS, SOAHSCH, SGASADD, SOATEST, SFAREGS, SOAHOLD</td>
</tr>
<tr>
<td>DUAL2</td>
<td>SPAIDEN, SAAADMS, SGASADD</td>
</tr>
<tr>
<td>Category</td>
<td>Additional Information</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>SOATEST</td>
<td>SFAREGS</td>
</tr>
<tr>
<td></td>
<td>SOAHOLD</td>
</tr>
<tr>
<td>HIGH</td>
<td>SFAREGS</td>
</tr>
<tr>
<td></td>
<td>SAAADM</td>
</tr>
<tr>
<td></td>
<td>SFAREGS</td>
</tr>
<tr>
<td>MARI</td>
<td>SPAIDEN</td>
</tr>
<tr>
<td></td>
<td>SAADCRV</td>
</tr>
<tr>
<td></td>
<td>SFAREGS</td>
</tr>
<tr>
<td></td>
<td>SGASTDN</td>
</tr>
<tr>
<td></td>
<td>SAAADMS</td>
</tr>
<tr>
<td>MARINE</td>
<td>SPAIDEN</td>
</tr>
<tr>
<td></td>
<td>SAAADMS</td>
</tr>
<tr>
<td></td>
<td>SFAREGS</td>
</tr>
<tr>
<td>NONCRE</td>
<td>SPAIDEN</td>
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<td></td>
<td>SAAADMS</td>
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<tr>
<td></td>
<td>SAADCRV</td>
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<td></td>
<td>SFAREGS</td>
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<td>SOAPCOL</td>
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<td></td>
<td>SAAADMS</td>
</tr>
</tbody>
</table>
Appendix R: Student Reports Automatically Emailed

Appendix S: UC4 Processes
Appendix T: Viewing Outputs for jobs ran on UC4

1. The outputs are placed on ePrint with date stamp.
2. To view:
   a. Access ePrint
   b. Use the search field in the middle at the bottom of the page to locate the name of the job outputs you want to view
   c. Select the drill on the left side of the form name to view a list of all outputs.
   d. Choose PDF or TEXT to view the output.
Appendix U: What Should I do When an Employee Leaves/Terminated?

- Terminate INB Security Access
  - Access LoLA
  - Select Link Banner/Cognos (Student Admissions) link (lower left hand side)
  - Complete form and submit

- Remove name from ListServ
  - Access Enterprise Help Desk System
  - Complete Request Enterprise Help Desk Ticket
  - Include in the request the employees name, email address and name of listserv (Admissions, Registrar, Recruiter, etc.) in which they need to be removed.

- Change Roles for Workflows, if applicable
  - Access LoLA
  - Select Training Tab
  - Look in Student Module Block
  - Locate and Select LCTCS Student Workflow (Admissions & Registrar)
  - Locate section in workbook titled “Currently Assigned Roles”
  - Review to see if employee who is leaving has any roles. If they have roles that need to be revoked:
    - Access Enterprise Help Desk System
    - Complete Request requesting that the account become inactive and their roles revoked.

- Update College Contact Document, if applicable
  - Access www.lctcs.edu
  - Select IT/Help Desk
  - Select Banner Forms
  - Select College Contacts
  - Update as needed – Don’t forget to complete all three tabs, if applicable

- Update College Contact for Holds used in ETRAN_HOLD & Online Application Hold Workflow.
  - To view who is currently on the list view the following spreadsheet. College hold contact
  - If the contact person needs to be changed submit an Enterprise Help Desk ticket request the needed change.

- Security Request - College Approver
  - Access the following link to see who the approver(s) are for your college: https://docs.google.com/spreadsheets/d/1uB1n2XlxnUJjVZPGttEXapuG6aajsQv22gm_zk7TFR8/edit#gid=0
  - If this needs to be changed do the following:
    - Access Enterprise Help Desk System
    - Complete Request requesting that the person be removed as the approver.

- Remove from Automated COGNOS reports:
  - Review list of recipients for automated COGNOS reports (The list is located in the LCTCS Admissions Workbook under Heading ”Student Reports Automatically Emailed”)

- Update College Contact for Holds used in ETRAN_HOLD & Online Application Hold Workflow.
☐ If one of the recipients is the employee who left submit an Enterprise Help Desk ticket requesting the recipient be removed from the list. Make sure you indicate which report by name.
Appendix V: Setting Up New Employee

① Request INB Security Access
  □ Access [www.lctcs.edu](http://www.lctcs.edu)
  □ Select IT/Help Desk
  □ Select Banner Forms
  □ Scroll Down and select “Student Admissions, Recruiting, Records & Registration Security Class Descriptions
  □ Review list and determine which security classes the new employee needs access to.
  □ Access LoLA
  □ Select Link Banner/Cognos (Student Admissions) link (lower left hand side)
  □ Complete form and submit

① Add name to ListServ
  □ If employee needs to be added to a list serve you should provide the employee with the following link:
    □ [http://lists.lctcs.edu/](http://lists.lctcs.edu/)
      ① We have the following listserv’s for student
        ① Banner Admissions
        ① Banner Registration
        ① Banner Recruiting

① Change Roles for Workflows, if applicable
  □ Access LoLA
  □ Select Training Tab
  □ Look in Block titled “Student Module”
  □ Locate and Select LCTCS Student Workflow (Admissions & Registrar)
  □ Review workbook to determine if the new employee needs to be assigned a role. If the new employee needs to be assigned a role do the following:
    ① Access Enterprise Help Desk System
    ① Complete Request
      ① The Request must include the following:
        □ Employees name
        □ Banner ID
        □ Email Address
        □ Role you would like them to have

① Update College Contact Document, if applicable
  □ Access [www.lctcs.edu](http://www.lctcs.edu)
  □ Select IT/Help Desk
  □ Select Banner Forms
  □ Select College Contacts
  □ Update as needed – Don’t forget to complete all three tabs, if applicable

① Update College Contact for Holds used in ETRAN_HOLD Workflow.
  □ To view who is currently on the list view the following spreadsheet. [College hold contact](http://lists.lctcs.edu/)
  □ If the contact person needs to be changed submit an Enterprise Help Desk ticket request the needed change.

① Security Request - College Approver
Access the following link to see who the approver(s) are for your college:
https://docs.google.com/spreadsheets/d/1uB1n2XlxnUJJVZPrgTtEXapuG6aajsQv22gm_zk7TFR8/edit#gid=0

If this needs to be changed do the following:

1. Access Enterprise Help Desk System
2. Complete Request requesting that the person be added as the approver.

Banner Server (FTP) Access

1. If you already have an account for the Ellucian HUB skip to b.
   - Go to: http://www.ellucian.com/Support-and-Training/Ellucian-Client-Support/
   - Select "Self-register" and create an account
   - Make a note of your username and password (This will be your username/password for the Ellucian HUB)

2. Go to https://community.ellucian.com/Pages/CloudService.aspx
3. Complete Form
   1. Select New
   2. US
   3. Enter your name and work email address
   4. Status of Employee: Client Personnel
   5. Work Location: Client Location
   6. Location/Site: Louisiana Community & Technical College System
   7. Access Requested Field select Unix/Linux Servers
   8. Comment “Need JobSub access”
   9. Select Submit in the lower right corner
4. Select submit in the lower right corner
5. Note: you will get an email from Ellucian with your Banner Server Credentials.

Add to Automated COGNOS report:

1. Review list of automated COGNOS reports. In the LCTCS Admissions Workbook under heading “Student Reports Automatically Generated”
2. If the person needs to receive report submit an enterprise help desk request requesting the end user be added to the list. Make sure you indicate which report by name.

IR Edit Reports

1. If the end users took the place of an end users that was responsible for correcting errors on the IR Edit Reports you will need to reassign to the new person. To learn more about the Edit Report please look in the “LCTCS Edit Report How to Guide.”

