



BANNER – OPERATIONAL USER GUIDE

VERSION CONTROL

Date	Comments	Version
June 2008	Created.	1.0
March 2009	Updated – EGB / Banner 7.4 upgrade.	1.1
April 2010	Updated – HEA Project.	1.2
Nov 2010	Updated – EIA Registrations Project.	1.3
Dec 2010	Updated – Change to Apprentice QuickFlow.	1.4
Feb 2011	Updated – Procedures for Student Bereavement protocol added.	1.5
April 2011	Updated – Banner Training Review & International Student Repeats.	1.6
Aug 2011	Updated – Registration changes 2011 and introduction of Fees & Income Office.	1.7
Sept 2011	Updated – PRG1 QuickFlow. Highlight how to create Advance Entry (AE) record	1.8
Oct 2011	Updated – A001 Online Slot Enrolments	1.9
Jan 2012	Updated – GOAINTL added to APR1	1.10
Jan 2012	Updated – GOAINTL added to APR1	1.10
Sept 2012	Updated – Add HEA Subject Code for PG Research students	1.11
July 2013	Updated – Banner 8.5 upgrade	1.12
June 2015	Updated – SFAMREG section updated	1.13
July 2015	Updated – HSA Allergen Questionnaire – GOAMED1 and SPAEMRG. Also GOAINTL re nationality.	1.14
May 2016	Updated – TSAACCT added to APR1 quickflow Also updates to AH reports listing and DQM section following EGB user-group meetings 2016	1.15

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INTRODUCING BANNER

INTRODUCING BANNER

Banner is the Student Information System in operation at DIT. There are approximately 200 administrative users of Internet Native Banner (INB) system and approximately 900 academic users of the Self-Service Banner (SSB) system. Each year DIT expects to register approximately 20,000 students on the student system. All DIT students will also interact with Banner via Self-Service system and through the process of online programme registration.

DIT rolled-out an upgrade to Banner version 8.5 in July 2013. There have been five major upgrades since its original implementation in 2001.

INB OR SSB

Banner is often referred to as either INB (Internet Native Banner) or SSB (Self Service Banner).

- INB is the component of Banner which uses an oracle forms front end. It is used by the administrative offices and is commonly referred to simply as 'Banner'. Admin staff use Banner to support the back office processing of student records (including admissions, registrations, examinations and fees processing etc).
- SSB is the web front-end component of Banner that allows students and academic staff to access information. Students interact with the Self-Service system to select modules the beginning of each semester and to view exam results. Academic Staff use the Self-Service system to enter grades. This is commonly referred to as EGB (Electronic Grade Book).

ACCESSING & LOGGING ON TO BANNER

To access Banner, first navigate to the Information Services Support website: <http://support.dit.ie/>

The screenshot shows the support.dit.ie website. On the left, there is a 'Quick Links :: GO' menu with the following items: BANNER, CMIS, EGB, Core HR, Agresso, Infoview, MyPassword, Web [CMS], VPN Service, Diploma Supplement. Below this is the 'IT SERVICE DESK' section with contact information: Room G006, Aungier Street, T: 01-4023 123, E: support@dit.ie, Mon - Fri, 09:00 - 12:30, 14:00 - 17:00. The main content area features the 'support.dit.ie' logo and a welcome message. It includes several news items with 'READ MORE NOW...' links. On the right, there is a 'Staff Links and Info' section with links for Forms, Software, ISPMO, and feedback.

Select **Banner** from the Quick Links menu on the left. This will bring you to the Banner Homepage:

The **Banner Homepage** is useful link to save in your Favorites, as it holds all documentation relevant to Banner including *Training Guides*, *User Guides*, *FAQs* and any new updates in relation to the *Student Cycle of Events*.

The Banner homepage link is: <http://intranet.dit.ie/mis2/DITBannerHomepage.htm> To log onto the Banner application, simply click the 'Banner LIVE' icon to the right of the page.



You will be then brought to an Oracle Form, where a pop-up box will prompt you for your username and password.

Simply enter your logon details and select **Connect**.

Note: You will be provided with your logon details after training when your supervisor fills in the Banner User Application form. The application form is available from the IS Support website (<http://support.dit.ie>)

You should now see the initial Banner start-up page as below:

Oracle Fusion Middleware Forms Services

File Edit Options Block Item Record Query Tools Help

General Menu GUAGMNU 8.4.2 (BAN8L1) - Wednesday, July 10, 2013 - Last login Tuesday, July 09, 2013 09:48:58 AM

Go To... Welcome, NOFLANAGAN. Products: Menu | Site Map | Help Center


- My Banner
 - Banner
 - Student [*STUDENT]
 - Alumni/Development [*ALUMNI]
 - DIT Menu [*DIT]
 - Progression Menu [*PROGRESSION]
 - Student Grants Menu [*SGRANTS]
 - DIT EMAIL Menu [*EMAIL]
 - Giros Menu [*GENINV]
 - Payment Matching Menu [*PAYMAT]
 - ESF Student Grants [*ESFGRANTS]
 - Student Enrolment Menu [*ENROL]
 - Student Navigation Form [SZANAVI]
 - Admissions Reports [SZRADMS]
 - Programme Module Management [*MODULEMGT]
 - Miscellaneous Student Administration [*MISC]
 - Award Download [TZADNLD]
 - Examination Board Download [SZREBRD]

Banner Broadcast Messages

My Links

- Change Banner Password
- Check Banner Messages
- Dit Modularisation
- Banner Home Page
- SFAREGS
- Personal Link 4
- Personal Link 5
- Personal Link 6

My Institution



Enter the object name; Press LIST for listing.

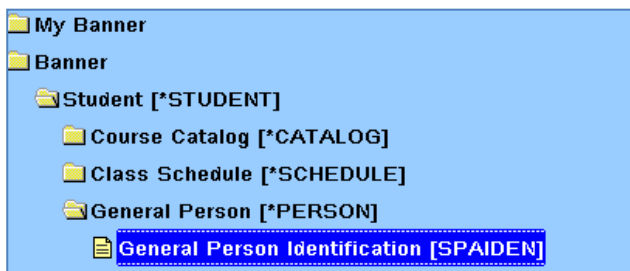
Record: 1/1 <OSC>

BANNER NAVIGATION & FORMS

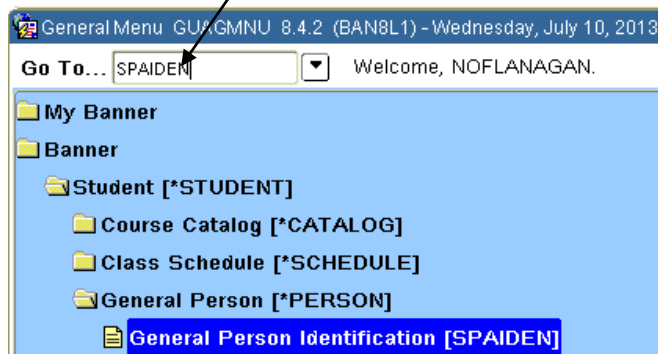
MAIN MENU

Looking at the Banner front screen, you will find the main menu on the left-hand pane. This comprises of a list of folders and sub-folders. Within each of these folders are the Banner **Forms**. By selecting a given form, you are effectively accessing an online document where you can enter and look up information in the Banner database.

Each unique form will also relate to a specific function or process. For example, by selecting the form '**General Person Identification [SPAIDEN]**' under **Student -> General Person** folders, you will enter the form detailing general information about a given student. You could therefore query an existing student record or even create a new record from this form.



Alternatively, you could also access this form by simply using the Direct Access option. Simply enter the form ID (in this case **SPAIDEN**) into the **Go To...** field on the main menu.



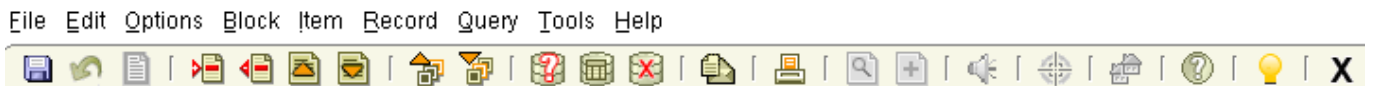
Once you are familiar with the relevant form IDs, you will most likely access forms by the latter method. This process is the same for all forms in Banner, whether they are related to Admissions, Registration, Progression or Exams queries. You will see that each function or process will have unique form identification.

MY BANNER

In the folder panel, you will also notice a folder called **My Banner**. This folder can be customised using the *My Banner Maintenance* form, **GUAPMNU**, to add or remove required Banner forms or processes. It essentially acts as a 'Favourites' repository. Within your respective administrative functions, you will most likely utilise the same Banner forms repeatedly. You therefore have the option to customise this folder with those commonly used forms.

TOOLBAR, MOUSE & KEYBOARD

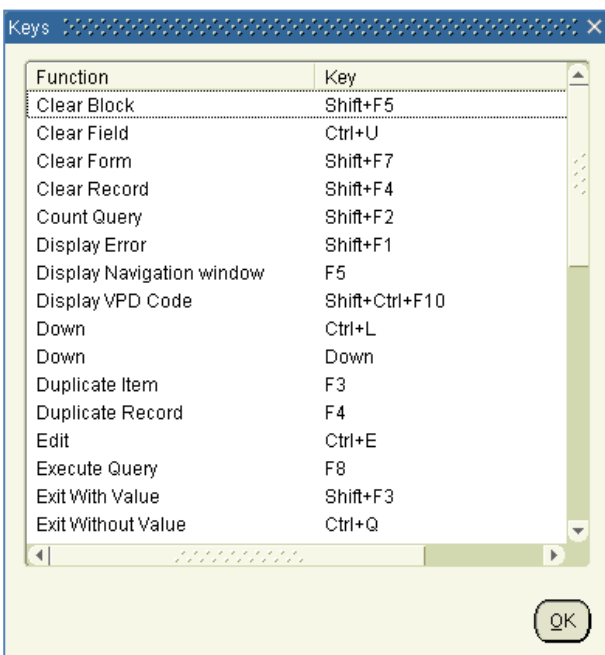
You can perform most functions in Banner by use of the Toolbar. As this training course progresses, you will begin to understand the meaning of each of these functions.



All Banner commands are invoked by clicking a button on the toolbar, selecting an item from a pull-down menu, or pressing equivalent keystrokes. To view a list of Keyboard Functions, simply select **Show Keys** from the **Help** Menu

Note: Show Keys is a valuable tool that helps you use the keyboard.

Show Keys lists the keyboard equivalents that are available for the current form, window and field.



FORMS

As previously mentioned, a form in Banner is an online document where you can enter and look up information in the Banner database.

Within a given form, you may need to perform various different functions such as query information, enter information, or proceed to 'Next Block'. These actions are explained below.

QUERYING INFORMATION

Querying is the process of retrieving existing information already entered in the Banner database. The most common type of query may be searching for a student record from the form SOAIDNS.

To perform a query, select the relevant query button or option on the Query pull-down menu. The keyboard equivalents are F7 to enter query and F8 to execute query.

The following sequence of actions will help you when performing a given query.

1. Select F7 (to clear the existing data and Enter a new Query)
2. Enter your data in the relevant data field(s).

Note: you can use the wildcard '%' search also. The % is the wildcard character when performing a search and can be very effectively used when searching with a limited amount of information (e.g. *enter D10% & Last Name – Mc%* to search for all student IDs which begin with 'D10' whose last name begins with 'Mc').

3. Select F8 (to execute a query)

ENTERING INFORMATION

When entering information, you may be dictated by the type of data field you wish to enter information against.

For example, many fields only accept codes from a *defined list of values*. To display the list of values double-click in the field or select the List option from the Help pull-down. The keyboard equivalent is F9.

You may also *search for an item* if the data field supports it. You can click the drop-down search button to call another form, select information from the called form, and return the selected information to the current field.

Finally you may be required to enter information by *inserting a new record*. An example of this type of data entry is when recording multiple application records against a given student. To enter a record, select Record -> Insert from menu bar. The keyboard equivalent for inserting a record is F6.

To save information, you select the save button or the keyboard equivalent F10.

BLOCKS & ROLLBACK

A **Block** is a section of a form or window that contains related information.

Use the '**Next Block**' function to move to the next section or window of a form. Use the '**Previous Block**' function to move to the previous section or window. Use the **Rollback** function to go back to the key block of the Form.

AUTO-HINT

The auto-hint at the bottom of the form can contain information for the field where the cursor is located such as brief field description and any error and processing messages.

E.g.

ID number; LIST for person; COUNT HITS for non-person; DUP ITEM to generate ID; DUPLICATE RECORD for Alternate ID look-up.			
Record: 1/1		...	<OSC>

FORM NAVIGATION

The following options can be used to navigate within or between forms:

- **Tabs** – Navigate to Blocks and Forms.
Tabs allow navigation between blocks and related forms. Use Ctrl-Tab to move from one tab to the next or click on the required tab using the mouse.
- **F2** – Displays a list of available Blocks or Forms.
When in any Form, press the **F2** key to display a list of the available tabs or Blocks for that form. Use the arrow keys to select the required tab or Block, and then press Enter.
- **F5** – Displays the **Go To...** field.
When in any Form, press the **F5** key to display the **Go To...** field. Type the name of a Form or use the arrow keys to scroll through a list of recently used Forms. Press Enter to access the Form.
To close the **Go To...** field, press **F5** again.
- **Mouse Right-Click** – Displays Option Menu
Select the right mouse button to display the contents of the Options menu. Use the mouse to select the required Block or Form.
Note: Select Add to Personal Menu to add the active form to the My Banner folder on the Main Menu

QUICKFLOWS

QuickFlows are essentially a chain of linked forms. When you enter a QuickFlow, you will be brought to the first form in the chain. Then as you finish and exit each form, you will be systematically brought to the next Form. This continues until all forms in the QuickFlow have been entered.

QuickFlows are accessed in the exact same way as forms. Therefore, QuickFlows can be accessed by entering the name in the Go To..field. Examples of QuickFlows include Admissions Data Entry **ADMT** or Part-Time Registrations **PRG1** and **PRG2**.

INTRODUCTION TO SZANAVI – STUDENT NAVIGATION FORM

An example of commonly used form is SZANAVI (Student Navigation Form). To enter and access the form, simply type SZANAVI in the Go To... menu box and hit the return key.

This form holds all registration and personal details for a given student on a particular term.

The screenshot shows the 'Student Personal Details' form in a web browser window. The form is titled 'Student Personal Details' and has a blue header. Below the header, there are fields for 'Term Code' (201314), 'Student ID' (D13122536), 'Student Name' (Bloggs, Joe), and 'Middle Name'. Below these are tabs for 'Student Personal Details', 'Financial Details', 'Address', and 'Registration'. The main content area is divided into two sections. The top section contains fields for 'Programme' (DT366), 'Block Code' (DT366/M Accounting & Finance), 'Reg. Status' (EL Eligible to Register), 'Registration Date' (06-JUN-2013), 'Fee Details' (Yes), 'Full / Part Ind.' (F Whole-Time), 'Country of Birth' (GBR United Kingdom), 'Date of Birth' (01-JAN-1990), 'Nationality' (GBR), 'Gender' (MALE), 'VISA Type' (NS Not Specified), 'Citizenship', 'Residency Code' (E European Union), and 'Student Year' (1 First Year). The bottom section contains fields for 'Awarding Body' (8000 SUSI (Student Universal Support Ireland)), 'Giro Issued' (No), 'Dept. of Ed.' (5000 Dept of Education Free Fee Scheme), 'Enrolment Form Printed' (No), 'Fee O/S' (.00), 'ID Card Issued' (No), and 'Student Activity Date' (10-JUL-2013). At the bottom of the form are two buttons: 'Student Account Summary' and 'Student Details Report'.

To query an existing student for the term (e.g. 201314), ensure the **Term Code** is entered (the default is the current term). Then enter the student number in the **Student ID** field.

Note: If you don't know the Student ID, you can search for this under the drop-down menu beside Student ID and then select Person Search. This will bring you into another Form SOAIDNS. By entering the relevant information and utilising %, select F8 and you should be able to find the required record.

Once the Term Code and Student ID data is entered correctly, select 'next block' to view information pertaining to this student.

The immediate Block of information you will see is **Student Personal Details**. To navigate and view information on each Block, simply click on the relevant tab (i.e. Financial Details, Address or Registration) or select 'next block' in turn.

Some important information to note includes:

- Blank record: If programme data on the form is blank, the student has no registration record for the term. This will impact the creation of the student's email account, AD account as well as their ability to register.
- Registration Status: A registered student has an RE status. See appendix for full list of registration statuses.
- Date of Birth:
- Student Year: If no year exists here, the student has not been correctly progressed or set-up.
- Address: A blank or inactive address may cause issues when trying to generate student reports (e.g. transcripts etc)
- Telephone Number: Reference for contacting the student

Click on the **Financial Details** Tab and you will be able to see all financial transactions for that student. This includes grant details and bank account details

Student Personal Details

Term Code : 201314 Student ID : D13122536 Student Name: Bloggs, Joe Middle Name:

Student Personal Details | **Financial Details** | Address | Registration

Term	Effective Date	Giro No / Details	Charge Amount	Payment Amount	Balance	Detail Code	Third Party	Activity Date
201314	10-JUL-2013		1569.00		0.00	TUIT Tuition Fee		10-JUL-2013
201314	10-JUL-2013		2250.00		-1569.00	CAPT Capitation Fee		10-JUL-2013
201314	10-JUL-2013			2250.00	-3819.00	TPPY Third Party Liability Transf	8000 SUSI (Student Universal Support Ireland)	10-JUL-2013
201314	10-JUL-2013			1569.00	-1569.00	DESP Dept Ed & Science Payme	5000 Dept of Education Free Fee Scheme	10-JUL-2013

Detailed Accounts Student Giros

Cheque: N Account Balance: 0.00 Balance Forward: 0.00 Term Balance: 0.00

Funding Category: 00 Standard Grant Active Date: 10-JUL-2013 TLT Start Date:

Funding Status: 82 Grant Inactive Date: TLT End Date:

Bank Account Number: Bank Sort Code:

Subject	Course Title	Crse No	Teacher	Bill Hour	CRN	Charge

Retrieve CRNs

Student Account Summary Student Details Report

The last section of the form holds CRN details for student. This does not automatically populate. If you wish to view these details, simply click on the Retrieve CRNs tab on the bottom right of the screen.

In the **Address** Details tab you will be able to view all stored addresses for the student, their telephone numbers and email addresses (mainly their DIT email address).

Student Personal Details | Financial Details | **Address** | Registration

Home Address

Address Line 1: 143 Rathmines Rd

Address Line 2: Rathmines

Address Line 3:

City: Dublin 6

County: D6 Dublin 6

National Code: IRL Ireland

Telephone Type:

Telephone No:

Address Active Range: 06-JUN-2013 - Active

Email Address: niall.oflanagan@dit.ie

Social Economic Background:

Student Account Summary Student Details Report

The final tab holds other relevant Academic/Registration details such as how they were admitted to DIT and Leaving cert details.

The screenshot shows the 'Registration' tab in a software interface. It contains two main sections: 'Academic/Registration Profile' and 'School Leaving Exam Details'. The 'Academic/Registration Profile' section includes fields for Admittance Code (DA - Direct Applicant), Degree Code (BSC), Stst Code (AS - Active), Major Code (D366), Level Code (UG - Undergraduate), Awarding Body (8000), Student Type Code (U - Undergraduate), Academic Standing, Campus (AUN - Aungier Street), Session Code, and College Code (46 - Dublin Institute of Technology). The 'School Leaving Exam Details' section features a table with columns for Examination, Exam No, and Year, with multiple rows of input fields. At the bottom of the form are two buttons: 'Student Account Summary' and 'Student Details Report'.

If you wish to print information, click on the Student Details Report on the bottom left of every page.

This image shows a close-up of the two buttons located at the bottom of the registration form: 'Student Account Summary' and 'Student Details Report'.

If you wish to review information for another Term Code or even to query another student, simply select the Roll-Back function.

STUDENT PINs

Before registration activities can commence for the new academic year, a number of key pre-registration events must occur. These events are as follows:

- *Term Roll* completed in the Banner Student system.
- *Progression* complete. All students eligible have been progressed to the new term with an EL (Eligible to Register) enrolment status.
- New *Programmes & Modules* validated, approved and live in the Banner Student system.
- All Programme & Module *Fees* validated, approved and live in Banner Student system
- Web Registration *InfoPack text* reviewed and updated in Banner.
- **Student PINs re-enabled prior to production on InfoPacks.**
- Registration Service *support* in place.
- DIT Registration *website* reviewed and updated (including Registration and ID card collection schedules).
- CAO preparations completed.

STUDENT PINs

DIT students require a user ID (Student number) and PIN to:

- **Register on their programme** using the Programme Web Registration system.
- **Module selection.** This is confirmed using the Self-Service system.
- **Exam Results** and overall award classification viewing using the Self-Service system.

New students to DIT will receive an Invitation to Register (ITR) letter by post detailing their logon details to the Programme Web Registration system. Returning students will receive their ITR by email to their DIT student email address.

Later on during the course of the year, students (new and returning) will receive email communications regarding access to the Self-Service system to confirm module selections and to view exam results.

By default, a student's PIN will be their date of birth in the format DDMMYY. In the absence of a student's date of birth in the system, the last 6 digits of their student ID will be their initial default PIN.

Note: As part of the Banner 8.5 upgrade in 2013, PINs are stored in the database in encrypted form and therefore are not visible to anyone.

When the student logs on to one of the systems for the first time, they will be prompted to change their PIN. The Banner system is also configured to compel students to change their PIN regularly by expiring them every 90 days. Therefore, over the course of an academic term while logging onto various different DIT applications, it is not uncommon for students to forget their PIN. To ease the process by which students may recover a PIN, the student online systems supports a 'Forgot PIN' option. This is facilitated by means of personal security question.

SECURITY QUESTIONS

On initial logon, students are prompted to set-up a personalised security question and answer. The list of security questions available to students are as follows:

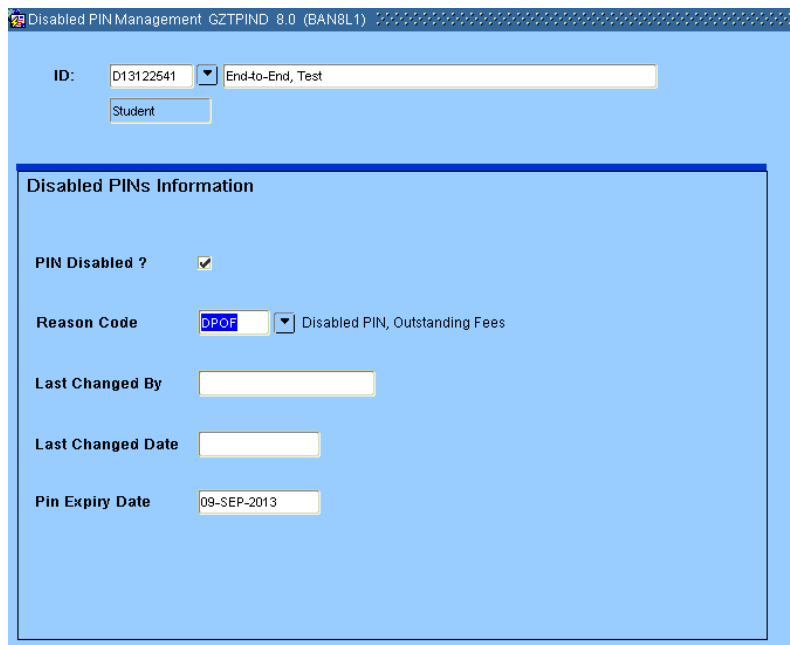
- What is your mother's maiden name?
- In what city were you born?
- What is your favourite sport?

Students are required to select one question only and to provide their preferred answer. This question and answer can then be used in the future to validate the student's identity for the purpose of recovering a 'Forgot PIN'.

DISABLED PINS

Access to the various online systems are also controlled by means enabling/disabling student PINs. To review the status of a student's PIN, you should go to the GZTPIND (Disabled PIN Management) form in Banner.

By entering the ID and 'next blocking' into the form, you should see Pin Disabled flag and Reason Code.



Disabled PIN Management GZTPIND 8.0 (BAN8L1)

ID:

Disabled PINs Information

PIN Disabled ?

Reason Code

Last Changed By

Last Changed Date

Pin Expiry Date

The full list of PIN codes is as follows:

PIN Disabled Code	Description
DPPE	Disabled PIN, Results Subject to Panel of Enquiry
DPOF	Disabled PIN, Outstanding Fees
DPNR	Disabled PIN, Student Not Registered on modules (for exams)
DPCS	Disabled PIN, Carried Module Not Passed
DPDP	Disabled PIN, Final Year Deferral Pending
DPSP	Disabled PIN, Staff PIN Disabled Manually
DPSG	Disabled PIN, Banner System Generated
DPOT	Disabled PIN, Other Reason
DPOS	Disabled PIN, Off Season
DPTP	Disabled PIN, Outstanding Third Party Fee
RENP	Re-enabled PIN

Student PINs are disabled for various reasons through the year. For example, the Fees & Income office may disable a student's PIN if the student has outstanding fees. The Exams office may disable a student's PIN subject to panel of enquiry in relation to exam results. IS globally disables all student PINs in advance of exam results being entered into EGB.

The following list charts the key PIN events throughout the academic year:

Event	Student PINs	Responsibility
<i>EGB Marks Entry</i>	PINs are globally disabled,	MIS
<i>Exam Results</i>	PINs are re-enabled by class 'blocks'.	Exams Office
<i>Outstanding Fees</i>	PINs disabled for students with outstanding fees	Fees & Income
<i>Programme Registration</i>	PINs (not already re-enabled) are re-enabled by 'block'.	Registration Service
<i>EGB Supplemental Marks</i>	PINs disabled for students sitting Supplemental Exams.	Exams Office
<i>Supplemental Exam Results</i>	PINs re-enabled for students who sat Supplementals.	Exams Office
<i>Module Registration</i>	PINs (not already re-enabled) are re-enabled by 'block'.	Registration Service

In the context of Online Programme Web Registration, we are concerned with ensuring that student PINs are re-enabled prior to the production of InfoPacks. Only when a student's PIN is enabled will you be able to generate an InfoPack for the student. In most instances, student PINs should already have been re-enabled following the publication of 'Online Exam Results' on the Student Self-Service system. However, this may not always be the case and it is important to check students' PIN status prior to the production of InfoPacks for a given group of students.

You should not re-enable a student's PIN from GZTPIND unless you are completely satisfied that it is correct to do so. Note that students who have outstanding fees from previous years are not permitted to register for the coming term until outstanding fees have been paid. They should have a PIN code of DPOF (Disable Pin Outstanding Fees). Therefore, their PIN should remain disabled, unless you have checked TSAAREV and are satisfied that outstanding fees have been paid. Only then should you re-enable a student's PIN who had previously been DPOF.

To re-enable a student's PIN from GZTPIND, simply uncheck the 'PIN Disabled?' checkbox and save.

Note: In the case of new students (including new CAO applicants), their PIN will be enabled by default.

CHECKING STUDENT PIN STATUSES BY BLOCK

It is possible to check the PIN status of all students on a given block code by running any the following three reports.

- I. Student PIN Disabled Reports – GZTPIND
- II. Student PIN Re-enabled Report - GZTPINE
- III. Audit of InfoPacks which have not been Generated – Business Objects

I. STUDENT PIN DISABLED REPORT - GZTPIND

This report is available directly from Banner on form GZTPIND. To run the report, enter GZTPIND and from the menu select *Options -> Student PIN Disabled Report*

Options Block Item Record
 Staff PIN Disabled Report
Student PIN Disabled Report

You will be prompted with the following:

Enter the Block Code required.

Do not check 'Complete History'. You only want to view the latest 'Disable PIN reason code'.

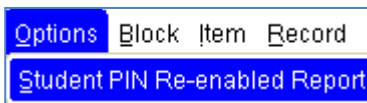
Select **Produce Report** to generate a list of all students with a *disabled* PIN status for the given Block Code.

Only students with a disabled PIN status will appear.

Student Disabled PINS		Term Code : 201213		
Report run on: July 10, 2013 12:18 PM		Block : DT366/1 Accounting & Finance		
ID	Name	Reason	Date	User
D11126164	Al-Hassani, Ammar	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR
D11125225	Al-Dahmani, Hassan	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR
D12125945	Al-Hattabi, Fayez	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR
C12707689	Al-Sayid, Huda	DPOF Disabled PIN, Outstanding Fees	05-FEB-2013	PSCOTT
C12762885	Al-Sayid, Huda	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR
C12354286	Al-Sayid, Huda	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR
C12350746	Al-Sayid, Huda	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR
C12331041	Al-Sayid, Huda	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR
C12425528	Al-Sayid, Huda	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR
C12434552	Al-Sayid, Huda	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR
C12392876	Al-Sayid, Huda	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR
C12416838	Al-Sayid, Huda	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR
C12444428	Al-Sayid, Huda	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR
C12314436	Al-Sayid, Huda	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR
C12381521	Al-Sayid, Huda	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR
C11757921	Al-Sayid, Huda	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR
C12430518	Al-Sayid, Huda	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR
C12743979	Al-Sayid, Huda	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR
C12548643	Al-Sayid, Huda	DPOF Disabled PIN, Outstanding Fees	05-FEB-2013	PSCOTT
C12327396	Al-Sayid, Huda	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR
C12748251	Al-Sayid, Huda	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR
C12737975	Al-Sayid, Huda	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR
C12746359	Al-Sayid, Huda	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR
C12327486	Al-Sayid, Huda	DPOS Disabled PIN Off Season	05-FEB-2013	DITMGR

II. STUDENT PIN RE-ENABLED REPORT – GZTPINE

This report is available directly from Banner on form GZTPINE. To run the report, enter GZTPINE and from the menu select *Options -> Student PIN Re-enabled Report*



You will be prompted with the following:

Enter the Block Code required.

Do not check ‘Complete History’. You only want to view the latest ‘*Re-enabled PIN reason code*’.

Select *Produce Report* to generate a list of all students with a *re-enabled* PIN status for the given Block Code.

Student Re-enabled PINS				Term Code : 201213	
Report run on: July 10, 2013 12:23 PM				Program : DT001	Year : 1
ID	Name	Reason		Date	User
C12757581	Agulhas, Gwyneth-Mister	RENP	Re-enabled PIN	06-FEB-2013	SMOYLAN
C12333821	Arachon, Erin	RENP	Re-enabled PIN	06-FEB-2013	SMOYLAN
C12343311	Burke, Greg	RENP	Re-enabled PIN	06-FEB-2013	SMOYLAN
C12502487	Campbell, Phillip	RENP	Re-enabled PIN	06-FEB-2013	SMOYLAN
C12552043	Cassidy, Aidan	RENP	Re-enabled PIN	06-FEB-2013	SMOYLAN
C12743725	Conroy, David	RENP	Re-enabled PIN	06-FEB-2013	SMOYLAN
C12404592	Cummins, Eoin	RENP	Re-enabled PIN	06-FEB-2013	SMOYLAN
C12387981	Douling, Euan	RENP	Re-enabled PIN	06-FEB-2013	SMOYLAN
C12443118	Driscoll, Gary	RENP	Re-enabled PIN	06-FEB-2013	SMOYLAN
C12430978	Drummond, Matthew	RENP	Re-enabled PIN	06-FEB-2013	SMOYLAN
C12469328	Edwards, Eamon	RENP	Re-enabled PIN	06-FEB-2013	SMOYLAN
C12523267	Farrell, David	RENP	Re-enabled PIN	06-FEB-2013	SMOYLAN
C12710841	Farrell, John	RENP	Re-enabled PIN	06-FEB-2013	SMOYLAN
C12401392	Farrell, Polina	RENP	Re-enabled PIN	06-FEB-2013	SMOYLAN
C12434548	Farrell, Gavin	RENP	Re-enabled PIN	06-FEB-2013	SMOYLAN
C12310821	Farrell, Mark	RENP	Re-enabled PIN	06-FEB-2013	SMOYLAN
C12417022	McGovern, Shamus	RENP	Re-enabled PIN	06-FEB-2013	SMOYLAN
C12467652	McDonough, Cian	RENP	Re-enabled PIN	06-FEB-2013	SMOYLAN
C12543923	Morgan, Daniel	RENP	Re-enabled PIN	06-FEB-2013	SMOYLAN

Only students with a re-enabled PIN status will appear.

III. AUDIT OF INFOPACKS WHICH HAVE NOT BEEN GENERATED

Assuming no InfoPacks have yet been generated, you could also run the ‘*Audit of InfoPacks which have not been Generated*’ report from Business Objects.

This report will list all students for which an InfoPack has not yet been generated. For each student listed, it also includes detail on the PIN status and reason code.

Block Code	Student ID	Student Name	Enrolment Status	PIN Disabled	PIN Latest Reason	Residency	Email Status	Student Email Address
A334/1	D05109851	Tate, Debra	RE	Y	DPOS	E	A	debra.tate@student.dit.ie
A334/1	D05109629	Thomas, Caroline	RE	Y	DPOS	E	A	caroline.thomas@student.dit.ie
A334/1	D12125505	Walsh, Edmund	RE	Y	DPOS	E	A	edmund.walsh@student.dit.ie
A334/1	D12125567	Whelan, Declan	PN	Y	DPOS	E	A	declan.whelan1@student.dit.ie
B115/4T3	D12127375	Dillon, Caoilte	RE	Y	DPOS	E	A	caoilte.dillon@student.dit.ie
B115/4T3	D12127384	Gilbin, Kevin	RE	Y	DPOS	E	A	kevin.gilbin@student.dit.ie
B115/4T3	C10350983	Higgins, Eoin, P.	RE	Y	DPOS	E	A	eoin.higgins3@student.dit.ie
B115/4T3	C09661492	McCarthy, Gavin	RE	Y	DPOS	E	A	gavin.mccarthy@student.dit.ie
B115/4T3	C07526318	McKeon, Sean, P.	RE	Y	DPOS	E	A	sean.mckeon2@student.dit.ie

This report can therefore be used to verify the PIN status of students on the relevant Block.

GTZPINE - RE-ENABLE PINS BY BLOCK

GTZPINE is used to re-enable groups of student PINs by Programme & Year.

Note: You can only re-enable PINs which have a reason code of DPOS (Disable PIN Off Season). PINs disabled with any other reason code will need to be manually re-enabled from GZTPIND, where appropriate.

To re-enable PINs from GZTPINE, enter the following parameters:

- Term Code
- Programme
- Year Code

Then select ‘Re-enable PINs’. All students who have a pin disabled with the pin code DPOS (Disabled Pin End of Session) only will be re-enabled.

RESET PIN

Once the Programme Web Registration system is open and students have commenced the online registration process, you may get queries in relation to student PINs.

If a student cannot recall their PIN and is having difficulty answering their security question, it is possible to reset their PIN to their default one. This will be their date of birth DDMMYY or the last 6 digits of student ID (where no date of birth exists in Banner for the student).

Note: You should always check GZTPIND, prior to resetting a student's PIN. Only PINs that are 'ENABLED' should be reset. Otherwise, the PIN will be inadvertently re-enabled via the process of resetting it.

GOATPAC – PIN ACCESS

GOATPAC can be used to reset the student's PIN.

Remember you should always check GZTPIND before you reset a student's PIN. Only students with an enabled PIN or Disabled Code of DPSG should have their PIN reset.

To reset, simply select the 'Reset Pin' icon.

You should notice a message at the bottom confirming same.

The screenshot shows a web browser window titled "Third Party Access: GOATPAC 8.3.0.2 (BAN811)". The interface is blue and contains the following elements:

- ID:** D13122536 (dropdown menu) and Joe Bloggs (text input field)
- Third Party Information** section:
 - PIN Disabled
 - Web Access Terms Accepted
 - Reset PIN:** [Reset Pin icon]
 - PIN Expiration Date:** 10-JUL-2013 (calendar icon)
 - Last Web Access Date:** [Empty text input field]
 - Third Party ID:** bloggs2 (text input field)
 - LDAP User ID:** [Empty text input field]

ADMITTING STUDENTS

ADVANCED ENTRY & DIRECT APPLICATION STUDENTS

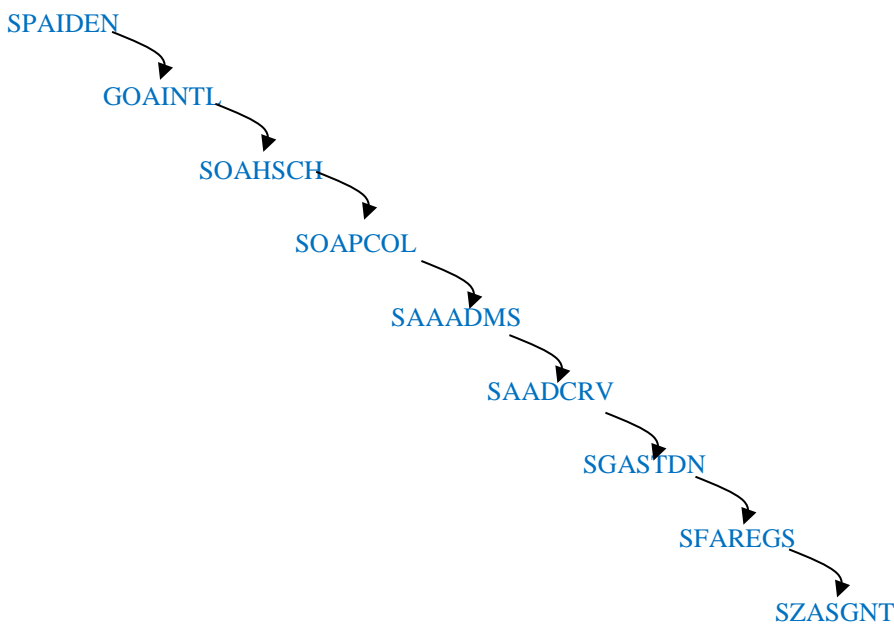
The Admissions Office is responsible for processing 'direct' and 'advanced-entry' undergraduate applications. These applications are not processed by the CAO and are handled directly by DIT.

Applications are processed in Banner by using QuickFlow **ADMT**. This QuickFlow will bring the user from setting up a new person record to the point of offering a student a place on a DIT programme.

If the student accepts their offer on a DIT programme, the admissions office can then process this in Banner. Following this, the student's registration record should be created in SFAREGS for the coming term with a status of **EL** (Eligible to Register) and their default grant codes saved in SZASGNT. The Registration Service should then be informed so that process of inviting the student to formally register and pay fees online can commence.

ADMT ADMISSIONS DATA ENTRY QUICKFLOW

ADMT is the QuickFlow used to create a new student application / acceptance record in Banner. The sequence of forms in this QuickFlow is as follows:



SPAIDEN – GENERAL PERSON IDENTIFICATION

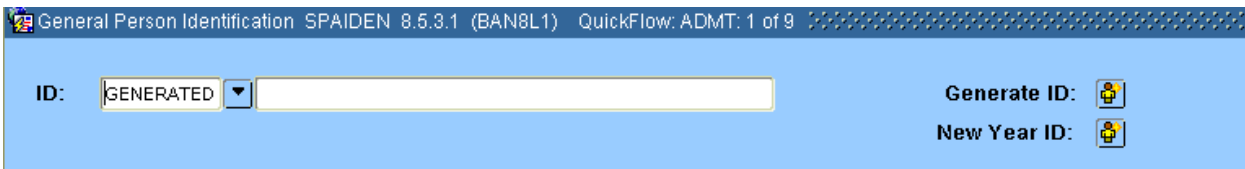
The first form in this QuickFlow chain is **SPAIDEN** (General Person Identification). This is used to add the student’s name, personal details and to generate an ID number.

Before you generate a new ID, you should you should always search the database to see if a person record already exists for the student. You can search for a student by selecting the ID drop-down and then Person Search. You can also use form SOAIDNS for a more specific search. GUIALTI (Alternate ID Search) allows you to search by PPS no. and Date of Birth.

Note: As a caveat to this, you should never re-use a CAO ID from the current term (i.e. students who have also applied to CAO in the same term). These IDs should be kept distinct and a new direct application ID should always be created.

- To generate a number for the current term (e.g. 201314); use the **Generate ID** button.
- To acquire a number for the next term (e.g. 201415); use the **New Year ID** button.

You will notice the **GENERATED** or **GENERNEXT** text appears in the ID Field, depending on which option you choose.



Once you have generated a new ID or used an existing one, you then select ‘next block’ (or CTRL Page Down) to enter information. Assuming you generated a new ID, you can now enter the person’s Last Name, First Name and any other relevant details as required in the relevant fields. Save (F10) when complete. You should now notice that the student number has been allocated to this record. It is important to make a note of this number for your own reference.

Next you will need to enter the Address Information. Choose the Address tab.

Note: You can also navigate between the tabs by use of the ‘next block’ and ‘previous block’ Icons

From here, select the ‘return’ key and today’s date will automatically populate the ‘From date’ field. Enter HM in the address type field to record a Home Address for the student. Then enter the address details in the appropriate fields.

When entering the address information you will need to enter the address under the **Street Line** fields as well as the **City, County, Nation** and **Carrier Route** fields.

The screenshot shows the 'Address' tab selected in a multi-tabbed interface. The tabs are: Current Identification, Alternate Identification, Address, Telephone, Biographical, E-mail, Emergency Contact, and Additional Identification. The form contains the following fields and options:

- From Date:** 11-JUL-2013 (with a calendar icon) **To Date:** (empty with a calendar icon)
- Address Type:** HM (dropdown) Home Address
- Sequence Number:** 1
- Street Line 1:** 143 Rathmines Rd
- Street Line 2:** Rathmines
- Street Line 3:** (empty)
- City:** Dublin 6
- State or Province:** (dropdown)
- ZIP or Postal Code:** (dropdown)
- County:** D6 (dropdown) Dublin 6
- Nation:** IRL (dropdown) Ireland
- Telephone Type:** HM (dropdown) Home
- Area Code:** (empty)
- Phone Number:** (empty)
- Extension:** (dropdown)
- Inactivate Address:**
- Source:** (dropdown)
- Delivery Point:** (empty)
- Correction Digit:** (empty)
- Carrier Route:** RA (dropdown)
- Last Update** box:
 - User:** NOFLANAGAN
 - Activity Date:** 11-JUL-2013

Address data as follow:

- **City:** City of address
- **County Code:** County codes including Dublin postal district codes. There is a look up table here. Double click to view
- **Nation Code:** This is also a look up table. Double click to view. When entering the nation code enter the nation pertaining to the address, as opposed to the student’s nationality.
- **Carrier Route:** This is used to record the accommodation type of the student for the purpose of HEA statistical returns. This is a free text field, but you must use the following two character codes only when entering this information:

- PH** Parental Home
- RA** Rented Accommodation
- OH** Own Home (house, apartment)
- OA** Other Accommodation
- NS** Not Specified

Note: You do not need to enter State or Zip code information.

Save changes when complete.

To enter another address at this point, you can enter a new record by selecting F6 and entering the relevant details as above. However, you should be aware that the most recent address entered will be the address used for written correspondence with the student.

If an address record already exists but it is no longer valid, you can de-activate it and enter a new one. See the section on Updating Student’s Address for more information.

Next, you click on the **Telephone** tab to enter the relevant telephone numbers for the student. You can enter a home, mobile or fax number here.

Save (F10) this information when finished.

The screenshot shows a software interface with several tabs: Current Identification, Alternate Identification, Address, Telephone (selected), Biographical, E-mail, Emergency Contact, and Additional Identification. The Telephone tab is active and contains the following fields:

- Telephone Type:** MOBL (dropdown), Mobile
- International Access:** (empty text field)
- Comment:** (empty text field)
- Address Type:** (dropdown)
- Sequence:** (dropdown)
- Area Code:** 083
- Phone Number:** 3333333
- Extension:** (empty text field)
- Activity Date:** 10-JUL-2013
- User:** NOFLANAGAN
- Primary:**
- Unlisted:**
- Inactivate:**

The next tab is the **Biographical** information tab. On this tab, you must enter **Gender, Date of Birth, SSN (PPS no.)** and **Citizenship**. All are mandatory for the purpose of HEA statistical returns.

- **Gender**
- **Date of birth** in the format day-month-year this will automatically populate the age box
- **Citizenship**
- **PPSN** number should be added into the box labeled SSN/SIN/TFN.

Current Identification	Alternate Identification	Address	Telephone	Biographical	E-mail	Emergency Contact	Additional Identification
Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not Available		Birth Date: 01-JAN-1993		<input type="checkbox"/> Confidential <input type="checkbox"/> Deceased			
		Age: 20		SSN/SIN/TIN: 1234567T		Deceased Date:	
Citizenship: 1 Irish Citizen		Veteran File Number:		Veteran Category: None			
Marital Status:		Active Duty Separation Date:		<input type="checkbox"/> Armed Forces Service Medal Indicator			
Religion:				<input type="checkbox"/> Special Disabled Veteran			
Legacy:				User: NOFLANAGAN			
Ethnicity:				Activity Date: 10-JUL-2013			
New Ethnicity: None		<input type="checkbox"/> Ethnicity and Race Confirmed					
Confirmed Date:							

Save (F10) when complete.

The next tab is the **E-mail** information tab. Select 'next block' to view/amend information.

Current Identification	Alternate Identification	Address	Telephone	Biographical	E-mail	Emergency Contact	Additional Identification
E-mail Type: HOME Home		E-mail Address: joe.bloggs@email.ie		<input type="checkbox"/> Preferred <input type="checkbox"/> Inactivate <input checked="" type="checkbox"/> Display on Web <input type="checkbox"/> URL			
Comment:		Activity Date: 10-JUL-2013		User: NOFLANAGAN			

When inputting information, you must first enter an 'email type'. The email type has a lookup table. You can view any look-up table by selecting the drop-down icon or simply selecting F9 (when the cursor is active in the relevant field). Once the type has been added, you can then enter the email address.