Create Training Procedure that you will use to ensure the end user is trained

1. Resources
   1. Workbooks
   2. Videos
   3. Online Training Courses
### Appendix W: Banner Forms

<table>
<thead>
<tr>
<th>LOOKING FOR....</th>
<th>PURPOSE/DESCRIPTION</th>
<th>BANNER FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic status</td>
<td>Displays student’s first term attended, last term attended, academic standing status and overall GPA</td>
<td>SHATERM</td>
</tr>
<tr>
<td>Academic Standing, Program</td>
<td>Displays student’s academic standing</td>
<td>SGASTDN</td>
</tr>
<tr>
<td>Account review</td>
<td>To view student’s account detail</td>
<td>TSAAREV</td>
</tr>
<tr>
<td>Additional ID Query</td>
<td>Query using Addition ID, email address, or phone number</td>
<td>GUISRCH</td>
</tr>
<tr>
<td>Addresses</td>
<td>Displays student’s addresses and phone numbers</td>
<td>SPAIDEN</td>
</tr>
<tr>
<td>Admissions Applicant</td>
<td>Admissions Applicant</td>
<td>SAAADMS</td>
</tr>
<tr>
<td>Admissions Application Summary Form</td>
<td>Admissions Application Summary Form</td>
<td>SAASUMI</td>
</tr>
<tr>
<td>Admissions Recruit Inquiry</td>
<td>Recruit Prospect Information</td>
<td>SRARECR</td>
</tr>
<tr>
<td>Advisor</td>
<td>Displays student’s advisor</td>
<td>SGAADVR</td>
</tr>
<tr>
<td>Awards</td>
<td>Displays student’s graduation information</td>
<td>SHADGMQ</td>
</tr>
<tr>
<td>Attribute (student)</td>
<td>View student attribute</td>
<td>SGASADD</td>
</tr>
<tr>
<td>Birthdate</td>
<td>Displays student’s birthdate on Biographical tab</td>
<td>SPAIDEN</td>
</tr>
<tr>
<td>Building/Room information</td>
<td>View building information</td>
<td>SLABLDG</td>
</tr>
<tr>
<td>View room information</td>
<td>SLARDEF</td>
<td></td>
</tr>
<tr>
<td>View Building/Room Schedule</td>
<td>SSAMATX</td>
<td></td>
</tr>
<tr>
<td>Locate Room that is Available</td>
<td>SLIAEVM</td>
<td></td>
</tr>
<tr>
<td>Class list</td>
<td>Displays class roster and order in which students have registered. Displays class roster, midterm and final grades</td>
<td>SFASLST</td>
</tr>
<tr>
<td>Class Attendance Roster</td>
<td>Displays course attendance by CRN. Displays class roster, final grades and last attendance date.</td>
<td>SFAALST</td>
</tr>
<tr>
<td>Comments attached to a student</td>
<td>Displays a comment(s) written about that student available for everyone to view in INB</td>
<td>SPACMNT</td>
</tr>
<tr>
<td>Confidential flag</td>
<td>Displays message that student’s record has been marked confidential. Message appears as a popup on first form accessed and “confidential” appears in upper left hand corner on each form.</td>
<td>SPAPERS</td>
</tr>
<tr>
<td>Course information</td>
<td>Course information at the catalog level</td>
<td>SCACRSE</td>
</tr>
<tr>
<td>Course section search</td>
<td>Used to query class information (course, section and availability)</td>
<td>SSASECQ</td>
</tr>
<tr>
<td>Course section information</td>
<td>Course section, classroom, instructor information</td>
<td>SSASECT</td>
</tr>
<tr>
<td>Course Equivalencies</td>
<td>View equivalent courses</td>
<td>SCADETL</td>
</tr>
<tr>
<td>Course Prerequisites</td>
<td>View course prerequisite information</td>
<td>SCAPREQ</td>
</tr>
<tr>
<td>Course Section Prerequisites</td>
<td>View individual course section prerequisites</td>
<td>SSAPREQ</td>
</tr>
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</tr>
<tr>
<td>Course Section Restrictions</td>
<td>View course section restriction information</td>
<td>SSARRES</td>
</tr>
<tr>
<td>Course Restrictions</td>
<td>View overall course restrictions</td>
<td>SCARRES</td>
</tr>
<tr>
<td>Credits</td>
<td>Credit hours that where not entered from conversion data or transfer using SZPTRAN or SHATAEQ</td>
<td>SHAPCMP</td>
</tr>
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<td>CRN</td>
<td>To find CRN (course referenced number) for a course section</td>
<td>SSASECQ</td>
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<td>Dean’s List</td>
<td>Student dean’s list status</td>
<td>SHIANST</td>
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<tr>
<td>Degree Information</td>
<td>Displays student’s degree information</td>
<td>SHADEGR</td>
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<tr>
<td>Diploma Tracking</td>
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<td>SHADIP</td>
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<tr>
<td>Disability</td>
<td>Disability Information</td>
<td>SGADISA</td>
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<td>Earned Hours</td>
<td>Displays student’s earned hours by term</td>
<td>SHATERM</td>
</tr>
<tr>
<td></td>
<td>Displays student’s earned hours by subject</td>
<td>SHASUBJ</td>
</tr>
<tr>
<td>Email Addresses</td>
<td>Displays student’s email addresses on Email tab</td>
<td>SPAIDEN</td>
</tr>
<tr>
<td>Enrollment count</td>
<td>See seat availability</td>
<td>SSASECQ</td>
</tr>
<tr>
<td>(count of seats)</td>
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<td></td>
</tr>
<tr>
<td>Faculty ID Maintenance</td>
<td>Faculty/Advisor information</td>
<td>SIAINST</td>
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<tr>
<td>Faculty Teaching Schedule for Term</td>
<td>Lists instructor’s teaching schedule</td>
<td>SIAASGQ</td>
</tr>
<tr>
<td>Final Grades</td>
<td>Displays student’s final grades that DO NOT reflect grade changes</td>
<td>SFAALST</td>
</tr>
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<td>Reflects grade changes</td>
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<td>SFARHST</td>
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<tr>
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<td>SHACRSE</td>
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<td>SHATCKN</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SHATERM</td>
</tr>
<tr>
<td>First Term Attended/Last Term Attended</td>
<td>Displays student's first/last term attended</td>
<td>SHATERM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SHACRSE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SHASUBJ</td>
</tr>
<tr>
<td>Grade Changes</td>
<td>Displays any grade changes made to student's record</td>
<td>SHATCKN</td>
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<tr>
<td>Graduation Application</td>
<td>View submitted graduation application</td>
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<td></td>
<td>SHADEGR</td>
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<tr>
<td>High School Info</td>
<td>View student's high school information</td>
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<td>Holds</td>
<td>View hold type and reason</td>
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<tr>
<td>Major/Minor</td>
<td>View or change current major</td>
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<td>View student curricula</td>
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<td>Midterm Grades</td>
<td>View Midterm grades</td>
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<td>SFASLST</td>
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<tr>
<td>Minimum/Maximum hours</td>
<td>Displays student’s minimum/maximum credit hours allowed to register</td>
<td>SFAREGS</td>
</tr>
<tr>
<td>Name search</td>
<td>To look up a student by SSN</td>
<td>SPAIDEN SOAIDEN SOAIDNS GUIALT1</td>
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<td>-------------</td>
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</tr>
<tr>
<td>Personal data</td>
<td>Displays student’s gender, birth date, social security number, confidentiality flag, citizenship, ethnicity, marital status, deceased/date, etc.</td>
<td>SPAIDEN</td>
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<tr>
<td>Placement</td>
<td>Displays student’s test scores</td>
<td>SOATEST</td>
</tr>
<tr>
<td>Pre-requisites</td>
<td>To view prerequisites for a course</td>
<td>SCAPREQ</td>
</tr>
<tr>
<td>Previous student name</td>
<td>Displays student’s prior name, if any, on Alternate ID tab</td>
<td>SPAIDEN</td>
</tr>
<tr>
<td>Probation</td>
<td>View student’s probation status</td>
<td>SHIANST SFAREGS (student term tab)</td>
</tr>
<tr>
<td>Program Information (curriculum information)</td>
<td>Displays student’s majors and minors</td>
<td>SGASTDN SOILCUR</td>
</tr>
<tr>
<td>GPA</td>
<td>View student’s overall cumulative GPA</td>
<td>SHATERM SHASUBJ</td>
</tr>
<tr>
<td></td>
<td>View student’s term GPA</td>
<td>SHATERM</td>
</tr>
<tr>
<td>Registration</td>
<td>Used to register students</td>
<td>SFAREGS SFAREGQ SFARHST</td>
</tr>
<tr>
<td>Registration audit trail</td>
<td>Displays student’s registration activity for the term and initials of who processed add/drops</td>
<td>SFASTCA</td>
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<tr>
<td>Registration Permit Overrides</td>
<td>View any registration permit overrides given to a student</td>
<td>SFASRPO</td>
</tr>
<tr>
<td>Repeated courses</td>
<td>View student’s repeated courses</td>
<td>SHATCKN SHACRSE SHATERM</td>
</tr>
<tr>
<td>Residency Status for Tuition Purposes</td>
<td>View student’s residency</td>
<td>SGASTDN SFAREGS</td>
</tr>
<tr>
<td>Search by SSN</td>
<td>Query screen to find student ID by using SSN</td>
<td>GUIALT1</td>
</tr>
<tr>
<td>Section search</td>
<td>To search for courses</td>
<td>SSASECQ</td>
</tr>
<tr>
<td>Semester Honors</td>
<td>View semester academic honors</td>
<td>SHIANST</td>
</tr>
<tr>
<td>Student schedule</td>
<td>Displays student’s semester schedule</td>
<td>SFAREGQ</td>
</tr>
<tr>
<td>Student Status for Term</td>
<td>Displays student registration status for term (either active or inactive)</td>
<td>SGASTDN</td>
</tr>
<tr>
<td>SSN History</td>
<td>Show any actions that where performs on a person SSN number</td>
<td>GUITINH</td>
</tr>
<tr>
<td>Suspension</td>
<td>View student’s information regarding suspension</td>
<td>SHIANST SFAREGS (student term tab)</td>
</tr>
<tr>
<td>Test Scores</td>
<td>View student’s test scores for SAT, ACT</td>
<td>SOATEST</td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
<td>Code</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Telephone numbers</td>
<td>View student's available phone number</td>
<td>SPATELE</td>
</tr>
<tr>
<td></td>
<td>View student’s phone number (telephone tab)</td>
<td>SPAIDEN</td>
</tr>
<tr>
<td>Transcript</td>
<td>Displays the terms the student has been enrolled in and the grades earned</td>
<td>SHACRSE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SFARHIST</td>
</tr>
<tr>
<td>Transcript comments</td>
<td>View transcript comments or transcript events</td>
<td>SHATCMT</td>
</tr>
<tr>
<td>Transcript request</td>
<td>Used to request transcripts</td>
<td>SHARQTC</td>
</tr>
<tr>
<td>Transfer credit award</td>
<td>Displays transfer credit awarded</td>
<td>SHATERM</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SHATRNS</td>
</tr>
<tr>
<td>Web Display</td>
<td>College decides what items will be displayed on SSB (i.e. test codes, campus codes, building codes, etc...)</td>
<td>SOAWDSP</td>
</tr>
</tbody>
</table>
Appendix X: Business Process for Holds

Admissions Holds

- **Code:** AD
- **Description:** Admissions
- **Restrictions:** Registration, Transcript
- **Visible to student on SSB:** Yes
- **Definition (Who/When/Why), Example, & Reason:**

  1. Student with outstanding documents/requirements. The student is given an extension so that he can register (assign decision to application 15, 35, 40, etc…). Student/Enrollment Services then places an AD hold on the student's account so they will have to submit their outstanding documents prior to enrolling the next semester. Example: student submits an application and the application is processed and assigned a decision so the student can registered for the current semester. You want to place a hold on the student after registration for the current semester so that the student will have to submit the outstanding documents/requirements prior to registering for the next semester.

   a. Fill Out Reason Field: Yes
   b. Reasons that can be entered in reason field:
      i. Missing Immu Record/Waiver
      ii. Missing Official Transcript
      iii. Off Transcript Not Complete
      iv. Missing High School Transcript
      v. Missing Test Scores
      vi. Test Scores Expired
      vii. Must attend Freshman Seminar
      viii. Submit Proof Perm Residency
      ix. Need Clarification HS trans
      x. provide proof academic status
      xi. provide proof of identification
      xii. sign provisional contract
      xiii. submit reinstatement form
      xiv. must verify SS#
      xv. sub proof selective services
      xvi. Missing Req Adm Documents (only used with job TGPHOLD)

  2. Student whose application was denied but student services assigned a decision and needs to revoke the ability for the student to register. Example, student's application is processed and assigned a decision. After assigning a decision you learn that the student is not eligible to register so you immediately place the AD hold on the student's record.

   a. Fill Out Reason Field: Yes
   b. Reasons that can be entered in reason field:
      i. On Acad Probation _____
      ii. On Acad Suspension _____
      iii. Student not eligible to register

- **Place/Release Holds: Position/Origination Code:**
  1. Position: Admissions/Enrollment Services
     i. Security Classes
        1. STU_ADMISSIONS_USER
        2. STU_ADMISSIONS_ADMIN
        3. STU_SOAHOLD_ADMIN
     ii. Origination Code(s): _ADM: Admissions Office
Can update current hold: Yes, if new hold is for the same reason

Can be placed through Batch Process. If yes, what is the rule? Yes for definition #1 and No for definition #2,
1. Rule: ADM
2. Hold Type: AD
3. Reason: Missing Req Adm Documents
4. From Date: College Decides on this date
5. To Date: College decides on this date. Should be released prior to the next semester purge date.
6. Amount: Blank
7. Origination code: _ADM: Admissions Office
8. Do Not Select Purge Prior Holds, Include Non-Persons, or Non- Conditional

Code: SA
Description: Student Activities
Restrictions: Registration, Transcript, Grades
Visible to student on SSB: Yes
Definition (Who/When/Why), Example, & Reason: Student who has a college uniform and must return it college. The hold is place when the uniform is issued to the student.
1. Fill Out Reason Field: Yes
   i. type of uniform

Place/Release Holds: Position/Orientation Code:
1. Position: Admissions/Enrollment Services
   i. Security Classes
      1. STU_ADMISSIONS_USER
      2. STU_ADMISSIONS_ADMIN
      3. STU_SOAHOLD_ADMIN
   ii. Origination Code(s): _ADM: Admissions Office
Can update current hold: Yes, if new hold is for the same reason
Can be placed through Batch Process. If yes, what is the rule?.
1. Rule: STUAC
2. Hold Type: SA
3. Reason: type of uniform
4. From Date: College Decides on this date
5. To Date: College decides on this date. Should be released prior to the next semester purge date.
6. Amount: Blank
7. Origination code: _ADM: Admissions Office
8. Do Not Select Purge Prior Holds, Include Non-Persons, or Non- Conditional

Admission/Registrar Holds
Code: DH
Description: Disciplinary Hold
Restrictions: Registration, Application
Visible to student on SSB: Yes
Definition (Who/When/Why), Example, & Reason: Student who poses a threat to the college, may have threaten another student and/or teacher, cheated in class, or needs to meet with the student judicial committee resolution.
   i. Fill out Reason Field: No
   ii. Specific details placed on SPACMNT (not visible to student on SSB)

Place/Release Holds: Position/Orientation Code:
1. Position: Admissions/Enrollment Services
   i. Security Classes
      1. STU_ADMISSIONS_USER
Can update current hold: No
Can be placed through Batch Process. If yes, what is the rule? No

Code: AH
Description: Advisor
Restrictions: Registration
Visible to student on SSB: Yes
Definition (Who/When/Why), Example, & Reason: Student who must meet with their advisor prior to registering.
   1. Fill Out Reason Field: Yes
      i. Meet w/ advisor prior register
      ii. Meet w/ (specific person’s name)
Place/Release Holds: Position/Origination Code:
   1. Position: Admissions/Enrollment Services
      i. Security Classes
         1. STU_ADMISSIONS_USER
         2. STU_ADMISSIONS_ADMIN
         3. STU_SOAHOLD_ADMIN
      ii. Origination Code(s): _ADM: Admissions Office
   2. Position: Registrar/Assist. Registrar/Registrar Office
      i. Security Class
         1. STU_REGISTRATION_ADMIN
         2. STU_REGISTRATION_ASST_USER
         3. STU_SOAHOLD_ADMIN
      ii. Origination Code(s): _REG: Registrar's Office
Can update current hold: Yes, if new hold is for the same reason
Can be placed through Batch Process. If yes, what is the rule? Yes,
   1. Rule: ADVISO
   2. Hold Type: AH
   3. Reason: Meet w/ advisor prior register
   4. From Date: College Decides on this date
   5. To Date: College decides on this date. Should be released prior to the next semester purge date.
   6. Amount: Blank
   7. Origination code: _ADM: Admissions Office or _REG: Registrar's Office
   8. Do Not Select Purge Prior Holds, Include Non-Persons, or Non-Conditional