Note: Never use the INST type as this is used for automatically generated DIT email addresses. Furthermore, this DIT student email address should never be manually changed from this form.

Save (F10) when this information is entered.

You have now completed the first form of this QuickFlow. To progress to the next form, simply exit this form by selecting the EXIT icon at the top right-hand corner.

GOAINTL – INTERNATIONAL INFORMATION

The next form available on the QuickFlow is **GOAINTL** and relates to Visa and Nationality Information.

First, you need to 'next block' to get to the Visa Information section. Use the VISA type code box to enter the visa type if available.

Note: If the student is Irish, enter NS

F10 to save changes.

International Information GOAINTL 8.4 (BAN8L1) QuickFlow: ADMT: 2 of 9

ID: D13122585 Joe Bloggs

Visa Passport Certification of Eligibility Nationality

Visa Information

Sequence Number: 1

Visa Type: NS Not Specified

Visa Number:

Nation of Issue:

Issuing Authority:

Port of Entry:

Entry

Number of Entries:

Date Requested:

Date Issued:

Start Date:

End Date:

Now select the Nationality tab.

International Information GOAINTL 8.4 (BAN8L1) QuickFlow: ADMT: 2 of 9

ID: D13122585 Joe Bloggs

Visa Passport Certification of Eligibility Nationality

Nationality

Nation of Birth: IRL Ireland

Nation of Citizen:

Native Language:

Sponsor:

Employment Type:

Foreign Tax ID:

Enter the **Nation of Birth** by selecting from the drop down list. This field is mandatory and must be entered. If you already know the code, you can enter it directly.

Save (F10) and exit the Form.

SOAHSCH - HIGH SCHOOL INFORMATION

The next form is used to record information about student’s prior secondary level education. Assuming the student ID field is already populated, select ‘next block’ to enter the High School Details section.

High School Information SOAHSCH 8.6.0.3 (BAN8L1) QuickFlow: ADMT: 3 of 9

ID: D13122586 Bloggs, Joe

High School Details | High School Subjects | High School Address

High School Details

High School: Enrollment Planning Service Code:

Graduation Date:

Transcript Received Date:

Class Rank and Size: / Percentile: GPA:

Diploma:

College Preparation

Admissions Request:

You can now enter the secondary school that the student attended. You can view a list of schools by selecting F9 or you can use the search icon which is to the right of the ‘High School’ field. You will be brought directly into the list of secondary school institutions (SOISBGI) where you can search for a particular school by use of the search (F8) and % (wildcard) function.

Source/Background Institution Query-Only SOISBGI 8.0 (BAN8L1) QuickFlow: ADMT: 3 of 9

Source or Background Institution

HS	College	Source	None	Code	Name	City	State or Province	Admission Request Code
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000003	Blackrock College	Co Dublin		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000012	St Josephs Convent			LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000013	Loreto Abbey	Co Dublin		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000014	Convent of the Sacred Heart	Dublin 14		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000020	Presentation Brothers College	Dublin		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000030	Manor House School	Dublin 5		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000038	St Dominics High School	Dublin 13		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000040	Scoil Na MBraithre	Baile Atha Cliath		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000042	Ard Scoil Ris	Baile Atha Cliath 9		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000044	Scoil Uí Chonail	Baile Atha Cliath 1		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000048	Mean Scoil Iognaid Ris	Baile Atha Cliath 12		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000050	Marian College	Dublin 4		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000051	St Johns College	Dublin 10		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000053	Gonzaga College	Dublin 6		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000054	Catholic University School	Dublin 2		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000055	Chanel College	Dublin 5		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000057	Terenure College	Dublin 6		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000063	Deutsche Schule Dublin	Dublin 14		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000069	Dominican College	Dublin 9		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000070	Scoil Chaitriona	Baile Atha Cliath 9		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000075	Holy Faith Convent	Dublin 3		LC

Simply enter part of the school name in the 'Name' field and use the % (wildcard) character to assist (e.g. %Christian% to find all Christian Brother schools)

Tip: The search is case-sensitive, so you should consider this when entering your search criteria (e.g. omit the first character of a word if you are unsure of its case.)

Select F8 to execute the query. F7 clears the form for a new query.

Note that these school codes are numeric. Once you have found the relevant school, double click on the 'Code' field and it will select the appropriate school and enter it on the main SOASCH form.

Save (F10) when school details are entered and exit the form.

SOAPCOL – PRIOR COLLEGE

The next form is the Prior College **SOAPCOL** Form. This is where information about student's prior third level education is held. Assuming the Student ID field is already populated, select 'next block' to enter the Prior College section.

You can now enter the last college that the student attended.

You can view a list of colleges by selecting F9 or selecting the search icon to the right of the *Prior College* field.

You will be brought directly into the list of third level institutions (SOISBGI). This list will initially appear blank. Select the query function (F8) to retrieve the full list of institutions. Select the desired institution by double clicking in the 'Code' field cell of the desired row selection.

HS	College	Source	None	Code	Name	City	State or Province	Admission Request Code
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	01	University College NUI Cork			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	02	University College NUI Dublin			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	03	NUI Galway			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	04	University of Limerick			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	05	NUI Maynooth			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	06	Trinity College Dublin			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	07	Thomond College of Educ			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	08	Dublin City University			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	09	Dublin Institute of Technology			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	10	National College of Art & Des			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	11	Mater Dei Institute of Educ			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	12	Teacher Train & HmEcon Colls			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	18	Miltown Inst of Theol & Phil			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	19	Institute of Technol Tallaght			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	20	Crawford Coll of Art & Design			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	21	Institute of Tech Limerick			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	22	Institute of Technol Athlone			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	23	Institute of Technology Cork			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	24	Institute of Technol Carlow			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	25	Institute of Technol Dundalk			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	26	Galway-Mayo Inst of Techn			

Your *Prior College* will be entered. Once you have selected the relevant college code, you can now save at this point.

You can also select and add information under the *Degree Details* section. If the student has graduated you should enter the relevant degree information including *Degree*, *Degree Date* and *Year*.

Degree Details

Degree: Bachelor of Science (Hons)
 Degree Date:
 Primary Degree Indicator

Attended From:
 Attended To:
 Year:

College:

Transfer Hours:
 GPA:

Honors: 2nd Class Hons, Upper Division
 Goal:

Save (F10) and exit the Form.

SAAADMS – ADMISSIONS APPLICATION

The next form that will open is **SAAADMS**. This form is used to add the student’s application details. The first item that should be added to the key block is the correct Term (e.g. 201314).

Note: Remember to use the ‘following year’ term code if you are generating an admissions record for next term.

This first Block/Tab on the form is the **Application** Block. It displays information describing the applicant type, such as admission type and student type. This Block also displays a summary of the information from the **Curricula** tab for the relevant application. The following information must be added on the **Application** tab:

- **Admission Type** (e.g. DA - Direct Applicant ; AE – Advanced Entry)
- **Student Type** – (e.g. U – Undergraduate; X – Transfer In Own ; I – Transfer In Other)
- **Residency** – (E or N - European Union or Non European Union)
- The **F/T** (fulltime) or **P/T** (Part time) indicator
- **Application Date** – Defaults to system date
- **Application Status** – C (Complete ready for review)

The screenshot shows the SAAADMS application form. At the top, there are fields for ID (D13122585), Name (Bloggs, Joe), Term (201314), and Academic Year (2013/14 Academic Year). Below this is a navigation bar with tabs: Application, Curricula, Fees, Mail Submission, Withdrawal Data, Checklist, Sources, Interests, Comments, and Contacts, Cohorts, Attributes. The 'Application' tab is active, showing fields for Entry Term (201314), Application Number (1), Application Preference, Application Date (10-JUL-2013), Admission Type (Direct Applicant), Student Type (Undergraduate), Residence (European Union), Site, Full or Part Time (Part Time), Outstanding Requirements (checked), Application Status (Incomplete items outstanding), Application Status Date (10-JUL-2013), Maintained By (SYSTEM), Application Decision, Application Decision Date, and another Maintained By field.

Below the application fields are two summary tables:

Curricula Summary - Primary						
Priority	Term	Program	Catalog	Level	Campus	Degree
1	201314	BE Computer Engineer	201314	Undergraduate	Kevin Street	Dublin Institute of Technol Bachelor of Engineeri

Field of Study Summary				
Priority	Term	Type	Field of Study	Department
1	201314	Major	BE Computer Engineering	Electrical and Electronic Eng

STUDENT TYPE

The list of options for Student Type is as follows:

- N** – New Entrant (*An undergraduate student entering a Third Level education for the first time*)
- U** – Undergraduates (*re-enrolling students on an undergraduate programme*)
- P** – Postgraduate Taught
- R** – Postgraduate Research
- A** – Apprentice
- C** – Continuing Education
- D** – Professional Development
- X** - Transfer-In from own institution (*This would apply to people who changed course within your institution*)
- I** - Transfer-In from other higher education institution (*This would apply to people who changed courses from one institution to another*)
- B** - Repeat (Students repeating the same year of the same course for which they are primarily registered)

Note: Direct Entry applicants will most likely be coded as N (New Entrants). Advanced Entry students will most likely be coded as per level of the programme (U,P) or as X - Transfer-In Own / I – Transfer-In Other.

Next, you go to the Curricula tab. Enter 1 for the **Priority** field and enter the relevant Programme Code in **Program** field. The other significant Programme details will default in. The curricula tab is used to record details of the Programme that the applicant is applying for (including Programme Code, Level & Degree Code).

The screenshot shows the Banner Curricula tab interface. At the top, there are navigation tabs: Application, Curricula (selected), Fees, Mail Submission, Withdrawal Data, Checklist, Sources, Interests, Comments, and Contacts, Cohorts, Attributes. Below these are sub-tabs: Curriculum and Field of Study. The main area is titled 'Curriculum' and shows 'Record 1 of 1'. It includes several action buttons: Current (checked), Replace, Update, and Duplicate. The form fields are as follows:

- Activity:** ACTIVE
- Key Sequence:** 1
- Term:** 201314 (2013/14 Academic Year)
- Catalog Term:** 201314 (2013/14 Academic Year)
- Priority:** 1
- Program:** DT074 (BE Computer Engineering)
- Level:** UG (Undergraduate)
- Campus:** KST (Kevin Street)
- College:** 43 (Dublin Institute of Technology)
- Degree:** BE (Bachelor of Engineering (Hons))
- User ID:** NOFLANAGAN
- Activity Date:** 10-JUL-2013
- Start Date:** (empty)
- End Date:** (empty)

Note: The application will not save until you enter the programme information on the Curricula tab

EXCHANGE, DISTANCE, E-LEARNING OR VISITING OCCASIONAL STUDENTS

If the student belongs to one of the options listed below, you will need to update accordingly under the 'Fees, Mail Submission, Withdrawal Data' tab.

Session Code	Exchange / Non Standard Attendance / Mode of Study Category
S	Exchange – Erasmus/ Socrates incoming exchange
I	Exchange – Other incoming exchange
O	Exchange – Outgoing Exchange
C	Distance Education
L	E-Learning
N	In-Service Education
Q	Postgraduate Qualifier
V	Visiting Occasional/JYA 1 Term
J	Visiting Occasional/JYA 2 Terms
Y	Visiting Occasional/JYA Full Year
C	Distance Education
L	E-Learning
N	In-Service Education

Under the Additional Data section, select the appropriate option from the *Session* field.

Save changes when complete.

ATTRIBUTE CODE / YEAR OF STUDY

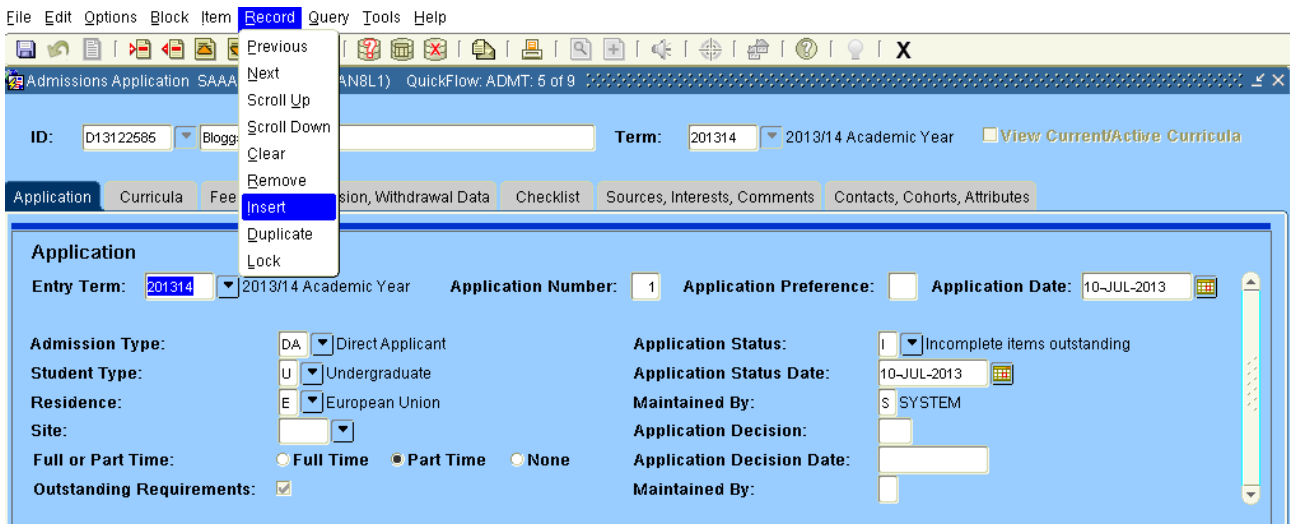
Go to the *Contacts, Cohorts and Attributes* tab. Enter the programme year under **Attribute** field.

F10 to save changes.

Note: This data is very significant when it comes to student progression, e-mail generation and fee assessment and therefore must be entered.

ADDITIONAL APPLICATIONS

If you wish to add further applications to this student record, return to the *Application* tab. From the menu, select **Record ->Insert** (alternatively you can use the down arrow key until a new blank record exists).



A new record will be created for the given term. Enter the relevant information (as outlined above) and then enter the relevant curricula information under the **Curricula** tab, attribute under **Contacts, Cohorts, Attributes** tab and other information required. F10 to save and you will now have two applications associated with this record. You can repeat the same process over again for multiple applications. Each application can be reviewed from the **Application** tab by use of the scroll bar.

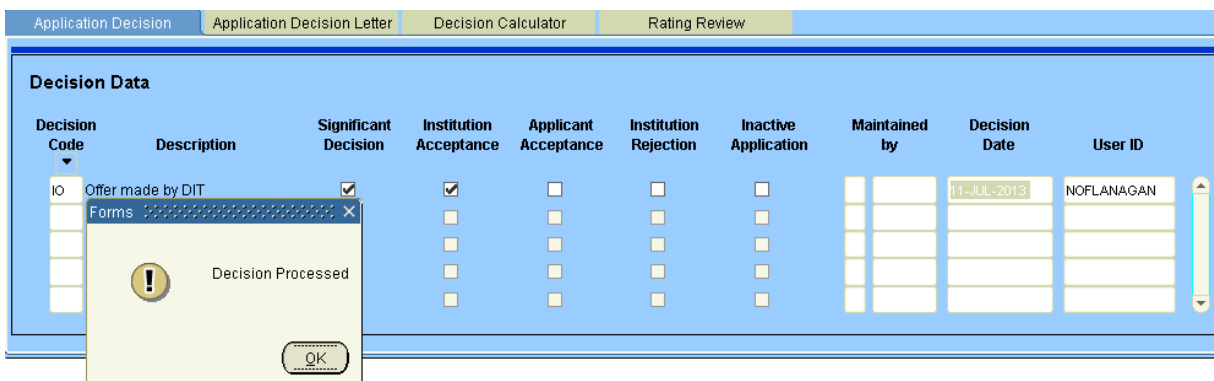
F10 to save changes. Exit the form to proceed with the QuickFlow.

SAADCRV – ADMISSIONS DECISION (GENERATING AN OFFER)

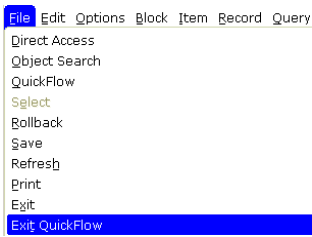
The next form enables you to process the student’s application. First, ensure that both the ‘**Student ID**’ and the ‘**Term**’ of entry for the student are correct in the key block. Then select ‘next block’.

All application details recorded on the previous form are recorded in Application Summary section. If more than one application exists, you can scroll through the applications in the Application Summary section of the form. Scroll down to find the Programme for which you wish to record an offer.

Next, ensure you are active in the Decision Data (**Application Decision**) section of the form. When an offer is to be made to the student, a decision of **IO** (Offer Made by Institute) should be entered under Decision Code and saved against the correct Programme. Save (F10) and you will see the message **Decision Processed** appear. Select OK to confirm this.



If you do not wish to process the applicant’s ‘acceptance’ at this point, you can choose to exit the QuickFlow completely by selecting from the menu File → Exit QuickFlow.

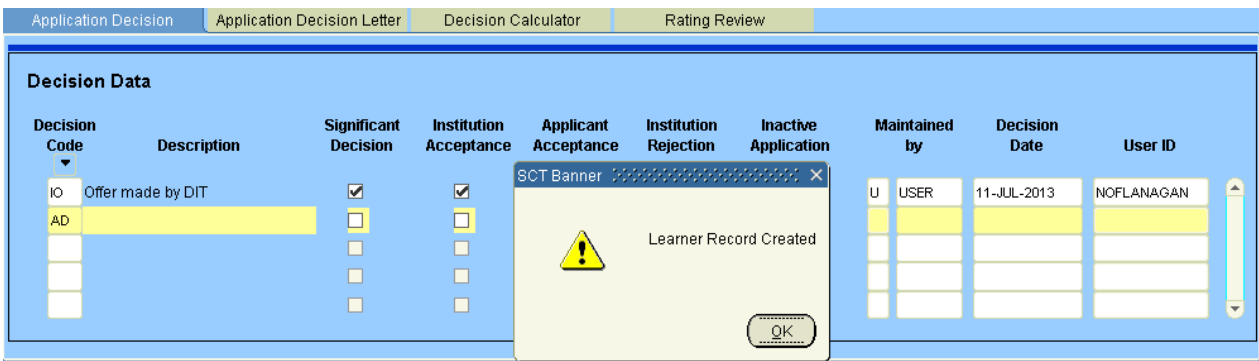


Otherwise, proceed as outlined below.

SAADCRV – ADMISSIONS DECISION (GENERATING AN ACCEPTANCE)

If you wish to record an acceptance (assuming IO entry has already been recorded), simply enter **AD** (Applicant Accepted Offer) under previously entered IO Decision Code.

Save using F10 and exit the form to proceed with the QuickFlow.



SGASTDN – GENERAL STUDENT

The next in the QuickFlow is the General Student Form **SGASTDN**. Student details will only appear on this form if an accepted offer (AD) decision had previously been recorded against the student’s application.

Before entering the form, ensure the ‘**Term**’ of entry and ‘**Student ID**’ are both correct and then select ‘next block’ to enter/view information. This is the Student Record. This first Block/Tab is the **Learner** Block. This is used to view student information such as student status and student type. You will need to complete the following information:

- **Fee Assessment Rate** – Full, Part or Overseas (Fees are assessed based on this coding).
- **F/P** – F or P (this is the full or part-time indicator, indicating whether the student is studying this programme on a full or part-time basis).
- In the Additional Information section, you should enter the relevant **Block Code** (Programme & Year of Study).
- In the Additional Information section under **Session** field, you should also ensure *exchange, distance, e-learning or visiting occasional students* are flagged, where applicable. See ‘Exchange / Distance/E-Learning’ section above for further information of relevant codes.

The screenshot displays the 'General Learner' section of the SGASTDN form. At the top, there are input fields for ID (D12123478), Name (Bloggs, Joe), Term (201314), and a 'View Current/Active Curricula' checkbox. Below this is a navigation bar with tabs: Learner, Curricula, Study Path, Activities, Veteran, Comments, Academic and Graduation Status, Dual Degree, and Miscellaneous. The 'General Learner' section contains several dropdown menus and radio buttons for: New Term (201314), Student Status (AS), Student Type (U), Residence (E), Fee Assessment Rate (FULL), Class (2), Student Centric Cycle, and Full or Part Time (Full Time selected). An 'Additional Information' box contains Site, Session, Block (DT366/2), and Citizenship fields. Below this are two summary tables:

Curricula Summary - Primary				Student Type:	Campus	Rate:	Degree
Priority	Term	Program	Catalog	Level		College	
1	201314	BSC Accounting & Finance	201314	Undergraduate	Aungier Street	Dublin Institute of Technol	Bachelor of Science (I)
End:		Outcome Key:	Admission Type:		Advanced Entry Applicant	Admission:	201314
Matriculation:							

Field of Study Summary				Department	Attached to Major
Priority	Term	Type	Field of Study		
1	201314	Major	Accounting & Finance	Accounting and Finance	

Save (F10) when updates are made and complete.

SFAREGS - CREATING NEW 'EL' REGISTRATIONS RECORD

Once a student has accepted a place on a DIT programme and has been processed accordingly in Banner, the student's registrations record should then be saved in **SFAREGS** with an enrolment status of EL (Eligible to Register).

Note: You can only create an active EL registrations record in SFAREGS for the current 'active' term. Therefore, if a student has accepted a place on a programme for the next academic term (i.e. in advance of the term roll process), Banner will not allow you to create the students registration record in SFAREGS. You must keep a list of these students and ensure that you create their 'EL' SFAREGS record and default grant record after term roll has completed.

SFAREGS has a tabbed interface for easy navigation. Simply enter the 'Term' and 'Student ID' and select 'next block' to view / update details on the form.

The form initially appears as follows:

Under the *Student Term* tab, you can view / update detailed information about the student such as:

- Student Type
- Residence
- Full or Part time indicator
- Block schedule
- Fee Assessment Rate.
- Class (Attribute / Year of Study)

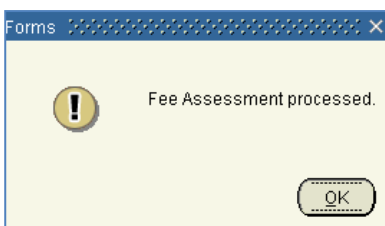
Ensure that these details are entered correctly or make any amendments as required.

The *Curricula* tab allows you to view program related information for the student. You should also ensure that the details on this tab are as expected (i.e. Programme & Term data).

Return to the *Registration* tab.

The student's status will be EL (Eligible to Register) at this point. Select 'save' twice. This will activate the student's registrations record in Banner and trigger 'Fee Assessment'.

You should now expect to see the following message. Select OK to proceed.



This will create the student's registration record and the appropriate fees will be generated on the student's account.

SZASGNT - CREATING THE DEFAULT GRANT RECORD

Having created the student's 'EL' registrations record, you must now save the student's default grant record.

Note: This step is only required for Full-Time students. If a student is Part-Time, simply ignore this step.

To save a student's default grant record, enter SZASGNT. In the key block you enter the student's ID and Term Code and 'next block' into the form.

You will be prompted with the message 'Setting Student Grant Defaults'. Select OK and the standard default funding codes for the programme will default against the student's record.

Student Grant Maintenance Form SZASGNT 8.0 (BAN8T1) QuickFlow: ADMT: 9 of 9

ID: D12123478 Bloggs, Joe Term: 201314 DOB: 01-JAN-1990

Programme Information
 Programme: DT366 BSC Accounting & Finance Class: 2

Grant Information
 Funding Category: 00 Standard
 Funding Maintenance: 20 Non Aided
 Awarding Body: 5000 Dept of Education Free Fee Scheme
 Bank Account Number: Name:
 Bank Sort Code:

TLT Grant Details
 Start Date: End Date: Active Date: 11-JUL-2013 Inactive Date:

Record Control
 User: Activity Date:

Level 6 / 7 programmes will have default funding codes of:

- Funding Category: **03 (TLT Scheme)**
- Funding Maintenance: **30 (Non-Aided)**

Level 8 programmes will have default funding codes of:

- Funding Category: **00 (Standard)**
- Funding Maintenance: **20 (Non-Aided)**

Note: More information in relation to grants can be found under the Fees and Grants section of this manual

Save to commit changes to the grant record. The Registration Service should then be informed so that process of inviting the student to formally register and pay fees online can commence.

CHANGING A STUDENT'S ACCEPTANCE

From time to time, it is possible that an AD (accepted offer) was incorrectly recorded against a student application for a particular programme. It may therefore be necessary to undo this and create a new AD (accepted offer) against a different programme application.

However, this can only be done if the student's registrations (SFAREGS) record has not yet been created and no fee / billing processes has yet assessed on the student's account. If the latter has occurred, you cannot create a new acceptance record on SAADCRV. Instead, you need to update the student's curricula / programme information directly from SFAREGS.

Details of how to update a student's programme information from SFAREGS is covered under the section 'Changing a Student's Programme on SFAREGS'.

Note: Where a change is required to a student's programme on SFAREGS you may need to liaise with Registrations. This is to ensure they are made aware of any changes, so they can follow up with the student if required (e.g. if another Invitation to Register needs to be sent to the student).

If the student's EL registrations record *has not yet* been created, you can change a student's acceptance by following the steps outlined below:

IN SGASADD 'RECORD REMOVE' THE STUDENTS ATTRIBUTE.

- Enter SGASADD.
- Input the Student ID & Term Code.
- 'Next block' to twice to the Student Attribute section.
- Highlight the existing attribute and select Record → Remove from the Menu.
- You will be prompted with a Warning Alert. Select OK and save Changes.

IN SGASTDN, SELECT EXISTING APPLICATION RECORD AND 'RECORD REMOVE' THE STUDENT'S CURRICULA RECORD.

- Enter SGASTDN.
- Input the Student ID and Term Code.
- 'Next block' into form.
- Select application record by use of scroll bar (if more than one exists)
- From the menu select Record → Remove
- You will be prompted with confirmation message. Select Yes to proceed.

IN SAAADMS, ENTER STUDENT ATTRIBUTE AGAINST NEW APPLICATION RECORD

- Enter SAAADMS.
- Input the Student ID and Term Code.
- 'Next block' into form.
- Select correct application record (i.e. new application to be accepted) by use of scroll bar.
- Once selected, go to the *Contacts, Cohorts, Attributes* tab.
- Enter relevant year of entry for student under Attribute section.
- Save changes.

IN SAADCRV, SELECT THE OLD APPLICATION RECORD AND INPUT AN RO (APPLICATION REJECTED) DECISION CODE.

- Enter SAADCRV
- Input the Student ID and Term Code.
- 'Next block' into form.
- Select old application record by scrolling through *Application Summary* section.
- Under *Decision Data* section, enter an RO decision code against this application.
- Select OK to Decision Processed prompt.

IN SAADCRV, SELECT THE NEW APPLICATION RECORD AND INPUT AN IO (OFFER MADE) AND AD (APPLICANT ACCEPTED) DECISION CODE.

- In SAADCRV for same Student ID and Term Code, return to *Application Summary* section
- Select new application record by scrolling through applications.
- Return to Decision Data section and enter an IO and AD decision code against this application.
- Select OK to Learner Record Created prompt.
- Save changes.

You previous 'accepted' application has been rejected and a new application has been accepted.

PRODUCING WEB REGISTRATION INFORMATION PACK - SZAINFO

Once direct or advanced entry registration records have been created with a status of EL, you can proceed with the production of Web Registration InfoPacks.

However, you should note that you can only proceed with producing InfoPacks the day after the registrations record was initially created. Otherwise, their DIT email account will not yet be active and an InfoPack cannot be generated.

Note: Before generating your first batch of InfoPacks, you should always ensure that your IE & Banner settings are configured correctly. Try generating a Student Details Report from SZANAVI to test that you can run reports from Banner in advance. Please see <http://appupdates.dit.ie> for further details on the correct technical configuration for running Banner 8.5.

When in a position to generate InfoPacks for advanced entry or direct applicants, **SZAINFO** is the form used to generate them.

Web Registrations Information Pack SZAINFO 8.0 (BAN8L1)

Term Code: 201314

Block Code: DT366/1 Accounting & Finance

All Students?

Signature: _____

Title: _____

Reprint?

Please ignore dates entries unless you are running Info Packs for Round A and Round 0 CAO Loads.

Start Date: _____ End Date: _____

Generate Info Packs

Parameters to be entered on this form are as follows:

- Term Code (e.g. 201314)
- Block Code (e.g. DT366/1)
- Select *checkbox* for **All Students** (or enter individual student no.)
- Signature & Title remain blank
- Date parameters remain blank.

The 'Reprint?' checkbox should only be checked if you wish to reprint InfoPacks for a block of students which have already been generated.

When you are satisfied with the input parameters you have entered, simply select **Generate Info Packs**.

You will then be prompted with the following message detailing the number of InfoPacks to be generated.

You should expect all 'direct' and 'advanced entry' students to be selected for 'paper' web packs.

Note: Returning Students will receive their InfoPacks by 'email'. This will be covered further under section 'Returning Students Registration'.

Simply select **Proceed** to continue with the generation of the paper packs. At which point, a new browser window will open with a PDF of all the web registrations letters. Each letter contains the student's details and programme information along with instructions on how to logon to the DIT Programme Web Registration system. It will also include their logon details to their new DIT email account. This can then be printed out and posted to the student.

Upon receipt of this InfoPack letter, the student will be able to go online and register for their respective programme. Further information regarding Programme Registration is available on the Registration website. An instructional user-guide for students is also available from this website.

Following the generation of InfoPacks you should then check the **InfoPack Audit Report** for any InfoPacks that did not generate as expected. Further instruction on this process can be found under the section Audit of InfoPacks.

Sample student letter:

Institiúid Teicneolaíochta Átha Cliath, 143-149 Bóthar Ráth Maonais Iochtarach, Ráth Maonais, Baile Átha Cliath 6, Éire
Dublin Institute of Technology, 143-149 Lower Rathmines Road, Rathmines, Dublin 6, Ireland
t+353 1 402 2000 f+353 1 402 3399 www.dit.ie

26-JUN-13

Joe Bloggs
143 Rathmines Rd
Rathmines
Dublin 6

Dear Joe

Congratulations, you have been allocated a place on:

Programme: DT370
Description: BSc Business & Legal Studies
Year: 1

Registering and Paying Fees Online

It is important that you now register as a student and pay your fees. You must logon to www.dit.ie/registration immediately for information on how to register and pay using a credit/debit card.

If you have not logged on to the online system before, your logon is:

StudentID: D13122536
PIN: 010190

If you have previously logged in, then the above PIN is no longer valid as you would have created your own unique PIN.

Once you have completed your registration, you will receive a 'Confirmation of Registration' email to your DIT email account, which you must print off and present to DIT when collecting your student ID card. Please note that non payment of fees incurs additional charges and failure to pay your fees may result in removal of services, email and library access.

Induction to your Programme and Collecting your Student ID Card

Your 'Induction Schedule' for your programme and your Student ID card collection dates are available on the registration website. Please ensure to attend at the time(s) designated and remember to bring your confirmation of registration email. The website also provides you with information concerning all our services and you are advised to visit it regularly.

Your DIT Email Account

Following registration, your DIT email account is our prime method of communicating with you and you need to access it on a regular basis by visiting www.mydit.ie. Your login details for the email system are as follows:

Email Address: niall.o'lanagan@dit.ie
Email Username: D13122536
Password: 01011990

Wishing you every success for the coming year in DIT.

Yours sincerely,

Teresa Ward
Registrations Manager

REGISTRATIONS

Registration is the process by which students formally enlist on a given Programme and/or Module(s) within DIT. There are various modes by which this process can occur.

First year applications to any undergraduate full-time programme are made directly through the Central Applications Office (CAO). When a student is offered and subsequently accepts a place on a DIT programme via the CAO, their registration record is automatically created on the Banner system with a status of EL (Eligible to Register). The student will then be invited to register and pay fees online using the DIT Online **Programme Web Registration System**. Once registered, their enrolment status on the Banner system will change to RE (Registered).

Of course, not all applicants are processed via the CAO. Others may be *direct, advanced-entry, international, apprentice or postgraduate* applicants.

Subsequent to 'Programme Registration', some students may need to choose what modules they will take for a given programme and year. This is the process of Module Registration. In most cases, students will interact with the online **Student Self-Service Banner** (SSB) system to complete Module Registration.

CAO & NEW-ENTRANTS REGISTRATIONS

When a student accepts a place at DIT via CAO (and files are loaded to Banner), their registration record is automatically created on the Banner system with a status of EL (eligible to register). It is the responsibility of the Registrations Service to ensure that those students who are offered a place on a DIT programme are processed accordingly. In the first instance, they should expect to receive the appropriate communication inviting them to register online.

As subsequent rounds of CAO offers and acceptances are processed, students may have the opportunity to supersede the previous acceptance. More information can be found under the Supersedes section below.

Note: The only exceptions where students are not eligible to register online are those students with a residency of Non-EU who are liable for the full international programme registration fee. They will be registered directly by the Registration Service to ensure that they are accurately fee assessed. See section on International Students for further information.

PRODUCING WEB REGISTRATION INFORMATION PACKS - SZAINFO

When you are ready to generate the first Programme Web Registration InfoPacks, you will need to confirm that the relevant student PINS are re-enabled. See section on Student PINS for further details.

Assuming all relevant PINS are re-enabled, you can proceed with generating 'Web Registration Information Packs (InfoPacks)' letters for CAO new-entrant students.

Note: Before generating your first batch of InfoPacks, you should always ensure that your IE & Banner settings are configured correctly. Try generating a Student Details Report from SZANAVI to test that you can run reports from Banner in advance. Please see <http://appupdates.dit.ie> for further details on the correct technical configuration for running Banner 8.5.

CAO ROUND A AND ROUND 0 ACCEPTANCES

The first batch of InfoPacks is generated for those students who have accepted a place on a DIT programme via the CAO Round A or Round O process.

SZAINFO can be used to generate ITRs for a group of students based on date ranges (as opposed to block codes). This date range should reflect the timeframe for which students accepted their place on a Round A or Round O offer.

Note: This functionality should not be used for other CAO applicants (namely Round 1 and later).

**Please ignore dates entries unless you are running Info Packs
for Round A and Round 0 CAO Loads.**

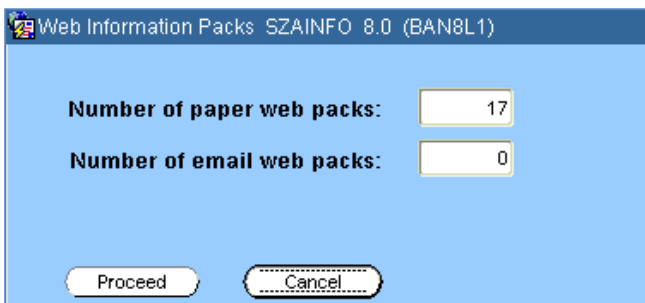
Start Date: **End Date:**

To generate ITRs for Round A and Round 0 students, proceed as follows:

- Enter *Term Code*
- Enter *Start Date* of Round A / 0 acceptances
- Enter *End Date* of Round A / 0 acceptances
- Select *Generate InfoPacks*

Note: You cannot select specific Block Codes or a Student ID when generating ITRs based on date ranges from Round A and Round 0. Once you enter your date ranges, the other input parameters on the form become locked.

You will then be prompted with the following message detailing the number of InfoPacks to be generated.



Web Information Packs SZAINFO 8.0 (BAN8L1)

Number of paper web packs:

Number of email web packs:

For CAO & New-Entrants, you should expect all InfoPacks to be 'paper' web packs.

Simply select **Proceed** to continue with the generation of the paper packs. At which point, a new browser window will open with a PDF of all the web registrations letters. Each letter contains the student's details and programme information along with instructions on how to log on to the DIT Programme Web Registration system. It will also include their log on details to their new DIT email account.

This can then be printed out and posted to the student.

CAO ROUND 1 AND OTHER NEW ENTRANTS

The next batch of InfoPacks to be generated from SZAINFO will be for CAO Round 1 students and all other new-entrants.

Parameters to be entered on this form are as follows:

- *Term Code* (e.g. 201314)
- *Block Code* (e.g. DT366/1)
- Select *checkbox* for **All Students** (or enter individual student no.)
- *Signature & Title* remain blank
- *Date parameters* remain blank.

The 'Reprint?' checkbox should only be checked if you wish to reprint InfoPacks for students which have already been generated. When you are satisfied with the input parameters you have entered, simply select **Generate Info Packs**.

Web Registrations Information Pack SZAINFO 8.0 (BAN8L1)

Term Code: 201314

Block Code: DT366/1 Accounting & Finance

All Students?

Signature: _____

Title: _____

Reprint ?

Please ignore dates entries unless you are running Info Packs for Round A and Round 0 CAO Loads.

Start Date: _____ End Date: _____

Generate Info Packs

You will then be prompted with a message detailing the number of InfoPacks to be generated.

For CAO & New-Entrants, you should expect all InfoPacks to be 'paper' web packs.

Web Information Packs SZAINFO 8.0 (BAN8L1)

Number of paper web packs: 17

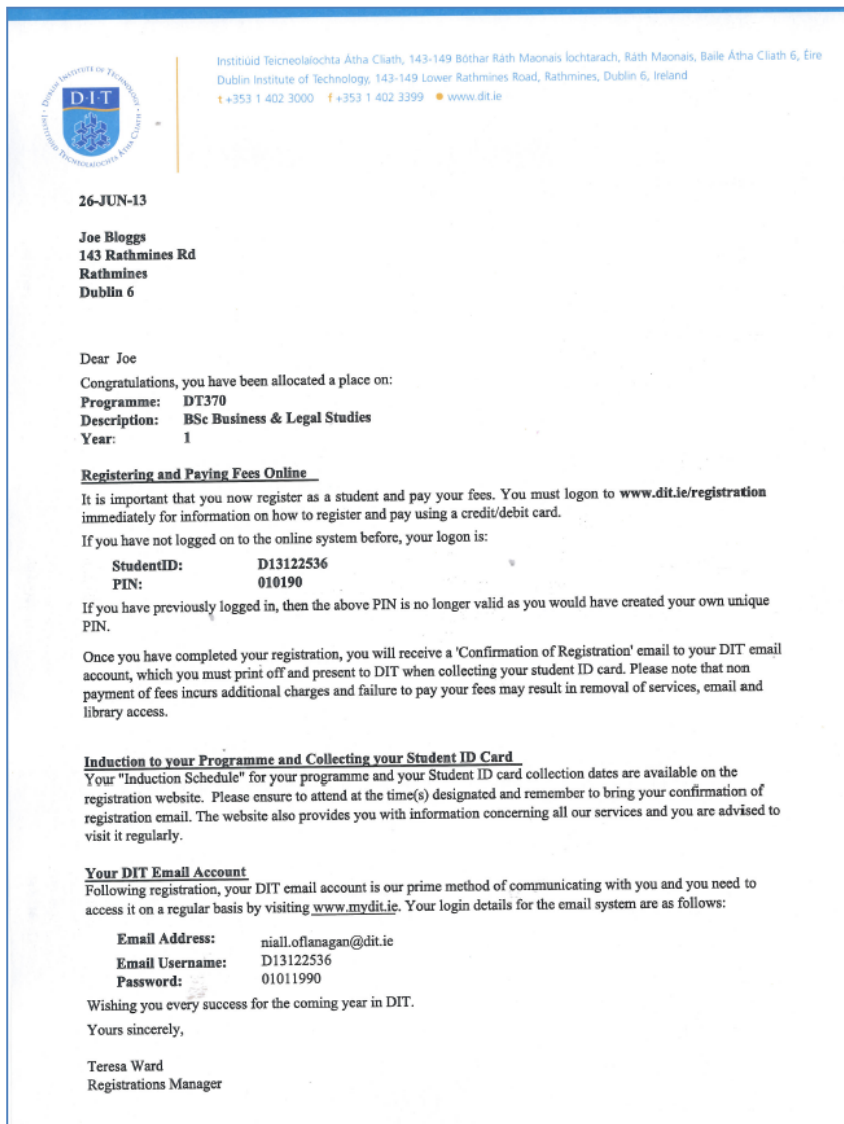
Number of email web packs: 0

Proceed Cancel

Note: Returning Students will receive their InfoPacks by 'email'. This will be covered further under Returning Students Registration section.

Simply select **Proceed** to continue with the generation of the paper packs. At which point, a new browser window will open with a PDF of all the web registrations letters. Each letter contains the student's details and programme information along with instructions on how to logon to the DIT Programme Web Registration system. It will also include their logon details to their new DIT email account.

This can then be printed out and posted to the student. Sample student letter as follows:



Upon receipt of this InfoPack letter, the student will be able to go online and register for their respective programme. Further information regarding Programme Registration is available on the Registration website. An instructional user-guide for students is also available from this website.

The generation of ITRs will continue for subsequent CAO rounds in line with the Registration Service Event calendar.

Following the generation of InfoPacks for CAO New-Entrants, you should then check the **InfoPack Audit Report** for any InfoPacks that did not generate as expected. More information on this report can be found under the section Audit of InfoPacks

CAO SUPERCEDES

Following each round of CAO offers and acceptances, students may be given the opportunity through CAO to supercede their previous acceptance with a new higher preference choice. This information will then be provided to DIT on the following day's file load.

The Registration Service is provided with a daily summary of both superceded and newly accepted students on DIT programmes.

Supercedes may be either 'internal' or 'external'.

INTERNAL SUPERCEDES

'Internal' supercedes are students whose previous acceptance was also a DIT programme. Following the CAO load, these students will have their newly accepted DIT programme reflected on their registration record (SFAREGS) and on their grant record (SZASGNT).

If the student had already registered (RE) on the previous programme, they will remain registered (RE) on their new programme. It is not necessary to re-generate an InfoPack for these students.

If however, the student's enrolment status is still 'EL' (eligible to register) then a new InfoPack should be generated for the student reflecting the new programme details.

Note: Remember if the student had already received an InfoPack (as part of their previous DIT acceptance), then you will need to check the 're-print' checkbox on SZAINFO when generating the student's new InfoPack. GUIMAIL can be used to check if the student previously received an InfoPack.

A new student ID card should also be generated for the student if they already received their ID card for the previous programme.

SAADCRV – ADMISSIONS DECISION

You can query applications made by a student including their superceded application on SAADCRV. You can use the scroll bar to the right of the 'Application Summary' section to query each application against the student's record. You will notice a Superceded (SU) decision code recorded against the relevant programme.

Application Decision									
Application Decision Letter									
Decision Calculator									
Rating Review									
Decision Data									
Decision Code	Description	Significant Decision	Institution Acceptance	Applicant Acceptance	Institution Rejection	Inactive Application	Maintained by	Decision Date	User ID
SU	Superceded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	S SYS	07-SEP-2013	CAO
AD	Applicant Accepted Offer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S SYS	27-AUG-2013	CAO
OD	Offered (CAO)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S SYS	20-AUG-2013	CAO
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

EXTERNAL SUPERCEDES

'External' supercedes are students who had previously accepted a place on a DIT programme and have now superceded that original choice with an offer on a programme at another third level institution. They are therefore no longer a prospective DIT student.

No action is required by the Registration Service for 'External Supercedes'.

Note: If the student had completed the registration process and paid their registration fee, the Fees & Income office are notified for the purpose of issuing a refund to the student.

Each student recorded will have been updated as follows:

SFAREGS

- Enrolment Status updated to PN (Person Not Attending)
- Rate Code removed
- Block Code removed.

SGASADD

- Student Attribute removed

SGASTDN

- Student Status updated to SU (Superceded)

SZASGNT

- Grant record removed

SAADCRV

- Application Decision on relevant programme update to SU (Superceded)

RETURNING STUDENT REGISTRATIONS

Students who have been progressed to the new term and are therefore returning to DIT will also be invited to register and pay their fees online. Similarly to new-entrants, they should expect to receive the appropriate communication inviting them to register online. In contrast to new-entrants, their invitation to register online will be communicated by email rather than by letter.

Note: The one exception to this is students with a residency on Non-EU, liable for the full international registration fee. These students will not be eligible to register online. They will be registered directly by the Registration Service to ensure that they are accurately assessed for the appropriate fees. See section on International Students for further information.

PRODUCING WEB REGISTRATION INFORMATION PACK - SZAINFO

When you are ready to generate the first Programme Web Registration InfoPacks for returning students, you will need to confirm that the relevant student PINS are re-enabled. See section on Student PINs for further details.

Assuming all relevant PINs are re-enabled, you can proceed with generating 'Web Registration Information Packs (InfoPacks)'.

For returning students, their InfoPack will be emailed to their DIT student email account.

Note: Before generating your first batch of InfoPacks, you should always ensure that your IE & Banner settings are configured correctly. Try generating a Student Details Report from SZANAVI to test that you can run reports from Banner in advance. Please see <http://appupdates.dit.ie> for further details on the correct technical configuration for running Banner 8.5.

SZAINFO is used to generate email InfoPacks for returning students.

Web Registrations Information Pack SZAINFO 8.0 (BAN8L1)

Term Code: 201314

Block Code: DT366/2 Accounting & Finance

All Students?

Signature: _____

Title: _____

Reprint ?

Please ignore dates entries unless you are running Info Packs for Round A and Round 0 CAO Loads.