Code: IM
Description: Immunization Record
Restrictions: Registration
Visible to student on SSB: Yes
Definition (Who/When/Why), Example, & Reason: Applicants for Special Programs they require Immunization Records for enrollment (ex. Practical Nursing)
   1. Fill out reason field: Yes – name of program that is requiring the immunization records
i. Practical Nursing

Place/Release Holds: Position/Origination Code:
1. Position: Admissions/Enrollment Services
   i. Security Classes
      1. STU_ADMISSIONS_USER
      2. STU_ADMISSIONS_ADMIN
      3. STU_SOAHOLD_ADMIN
   ii. Origination Code(s): _ADM: Admissions Office
2. Position: Registrar/Assist. Registrar/Registrar Office
   i. Security Class
      1. STU_REGISTRATION_ADMIN
      2. STU_REGISTRATION_ASST_USER
      3. STU_SOAHOLD_ADMIN
   ii. Origination Code(s): _REG: Registrar’s Office

Can update current hold: Yes, if new hold is for the same reason

Can be placed through Batch Process. If yes, what is the rule? Yes, Rule IMMU, Each college will have to enter their own from date and to date and reason (name of program requesting), and origination code.
1. Rule: IMMU
2. Hold Type: IM
3. Reason: Name of Program requiring the document
4. From Date: College Decides on this date
5. To Date: College decides on this date. Should be released prior to the next semester purge date.
6. Amount: Blank
7. Origination code: _ADM: Admissions Office or _REG: Registrar’s Office
8. Do Not Select Purge Prior Holds, Include Non-Persons, or Non-Conditional

Code: SS
Description: Student Services
Restrictions: Registration, Transcript, Grade
Visible to student on SSB: Yes
Definition (Who/When/Why), Example, & Reason: Student who borrows an item from Student Services. The hold is placed on the students account when they check it out with the end of time as the release date. The hold is released as soon as the item is returned.
1. Fill out Reason Field: Yes
   i. Reasons:
      1. Checked out Book
      2. Checked out Head Phones

Place/Release Holds: Position/Origination Code:
1. Position: Admissions/Enrollment Services
   i. Security Classes
      1. STU_ADMISSIONS_USER
      2. STU_ADMISSIONS_ADMIN
      3. STU_SOAHOLD_ADMIN
   ii. Origination Code(s): _ADM: Admissions Office
2. Position: Registrar/Assist. Registrar/Registrar Office
   i. Security Class
      1. STU_REGISTRATION_ADMIN
      2. STU_REGISTRATION_ASST_USER
      3. STU_SOAHOLD_ADMIN
   ii. Origination Code(s): _REG: Registrar’s Office

Can update current hold: Yes, if new hold is for the same reason
Override Holds

The following holds can be overridden: admissions, advisor, graduation, immunization, registrar, disciplinary (unless it is for expulsion—you can look a student academic transcript in the comment section to determine if the disciplinary hold was for expulsion)

- Only one employee per college (not campus) is allowed to override holds.
- The approved employee is the only person that should have the override code from SOATERM.
- The approved employee must complete documentation on all holds that is overridden (see appendix 1 for sample)
- Supervisor(s) must use override report to conduct spot-checks periodically to ensure accuracy.

Contact List for Holds

The contact list is located at the following link:
https://docs.google.com/spreadsheet/ccc?key=0AoObsdL6SmJ4dFhsN2MwVUNOTzU3MGd1eVQxaW5hSnc&usp=drive_web#gid=0
Appendix Y: Military Friendly Initiative Procedures

Identify Applicant as a Vet

If the applicant answers ‘yes’ to a Veteran question on the online application that information will be moved from the online application to SARADAP once the application receives a significant decision.

☐ Check to ensure the applications has a significant decision. This process shouldn’t be done until the application has a significant decision. What is a significant decision? A decision that will create a Learner Record (SGASTDN Record) when inserted. Examples of Significant Decisions are 15 or 35.

☐ Access SAAADMS
☐ Enter students Banner ID
☐ Enter Term
☐ Perform Next Block
☐ Confirm that the application has a Significant Decision
☐ Select the “Contacts, Cohorts, Attributes” Tab
☐ Perform Next Block Twice
☐ Enter appropriate attribute
  o VET = Veteran
  o ACMI = Active Military
  o DA = Dependent or Spouse of Active Military
  o DV = Dependent or Spouse of Veteran
☐ Save

Adding Supporting Documentation

☐ Access SAAADMS
☐ Enter students Banner ID
☐ Enter Term
☐ Perform Next Block
☐ Confirm that the application has a Significant Decision
☐ Select the “Contacts, Cohorts, Attributes” Tab
☐ Perform Next Block Twice
☐ If the application doesn’t have the attribute stating if they are a Veteran or Active Military insert the appropriate attribute:
  o VET = Veteran
  o ACMI = Active Military
  o DA = Dependent or Spouse of Active Military
  o DV = Dependent or Spouse of Veteran
☐ Save
☐ Highlight the attribute in which you are attempting to add supporting documentation
☐ Select the light bulb in the tool bar
☐ Pop up will open
☐ Insert appropriate code to correlate with the attribute enter in the appropriate field. To view the codes place cursor in filed and hit the drop down arrow at the top of the value fields.
Document Attendance of Vet Orientation

- Access SGASDTN
- Enter Banner ID
- Enter Term
- Perform Next Block
- Select the Miscellaneous Tab
- Enter "V" into the Orientation Session Field
Communicate

Need Supporting Documentation for applications

☐ Locate Population:
  o Access COGNOS
    o Student Report folder; Military Friendly; Military Friendly
    o Select College
    o AND
    o Only include if Student has an application in Application Population Term = Y
    o Application Population Term(s): Select all application terms you are processing and communicating
    o Select Applicable Decision(S)
      ☒ Deselect All if you want to communicate with all app without supporting docs
      ☒ Select appropriate decision codes if you only want to communicate with applicants that have a decision
    o Please select ATTS Code(s): Select VET & ACMI
    o Only Include Students that need Supporting Documentation yes/no = Yes
    o Render Detail Page = N
    o Render Summary Page = N
    o Render MDUU Page Y/N = Y
  o Delete Header
  o Save File with the following name: College Name+POP.csv (example: SOWELA_POP.csv)  Note: Case is important. It must be just like the example

☐ Access Banner Server (WinSCP)
  o Select folder /u03/PROD/pub/upload
  o Click and drag file from your folder to the Banner Server
  o Open file on server
  o Place cursor behind the first row
  o Select Delete
  o Select Enter
  o Save

☐ Load Banner ID’s to GLAEXTR

☐ Access GLAEXTR
☐ Delete Name in Creator ID Field
☐ Enter:
  o Application = STUDENT
  o Selection ID = MDUU_GLAEXTR_POP
  o Creator ID = AMBERGAZAVE
☐ Select Delete All
  o If there isn’t a population a message will appear in the hint line “No Records Exists for Deletion”
  o Pop up will appear stating “Do you really wish to delete all the records”? Select YES
  o Access GKAPEXE
  o Enter the Process Code

<table>
<thead>
<tr>
<th>BRCC</th>
<th>BRCC_LOAD_GLAEXTR_POP</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPCC</td>
<td>BPCC_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>CATC</td>
<td>CATC_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>CENLA</td>
<td>CENLA_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>DCC</td>
<td>DCC_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>DELTA</td>
<td>DELTA_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>FTCC</td>
<td>FTCC_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>NSHORE</td>
<td>NSHORE_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>NUNEZ</td>
<td>NUNEZ_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>NWLTC</td>
<td>NWLTC_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>RPCC</td>
<td>RPCC_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>SCLTC</td>
<td>SCLTC_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>SLCC</td>
<td>SLCC_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>SOWELA</td>
<td>SOWELA_LOAD_GLAEXTR_POP</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Select Compile Tree
- Select Execution Tab
- Change Execution Mode to Update
- Select Run Now
- Select Yes
- Select OK

**Send out Email**

- Access SAAMAPP
- Search Tab
  - Enter Admissions Term
  - Population Selection Block
    - Application: STUDENT
    - Selection ID: MDUU_GLAEXTR_POP
    - Creator ID: AMBERGAZAVE
    - User ID: Enter your user name
- Update Tab
  - Enter (first alpha is your college alpha) \texttt{X_MIL_SUP_D_E} in the Letter Code Field Enter AD in the Initials Field
  - Enter today's date in the Initiated Date
- Results Tab
  - Select All
  - Perform Next Block
  - Save
- Access SOREMAL
  - Perform Next Block Twice
  - Entering the following parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Email Letter Code</td>
<td>(first alpha is your college alpha) \texttt{X_MIL_SUP_D_E}</td>
</tr>
<tr>
<td>03 Application Code</td>
<td>STUDENT</td>
</tr>
<tr>
<td>04 Selection ID</td>
<td>MDUU_GLAEXTR_POP</td>
</tr>
<tr>
<td>05 Creator ID</td>
<td>AMBERGAZAVE</td>
</tr>
<tr>
<td>06 User ID</td>
<td>Enter your Username</td>
</tr>
<tr>
<td>07 Term Code</td>
<td>Enter the Term Code</td>
</tr>
<tr>
<td>08 Audit/Update Mode</td>
<td>U</td>
</tr>
<tr>
<td>09 Email Subject Text</td>
<td>Enter Text you would like displayed in the text field of your email</td>
</tr>
<tr>
<td>10: FROM Email Address</td>
<td>Enter your admissions department email address</td>
</tr>
<tr>
<td>11: FROM Name</td>
<td>Enter College Name followed by department (ex. CATC Admissions Office)</td>
</tr>
<tr>
<td>12: Mail Host</td>
<td>\texttt{10.52.3.21}</td>
</tr>
</tbody>
</table>
ORIENTATION

- **Locate Population:**
  - Select College
  - AND
  - Only include if Student has an application in Application Population Term = Y
  - Application Population Term(s): Select application term
  - Please select ATTS Code(s): Select VET & ACMI
  - Select Supporting Documents: all that are applicable
  - Only Include Students that need Supporting Documentation yes/no = No
  - Render Detail Page = select N
  - Render MDUU Page Y/N = enter Y
  - Delete Header
  - Save File with the following name: College Name+POP.csv (example: SOWELA_POP.csv)  
    
    *Note: Case is important. It must be just like the example*

- **Access Banner Server (WinSCP)**
  - Select folder /u03/PROD/pub/upload
  - Click and drag file from your folder to the Banner Server
  - Open file on server
  - Place cursor behind the first row
  - Select Delete
  - Select Enter
  - Save

- **Load Banner ID’s to GLAEXTR**

  - Access GLAEXTR
  - Delete Name in Creator ID Field
  - Enter:
    - Application = STUDENT
    - Selection ID = MDUU_GLAEXTR_POP
    - Creator ID = AMBERGAZAVE

  - Select Delete All
    - If there isn’t a population a message will appear in the hint line “No Records Exists for Deletion”
    - Pop up will appear stating “Do you really wish to delete all the records”? Select YES

  - Access GKAPEXE
  - Enter the Process Code
  - Perform Next Block

<table>
<thead>
<tr>
<th>College</th>
<th>Process Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRCC</td>
<td>BRCC_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>BPCC</td>
<td>BPCC_LOAD_GLAEXTR_POP</td>
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<tr>
<td>CENLA</td>
<td>CENLA_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>DCC</td>
<td>DCC_LOAD_GLAEXTR_POP</td>
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<tr>
<td>DELTA</td>
<td>DELTA_LOAD_GLAEXTR_POP</td>
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<td>FTCC</td>
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<tr>
<td>NSHORE</td>
<td>NSHORE_LOAD_GLAEXTR_POP</td>
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<td>NUNEZ</td>
<td>NUNEZ_LOAD_GLAEXTR_POP</td>
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<td>SOWELA_LOAD_GLAEXTR_POP</td>
</tr>
</tbody>
</table>
Send out Email

- Access SAAMAPP
- Search Tab
  - Enter Admissions Term
  - Population Selection Block
    - Application: STUDENT
    - Selection ID: MDUU_GLAXTR_POP
    - Creator ID: AMBERGAZAVE
    - User ID: Enter your user name
- Update Tab
  - Enter (first alpha is your college alpha) X_MIL_ORNT_E in the Letter Code Field Enter AD in the Initials Field
  - Enter today's date in the Initiated Date
- Results Tab
  - Select All
  - Perform Next Block
  - Save
- Access SOREMAL
  - Perform Next Block Twice
  - Entering the following parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Email Letter Code</td>
<td>(first alpha is your college alpha) X_MIL_ORNT_E</td>
</tr>
<tr>
<td>03 Application Code</td>
<td>STUDENT</td>
</tr>
<tr>
<td>04 Selection ID</td>
<td>MDUU_GLAXTR_POP</td>
</tr>
<tr>
<td>05 Creator ID</td>
<td>AMBERGAZAVE</td>
</tr>
<tr>
<td>06 User ID</td>
<td>Enter your Username</td>
</tr>
<tr>
<td>07 Term Code</td>
<td>Enter the Term Code</td>
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<td>12: Mail Host</td>
<td>10.52.3.21</td>
</tr>
</tbody>
</table>
PRIORTY REGISTRATION

New Application & Continuing Students

- **Locate Population:**
  - Access COGNOS
  - Locate Report titled: Military Friendly
  - Select College
  - Only include if Student is actively registered in the Registered Population Term = Y
  - Enter Current Registration Term
  - Select OR
  - Only include if Student has an application in Application Population Term = Y
  - Application Population Term(s): Select application term that pre-registration is beginning
  - Select all applicable decisions
  - Please select ATTS Code(s): Select VET & ACMI
  - Select Supporting Documents: all that are applicable
  - Only include Students that need Supporting Documentation yes/no = No
  - Render Detail Page = select N
  - Render MDUU Page Y/N = enter Y
  - Delete Header
  - Save File with the following name: College Name+POP.csv (example: SOWELA_POP.csv)  *Note: Case is important. It must be just like the example*

- **Access Banner Server (WinSCP):**
  - Select folder /u03/PROD/pub/upload
  - Click and drag file from your folder to the Banner Server
  - Open file on server
  - Place cursor behind the first row
  - Select Delete
  - Select Enter
  - Save

- **Load Banner ID’s to GLAEXTR:**
  - Access GLAEXTR
  - Delete Name in Creator ID Field
  - Enter:
    - Application = STUDENT
    - Selection ID = MDUU_GLAEXTR_POP
    - Creator ID = AMBERGAZAVE
  - Select Delete All
    - If there isn’t a population a message will appear in the hint line “No Records Exists for Deletion”
    - Pop up will appear stating “Do you really wish to delete all the records”? Select YES
  - Access GKAPEXE
  - Enter the Process Code

<table>
<thead>
<tr>
<th></th>
<th>BRCC_LOAD_GLAEXTR_POP</th>
<th>BPCC_LOAD_GLAEXTR_POP</th>
<th>CATC_LOAD_GLAEXTR_POP</th>
<th>CENLA_LOAD_GLAEXTR_POP</th>
<th>DCC_LOAD_GLAEXTR_POP</th>
<th>DELTA_LOAD_GLAEXTR_POP</th>
<th>FTCC_LOAD_GLAEXTR_POP</th>
<th>NSHORE_LOAD_GLAEXTR_POP</th>
<th>NUNEZ_LOAD_GLAEXTR_POP</th>
<th>NWLTC_LOAD_GLAEXTR_POP</th>
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</thead>
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<td>CATC_LOAD_GLAEXTR_POP</td>
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<td>DCC_LOAD_GLAEXTR_POP</td>
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<td>NSHORE_LOAD_GLAEXTR_POP</td>
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<tr>
<td>01 Init Code</td>
<td>College Alpha +D (example, BRCC would be BD)</td>
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<tr>
<td>02 Term Code</td>
<td>Term in which you are processing</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03 Letter Code</td>
<td>(first alpha is your college alpha)</td>
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<tr>
<td>04 Module Code</td>
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<td></td>
</tr>
<tr>
<td>05 Creator ID</td>
<td>AMBERGAZAVE</td>
<td></td>
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</tr>
<tr>
<td>06 Application ID</td>
<td>STUDENT</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>07 Selection ID</td>
<td>MDUU_GLAEEXTR_POP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08 Creator ID</td>
<td>AMBERGAZAVE</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06 User ID</td>
<td>Enter your Username</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Perform Next Block
- Select Compile Tree
- Select Execution Tab
- Change Execution Mode to Update
- Select Run Now
- Select Yes
- Select OK