Start Date: _____ End Date: _____

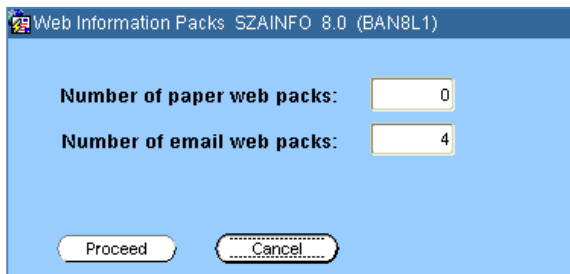
Generate Info Packs

Parameters to be entered on this form are as follows:

- *Term Code* (e.g. 201314)
- *Block Code* (e.g. DT366/2)
- Select *checkbox* for **All Students** (or enter individual student no.)
- *Signature & Title* remain blank.
- *Start Date & End Date* remain blank

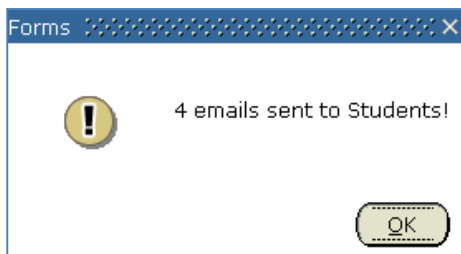
The '*Reprint?*' checkbox should only be checked if you wish to regenerate InfoPacks for students which have already been generated. When you are satisfied with the input parameters you have entered, simply select **Generate Info Packs**.

You will then be prompted with the following message detailing the number of InfoPacks to be generated.



You should expect all returning students to be selected for 'email' web packs. The only exceptions to this are students repeating 1st year and advanced entry students. They will be selected for 'paper' web packs.

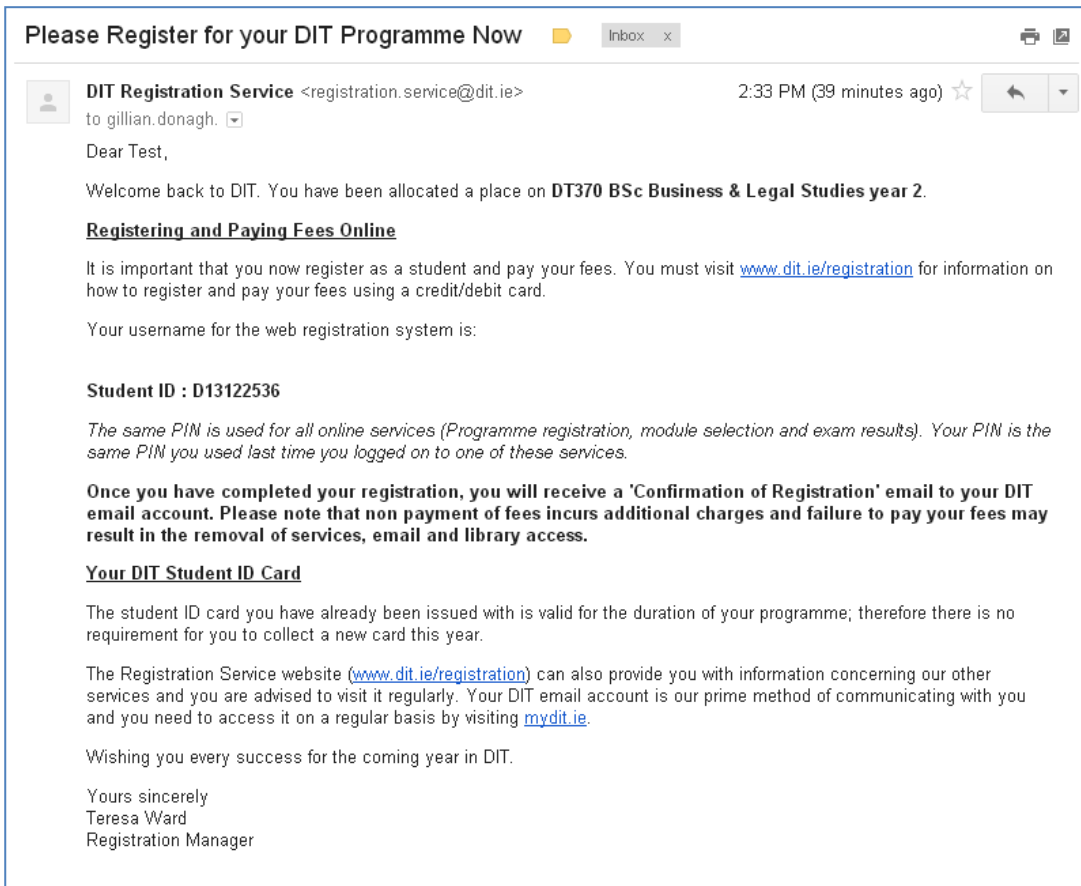
Simply select **Proceed** to continue with the generation of InfoPacks. At which point, you should then expect a confirmation message detailing the number of student emails sent. Any paper web packs should also generate in a separate browser window in the form of a PDF document.



The InfoPack email inviting the student to register online is sent to the student's DIT email address which they can access by visiting mydit.ie

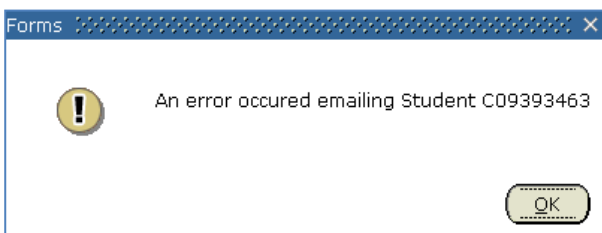
This email will list the student's details, programme information and instructions on how to logon to the DIT Programme Web Registration system.

Sample email as follows:



For this email to be sent to the student, their email address must be 'active'. If the student's email is not active, they will not be selected. More information of the criteria required for an InfoPack (letter or email) to generate can be found under the section Audit of InfoPacks.

If there is a technical problem with the student's email address and the email could not be sent, you will get the following error message.



If you get this message, you should log it with the support desk for further investigation.

Upon receipt of the email, returning students will now be in a position to log-on to the DIT Programme Web Registration system to register and pay their fees. Further information regarding Online Registration is available on the Registration website. An instructional user-guide is also available from this site.

AUDIT OF INFOPACKS

The generation of InfoPacks from SZAINFO is dependent on the following criteria being met in Banner:

- Web Registration is open.
- Student has an active ‘EL (eligible to register)’ registrations record for the new term.
- Student has a residency of E (EU).
- Student’s PIN is enabled.
- Student’s DIT email address is active.
- Student has an active ‘Home Address’ record in Banner
- Student has an F/P indicator on SFAREGS.
- Student has a valid attribute (year of study) for the current Term.

Upon generation of InfoPack for any block of students, you may have students who did not meet the above criteria and therefore for whom an InfoPack did not generate.

INFOPACK AUDIT REPORT

You can check for any InfoPacks that did not generate using the new ‘*Audit of InfoPacks which have not been Generated*’ report in Business Objects. This report is under the General Student Reports category.

This report will list only those students on a ‘block’ for which an InfoPack *did not generate*.

It will list the following:

- Block Code
- Student ID
- Student Name
- Enrolment Status
- PIN Disable Flag
- PIN Reason Code
- Residency
- Email Status
- Email Address

Block Code	Student ID	Student Name	Enrolment Status	PIN Disabled	PIN Latest Reason	Residency	Email Status	Student Email Address
A334/1	D05109851	Tate, Debra	RE	Y	DPOS	E	A	debra.tate@student.dit.ie
A334/1	D05109629	Thomas, Caroline	RE	Y	DPOS	E	A	caroline.thomas@student.dit.ie
A334/1	D12125505	Walsh, Edmund	RE	Y	DPOS	E	A	edmund.walsh@student.dit.ie
A334/1	D12125567	Whelan, Declan	PN	Y	DPOS	E	A	declan.whelan@student.dit.ie
B115/4T3	D12127375	Dillon, Caoilte	RE	Y	DPOS	E	A	caoilte.dillon@student.dit.ie
B115/4T3	D12127384	Gilbin, Kevn	RE	Y	DPOS	E	A	kevin.gilbin@student.dit.ie
B115/4T3	C10350983	Higgins, Eoin, P.	RE	Y	DPOS	E	A	eoin.higgins@student.dit.ie
B115/4T3	C09661492	McCarthy, Gavin	RE	Y	DPOS	E	A	gavin.mccarthy@student.dit.ie
B115/4T3	C07526318	McKeown, Sean, P.	RE	Y	DPOS	E	A	sean.mckeown@student.dit.ie

You should use the output of this report to determine whether any further action is required.

The report will flag in red the item which may be preventing the generation of an InfoPack

(E.g. Enrolment Status – **DI**; PIN Disabled - **Y**; Residency – **N**)

In some instances, it may be correct that an InfoPack did not generate for a given student. See example scenarios below.

- **Example 1:** Student with a Residency on N (Non-EU). Non-EU students are not eligible to register online.
- **Example 2:** Student has ‘deferred’ (Enrolment Status - DI), thus is not going to register online for coming academic term.
- **Example 3:** Student PIN is disabled with reason code DPOF (Disabled Pin Outstanding Fees). On TSAAREV, you have confirmed that the student has outstanding fees from previous term. PIN Status Code is correct and student is not eligible to register online for coming academic term until outstanding fees have been paid.

However, in other instances you may have expected an InfoPack to generate but hasn’t. Therefore further action may be required to enable the InfoPack to generate. Sample scenarios as follows:

- **Example 4:** Student has an Email Status of N (New) or U (Updated). This infers that either the student registration’s record was only just created (N – New) or something was recently changed (U - Updated) on the student’s record. This may be a name change or programme change. In both case, this will not be updated to A (Active) until the following day. At which point, you should then be able to generate the InfoPack for the student.
- **Example 5:** Student PIN disabled with reason code DPOS (Disable PIN Off-Season). This infers that the student’s PIN was never re-enabled prior to production of the Web Registration InfoPacks. You should check if this is the same for all students in the same Block Code. If so, you should re-enable the students’ PINs using GZTPINE. More information on re-enabling student’s PINs can be found under section ‘Student PINs’.

QUERYING INFOPACK GENERATION AGAINST INDIVIDUAL STUDENT ID – GUIMAIL

You can also query an individual student record directly in Banner to see if an InfoPack had generated for an individual student.

You may want to do this if a student has a query regarding an InfoPack which they did not receive.

To check if an InfoPack was generated for the student, open **GUIMAIL** in Banner. Enter the ‘Student ID’ and ‘next block’.

System:	S	Term:	201112	Material:		Aid Year:	
Letter:	WEB_INFO	Web Registrations Letter/Email		Initials:		Plan:	
Initiated:	31-AUG-2011	Wait:		Module:	N	Originator:	U
Printed:	31-AUG-2011	User:	MHEAVEY	Quantity:	1	Source:	GENERATED

A WEB_INFO entry for the current term will indicate that a web registration InfoPack (letter or email) was generated for the student. The quantity will indicate the no. of times it was generated (i.e. includes re-prints).

Before re-printing a paper InfoPack for a student, you should confirm the student’s address details are correct to ensure the InfoPack will be posted to the right address.

QUERYING / UPDATING STUDENT’S REGISTRATIONS RECORD

As indicated previously, in order for students to be properly registered, the student’s enrolment status will need to reflect ‘RE’ for registered. This should be triggered automatically in Banner when the student registers using the Online Web Registration system. However, it is also possible to manually register a student directly in SFAREGS for any students not registering online.

SFAREGS – STUDENT COURSE REGISTRATION

SFAREGS has a tabbed interface for easy navigation. It is used to update information on enrolment, registration, fee payments, subject details and class details. From here, a student can be manually registered against a defined list of CRNs, processed against a block code, have course information updated or take payment for fees.

Simply enter the ‘Term’ and ‘Student Number’ and select ‘next block’ to view / update details on the form.

The form appears as follows:

Under the *Student Term* tab, you can view / update detailed information about the student such as student status, student type, Full or Part time and Block schedule.

Registration	Student Term	Curricula	Study Path	Time Status
Student Status:	<input type="text" value="AS"/> Active (check SFAREGS)	Class:	<input type="text" value="1"/> 1st Year	
Student Type:	<input type="text" value="R"/> Research	Advisor:	<input type="text"/>	
Residence:	<input type="text" value="E"/> European Union	Academic Standing:	<input type="text"/>	
Fee Assessment Rate:	<input type="text" value="ZERO"/> Zero Fee	Override Term:	<input type="text"/>	
Last Term Attended:	<input type="text"/>	Progress Evaluation:	<input type="text"/>	
Full or Part Time:	<input type="radio"/> Full Time <input checked="" type="radio"/> Part Time <input type="radio"/> None	Override Term:	<input type="text"/>	
Block Schedule:	<input type="text" value="DT901/1"/> MPHIL year 1	Combined Academic Standing:	<input type="text"/>	
Effective Term:	<input type="text" value="201213"/> 2012/13 Academic Year	Override Term:	<input type="text"/>	
Student Centric Cycle:	<input type="text"/>			

UPDATING STUDENT TYPE (REPEAT OR TRANSFER STUDENTS)

Note that all students entering DIT for the first time are always coded as:

N - New Entrant

Students continuing or re-enrolling on a particular programme of study will continue to be coded as per student level:

- A – Apprentice
- C – Continuing Education
- D – Professional Development
- P – Postgraduate
- R – Research
- U – Undergraduate

However, as part of our obligation to return student data to the HEA annually, it is now required that where applicable we also code students according to the criteria below. Therefore if Student Type is considered to be a ‘transfer’ or ‘repeat’ student, the student type should be updated as follows:

Student Type	Description
X	Transfer-In from own institution
I	Transfer-In from other higher education institution
B	Repeat (Students repeating the same year of the same course for which they are primarily registered)

Select the drop down list beside Student Type field to view list of available options.

The screenshot shows a 'Student Type Code Validation (STVSTYP)' dialog box. It contains a search field 'Find%' and a table with the following data:

Code	Description
B	Repeat
C	Adult/Continuing Education
D	Professional Development
E	Adult/Continuing Education
I	Transfer In Other HE Institut
N	New Entrant
P	Postgraduate
R	Research
T	Transfer
U	Undergraduate
X	Transfer In Own Institution

Buttons at the bottom of the dialog are 'Find', 'OK', and 'Cancel'. The background form includes fields for Student Status (AS), Student Type (Re), Residence (E), Fee Assessment Rate (ZERO), Last Term Attended, Full or Part Time (Full Time), Block Schedule (DT901/A), Effective Term (201213), and Student Centric Cycle.

Save changes.

The **Curricula** tab allows you to view or change program related information for the student.

The screenshot shows the 'Curricula' tab with the 'Curriculum' section. It includes a 'Record 1 of 1' indicator and several action buttons: 'Replace', 'Update', 'Duplicate', 'Apply to Graduate', 'Roll Learner', 'Roll to Outcome', and 'Rollo to Outcome'. The main form contains the following fields:

- Current:** Replace, Update, Duplicate
- Activity:** ACTIVE
- Key Sequence:** 99
- Term:** 201213 (2012/13 Academic Year)
- End Term:** 201314 (2013/14 Academic Year)
- Catalog Term:** 201213 (2012/13 Academic Year)
- Priority:** 1
- Program:** DT901 (MPHIL)
- Level:** PR (Postgraduate Research)
- Campus:** AUN (Aungier Street)
- College:** 00 (Dublin Institute of Technology)
- Degree:** MPHIL (Master of Philosophy)
- Admission Type:** DA (Direct Applicant)
- Admission Term:** 201213 (2012/13 Academic Year)
- Application:** [Empty]
- Matriculated Term:** [Empty]
- Roll Learner:** Yes, No, Default
- Graduation Sequence:** [Empty]
- User ID:** NOFLANAGAN
- Activity Date:** 11-JUL-2013
- Start Date:** [Empty]
- End Date:** [Empty]
- Student Type:** R (Research)
- Rate:** ZERO (Zero Fee)
- Leave of Absence:** [Empty]
- Leave From Date:** [Empty]
- Leave To Date:** [Empty]
- Expected Graduation Date:** [Empty]
- Graduation Term:** [Empty]
- Graduation Year:** [Empty]

CHANGING A STUDENT'S PROGRAMME ON SFAREGS

To change a student's curricula/program on SFAREGS, you should select '**Replace**'.

Note: 'Duplicate' is used to progress a student to a new stage of the same Programme / Curricula. This process will be covered in further detail as part of the 'part-time' registrations section.

When changing a student's programme on SFAREGS you should do the following:

- Select '**Replace**' icon. This copies the existing curricula and makes it inactive. It also creates a new blank curriculum to add.
- Update the **Catalog Term** to reflect current Term
- Select the new Program Code in the **Program** field.
- Select 'return' for other Programme fields to default.
- Save your changes.

Note: If you choose to change a student programme on SFAREGS, you should ensure that all other programme information including Block Code, Rate Code and Attribute are also updated as appropriate. The student's grant will also require updating on to ensure it reflects the new programme code and funding rules. Further information on updating grant records available under 'Fees and Grants' section

EFFECTIVE DATE ON SFAREGS

You will notice that whenever you enter SFAREGS, the 'Date' in the key block field will always default to today's date (i.e. system date).

The screenshot shows a search bar with the following fields: Term: 201213, ID: D12123479, and a text field containing 'Bloggs, Joe'. To the right, the Date field is set to 16-JUL-2013. Below these fields are three action buttons: 'View Current/Active Curricula' (disabled), 'Print Bill' (disabled), and 'Print Schedule' (checked).

As a result when you 'next block' into SFAREGS, any changes you make will be effective from this date. In most instances this should be correct. However, you may occasionally be required to 'back-date' or make a retrospective change to a student's record in Banner (e.g. a student withdrew from a course three months previously). In which case you should ensure that the Date you enter on the key block in SFAREGS reflects the date that the change is effective from.

You can then 'next block' into SFAREGS, make any required updates and save. These updates will be effective from the date entered on the key block.

WITHDRAWING / DEFERRING A STUDENT

If you need to change a student status to **withdrawn** or **deferred**, this can be done by changing the Enrolment Status code on the *Registration* tab to the relevant withdrawn or deferred code. By selecting from the drop-down list, you will see the various codes options.

Status Code	Description	Start Date	End Date
DD	Deceased	02-JUL-2010	31-AUG-2011
DE	Duplicate Entry	02-JUL-2010	31-AUG-2011
DS	Deferred End of Session	01-FEB-2011	31-MAY-2011
EL	Eligible to Register	02-JUL-2010	31-AUG-2011
MW	Medical Withdrawn	01-SEP-2010	31-AUG-2011
OA	Off-Site Attendance	01-SEP-2010	31-AUG-2011
PN	Person Not Attending	02-JUL-2010	31-AUG-2011
RE	Registered	02-JUL-2010	31-AUG-2011

Once you select a code and press the 'return' or 'tab' key, you will be prompted with a 'Student Grant Withdrawal Date' pop-up.

Simply confirm the date and save. This date will then be reflected as the end date on the student's grant record.

Withdrawal and Deferral Codes are date dependent. Therefore at any one point in time, only a selected list of codes will be available. If you need to back-date a withdrawal or deferral, you should ensure the correct effective date is entered in the key block initially (see above for further information on 'Effective Dates in SFAREGS'). Furthermore, there are fee refund implications depending on the code used and date of selection.

These codes and fee implications are outlined in detail on the Student Registration Fees Policy & Procedures - <http://www.dit.ie/intranet/finance/policiesandprocedures/>

REGISTERING STUDENTS ON CRNs

Most full-time students are registered automatically on their CRNs (Modules) via the SoS script at the beginning of each semester. More information on this process is covered in the 'Module Registration' section of this manual.

However, it is often necessary to manually register a student directly on CRN(s) through SFAREGS. This is due to some part-time programmes having fees associated with CRNs. Therefore, if web registration is being used for students where fees are attached to the CRNs it is important to ensure that the CRNs are set-up against the student's records prior to sending out the web registrations packs.

To attach a CRN to the Student Course Registration Form SFAREGS, select 'next block' twice. In the *Course Information* section you will need to enter the CRN code. This is typically a 5 character number. If you need to add more than one CRN, select F6 and enter the new code until you have entered all the subjects/CRNs the student is studying. Save this form twice for Fee Assessment. Payment can then be processed.

Course Information				Grade	Credit	Bill	Attempted	Time	Status	Level	Appr	Override	Part of	Method	
CRN	Subject	Course	Section	Mode	Hours	Hours	Hours	Status	Hours		Recd		Term	of	Campus
9001	LAW	1100	01	P	5.000	.000	5.000	5.000	RE	UG	<input type="checkbox"/>		S2		AUN
11050	DGEP	3411	01	P	5.000	.000	5.000	5.000	RE	UG	<input type="checkbox"/>		1		BST
11053	LAPD	3411	01	P	5.000	.000	5.000	5.000	RE	UG	<input type="checkbox"/>		S2		BST
11054	DGAL	3411	01	P	5.000	.000	5.000	5.000	RE	UG	<input type="checkbox"/>		S2		BST

CRNs are set-up against a given Part of Term (i.e. Semester). They may be Full Year (1), Semester 1 (S1) or Semester 2 (S2).

Similar to withdrawals and deferrals in SFAREGS, this implies there is a date dependency of registering students on CRNs. SFAREGS will therefore not allow you to register a student on a given CRN where the date is not within the given date range of the Semester associated with that CRN (e.g. you cannot register a student on a Semester 1 CRN in March). Again the use of effective date in the key block may be useful here where a user needs to retrospectively make changes effective in the past (as opposed to the current date).

EMERGENCY CONTACT DETAILS - SPAEMRG

As part of the online registration process, students are requested to enter emergency contact information. This information is captured so that the student’s next of kin can be contracted in case of an emergency.

In order to review/amend these details in Banner, simply go to SPAEMRG.

Enter the students ID and ‘next block’ into the form to review the student’s emergency contact details (priority 1 record). Data can be amended as required.

The screenshot shows a web browser window titled "Emergency Contact SPAEMRG 8.2.1 (BAN8T1)". At the top, there is a search bar with "ID: C15755031" and "Bloggs, Jane S.". Below this is a tab labeled "Emergency Contact". The main form area contains several sections:

- Priority:** A dropdown menu showing "1".
- Relationship:** A dropdown menu showing "M" with "Mother" selected.
- Telephone:** A section with three input fields: "Area Code" (086), "Phone Number" (12345678), and "Extension" (empty).
- Name:** Three input fields for "Last Name" (Bloggs), "First Name" (Mary), and "Middle Name" (empty).
- Address Type:** A dropdown menu showing "EM" with "Emergency Contact" selected.
- Address:** Three input fields for "Street Line 1", "Street Line 2", and "Street Line 3", all empty.
- Location:** Input fields for "City", "State or Province" (dropdown), "ZIP or Postal Code" (dropdown), and "Nation" (dropdown).
- Last Update:** A box containing "User: WEBUSER" and "Activity Date: 31-JUL-2015".

When inserting a next of kin record for a student who has not input their details online you should input the following:

Priority of 1

Relationship of this person to the student – select one of the following codes from the dropdown:

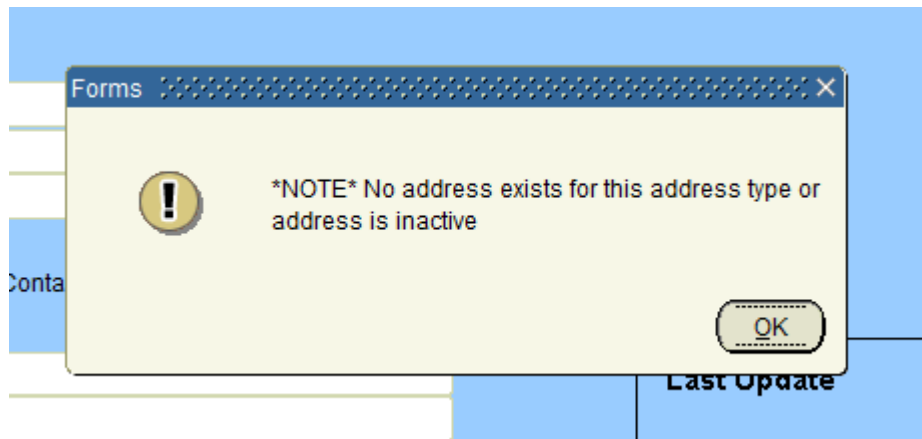
F	Father
G	Guardian
M	Mother
N	Next of Kin
O	Other

The surname for the contact person in the Last Name field and their forename in the First Name field

The telephone number for the contact person in the Telephone fields

Record the type as EM (emergency contact) in the Address Type field

When you save the record OK the popup Note advising that No address exists for this address type.



MEDICAL PRACTITIONER INFORMATION - SPAEMRG

As part of the online registration process, students that have supplied details of their allergies are required to provide contact details for their Medical Practitioner.

In order to review/amend these details in Banner, simply go to SPAEMRG.

Enter the students ID and 'next block' into the form to review the student's medical practitioner details (priority 2 record). Data can be amended as required.

When inserting a medical practitioner record for a student who has not input their details online you should input the following:

Priority of 2

Relationship of D (medical practitioner)

The surname for the medical practitioner in the Last Name field and their forename in the First Name field

Record the address type as DA (medical practitioner) in the Address Type field and the address for the medical practitioner in the street line, city and nation fields

The telephone number for the medical practitioner in the Telephone fields

Details of any specific treatment being undertaken are recorded on GOAMEDI.

ALLERGEN QUESTIONNAIRE - GOAMEDI

As part of the online registration process, students are requested to reply to an allergen questionnaire.

The responses that the student has submitted online in reply to the questions, as well as allergy and relevant treatment details are recorded and can be queried in Banner, simply go to GOAMEDI.

Enter the students ID and 'next block' into the form to review the student's responses to the Allergen Questionnaire. Data can be amended as required.

The Question/Allergy is referenced in the 'medical code' field on the form; the yes/no response is displayed in the 'Disability Service' field and the information input by the student for any reaction, treatment, diagnosis details are recorded in the 'Comment' field.

The screenshot shows a web application window titled "General Medical Information GOAMED1 8.1 (BAN8T1)". At the top, there is a dropdown menu for "ID:" with the value "C14402562" and a text input field containing "Ms Jay Bloggs". Below this are three distinct sections, each representing an allergen entry. Each section contains the following fields: "Medical Code:" (with a dropdown menu), "Medical Date:" (with a calendar icon), "Disability Type:" (with a dropdown menu), "Equipment Code:" (with a dropdown menu), "Comment:" (with a text area and an edit icon), "User ID:" (with a dropdown menu), "Disability Onset Age:" (with a text input field), "Disability Service:" (with a dropdown menu), and "Activity Date:" (with a date input field). The first entry is for "GLUTEN" with a comment of "epipen" and "Disability Service" set to "Yes". The second entry is for "LUPIN" with "Disability Service" set to "No". The third entry is for "MOLLUSC" with "Disability Service" set to "No".

Input the student's ID and 'next block' into the form to manually record the student's responses to the Allergen Questionnaire.

Insert a record for AQ_FOOD code to record their reply to the 'any significant food allergies' question then input Y/N in the Disability Service field to indicate appropriate Yes or No response.

This screenshot shows a single entry in the "General Medical Information" form. The "Medical Code:" dropdown is set to "AQ_FOOD" with the description "Any significant food allergies". The "Disability Service:" dropdown is set to "Y" (Yes). The "Activity Date:" is set to "04-AUG-2015". The "Comment:" field is empty and has an edit icon.

Insert a record to record the Yes or No reply for each specific food allergen (DAIRY, GLUTEN, MOLLUSC. Etc.), including details of any treatment, diagnosis details in the 'comment' field. The list of food allergen codes is as follows:

CELERY	Celery
CRUSTACEAN	Crustaceans (crab, prawns etc)
DAIRY	Dairy products
EGGS	Eggs
FISH	Fish
FLOUR	Flour
FRUIT	Fruit (please specify)
GLUTEN	Gluten
LUPIN	Lupin (legume used in flour)
MOLLUSC	Molluscs (mussels, oyster etc)
MUSTARD	Mustard
NUTS	Nuts (including peanuts)
OTH_FOOD	Other (please specify)
SESAME	Sesame seeds
SOYA	Soya beans
SULPHUR	Sulphur dioxide

General Medical Information GOAMED1 8.1 (BAN8T1)

ID: C14402562 Ms Jay Bloggs

Medical Code: MOLLUSC Molluscs (mussels, oyster etc) User ID: AMCQUILL Activity Date: 04-AUG-2015

Medical Date: [Calendar Icon]

Disability Type: [Dropdown] Disability Onset Age: [Input] Primary Disability

Equipment Code: [Dropdown] Disability Service: Y Yes

Comment: [Icon] Severe reaction, diagnosed 2010, carry epipen

Details of any specific treatment being undertaken with their medical practitioner should be recorded against the DQ_Treat (DR detail treatment undertaken) medical code.

Their response to the declaration that the information they have supplied is correct should be recorded against the AL_DECLAR (Declaration info correct) medical code.

General Medical Information GOAMED1 8.1 (BAN8T1)

ID: C14402562 Ms Jay Bloggs

Medical Code: AL_DECLAR Declaration info correct User ID: WEBUSER Activity Date: 04-AUG-2015

Medical Date: [Calendar Icon]

Disability Type: [Dropdown] Disability Onset Age: [Input] Primary Disability

Equipment Code: [Dropdown] Disability Service: Y Yes

Comment: [Icon]

STUDENT BEREAVEMENT PROTOCOL

Information concerning the death of a student may come from a variety of different sources. Student Bereavement Protocol document outlines the protocol in relation to such a death.

In the context of updating a deceased student’s record in Banner, the following steps should be followed. All other actions and communications should be addressed in accordance with the Student Bereavement Protocol guidelines.

DECEASED STUDENT

On receipt of the Bereavement Protocol Form issued by a Senior Manager advising that a student has died, you must follow the steps below to update to the student’s record in Banner:

DROP STUDENT FROM ANY REGISTERED CRNs ON SFAREGS.

- First check with the Exams office if the student has any grades entered against their registered CRNs before making the decision to drop them from their modules.
Note: You can only ‘drop’ a student from CRNs which have not yet had grades rolled to Academic History.
- Enter SFAREGS.
- Enter Student ID, Date & Term in the key block and ‘next block’ into the form.
Note: You must enter an effective date within the range of the CRN semester.
- Next block to the *Course Information* section.
- Change Status of registered CRNs to DD (Drop).
- Save changes twice to commit changes and trigger fee assessment.

Course Information					Grade	Credit	Bill	Attempted	Time	Status	Level
CRN	Subject	Course	Section	Mode	Hours	Hours	Hours	Hours	Hours	Status	Level
11038	MATH	2413	01	P	.000	.000	.000	.000	.000	DD	UG
11044	MGST	2411	01	P	.000	.000	.000	.000	.000	DD	UG
18475	ACID	2411	0	P	.000	.000	.000	.000	.000	DD	UG
18477	DGIV	2411	0	P	.000	.000	.000	.000	.000	DD	UG
20746	VTML	2411	0	P	.000	.000	.000	.000	.000	DD	UG
20749	MMRD	2411	0	P	.000	.000	.000	.000	.000	DD	UG

UPDATE STUDENT’S ENROLMENT STATUS TO DD (DECEASED) ON SFAREGS

- Enter SFAREGS.
- Enter Student ID, deceased Date & Term in the key block and ‘next block’ into the form.
- Update enrolment status to DD (Deceased).
- Select OK to message ‘Enrolment Status prohibits registration’.
- Save changes twice to commit changes and trigger ‘fee assessment’.

Registration		Student Term	Curricula	Study Path	Time Status
Status:	DD Deceased	Process Block:	DT901/A	Minimum:	.000
Reason:		Status Date:	16-JUL-2013	Maximum:	999999.999
			Delete All CRNs	Hours	Source
				MHRS	Accepted
				MHRS	Confirmed
					None

CHECK 'DECEASED' INDICATOR ON SPAIDEN

- Enter SPAIDEN.
- Enter Student ID and 'next block' into the form.
- Navigate to the Biographical tab.
- Check the '*Deceased*' checkbox.
- Enter *Deceased* date.
- Save changes.

A screenshot of a form with a light blue background. At the top, there are two checkboxes: 'Confidential' (unchecked) and 'Deceased' (checked). Below these is a label 'Deceased Date:' followed by a text input field containing '30-APR-2013' and a small calendar icon to its right.

ENTER END-DATE ON GRANT FORM SZASGNT

- Enter SZASGNT
- Enter Student ID & Term and 'next block' into the form.
- Enter deceased date of student as the End Date of the grant record
- Save changes

A screenshot of a form titled 'TLT Grant Details' with a light blue background. It features two input fields: 'Start Date:' followed by an empty text box, and 'End Date:' followed by a text box containing '30-APR-2013'.

DECEASED GRADUATE

On receipt of the Bereavement Protocol Form issued by the College Administrator advising that a graduate has died, you must update the graduate's SPAIDEN record to reflect this.

CHECK 'DECEASED' INDICATOR ON SPAIDEN

- Enter SPAIDEN.
- Enter Student ID and 'next block'.
- Navigate to the Biographical tab.
- Check the '*Deceased*' checkbox.
- Enter *Deceased* date.
- Save changes.

A screenshot of a form with a light blue background. At the top, there are two checkboxes: 'Confidential' (unchecked) and 'Deceased' (checked). Below these is a label 'Deceased Date:' followed by a text input field containing '30-APR-2013' and a small calendar icon to its right.

INFORMING INFORMATION SERVICES

Following updates to reflect a student / graduate’s status to ‘deceased’ in Banner, IS should be informed to ensure all other IS systems and data repositories are updated accordingly. A call should be logged with the IT Service Desk immediately to prompt this. Details should include:

- Student ID Number
- Student Name
- Date of Birth
- Date of Graduation (where applicable)

SZANAVI – STUDENT NAVIGATION FORM

To query student and registration related information, the first point of reference should be SZANAVI. This is a query ‘read-only’ form and is useful for identifying and analysing any student and/or registration related queries. This form enables you to view a concise overview of Student Details, Financial Details, Address and Registration data.

For further information on the use of SZANAVI, please refer to the ‘Introduction to Banner’ section.

The screenshot displays the 'Student Personal Details' form in the Student Navigator SZANAVI 8.0 (BAN8T1) application. The form is divided into several sections with tabs for 'Student Personal Details', 'Financial Details', 'Address', and 'Registration'. The 'Student Personal Details' section is active and shows the following information:

- Term Code:** 201213
- Student ID:** D12123479
- Student Name:** Bloggs, Joe
- Middle Name:** (empty)
- Programme:** DT901
- Block Code:** DT901/M MPHIL
- Reg. Status:** EL Eligible to Register
- Registration Date:** 11-JUL-2013
- Fee Details:** No
- Full / Part Ind:** P Part-Time
- Country of Birth:** NGA Nigeria
- Date of Birth:** 01-JAN-1993
- Nationality:** (empty)
- Gender:** MALE
- VISA Type:** (empty)
- Citizenship:** (empty)
- Residency Code:** E European Union
- Student Year:** 1 First Year
- Rate Code:** ZERO Zero Fee
- Awarding Body:** (empty)
- Giro Issued:** No
- Dept. of Ed.:** (empty)
- Enrolment Form Printed:** No
- Fee O/S:** 11,000.00
- ID Card Issued:** No
- Student Activity Date:** 11-JUL-2013

At the bottom of the form, there are two buttons: 'Student Account Summary' and 'Student Details Report'.

PART-TIME REGISTRATIONS

Part-time students can also avail of the DIT Online Web Registration system. Online Registration for new students is covered under section 'CAO & New Entrant Registrations'. Online registration for returning students is covered under section 'Returning Student Registrations'.

However in DIT, some part-time registrations are managed directly by the Registration offices and applicants are processed and registered directly in Banner. Consequently, part-time registrations QuickFlows have been designed to support this process.

1ST YEAR STUDENTS – QUICKFLOW: PRG1

PRG1 is the part-time registration QuickFlow used to process and register new part-time students to DIT.

SAAQUIK – QUICK ENTRY

The first form is **SAAQUIK**. This form is used to create a new student record (including a newly generate Student ID).

Before you generate a new ID, you should you should always search the database to see if a person record already exists for the student. You can search for a student by selecting the ID drop-down and then Person Search. You can also use form SOAIDNS for a more specific search. GUIALTI (Alternate ID Search) allows you to search by PPS no. and Date of Birth.

Note: As a caveat to this, you should never re-use a CAO ID from the current term (i.e. students who have also applied to CAO in the same term). These IDs should be kept distinct and a new direct application ID should always be created.

The first form is **SAAQUIK**. To create a new student record, select the Generate ID icon on the right.

In the prompt box, enter the student's last name and first name detail and then save. Banner will generate a new student ID at this point. Take note on the enrolment form of this number.

Next, tab across to the 'Term' field and enter the academic term (e.g. 201213) and then to the level (e.g. UG). The level is the level of the Programme the student is studying. Then select 'next block'.

When you 'next block', a dialogue box will appear. Select OK as this is just a note to inform you that certain values will be defaulted.

Note that 'Student Type' defaults to the appropriate code depending on the Level entered in the key block.

AP – **A** (Apprentice)
 CE – **C** (Continuing)
 PD – **D** (Professional)
 PG – **P** (Postgraduate)
 PR – **R** (Research)
 UG – **U** (Undergraduate)

However, if the student is entering a higher education programme for the first time, you must update the student level to reflect the fact that they are considered new entrants for the purpose of HEA returns.

N – New Entrant

Furthermore, if the student is transferring either from within DIT or from another higher education institution, you should update the student type as follows:

X - Transfer-In from own institution

I - Transfer-In from other higher education institution

Now enter the following parameters:

- Full or Part Time indicator (Part Time)
- Rate: PART (Most part-time programmes have a PART rate code. However, some may have something different. Check this with your registrations officer if you are unsure.)

The screenshot shows a software interface with three tabs: 'Quick Admit', 'Addresses', and 'Biographical'. The 'Biographical' tab is active. Below the tabs are two checkboxes: 'Enter Address' and 'Enter Biographical'. The main area contains several fields:

- Student Type:** A dropdown menu with 'N' selected, labeled 'New Entrant'.
- Student Status:** A dropdown menu with 'AS' selected, labeled 'Active (check SFAREGS)'.
- Residence:** A dropdown menu with 'E' selected, labeled 'European Union'.
- Full or Part Time:** Three radio buttons: 'Full Time' (unselected), 'Part Time' (selected), and 'None' (unselected).
- Rate:** A dropdown menu with 'PART' selected, labeled 'Part-time'.
- Education Goal:** A dropdown menu with an empty field.
- Education Level:** A dropdown menu with an empty field.

Note: If you do not check the part-time indicator, then the payment options will not appear at registration point.

You should also notice under the *Application and Recruit Information* section of SAAQUIK that the Admission Type defaults to DA.

Assuming the student is a direct applicant (DA) into the 1st year of a part-time programme, no change is required here.

Application and Recruit Information

Create Application Record **Application Number:**

Admission Type: Direct Applicant

Application Status:

Admission Decision: Applicant Accepted Offer

Create Recruit Record

Primary Source:

DA application into year 1

However, if you are generating an Advanced Entry application for a student into 2nd or subsequent years of a part-time programme, the Admission Type should be updated to AE (Advanced Entry). This ensures that these students will be selected for paper ITRs as opposed to email ITRs.

Application and Recruit Information

Create Application Record **Application Number:**

Admission Type: Advanced Entry Applicant

Application Status:

Admission Decision: Applicant Accepted Offer

Create Recruit Record

Primary Source:

AE application into year 2 or subsequent years

Next you navigate to the Curriculum section. To enter the Programme Code click on the *Program* field and enter the relevant Code and save. The other associated field entries will default in.

Curriculum Record 1 of 1

Term: <input type="text" value="201213"/> 2012/13 Academic	Program: <input type="text" value="DT331"/>	College: <input type="text" value="46"/> Dublin Institute of Technology
Catalog Term: <input type="text" value="201213"/> 2012/13 Academic	Level: <input type="text" value="UG"/> Undergraduate	Degree: <input type="text" value="BBS"/> Bachelor Business Stds (Hc
Priority: <input type="text" value="1"/>	Campus: <input type="text" value="AUN"/> Aungier Street	

Field of Study

Type: <input type="text" value="MAJOR"/>	Field of Study: <input type="text" value="D331"/> BBS	Department: <input type="text" value="BN01"/> Management
Priority: <input type="text" value="1"/>	Status: <input type="text" value="INPROGRESS"/>	Attached to Major: <input type="text"/>

Save at this point to create new student record.

Next you will need to enter the Address Information. Choose the Address tab.

Note: You can also navigate between the tabs by use of the 'next block' and 'previous block' Icons

From here, select the 'return' key and today's date will automatically populate the 'From date' field. Enter HM in the address type field to record a Home Address for the student. Then enter the address details in the appropriate fields.

When entering the address information you will need to enter the address under the **Street Line** fields as well as the **City, County, Nation** and **Carrier Route** fields.

The screenshot shows a web form for entering address information. The form is divided into several sections. On the left, there are fields for 'From Date' (11-JUL-2013), 'To Date', 'Address Type' (HM - Home Address), 'Sequence Number' (1), 'Street Line 1' (143 Rathmines Rd), 'Street Line 2' (Rathmines), 'Street Line 3', 'City' (Dublin 6), 'State or Province', 'ZIP or Postal Code', 'County' (D6 - Dublin 6), 'Nation' (IRL - Ireland), 'Telephone Type' (HM - Home), and 'Phone Number'. On the right, there is a checkbox for 'Inactivate Address', a 'Source' dropdown, 'Delivery Point', 'Correction Digit', and 'Carrier Route' (RA). At the bottom right, there is a 'Last Update' section with 'User' (NOFLANAGAN) and 'Activity Date' (11-JUL-2013).

Address data as follow:

- **City:** City of address
- **County** Code: County codes including Dublin postal district codes. There is a look up table here. Double click to view
- **Nation** Code: This is also a look up table. Double click to view. When entering the nation code enter the nation pertaining to the address, as opposed to the student's nationality.
- **Carrier Route:** This is used to record the accommodation type of the student for the purpose of HEA statistical returns. This is a free text field, but you must use the following two character codes only when entering this information:

PH	Parental Home
RA	Rented Accommodation
OH	Own Home (house, apartment)
OA	Other Accommodation
NS	Not Specified

Note: You do not need to enter Sate or Zip code information.

To enter another address at this point, you can enter a new record by selecting F6 and entering the relevant details as above. However, you should be aware that the most recent address entered will be the address used for written correspondence with the student.

If an address record already exists but it is no longer valid, you can de-activate it and enter a new one. See the section on 'Updating Student's Address' for more information.

Finally on the Addresses tab, you can enter the student's telephone details. You can select the Telephone Type (e.g. HM) from the drop-down list.

Save changes when complete.

Next, select the **Biographical** Information tab. On this tab, you must enter **Gender, Date of Birth, SSN (PPS no.)** and **Citizenship**. All are mandatory for the purpose of HEA statistical returns.

- **Gender**
- **Date of birth** in the format day-month-year this will automatically populate the age box
- **Citizenship**
- **PPSN** number should be added into the box labeled SSN/SIN/TFN.

Save changes and exit the form.

You have now completed the first form of this QuickFlow. To progress to the next form, simply exit this form by selecting the EXIT icon at the top right-hand corner.

SPATELE – GENERAL PERSON TELEPHONE

The next form is SPATELE. This allows you to add any additional telephone numbers you may not have previously entered on SAAQUIK.

To enter telephone details, simply highlight a new ‘blank’ section. Enter the Telephone Type (e.g. MOBL) and tab across to enter the telephone number. Save upon completion and exit the form.

GOINTL – INTERNATIONAL INFORMATION

The next form available on the QuickFlow is **GOINTL** and relates to Visa and Nationality Information.

First, you need to 'next block' to get to the Visa Information section. Use the VISA type code box to enter the visa type if available.

Note: If the student is Irish, enter NS

F10 to save changes.

International Information GOAINTL 8.4 (BAN8T1) QuickFlow: ERAS: 2 of 6

ID: D12123480 Joe Bloggs

Visa Passport Certification of Eligibility Nationality

Visa Information

Visa Type: NS Not Specified

Visa Number:

Nation of Issue:

Issuing Authority:

Port of Entry:

Now select the Nationality tab.

International Information GOAINTL 8.4 (BAN8L1) QuickFlow: ADMT: 2 of 9

ID: D13122586 Joe Bloggs

Visa Passport Certification of Eligibility Nationality

Nationality

Nation of Birth: IRL Ireland

Nation of Citizen:

Native Language:

Sponsor:

Employment Type:

Foreign Tax ID:

Enter the **Nation of Birth** by selecting from the drop down list. This field is mandatory and must be entered. If you already know the code, you can enter it directly.

Save (F10) and exit the Form.

SOAPCOL – PRIOR COLLEGE

The next form is the Prior College **SOAPCOL** Form. This is where information about student’s prior third level education is held. Assuming the Student ID field is already populated, select ‘next block’ to enter the Prior College section.

You can now enter the last college that the student attended.

The screenshot shows a web browser window titled "Prior College SOAPCOL 8.5.3 (BANBL1) QuickFlow: ADMT: 4 of 9". At the top, there is a header with the student ID "D13122586" and the name "Bloggs, Joe". Below the header are three tabs: "Prior College and Degree" (selected), "Majors, Minors, Concentrations", and "Prior College Address".

The main content area is divided into two sections:

- Prior College:** This section contains fields for "Prior College:" (a dropdown menu), "Enrollment Planning Service Code:" (a text input), "Transcript Received Date:" (a date picker), "Transcript Reviewed Date:" (a date picker), "Admissions Request:" (a dropdown menu), and a checkbox labeled "Official Transcript".
- Degree Details:** This section contains fields for "Degree:" (a dropdown menu), "Degree Date:" (a date picker), "Attended From:" (a date picker), "Attended To:" (a date picker), "Year:" (a text input), "College:" (a dropdown menu), "Transfer Hours:" (a text input), "GPA:" (a text input), "Honors:" (a dropdown menu), and "Goal:" (a dropdown menu). There is also a checkbox labeled "Primary Degree Indicator".

You can view a list of colleges by selecting F9 or selecting the search icon to the right of the *Prior College* field.

This close-up shows the "Prior College" section of the form. It features a dropdown menu for "Prior College:" and a small blue square icon to its right. Below the icon is a "Search" button.