☐ **Send out Email**
- Access SZPLTGN
- Perform Next Block Twice
- Enter the following parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Email Letter Code</td>
<td>(first alpha is your college alpha)</td>
</tr>
<tr>
<td>03 Application Code</td>
<td>STUDENT</td>
</tr>
<tr>
<td>04 Selection ID</td>
<td>MDUU_GLAEEXTR_POP</td>
</tr>
<tr>
<td>05 Creator ID</td>
<td>AMBERGAZAVE</td>
</tr>
<tr>
<td>06 User ID</td>
<td>Enter your Username</td>
</tr>
<tr>
<td>07 Term Code</td>
<td>Enter the Term Code</td>
</tr>
<tr>
<td>08 Audit/Update Mode</td>
<td>U</td>
</tr>
<tr>
<td>09 Email Subject Text</td>
<td>Enter Text you would like displayed in the text field of your email</td>
</tr>
<tr>
<td>10: FROM Email Address</td>
<td>Enter your admissions department email address</td>
</tr>
<tr>
<td>11: FROM Name</td>
<td>Enter College Name followed by department (ex. CATC Admissions Office)</td>
</tr>
<tr>
<td>12: Mail Host</td>
<td>10.52.3.21</td>
</tr>
</tbody>
</table>
Need Supporting Documentation from registered students

- Locate Population:
  - Access COGNOS
  - Student Report folder; Military Friendly; Military Friendly
  - Select College
  - AND
  - Only include if Student is actively registered in the Registered Population = Y
  - Registered Population Term: Select registration term
  - Select Applicable Decision(S): Deselect All if you want to communicate with all app without supporting docs
  - Please select ATTS Code(s): Select VET & ACMI
  - Only Include Students that need Supporting Documentation yes/no = Yes
  - Render Detail Page = N
  - Render Summary Page = N
  - Render MDUU Page Y/N = Y
  - Delete Header
  - Save File with the following name: College Name+POP.csv (example: SOWELA_POP.csv)  Note: Case is important. It must be just like the example

- Access Banner Server (WinSCP)
  - Select folder /u03/PROD/pub/upload
  - Click and drag file from your folder to the Banner Server
  - Open file on server
  - Place cursor behind the first row
  - Select Delete
  - Select Enter
  - Save

- Load Banner ID’s to GLAEXTR

  - Access GLAEXTR
  - Delete Name in Creator ID Field
  - Enter:
    - Application = STUDENT
    - Selection ID = MDUU_GLAEXTR_POP
    - Creator ID = AMBERGAZAVE
  - Select Delete All
    - If there isn’t a population a message will appear in the hint line “No Records Exists for Deletion”
    - Pop up will appear stating “Do you really wish to delete all the records”? Select YES
  - Access GKAPEXE
  - Enter the Process Code

<table>
<thead>
<tr>
<th>BRCC</th>
<th>BRCC_LOAD_GLAEXTR_POP</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPCC</td>
<td>BPCC_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>CATC</td>
<td>CATC_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>CENLA</td>
<td>CENLA_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>DCC</td>
<td>DCC_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>DELTA</td>
<td>DELTA_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>FTCC</td>
<td>FTCC_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>NSHORE</td>
<td>NSHORE_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>NUNEZ</td>
<td>NUNEZ_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>NWLTC</td>
<td>NWLTC_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>RPCC</td>
<td>RPCC_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>SCLTC</td>
<td>SCLTC_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>SLCC</td>
<td>SLCC_LOAD_GLAEXTR_POP</td>
</tr>
<tr>
<td>SOWELA</td>
<td>SOWELA_LOAD_GLAEXTR_POP</td>
</tr>
</tbody>
</table>

- Perform Next Block
- Select Compile Tree
- Select Execution Tab
- Change Execution Mode to Update
- Select Run Now
- Select Yes
- Select OK

**Send out Email**

- Access SZPLTGN
- Perform Next Block Twice
- Enter the Following Parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Parameter Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Init Code</td>
<td>College Alpha +A (Example: DCC=FA; BRCC = BA)</td>
</tr>
<tr>
<td>Term Code</td>
<td>Enter Registration Term</td>
</tr>
<tr>
<td>Letter Code</td>
<td>(first alpha is your college alpha)</td>
</tr>
<tr>
<td>Module Code</td>
<td>A</td>
</tr>
<tr>
<td>Application ID</td>
<td>STUDENT</td>
</tr>
<tr>
<td>Selection ID</td>
<td>MDUU_GLAEXTR_POP</td>
</tr>
<tr>
<td>Creator ID</td>
<td>AMBERGAZAVE</td>
</tr>
<tr>
<td>User ID</td>
<td>Enter Your Username</td>
</tr>
</tbody>
</table>

- Access SOREMAL
  - Perform Next Block Twice
  - Entering the following parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Email Letter Code</td>
<td>(first alpha is your college alpha) X_REG_MILSUPD_E</td>
</tr>
<tr>
<td>03 Application Code</td>
<td>STUDENT</td>
</tr>
<tr>
<td>04 Selection ID</td>
<td>MDUU_GLAEXTR_POP</td>
</tr>
<tr>
<td>05 Creator ID</td>
<td>AMBERGAZAVE</td>
</tr>
<tr>
<td>06 User ID</td>
<td>Enter your Username</td>
</tr>
<tr>
<td>07 Term Code</td>
<td>Enter the Term Code</td>
</tr>
<tr>
<td>08 Audit/Update Mode</td>
<td>U</td>
</tr>
<tr>
<td>09 Email Subject Text</td>
<td>Enter Text you would like displayed in the text field of your email</td>
</tr>
<tr>
<td>10: FROM Email Address</td>
<td>Enter your admissions department email address</td>
</tr>
<tr>
<td>11: FROM Name</td>
<td>Enter College Name followed by department (ex. CATC Admissions Office)</td>
</tr>
<tr>
<td>12: Mail Host</td>
<td>10.52.3.21</td>
</tr>
</tbody>
</table>
Appendix Z: Data Purge FAQ’s

1. How frequently should I purge the data? That is a college decision. The college (all functional areas) should be involved in the discussion.
2. Why do we have to purge? It allows the system to run more efficiently and provide faster throughput to the end users.
3. Can’t they just get more space on server? It is not cost effective to retain data that is no longer useful.
4. Can someone monitor the server and inform colleges when space is running out? Space is continually monitored on the system. That’s the very reason we are encouraging reasonable housekeeping measures.
5. Records Retention Schedule – It is the college’s responsibility to review their records retention schedule regularly to ensure they are compliant with their records retention schedule policy.
Appendix A1: 5 for 6 Scholarship Procedures

Goals:
- Identify 5 for 6 applicants upon application. Each college must develop its own process for identification.
- Apply a significant decision as quickly as possible to applications so that students can register for course. What is a significant decision? A significant decision is a decision that will create the student's learner record (SGASTDN). Examples of significant decisions are 15, 10, or 18.
- The student must register in at least 6 credit hours that are non-remedial for FA to identify and complete necessary paperwork for scholarship hence the requirement of getting a significant decision on the application quickly.

APPLICATION PROCESS PERSON DIDN'T MAKE ATB SCORES:
(Recipients of 5 for 6 Scholarship)
Person should apply for admissions using the correct student type as defined on the application and chose the major they are choosing to pursue.
Once the application is pushed into INB Banner the following will need to occur:
- Access SAAADMS
  - o Enter the applicant’s Banner ID
  - o Enter the term code
  - o Perform Next Block
  - o Select the Checklist tab
  - o Select Insert Record
  - o Type 5TO6 (please note that you are inserting this code to prevent the application from ever getting a decision code of 45 so that FA NEVER accidently disburses FA to the applicant since they are not eligible yet. NEVER enter a receive date for the 5TO6 code.)
  - o Save
  - o Locate and highlight the HSDP code and select Record Remove
- Access SOAHOLD (This will force the student to come to admissions to get his record updated accordingly before proceeding with registration for the next semester)
  - o Perform Next Block
  - o Locate a Blank row
  - o Select Insert Record
  - o Enter AD in the Hold Type Field
  - o Enter the following in the Reason Field “Contact Admissions to Register”
  - o Enter the current date in the From Date field
  - o Enter the day after registration for the next semester is complete in the To Field (remember if you are putting the hold on during the spring semester the To Date should be the day after registration for the Fall semester. If you are putting the hold on during the fall semester the To Date should be the day after registration for the Spring Semester.)
  - o Save
- Access SPACMNT
- Perform Next Block
- Enter 5T6 in the Comment Type Field
- Enter the Origination code for your college
- Enter the following comment: (put the date you are entering the comment) + Student submitted application for term (201610) through 5 for 6 scholarship initiative. Student will need to meet with Admissions prior to enrolling for subsequent semesters.
APPLICATION PROCESS PERSON MADE ATB SCORES:
- Access SAAADMS
  - Enter the applicant’s Banner ID
  - Enter the term code
  - Perform Next Block
  - Select the Checklist tab
  - Select Insert Record
  - Insert ABBF
  - Enter date the student provide ATB scores in the Received date field
  - Enter in the Item Description Field: Made ATB Scores
  - Save
  - Locate and highlight the HSDP code and select Record Remove