You will be brought directly into the list of third level institutions (SOISBGI). This list will initially appear blank. Select the query function (F8) to retrieve the full list of institutions. Select the desired institution by double clicking in the ‘Code’ field cell of the desired row selection.

Source/Background Institution Query-Only SOISBGI 8.0 (BAN8L1) QuickFlow: ADMT: 4 of 9

Source or Background Institution

HS	College	Source	None	Code	Name	City	State or Province	Admission Request Code
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	01	University College NUI Cork			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	02	University College NUI Dublin			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	03	NUI Galway			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	04	University of Limerick			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	05	NUI Maynooth			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	06	Trinity College Dublin			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	07	Thomond College of Educ			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	08	Dublin City University			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	09	Dublin Institute of Technology			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10	National College of Art & Des			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	11	Mater Dei Institute of Educ			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	12	Teacher Train & HmEcon Colls			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	18	Milltown Inst of Theol & Phil			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	19	Institute of Technol Tallaght			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	20	Crawford Coll of Art & Design			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	21	Institute of Tech Limerick			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	22	Institute of Technol Athlone			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	23	Institute of Technology Cork			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	24	Institute of Technol Carlow			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	25	Institute of Technol Dundalk			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	26	Galway-Mayo Inst of Techn			

Your *Prior College* will be entered. Once you have selected the relevant college code, you can now save at this point.

You can also select and add information under the *Degree Details* section. If the student has graduated you should enter the relevant degree information including *Degree*, *Degree Date* and *Year*.

Degree Details

Degree: Bachelor of Science (Hons)
 Degree Date:
 Primary Degree Indicator

Attended From:
 Attended To:
 Year:

College:

Transfer Hours:
 GPA:

Honors: 2nd Class Hons, Upper Division
 Goal:

Save (F10) and exit the Form.

SOAHSCH – HIGH SCHOOL INFORMATION

The next form is used to record information about student’s prior secondary level education. Assuming the student ID field is already populated, select ‘next block’ to enter the High School Details section.

The screenshot shows a web browser window titled "High School Information SOAHSCH 8.6.0.3 (BAN8L1) QuickFlow: ADMT: 3 of 9". The form has a header with "ID: D13122586" and a dropdown menu showing "Bloggs, Joe". Below the header are three tabs: "High School Details", "High School Subjects", and "High School Address". The "High School Details" tab is active and contains the following fields:

- High School: [Dropdown]
- Enrollment Planning Service Code: [Text]
- Graduation Date: [Calendar]
- Transcript Received Date: [Calendar]
- Class Rank and Size: [Text] / [Text] Percentile: [Text] GPA: [Text]
- Diploma: [Dropdown]
- College Preparation
- Admissions Request: [Dropdown]

You can now enter the secondary school that the student attended. You can view a list of schools by selecting F9 or you can use the search icon which is to the right of the ‘High School’ field. You will be brought directly into the list of secondary school institutions (SOISBGI) where you can search for a particular school by use of the search (F8) and % (wildcard) function.

The screenshot shows a web browser window titled "Source/Background Institution Query-Only SOISBGI 8.0 (BAN8L1) QuickFlow: ADMT: 3 of 9". The table below lists various institutions with columns for selection, code, name, city, state/province, and admission request code.

HS	College	Source	None	Code	Name	City	State or Province	Admission Request Code
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000003	Blackrock College	Co Dublin		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000012	St Josephs Convent			LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000013	Loreto Abbey	Co Dublin		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000014	Convent of the Sacred Heart	Dublin 14		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000020	Presentation Brothers College	Dublin		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000030	Manor House School	Dublin 5		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000038	St Dominics High School	Dublin 13		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000040	Scoil Na MBraithre	Baile Atha Cliath		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000042	Ard Scoil Ris	Baile Atha Cliath 9		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000044	Scoil Uí Chonaill	Baile Atha Cliath 1		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000048	Mean Scoil Iognaid Ris	Baile Atha Cliath 12		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000050	Marian College	Dublin 4		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000051	St Johns College	Dublin 10		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000053	Gonzaga College	Dublin 6		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000054	Catholic University School	Dublin 2		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000055	Chanel College	Dublin 5		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000057	Terenure College	Dublin 6		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000063	Deutsche Schule Dublin	Dublin 14		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000069	Dominican College	Dublin 9		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000070	Scoil Chaitriona	Baile Atha Cliath 9		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000075	Holy Faith Convent	Dublin 3		LC

Simply enter part of the school name in the 'Name' field and use the % (wildcard) character to assist (e.g. %Christian% to find all Christian Brother schools)

Tip: The search is case-sensitive, so you should consider this when entering your search criteria (e.g. omit the first character of a word if you are unsure of its case.)

Select F8 to execute the query. F7 clears the form for a new query.

Note that these school codes are numeric. Once you have found the relevant school, double click on the 'Code' field and it will select the appropriate school and enter it on the main SOASCH form.

Save (F10) when school details are entered and exit the form.

SGASADD - ADDITIONAL STUDENT INFORMATION FORM

The next form is **SGASADD**. Assuming the correct 'Student ID' and 'Term' has defaulted, you should 'next block' twice to enter the *Student Attribute* section.

You will now need to record the correct student 'year of study'.

Simply enter the correct year under the Attribute Code and save. A warning prompt box will appear.

Click OK, save and exit.

SGASTDN – GENERAL STUDENT

The next form in the QuickFlow is the General Student Form **SGASTDN**.

First, you need to ensure the 'Term' of entry for the student is correct and then select 'next block' to enter/view information. This is the Student Record. This first Block/Tab is the Learner Block. This is used to view student information such as student status and student tab. All information such as *Fee Assessment Rate*, *Student Type*, *Full/Part Indicator* should already be there from entering it via the SAAQUIK form.

However, you will also need to enter additional data in the *Additional Information* section

- You should enter the relevant **Block Code** (Prog & Year) in the Block field.
- Under **Session** field, you should also ensure *exchange*, *distance*, *e-learning* or *visiting occasional students* are flagged, where applicable. See section below for further information

General Student SGASTDN 8.5.3 (BAN8T1) QuickFlow: PRG1: 7 of 9

ID: D12123482 Bloggs, Joe Student Summary Term: 201213 View Current/Active Curricula

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

General Learner

New Term: 201213 2012/13 Academic Year From Term: 201213 To Term: 999999

Student Status: AS Active (check SFAREGS)

Student Type: U Undergraduate

Residence: E European Union

Fee Assessment Rate: PART Part-time

Class: 1 1st Year

Student Centric Cycle:

Full or Part Time: Full Time Part Time None

Additional Information

Site:

Session:

Block: DT3311 BSc Business Studies Yr 1

Citizenship:

Curricula Summary - Primary

Priority	Term	Program	Catalog	Student Type: Level	Undergraduate Campus	Rate: College	Part-time Degree
1	201213	Bachelor of Business	201213	Undergraduate	Aungier Street	Dublin Institute of Technol	Bachelor Business SI

End: Outcome Key: Admission Type: Direct Applicant Admission: 201213 Matriculation:

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201213	Major	BBS	Management	

Save (F10) updates when complete.

EXCHANGE, DISTANCE, E-LEARNING OR VISITING OCCASIONAL STUDENTS

If the student belongs to one of the options listed below, you will need to update accordingly under the 'Fees, Mail Submission, Withdrawal Data' tab.

Session Code	Exchange / Non Standard Attendance / Mode of Study Category
S	Exchange – Erasmus/ Socrates incoming exchange
I	Exchange – Other incoming exchange
O	Exchange – Outgoing Exchange
C	Distance Education
L	E-Learning
N	In-Service Education
Q	Postgraduate Qualifier
V	Visiting Occasional/JYA 1 Term
J	Visiting Occasional/JYA 2 Terms
Y	Visiting Occasional/JYA Full Year
C	Distance Education
L	E-Learning
N	In-Service Education

Under the Additional Data section, select the appropriate option from the *Session* field.

Save changes when complete.

TSAACCT – ACCOUNT REVIEW FORM STUDENT

The next form on the QuickFlow is TSAACCT. This is used to check what contracts the student is attached to for the current term.

To enter the form, confirm the Student ID is correct in the key block and then ‘next block’ four times into the form. This will bring you to the *Contracts* section of the form.

In most instances, you should expect this to be blank (i.e. no contracts attached to the student).

DELETING CONTRACTS

However, if the student previously studied a full-time programme at DIT, it may be possible that they are incorrectly attached to a contract(s) for the current term (i.e. a contract from an old term inadvertently copied over to the new term).

ID	Number	Description	Term	Priority	Delete Indicator	Roll	Authorization
5000	20	Standard Non Aided	201213	1	D	<input checked="" type="checkbox"/>	Y
3000	35	Special Rate Maint 1 Top Up	201213	2		<input checked="" type="checkbox"/>	Y
5000	20	Standard Non Aided	201112	1	D	<input checked="" type="checkbox"/>	Y
3000	34	50% of Two Home Adj	201112	2		<input checked="" type="checkbox"/>	Y
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	

E.g. Student active on 3000-35 for the Term 201213.

In most instances, part-time students are liable for their own fees and are not entitled to any funding from a third party (thus should not be attached to any contract). In order to delete a student from a contract simply enter a D against the Delete Indicator for the contract(s) in question and save changes.

ID	Number	Description	Term	Priority	Delete Indicator
5000	20	Standard Non Aided	201213	1	D
3000	35	Special Rate Maint 1 Top Up	201213	2	D

D indicator flagged against contracts for Term 201213

Note: You do not need to 'Delete' contracts from previous terms. You should only be checking for any unexpected contracts for the current term that should be deleted.

SFAREGS - STUDENT COURSE REGISTRATION FORM

The final form is SFAREGS. Again, 'next block' from the key block.

Select the *Student Term* tab. If the Block Code has not already been entered, ensure you update it in the Block Schedule field. Save and return to the *Registration* tab.

Registration	Student Term	Curricula	Study Path	Time Status
Student Status:	<input type="text" value="AS"/> Active (check SFAREGS)	Class:	<input type="text" value="1"/> 1st Year	
Student Type:	<input type="text" value="U"/> Undergraduate	Advisor:	<input type="text"/>	
Residence:	<input type="text" value="E"/> European Union	Academic Standing:	<input type="text"/>	
Fee Assessment Rate:	<input type="text" value="PART"/> Part-time	Override Term:	<input type="text"/>	
Last Term Attended:	<input type="text"/>	Progress Evaluation:	<input type="text"/>	
Full or Part Time:	<input type="radio"/> Full Time <input checked="" type="radio"/> Part Time <input type="radio"/> None	Override Term:	<input type="text"/>	
Block Schedule:	<input type="text" value="DT3311"/> BSc Business Studies Yr 1	Combined Academic Standing:	<input type="text"/>	
Effective Term:	<input type="text" value="201213"/> 2012/13 Academic Year	Override Term:	<input type="text"/>	
Student Centric Cycle:	<input type="text"/>			

Where programme modules have fees attached, you should also ensure the student is registered on those modules before you process any payment.

Saving twice on SFAREGS will then trigger 'Fee Assessment'.

Following this, you can generate an ITR (Invitation to Register) for the student so that the individual can register and pay fees online themselves.

Alternatively, payment can be taken for a student (e.g. over the phone or in person). Where appropriate, you should always set the student's enrolment status to RE (registered) following a successful payment.

Note: The fee assessment process is triggered after making two saves on the Registration tab of the Student Record in SFAREGS. It is also updated automatically by a background process that runs daily.

2ND & SUBSEQUENT YEAR STUDENTS – QUICKFLOW: PRG2

This PRG2 QuickFlow will manually progress a part-time student in Banner. Remember, students can also be progressed automatically as part of the progression process in the Progression section of this manual.

SPAIDEN – GENERAL PERSON IDENTIFICATION

The first form on this QuickFlow is SPAIDEN. This is used to update general person information such as a change of address or telephone information.

To retrieve student details, enter the ID and select ‘next block’. You can then navigate to the relevant Tab (e.g. Address) and update data as required.

The screenshot shows the SPAIDEN form with the following details:

- ID:** D12123482
- Name:** Bloggs, Joe
- Generate ID:** [Icon]
- New Year ID:** [Icon]
- Current Identification:** Selected tab
- Person Section:**
 - Last Name: Bloggs
 - First Name: Joe
 - Middle Name: [Empty]
 - Prefix: [Empty]
 - Suffix: [Empty]
 - Preferred First Name: [Empty]
 - Full Legal Name: [Empty]
- Non-Person Section:**
 - Name: [Empty]
- ID and Name Source Section:**
 - Last Update:
 - User: NOFLANAGAN
 - Activity Date: 12-JUL-2013
 - Origin: SAAQUIK
 - Original Creation:
 - User: NOFLANAGAN
 - Create Date: 12-JUL-2013

UPDATING STUDENT’S ADDRESS

In the case of updating the address details, be sure to insert new address records rather than over-typing the old address. To do this, simply select the Address tab. On the old address, enter a ‘to-date’ to reflect the end date of this address and check the *Inactivate Address* check-box.

The screenshot shows the address update form with the following details:

- From Date:** 20-SEP-2006
- To Date:** 08-APR-2009
- Inactivate Address:**

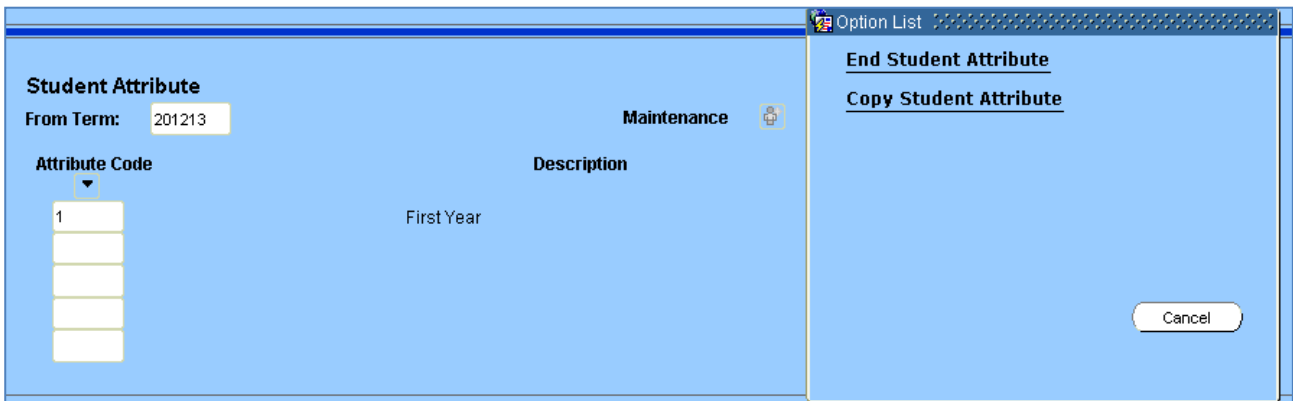
Then select **F6** (to insert new record). Type in the relevant information such as *Address Type, Street Line Details, City, County & Nation, Carrier Route*. Then select **F10** to save. You now have a new address record, but the old address record still exists as an inactive record.

SGASADD – ADDITIONAL STUDENT INFORMATION

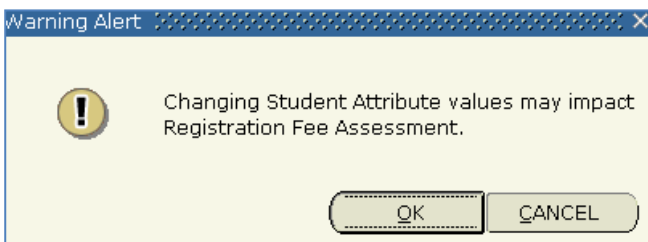
The next form in the QuickFlow is SGASADD. This Form will enable you update the Student Attribute Code to reflect the correct Year of Study.

Ensure the correct 'ID' and 'Term' is entered. The student ID will default from the previous screen. Your term should reflect the term the student is progressing to. Select 'next block' twice to enter the 'Student Attribute' section. You should notice the old term and Attribute Code. You now need to update this to reflect the new attribute code for the new term.

Select the *Maintenance Icon*. Choose *Copy Student Attribute*

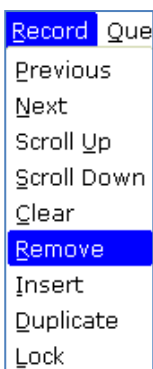


Select OK to the following prompt.



You should now notice the old attribute code has been copied to the new term. You now need to remove this old attribute code.

From the Menu, select Record -> Remove.



Again, you will be prompted with the same previous 'warning alert'. Select OK to proceed. Attribute Code should now be blank.

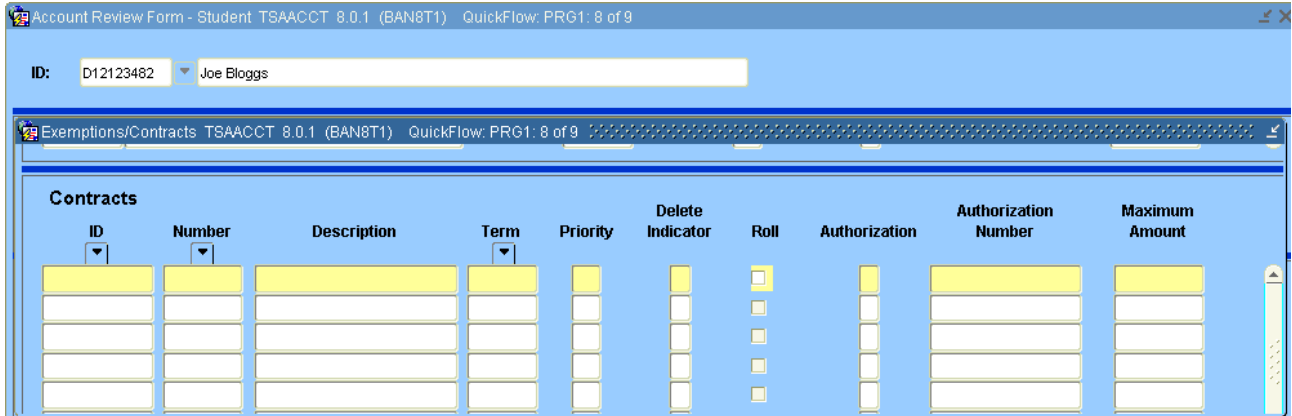
Now enter the correct 'Year of Study' for the new term and save changes. Attribute Code should be updated for the new term.

Save changes and exit form.

TSAACCT – ACCOUNT REVIEW FORM STUDENT

The next form on the QuickFlow is TSAACCT. This is used to check what contracts the student is attached to for the current term.

To enter the form, confirm the Student ID is correct in the key block and then ‘next block’ four times into the form. This will bring you to the *Contracts* section of the form.



In most instances, you should expect this to be blank (i.e. no contracts attached to the student).

DELETING CONTRACTS

However, if the student previously studied a full-time programme at DIT, it may be possible that they are incorrectly attached to a contract(s) for the current term (i.e. a contract from an old term inadvertently copied over to the new term).

ID	Number	Description	Term	Priority	Delete Indicator	Roll	Authorization
5000	20	Standard Non Aided	201213	1	D	<input checked="" type="checkbox"/>	Y
3000	35	Special Rate Maint 1 Top Up	201213	2		<input checked="" type="checkbox"/>	Y
5000	20	Standard Non Aided	201112	1	D	<input checked="" type="checkbox"/>	Y
3000	34	50% of Two Home Adj	201112	2		<input checked="" type="checkbox"/>	Y
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	

E.g. Student active on 3000-35 for the Term 201213.

In most instances, part-time students are liable for their own fees and are not entitled to any funding from a third party (thus should not be attached to any contract). In order to delete a student from a contract simply enter a D against the Delete Indicator for the contract(s) in question and save changes.

Contracts					
ID	Number	Description	Term	Priority	Delete Indicator
5000	20	Standard Non Aided	201213	1	D
3000	35	Special Rate Maint 1 Top Up	201213	2	D

D indicator flagged against contracts for Term 201213

Note: You do not need to 'Delete' contracts from previous terms. You should only be checking for any unexpected contracts for the current term that should be deleted.

SFAREGS - STUDENT COURSE REGISTRATION FORM

On entering the last form **SFAREGS**, ensure the correct term (i.e. Term student is progressing to) and student ID is in the key block field. Then select 'next block'.

PROGRESS STUDENT'S CURRICULA TO NEW TERM ON SAME PROGRAMME




Firstly, you should navigate to the *Curricula* tab. You now need to manually progress the student's registration record to the new term. To do this you need to select the 'Duplicate' icon.


The screenshot shows the Banner SFAREGS Curricula form. The 'Curricula' tab is active. The 'Duplicate' icon is circled in red. The form contains the following fields:

- Current:** Replace: Update: Duplicate: Roll Learner: Yes No Default Roll to Outcome:
- Activity:** ACTIVE Apply to Graduate:
- Key Sequence:** 99
- Term:** 201213 2012/13 Academic Year
- End Term:**
- Catalog Term:** 201213 2012/13 Academic Year
- Priority:** 1
- Program:** DT331 Bachelor of Business Studies
- Level:** UG Undergraduate
- Campus:** AUN Aungier Street
- College:** 46 Dublin Institute of Technology
- Degree:** BBS Bachelor Business Stds (Hons)
- Admission Type:** DA Direct Applicant
- Admission Term:** 201213 2012/13 Academic Year
- Application:**
- Matriculated Term:**
- Graduation Sequence:**
- User ID:** NOFLANAGAN
- Activity Date:** 12-JUL-2013
- Start Date:**
- End Date:**
- Student Type:** U Undergraduate
- Site:**
- Rate:** PART Part-time
- Leave of Absence:**
- Leave From Date:**
- Leave To Date:**
- Expected Graduation Date:**
- Graduation Term:**
- Graduation Year:**

This creates a copy of the existing curricula record for the new Term. Save changes when complete.

Curriculum

Current: **Replace:**  **Update:**  **Duplicate:** 

Activity: **Apply to Graduate:** 

Key Sequence:

Term: 2013/14 Academic Year

End Term:

Catalog Term: 2012/13 Academic Year

Priority:

Program: Bachelor of Business Studies

Level: Undergraduate

Campus: Aungier Street

College: Dublin Institute of Technology

Degree: Bachelor Business Stds (Hons)

Admission Type: Direct Applicant

Admission Term: 2012/13 Academic Year

Application:

Matriculated Term:

PROGRESS STUDENT’S CURRICULA TO NEW TERM ON DIFFERENT PROGRAMME





Where a student is progressing to a different Programme, you will need to replace the student’s curriculum with the new Programme. You must therefore select the ‘Replace’ icon.


Registration Student Term **Curricula** Study Path Time Status

Curriculum Field of Study

Record 1 of 1

Curriculum

Current: **Replace:**  **Update:**  **Duplicate:**  **Roll Learner:** Yes No Default **Roll to Outcome:** 

Activity: **Apply to Graduate:** 

Key Sequence:

Term: 2012/13 Academic Year

End Term:

Catalog Term: 2012/13 Academic Year

Priority:

Program: Bachelor of Business Studies

Level: Undergraduate

Campus: Aungier Street

College: Dublin Institute of Technology

Degree: Bachelor Business Stds (Hons)

Admission Type: Direct Applicant

Admission Term: 2012/13 Academic Year

Application:

Matriculated Term:

Graduation Sequence:

User ID:

Activity Date:

Start Date:

End Date:

Student Type: Undergraduate

Site:

Rate: Part-time

Leave of Absence:

Leave From Date:

Leave To Date:

Expected Graduation Date:

Graduation Term:

Graduation Year:

This copies the old curricula, makes it inactive and creates a new blank curriculum.

You should then update the curriculum details relevant to the new Programme codes.

- Update the **Catalog Term** to reflect current Term (i.e. Term you are progressing to)
- Ensure the **Priority** is set to 1.
- Enter the new Program Code in the **Program** field.
- Select 'return' and other Programme fields will default.
- Save your changes.

UPDATE BLOCK CODE

Next, you should navigate to the Student Term tab. Update the Block Schedule field as appropriate for the new year of Study.

UPDATE STUDENT TYPE

Under the same tab (i.e. Student Term) you may also need to update the Student Type. If the student was previously a new entrant (N) and is now being progressed the next term, then you must update the student type appropriately. Students continuing or re-enrolling on a particular programme of study will have a student type corresponding to their student level:

- A – Apprentice
- C – Continuing Education
- D – Professional Development
- U – Undergraduate
- P – Postgraduate
- R – Research

However, as part of our obligation to return student data to the HEA annually, it is now required that where applicable, we also code students according to the criteria below. Therefore if Student Type is considered to be a ‘transfer’ or ‘repeat’ student, the student type should be updated as follows:

Student Type	Description
X	Transfer-In from own institution
I	Transfer-In from other higher education institution
B	Repeat (Students repeating the same year of the same course for which they are primarily registered)

Select the drop down list beside Student Type field to view list of available options.

Note: You may also be required to update other fields on this tab if necessary (e.g. if the Rate Code is different for the new Term)

You should now navigate to the *Registration* tab.

Where programme modules have fees attached, you should also ensure the student is registered on those modules before you process any payment.

Saving twice on SFAREGS will then trigger ‘Fee Assessment’ and the payment options should now appear at the bottom of the form. Payment can now be taken for a student.

Alternatively, you can opt to save the registration record as EL (Eligible to Register). Following this, you can generate an ITR (Invitation to Register) for the student so that the individual can register and pay fees online themselves.

SGASTDN – GENERAL STUDENT

The final form in the QuickFlow is the General Student Form **SGASTDN**.

Again, you need to ensure the term (i.e. progression term) for the student is correct and then select ‘next block’ to enter/view information. This is the Student Record. This first Block/Tab is the Learner Block. This is used to view student information such as student status and student tab. All information such as *Fee Assessment Rate*, *Student Type*, *Full/Part Indicator* should already be there having just progressed the student from the previous term.

The only thing you need to check on this form is to flag a student as *exchange*, *distance*, *e-learning* or *visiting occasional students*, where applicable. If this does not apply to this particular student, simply exit the form.

Alternatively, if this was entered for a particular student on a previous term and no longer applies, ensure it is removed for the current term record.

EXCHANGE, DISTANCE, E-LEARNING OR VISITING OCCASIONAL STUDENTS

If the student belongs to one of the options listed below, you will need to update accordingly on the Session field (Additional Information section).

Session Code	Exchange / Non Standard Attendance / Mode of Study Category
S	Exchange – Erasmus/ Socrates incoming exchange
I	Exchange – Other incoming exchange
O	Exchange – Outgoing Exchange
C	Distance Education
L	E-Learning
N	In-Service Education
Q	Postgraduate Qualifier
V	Visiting Occasional/JYA 1 Term
J	Visiting Occasional/JYA 2 Terms
Y	Visiting Occasional/JYA Full Year
C	Distance Education
L	E-Learning
N	In-Service Education

Save (F10) when complete.

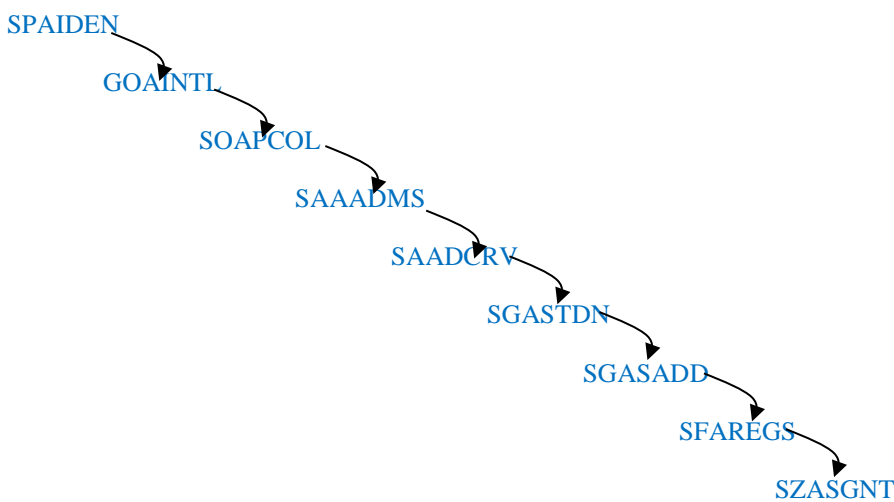
POSTGRADUATE TAUGHT

The Postgraduate Office is responsible for processing applications for postgraduate programmes in DIT. Applications are processed in Banner by using QuickFlows PGRD.

If the student accepts their place on a DIT postgraduate programme, the postgraduate office can then process this in Banner. Following this, the student's registration record should be created in SFAREGS for the coming term with a status of *EL* (Eligible to Register). The Registration Service should then be informed so that the process of inviting the student to register and pay fees online can commence

PGRD - POSTGRAD STUDENT APPLICATION QUICKFLOW

PGRD is the QuickFlow used to create a new postgraduate student application in Banner. The sequence of forms in this QuickFlow is as follows:



SPAIDEN – GENERAL PERSON IDENTIFICATION

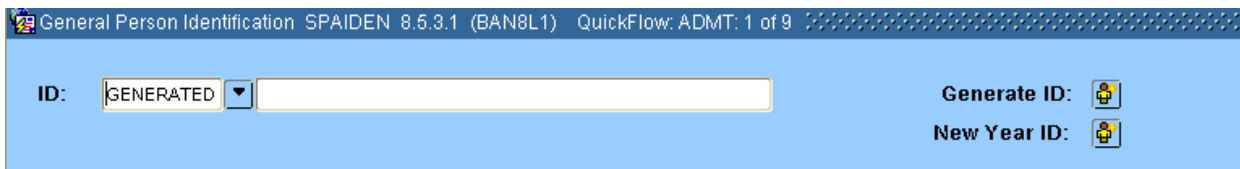
The first form in this QuickFlow chain is **SPAIDEN** (General Person Identification). This is used to add the student’s name and to generate an ID number.

Before you generate a new ID, you should you should always search the database to see if a person record already exists for the student. You can search for a student by selecting the ID drop-down and then Person Search. You can also use form SOAIDNS for a more specific search. GUIALTI (Alternate ID Search) allows you to search by PPS no. and Date of Birth.

Note: As a caveat to this, you should never re-use a CAO ID from the current term (i.e. students who have also applied to CAO in the same term). These IDs should be kept distinct and a new direct application ID should always be created.

- To generate a number for the current term (e.g. 201314); use the **Generate ID** button.
- To acquire a number for the next term (e.g. 201415); use the **New Year ID** button.

You will notice the **GENERATED** or **GENERNEXT** text appears in the ID Field, depending on which option you choose. Once you have generated a new ID or used an existing one, you then select ‘next block’ (or CTRL Page Down) to enter information.



Assuming you generated a new ID, you can now enter the person’s Last Name, First Name and any other relevant details as required in the relevant fields. Save (F10) when complete. You should now notice that the student number has been allocated to this record. It is important to make a note of this number for your own reference.

Next you will need to enter the Address Information. Choose the Address tab.

Note: You can also navigate between the tabs by use of the ‘next block’ and ‘previous block’ Icons

From here, select the ‘return’ key and today’s date will automatically populate the ‘From date’ field. Enter HM in the address type field to record a Home Address for the student. Then enter the address details in the appropriate fields. When entering the address information you will need to enter the address under the **Street Line** fields as well as the **City, County, Nation** and **Carrier Route** fields.

The screenshot displays the 'Address' tab of the SPAIDEN form. At the top, there are several tabs: 'Current Identification', 'Alternate Identification', 'Address' (selected), 'Telephone', 'Biographical', 'E-mail', 'Emergency Contact', and 'Additional Identification'. The form fields include:

- From Date:** 11-JUL-2013
- To Date:** (empty)
- Address Type:** HM (Home Address)
- Sequence Number:** 1
- Street Line 1:** 143 Rathmines Rd
- Street Line 2:** Rathmines
- Street Line 3:** (empty)
- City:** Dublin 6
- State or Province:** (empty)
- ZIP or Postal Code:** (empty)
- County:** D6 (Dublin 6)
- Nation:** IRL (Ireland)
- Telephone Type:** HM (Home)
- Area Code:** (empty)
- Phone Number:** (empty)
- Extension:** (empty)
- Inactivate Address:** (checkbox, unchecked)
- Source:** (empty)
- Delivery Point:** (empty)
- Correction Digit:** (empty)
- Carrier Route:** RA
- Last Update:**
 - User:** NOFLANAGAN
 - Activity Date:** 11-JUL-2013

Address data as follow:

- **City:** City of address
- **County Code:** County codes including Dublin postal district codes. There is a look up table here. Double click to view
- **Nation Code:** This is also a look up table. Double click to view. When entering the nation code enter the nation pertaining to the address, as opposed to the student’s nationality.
- **Carrier Route:** This is used to record the accommodation type of the student for the purpose of HEA statistical returns. This is a free text field, but you must use the following two character codes only when entering this information:

- PH** Parental Home
- RA** Rented Accommodation
- OH** Own Home (house, apartment)
- OA** Other Accommodation
- NS** Not Specified

Note: You do not need to enter State or Zip code information.

Save changes when complete.

To enter another address at this point, you can enter a new record by selecting F6 and entering the relevant details as above. However, you should be aware that the most recent address entered will be the address used for written correspondence with the student.

If an address record already exists but it is no longer valid, you can de-activate it and enter a new one. See the section on ‘Updating Student’s Address’ for more information.

Next, you click on the **Telephone** tab to enter the relevant telephone numbers for the student. You can enter a home, mobile or fax number here.

Save (F10) this information when finished.

The screenshot shows a software interface with several tabs: Current Identification, Alternate Identification, Address, Telephone (selected), Biographical, E-mail, Emergency Contact, and Additional Identification. The Telephone tab is active and contains the following fields and options:

- Telephone Type:** MOBL (dropdown), Mobile
- Area Code:** 083
- Phone Number:** 3333333
- Extension:** (empty field)
- International Access:** (empty field)
- Comment:** (empty text area)
- Address Type:** (dropdown)
- Sequence:** (dropdown)
- Activity Date:** 10-JUL-2013
- User:** NOFLANAGAN
- Primary:**
- Unlisted:**
- Inactivate:**

The next tab is the **Biographical** information tab. On this tab, you must enter **Gender, Date of Birth, SSN (PPS no.)** and **Citizenship**. All are mandatory for the purpose of HEA statistical returns.

- **Gender**
- **Date of birth** in the format day-month-year this will automatically populate the age box
- **Citizenship**
- **PPSN** number should be added into the box labeled SSN/SIN/TFN.

Current Identification	Alternate Identification	Address	Telephone	Biographical	E-mail	Emergency Contact	Additional Identification
Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Not Available		Birth Date: 01-JAN-1993		<input type="checkbox"/> Confidential			
		Age: 20		<input type="checkbox"/> Deceased			
		SSN/SIN/TIN: 1234567T		Deceased Date:			
Citizenship: 1 Irish Citizen		Veteran File Number:					
Marital Status:		Veteran Category: None					
Religion:		Active Duty Separation Date:		<input type="checkbox"/> Armed Forces Service Medal Indicator			
Legacy:				<input type="checkbox"/> Special Disabled Veteran			
Ethnicity:							
New Ethnicity: None				User: NOFLANAGAN			
<input type="checkbox"/> Ethnicity and Race Confirmed				Activity Date: 10-JUL-2013			
Confirmed Date:							

Save (F10) when complete.

The next tab is the **E-mail** information tab. Select 'next block' to view/amend information.

Current Identification	Alternate Identification	Address	Telephone	Biographical	E-mail	Emergency Contact	Additional Identification
E-mail Type: HOME Home							
E-mail Address: joe.bloggs@email.ie							
<input type="checkbox"/> Preferred		<input type="checkbox"/> Inactivate		<input checked="" type="checkbox"/> Display on Web		<input type="checkbox"/> URL	
Comment:		Activity Date: 10-JUL-2013		User: NOFLANAGAN			

When inputting information, you must first enter an 'email type'. The email type has a lookup table. You can view any look-up table by selecting the drop-down icon or simply selecting F9 (when the cursor is active in the relevant field). Once the type has been added, you can then enter the email address.

Note: Never use the INST type as this is used for automatically generated DIT email addresses. Furthermore, this DIT student email address should never be manually changed from this form.

Save (F10) when this information is entered.

You have now completed the first form of this QuickFlow. To progress to the next form, simply exit this form by selecting the EXIT icon at the top right-hand corner.

GOAINTL – INTERNATIONAL INFORMATION

The next form available on the QuickFlow is **GOAINTL** and relates to Visa and Nationality Information.

First, you need to 'next block' to get to the Visa Information section. Use the VISA type code box to enter the visa type if available.

Note: If the student is Irish, enter NS

F10 to save changes.

International Information GOAINTL 8.4 (BAN8L1) QuickFlow: ADMT: 2 of 9

ID: D13122585 Joe Bloggs

Visa Passport Certification of Eligibility Nationality

Visa Information

Sequence Number: 1

Visa Type: NS Not Specified

Visa Number:

Nation of Issue:

Issuing Authority:

Port of Entry:

Entry

Number of Entries:

Date Requested:

Date Issued:

Start Date:

End Date:

Now select the Nationality tab.

International Information GOAINTL 8.4 (BAN8L1) QuickFlow: ADMT: 2 of 9

ID: D13122585 Joe Bloggs

Visa Passport Certification of Eligibility Nationality

Nationality

Nation of Birth: IRL Ireland

Nation of Citizen:

Native Language:

Sponsor:

Employment Type:

Foreign Tax ID:

Enter the **Nation of Birth** by selecting from the drop down list. This field is mandatory and must be entered. If you already know the code, you can enter it directly.

Save (F10) and exit the Form.

SOAPCOL – PRIOR COLLEGE

The next form is the Prior College **SOAPCOL** Form. This is where information about student’s prior third level education is held. Assuming the Student ID field is already populated, select ‘next block’ to enter the Prior College section.

You can now enter the last college that the student attended.

The screenshot shows a web browser window titled "Prior College SOAPCOL 8.5.3 (BANBL1) QuickFlow: ADMT: 4 of 9". At the top, there is a header with the student ID "D13122586" and the name "Bloggs, Joe". Below this are three tabs: "Prior College and Degree" (selected), "Majors, Minors, Concentrations", and "Prior College Address".

The "Prior College" section contains the following fields:

- Prior College: [Dropdown menu]
- Enrollment Planning Service Code: [Text input]
- Transcript Received Date: [Date picker]
- Transcript Reviewed Date: [Date picker]
- Admissions Request: [Dropdown menu]
- Official Transcript

The "Degree Details" section contains the following fields:

- Degree: [Dropdown menu]
- Attended From: [Date picker]
- Degree Date: [Date picker]
- Attended To: [Date picker]
- Year: [Text input]
- Primary Degree Indicator
- College: [Dropdown menu]
- Transfer Hours: [Text input]
- GPA: [Text input]
- Honors: [Dropdown menu]
- Goal: [Dropdown menu]

You can view a list of colleges by selecting F9 or selecting the search icon to the right of the *Prior College* field.

This close-up shows the "Prior College" label and a text input field. To the right of the input field is a small square icon with a magnifying glass, representing the search function. Below the input field is a "Search" button.

You will be brought directly into the list of third level institutions (SOISBGI). This list will initially appear blank. Select the query function (F8) to retrieve the full list of institutions. Select the desired institution by double clicking in the ‘Code’ field cell of the desired row selection.

Source/Background Institution Query-Only SOISBGI 8.0 (BAN8L1) QuickFlow: ADMT: 4 of 9

Source or Background Institution

HS	College	Source	None	Code	Name	City	State or Province	Admission Request Code
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	01	University College NUI Cork			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	02	University College NUI Dublin			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	03	NUI Galway			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	04	University of Limerick			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	05	NUI Maynooth			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	06	Trinity College Dublin			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	07	Thomond College of Educ			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	08	Dublin City University			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	09	Dublin Institute of Technology			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10	National College of Art & Des			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	11	Mater Dei Institute of Educ			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	12	Teacher Train & HmEcon Colls			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	18	Milltown Inst of Theol & Phil			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	19	Institute of Technol Tallaght			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	20	Crawford Coll of Art & Design			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	21	Institute of Tech Limerick			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	22	Institute of Technol Athlone			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	23	Institute of Technology Cork			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	24	Institute of Technol Carlow			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	25	Institute of Technol Dundalk			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	26	Galway-Mayo Inst of Techn			

Your *Prior College* will be entered. Once you have selected the relevant college code, you can now save at this point.

Note: Code 99 (Other) is used to record any third level institution outside of Ireland.

You can also select and add information under the *Degree Details* section. If the student has graduated you should enter the relevant degree information including *Degree*, *Degree Date* and *Year*.

Degree Details

Degree: Bachelor of Science (Hons)
 Degree Date:
 Primary Degree Indicator

Attended From:
Attended To:
Year:

College:

Transfer Hours:
GPA:

Honors: 2nd Class Hons, Upper Division
 Goal:

Save (F10) and exit the Form.

SAAADMS – ADMISSIONS APPLICATION

The next form that will open is **SAAADMS**. This form is used to add the student's application details. The first item that should be added to the key block is the correct Term (e.g. 201314).

Note: Remember to use the following year term code if you are generating an admissions record for next term.

This first Block/Tab on the form is the **Application** Block. It displays information describing the applicant type, such as admission type and student type. This Block also displays a summary of the information from the **Curricula** tab for the relevant application. The following information **must** be added on the **Application** tab:

- **Admission Type:** DA - Direct Applicant
- **Student Type:** P – Postgraduate
- **Residency:** E or N - European Union or Non European Union
- The **F/T** (fulltime) or **P/T** (Part time) indicator
- **Application Date** – Defaults to system date
- **Application Status** – C (Complete ready for review)

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	201314	MSc in Computing	201314	Postgraduate	Kevin Street	Dublin Institute of Technol	Master of Science

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201314	Major	MSc in Computing	Computing	

Next, you go to the Curricula tab. Enter 1 for the **Priority** field and enter the relevant Programme Code in **Program** field. The other significant Programme details will default in. The curricula tab is used to record details of the Programme the applicant in applying for (including Programme Code, Level & Degree Code). Save changes.

Note: The application will not save until you enter the programme information on the Curricula tab

ATTRIBUTE CODE / YEAR OF STUDY

Go to the *Contacts, Cohorts and Attributes* tab. Enter the programme year under **Attribute** field.

Attribute	Description	Activity Date
1	First Year	10-JUL-2013

F10 to save changes.

Note: This data is very significant when it comes to student progression, e-mail generation and fee assessment and therefore must be entered.

ADDITIONAL APPLICATIONS

If you wish to add further applications to this student record, return to the *Application* tab. From the menu, select **Record ->Insert** (alternatively you can use the down arrow key until a new blank record exists).

File Edit Options Block Item **Record** Query Tools Help

Admissions Application SAAA

ID: 013122536 Term: 2013/14 Academic Year View Current/Active Curricula

Application Curricula Fees **Record** Application, Withdrawal Data Checklist Sources, Interests, Comments Contacts, Cohorts, Attributes

Application

Entry Term: 2013/14 Academic Year Application Number: 1 Application Preference: Application Date: 11-JUL-2013

Admission Type: DA Direct Applicant Application Status: C Complete ready for review

Student Type: P Postgraduate Application Status Date: 11-JUL-2013

Residence: E European Union Maintained By: S SYSTEM

Site: Full or Part Time: Full Time Part Time None Application Decision: Application Decision Date:

Outstanding Requirements: Maintained By:

A new record will be created for the given Term. Enter the relevant information (as outlined previously) and then enter the relevant curricula information under the *Curricula* tab, attribute under *Contacts, Cohorts, Attributes* tab and other information required. F10 to save and you will now have two applications associated with this record. You can repeat the same process again for multiple applications. Each application can be reviewed from the *Application* tab by use of the scroll bar.

F10 to save changes when complete. Exit the form to proceed with the QuickFlow.

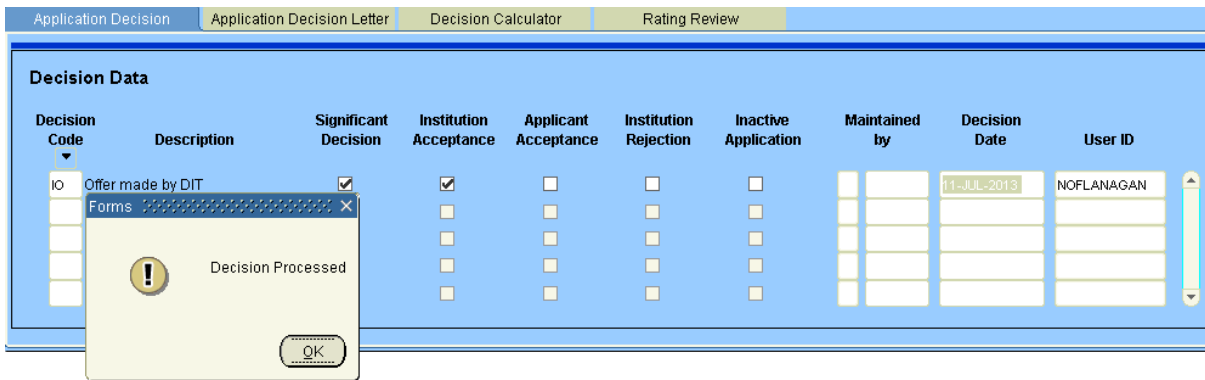
SAADCRV – ADMISSIONS DECISION (GENERATING AN OFFER)

The next form enables you to process the student's application. First, ensure that both the '**Student ID**' and the '**Term**' of entry for the student are correct in the key block. Then select 'next block'.

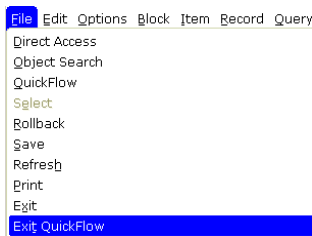
All application details recorded on the previous form are recorded in Application Summary section. If more than one application exists, you can scroll through the applications in the Application Summary section of the form. Scroll down to find the Programme for which you wish to record an offer.

Next, ensure you are active in the Decision Data (**Application Decision**) section of the form. When an offer is to be made to the student, a decision of **IO** (Offer Made by Institute) should be entered under Decision Code and saved

against the correct Programme. Save (F10) and you will see the message **Decision Processed** appear. Select OK to confirm this.



If you do not wish to process the applicant’s ‘acceptance’ at this point, you can choose to exit the QuickFlow completely by selecting from the menu File → Exit QuickFlow.

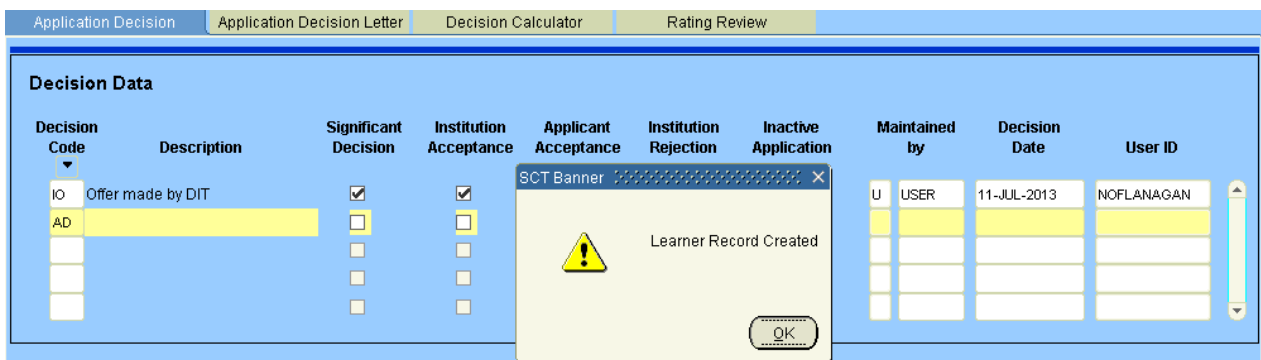


Otherwise, proceed as outlined below.

SAADCRV – ADMISSIONS DECISION (RECORDING AN ACCEPTANCE)

If you wish to record an acceptance (assuming IO entry has already been recorded), simply enter **AD** (Applicant Accepted Offer) under previously entered IO Decision Code.

Save using F10 and exit the form to proceed with the QuickFlow.



SGASTDN – GENERAL STUDENT

The next in the QuickFlow is the General Student Form **SGASTDN**. Student details will only appear on this form if an accepted offer (AD) decision had previously been recorded against the student’s application.

Before entering the form, ensure the ‘**Term**’ of entry and ‘**Student ID**’ are both correct and then select ‘next block’ to enter/view information. This is the Student Record. This first Block/Tab is the **Learner** Block. This is used to view student information such as student status and student type. You will need to complete the following information:

- **Fee Assessment Rate** – Full, Part or Overseas (Fees are assessed based on this coding).
- **F/P** – F or P (this is the full or part-time indicator, indicating whether the student is studying this programme on a full or part-time basis).
- In the Additional Information section, you should enter the relevant **Block Code** (Programme & Year of Study).

The screenshot displays the 'General Learner' form in the SGASTDN system. At the top, the student ID is D13122536 and the name is Bloggs, Joe. The 'New Term' is set to 201314 (2013/14 Academic Year). The 'Student Status' is AS (Active), 'Student Type' is P (Postgraduate), and 'Residence' is E (European Union). The 'Fee Assessment Rate' is FULL (Full-time), and the 'Class' is 1 (1st Year). The 'Student Centric Cycle' is empty. The 'Full or Part Time' options are Full Time, Part Time, and None (selected). The 'Additional Information' section includes Site, Session, Block (DT228A/1 - MSc in Computing Y1), and Citizenship. Below this are two summary tables:

Curricula Summary - Primary				Student Type:	Rate:
Priority	Term	Program	Catalog	Level	College
1	201314	MSc in Computing	201314	Postgraduate	Dublin Institute of Technol
End:		Outcome Key:	Admission Type:	Direct Applicant	Admission:
					201314
					Matriculation:

Field of Study Summary				Department	Attached to Major
Priority	Term	Type	Field of Study		
1	201314	Major	MSc in Computing	Computing	

Save (F10) when updates are completed.

SGASADD - ADDITIONAL STUDENT INFORMATION FORM

The next form is **SGASADD**. Assuming the correct 'Student ID' and 'Term' has defaulted, you should 'next block' twice to enter the *Student Attribute* section. If you have already entered the correct year of study at the point of recording a student application (SAAADMS), you will see this recorded here. No further action is required and you can exit the form to proceed.

However, if there is no entry under the Attribute Code, you will now need to record the correct student 'year of study'.

Simply enter the correct year under the Attribute Code and save. A warning prompt box will appear.

The screenshot shows the 'Additional Student Information SGASADD 8.3 (BAN8T1)' window. At the top, the 'ID' is 'D13122536' and the name is 'Bloggs, Joe'. The 'Term' is '201314'. Below this are two sections: 'Student Cohort' and 'Student Attribute'. Both sections have 'From Term' set to '201314' and 'To Term' set to '999999'. The 'Student Cohort' section has a table with columns for 'Cohort Code', 'Description', 'Inactive', and 'Reason'. The 'Student Attribute' section has a table with columns for 'Attribute Code' and 'Description'. In the 'Student Attribute' table, the first row has '1' in the 'Attribute Code' column and 'First Year' in the 'Description' column. A 'Warning Alert' dialog box is overlaid on the form, containing the text: 'Warning Alert: Changing Student Attribute values may impact Registration Fee Assessment.' with 'OK' and 'CANCEL' buttons.

Click OK, save and exit.

SFAREGS – CREATING NEW ‘EL’ REGISTRATIONS RECORD.

Once a student has accepted a place on a DIT programme and has been processed accordingly in Banner, the student’s registrations record should then be saved in **SFAREGS** with an enrolment status of EL (Eligible to Register).

Note: You can only create an active EL registrations record in SFAREGS for the current ‘active’ term. Therefore, if a student has accepted a place on a programme for the next academic term (i.e. in advance of the term roll process), Banner will not allow you to create the students registration record in SFAREGS. You must keep a list of these students and ensure that you create their ‘EL’ SFAREGS record and default grant record after term roll has completed.

SFAREGS has a tabbed interface for easy navigation. Simply enter the ‘Term’ and ‘Student ID’ and select ‘next block’ to view / update details on the form.

The form initially appears as follows:

Under the *Student Term* tab, you can view / update detailed information about the student such as:

- Student Type
- Residence
- Full or Part time indicator
- Block schedule
- Fee Assessment Rate.
- Class (Attribute / Year of Study)

Ensure that these details are entered correctly or make any amendments as required.

The screenshot shows the 'Student Term' tab in the Banner system. The form contains the following fields and values:

- Student Status:** AS Active (check SFAREGS)
- Class:** 1 1st Year
- Student Type:** P Postgraduate
- Advisor:** [Empty]
- Residence:** E European Union
- Academic Standing:** [Empty]
- Fee Assessment Rate:** FULL Full-time
- Override Term:** [Empty]
- Last Term Attended:** [Empty]
- Progress Evaluation:** [Empty]
- Full or Part Time:** Full Time (selected), Part Time, None
- Override Term:** [Empty]
- Block Schedule:** DT228A/1 MSc in Computing Y1
- Combined Academic Standing:** [Empty]
- Effective Term:** 201314 2013/14 Academic Year
- Override Term:** [Empty]
- Student Centric Cycle:** [Empty]

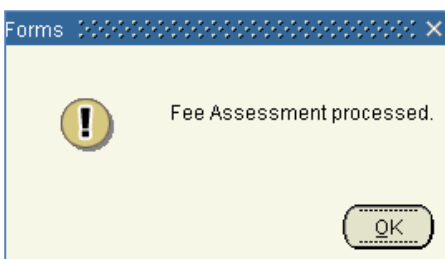
The *Curricula* tab allows you to view program related information for the student. You should also ensure that the details on this tab are as expected (i.e. Programme & Term data).

The screenshot shows the 'Curricula' tab in the Banner system. The form contains the following fields and values:

- Curriculum:** Record 1 of 1
- Current:** [Checked] Replace: [Icon] Update: [Icon] Duplicate: [Icon]
- Roll Learner:** Yes (selected), No, Default
- Roll to Outcome:** [Icon]
- Activity:** ACTIVE
- Apply to Graduate:** [Icon]
- Graduation Sequence:** [Empty]
- Key Sequence:** 99
- User ID:** NOFLANAGAN
- Term:** 201314 2013/14 Academic Year
- Activity Date:** 11-JUL-2013
- End Term:** [Empty]
- Start Date:** [Empty]
- Catalog Term:** 201314 2013/14 Academic Year
- End Date:** [Empty]
- Priority:** 1
- Program:** DT228A MSc in Computing
- Level:** PG Postgraduate
- Student Type:** [Empty]
- Campus:** KST Kevin Street
- Site:** [Empty]
- College:** 42 Dublin Institute of Technology
- Rate:** [Empty]
- Degree:** MSC Master of Science
- Leave of Absence:** [Empty]
- Admission Type:** DA Direct Applicant
- Leave From Date:** [Empty]
- Admission Term:** 201314 2013/14 Academic Year
- Leave To Date:** [Empty]
- Application:** 1
- Expected Graduation Date:** [Empty]
- Matriculated Term:** [Empty]
- Graduation Term:** [Empty]
- Graduation Year:** [Empty]

Return to the *Registration* tab. The student’s status will be EL (Eligible to Register) at this point. Select ‘save’ twice. This will activate the student’s registrations record in Banner and trigger ‘Fee Assessment’.

You should now expect to see the following message. Select OK to proceed.



This will create the student’s registration record and the appropriate fees will be generated on the student’s account.

CREATING THE DEFAULT GRANT RECORD - SZASGNT

Having created the student's 'EL' registrations record, the last step is to save the student's default grant record.

Note: This step is only required for Full-Time students. If a student is Part-Time, simply ignore this step and exit the form.

To save a student's default grant record, enter SZASGNT. In the key block you enter the student's ID and Term Code and 'next block' into the form.

Student Grant Maintenance Form SZASGNT 8.0 (BAN8T1) QuickFlow: PGRD: 9 of 9

ID: D13122536 Bloggs, Joe Term: 201314 DOB: 01-JAN-1992

Programme Information
 Programme: DT228A MSc in Computing Class: 1

Grant Information
 Funding Category: 16 Post Graduate Self Support
 Funding Maintenance: 20 Non Aided
 Awarding Body:
 Bank Account Number: Name:
 Bank Sort Code:

TLT Grant Details
 Start Date: End Date: Active Date: 11-JUL-2013 Inactive Date:

Record Control
 User: NOFLANAGAN Activity Date: 11-JUL-2013

You will be prompted with messages 'Setting Student Defaults' and 'Contract numbers cannot be established'. Select OK to both prompts.

The default funding codes for 'postgraduate self-support' will go against the student's grant record.

- Funding Category: **16 (Post Graduate Self Support)**
- Funding Maintenance: **20 (Non Aided)**

Note: More information in relation to grants can be found under the 'Fees and Grants' section of this manual

Save to commit changes to the grant record. The Registration Service should then be informed so that process of inviting the student to formally register and pay fees online can commence.

CHANGING A STUDENT'S ACCEPTANCE RECORD

If the student originally accepted an offer but has decided to not take up a place in DIT, you should update the student's record in Banner as follows:

- Enrolment status on SFAREGS change to PN (Person Not Attending)
- Decision Code on SAADCRV updated to RO (Applicant Rejected Offer).

Note: You should only update a student's enrolment status to PN if it was previously flagged as EL (Eligible to Register) on SFAREGS. If a student has already registered (RE) at the time you wish to make this change, you will need to contract the Registration Service so that they can formally withdraw the student.

From time to time, it may also be possible that an AD (accepted offer) was incorrectly recorded against a student application for a particular programme. It may therefore be necessary to undo this and create a new AD (accepted offer) against a different programme application. Details of how this can be processed are noted under the Admitting Students section of this manual.

PRODUCING WEB REGISTRATION INFORMATION PACK - SZAINFO

Once postgraduate student records have been created with a status of EL, you can proceed with the production of Web Registration InfoPacks. However, you should note that you can only proceed with producing InfoPacks the day after the registrations record was initially created. Otherwise, their DIT email account will not yet be active and an InfoPack cannot be generated.

Note: Before generating your first batch of InfoPacks, you should always ensure that your IE & Banner settings are configured correctly. Try generating a Student Details Report from SZANAVI to test that you can run reports from Banner in advance. Please see <http://appupdates.dit.ie> for further details on the correct technical configuration for running Banner 8.5.

SZAINFO is used to generate InfoPacks.

Web Registrations Information Pack SZAINFO 8.0 (BAN8T1)

Term Code: 201314

Block Code: DT329/1 MSc Accounting

All Students?

Signature: _____

Title: _____

Reprint ?

Please ignore dates entries unless you are running Info Packs for Round A and Round B CAO Loads.

Start Date: _____ End Date: _____

Generate Info Packs

Parameters to be entered on this form are as follows:

- *Term Code* (e.g. 201314)
- *Block Code* (e.g. DT329/1)
- Select *checkbox* for **All Students** (or enter individual student no.)
- *Signature & Title* remain blank
- *Date parameters* remain blank.

The '*Reprint?*' checkbox should only be checked if you wish to reprint InfoPacks for a block of students which have already been generated.

When you are satisfied with the input parameters you have entered, simply select **Generate Info Packs**.

You will then be prompted with the following message detailing the number of InfoPacks to be generated. You should expect all new postgraduate students to be selected for 'paper' web packs.

The screenshot shows a dialog box titled "Web Information Packs SZAINFO 8.0 (BAN8L1)". It has a light blue background. There are two rows of labels and input boxes. The first row is "Number of paper web packs:" followed by an input box containing the number "17". The second row is "Number of email web packs:" followed by an input box containing the number "0". At the bottom of the dialog, there are two buttons: "Proceed" and "Cancel".

Note: Returning Students will receive their InfoPacks by 'email'. This will be covered further under section 'Returning Students Registration'.

Simply select **Proceed** to continue with the generation of the paper packs. At which point, a new browser window will open with a PDF of all the web registrations letters to be printed and sent to the relevant students.

Simply select **Proceed** to continue with the generation of the paper packs. At which point, a new browser window will open with a PDF of all the web registrations letters. Each letter contains the student's details and programme information along with instructions on how to logon to the DIT Programme Web Registration system. It will also include their logon details to their new DIT email account.

This can then be printed out and posted to the student.

Upon receipt of this InfoPack letter, the student will be able to go online and register for their respective programme. Further information regarding Programme Registration is available on the Registration website. An instructional user-guide for students is also available from this website.

Following the generation of InfoPacks you should then check the **InfoPack Audit Report** for any InfoPacks that did not generate as expected. Further instruction on this process can be found under the section Audit of InfoPacks.

Sample student letter overleaf:

Sample student letter as follows:



Institiúid Teicneolaíochta Átha Cliath, 143-149 Bóthar Ráth Maonais Iochtarach, Ráth Maonais, Baile Átha Cliath 6, Éire
 Dublin Institute of Technology, 143-149 Lower Rathmines Road, Rathmines, Dublin 6, Ireland
 t +353 1 402 3000 f +353 1 402 3399 • www.dit.ie

26-JUN-13

Joe Bloggs
143 Rathmines Rd
Rathmines
Dublin 6

Dear Joe

Congratulations, you have been allocated a place on:

Programme: DT370
Description: BSc Business & Legal Studies
Year: 1

Registering and Paying Fees Online

It is important that you now register as a student and pay your fees. You must logon to www.dit.ie/registration immediately for information on how to register and pay using a credit/debit card.

If you have not logged on to the online system before, your logon is:

StudentID: D13122536
PIN: 010190

If you have previously logged in, then the above PIN is no longer valid as you would have created your own unique PIN.

Once you have completed your registration, you will receive a 'Confirmation of Registration' email to your DIT email account, which you must print off and present to DIT when collecting your student ID card. Please note that non payment of fees incurs additional charges and failure to pay your fees may result in removal of services, email and library access.

Induction to your Programme and Collecting your Student ID Card

Your "Induction Schedule" for your programme and your Student ID card collection dates are available on the registration website. Please ensure to attend at the time(s) designated and remember to bring your confirmation of registration email. The website also provides you with information concerning all our services and you are advised to visit it regularly.

Your DIT Email Account

Following registration, your DIT email account is our prime method of communicating with you and you need to access it on a regular basis by visiting www.mydit.ie. Your login details for the email system are as follows:

Email Address: nial.oflanagan@dit.ie
Email Username: D13122536
Password: 01011990

Wishing you every success for the coming year in DIT.

Yours sincerely,

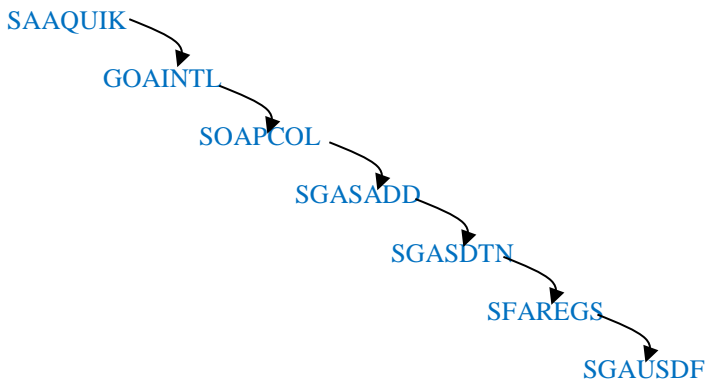
Teresa Ward
 Registrations Manager

POSTGRADUATE RESEARCH STUDENTS

Postgraduate Research student applications and set-up are managed by the Postgraduate Research office. In order to simplify the process of setting up new postgraduate research student records in Banner, a QuickFlow has been developed. This QuickFlow will automatically bring users through the appropriate screens / forms in Banner. This QuickFlow is called **PGRES**.

PGRES – POSTGRADUATE RESEARCH QUICKFLOW

The sequence of forms in the PGRES QuickFlow is as follows:



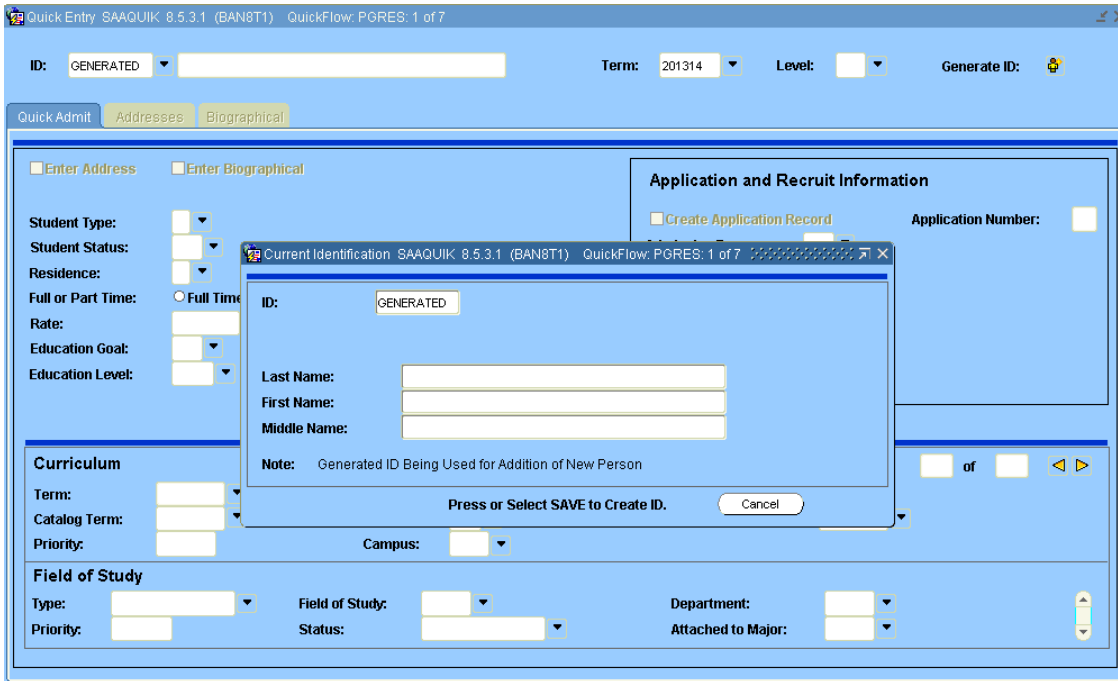
SAAQUIK – QUICK ENTRY

The first form is **SAAQUIK**. This form is used to create a new student record (including a newly generate Student ID).

Before you generate a new ID, you should you should always search the database to see if a person record already exists for the student. You can search for a student by selecting the ID drop-down and then Person Search. You can also use form SOAIDNS for a more specific search. GUIALTI (Alternate ID Search) allows you to search by PPS no. and Date of Birth.

Note: As a caveat to this, you should never re-use a CAO ID from the current term (i.e. students who have also applied to CAO in the same term). These IDs should be kept distinct and a new direct application ID should always be created.

To generate a number for the current term (e.g. 201314); use the **Generate ID** button.



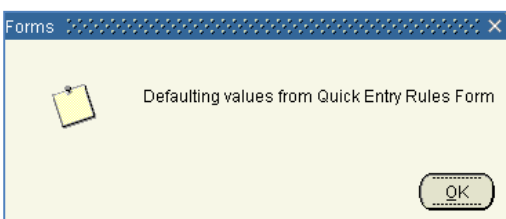
In the prompt box, enter the student’s name details and then save.

Banner will generate a new student ID at this point beginning with the letter D. The next two numbers will reflect the academic year of entry (e.g. D12 – Term 201213). Take note of the student’s ID number for your own reference.



Next, tab across to the ‘Term’ field and enter the academic term (e.g. 201213) and then to the level and enter **PR** for Postgraduate Research. Then select ‘next block’.

When you ‘next block’, the following dialogue box will appear.



Select OK as this is just a note to inform you that certain values will be defaulted.

Note: Student Type defaults to R (Research), Residency defaults to E (European Union) and Rate Code to Zero.

You should confirm that the defaulted data is correct and make any amendments where required (e.g. Student’s residency is Non EU). At this point, you should also update the Full or Part Time indicator accordingly.

Quick Admit | Addresses | Biographical

Enter Address Enter Biographical

Student Type: R Research
 Student Status: AS Active (check SFAREGS)
 Residence: E European Union
 Full or Part Time: Full Time Part Time None
 Rate: ZERO Zero Fee
 Education Goal:
 Education Level:

Note: The Rate Code is used in determining the programme fee that a student is liable for. In the case of postgraduate students, there is no set programme fee. Thus, the 'ZERO' rate code. Instead of a standard programme fee, charges are applied manually to each individual's student's account.

Next you need to navigate to the Curriculum section.

The first field you must enter here is the **Campus** field. Then, you input the appropriate **Program** Code. When you select 'return' on the keyboard, other key programme information will default in.

Curriculum

Record 1 of 1

Term: 201213 2012/13 Academic Program: DT901 College: 00 Dublin Institute of Technology
 Catalog Term: 201213 2012/13 Academic Level: Postgraduate Research Degree: MPHIL Master of Philosophy
 Priority: 1 Campus: AUN Aungier Street

Field of Study

Type: MAJOR Field of Study: D901 MPHIL Department: RE04 Graduate Research School
 Priority: 1 Status: INPROGRESS Attached to Major:

Note: The sequencing on entering Campus first and then Programme Code is important here, since PG Research programmes can be associated with any of the DIT Campuses.

Save at this point. You should expect to see the message 'Transaction complete: 3 records applied and saved' at the bottom of the screen.

Next you will need to enter the Address Information. Choose the Address tab.

Note: You can also navigate between the tabs by use of the 'next block' and 'previous block' Icons

From here, select the 'return' key and today's date will automatically populate the 'From date' field. Enter HM in the address type field to record a Home Address for the student. Then enter the address details in the appropriate fields.

When entering the address information you will need to enter the address under the **Street Line** fields as well as the **City, County, Nation** and **Carrier Route** fields.

Quick Admit | Addresses | Biographical

From Date: 11-JUL-2013 To Date:

Address Type: HM Home Address Inactivate Address

Sequence Number: 1 Source:

Street Line 1: 143 Rathmines Rd Delivery Point:

Street Line 2: Rathmines Correction Digit:

Street Line 3: Carrier Route: RA

City: Dublin 6

State or Province:

ZIP or Postal Code:

County: D6 Dublin 6

Nation: IRL Ireland

Telephone Type: HM Home

Phone Number:

Last Update

User: NOFLANAGAN

Activity Date: 11-JUL-2013

Address data as follow:

- **City:** City of address
- **County** Code: County codes including Dublin postal district codes. There is a look up table here. Double click to view
- **Nation** Code: This is also a look up table. Double click to view. When entering the nation code enter the nation pertaining to the address, as opposed to the student’s nationality.
- **Carrier Route:** This is used to record the accommodation type of the student for the purpose of HEA statistical returns. This is a free text field, but you must use the following two character codes only when entering this information:

PH	Parental Home
RA	Rented Accommodation
OH	Own Home (house, apartment)
OA	Other Accommodation
NS	Not Specified

Note: You do not need to enter Sate or Zip code information.

To enter another address at this point, you can enter a new record by selecting F6 and entering the relevant details as above. However, you should be aware that the most recent address entered will be the address used for written correspondence with the student.

If an address record already exists but it is no longer valid, you can de-activate it and enter a new one. See the section on ‘Updating Student’s Address’ for more information.

Finally on the Addresses tab, you can enter the student’s telephone details. You can select the Telephone Type (e.g. MOBL) from the drop-down list.

Save changes when complete.

Next, select the **Biographical** Information tab. On this tab, you must enter **Gender, Date of Birth, SSN (PPS no.)** and **Citizenship**. All are mandatory for the purpose of HEA statistical returns.

- **Gender**
- **Date of birth** in the format day-month-year this will automatically populate the age box
- **Citizenship**
- **PPSN** number should be added into the box labeled SSN/SIN/TFN.

Save changes and exit the form.

GOAINTL – INTERNATIONAL INFORMATION

The next form available on the QuickFlow is **GOAINTL** and relates to Visa and Nationality Information.

First, you need to ‘next block’ to get to the Visa Information section. Use the VISA type code box to enter the visa type if available.

Note: If the student is Irish, enter NS

F10 to save changes.

Now select the Nationality tab.

Enter the **Nation of Birth** by selecting from the drop down list. This field is mandatory and must be entered. If you already know the code, you can enter it directly.

Save (F10) and exit the Form.

SOAPCOL – PRIOR COLLEGE

The next form is the Prior College **SOAPCOL** Form. This is where information about student’s prior third level education is held. Assuming the Student ID field is already populated, select ‘next block’ to enter the Prior College section.

You can now enter the last college that the student attended.

You can view a list of colleges by selecting F9 or selecting the search icon to the right of the *Prior College* field.

You will be brought directly into the list of third level institutions (SOISBGI). This list will initially appear blank. Select the query function (F8) to retrieve the full list of institutions. Select the desired institution by double clicking in the 'Code' field cell of the desired row selection.

HS	College	Source	None	Code	Name	City	State or Province	Admission Request Code
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	01	University College NUI Cork			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	02	University College NUI Dublin			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	03	NUI Galway			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	04	University of Limerick			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	05	NUI Maynooth			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	06	Trinity College Dublin			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	07	Thomond College of Educ			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	08	Dublin City University			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	09	Dublin Institute of Technology			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	10	National College of Art & Des			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	11	Mater Dei Institute of Educ			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	12	Teacher Train & HmEcon Colls			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	18	Miltown Inst of Theol & Phil			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	19	Institute of Technol Tallaght			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	20	Crawford Coll of Art & Design			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	21	Institute of Tech Limerick			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	22	Institute of Technol Athlone			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	23	Institute of Technology Cork			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	24	Institute of Technol Carlow			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	25	Institute of Technol Dundalk			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	26	Galway-Mayo Inst of Techn			

Your *Prior College* will be entered. Once you have selected the relevant college code, you can now save at this point.

You can also select and add information under the *Degree Details* section. If the student has graduated you should enter the relevant degree information including *Degree*, *Degree Date* and *Year*.

Degree Details

Degree: Bachelor of Science (Hons)
 Degree Date:
 Primary Degree Indicator

Attended From:
 Attended To:
 Year:

College:

Transfer Hours:
 GPA:

Honors: 2nd Class Hons, Upper Division
 Goal:

Save (F10) and exit the Form.

SGASADD - ADDITIONAL STUDENT INFORMATION FORM

The next form is **SGASADD**. Assuming the correct 'Student ID' and 'Term' has defaulted, you should 'next block' twice to enter the *Student Attribute* section.

You will now need to record the correct student 'year of study'.

Simply enter the correct year under the Attribute Code and save. A warning prompt box will appear.

The screenshot shows the 'Additional Student Information SGASADD 8.3 (BAN8T1)' window. At the top, the 'ID' is 'D13122536' and the name is 'Bloggs, Joe'. The 'Term' is '201314'. Below this are two main sections: 'Student Cohort' and 'Student Attribute'. Both sections have a 'From Term' of '201314' and a 'To Term' of '999999'. The 'Student Cohort' section has columns for 'Cohort Code', 'Description', 'Inactive', and 'Reason'. The 'Student Attribute' section has columns for 'Attribute Code' and 'Description'. A 'Warning Alert' dialog box is centered over the 'Student Attribute' section, displaying a warning icon and the text: 'Changing Student Attribute values may impact Registration Fee Assessment.' The dialog box has 'OK' and 'CANCEL' buttons. In the 'Student Attribute' section, the 'Attribute Code' dropdown is set to '1' and the 'Description' is 'First Year'.

Click OK, save and exit.

SGASTDN – GENERAL STUDENT FORM

The next form will be SGASTDN. Ensure that both the ‘ID’ and ‘Term’ in the key block are correct and then select ‘next block’ to enter the form.

This form details the student record and should reflect the correct student and programme information previously entered. There is still some additional information which should be entered at this point.

General Student SGASTDN 8.5.3 (BAN8T1) QuickFlow: PGRES: 5 of 7

ID: Student Summary Term: View Current/Active Curricula

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

General Learner

New Term: 2012/13 Academic Year From Term: To Term:

Student Status: Active (check SFAREGS)

Student Type: Research

Residence: European Union

Fee Assessment Rate: Zero Fee

Class:

Student Centric Cycle:

Full or Part Time: Full Time Part Time None

Additional Information

Site:

Session:

Block: MPHIL year 1

Citizenship: Irish Citizen

Curricula Summary - Primary

Priority	Term	Program	Catalog	Student Type	Level	Campus	Rate	College	Degree
1	201213	MPHIL	201213	Research	Postgraduate Research	Aungier Street	Zero Fee	Dublin Institute of Technol	Master of Philosophy

End: Outcome Key: Admission Type: Direct Applicant Admission: Matriculation:

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201213	Major	MPHIL	Graduate Research School	

Within the *Learner* tab, you need to enter the **Block** information. This can be found under *Additional Information*. Enter ‘Block Code’ and then save.

You should now save again on SGASTDN and exit the form.

SFAREGS - STUDENT COURSE REGISTRATION FORM

The next form is SFAREGS. This form details the student’s registration record. It has a tabbed interface for easy navigation. It is used to update information on enrolment, registration, subject details and class details.

Simply ensure that both the ‘ID’ and ‘Term’ in the key block are correct and then select ‘next block’ to enter the form.

The form initially appears as follows:

Note: At this point, we have not yet saved the registrations record in SFAREGS, so technically the student does not yet have an active registrations record. This is noted by the blank ‘Status Date’.

To create the registrations record, select save. Then select save for a second time. This will trigger fee assessment. You will be prompted with the following message.



This is simply a notification to let you know that any fees associated with this student and programme have been applied to the student’s account. Since postgraduate research students have a ZERO fee rate code, no programme fee will assess on the student’s account. Select OK to this message.

At this point, you have created the student's registrations record with an enrolment status of EL (Eligible to Register). This should then be communicated to the Registration Service. It is the responsibility of the Registration Service to formally register each student (i.e. to update enrolment status to RE) and issue the students with an ID Card. When finished, simply exit the form.

Note: While new PG Research students are formally registered (RE on SFAREGS) by the Registration Service, it is the responsibility of the Postgraduate Research Office to progress and re-register returning students.

SGAUSDF – STUDENT INSTITUTIONAL REPORTING REQUIREMENTS

The last and final form is SGAUSDF. This is used to record the ISCED code and HEA Subject Codes against the student record. Upon entering the form, ensure the correct ID and Term have defaulted. Then select 'next block'.

Institutional Reporting Elements

	Element Code	
Element 1:	<input type="text"/>	<input type="button" value="▼"/>
Element 2:	<input type="text"/>	<input type="button" value="▼"/>
Element 3:	<input type="text" value="213"/>	<input type="button" value="▼"/> Audio-vis tech and media prod
Element 4:	<input type="text" value="E30"/>	<input type="button" value="▼"/> Media Studies
Element 5:	<input type="text"/>	<input type="button" value="▼"/>
Element 6:	<input type="text"/>	<input type="button" value="▼"/>
Element 7:	<input type="text"/>	<input type="button" value="▼"/>
Element 8:	<input type="text"/>	<input type="button" value="▼"/>
Element 9:	<input type="text"/>	<input type="button" value="▼"/>
Element 10:	<input type="text"/>	<input type="button" value="▼"/>

- In the *Element 3* field, enter the ISCED code (or choose code from the drop-down selection) to reflect the student's area of study.
- In the *Element 4* field, enter the HEA subject code (or choose code from the drop-down selection) to reflect the subject of programme/qualification aim.

F10 to save changes.

You have now completed the set-up of a postgraduate research student using the PGRES QuickFlow.

International Students

International students may apply to DIT either directly via the International Office or through the CAO process, if eligible.

CAO APPLICANTS

International students applying through the CAO are processed in the same way as all other CAO applicants. However, those International students that are non-EU residents will have a different residency and fee rate coding to ensure they are assessed for the correct student fee. See section on [Overseas Fee Rate Codes](#) for further details.

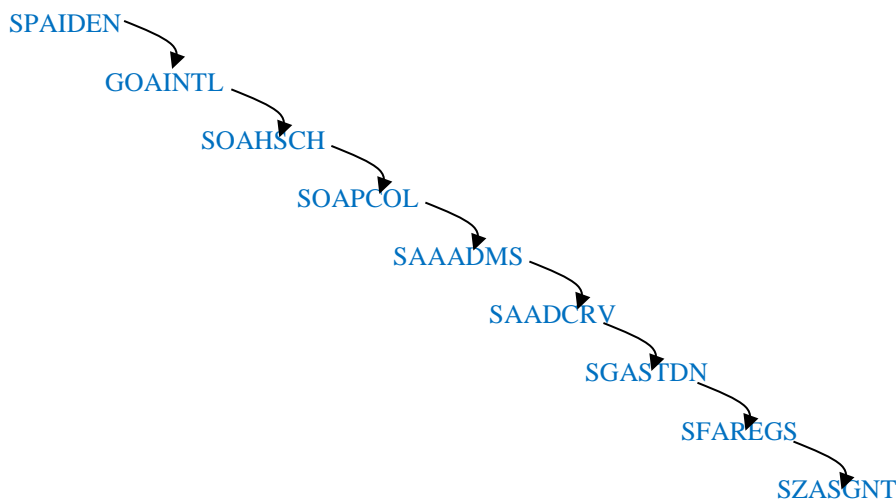
DIRECT APPLICATIONS

International Students can also apply directly to the International Office. Similar

ADMT ADMISSIONS DATA ENTRY QUICKFLOW

International Students can also apply directly to the International Office. Similar to the direct admissions process, the QuickFlow ADMT is used to set-up new International student applications and to generate offers and acceptances.

The sequence of forms in this QuickFlow is as follows:



SPAIDEN – GENERAL PERSON IDENTIFICATION

The first form in this QuickFlow chain is **SPAIDEN** (General Person Identification). This is used to add the student's name and to generate an ID number.

Before you generate a new ID, you should you should always search the database to see if a person record already exists for the student. You can search for a student by selecting the ID drop-down and then Person Search. You can also use form SOAIDNS for a more specific search. GUIALTI (Alternate ID Search) allows you to search by PPS no. and Date of Birth.

Note: As a caveat to this, you should never re-use a CAO ID from the current term (i.e. students who have also applied to CAO in the same term). These IDs should be kept distinct and a new direct application ID should always be created.

- To generate a number for the current term (e.g. 201314); use the **Generate ID** button.
- To acquire a number for the next term (e.g. 201415); use the **New Year ID** button.

You will notice the **GENERATED** or **GENERNEXT** text appears in the ID Field, depending on which option you choose.

The screenshot shows a web browser window with the title 'General Person Identification SPAIDEN 8.5.3.1 (BAN8L1) QuickFlow: ADMT: 1 of 9'. The main content area has a light blue background. On the left, there is a label 'ID:' followed by a dropdown menu currently showing 'GENERATED' and a text input field. On the right, there are two buttons: 'Generate ID:' with a person icon and 'New Year ID:' with a person icon.

Once you have generated a new ID or used an existing one, you then select 'next block' (or CTRL Page Down) to enter information. Assuming you generated a new ID, you can now enter the person's Last Name, First Name and any other relevant details as required in the relevant fields. Save (F10) when complete. You should now notice that the student number has been allocated to this record. It is important to make a note of this number for your own reference.

Next you will need to enter the Address Information. Choose the Address tab.

International students may very often have more than one address. For example, they may have a native 'country of origin' address, an 'agency' address and an 'Irish' address. Each address should be entered in Banner, where applicable. The sequence of how you enter these addresses is important here. The 'country of origin' address should always be entered first and the student's Irish address should be entered last.

E.g.

1. Native 'country of origin' address: *Address type (HM - Home)*
2. 'Agency' address: *Address type (AG - Agency)*
3. Irish 'home' address: *Address type (HM - Home)*

To insert multiple home address records, simply select F6 to insert a new record from the address tab and a blank address record will appear for data entry. Save changes upon completion.

To record a Home Address for the student, enter HM in the address type field. If you have an 'Agency' address, then you should also enter this address with type AG (Agency).

When entering the address information you will also need to enter the address details under the **Street Line** fields as well as the **City, County, Nation** and **Carrier Route** fields.

The latter four reflect the following:

- **City:** City of address
- **County Code:** County codes including Dublin postal district codes. There is a look up table here. Double click to view
- **Nation Code:** This is also a look up table. Double click to view. When entering the nation code enter the nation pertaining to the address, as opposed to the student’s nationality.
- **Carrier Route:** This is used to record the accommodation type of the student for the purpose of HEA statistical returns. This is a free text field, but you must use the following two character codes only when entering this information:

PH	Parental Home
RA	Rented Accommodation
OH	Own Home (house, apartment)
OA	Other Accommodation
NS	Not Specified

The screenshot displays the 'Address' tab of a web application. The form is organized into several sections:

- From Date:** 17-SEP-2010 (with a calendar icon) and **To Date:** (empty field with a calendar icon).
- Inactivate Address:** A checkbox that is currently unchecked.
- Address Type:** A dropdown menu set to 'HM' (Home Address).
- Sequence Number:** A text input field containing '1'.
- Street Lines:** Three text input fields. Street Line 1 contains '143 - 149 Rathmines Rd', Street Line 2 contains 'Rathmines', and Street Line 3 is empty.
- City:** A text input field containing 'Dublin 6'.
- State or Province:** A dropdown menu.
- ZIP or Postal Code:** A text input field.
- County:** A dropdown menu set to 'D6' (Dublin 6).
- Nation:** A dropdown menu set to 'IRL' (Ireland).
- Telephone Type:** A dropdown menu set to 'HM' (Home).
- Telephone:** A text input field containing '01 - 5555 555'.
- Source:** A dropdown menu.
- Delivery Point:** A text input field.
- Correction Digit:** A text input field.
- Carrier Route:** A text input field containing 'RA'.
- Last Update:** A box containing **User:** NOFLANAGAN and **Activity Date:** 17-SEP-2010.

Note: You do not need to enter State or Zip code information.

Save changes when complete.

To enter another address at this point, you can enter a new record by selecting F6 and entering the relevant details as above. However, the most recent address entered will be the address used for written correspondence with the student. Thus the reason you want to create and save the Irish ‘home’ address last.

Note: If you are entering more than one ‘HM’ address type, you should ensure that the earliest address has an end-date (To Date) and is inactivated, before you enter the latest HM address type.

If an address record already exists but it is no longer valid, you can de-activate it and enter a new one. See the section on ‘Updating Student’s Address’ for more information.

Next, you click on the **Telephone** tab to enter the relevant telephone numbers for the student. You can enter a home, mobile or fax number here.

Save (F10) this information when finished.

The next tab is the **Biographical** information tab. On this tab, you must enter **Gender, Date of Birth, SSN (PPS no.)** and **Citizenship**. All are mandatory for the purpose of HEA statistical returns.

- **Gender**
- **Date of birth** in the format day-month-year this will automatically populate the age box
- **Citizenship**

PPSN number should be added into the box labeled SSN/SIN/TFN

Save (F10) when complete.

The next tab is the **E-mail** information tab. Select ‘next block’ to view/amend information.

When inputting information, you must first enter a type. The email type has a lookup table. You can view any look-up table by selecting the drop-down icon or simply selecting F9 (when the cursor is active in the relevant field). Once the type has been added, you can then enter the email address.

Note: Never use the INST type as this is used for automatically generated DIT email addresses. Furthermore, this DIT student email address should never be manually changed from this form.

Save (F10) when this information is entered.

You have now completed the first Form of this QuickFlow. To progress to the next form, simply exit this form by selecting the EXIT icon at the top right-hand corner.

GOINTL – INTERNATIONAL INFORMATION

The next form available on the QuickFlow is **GOINTL** and relates to Visa and Nationality Information.

First, you need to 'next block' to get to the Visa Information section. Use the VISA type code box to enter the visa type if available.

Note: If the student is Irish, enter NS

F10 to save changes.

International Information GOINTL 8.4 (BAN8L1) QuickFlow: ADMT: 2 of 9

ID: D13122585 Joe Bloggs

Visa Passport Certification of Eligibility Nationality

Visa Information

Sequence Number: 1

Visa Type: NS Not Specified

Visa Number:

Nation of Issue:

Issuing Authority:

Port of Entry:

Entry

Number of Entries:

Date Requested:

Date Issued:

Start Date:

End Date:

Now select the Nationality tab.

International Information GOINTL 8.4 (BAN8L1) QuickFlow: ADMT: 2 of 9

ID: D13122585 Joe Bloggs

Visa Passport Certification of Eligibility Nationality

Nationality

Nation of Birth: IR Ireland

Nation of Citizen:

Native Language:

Sponsor:

Employment Type:

Foreign Tax ID:

Enter the **Nation of Birth** by selecting from the drop down list. This field is mandatory and must be entered. If you already know the code, you can enter it directly.

Save (F10) and exit the Form.

SOAHSCH - HIGH SCHOOL INFORMATION

The next form is used to record information about student’s prior secondary level education. Assuming the student ID field is already populated, select ‘next block’ to enter the High School Details section.

High School Information SOAHSCH 8.6.0.3 (BAN8L1) QuickFlow: ADMT: 3 of 9

ID: D13122586 Bloggs, Joe

High School Details | High School Subjects | High School Address

High School Details

High School: Enrollment Planning Service Code:

Graduation Date:

Transcript Received Date:

Class Rank and Size: / Percentile: GPA:

Diploma:

College Preparation

Admissions Request:

You can now enter the secondary school that the student attended. You can view a list of schools by selecting F9 or you can use the search icon which is to the right of the ‘High School’ field. You will be brought directly into the list of secondary school institutions (SOISBGI) where you can search for a particular school by use of the search (F8) and % (wildcard) function.

Source/Background Institution Query-Only SOISBGI 8.0 (BAN8L1) QuickFlow: ADMT: 3 of 9

Source or Background Institution

HS	College	Source	None	Code	Name	City	State or Province	Admission Request Code
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000003	Blackrock College	Co Dublin		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000012	St Josephs Convent			LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000013	Loreto Abbey	Co Dublin		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000014	Convent of the Sacred Heart	Dublin 14		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000020	Presentation Brothers College	Dublin		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000030	Manor House School	Dublin 5		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000038	St Dominics High School	Dublin 13		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000040	Scoil Na MBraithre	Baile Atha Cliath		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000042	Ard Scoil Ris	Baile Atha Cliath 9		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000044	Scoil Uí Chonail	Baile Atha Cliath 1		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000048	Mean Scoil Iognaid Ris	Baile Atha Cliath 12		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000050	Marian College	Dublin 4		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000051	St Johns College	Dublin 10		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000053	Gonzaga College	Dublin 6		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000054	Catholic University School	Dublin 2		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000055	Chanel College	Dublin 5		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000057	Terenure College	Dublin 6		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000063	Deutsche Schule Dublin	Dublin 14		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000069	Dominican College	Dublin 9		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000070	Scoil Chaitriona	Baile Atha Cliath 9		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000075	Holy Faith Convent	Dublin 3		LC

Simply enter part of the school name in the 'Name' field and use the % (wildcard) character to assist (e.g. %Christian% to find all Christian Brother schools)

Tip: The search is case-sensitive, so you should consider this when entering your search criteria (e.g. omit the first character of a word if you are unsure of its case.)

Select F8 to execute the query. F7 clears the form for a new query.

Note that these school codes are numeric. Once you have found the relevant school, double click on the 'Code' field and it will select the appropriate school and enter it on the main SOASCH form.

Save (F10) when school details are entered and exit the form.

SOAPCOL – PRIOR COLLEGE

The next form is the Prior College **SOAPCOL** Form. This is where information about student's prior third level education is held. Assuming the Student ID field is already populated, select 'next block' to enter the Prior College section.