APPLICATION PROCESS PERSONS APPLICATION WAS ALREADY PROCESSED BUT NOW SUBMITS PROOF OF ATB SCORES (1ST SEMESTER ONLY):
- Access SAAADMS
  - Enter the applicant’s Banner ID
  - Enter the term code
  - Perform Next Block
  - Select the Checklist tab
  - Select Insert Record
  - Insert ABBF
  - Enter date the student provide ATB scores in the Received date field
  - Enter the following in the Item Description Field: Made ATB Scores
  - Save
  - Locate and highlight the HSDP code and select Record Remove

Access SOAHOLD
- Perform Next Block
- Locate the AD hold with comment “Contact Admissions to Register”
- Enter the current date in the To Date field
- Save

Access SPACMNT
- Perform Next Block
- Locate 5T6 in the Comment Type Field
- Update the comment field: (put the date you are entering the comment) + Student’s application has been updated to ABBF status because he/she made ATB required scores on test.
COMMUNICATING WITH 5FOR6 APPLICANTS CURRENTLY ENROLLED:

This process has been created because you will need to communicate to this population to let them know what needs to happen next before pre-registration begins in the next term. Things you need to let them know:

- Will NOT be able to register until:
  - their final grades are submitted by the instructor
  - Complete required paper work to update their admissions record (i.e. add ABBF code to SOAHSCH, release hold)
- What happens if they pass the 6 credit hours
- What happens if they do NOT pass the 6 credit hours

1. Access GLBDATA
2. Perform Next Block Twice
3. Enter the following parameters:

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Selection ID</td>
<td>ADM_5TO6_STU_COM</td>
</tr>
<tr>
<td>02: Selection Identifier 2</td>
<td>STU_REGISTERED</td>
</tr>
<tr>
<td>03: New Selection Identifier</td>
<td>5TO6</td>
</tr>
<tr>
<td>04: Description for new selection</td>
<td>5TO6</td>
</tr>
<tr>
<td>05: Union/Intersection/Minus</td>
<td>I</td>
</tr>
<tr>
<td>06: Application Code</td>
<td>STUDENT</td>
</tr>
<tr>
<td>07: Creator ID</td>
<td>AMBERGAZAVE</td>
</tr>
</tbody>
</table>

4. Perform Next Block
5. Save

6. Enter the following parameters:

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION TERM</td>
<td>Enter the current term</td>
</tr>
<tr>
<td>REGISTRATION TERM</td>
<td>Enter the current Term</td>
</tr>
</tbody>
</table>

6. Perform Next Block
7. Save

8. Access SZPLTGN
9. Perform Next Block Twice
10. Enter the following parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01: Init Code</td>
<td>AD</td>
</tr>
<tr>
<td>02: Term Code</td>
<td>Enter Term in which you are processing</td>
</tr>
<tr>
<td>03: Letter Code</td>
<td>X_5TO6_E (first alpha is your college alpha.)</td>
</tr>
<tr>
<td>04: Module Code</td>
<td>S</td>
</tr>
<tr>
<td>05: Application ID</td>
<td>STUDENT</td>
</tr>
<tr>
<td>06: Selection ID</td>
<td>5TO6</td>
</tr>
<tr>
<td>07: Creator ID</td>
<td>Enter your Banner user name</td>
</tr>
<tr>
<td>08: User ID</td>
<td>Enter your Banner user name</td>
</tr>
</tbody>
</table>

11. Perform Next Block
12. Save
Access SOREMAL
Perform Next Block Twice
Entering the following parameters:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Email Letter Code</td>
<td>X_5TO6_E (first alpha is your college alpha.)</td>
</tr>
<tr>
<td>03 Application Code</td>
<td>STUDENT</td>
</tr>
<tr>
<td>04 Selection ID</td>
<td>TEST_5TO6</td>
</tr>
<tr>
<td>05 Creator ID</td>
<td>Enter your Banner user name</td>
</tr>
<tr>
<td>06 User ID</td>
<td>Enter your Username</td>
</tr>
<tr>
<td>07 Term Code</td>
<td>Enter the Term Code</td>
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<tr>
<td>08 Audit/Update Mode</td>
<td>U</td>
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<tr>
<td>09 Email Subject Text</td>
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<td>Enter your admissions department email address</td>
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</tr>
<tr>
<td>12: Mail Host</td>
<td>10.52.3.21</td>
</tr>
</tbody>
</table>
STUDENT PASSES SIX HOURS IN FIRST HALF OF SEMESTER AND WANT TO TAKE SIX MORE HOURS IN SECOND HALF AND BE AWARDED 5 FOR 6 FUNDS

- Access SAAADMS
  - Enter Student’s Banner ID
  - Enter Term
  - Perform Next Block
  - Select the Checklist Tab
  - Select Insert Record
  - Enter ABBF
  - Add received date as today’s date
  - Enter the following in item description field: “Passed 6 Credit Hours” *Note: this must be the exact comment because it will be used to locate the population.*
  - If HSDP code is on the checklist record remove it.
  - Select “Sources, Interests, comments” tab
  - Place cursor in the comments field
  - Enter your originator code
  - Enter comment stating “student passed ATB 6 hours in first half of semester so this applications was updated to indicate the student was now eligible for 5 for 6 funds.”

- Access SOAHOLD to end previous hold
  - Locate active AD hold with comment “Contact Admissions to Register”
  - Enter today’s date in the To field
  - Save

- Access SPACMNT
  - Perform Next Block
  - Locate the original 5T6 Comment
  - Update the comment field: (put the date you are entering the comment) + Student’s application has been updated to ABBF status because he/she passed the 6 non-remedial credit hours.
THE STUDENT HAS COMPLETED AND PASSED THE 6 CREDIT HOURS THAT ARE NON-REMEDIAL:

The student will now need a new application created to update their admissions status to admitted fully for FA purposes

☐ Access SAAADMS (note you are creating a new application for the student to update his/her checklist items and decision for FA.)
   - Enter Student's Banner ID
   - Enter Term
   - Perform Next Block
   - Student type should be entered a “C”
   - Complete application with all required field
   - Save
   - Select the Checklist Tab
   - Select Insert Record
   - Enter ABBF
   - Add received date as today’s date
   - Enter the following in item description field: “Passed 6 Credit Hours” Note: this must be the exact comment because it will be used to locate the population.
   - If HSDP code is on the checklist record remove it.
   - Select Application Tab
   - Select Options
   - Select Assign Decision to Application
   - Enter 15
   - Tab
   - Save
   - Select Options
   - Select Assign Decision to Application
   - Save
   - Select OK
   - Select OK
   - Select Return
   - Exit the form

☐ Access SOAHOLD to end previous hold
   - Locate active AD hold with comment “Contact Admissions to Register”
   - Enter today’s date in the To field
   - Save

☐ Access SPACMNT
   - Perform Next Block
   - Locate the original 5T6 Comment
   - Update the comment field: (put the date you are entering the comment) + Student's application has been updated to ABBF status because he/she passed the 6 non-remedial credit hours.
What to do if applicant takes the test and meets the ATB Score Requirements after NOT passing the six hours but eligible because of Scores

Access SAAADMS (note you are creating a new application for the student to update his/her checklist items and decision for FA)

- Enter Student's Banner ID
- Enter Term
- Perform Next Block
- Student type should be entered a “C”
- Complete application with all required field
- Save
- Select the Checklist Tab
- Select Insert Record
- Enter ABBF
- Add received date as today’s date
- Enter the following in comment field: “Made ATB Scores”
- If HSDP code is on the checklist record remove it.
- Save
- Select Options
- Select Assign Decision to Application
- Enter 15
- Save
- Select OK
- Select OK
- Select Return
- Exit the form

Access SOAHOLD

- Locate active AD hold with comment “Contact Admissions to Register”
- Enter today’s date in the To field
- Save

Access SPACMNT

- Perform Next Block
- Locate the original 5T6 Comment
- Update the comment field: (put the date you are entering the comment) + Student’s application has been updated to ABBF status because he/she made ATB required scores on test.
STUDENT SETS OUT MAJOR SEMESTER

If the student sets out a major semester he/she will have to go through the application process from the beginning. This procedure has two steps: 1) update the student's new SAAADMS checklist with the ABBF code if they have the comment “Passed 6 Credit Hours” or Made ATB Scores” & 2) provide you a list of students who need the HSDP code record removed from their SAAADMS Checklist. You will want to run these processes prior to any communications go out about missing checklist items to prevent confusion. You need to get the HSDP removed from the application.