You can now enter the last college that the student attended.

You can view a list of colleges by selecting F9 or selecting the search icon to the right of the *Prior College* field.

You will be brought directly into the list of third level institutions (SOISBGI). This list will initially appear blank. Select the query function (F8) to retrieve the full list of institutions. Select the desired institution by double clicking in the 'Code' field cell of the desired row selection.

Note: Code 99 is used to record any Institution not listed on this form.

HS	College	Source	None	Code	Name	City	State or Province	Admission Request Code
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	01	University College NUI Cork			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	02	University College NUI Dublin			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	03	NUI Galway			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	04	University of Limerick			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	05	NUI Maynooth			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	06	Trinity College Dublin			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	07	Thomond College of Educ			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	08	Dublin City University			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	09	Dublin Institute of Technology			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	10	National College of Art & Des			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	11	Mater Dei Institute of Educ			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	12	Teacher Train & HmEcon Colls			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	18	Milltown Inst of Theol & Phil			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	19	Institute of Technol Tallaght			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	20	Crawford Coll of Art & Design			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	21	Institute of Tech Limerick			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	22	Institute of Technol Athlone			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	23	Institute of Technology Cork			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	24	Institute of Technol Carlow			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	25	Institute of Technol Dundalk			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	26	Galway-Mayo Inst of Techn			

Your *Prior College* will be entered. Once you have selected the relevant college code, you can now save at this point.

You can also select and add information under the *Degree Details* section. If the student has graduated you should enter the relevant degree information including *Degree*, *Degree Date* and *Year*.

Degree Details

Degree: Bachelor of Science (Hons)
 Degree Date:
 Primary Degree Indicator

Attended From:
 Attended To:
 Year:

College:

Transfer Hours:
 GPA:

Honors: 2nd Class Hons, Upper Division
 Goal:

Save (F10) and exit the Form.

SAAADMS – ADMISSIONS APPLICATION

The next form that will open is **SAAADMS**. This form is used to add the student’s application details. The first item that should be added to the key block is the correct Term (e.g. 201314).

Note: Remember to use the ‘following year’ term code if you are generating an admissions record for next term.

This first Block/Tab on the form is the **Application** Block. It displays information describing the applicant type, such as admission type and student type. This Block also displays a summary of the information from the **Curricula** tab for the relevant application. The following information must be added on the **Application** tab:

- **Admission Type** (e.g. DA - Direct Applicant)
- **Student Type** – (e.g. N – New Entrant ; U – Undergraduate)
- **Residency** – (N – Non European Union)
- The **F/T** (fulltime) or **P/T** (Part time) indicator
- **Application Date** – Defaults to system date
- **Application Status** – C (Complete ready for review)

The screenshot shows the SAAADMS Admissions Application form. At the top, the ID is D12123479 and the student name is Bloggs, Joe. The term is set to 201314 (2013/14 Academic Year). The Application tab is active, showing the following details:

- Entry Term:** 201314 (2013/14 Academic Year)
- Application Number:** 2
- Application Preference:** (empty)
- Application Date:** 11-JUL-2013
- Admission Type:** DA (Direct Applicant)
- Student Type:** N (New Entrant)
- Residence:** N (Non EU)
- Site:** (empty)
- Full or Part Time:** None (selected)
- Outstanding Requirements:** (empty)
- Application Status:** C (Complete ready for review)
- Application Status Date:** 11-JUL-2013
- Maintained By:** S SYSTEM
- Application Decision:** (empty)
- Application Decision Date:** (empty)
- Maintained By:** (empty)

Below the application details are two summary tables:

Curricula Summary - Primary							
Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	201314	BSc in Computer Scier	201314	Undergraduate	Kevin Street	Dublin Institute of Technol	Bachelor of Science (I

Field of Study Summary						
Priority	Term	Type	Field of Study	Department	Attached to Major	
1	201314	Major	Computer Science	Computing		

STUDENT TYPE

The list of options for Student Type is as follows:

- N** – New Entrant (*An undergraduate student entering a Third Level education for the first time*)
- U** – Undergraduates (*re-enrolling students on an undergraduate programme*)
- P** – Postgraduate Taught
- R** – Postgraduate Research
- A** – Apprentice
- C** – Continuing Education
- D** – Professional Development
- X** - Transfer-In from own institution (*This would apply to people who changed course within your institution*)
- I** - Transfer-In from other higher education institution (*This would apply to people who changed courses from one institution to another*)
- B** - Repeat (Students repeating the same year of the same course for which they are primarily registered)

Note: Most International Students are likely to be coded as N (New Entrants). However if an International student is not a ‘new-entrant’ (i.e. has previously attended a Third Level Institution), they should be coded according to their level (e.g. U – Undergraduate)

Next, you go to the Curricula tab. Enter 1 for the **Priority** field and enter the relevant Programme Code in **Program** field. The other significant Programme details will default in. The curricula tab is used to record details of the Programme that the applicant is applying for (including Programme Code, Level & Degree Code).

Application	Curricula	Fees, Mail Submission, Withdrawal Data	Checklist	Sources, Interests, Comments	Contacts, Cohorts, Attributes
Curriculum		Field of Study			
Curriculum					Record 1 of 1
Current:	<input checked="" type="checkbox"/>	Replace:	Update:	Duplicate:	
Activity:	<input type="text" value="ACTIVE"/>				
Key Sequence:	<input type="text" value="1"/>				
Term:	<input type="text" value="201314"/>	2013/14 Academic Year			
Catalog Term:	<input type="text" value="201314"/>	2013/14 Academic Year			
Priority:	<input type="text" value="1"/>				
Program:	<input type="text" value="DT074"/>	BE Computer Engineering			
Level:	<input type="text" value="UG"/>	Undergraduate			
Campus:	<input type="text" value="KST"/>	Kevin Street			
College:	<input type="text" value="43"/>	Dublin Institute of Technology			
Degree:	<input type="text" value="BE"/>	Bachelor of Engineering (Hons)			
User ID:	<input type="text" value="NOFLANAGAN"/>				
Activity Date:	<input type="text" value="10-JUL-2013"/>				
Start Date:	<input type="text"/>				
End Date:	<input type="text"/>				

Note: The application will not save until you enter the programme information on the Curricula tab

EXCHANGE, DISTANCE, E-LEARNING OR VISITING OCCASIONAL STUDENTS

If the student belongs to one of the options listed below, you will need to update accordingly under the 'Fees, Mail Submission, Withdrawal Data' tab.

Session Code	Exchange / Non Standard Attendance / Mode of Study Category
S	Exchange – Erasmus/ Socrates incoming exchange
I	Exchange – Other incoming exchange
O	Exchange – Outgoing Exchange
C	Distance Education
L	E-Learning
N	In-Service Education
Q	Postgraduate Qualifier
V	Visiting Occasional/JYA 1 Term
J	Visiting Occasional/JYA 2 Terms
Y	Visiting Occasional/JYA Full Year
C	Distance Education
L	E-Learning
N	In-Service Education

Under the Additional Data section, select the appropriate option from the *Session* field.

Save changes when complete.

ATTRIBUTE CODE / YEAR OF STUDY

Go to the *Contacts, Cohorts and Attributes* tab. Enter the programme year under **Attribute** field.

F10 to save changes.

Note: This data is very significant when it comes to student progression, e-mail generation and fee assessment and therefore must be entered.

ADDITIONAL APPLICATIONS

If you wish to add further applications to this student record, return to the *Application* tab. From the menu, select **Record ->Insert** (alternatively you can use the down arrow key until a new blank record exists).

The screenshot shows the Banner Admissions Application form. The 'Record' menu is open, and 'Insert' is highlighted. The form displays the following information:

- Entry Term:** 201314 (2013/14 Academic Year)
- Application Number:** 1
- Application Preference:**
- Application Date:** 10-JUL-2013
- Admission Type:** DA (Direct Applicant)
- Student Type:** U (Undergraduate)
- Residence:** E (European Union)
- Site:**
- Full or Part Time:** Full Time Part Time None
- Outstanding Requirements:**
- Application Status:** I (Incomplete items outstanding)
- Application Status Date:** 10-JUL-2013
- Maintained By:** S SYSTEM
- Application Decision:**
- Application Decision Date:**
- Maintained By:**

A new record will be created for the given term. Enter the relevant information (as outlined above) and then enter the relevant curricula information under the **Curricula** tab, attribute under **Contacts, Cohorts, Attributes** tab and other information required. F10 to save and you will now have two applications associated with this record. You can repeat the same process over again for multiple applications. Each application can be reviewed from the **Application** tab by use of the scroll bar.

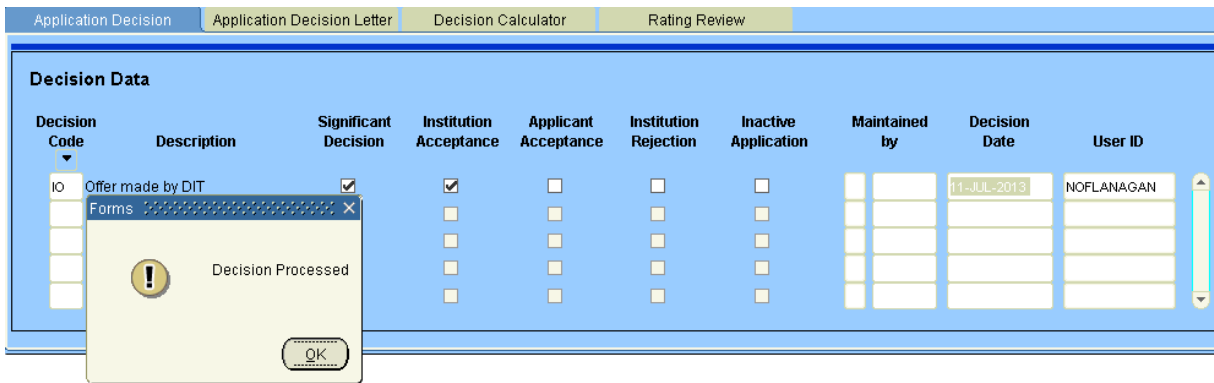
F10 to save changes. Exit the form to proceed with the QuickFlow.

SAADCRV – ADMISSIONS DECISION (GENERATING AN OFFER)

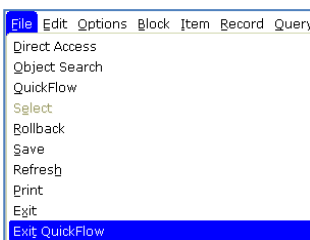
The next form enables you to process the student's application. First, ensure that both the '**Student ID**' and the '**Term**' of entry for the student are correct in the key block. Then select 'next block'.

All application details recorded on the previous form are recorded in Application Summary section. If more than one application exists, you can scroll through the applications in the Application Summary section of the form. Scroll down to find the Programme for which you wish to record an offer.

Next, ensure you are active in the Decision Data (**Application Decision**) section of the form. When an offer is to be made to the student, a decision of **IO** (Offer Made by Institute) should be entered under Decision Code and saved against the correct Programme. Save (F10) and you will see the message **Decision Processed** appear. Select OK to confirm this.



If you do not wish to process the applicant’s ‘acceptance’ at this point, you can choose to exit the QuickFlow completely by selecting from the menu File → Exit QuickFlow.

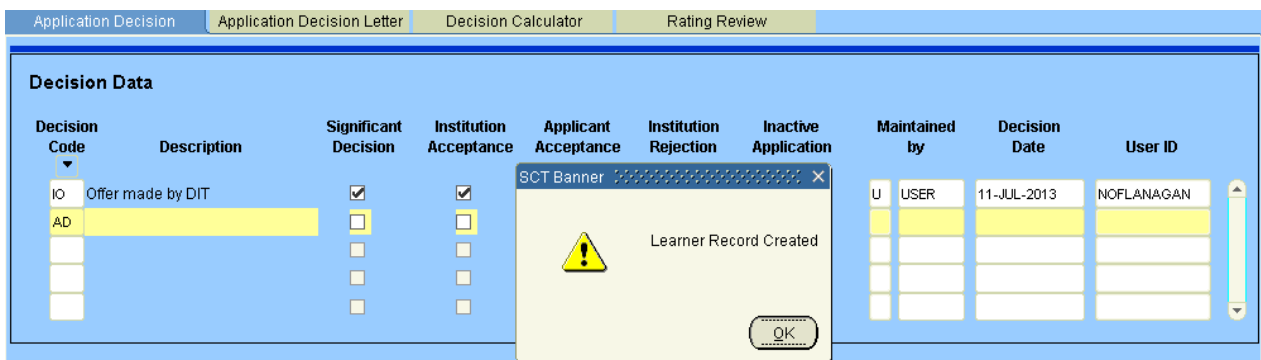


Otherwise, proceed as outlined below.

SAADCRV – ADMISSIONS DECISION (GENERATING AN ACCEPTANCE)

If you wish to record an acceptance (assuming IO entry has already been recorded), simply enter **AD** (Applicant Accepted Offer) under previously entered IO Decision Code.

Save using F10 and exit the form to proceed with the QuickFlow.



SGASTDN – GENERAL STUDENT

The next in the QuickFlow is the General Student Form **SGASTDN**. Student details will only appear on this form if an accepted offer (AD) decision had previously been recorded against the student’s application.

Before entering the form, ensure the ‘**Term**’ of entry and ‘**Student ID**’ are both correct and then select ‘next block’ to enter/view information. This is the Student Record. This first Block/Tab is the **Learner** Block. This is used to view student information such as student status and student type. You will need to complete the following information:

- **Fee Assessment Rate** –See section on Overseas Fee Rate Codes for further information on Rate Codes for Non-EU students.
- **F/P** – F or P (this is the full or part-time indicator, indicating whether the student is studying this programme on a full or part-time basis).
- In the Additional Information section, you should enter the relevant **Block Code** (Programme & Year of Study).
- In the Additional Information section under **Session** field, you should also ensure *exchange, distance, e-learning or visiting occasional students* is flagged, where applicable. See Exchange / Distance/E-Learning for further information of relevant codes.

Save (F10) when updates are made and complete.

General Learner

New Term: 201314 2013/14 Academic Year
 Student Status: AS Active (check SFAREGS)
 Student Type: N New Entrant
 Residence: N Non EU
 Fee Assessment Rate: O10DN Int 1011 Hon Deg Master NonLab
 Class: 1 1st Year
 Student Centric Cycle: []
 Full or Part Time: Full Time Part Time None

From Term: 201314 To Term: 999999

Additional Information

Site: []
 Session: []
 Block: DT228/1 BSc Computer Science Y1
 Citizenship: 4 Citizen of non-EU state

Curricula Summary - Primary

Priority	Term	Program	Catalog	Student Type:	Level	Campus	Rate:	College	Degree
1	201314	BSc in Computer Scier	201314	Undergraduate		Kevin Street		Dublin Institute of Technol	Bachelor of Science (I
End:		Outcome Key:		Admission Type:	Direct Applicant		Admission:	201314	Matriculation:

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201314	Major	Computer Science	Computing	

SFAREGS - Creating new 'EL' registrations record

Once a student has accepted a place on a DIT programme and has been processed accordingly in Banner, the student's registrations record should then be saved in **SFAREGS** with an enrolment status of EL (Eligible to Register).

Note: You can only create an active EL registrations record in SFAREGS for the current 'active' term. Therefore, if a student has accepted a place on a programme for the next academic term (i.e. in advance of the term roll process), Banner will not allow you to create the students registration record in SFAREGS. You must keep a list of these students and ensure that you create their 'EL' SFAREGS record and default grant record after term roll has completed.

SFAREGS has a tabbed interface for easy navigation. Simply enter the 'Term' and 'Student ID' and select 'next block' to view / update details on the form.

The form initially appears as follows:

The screenshot shows the SFAREGS 8.5.4 (BAN8T1) interface. At the top, there are fields for Term (201314), ID (D12123479), Student Name (Bloggs, Joe), and Date (11-JUL-2013). Below these are buttons for 'View Current/Active Curricula', 'Print Bill', and 'Print Schedule'. The main interface has tabs for 'Registration', 'Student Term', 'Curricula', 'Study Path', and 'Time Status'. The 'Student Term' tab is active, showing fields for Status (EL - Eligible to Register), Reason, Process Block (DT228/1), Status Date (11-JUL-2013), Minimum Hours (.000), Maximum Hours (999999.999), and Acceptance (None). Below this is a table for 'Course Information' with columns: CRN, Subject, Course, Section, Grade Mode, Credit Hours, Bill Hours, Attempted Hours, Time Status Hours, Status, Level, Appr Recd, Override, Part of Term, Method of Instruction, and Campus. At the bottom, there are fields for Error Flag, Status Type, Fees (Y - Immediate assessment), Date, Credit Hours, Bill Hours, and CEU Hours.

Under the *Student Term* tab, you can view / update detailed information about the student such as:

- Student Type
- Residence
- Full or Part time indicator
- Block schedule
- Fee Assessment Rate.
- Class (Attribute / Year of Study)

Ensure that these details are entered correctly or make any amendments as required

The screenshot shows the 'Student Term' tab in Banner. The form contains the following fields:

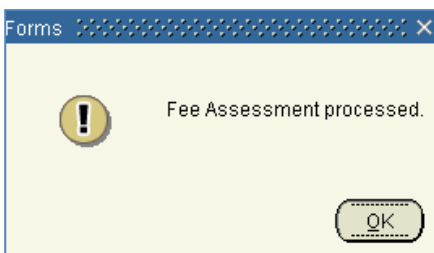
- Student Status:** AS Active (check SFAREGS)
- Class:** 1 1st Year
- Student Type:** N New Entrant
- Advisor:** [Empty field]
- Residence:** N Non EU
- Academic Standing:** [Empty dropdown]
- Fee Assessment Rate:** O10DN Int 1011 Hon Deg Master NonLab
- Override Term:** [Empty field]
- Last Term Attended:** 201213 2012/13 Academic Year
- Progress Evaluation:** [Empty dropdown]
- Full or Part Time:** Full Time Part Time None
- Override Term:** [Empty field]
- Block Schedule:** DT2281 BSc Computer Science Y1
- Combined Academic Standing:** [Empty dropdown]
- Effective Term:** 201314 2013/14 Academic Year
- Override Term:** [Empty field]
- Student Centric Cycle:** [Empty dropdown]

The **Curricula** tab allows you to view program related information for the student. You should also ensure that the details on this tab are as expected (i.e. Programme & Term data).

The screenshot shows the 'Curricula' tab in Banner. The form contains the following fields:

- Curriculum:** Field of Study
- Record:** 1 of 3
- Current:** Replace: Update: Duplicate: Roll Learner: Yes No Default Roll to Outcome:
- Activity:** ACTIVE Apply to Graduate:
- Key Sequence:** 99
- Term:** 201314 2013/14 Academic Year
- End Term:** [Empty dropdown]
- Catalog Term:** 201314 2013/14 Academic Year
- Priority:** 1
- Program:** DT228 BSc in Computer Science
- Level:** UG Undergraduate
- Campus:** KST Kevin Street
- College:** 42 Dublin Institute of Technology
- Degree:** BSC Bachelor of Science (Hons)
- Student Type:** [Empty dropdown]
- Site:** [Empty dropdown]
- Rate:** [Empty dropdown]
- Leave of Absence:** [Empty dropdown]
- Admission Type:** DA Direct Applicant
- Leave From Date:** [Empty date field]
- Admission Term:** 201314 2013/14 Academic Year
- Leave To Date:** [Empty date field]
- Application:** 2
- Expected Graduation Date:** [Empty date field]
- Matriculated Term:** [Empty dropdown]
- Graduation Term:** [Empty dropdown]
- Graduation Year:** [Empty dropdown]

Return to the *Registration* tab. The student's status will be EL (Eligible to Register) at this point. Select 'save' twice. This will activate the student's registrations record in Banner and trigger 'Fee Assessment. You should now expect to see the following message:



Select OK.

This will create the student's registration record and the appropriate fees will be generated on the student's account.

The Registration Service should then be informed in order to process the student's registrations record further and to invite the student to register online where appropriate.

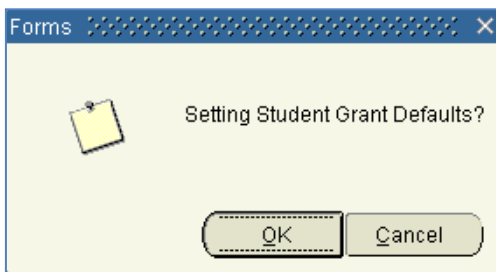
SZASGNT - CREATING THE DEFAULT GRANT RECORD

Having created the student's 'EL' registrations record, you must now save the student's grant record.

Note: This step is only required for Full-Time students. If a student is Part-Time, simply ignore this step.

To save a student's grant record, enter SZASGNT. In the key block you enter the student's ID and Term Code and 'next block' into the form.

You will be prompted with the following message box.



Select OK and the standard default funding codes for the programme will default against the student's record.

However, since the student is International, their funding codes should be updated to reflect the International grant funding codes as follows:

- Funding Category: **09** (Overseas)
- Funding Maintenance: **20** (Non Aided)

Student Grant Maintenance Form SZASGNT 8.0 (BAN8T1)			
ID:	D13122536	Bloggs, Joe	Term: 201314
DOB:	01-JAN-1992		
Programme Information			
Programme:	DT002	Engineering System Maintenance	Class: 1
Grant Information			
Funding Category:	09	Overseas	
Funding Maintenance:	20	Non Aided	
Awarding Body:			
Bank Account Number:		Name:	
Bank Sort Code:			
TLT Grant Details		Active Date :	Inactive Date :
Start Date:	10-SEP-2013	End Date:	17-MAY-2014
			16-JUL-2013
Record Control			
User:	NOFLANAGAN		Activity Date: 22-JUL-2013

Save to commit changes. You will be prompted with a message '*Contract numbers cannot be established*'. Select OK.

You can now exit form and the QuickFlow.

The Registration Service should then be informed so that process of inviting the student to formally register and pay fees online can commence.

Note: More information in relation to grants can be found under the 'Fees and Grants' section of this manual

OVERSEAS FEE RATE CODES

International students with a residency of non-EU are assessed for the relevant fee structure according to the following fee assessment criteria:

- Has the student previously or partially completed a third level programme?
- Is the student an EU national or a national of an EEA member country or Switzerland, or have they been granted official refugee status?
- Has the student been a resident in an EU Member State for at least 3 or the last 5 years?

Depending on the student's eligibility, non-EU students may be required to either pay the international programme fee (see below) or the standard EU programme fee.

OVERSEAS NON-EU FEES

The following International rate codes apply for non-EU students.

Rate Code	Programme Level
O13CL	Higher Certificate or PG Cert/Diploma (Laboratory)
O13OD	Ordinary Degree
O13DN	Honours Degree/Masters Degree (Non-Laboratory)
O13DL	Honours Degree/Masters Degree (Laboratory)
O13CN	PG Cert/Diploma (Non-Laboratory)
O10CL	Higher Certificate or PG Cert/Diploma (Laboratory)
O10OD	Ordinary Degree
O10DN	Honours Degree/Masters Degree (Non-Laboratory)
O10DL	Honours Degree/Masters Degree (Laboratory)
O10CN	PG Cert/Diploma (Non-Laboratory)
OV10	Special International Rate for specific programmes

Depending on level of the programme, the relevant RATE code is added to the student's record in Banner.

Note: Returning Students will remain on the International Rate code applied at the time of admission. International Rate Codes for terms prior to 2010/11 followed the format OVYY, where YY was the year of initial acceptance. (e.g. OV09 applied to international students who accepted a place on a programme commencing in term 2009/10)

GRANT RECORD

Students paying the full 'International Programme Fee' do not generally have any grant or awarding body fee entitlements. They are therefore personally liable for the own fees.

As a result, their grant record in Banner should reflect this. On SZASGNT, they should be coded as follows:

- Funding Category: 09 (Overseas)
- Funding Maintenance: 20 (Non Aided)

More information on grants can be found on 'Grants' section below.

Overseas EU Fees

When a full-time non-EU student has been assessed and approved for EU fees, the student’s RATE code should be set to *OVEU – Overseas EU fee*. The OVEU rate code will process the standard EU programme fee on the student’s account.

Note: non-EU students on a part-time programme have the same Rate Code as EU students (i.e. PART)

GRANT RECORD

International students paying the standard EU fee do not generally have any grant or awarding body fee entitlements. They are therefore personally liable for the own fees. As a result, their grant record in Banner should reflect this. On SZASGNT, they should be coded as follows:

- Funding Category: 15 (Overseas EU Fee)
- Funding Maintenance: 20 (Non Aided)

More information on grants can be found on Grants section below.

INTERNATIONAL STUDENT REGISTRATIONS

Non-EU students (paying the full international registration fee) cannot register using the DIT Programme Web Registration system. Instead, non-EU students are invited to register directly with the Registration Service on a given date each year.

Each student is requested to pay any outstanding fees in advance of this date, in order to enable them to register and receive their ID card on the day.

SFAREGS – STUDENT COURSE REGISTRATION

SFAREGS is used to register students directly in Banner. Simply enter the ‘Term’ and ‘Student ID’ and select ‘next block’ to view / update details on the Form.

The form appears as follows:

Under the Student Term tab, you can view / update detailed information about the student such as:

- Student Type
- Residence
- Full or Part time indicator
- Block schedule
- Fee Assessment Rate.
- Class (Attribute / Year of Study)

Ensure that these details are entered correctly.

The screenshot shows the 'Student Term' tab in the SFAREGS system. The header includes the term '201314', student ID 'D12123479', name 'Bloggs, Joe', and date '12-JUL-2013'. Below the header, there are tabs for 'Registration', 'Student Term', 'Curricula', 'Study Path', and 'Time Status'. The main content area contains several fields:

- Student Status:** AS Active (check SFAREGS)
- Student Type:** N New Entrant
- Residence:** N Non EU
- Fee Assessment Rate:** O10DN Int 1011 Hon Deg Master NonLab
- Last Term Attended:** 201213 2012/13 Academic Year
- Full or Part Time:** Radio buttons for Full Time, Part Time, and None (None is selected).
- Block Schedule:** DT228/A BSc Computer Science Y1
- Effective Term:** 201314 2013/14 Academic Year
- Student Centric Cycle:** (Empty dropdown)
- Class:** 1 1st Year
- Advisor:** (Empty text field)
- Academic Standing:** (Empty dropdown)
- Override Term:** (Empty text field)
- Progress Evaluation:** (Empty dropdown)
- Override Term:** (Empty text field)
- Combined Academic Standing:** (Empty dropdown)
- Override Term:** (Empty text field)

The **Curricula** tab allows you to view program related information for the student. You should also ensure that the details on this tab are as expected (i.e. Programme & Term data).

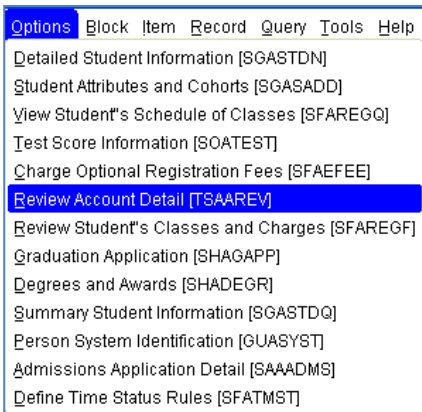
The screenshot shows the 'Curricula' tab in the SFAREGS system. The header is identical to the previous screenshot. Below the header, there are tabs for 'Registration', 'Student Term', 'Curricula', 'Study Path', and 'Time Status'. The main content area is titled 'Curriculum' and 'Field of Study'. It includes a 'Record 1 of 3' indicator and several action buttons (Replace, Update, Duplicate, Apply to Graduate, Roll Learner, Roll to Outcome). The form contains the following fields:

- Current:** Checked checkbox
- Activity:** ACTIVE
- Key Sequence:** 99
- Term:** 201314 2013/14 Academic Year
- End Term:** (Empty dropdown)
- Catalog Term:** 201314 2013/14 Academic Year
- Priority:** 1
- Program:** DT228 BSc in Computer Science
- Level:** UG Undergraduate
- Campus:** KST Kevin Street
- College:** 42 Dublin Institute of Technology
- Degree:** BSC Bachelor of Science (Hons)
- Admission Type:** DA Direct Applicant
- Admission Term:** 201314 2013/14 Academic Year
- Application:** 2
- Matriculated Term:** (Empty dropdown)
- Roll Learner:** Radio buttons for Yes, No, Default (No is selected)
- Graduation Sequence:** (Empty text field)
- User ID:** NOFLANAGAN
- Activity Date:** 11-JUL-2013
- Start Date:** (Empty date field)
- End Date:** (Empty date field)
- Student Type:** (Empty dropdown)
- Site:** (Empty dropdown)
- Rate:** (Empty dropdown)
- Leave of Absence:** (Empty dropdown)
- Leave From Date:** (Empty date field)
- Leave To Date:** (Empty date field)
- Expected Graduation Date:** (Empty date field)
- Graduation Term:** (Empty dropdown)
- Graduation Year:** (Empty dropdown)

Return to the *Registration* tab. The student's status will be EL (Eligible to Register) at this point. Save twice at this point to trigger fee assessment on the student's account.

TSAAREV – ACCOUNT DETAIL REVIEW FORM

You should now query the student account details in order to confirm that the correct fees have assessed on the student’s account. To do this, go to the options menu and select *Review Account Detail [TSAAREV]*



This will bring you into the TSAAREV form. To enter the form, select ‘next block’. All account transactions for all terms should appear on the form. You should immediately notice the *Capitation* and *Tuition* fee on the account for the current term. Remember, if the student is liable for the full non-EU fee you should expect the higher Tuition fee on the account. If the student is approved on EU fees, then the standard EU fee only should assess.

Account Details							
Detail Code	Description	Term	Charge	Payment	Balance	Source Code	Effective Date
TUIT	Tuition Fee	201011	9,500.00		9,500.00	R	16-SEP-2010
CAPT	Capitation Fee	201011	1,500.00		1,500.00	R	16-SEP-2010

You can also check for any *payment* transactions. This may be noted by a detail code of CARD (Credit or Debit Card) or EFFT (Electronic Funds Transfer) payment. Payment of fees is required before a student can formally register.

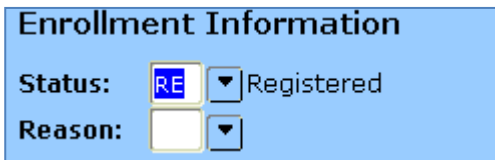
To return to SFAREGS, simply exit the form.

If the student’s fees have not assessed as expected, you should check the following list of items.

- Is the student’s Residence correct (SFAREGS)?
- Is the Fee Assessment Rate code correct (SFAREGS)?
- Is the full/part indicator correct (SFAREGS)?
- Is the student’s year of study entered correctly for the current term (SGASADD)?
- Is the student’s curricula / programme / field of study information correct (SFAREGS)?
- Has the student’s registrations record been saved and fee assessment triggered (SFAREGS)?
- If the student is eligible for some form of grant funding. Is the student’s grant record (SZASGNT) or contract arrangements (TSAACCT) correct.
- If funding from a third party applies, has the liability transfer been triggered (TSASPAY).

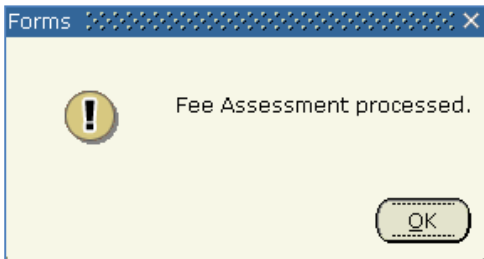
REGISTERING A STUDENT

Assuming fees are correct and have been paid by the student, you can then formally register the student on SFAREGS. You can do this by simply updating the student enrolment status to RE (Registered).



The screenshot shows a blue-bordered box titled "Enrollment Information". It contains two rows of data. The first row is labeled "Status:" and shows a dropdown menu with "RE" selected and the word "Registered" to its right. The second row is labeled "Reason:" and shows an empty dropdown menu.

Select 'save' twice. This will save the student's registrations record in Banner and trigger 'Fee Assessment'. You should now expect to see the following message:



Select OK. The student is now registered and will be eligible to receive their ID Card.

INTERNATIONAL STUDENT REPEATS

This section relates to Full-Time International repeat students only. International Repeat students are categorised in Banner according to the following factors:

- Is the student liable for the full International Fee or the standard EU fee?
- Are they repeating the full year, a set number of modules or externally repeating?

Based on the above criteria, International Repeat students should be updated in Banner as follows:

INTERNAL REPEATS

INTERNATIONAL FEE

- Student Type update to B (Repeat)
- Rate Code reflects International Fee Rate Code
- Where necessary, manually adjust student's Tuition fee on TSAAREV to reflect International repeat fee based on number of modules being repeated.
- Grant Funding Codes updated to: 20 (Overseas Repeat Half) / 20 (Non Aided)

EU FEE

- Student Type update to B (Repeat)
- Rate Code update to RCRED
- Manually adjust student's Tuition fee charge on TSAAREV to reflect no. of repeat modules
- Grant Funding Codes updated: 12 / 20 (Repeat / Non Aided)

EXTERNAL REPEATS (XR)

INTERNATIONAL FEE

- Enrolment Status updated to XR
- Rate Code update to XR
- Remove Grant Record

EU FEE

- Enrolment Status updated to XR
- Rate Code update to XR
- Remove Grant Record

More information in relation to coding repeat students can be found under section 'Repeat Students'.

ERASMUS/SOCRATES STUDENTS

The ERASMUS/SOCRATES programme enables students to study or work between 3 and 12 months in another EU state (or in Iceland, Lichtenstein, Norway or Turkey).

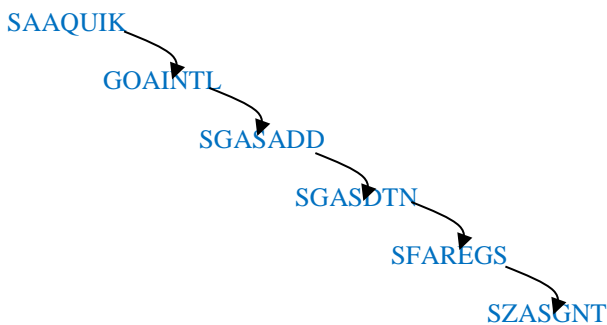
Therefore, in the context of DIT, *outgoing* ERASMUS/SOCRATES are DIT students who have been approved to study / work in another EU university that has a bilateral agreement with DIT.

Similarly, *incoming* ERASMUS/SOCRATES students will have been nominated by their respective university to come and study at DIT for a period of time.

The Erasmus Office in DIT looks after the application and set-up of incoming ERASMUS/SOCRATES student records using QuickFlow ERAS.

ERAS – ERASMUS QUICKFLOW

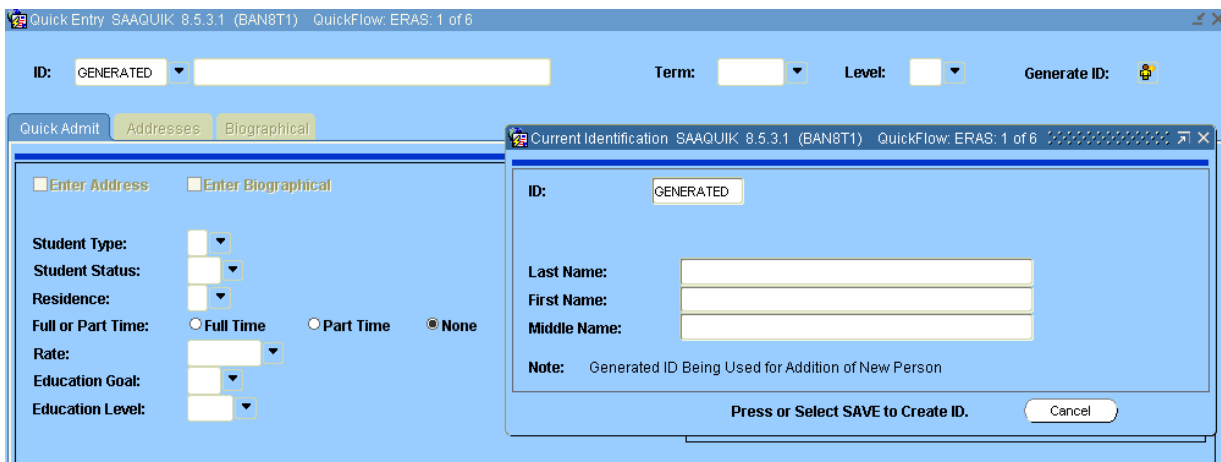
The sequence of forms in the ERAS QuickFlow is as follows:



SAAQUIK – QUICK ENTRY

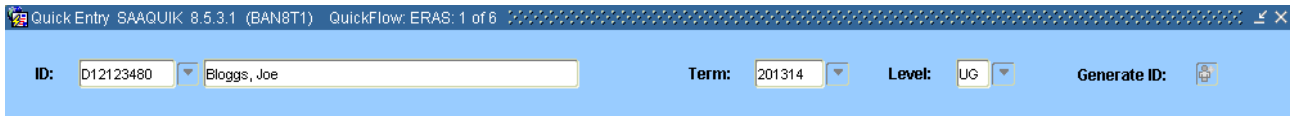
The first form is **SAAQUIK**. This form is used to create a new student record (including a newly generate Student ID).

To generate a number for the current term (e.g. 201314); use the **Generate ID** button.



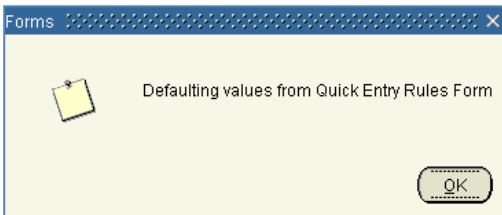
In the prompt box, enter the student’s name details and then save.

Banner will generate a new student ID at this point beginning with the letter D. The next two numbers will reflect the academic year of entry (e.g. D12 – Term 201213). Take note of the student’s ID number for your own reference.



Next, tab across to the ‘Term’ field and enter the academic term (e.g. 201213) and then to the level (e.g. UG). Then select ‘next block’.

When you ‘next block’, the following dialogue box will appear.



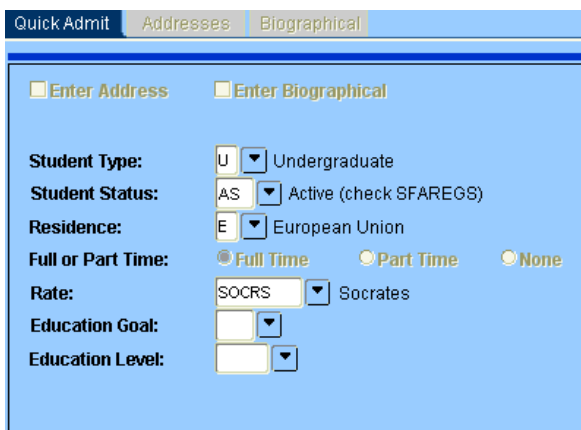
Select OK as this is just a note to inform you that certain values will be defaulted.

Note that ‘Student Type’ defaults to the appropriate code depending on the Level entered in the key block.

- UG – **U** (Undergraduate)
- PR – **R** (Research)
- AP – **A** (Apprentice)
- CE – **C** (Continuing)
- PD – **D** (Professional)
- PG – **P** (Postgraduate)

You should confirm that the defaulted data is correct and make any amendments where required (e.g. if *Student’s residency is Non EU*).

At this point, you should also update the Full or Part Time indicator accordingly. The Rate Code should be updated to SOCRS



Next you need to navigate to the Curriculum section.

The first field you must enter here is the *Campus* field. Then, you input the appropriate *Program* Code. When you select ‘return’ on the keyboard, other key programme information will default in.

Curriculum			Record 1 of 1	
Term:	201314	2013/14 Academi	Program:	DT801
Catalog Term:	201314	2013/14 Academi	Level:	JS Undergraduate
Priority:	1	Campus:	AUN	Aungier Street
College:	45	Dublin Institute of Technology		
Degree:	EXTERS	External Award Erasmus		

Field of Study					
Type:	MAJOR	Field of Study:	D801 Erasmus Media	Department:	AT04 Media
Priority:	1	Status:	INPROGRESS	Attached to Major:	

Save at this point. You should expect to see the message ‘Transaction complete: 3 records applied and saved’ at the bottom of the screen.

Next you will need to enter the Address Information. Choose the Address tab.

Note: You can also navigate between the tabs by use of the ‘next block’ and ‘previous block’ Icons

From here, select the ‘return’ key and today’s date will automatically populate the ‘From date’ field. Enter HM in the address type field to record a Home Address for the student. Then enter the address details in the appropriate fields.

When entering the address information you will need to enter the address under the **Street Line** fields as well as the **City, County, Nation** and **Carrier Route** fields.

Quick Admit	Addresses	Biographical		
From Date:	11-JUL-2013	To Date:		
Address Type:	HM Home Address	<input type="checkbox"/> Inactivate Address	Source:	
Sequence Number:	1	Delivery Point:		
Street Line 1:	143 Rathmines Rd	Correction Digit:		
Street Line 2:	Rathmines	Carrier Route:	RA	
Street Line 3:				
City:	Dublin 6	Last Update		
State or Province:		User:	NOFLANAGAN	
ZIP or Postal Code:		Activity Date:	11-JUL-2013	
County:	D6 Dublin 6			
Nation:	IRL Ireland			
Telephone Type:	HM Home			
Phone Number:				

To enter another address at this point, you can enter a new record by selecting F6 and entering the relevant details as above. However, you should be aware that the most recent address entered will be the address used for written correspondence with the student.

If an address record already exists but it is no longer valid, you can de-activate it and enter a new one. See the section on ‘Updating Student’s Address’ for more information.

Address data as follow:

- **City:** City of address
- **County Code:** County codes including Dublin postal district codes. There is a look up table here. Double click to view
- **Nation Code:** This is also a look up table. Double click to view. When entering the nation code enter the nation pertaining to the address, as opposed to the student’s nationality.
- **Carrier Route:** This is used to record the accommodation type of the student for the purpose of HEA statistical returns. This is a free text field, but you must use the following two character codes only when entering this information:
 - PH** Parental Home
 - RA** Rented Accommodation
 - OH** Own Home (house, apartment)
 - OA** Other Accommodation
 - NS** Not Specified

Note: You do not need to enter State or Zip code information.

Finally on the Addresses tab, you can enter the student’s telephone details. You can select the Telephone Type (e.g. MOBL) from the drop-down list.

Save changes when complete.

Next, select the **Biographical** Information tab. On this tab, you must enter **Gender, Date of Birth, SSN (PPS no.) and Citizenship**. All are mandatory for the purpose of HEA statistical returns.

- **Gender**
- **Date of birth** in the format day-month-year this will automatically populate the age box
- **Citizenship**
- **PPSN** number should be added into the box labeled SSN/SIN/TFN.

Note: Where a student is not Irish, PPS no. is not required.

The screenshot shows the 'Biographical' tab of a form. It contains the following fields and options:

- Gender:** Radio buttons for Male (selected), Female, and Not Available.
- Birth Date:** Text box with '01-JAN-1993' and a calendar icon.
- Age:** Text box with '20'.
- SSN/SIN/TIN:** Text box with '1234567T'.
- Deceased Date:** Text box with a calendar icon.
- Citizenship:** Dropdown menu with '1' and 'Irish Citizen'.
- Marital Status:** Dropdown menu.
- Religion:** Dropdown menu.
- Legacy:** Dropdown menu.
- Ethnicity:** Dropdown menu.
- New Ethnicity:** Dropdown menu with 'None' selected.
- Ethnicity and Race Confirmed:** Check box.
- Confirmed Date:** Text box with a calendar icon.
- Veteran File Number:** Text box.
- Veteran Category:** Dropdown menu with 'None' selected.
- Active Duty Separation Date:** Text box with a calendar icon.
- Armed Forces Service Medal Indicator:** Check box.
- Special Disabled Veteran:** Check box.
- User:** Text box with 'NOFLANAGAN'.
- Activity Date:** Text box with '11-JUL-2013'.
- Confidential:** Check box.
- Deceased:** Check box.

Save changes and exit the form.

GOAINTL – INTERNATIONAL INFORMATION

The next form available on the QuickFlow is **GOAINTL** and relates to Visa and Nationality Information.

First, you need to ‘next block’ to get to the Visa Information section. Use the VISA type code box to enter the visa type if available.

The screenshot shows the 'International Information GOAINTL 8.4 (BAN8T1) QuickFlow: ERAS: 2 of 6' window. At the top, there is an 'ID:' dropdown menu with 'D12123480' selected and a text field containing 'Joe Bloggs'. Below this are four tabs: 'Visa', 'Passport', 'Certification of Eligibility', and 'Nationality'. The 'Visa' tab is currently selected. The 'Visa Information' section contains the following fields: 'Visa Type:' with a dropdown menu showing 'NS' and 'Not Specified'; 'Visa Number:' with an empty text field; 'Nation of Issue:' with a dropdown menu; 'Issuing Authority:' with a dropdown menu; and 'Port of Entry:' with a dropdown menu.

F10 to save changes.

Now select the Nationality tab. Enter the **Nation of Birth** by selecting from the drop down list. This field is mandatory and must be entered. If you already know the code, you can enter it directly.

The screenshot shows the same 'International Information GOAINTL 8.4 (BAN8T1) QuickFlow: ERAS: 2 of 6' window. The 'Nationality' tab is now selected. The 'Nationality' section contains the following fields: 'Nation of Birth:' with a dropdown menu showing 'FRA' and 'France'; 'Nation of Citizen:' with a dropdown menu; 'Native Language:' with a dropdown menu; 'Sponsor:' with a dropdown menu; 'Employment Type:' with a dropdown menu; and 'Foreign Tax ID:' with an empty text field.

Save (F10) and exit the Form.

SGASADD - ADDITIONAL STUDENT INFORMATION FORM

The next form is **SGASADD**. Assuming the correct ‘Student ID’ and ‘Term’ has defaulted, you should ‘next block’ twice to enter the *Student Attribute* section. You will now need to record the correct student ‘year of study’.

Simply enter the correct year under the Attribute Code and save. A warning prompt box will appear.

The screenshot displays a software interface for 'Additional Student Information'. At the top, the window title is 'Additional Student Information SGASADD 8.3 (BAN8T1) QuickFlow: ERAS: 3 of 6'. The main form has a header with 'ID: D12123480', 'Bloggs, Joe', and 'Term: 201314'. Below this, there are two main sections: 'Student Cohort' and 'Student Attribute'. The 'Student Cohort' section includes a 'From Term' of 201314 and a 'To Term' of 999999. It features a table with columns for 'Cohort Code', 'Description', 'Maintenance', 'Inactive', and 'Reason'. The 'Student Attribute' section also has a 'From Term' of 201314 and a 'To Term' of 999999, with a table for 'Attribute Code' and 'Description'. A 'Warning Alert' dialog box is overlaid on the form, containing a warning icon and the message: 'Warning Alert: Changing Student Attribute values may impact Registration Fee Assessment.' The dialog box has 'OK' and 'CANCEL' buttons.

Click OK, save and exit.

SGASTDN – GENERAL STUDENT FORM

The next form will be SGASTDN. Ensure that both the 'ID' and 'Term' in the key block are correct and then select 'next block' to enter the form.

This form details the student record and should reflect the correct student and programme information previously entered.

However, you will also need to enter additional data in the *Additional Information* section

- You should enter the relevant **Block Code** in the Block field.
- Under *Session* field, you should also ensure the student is flagged as **S - (Erasmus / Socrates Incoming Exch)** or **I - (Other Incoming Exchange)**, where applicable.

You should now save on SGASTDN and exit the form.

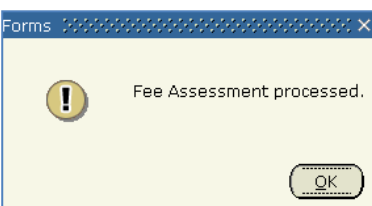
SFAREGS - STUDENT COURSE REGISTRATION FORM

The next form is SFAREGS. This form details the student’s registration record. It has a tabbed interface for easy navigation. It is used to update information on enrolment, registration, subject details and class details.

Simply ensure that both the ‘ID’ and ‘Term’ in the key block are correct and then select ‘next block’ to enter the form.

Note: At this point, we have not yet saved the registrations record in SFAREGS, so technically the student does not yet have an active registrations record. This is noted by the blank ‘Status Date’.

To create the registrations record, select save. Then select save for a second time. This will trigger fee assessment. You will be prompted with the following message.



This is simply a notification to let you know that any fees associated with this student and Programme have been applied to the student’s account. No fee is associated with the SOCRS rate code and therefore, Erasmus students will not have any fees assessed on their account. Select OK to this message.

At this point, you have created the student’s registrations record with an enrolment status of EL (Eligible to Register). This should then be communicated to the Registration Service. It is the responsibility of the Registration Service to formally register each student either manually or by invitation to register online and to subsequently issue the students with an ID Card. When finished, exit the form.

SZASGNT – STUDENT GRANT MAINTENANCE FORM

The last form in the QuickFlow is *SZASGNT*.

Student Grant Maintenance Form SZASGNT 8.0 (BAN811) QuickFlow: ERAS: 6 of 6

ID: D12123480 | Bloggs, Joe | Term: 201314 | DOB:

Programme Information
 Programme: BT801 | Erasmus Media | Class: 1

Grant Information
 Funding Category: 11 | Incoming Socrates 1 yr
 Funding Maintenance: 20 | Non Aided
 Awarding Body:
 Bank Account Number: | Name: |
 Bank Sort Code: |

TLT Grant Details
 Start Date: | End Date: | Active Date: 12-JUL-2013 | Inactive Date: |

Record Control
 User: | Activity Date: |

Upon entering the student ID and term, the grant information will default accordingly. You should ensure this is correct. Erasmus students should be coded with either of following funding codes:

Funding Category: **10 (Incoming Socrates 3 mth)**
 Funding Maintenance: **20 (Non-aided)**

Funding Category: **11 (Incoming Socrates 1 yr)**
 Funding Maintenance: **20 (Non-aided)**

Funding Category: **14 (Incoming Socrates 1 sem)**
 Funding Maintenance: **20 (Non-aided)**

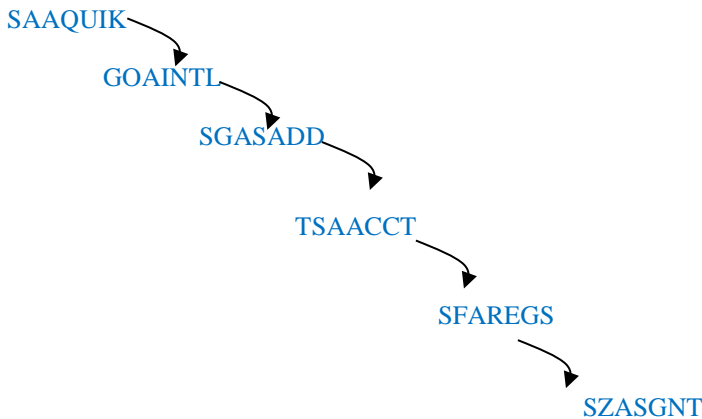
Save changes and exit.

APPRENTICE STUDENTS

DIT receives confirmation of the list of Apprentice students each year from the relevant statutory authority such as FÁS or Fáilte Ireland. Upon receipt of such, the Registration Service generates and registers each new apprentice student record in Banner on the relevant programme code. This set-up is handled by the QuickFlow APR1.

APPRENTICE STUDENT SET-UP – QUICKFLOW: APR1

The sequence of forms in the APR1 QuickFlow is as follows:



SAAQUIK – QUICK ENTRY

The first form is **SAAQUIK**. To create a new student record, select the Generate ID icon on the right.

Before you generate a new ID, you should always search the database to see if a person record already exists for the student. You can search for a student by selecting the ID drop-down and then Person Search. You can also use form SOAIDNS for a more specific search. GUIALTI (Alternate ID Search) allows you to search by PPS no. and Date of Birth.

Note: As a caveat to this, you should never re-use a CAO ID from the current term (i.e. students who have also applied to CAO in the same term). These IDs should be kept distinct and a new direct application ID should always be created.



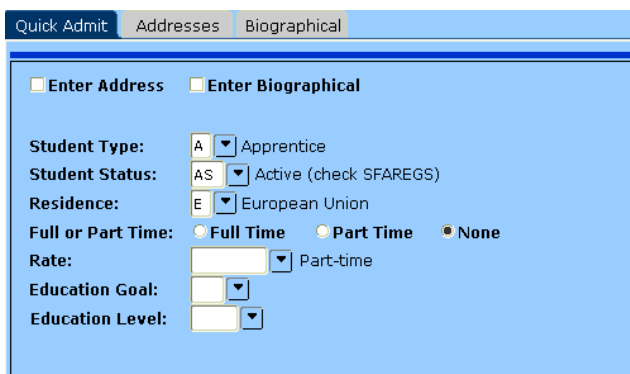
In the prompt box, enter the student’s last name and first name detail and then save.

Banner will generate a new student ID at this point beginning with the letter D. The next two numbers will reflect the academic year of entry (e.g. D13 – Term 201213). Take note of the student’s ID number for your own reference.

Next, tab across to the ‘Term’ field and enter the academic term (e.g. 201213) and then to the level and enter **AP** for Apprentice students. Then select ‘next block’



When you ‘next block’, a dialogue box will appear. Select OK as this is just a note to inform you that certain values will be defaulted. Note that ‘Student Type’ defaults to A (Apprentice).

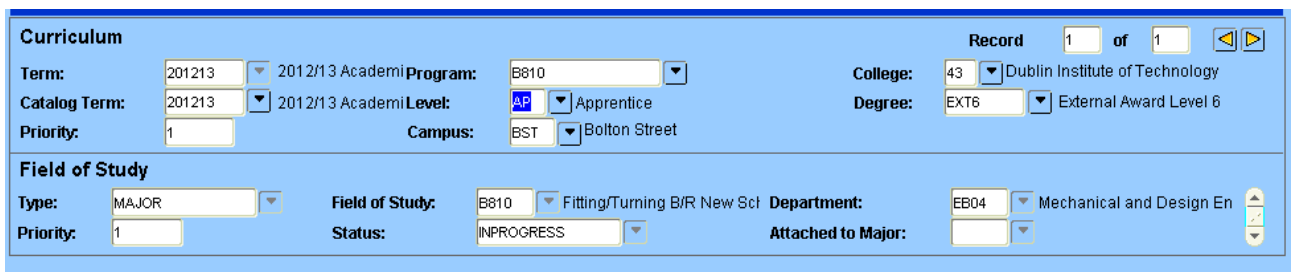


You must now enter the following parameters:

- Full or Part Time indicator should be checked accordingly.
 - Rate: For FÁS apprentices, this should be set to BLKYY, where YY represents the calendar year of entry of the student
- E.g. September 2012 intake: Rate Code BLK12
 January 2013 intake: Rate Code BLK13
 March 2013 intake: Rate Code BLK13

Note: The Rate Code ensures the correct fee is assessed on the apprentice student’s account.

To enter the Programme Code click on the *Program* field and enter the relevant Code and save. The other associated field entries will default in.



Save at this point to create new student record.

Next you will need to enter the Address Information. Choose the Address tab.

Note: You can also navigate between the tabs by use of the 'next block' and 'previous block' Icons

From here, select the 'return' key and today's date will automatically populate the 'From date' field. Enter HM in the address type field to record a Home Address for the student. Then enter the address details in the appropriate fields.

When entering the address information you will need to enter the address under the **Street Line** fields as well as the **City, County, Nation** and **Carrier Route** fields.

The screenshot shows the 'Addresses' tab in the Banner system. The form includes the following fields and values:

- From Date:** 11-JUL-2013
- To Date:** (empty)
- Address Type:** HM (Home Address)
- Sequence Number:** 1
- Street Line 1:** 143 Rathmines Rd
- Street Line 2:** Rathmines
- Street Line 3:** (empty)
- City:** Dublin 6
- State or Province:** (empty)
- ZIP or Postal Code:** (empty)
- County:** D6 (Dublin 6)
- Nation:** IRL (Ireland)
- Telephone Type:** HM (Home)
- Phone Number:** (empty)
- Inactivate Address:** (checkbox, unchecked)
- Source:** (empty)
- Delivery Point:** (empty)
- Correction Digit:** (empty)
- Carrier Route:** RA
- Last Update:**
 - User:** NOFLANAGAN
 - Activity Date:** 11-JUL-2013

Address data as follow:

- **City:** City of address
- **County Code:** County codes including Dublin postal district codes. There is a look up table here. Double click to view
- **Nation Code:** This is also a look up table. Double click to view. When entering the nation code enter the nation pertaining to the address, as opposed to the student's nationality.
- **Carrier Route:** This is used to record the accommodation type of the student for the purpose of HEA statistical returns. This is a free text field, but you must use the following two character codes only when entering this information:
 - PH** Parental Home
 - RA** Rented Accommodation
 - OH** Own Home (house, apartment)
 - OA** Other Accommodation
 - NS** Not Specified

Note: You do not need to enter Sate or Zip code information.

To enter another address at this point, you can enter a new record by selecting F6 and entering the relevant details as above. However, you should be aware that the most recent address entered will be the address used for written correspondence with the student.

If an address record already exists but it is no longer valid, you can de-activate it and enter a new one. See the section on 'Updating Student's Address' for more information.

Finally on the Addresses tab, you can enter the student's telephone details. You can select the Telephone Type (e.g. MOBL) from the drop-down list.

Save changes when complete.

Next, select the **Biographical** Information tab. On this tab, you must enter **Gender, Date of Birth, SSN (PPS no.)** and **Citizenship**. All are mandatory for the purpose of HEA statistical returns.

- **Gender**
- **Date of birth** in the format day-month-year this will automatically populate the age box
- **Citizenship**
- **PPSN** number should be added into the box labeled SSN/SIN/TFN.

Save changes and exit the form.

GOAINTL – INTERNATIONAL INFORMATION

The next form available on the QuickFlow is **GOAINTL** and relates to Visa and Nationality Information. First, you need to ‘next block’ to get to the Visa Information section. Use the VISA type code box to enter the visa type if available.

Note: If the student is Irish, enter NS

F10 to save changes.

Now select the Nationality tab.

Enter the **Nation of Birth** by selecting from the drop down list. This field is mandatory and must be entered. If you already know the code, you can enter it directly.

Save (F10) and exit the Form.

SGASADD – ADDITIONAL STUDENT INFORMATION

The next form is SGASADD. This is where you need to enter the student’s phase information. Assuming the correct ‘Student ID’ and ‘Term’ have defaulted, you should ‘next block’ twice to the *Student Attribute* section. Under the Attribute Code, enter the appropriate phase for the student.

Note: Apprentice students are not coded are per year of study, but rather by phase. Available options are:

- Phase 2 (P2)
- Phase 4 (P4)
- Phase 6 (P6)

Once you have entered the relevant phase, save you changes. Select OK to the prompt message and exit the form.

TSAACCT – ACCOUNT REVIEW FORM STUDENT

The next form on the QuickFlow is TSAACCT. This is used to check what contracts the student is attached to for the current term.

To enter the form, confirm the Student ID is correct in the key block and then ‘next block’ four times into the form. This will bring you to the *Contracts* section of the form.

ID	Number	Description	Term	Priority	Delete Indicator	Roll	Authorization	Authorization Number	Maximum Amount

In most instances, you should expect this to be blank (i.e. no contracts attached to the student).

DELETING CONTRACTS

However, if the student previously studied a full-time programme at DIT, it may be possible that they are incorrectly attached to a contract(s) for the current term (i.e. a contract from an old term inadvertently copied over to the new term).

ID	Number	Description	Term	Priority	Delete Indicator	Roll	Authorization
5000	20	Standard Non Aided	201213	1	D	<input checked="" type="checkbox"/>	Y
3000	35	Special Rate Maint 1 Top Up	201213	2		<input checked="" type="checkbox"/>	Y
5000	20	Standard Non Aided	201112	1	D	<input checked="" type="checkbox"/>	Y
3000	34	50% of Two Home Adj	201112	2		<input checked="" type="checkbox"/>	Y

E.g. Student active on 3000-35 for the Term 201213.

In order to delete a student from a contract simply enter a D against the Delete Indicator for the contract(s) in question and save changes.

ID	Number	Description	Term	Priority	Delete Indicator
5000	20	Standard Non Aided	201213	1	D
3000	35	Special Rate Maint 1 Top Up	201213	2	D

D indicator flagged against contracts for Term 201213

Note: You do not need to ‘Delete’ contracts from previous terms. You should only be checking for any unexpected contracts for the current term that should be deleted.

SFAREGS - STUDENT COURSE REGISTRATION FORM

The final form is SFAREGS. Again, 'next block' from the key block assuming the 'Student ID' and 'Term' have defaulted correctly.

Go to the *Student Term* tab first. You must now enter the *Block Code* in the Block Schedule field. Save changes at this point. You can ignore the Warning prompt by selecting OK.

Note: Apprentice Block codes have been set-up to group students according to their Semester of Study and Phase.

E.g. Electrical Apprentices SBE

- SBE4AAU SBE Phase 4 Group A Autumn
- SBE4ASP SBE Phase 4 Group A Spring
- SBE4ASU SBE Phase 4 Group A Summer
- SBE6AAU SBE Phase 6 Group A Autumn
- SBE6ASP SBE Phase 6 Group A Spring
- SBE6ASU SBE Phase 6 Group A Summer

Return to the *Registration* tab. Assuming you wish to proceed with registering the student; update the student enrolment status from EL to RE (Registered).

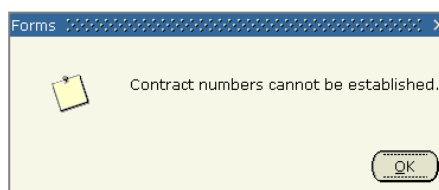
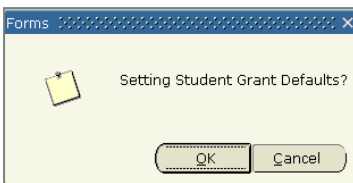
Note: You should not process any payment at this point. The student’s grant record must be set-up first. Save changes when complete and exit SFAREGS.

SZASGNT – STUDENT GRANTS MAINTENANCE FORM

The final form in the QuickFlow is SZASGNT. Only FÁS apprentices require a grant record set-up on this form. FÁS apprentices will have a Tuition fee and an Exam fee initially charged to their account. In order to reflect the contractually and fee arrangement between FÁS, DIT and any other Third Party, the set-up of the student’s grant record is important here.

Other apprentice students such as Fáilte Ireland do not require any set-up here.

Ensure both the *Student ID* and *Term* is both correct in the key block. Then ‘next block’ into the form. You should expect to see the following two messages:



Select OK to both messages. You should then expect to see both the *Funding Category* and *Funding Maintenance* codes default to 59. The Awarding Body FAS is also noted as the background contract which is configured to cover the *Tuition* component of the fee.

If an agreement is also in place with another Third Party to cover the student’s Exam fee, this Third Party’s ID must be entered against the Awarding Body field. Assuming a contract has been set-up for the Third Party; then the liability for the student’s Exam fee will transfer to this Third Party.

Student Grant Maintenance Form SZASGNT 8.0 (BAN8T1)

ID: D12123481 | Bloggs, Joe | Term: 201213 | DOB: []

Programme Information
 Programme: 5810 | Mech Auto & Maint Fitting MAMF | Class: P4

Grant Information
 Funding Category: 59 | FAS
 Funding Maintenance: 59 | FAS
 Awarding Body: 5005 | ESB
 5011 | FAS
 Bank Account Number: [] | Name: []
 Bank Sort Code: []

TLT Grant Details
 Start Date: [] | End Date: [] | Active Date: 12-JUL-2013 | Inactive Date: []

Record Control
 User: NOFLANAGAN | Activity Date: 17-JUL-2013

E.g. Apprentice Student, where FAS is covering the Tuition fee and ESB covering the Exam fee.

Save at this point. Again, you will be prompted with the message ‘Contract numbers cannot be established’. Select OK to this message. Exit the form. The APR1 QuickFlow is now complete.

STAFF & ALUMNI REGISTRATIONS

STAFF REGISTRATIONS

DIT Staff may also decide to study at DIT. Assuming the person has been accepted on the programme and approved for the staff fee waiver, the student can be set-up in Banner. QuickFlows have been designed to facilitate this process.

Set-up of staff student records is generally carried out by the Staff Training & Development Office. The Registrations Offices will then process any payment and formally register (RE) the student once the individual has been approved and any outstanding fees paid in full.

1ST YEAR STUDENTS – QUICKFLOW: STF1

SAAQUIK – QUICK ENTRY

The first form is **SAAQUIK**. To create a new student record, select the ‘Generate ID’ icon on the right.

Note: Before creating a new student ID, you should check if a record already exists in Banner for this student. By selecting the ID drop-down option and then Person Search, you can perform the search you require. You can also use form SAOIDNS for a more specific search.

In the prompt box, enter the student’s last name and first name detail and then save. Banner will generate a new student ID at this point. Take note on the enrolment form of this number.

Next, tab across to the ‘Term’ field and enter the academic term (e.g. 201213) and then to the level (e.g. UG). The level is the level of the Programme the student is studying. Then select ‘next block’.

When you ‘next block’, a dialogue box will appear. Select OK as this is just a note to inform you that certain values will be defaulted.

Note that ‘Student Type’ defaults to the appropriate code depending on the Level entered in the key block.

AP – A (Apprentice)

- CE – C (Continuing)
- PD – D (Professional)
- PG – P (Postgraduate)
- PR – R (Research)
- UG – U (Undergraduate)

However, if the student is entering a higher education programme for the first time, you must update the student level to reflect the fact that they are considered new entrants for the purpose of HEA returns.

N – New Entrant

Furthermore, if the student is transferring either from within DIT or from another higher education institution, you should update the student type as follows:

- X** - Transfer-In from own institution
- I** - Transfer-In from other higher education institution

Now enter the following parameters:

- Full or Part Time indicator (Part Time)
- Rate: PART (Most part-time programmes have a PART rate code. However, some may have something different. Check this with your registrations officer if you are unsure.)

Quick Admit | Addresses | **Biographical**

Enter Address Enter Biographical

Student Type: N ▼ New Entrant
Student Status: AS ▼ Active (check SFAREGS)
Residence: E ▼ European Union
Full or Part Time: Full Time Part Time None
Rate: PART ▼ Part-time
Education Goal: [] ▼
Education Level: [] ▼

Note: If you do not check the part-time indicator, then the payment options will not appear at registration point.

You should also notice under the *Application and Recruit Information* section of SAAQUIK that the Admission Type defaults to DA.

Assuming the student is a direct applicant (DA) into the 1st year of a part-time programme, no change is required here.

Application and Recruit Information

Create Application Record Application Number: []
Admission Type: DA ▼ Direct Applicant
Application Status: [] ▼
Admission Decision: AD ▼ Applicant Accepted Offer
 Create Recruit Record
Primary Source: [] ▼

However, if you are generating an Advanced Entry application for a student into 2nd or subsequent years of a part-time programme, the Admission Type should be updated to AE (Advanced Entry). This ensures that these students will be selected for paper ITRs as opposed to email ITRs.

Application and Recruit Information

Create Application Record **Application Number:**

Admission Type: Advanced Entry Applicant

Application Status:

Admission Decision: Applicant Accepted Offer

Create Recruit Record

Primary Source:

AE application into year 2 or subsequent years

Next you navigate to the Curriculum section. To enter the Programme Code click on the *Program* field and enter the relevant Code and save. The other associated field entries will default in.

Curriculum Record of

Term: 2012/13 Academic **Program:**

Catalog Term: 2012/13 Academic **Level:** Undergraduate

Priority: **Campus:** Aungier Street

College: Dublin Institute of Technology

Degree: Bachelor Business Stds (Hc)

Field of Study

Type: **Field of Study:** BBS

Priority: **Status:**

Department: Management

Attached to Major:

Save at this point to create new student record.

Next you will need to enter the Address Information. Choose the Address tab.

Note: You can also navigate between the tabs by use of the ‘next block’ and ‘previous block’ Icons

From here, select the ‘return’ key and today’s date will automatically populate the ‘From date’ field. Enter HM in the address type field to record a Home Address for the student. Then enter the address details in the appropriate fields.

When entering the address information you will need to enter the address under the **Street Line** fields as well as the **City, County, Nation** and **Carrier Route** fields.

Quick Admit **Addresses** Biographical

From Date: **To Date:**

Address Type: Home Address **Inactivate Address**

Sequence Number: **Source:**

Street Line 1: **Delivery Point:**

Street Line 2: **Correction Digit:**

Street Line 3: **Carrier Route:**

City:

State or Province:

ZIP or Postal Code:

County: Dublin 6

Nation: Ireland

Telephone Type: Home

Phone Number:

Last Update

User:

Activity Date:

Address data as follow:

- **City:** City of address
- **County Code:** County codes including Dublin postal district codes. There is a look up table here. Double click to view
- **Nation Code:** This is also a look up table. Double click to view. When entering the nation code enter the nation pertaining to the address, as opposed to the student’s nationality.
- **Carrier Route:** This is used to record the accommodation type of the student for the purpose of HEA statistical returns. This is a free text field, but you must use the following two character codes only when entering this information:

- PH** Parental Home
- RA** Rented Accommodation
- OH** Own Home (house, apartment)
- OA** Other Accommodation
- NS** Not Specified

Note: You do not need to enter State or Zip code information.

To enter another address at this point, you can enter a new record by selecting F6 and entering the relevant details as above. However, you should be aware that the most recent address entered will be the address used for written correspondence with the student.

If an address record already exists but it is no longer valid, you can de-activate it and enter a new one. See the section on ‘Updating Student’s Address for more information.

Finally on the Addresses tab, you can enter the student’s telephone details. You can select the Telephone Type (e.g. HM) from the drop-down list. Save changes when complete.

Next, select the **Biographical** Information tab. On this tab, you must enter **Gender, Date of Birth, SSN (PPS no.) and Citizenship**. All are mandatory for the purpose of HEA statistical returns.

- **Gender**
- **Date of birth** in the format day-month-year this will automatically populate the age box
- **Citizenship**
- **PPSN** number should be added into the box labeled SSN/SIN/TFN.

The screenshot shows the 'Biographical' tab of a form. It contains the following fields and values:

- Gender:** Radio buttons for Male (selected), Female, and Not Available.
- Birth Date:** 01-JAN-1993
- Age:** 20
- SSN/SIN/TIN:** 1234567T
- Deceased Date:** (empty)
- Citizenship:** 1 Irish Citizen
- Marital Status:** (empty)
- Religion:** (empty)
- Legacy:** (empty)
- Ethnicity:** (empty)
- New Ethnicity:** None
- Ethnicity and Race Confirmed:** (checkbox)
- Confirmed Date:** (empty)
- Veteran File Number:** (empty)
- Veteran Category:** None
- Active Duty Separation Date:** (empty)
- Armed Forces Service Medal Indicator:** (checkbox)
- Special Disabled Veteran:** (checkbox)
- User:** NOFLANAGAN
- Activity Date:** 11-JUL-2013

Save changes and exit the form.

You have now completed the first form of this QuickFlow. To progress to the next form, simply exit this form by selecting the EXIT icon at the top right-hand corner.

GOAINTL – INTERNATIONAL INFORMATION

The next form available on the QuickFlow is **GOAINTL** and relates to Visa and Nationality Information.

First, you need to 'next block' to get to the Visa Information section. Use the VISA type code box to enter the visa type if available.

Note: If the student is Irish, enter NS

F10 to save changes.

International Information GOAINTL 8.4 (BAN8T1) QuickFlow: ERAS: 2 of 6

ID: D12123480 Joe Bloggs

Visa Passport Certification of Eligibility Nationality

Visa Information

Visa Type: NS Not Specified

Visa Number:

Nation of Issue:

Issuing Authority:

Port of Entry:

Now select the Nationality tab.

International Information GOAINTL 8.4 (BAN8L1) QuickFlow: ADMT: 2 of 9

ID: D13122585 Joe Bloggs

Visa Passport Certification of Eligibility Nationality

Nationality

Nation of Birth: IR Ireland

Nation of Citizen:

Native Language:

Sponsor:

Employment Type:

Foreign Tax ID:

Enter the **Nation of Birth** by selecting from the drop down list. This field is mandatory and must be entered. If you already know the code, you can enter it directly.

Save (F10) and exit the Form.

SOAPCOL – PRIOR COLLEGE

The next form is the Prior College **SOAPCOL** Form. This is where information about student's prior third level education is held. Assuming the Student ID field is already populated, select 'next block' to enter the Prior College section.

You can now enter the last college that the student attended.

You can view a list of colleges by selecting F9 or selecting the search icon to the right of the *Prior College* field.

You will be brought directly into the list of third level institutions (SOISBGI). This list will initially appear blank. Select the query function (F8) to retrieve the full list of institutions. Select the desired institution by double clicking in the 'Code' field cell of the desired row selection.

Source/Background Institution Query-Only SOISBGI 8.0 (BAN8L1) QuickFlow: ADMT: 4 of 9

Source or Background Institution

HS	College	Source	None	Code	Name	City	State or Province	Admission Request Code
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	01	University College NUI Cork			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	02	University College NUI Dublin			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	03	NUI Galway			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	04	University of Limerick			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	05	NUI Maynooth			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	06	Trinity College Dublin			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	07	Thomond College of Educ			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	08	Dublin City University			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	09	Dublin Institute of Technology			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10	National College of Art & Des			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	11	Mater Dei Institute of Educ			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	12	Teacher Train & HmEcon Colls			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	18	Milltown Inst of Theol & Phil			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	19	Institute of Technol Tallaght			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	20	Crawford Coll of Art & Design			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	21	Institute of Tech Limerick			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	22	Institute of Technol Athlone			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	23	Institute of Technology Cork			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	24	Institute of Technol Carlow			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	25	Institute of Technol Dundalk			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	26	Galway-Mayo Inst of Techn			

Your *Prior College* will be entered. Once you have selected the relevant college code, you can now save at this point.

You can also select and add information under the *Degree Details* section. If the student has graduated you should enter the relevant degree information including *Degree*, *Degree Date* and *Year*.

Degree Details

Degree: Bachelor of Science (Hons)
 Degree Date:
 Primary Degree Indicator

Attended From:
 Attended To:
 Year:

College:

Transfer Hours:
 GPA:

Honors: 2nd Class Hons, Upper Division
 Goal:

Save (F10) and exit the Form.

SOAHSCH – HIGH SCHOOL INFORMATION

The next form is used to record information about student’s prior secondary level education. Assuming the student ID field is already populated, select ‘next block’ to enter the High School Details section.

The screenshot shows the 'High School Information' window with the 'High School Details' section active. The student ID is D13122585 and the name is Bloggs, Joe. The form contains the following fields:

- High School:** A dropdown menu.
- Graduation Date:** A date picker.
- Transcript Received Date:** A date picker.
- Class Rank and Size:** A field with a slash separator (e.g., 1 / 100).
- Percentile:** A text input field.
- GPA:** A text input field.
- Enrollment Planning Service Code:** A text input field.
- Diploma:** A dropdown menu.
- College Preparation:** A checkbox.
- Admissions Request:** A dropdown menu.

You can now enter the secondary school that the student attended. You can view a list of schools by selecting F9 or you can use the search icon which is to the right of the ‘High School’ field. You will be brought directly into the list of secondary school institutions (SOISBGI) where you can search for a particular school by use of the search (F8) and % (wildcard) function.

The screenshot shows the 'Source or Background Institution' query window. It displays a list of schools with the following columns:

HS	College	Source	None	Code	Name	City	State or Province	Admission Request Code
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000003	Blackrock College	Co Dublin		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000012	St Josephs Convent			LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000013	Loreto Abbey	Co Dublin		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000014	Convent of the Sacred Heart	Dublin 14		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000020	Presentation Brothers College	Dublin		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000030	Manor House School	Dublin 5		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000038	St Dominics High School	Dublin 13		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000040	Scoil Na MBraithre	Baile Atha Cliath		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000042	Ard Scoil Ris	Baile Atha Cliath 9		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000044	Scoil Uí Chonail	Baile Atha Cliath 1		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000048	Mean Scoil Iognaid Ris	Baile Atha Cliath 12		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000050	Marian College	Dublin 4		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000051	St Johns College	Dublin 10		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000053	Gonzaga College	Dublin 6		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000054	Catholic University School	Dublin 2		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000055	Chanel College	Dublin 5		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000057	Terenure College	Dublin 6		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000063	Deutsche Schule Dublin	Dublin 14		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000069	Dominican College	Dublin 9		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000070	Scoil Chaitriona	Baile Atha Cliath 9		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000075	Holy Faith Convent	Dublin 3		LC

Simply enter part of the school name in the 'Name' field and use the % (wildcard) character to assist (e.g. %Christian% to find all Christian Brother schools)

A screenshot of a search form with a blue header labeled 'Name'. Below the header is a yellow text input field containing the text '%hristian%'.

Tip: The search is case-sensitive, so you should consider this when entering your search criteria (e.g. omit the first character of a word if you are unsure of its case.)

Select F8 to execute the query. F7 clears the form for a new query.

Note that these school codes are numeric. Once you have found the relevant school, double click on the 'Code' field and it will select the appropriate school and enter it on the main SOASCH form.

Save (F10) when school details are entered and exit the form.

SGASADD - ADDITIONAL STUDENT INFORMATION FORM

The next form is **SGASADD**. Assuming the correct 'Student ID' and 'Term' has defaulted, you should 'next block' twice to enter the *Student Attribute* section.

You will now need to record the correct student 'year of study'.

Simply enter the correct year under the Attribute Code and save. A warning prompt box will appear.

A screenshot of the 'Additional Student Information - SGASADD 8.3 (BAN8T1)' application window. The window title bar shows 'QuickFlow: PGRD: 7 of 9'. The main form has a blue background and contains several sections:

- Header:** ID: D13122536, Name: Bloggs, Joe, Term: 201314.
- Student Cohort Section:** From Term: 201314, To Term: 999999. It includes a table with columns: Cohort Code, Description, Maintenance, Inactive, and Reason.
- Student Attribute Section:** From Term: 201314, To Term: 999999. It includes a table with columns: Attribute Code and Description. The 'Attribute Code' field contains '1' and the 'Description' field contains 'First Year'.

A yellow warning dialog box is overlaid on the Student Attribute section. The dialog box has a title bar 'Warning Alert' and a close button. The main text reads: 'Changing Student Attribute values may impact Registration Fee Assessment.' Below the text are 'OK' and 'CANCEL' buttons.

Click OK, save and exit.

SGASTDN – GENERAL STUDENT

The next form in the QuickFlow is the General Student Form **SGASTDN**.

First, you need to ensure the ‘Term’ of entry for the student is correct and then select ‘next block’ to enter/view information. This is the Student Record. This first Block/Tab is the Learner Block. This is used to view student information such as student status and student tab. All information such as *Fee Assessment Rate, Student Type, Full/Part Indicator* should already be there from entering it via the SAAQUIK form.

However, you will also need to enter additional data in the *Additional Information* section

- You should enter the relevant **Block Code** (Prog & Year) in the Block field.
- Under **Session** field, you should also ensure *exchange, distance, e-learning or visiting occasional students* are flagged, where applicable. See section below for further information

The screenshot shows the Banner SGASTDN 8.5.3 (BAN8T1) QuickFlow: PRG1: 7 of 9 interface. The form is titled "General Learner" and contains various fields for student information. The "General Learner" section includes fields for New Term (201213), Student Status (AS), Student Type (U), Residence (E), Fee Assessment Rate (PART), Class (1), Student Centric Cycle, and Full or Part Time (Part Time). The "Additional Information" section includes Site, Session, Block (DT3311), and Citizenship. Below this are two summary tables: "Curricula Summary - Primary" and "Field of Study Summary".

Priority	Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	201213	Bachelor of Business	201213	Undergraduate	Aungier Street	Dublin Institute of Technol	Bachelor Business SI

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201213	Major	BBS	Management	

Save (F10) updates when complete.

EXCHANGE, DISTANCE, E-LEARNING OR VISITING OCCASIONAL STUDENTS

If the student belongs to one of the options listed below, you will need to update accordingly under the ‘Fees, Mail Submission, Withdrawal Data’ tab.

Session Code	Exchange / Non Standard Attendance / Mode of Study Category
S	Exchange – Erasmus/ Socrates incoming exchange
I	Exchange – Other incoming exchange
O	Exchange – Outgoing Exchange
C	Distance Education
L	E-Learning
N	In-Service Education
Q	Postgraduate Qualifier
V	Visiting Occasional/JYA 1 Term
J	Visiting Occasional/JYA 2 Terms
Y	Visiting Occasional/JYA Full Year
C	Distance Education
L	E-Learning
N	In-Service Education

Under the Additional Data section, select the appropriate option from the *Session* field.

Save changes when complete.

TSAACCT – ACCOUNT REVIEW FORM STUDENT

The next form on the QuickFlow is TSAACCT. This is used to check what contracts the student is attached to for the current term.

To enter the form, confirm the Student ID is correct in the key block and then ‘next block’ four times into the form. This will bring you to the *Contracts* section of the form.

In most instances, you should expect this to be blank (i.e. no contracts attached to the student).

DELETING CONTRACTS

However, if the student previously studied a full-time programme at DIT, it may be possible that they are incorrectly attached to a contract(s) for the current term (i.e. a contract from an old term inadvertently copied over to the new term).

Contracts							
ID	Number	Description	Term	Priority	Delete Indicator	Roll	Authorization
5000	20	Standard Non Aided	201213	1	D	<input checked="" type="checkbox"/>	Y
3000	35	Special Rate Maint 1 Top Up	201213	2		<input checked="" type="checkbox"/>	Y
5000	20	Standard Non Aided	201112	1	D	<input checked="" type="checkbox"/>	Y
3000	34	50% of Two Home Adj	201112	2		<input checked="" type="checkbox"/>	Y
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	

E.g. Student active on 3000-35 for the Term 201213.

In most instances, part-time students are liable for their own fees and are not entitled to any funding from a third party (thus should not be attached to any contract). In order to delete a student from a contract simply enter a D against the Delete Indicator for the contract(s) in question and save changes.

Contracts					
ID	Number	Description	Term	Priority	Delete Indicator
5000	20	Standard Non Aided	201213	1	D
3000	35	Special Rate Maint 1 Top Up	201213	2	D

D indicator flagged against contracts for Term 201213

Note: You do not need to 'Delete' contracts from previous terms. You should only be checking for any unexpected contracts for the current term that should be deleted.

SFAREGS - STUDENT COURSE REGISTRATION FORM

The next form is SFAREGS. Again, 'next block' from the key block.

Select the *Student Term* tab. If the Block Code has not already been entered, ensure you update it in the Block Schedule field. Save and return to the *Registration* tab.

Where programme modules have fees attached, you should also ensure the student is registered on those modules before you process any payment.

Save two times to process fees and all amendments to the record.

TSAEXPT - EXEMPTION AUTHORIZATION FORM

The next form is TSAEXPT and is used to manage the students eligible for Staff discounts. Enter the Exemption Code as designated for the relevant Term. (e.g. 8012 is used for Staff Waivers 201213). Ensure the Term is correct. Then select 'next block'. You will notice the Description 'Staff Waivers...'

Now, you 'next block' a further four times until you are brought to the 'Person Authorization' Block. In this section you will notice a list of students. You will need to enter your student details here. To enter a new record, select F6 and enter the student ID. Save and exit.

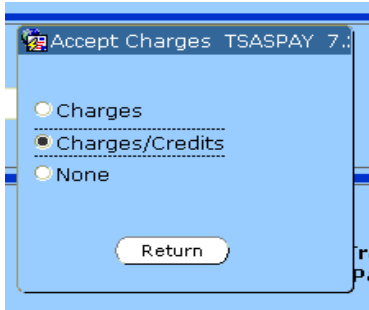
Delete	Student ID	Name	Roll	Expiration Term	Priority	Maximum Amount	Activity Date
<input type="checkbox"/>	D04104449	Norwood, George	<input type="checkbox"/>		1		23-JUL-2012
<input type="checkbox"/>	D04110669	Melrose, Mrs. Donald	<input type="checkbox"/>		1		19-JUL-2012
<input type="checkbox"/>	D05108478	Wool, Courtney	<input type="checkbox"/>		1		19-JUL-2012
<input type="checkbox"/>	D06114452	Thomas, Mr. Corbin	<input type="checkbox"/>		1		19-JUL-2012
<input type="checkbox"/>	D07112362	Delaney, Mrs. Wendy	<input type="checkbox"/>		1		23-JUL-2012
<input type="checkbox"/>	D08115034	Callahan, Mrs. Victoria	<input type="checkbox"/>		1		19-JUL-2012
<input type="checkbox"/>	C08619778	McDonald, Elizabeth	<input type="checkbox"/>		2	399.00	15-APR-2013
<input type="checkbox"/>	D08120297	Chapman, Kelly	<input type="checkbox"/>		1		19-JUL-2012
<input type="checkbox"/>	D09118811	Trapp, Adam	<input type="checkbox"/>		1		23-JUL-2012
<input type="checkbox"/>	C09800964	Nordstrom, Scott	<input type="checkbox"/>		1	1,000.00	03-APR-2013
<input type="checkbox"/>	D10122326	Allen, Glenn D. Collins	<input type="checkbox"/>		1		19-JUL-2012
<input type="checkbox"/>	D10123251	Wright, Matt	<input type="checkbox"/>		1	1,000.00	02-APR-2013
<input type="checkbox"/>	D10125670	Green, Claudia	<input type="checkbox"/>		1		19-JUL-2012
<input type="checkbox"/>	D11123769	Wright, George	<input type="checkbox"/>		1		30-JUL-2012
<input type="checkbox"/>	D12122521	Wright, George	<input type="checkbox"/>		1		23-JUL-2012
<input type="checkbox"/>	D12122568	Wright, George	<input type="checkbox"/>		1		01-AUG-2012

Maximum amount: If a student is not receiving 100% fee discount, you can enter the maximum fee DIT is going to discount for the student.

TSASPAY – STUDENT PAYMENT FORM

When you've entered this form, ensure the key block details are correct and select 'next block'.

The following pop-up box will appear. Click on the 'Return' button and you will notice that a discount is applied to the students account.



You can now exit this form.

SFAREGS – STUDENT COURSE REGISTRATION FORM (SFAREGS)

The final form will be the **Student Course Registration Form (SFAREGS)** again. Select 'next block' when you enter the form.

Saving twice on SFAREGS will trigger 'Fee Assessment'. The payment options should now appear at the bottom of the form. Payment can now be taken for a student, where applicable.

Alternatively, you can opt to save the registration record as EL (Eligible to Register). Following this, you can generate an ITR (Invitation to Register) for the student so that the individual can register and pay fees online themselves.

2ND & SUBSEQUENT YEAR STUDENTS – QUICKFLOW: STF2

This QuickFlow will manually progress students who are DIT Staff and are entitled to the DIT Staff waiver.

TSAACCT – ACCOUNT REVIEW FORM STUDENT

The first form of the SFT2 QuickFlow is TSAACCT. This is used to check if a student is incorrectly attached to a contract(s) for the current term.

To enter the form, confirm the Student ID is correct in the key block and then ‘next block’ four times into the form. This will bring you to the *Contracts* section of the form.

ID	Number	Description	Term	Priority	Delete Indicator	Roll	Authorization	Authorization Number	Maximum Amount

In most instances, you should expect this to be blank (i.e. no contracts attached to the student).

DELETING CONTRACTS

However, if the student previously studied a full-time programme at DIT, it may be possible that they are incorrectly attached to a contract(s) for the current term (i.e. a contract from an old term inadvertently copied over to the new term).

ID	Number	Description	Term	Priority	Delete Indicator	Roll	Authorization
5000	20	Standard Non Aided	201213	1	D	<input checked="" type="checkbox"/>	Y
3000	35	Special Rate Maint 1 Top Up	201213	2		<input checked="" type="checkbox"/>	Y
5000	20	Standard Non Aided	201112	1	D	<input checked="" type="checkbox"/>	Y
3000	34	50% of Two Home Adj	201112	2		<input checked="" type="checkbox"/>	Y
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	

E.g. Student active on 3000-35 for the Term 201213.

In most instances, part-time students are liable for their own fees and are not entitled to any funding from a third party (thus should not be attached to any contract). In order to delete a student from a contract simply enter a D against the Delete Indicator for the contract(s) in question and save changes.

Contracts					
ID	Number	Description	Term	Priority	Delete Indicator
5000	20	Standard Non Aided	201213	1	D
3000	35	Special Rate Maint 1 Top Up	201213	2	D

D indicator flagged against contracts for Term 201213

Note: You do not need to 'Delete' contracts from previous terms. You should only be checking for any unexpected contracts for the current term that should be deleted.

SGASADD – ADDITIONAL STUDENT INFORMATION

The next form in the QuickFlow is SGASADD. This Form will enable you update the Student Attribute Code to reflect the correct Year of Study.

Ensure the correct 'ID' and 'Term' is entered. The student ID will default from the previous screen. Your term should reflect the term the student is progressing to.

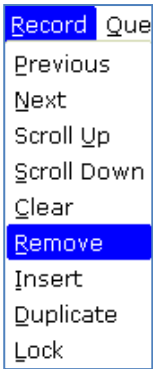
Select 'next block' twice to enter the 'Student Attribute' section. You should notice the old term and Attribute Code. You now need to update this to reflect the new attribute code for the new term.

Select the *Maintenance Icon*. Choose *Copy Student Attribute*

Select OK to the following prompt.

You should now notice the old attribute code has been copied to the new term. You now need to remove this old attribute code.

From the Menu, select Record -> Remove.



Again, you will be prompted with the same previous ‘warning alert’. Select OK to proceed. Attribute Code should now be blank.

Now enter the correct ‘Year of Study’ for the new term and save changes. Attribute Code should be updated for the new term.

Save changes and exit form.

SFAREGS – STUDENT COURSE REGISTRATION FORM

Next form is **SFAREGS**, enter the correct ‘term’ and ‘student ID’ in the key block field. Then select ‘next block’.

On entering the last form **SFAREGS**, ensure the correct term (i.e. Term student is progressing to) and student ID is in the key block field. Then select ‘next block’.

PROGRESS STUDENT’S CURRICULA TO NEW TERM ON SAME PROGRAMME

Firstly, you should navigate to the *Curricula* tab. You now need to manually progress the student’s registration record to the new term. To do this you need to select the ‘Duplicate’ icon.

The screenshot shows the Banner SFAREGS form with the 'Curricula' tab selected. The 'Duplicate' icon is circled in red. The form contains the following fields and values:

Current: <input checked="" type="checkbox"/>	Replace:	Update:	Duplicate:	Roll Learner: <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Default	Roll to Outcome:
Activity: ACTIVE	Apply to Graduate:	Graduation Sequence:	User ID: NOFLANAGAN	Rolled to Outcome: <input type="checkbox"/>	
Key Sequence: 99	Term: 201213 2012/13 Academic Year	Activity Date: 12-JUL-2013	Start Date:	End Date:	
End Term:	Catalog Term: 201213 2012/13 Academic Year	Priority: 1	Student Type: U Undergraduate	Site:	
Program: DT331 Bachelor of Business Studies	Level: UG Undergraduate	Rate: PART Part-time	Leave of Absence:	Leave From Date:	Leave To Date:
Campus: ALUN Aungier Street	College: 46 Dublin Institute of Technology	Expected Graduation Date:	Graduation Term:	Graduation Year:	
Degree: BBS Bachelor Business Stds (Hons)	Admission Type: DA Direct Applicant				
Admission Term: 201213 2012/13 Academic Year	Application:				
Matriculated Term:					

This creates a copy of the existing curricula record for the new Term. Save changes when complete.