Move ABBF information from old SAAADMS Checklist to new SAAADMS Checklist. You will need to run the process twice. Once for the comment “Passed 6 Credit Hours” and the second time for the comment “Made ATB Scores.”

☐ Access GKAPEXE
☐ Enter the Process Code for your college:

<table>
<thead>
<tr>
<th>College</th>
<th>Process Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRCC</td>
<td>BRCC_ABBF_UPDATE</td>
</tr>
<tr>
<td>BPCC</td>
<td>BPCC_ABBF_UPDATE</td>
</tr>
<tr>
<td>CENLA</td>
<td>CENLA_ABBF_UPDATE</td>
</tr>
<tr>
<td>DCC</td>
<td>DCC_ABBF_UPDATE</td>
</tr>
<tr>
<td>DELTA</td>
<td>DELTA_ABBF_UPDATE</td>
</tr>
<tr>
<td>FTCC</td>
<td>FTCC_ABBF_UPDATE</td>
</tr>
<tr>
<td>NSHORE</td>
<td>NSHORE_ABBF_UPDATE</td>
</tr>
<tr>
<td>NUNEZ</td>
<td>NUNEZ_ABBF_UPDATE</td>
</tr>
<tr>
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<tr>
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<td>SCLTC_ABBF_UPDATE</td>
</tr>
<tr>
<td>SLCC</td>
<td>SLCC_ABBF_UPDATE</td>
</tr>
<tr>
<td>SOWELA</td>
<td>SOWELA_ABBF_UPDATE</td>
</tr>
</tbody>
</table>

☐ Select Compile Tree
☐ Ensure that the end of the message in the Change Status field states “enabled”
☐ Select the Execution Tab
☐ Change the Execution field to “Update”
☐ Enter Checklist Comment:
  o 1st Run: Passed 6 Credit Hours
  o 2nd Run: Made ATB Scores
☐ Select Run Now
☐ Select Yes
☐ Select OK

Locate Population that needs the HSDP code record removed. Please note you will have to run this process for each active application term.

☐ Access GLBDATA
☐ Perform Next Block Twice
☐ Enter the following Parameters:

<table>
<thead>
<tr>
<th>Selection Identifier 1</th>
<th>ADM_HSDP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selection Identifier 2</td>
<td>ADM_ABBF</td>
</tr>
<tr>
<td>New Selection Identifier</td>
<td>HSDP_ABBF</td>
</tr>
<tr>
<td>Description for new selection</td>
<td>HSDP_ABBF</td>
</tr>
<tr>
<td>Union/Intersection/Minus</td>
<td>I</td>
</tr>
<tr>
<td>Application Code</td>
<td>ADMISSIONS</td>
</tr>
</tbody>
</table>
Enter the Following Parameters:

| APPLICATION TERM | Enter Application Term you are processing (Don't forget if you have multiple active application you will need to run this once for each term.) |

- Perform Next Block
- Save
- Access GLAEXTR
- Enter ADMISSIONS
- Enter HSDP_ABBF
- Perform Next Block
- The ID that appear on the ones that have the ABBF and HSDP on their Checklist and the HSDP needs to be removed
  - Access SAAADMS
  - Enter Banner ID
  - Enter Term you are processing
  - Perform Next Block
  - Select Checklist Tab
  - Locate the HSDP code and highlight
  - Select Record Remove
  - Save
- Continue until all students have been corrected
Appendix A2: Immunization Waiver on Online Application

Immunization Waiver on Online Application

How to view Immunization Waiver Data in Banner

If a person indicates they signed the waiver on the application but SOATEST/SAAADMS checklist wasn’t updated that would indicate he/she did something incorrect on the application or our process that runs nightly isn’t working.

Guidelines:

- Person under the age of 18 Parent has to sign
- Person over the age of 18 Applicant has to sign
- Wouldn’t update Banner:
  - Person is under the age of 18 but enters Applicant Signature SOATEST/SAAADMS will NOT get updated.
  - Person over the age of 18 but enters parent Signature SOATEST/SAAADMS will NOT get updated.

Looking at Data on Online Application (Temporary Tables)

- Access SAAEAPS
- Select the drop down arrow next to the Web ID field
- Enter Last Name and First Name
- Select execute query button
- Locate correct Person and select Web ID
- Perform Next Block
- Highlight correct application/person
- Select Options
- Select Electronic Application (SAAETBL)
- Tab
- Perform Next Block
• If person has more than one application for the term make sure you look for the one that has been pushed to Banner.

• In the Application Data Block select "Request for Information" in the Select Field.

• Use the scroll bar on the right side of the screen to move thru the questions. You are looking for the one that has Parent Signature or Applicant Signature.

• Check Birthdate to ensure correct signature was entered
  o In the Associated Person Block in the select field select “Biographic Data”
Looking at Data on Online Application (Permanent Tables)

- Access SAAQUAN
- Enter Banner ID
- Enter Application Term you want to view (If you are not sure you can leave this field blank; perform next block; use arrows to the right of the application summary block to move between applications)
- Perform Next Block
- User Scroll Bar to the right in the Application Questions and Answers Block to locate the Immunization Questions.

What applicant needs to do for Immunization Wavier to be complete

Applicant must do the following:
- **18 or older**
  - Type their Name for Question "Applicant Signature"
- **Younger than 18**
  - Parent/Guardian Name in Question "Parent/Guardian Signature"

How End Users needs to update Banner

- CONGOS Report: Signed_Imm_Waiver_vi_online_appl
  - If you are the person at your college assigned to update Banner you will received the COGNOS report every morning at 8:00AM if your college has any data (To learn who has this responsibility for your college select the following link: [https://drive.google.com/open?id=1e36QXh79UGKMX6L3O6HKZ-pULsDxhETMuH9nSherY](https://drive.google.com/open?id=1e36QXh79UGKMX6L3O6HKZ-pULsDxhETMuH9nSherY))
  - Using the COGNOS report update Banner using the directions below
- Access WAIVER
  - Enter Student’s Banner ID
  - Perform Next Block
  - Enter IMWV in Test Code Field
    - Enter 1 in Test Score Field
    - Enter today’s date in the Test Date field
    - Enter IMMZ in the Admissions Request Field
Enter APPL in the Source Field

☐ Select “X” button in tool bar
  o Perform Next Block
  o Enter Code WAV
  o Enter the following in the comment field: Electronic Immunization/Meningitis Waiver signed on
    (enter date waiver was signed) by (enter name signed by from spreadsheet).
  o Save

☐ Select “X” button in tool bar
☐ Continue until all records have been entered
Appendix A3: Student View Test Scores on SSB

- Access LoLA
- Select College in Self Service Block
- Select Student

**Personal Information**
Update addresses, contact information or marital status; review name or social security number.

**Student**
Apply for Admission, Register, View your academic records.

**Faculty and Advisors**
Enter Grades and Registration Overrides, View Class Lists and Student Information

**Web Snapshot**

**Registration Popups**

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- Select Student Records

**Admissions**
Apply for Admission or Review Existing Applications

**Registration**
Check your registration status, class schedule and add or drop classes

**Student Records**
View your holds, grades and transcripts

**Student Account**
View your account summaries, statement/payment history and tax information

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- Select View Test Scores

**View Holds**
Midterm Grades
Final Grades
Grade Detail
Academic Transcript
Course Catalog
View Student Information
Class Schedule
Apply to Graduate
View Application To Graduate
View Test Scores
Test Scores available for review.

Test Scores on file as of Jul 25, 2017

<table>
<thead>
<tr>
<th>Test Description</th>
<th>Test Score</th>
<th>Date Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT English</td>
<td>25</td>
<td>Jul 25, 2017</td>
</tr>
</tbody>
</table>