Curriculum

Current: Replace: Update: Duplicate:

Activity: Apply to Graduate:

Key Sequence:

Term: 2013/14 Academic Year

End Term:

Catalog Term: 2012/13 Academic Year

Priority:

Program: Bachelor of Business Studies

Level: Undergraduate

Campus: Aungier Street

College: Dublin Institute of Technology

Degree: Bachelor Business Stds (Hons)

Admission Type: Direct Applicant

Admission Term: 2012/13 Academic Year

Application:

Matriculated Term:

UPDATE BLOCK CODE

Next, you should navigate to the Student Term tab. Update the Block Schedule field as appropriate for the new year of Study.

Registration Student Term Curricula Study Path Time Status

Student Status: Active (check SFAREGS) Class: 1st Year

Student Type: Undergraduate Advisor:

Residence: European Union Academic Standing:

Fee Assessment Rate: Part-time Override Term:

Last Term Attended: 2012/13 Academic Year Progress Evaluation:

Full or Part Time: Full Time Part Time None Override Term:

Block Schedule: BBS - Logistics Combined Academic Standing:

Effective Term: 2013/14 Academic Year Override Term:

Student Centric Cycle:

UPDATE STUDENT TYPE

Under the same tab (i.e. Student Term) you may also need to update the Student Type. If the student was previously a new entrant (N) and is now being progressed the next term, then you must update the student type appropriately. Students continuing or re-enrolling on a particular programme of study will have a student type corresponding to their student level:

A – Apprentice
 C – Continuing Education
 D – Professional Development
 U – Undergraduate
 P – Postgraduate
 R – Research

However, as part of our obligation to return student data to the HEA annually, it is now required that where applicable, we also code students according to the criteria below. Therefore if Student Type is considered to be a ‘transfer’ or ‘repeat’ student, the student type should be updated as follows:

Student Type	Description
X	Transfer-In from own institution
I	Transfer-In from other higher education institution
B	Repeat (Students repeating the same year of the same course for which they are primarily registered)

Select the drop down list beside Student Type field to view list of available options.

Note: You may also be required to update other fields on this tab if necessary (e.g. if the Rate Code is different for the new Term)

You should now navigate to the *Registration* tab.

Where programme modules have fees attached, you should also ensure the student is registered on those modules before you process any payment.

Saving twice on SFAREGS will then trigger ‘Fee Assessment’ and the payment options should now appear at the bottom of the form. Payment can now be taken for a student.

Alternatively, you can opt to save the registration record as EL (Eligible to Register). Following this, you can generate an ITR (Invitation to Register) for the student so that the individual can register and pay fees online themselves.

Exit SFAREGS to continue with QuickFlow.

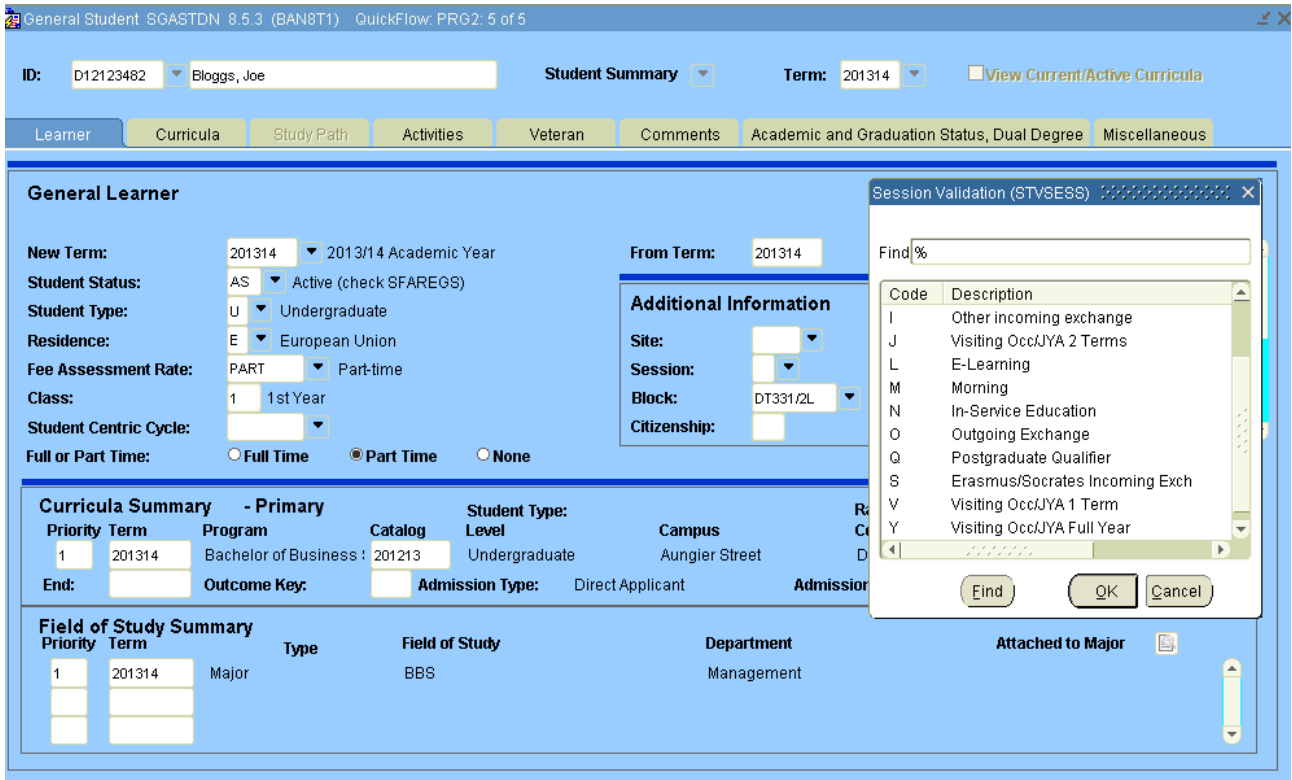
SGASTDN – GENERAL STUDENT

The final form in the QuickFlow is the General Student Form **SGASTDN**.

Again, you need to ensure the term (i.e. progression term) for the student is correct and then select ‘next block’ to enter/view information. This is the Student Record. This first Block/Tab is the Learner Block. This is used to view student information such as student status and student tab. All information such as *Fee Assessment Rate*, *Student Type*, *Full/Part Indicator* should already be there having just progressed the student from the previous term.

The only thing you need to check on this form is to flag a student as *exchange*, *distance*, *e-learning* or *visiting occasional students*, where applicable. If this does not apply to this particular student, simply exit the form.

Alternatively, if this was entered for a particular student on a previous term and no longer applies, ensure it is removed for the current term record.



EXCHANGE, DISTANCE, E-LEARNING OR VISITING OCCASIONAL STUDENTS

If the student belongs to one of the options listed below, you will need to update accordingly on the Session field (Additional Information section).

Session Code	Exchange / Non Standard Attendance / Mode of Study Category
S	Exchange – Erasmus/ Socrates incoming exchange
I	Exchange – Other incoming exchange
O	Exchange – Outgoing Exchange
C	Distance Education
L	E-Learning
N	In-Service Education
Q	Postgraduate Qualifier
V	Visiting Occasional/JYA 1 Term
J	Visiting Occasional/JYA 2 Terms
Y	Visiting Occasional/JYA Full Year
C	Distance Education
L	E-Learning
N	In-Service Education

Save (F10) when complete.

TSAEXPT - EXEMPTION AUTHORIZATION FORM

The next form is TSAEXPT and is used to manage the students eligible for Staff discounts. Enter the Exemption Code as designated for the relevant Term. (e.g. 8012 is used for Staff Waivers 201213). Ensure the Term is correct. Then select 'next block'. You will notice the Description 'Staff Waivers...'.

Now, you 'next block' a further four times until you are brought to the 'Person Authorization' Block. In this section you will notice a list of students. You will need to enter your student details here. To enter a new record, select F6 and enter the student ID. Save and exit.

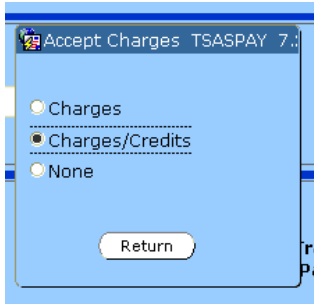
Delete	Student ID	Name	Roll	Expiration Term	Priority	Maximum Amount	Activity Date
<input type="checkbox"/>	D04104448	Thomas Cooper	<input type="checkbox"/>		1		23-JUL-2012
<input type="checkbox"/>	D04110669	Michael Lee Powell	<input type="checkbox"/>		1		19-JUL-2012
<input type="checkbox"/>	D05108478	Walter Goulet	<input type="checkbox"/>		1		19-JUL-2012
<input type="checkbox"/>	D06114452	Thomas McComber	<input type="checkbox"/>		1		19-JUL-2012
<input type="checkbox"/>	D07112362	Robert Lee Walsh	<input type="checkbox"/>		1		23-JUL-2012
<input type="checkbox"/>	D08115034	Colleen Nicole Weston	<input type="checkbox"/>		1		19-JUL-2012
<input type="checkbox"/>	C08619778	Maureen Dwyer	<input type="checkbox"/>		2	399.00	15-APR-2013
<input type="checkbox"/>	D08120297	Elizabeth Kelly	<input type="checkbox"/>		1		19-JUL-2012
<input type="checkbox"/>	D09118811	Terrence Huff	<input type="checkbox"/>		1		23-JUL-2012
<input type="checkbox"/>	C09800964	Robert Thomas Scott	<input type="checkbox"/>		1	1,000.00	03-APR-2013
<input type="checkbox"/>	D10122326	John Glenn O'Sullivan	<input type="checkbox"/>		1		19-JUL-2012
<input type="checkbox"/>	D10123251	James Smith	<input type="checkbox"/>		1	1,000.00	02-APR-2013
<input type="checkbox"/>	D10125670	Quinn Glavin	<input type="checkbox"/>		1		19-JUL-2012
<input type="checkbox"/>	D11123769	Mary Goulet	<input type="checkbox"/>		1		30-JUL-2012
<input type="checkbox"/>	D12122521	Robert	<input type="checkbox"/>		1		23-JUL-2012
<input type="checkbox"/>	D12122568	Robert Ryan	<input type="checkbox"/>		1		01-AUG-2012

Maximum amount: If a student is not receiving 100% fee discount, you can enter the maximum fee DIT is going to discount for the student.

TSASPAY – STUDENT PAYMENT FORM

When you've entered this form, ensure the key block details are correct and select 'next block'.

The following pop-up box will appear. Click on the Return button and you will notice that a discount has been applied to the student's account.



You can now exit this Form.

SFAREGS – STUDENT COURSE REGISTRATION FORM (SFAREGS)

Saving twice on SFAREGS will trigger 'Fee Assessment'. The payment options should now appear at the bottom of the form. Payment can now be taken for a student, where applicable.

Alternatively, you can opt to save the registration record as EL (Eligible to Register). Following this, you can generate an ITR (Invitation to Register) for the student so that the individual can register and pay fees online themselves.

ALUMNI REGISTRATIONS

An Alumni Student has studied in DIT before and is a member of [DIT's Graduate Network - Alumni Association](#). Assuming they present their Alumni card at registration they are entitled to receive a discount on tuition fees for part-time programmes only.

As with the part-time registrations, QuickFlows have been set-up in Banner to handle Alumni registrations.

Since the student is a member of the DIT Alumni, we can assume the student studied at DIT previously. Therefore, they will most likely have a previous student record in Banner. You should always reference and use the same student number when processing new application details for a student in Banner, rather than generating a new ID. If the student graduated from DIT pre-2001, then the student's details may not exist in Banner. Either way, you should always search for the student's details before generating a new ID.

Before entering the ALM1 QuickFlow, you can search for the student in the form SOAIDNS.

Note: GUIALTI (Alternate ID Search) is an alternative search form with allows you to search by PPS no. and Date of Birth.

SOAIDNS – PERSON SEARCH DETAIL

Enter the form. Enter the search information in any of the following fields:

- ID
- Last Name
- First Name
- Middle Name
- Birth Date
- Gender

You should also use the % (wildcard) option in order to broaden or narrow your search criteria. Note also that the text is 'case-sensitive', so you are advised to use the % character in place of any character you are unsure of case (e.g. %urphy% to search for Murphy).

ID	Last Name	First Name	Middle Name	Birth Date	Gender	Change Indicator
	%urphy	%ohn%				

You can enter text in any number of combinations. To query the data, simply select F8 and all corresponding data will be returned. Along with the student's name, gender and date of birth, you will also see the student's address details and curricula information. This should help you identify the correct student.

If you wish to perform a new search, simply select F7 to clear the form. Enter new search criteria and select F8 again to execute the search query.

1ST YEAR ALUMNI STUDENTS – QUICKFLOW: ALM1

SAAQUIK – QUICK ENTRY

The first form of the ALM1 QuickFlow is **SAAQUIK**.

If you know the student ID, enter it in the ID field. Next, tab across to the term field and enter the academic term (e.g. 201011) and then the level (e.g. PG). The level is the level of the Programme the student is studying. Then select 'next block'.

Quick Entry SAAQUIK 8.5.3.1 (BAN8T1) QuickFlow: ALM1: 1 of 11

ID: D12123482 | Bloggs, Joe | Term: 201314 | Level: PG | Generate ID:

If there is no record of the student in Banner and you have to create a new student record, select the 'Generate ID' icon on the right.

Generate ID:

Generate ID

Current Identification SAAQUIK 8.5.3.1 (BAN8T1) QuickFlow: ALM1: 1 of 11

ID: GENERATED

Last Name:

First Name:

Middle Name:

Note: Generated ID Being Used for Addition of New Person

Press or Select SAVE to Create ID. | Cancel

In the prompt box, enter the student's last name and first name detail and then save.

Banner will generate a new student ID at this point. Take note on the enrolment form of this number. Next, tab across to the term field and enter the academic term (e.g. 201213) and then to the level (e.g. (PG)). The level is the level of the Programme the student is studying. Then select 'next block'.

Once the student ID and key block information has been established, you 'next block' into the form and a dialogue box will appear. Select OK as this is just a note to inform you that certain values will be defaulted.

Note that 'Student Type' defaults to the appropriate code depending on the Level entered in the key block.

- AP – A (Apprentice)
- CE – C (Continuing)
- PD – D (Professional)
- PG – P (Postgraduate)
- PR – R (Research)
- UG – U (Undergraduate)

Note: Since the student is part of DIT Alumni, it is assumed that these students will never be coded as N (New Entrants).

However, as part of our obligation to return student data to the HEA annually, it is also required that where applicable we code students according to the criteria below. Therefore if Student Type is considered to be a 'transfer' or 'repeat' student, the student type should be updated as follows:

Student Type	Description
X	Transfer-In from own institution
I	Transfer-In from other higher education institution
B	Repeat (Students repeating the same year of the same course for which they are primarily registered)

Select the drop down list beside Student Type field to view list of available options.

Now enter the following parameters:

- Full or Part Time: (e.g. P)
- Rate: (e.g. PART)



Next you navigate to the Curriculum section. To enter the Programme Code click on the *Program* field and enter the relevant Code and save. The other associated field entries will default in.

Save at this point to create new student record.

Next you will need to enter the Address Information. Choose the Address tab.

Note: You can also navigate between the tabs by use of the 'next block' and 'previous block' Icons

You will now need to validate any previous address record(s) for the student. In the case of updating the address details, be sure to insert new address records rather than over-typing the old address. To do this, simply select the Address tab. On the old address, enter a 'to-date' to reflect the end date of this address and check the **Inactivate Address** check-box.



20-SEP-2006  **To Date:** 08-APR-2009  **Inactivate Address**

Where required, a new Home address for the student must be entered. Select on the Address Tab

From here, select the 'return' key and today's date will automatically populate the 'From date' field. Enter HM in the address type field to record a Home Address for the student. Then enter the address details in the appropriate fields.

When entering the address information you will need to enter the address under the **Street Line** fields as well as the **City, County, Nation** and **Carrier Route** fields.

Quick Admit | **Addresses** | Biographical

From Date: 11-JUL-2013  **To Date:** 

Address Type: HM Home Address

Sequence Number: 1

Street Line 1: 143 Rathmines Rd

Street Line 2: Rathmines

Street Line 3:

City: Dublin 6

State or Province:

ZIP or Postal Code:

County: D6 Dublin 6

Nation: IRL Ireland

Telephone Type: HM Home

Phone Number:

Inactivate Address

Source:

Delivery Point:

Correction Digit:

Carrier Route: RA

Last Update

User: NOFLANAGAN

Activity Date: 11-JUL-2013

Address data as follow:

- **City:** City of address
- **County** Code: County codes including Dublin postal district codes. There is a look up table here. Double click to view
- **Nation** Code: This is also a look up table. Double click to view. When entering the nation code enter the nation pertaining to the address, as opposed to the student's nationality.
- **Carrier Route:** This is used to record the accommodation type of the student for the purpose of HEA statistical returns. This is a free text field, but you must use the following two character codes only when entering this information:
 - PH** Parental Home
 - RA** Rented Accommodation
 - OH** Own Home (house, apartment)
 - OA** Other Accommodation
 - NS** Not Specified

Note: You do not need to enter Sate or Zip code information.

To enter another address at this point, you can enter a new record by selecting F6 and entering the relevant details as above. However, you should be aware that the most recent address entered will be the address used for written correspondence with the student.

Finally on the Addresses tab, you can enter the student’s telephone details. You can select the Telephone Type (e.g. HM) from the drop-down list.

Save changes when complete.

Next, select the **Biographical** Information tab. On this tab, you must enter **Gender, Date of Birth, SSN (PPS no.) and Citizenship**. All are mandatory for the purpose of HEA statistical returns.

- **Gender**
- **Date of birth** in the format day-month-year this will automatically populate the age box
- **Citizenship**
- **PPSN** number should be added into the box labeled SSN/SIN/TFN.

Quick Admit | Addresses | **Biographical**

Gender: Male
 Female
 Not Available

Birth Date: 01-JAN-1993
 Age: 20

SSN/SIN/TIN: 1234567T

Deceased Date:

Citizenship: 1 Irish Citizen

Marital Status:

Religion:

Legacy:

Ethnicity:

New Ethnicity: None

Ethnicity and Race Confirmed

Confirmed Date:

Veteran File Number:

Veteran Category: None

Active Duty Separation Date:

Armed Forces Service Medal Indicator
 Special Disabled Veteran

User: NOFLANAGAN

Activity Date: 11-JUL-2013

Save changes and exit the form.

You have now completed the first form of this QuickFlow. To progress to the next form, simply exit this form by selecting the EXIT icon at the top right-hand corner.

Quick Admit | Addresses | **Biographical**

Gender: Male
 Female
 Not Available

Birth Date: 01-JAN-1980
 Age: 30

SSN/SIN/TIN: 6841541G

Deceased Date:

Citizenship: 1 Irish Citizen

Marital Status:

Religion:

Legacy:

Ethnicity:

New Ethnicity: None

Ethnicity and Race Confirmed

Confirmed Date:

Veteran File Number:

Veteran Category: None

Active Duty Separation Date:

Special Disabled Veteran

Last Update

User: NOFLANAGAN

Activity Date: 06-OCT-2010

GOAINTL – INTERNATIONAL INFORMATION

The next form available on the QuickFlow is **GOAINTL** and relates to Visa and Nationality Information.

First, you need to 'next block' to get to the Visa Information section. Use the VISA type code box to enter the visa type if available.

Note: If the student is Irish, enter NS

F10 to save changes.

International Information GOAINTL 8.4 (BAN8T1) QuickFlow: ERAS: 2 of 6

ID: D12123480 Joe Bloggs

Visa Passport Certification of Eligibility Nationality

Visa Information

Visa Type: NS Not Specified

Visa Number:

Nation of Issue:

Issuing Authority:

Port of Entry:

Now select the Nationality tab.

International Information GOAINTL 8.4 (BAN8L1) QuickFlow: ADMT: 2 of 9

ID: D13122585 Joe Bloggs

Visa Passport Certification of Eligibility Nationality

Nationality

Nation of Birth: IR Ireland

Nation of Citizen:

Native Language:

Sponsor:

Employment Type:

Foreign Tax ID:

Enter the **Nation of Birth** by selecting from the drop down list. This field is mandatory and must be entered. If you already know the code, you can enter it directly.

Save (F10) and exit the Form.

SOAPCOL – PRIOR COLLEGE

The next form is the Prior College **SOAPCOL** Form. This is where information about student’s prior third level education is held. Assuming the Student ID field is already populated, select ‘next block’ to enter the Prior College section.

You can now enter the last college that the student attended.

The screenshot shows a web browser window titled "Prior College SOAPCOL 8.5.3 (BANBL1) QuickFlow: ADMT: 4 of 9". At the top, there is a header with the student ID "D13122586" and the name "Bloggs, Joe". Below this are three tabs: "Prior College and Degree" (selected), "Majors, Minors, Concentrations", and "Prior College Address".

The "Prior College" section contains the following fields:

- Prior College:** A dropdown menu.
- Enrollment Planning Service Code:** A text input field.
- Transcript Received Date:** A date picker.
- Transcript Reviewed Date:** A date picker.
- Admissions Request:** A dropdown menu.
- Official Transcript:** A checkbox.

The "Degree Details" section contains the following fields:

- Degree:** A dropdown menu.
- Attended From:** A date picker.
- Degree Date:** A date picker.
- Attended To:** A date picker.
- Year:** A text input field.
- Primary Degree Indicator:** A checkbox.
- College:** A dropdown menu.
- Transfer Hours:** A text input field.
- GPA:** A text input field.
- Honors:** A dropdown menu.
- Goal:** A dropdown menu.

You can view a list of colleges by selecting F9 or selecting the search icon to the right of the *Prior College* field.

This close-up shows the "Prior College" label and a text input field. To the right of the input field is a small square icon with a magnifying glass, which is the search icon mentioned in the text. Below the input field is a "Search" button.

You will be brought directly into the list of third level institutions (SOISBGI). This list will initially appear blank. Select the query function (F8) to retrieve the full list of institutions. Select the desired institution by double clicking in the ‘Code’ field cell of the desired row selection.

Source/Background Institution Query-Only SOISBGI 8.0 (BAN8L1) QuickFlow: ADMT: 4 of 9

Source or Background Institution

HS	College	Source	None	Code	Name	City	State or Province	Admission Request Code
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	01	University College NUI Cork			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	02	University College NUI Dublin			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	03	NUI Galway			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	04	University of Limerick			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	05	NUI Maynooth			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	06	Trinity College Dublin			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	07	Thomond College of Educ			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	08	Dublin City University			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	09	Dublin Institute of Technology			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	10	National College of Art & Des			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	11	Mater Dei Institute of Educ			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	12	Teacher Train & HmEcon Colls			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	18	Milltown Inst of Theol & Phil			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	19	Institute of Technol Tallaght			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	20	Crawford Coll of Art & Design			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	21	Institute of Tech Limerick			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	22	Institute of Technol Athlone			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	23	Institute of Technology Cork			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	24	Institute of Technol Carlow			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	25	Institute of Technol Dundalk			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	26	Galway-Mayo Inst of Techn			

Your *Prior College* will be entered. Once you have selected the relevant college code, you can now save at this point.

You can also select and add information under the *Degree Details* section. If the student has graduated you should enter the relevant degree information including *Degree*, *Degree Date* and *Year*.

Degree Details

Degree: Bachelor of Science (Hons)
 Degree Date:
 Primary Degree Indicator

Attended From:
 Attended To:
 Year:

College:

Transfer Hours:
 GPA:

Honors: 2nd Class Hons, Upper Division
 Goal:

Save (F10) and exit the Form.

SOAHSCH – HIGH SCHOOL INFORMATION

The next form is used to record information about student’s prior secondary level education. Assuming the student ID field is already populated, select ‘next block’ to enter the High School Details section.

High School Information SOAHSCH 8.6.0.3 (BAN8L1) QuickFlow: ADMT: 3 of 9

ID: D13122586 Bloggs, Joe

High School Details | High School Subjects | High School Address

High School Details

High School: Enrollment Planning Service Code:

Graduation Date:

Transcript Received Date:

Class Rank and Size: / Percentile: GPA:

Diploma:

College Preparation

Admissions Request:

You can now enter the secondary school that the student attended. You can view a list of schools by selecting F9 or you can use the search icon which is to the right of the 'High School' field. You will be brought directly into the list of secondary school institutions (SOISBGI) where you can search for a particular school by use of the search (F8) and % (wildcard) function.

Source/Background Institution Query-Only SOISBGI 8.0 (BAN8L1) QuickFlow: ADMT: 3 of 9

Source or Background Institution

HS	College	Source	None	Code	Name	City	State or Province	Admission Request Code
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000003	Blackrock College	Co Dublin		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000012	St Josephs Convent			LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000013	Loreto Abbey	Co Dublin		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000014	Convent of the Sacred Heart	Dublin 14		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000020	Presentation Brothers College	Dublin		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000030	Manor House School	Dublin 5		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000038	St Dominics High School	Dublin 13		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000040	Scoil Na MBraithre	Baile Atha Cliath		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000042	Ard Scoil Ris	Baile Atha Cliath 9		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000044	Scoil Li Chonail	Baile Atha Cliath 1		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000048	Mean Scoil Iognaid Ris	Baile Atha Cliath 12		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000050	Marian College	Dublin 4		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000051	St Johns College	Dublin 10		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000053	Gonzaga College	Dublin 6		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000054	Catholic University School	Dublin 2		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000055	Chanel College	Dublin 5		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000057	Terenure College	Dublin 6		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000063	Deutsche Schule Dublin	Dublin 14		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000069	Dominican College	Dublin 9		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000070	Scoil Chaitriona	Baile Atha Cliath 9		LC
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	000075	Holy Faith Convent	Dublin 3		LC

Simply enter part of the school name in the 'Name' field and use the % (wildcard) character to assist (e.g. %Christian% to find all Christian Brother schools)

Name
%hristian%

Tip: The search is case-sensitive, so you should consider this when entering your search criteria (e.g. omit the first character of a word if you are unsure of its case.)

Select F8 to execute the query. F7 clears the form for a new query.

Note that these school codes are numeric. Once you have found the relevant school, double click on the 'Code' field and it will select the appropriate school and enter it on the main SOASCH form.

Save (F10) when school details are entered and exit the form.

SGASADD - ADDITIONAL STUDENT INFORMATION FORM

The next form is **SGASADD**. Assuming the correct 'Student ID' and 'Term' has defaulted, you should 'next block' twice to enter the *Student Attribute* section.

You will now need to record the correct student 'year of study'.

Simply enter the correct year under the Attribute Code and save. A warning prompt box will appear.

The screenshot shows the 'Additional Student Information - SGASADD 8.3 (BAN8T1)' window. At the top, the 'ID' is 'D13122536' and the name is 'Bloggs, Joe'. The 'Term' is '201314'. Below this are two main sections: 'Student Cohort' and 'Student Attribute'. The 'Student Cohort' section has 'From Term: 201314' and 'To Term: 999999'. It contains a table with columns: Cohort Code, Description, Inactive, and Reason. The 'Student Attribute' section has 'From Term: 201314' and 'To Term: 999999'. It contains a table with columns: Attribute Code and Description. The 'Attribute Code' field is highlighted with '1' and the 'Description' field is highlighted with 'First Year'. A 'Warning Alert' dialog box is overlaid on the form, containing an exclamation mark icon and the text: 'Warning Alert: Changing Student Attribute values may impact Registration Fee Assessment.' with 'OK' and 'CANCEL' buttons.

Click OK, save and exit.

SGASTDN – GENERAL STUDENT

The next form in the QuickFlow is the General Student Form **SGASTDN**.

First, you need to ensure the ‘Term’ of entry for the student is correct and then select ‘next block’ to enter/view information. This is the Student Record. This first Block/Tab is the Learner Block. This is used to view student information such as student status and student tab. All information such as *Fee Assessment Rate*, *Student Type*, *Full/Part Indicator* should already be there from entering it via the SAAQUIK form.

However, you will also need to enter additional data in the *Additional Information* section

- You should enter the relevant **Block Code** (Prog & Year) in the Block field.
- Under **Session** field, you should also ensure *exchange*, *distance*, *e-learning* or *visiting occasional students* are flagged, where applicable. See section below for further information

The screenshot displays the Banner SGASTDN form for a student named Joe Bloggs. The form is divided into several sections:

- Header:** Shows the student ID (D12123482), name (Bloggs, Joe), and current term (201213).
- Navigation Tabs:** Includes Learner, Curricula, Study Path, Activities, Veteran, Comments, Academic and Graduation Status, Dual Degree, and Miscellaneous.
- General Learner Section:**
 - New Term:** 201213 (2012/13 Academic Year)
 - Student Status:** AS (Active)
 - Student Type:** U (Undergraduate)
 - Residence:** E (European Union)
 - Fee Assessment Rate:** PART (Part-time)
 - Class:** 1 (1st Year)
 - Student Centric Cycle:** (Empty)
 - Full or Part Time:** Radio buttons for Full Time, Part Time, and None.
 - From Term:** 201213, **To Term:** 999999
 - Additional Information:** A sub-section containing Site, Session, Block (DT3311 - BSc Business Studies Yr 1), and Citizenship.
- Curricula Summary - Primary:**

Priority	Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	201213	Bachelor of Business	201213	Undergraduate	Aungier Street	Dublin Institute of Technol	Bachelor Business St

End: [Empty] Outcome Key: [Empty] Admission Type: Direct Applicant Admission: 201213 Matriculation: [Empty]
- Field of Study Summary:**

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201213	Major	BBS	Management	[Empty]

Save (F10) updates when complete.

EXCHANGE, DISTANCE, E-LEARNING OR VISITING OCCASIONAL STUDENTS

If the student belongs to one of the options listed below, you will need to update accordingly under the ‘Fees, Mail Submission, Withdrawal Data’ tab.

Session Code	Exchange / Non Standard Attendance / Mode of Study Category
S	Exchange – Erasmus/ Socrates incoming exchange
I	Exchange – Other incoming exchange
O	Exchange – Outgoing Exchange
C	Distance Education
L	E-Learning
N	In-Service Education
Q	Postgraduate Qualifier
V	Visiting Occasional/JYA 1 Term
J	Visiting Occasional/JYA 2 Terms
Y	Visiting Occasional/JYA Full Year
C	Distance Education
L	E-Learning
N	In-Service Education

Under the Additional Data section, select the appropriate option from the *Session* field.

Save changes when complete.

TSAACCT – ACCOUNT REVIEW FORM STUDENT

The next form on the QuickFlow is TSAACCT. This is used to check what contracts the student is attached to for the current term.

To enter the form, confirm the Student ID is correct in the key block and then ‘next block’ four times into the form. This will bring you to the *Contracts* section of the form.

In most instances, you should expect this to be blank (i.e. no contracts attached to the student).

DELETING CONTRACTS

However, if the student previously studied a full-time programme at DIT, it may be possible that they are incorrectly attached to a contract(s) for the current term (i.e. a contract from an old term inadvertently copied over to the new term).

Contracts							
ID	Number	Description	Term	Priority	Delete Indicator	Roll	Authorization
5000	20	Standard Non Aided	201213	1	D	<input checked="" type="checkbox"/>	Y
3000	35	Special Rate Maint 1 Top Up	201213	2		<input checked="" type="checkbox"/>	Y
5000	20	Standard Non Aided	201112	1	D	<input checked="" type="checkbox"/>	Y
3000	34	50% of Two Home Adj	201112	2		<input checked="" type="checkbox"/>	Y
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	

E.g. Student active on 3000-35 for the Term 201213.

In most instances, part-time students are liable for their own fees and are not entitled to any funding from a third party (thus should not be attached to any contract). In order to delete a student from a contract simply enter a D against the Delete Indicator for the contract(s) in question and save changes.

Contracts						
ID	Number	Description	Term	Priority	Delete Indicator	
5000	20	Standard Non Aided	201213	1	D	
3000	35	Special Rate Maint 1 Top Up	201213	2	D	

D indicator flagged against contracts for Term 201213

Note: You do not need to 'Delete' contracts from previous terms. You should only be checking for any unexpected contracts for the current term that should be deleted.

SFAREGS - STUDENT COURSE REGISTRATION FORM

The final form is SFAREGS. Again, 'next block' from the key block.

Select the *Student Term* tab. If the Block Code has not already been entered, ensure you update it in the Block Schedule field. Save and return to the *Registration* tab.

Where programme modules have fees attached, you should also ensure the student is registered on those modules before you process any payment.

Save two times to process fees and all amendments on the student record.

TSAEXPT - EXEMPTION AUTHORIZATION FORM

The next form is TSAEXPT and is used to manage the students eligible for Alumni discounts. Enter the Exemption Code 8050 and ensure the Term is correct. Then select 'next block'. You will notice the Description 'Alumni Discount - 25%'.

Now, you 'next block' a further four times until you are brought to the *Person Authorization* block. In this section you will notice a list of students. You will need to enter your student details here.

To enter a new record, select F6 and enter the student ID.

Save updates and exit the form.

TSASPAY – STUDENT PAYMENT FORM

When you've entered this form, ensure the key block details are correct and select 'next block'.

The following pop-up box will appear. Click on the *Return* button and you will notice that a discount of 25% has been applied to the students account.

You can now exit this form.

SFAREGS – STUDENT COURSE REGISTRATION FORM (SFAREGS)

The final form will be the **Student Course Registration Form (SFAREGS)** again.

‘Next block’ when you enter the form.

Saving twice on SFAREGS will trigger ‘Fee Assessment’. The payment options should now appear at the bottom of the form. Payment can now be taken for a student, where applicable.

Alternatively, you can opt to save the registration record as EL (Eligible to Register). Following this, you can generate an ITR (Invitation to Register) for the student so that the individual can register and pay fees online themselves.

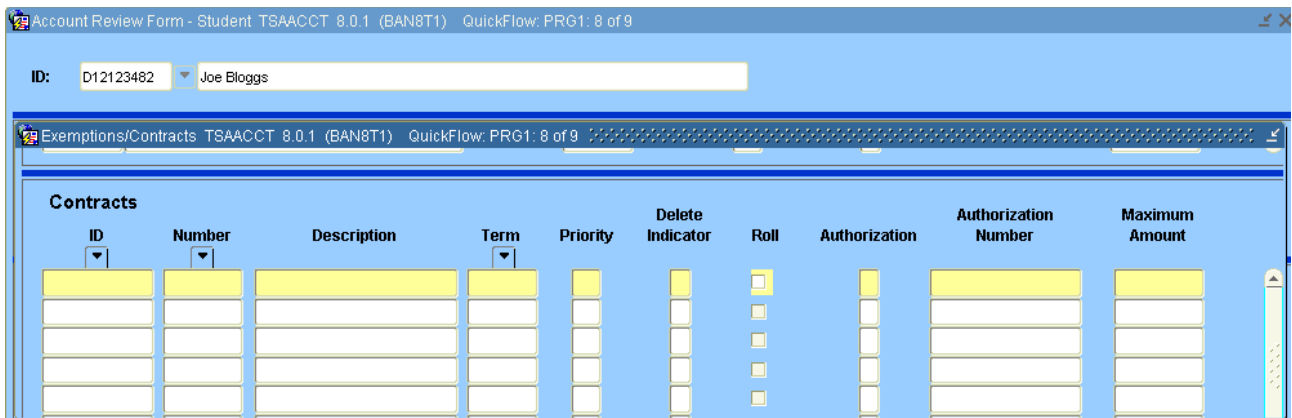
2ND & SUBSEQUENT YEAR STUDENTS – QUICKFLOW: ALM2

This QuickFlow will manually progress ‘Alumni’ students to the next academic term.

TSAACCT – ACCOUNT REVIEW FORM STUDENT

The first form on the QuickFlow is TSAACCT. This is used to check if a student is incorrectly attached to a contract(s) for the current term.

To enter the form, confirm the Student ID is correct in the key block and then ‘next block’ four times into the form. This will bring you to the *Contracts* section of the form.



In most instances, you should expect this to be blank (i.e. no contracts attached to the student).

DELETING CONTRACTS

However, if the student previously studied a full-time programme at DIT, it may be possible that they are incorrectly attached to a contract(s) for the current term (i.e. a contract from an old term inadvertently copied over to the new term).

ID	Number	Description	Term	Priority	Delete Indicator	Roll	Authorization
5000	20	Standard Non Aided	201213	1	D	<input checked="" type="checkbox"/>	Y
3000	35	Special Rate Maint 1 Top Up	201213	2		<input checked="" type="checkbox"/>	Y
5000	20	Standard Non Aided	201112	1	D	<input checked="" type="checkbox"/>	Y
3000	34	50% of Two Home Adj	201112	2		<input checked="" type="checkbox"/>	Y
						<input type="checkbox"/>	
						<input type="checkbox"/>	
						<input type="checkbox"/>	

E.g. Student active on 3000-35 for the Term 201213.

In most instances, part-time students are liable for their own fees and are not entitled to any funding from a third party (thus should not be attached to any contract). In order to delete a student from a contract simply enter a D against the Delete Indicator for the contract(s) in question and save changes.

Contracts					
ID	Number	Description	Term	Priority	Delete Indicator
5000	20	Standard Non Aided	201213	1	D
3000	35	Special Rate Maint 1 Top Up	201213	2	D

D indicator flagged against contracts for Term 201213

Note: You do not need to 'Delete' contracts from previous terms. You should only be checking for any unexpected contracts for the current term that should be deleted.

SGASADD – ADDITIONAL STUDENT INFORMATION

The next form in the QuickFlow is SGASADD. This Form will enable you update the Student Attribute Code to reflect the correct Year of Study.

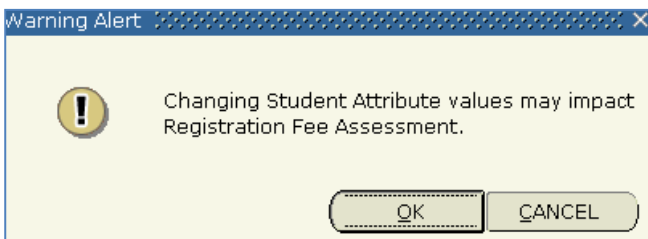
Ensure the correct 'ID' and 'Term' is entered. The student ID will default from the previous screen. Your term should reflect the term the student is progressing to.

Select 'next block' twice to enter the 'Student Attribute' section. You should notice the old term and Attribute Code. You now need to update this to reflect the new attribute code for the new term.

Select the *Maintenance Icon*. Choose *Copy Student Attribute*

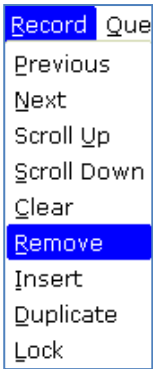


Select OK to the following prompt.



You should now notice the old attribute code has been copied to the new term. You now need to remove this old attribute code.

From the Menu, select Record -> Remove.



Again, you will be prompted with the same previous ‘warning alert’. Select OK to proceed. Attribute Code should now be blank.

Now enter the correct ‘Year of Study’ for the new term and save changes. Attribute Code should be updated for the new term.

Save changes and exit form.

SFAREGS – STUDENT COURSE REGISTRATION FORM

Next form is **SFAREGS**, enter the correct ‘term’ and ‘student ID’ in the key block field. Then select ‘next block’.

On entering the last form **SFAREGS**, ensure the correct term (i.e. Term student is progressing to) and student ID is in the key block field. Then select ‘next block’.

PROGRESS STUDENT’S CURRICULA TO NEW TERM ON SAME PROGRAMME

Firstly, you should navigate to the *Curricula* tab. You now need to manually progress the student’s registration record to the new term. To do this you need to select the ‘Duplicate’ icon.

This creates a copy of the existing curricula record for the new Term. Save changes when complete.

Curriculum

Current: Replace: Update: Duplicate:

Activity: Apply to Graduate:

Key Sequence:

Term: 2013/14 Academic Year

End Term:

Catalog Term: 2012/13 Academic Year

Priority:

Program: Bachelor of Business Studies

Level: Undergraduate

Campus: Aungier Street

College: Dublin Institute of Technology

Degree: Bachelor Business Stds (Hons)

Admission Type: Direct Applicant

Admission Term: 2012/13 Academic Year

Application:

Matriculated Term:

UPDATE BLOCK CODE

Next, you should navigate to the Student Term tab. Update the Block Schedule field as appropriate for the new year of Study.

Registration **Student Term** Curricula Study Path Time Status

Student Status: Active (check SFAREGS) Class: 1st Year

Student Type: Undergraduate Advisor:

Residence: European Union Academic Standing:

Fee Assessment Rate: Part-time Override Term:

Last Term Attended: 2012/13 Academic Year Progress Evaluation:

Full or Part Time: Full Time Part Time None Override Term:

Block Schedule: BBS - Logistics Combined Academic Standing:

Effective Term: 2013/14 Academic Year Override Term:

Student Centric Cycle:

UPDATE STUDENT TYPE

Under the same tab (i.e. Student Term) you may also need to update the Student Type. If the student was previously a new entrant (N) and is now being progressed the next term, then you must update the student type appropriately. Students continuing or re-enrolling on a particular programme of study will have a student type corresponding to their student level:

A – Apprentice
 C – Continuing Education
 D – Professional Development
 U – Undergraduate
 P – Postgraduate
 R – Research

However, as part of our obligation to return student data to the HEA annually, it is now required that where applicable, we also code students according to the criteria below. Therefore if Student Type is considered to be a ‘transfer’ or ‘repeat’ student, the student type should be updated as follows:

Student Type	Description
X	Transfer-In from own institution
I	Transfer-In from other higher education institution
B	Repeat (Students repeating the same year of the same course for which they are primarily registered)

Select the drop down list beside Student Type field to view list of available options.

Note: You may also be required to update other fields on this tab if necessary (e.g. if the Rate Code is different for the new Term)

You should now navigate to the *Registration* tab.

Where programme modules have fees attached, you should also ensure the student is registered on those modules before you process any payment.

Saving twice on SFAREGS will then trigger ‘Fee Assessment’ and the payment options should now appear at the bottom of the form. Payment can now be taken for a student.

Alternatively, you can opt to save the registration record as EL (Eligible to Register). Following this, you can generate an ITR (Invitation to Register) for the student so that the individual can register and pay fees online themselves.

Exit SFAREGS to continue with QuickFlow.

SGASTDN – GENERAL STUDENT

The final form in the QuickFlow is the General Student Form **SGASTDN**.

Again, you need to ensure the term (i.e. progression term) for the student is correct and then select ‘next block’ to enter/view information. This is the Student Record. This first Block/Tab is the Learner Block. This is used to view student information such as student status and student tab. All information such as *Fee Assessment Rate*, *Student Type*, *Full/Part Indicator* should already be there having just progressed the student from the previous term.

The only thing you need to check on this form is to flag a student as *exchange*, *distance*, *e-learning* or *visiting occasional students*, where applicable. If this does not apply to this particular student, simply exit the form.

Alternatively, if this was entered for a particular student on a previous term and no longer applies, ensure it is removed for the current term record.

EXCHANGE, DISTANCE, E-LEARNING OR VISITING OCCASIONAL STUDENTS

If the student belongs to one of the options listed below, you will need to update accordingly on the Session field (Additional Information section).

Session Code	Exchange / Non Standard Attendance / Mode of Study Category
S	Exchange – Erasmus/ Socrates incoming exchange
I	Exchange – Other incoming exchange
O	Exchange – Outgoing Exchange
C	Distance Education
L	E-Learning
N	In-Service Education
Q	Postgraduate Qualifier
V	Visiting Occasional/JYA 1 Term
J	Visiting Occasional/JYA 2 Terms
Y	Visiting Occasional/JYA Full Year
C	Distance Education
L	E-Learning
N	In-Service Education

Save (F10) when complete.

TSAEXPT - EXEMPTION AUTHORIZATION FORM

The next form is TSAEXPT and is used to manage the students eligible for Alumni discounts. Enter the Exemption Code 8050 and ensure the Term is correct. Then select 'next block'. You will notice the Description 'Alumni Discount - 25%'.

Exemption Authorization TSAEXPT 8.0 (BAN8T1)

Exemption Code: 8050 Term: 201213 2012/13 Academic Year

Exemption Base Information

Description: Alumni Discount - 25%

Detail Payment Code: DISC Discount

Exemption Roll Options

Roll Expiration Term: 201314 2013/14 Academic Year

Roll Exemptions

Roll Students

Now, you 'next block' a further four times until you are brought to the *Person Authorization* block. In this section you will notice a list of students. You will need to enter your student details here.

To enter a new record, select F6 and enter the student ID.

Save updates and exit the form.

TSASPAY – STUDENT PAYMENT FORM

When you've entered this form, ensure the key block details are correct and select 'next block'.

The following pop-up box will appear. Click on the *Return* button and you will notice that a discount of 25% has been applied to the students account.

Accept Charges TSASPAY 7.0

Charges

Charges/Credits

None

Return

You can now exit this form.

SFAREGS – STUDENT COURSE REGISTRATION FORM (SFAREGS)

The final form will be the **Student Course Registration Form (SFAREGS)** again.

‘Next block’ when you enter the form.

Saving twice on SFAREGS will trigger ‘Fee Assessment’. The payment options should now appear at the bottom of the form. Payment can now be taken for a student, where applicable.

Alternatively, you can opt to save the registration record as EL (Eligible to Register). Following this, you can generate an ITR (Invitation to Register) for the student so that the individual can register and pay fees online themselves.

JUNIOR CONSERVATORY OF MUSIC REGISTRATIONS

The Conservatory of Music & Drama offers individual and/or class tuition in vocal, instrumental and musicianship studies. This part-time programme offers students the option to study a variety of tuition and practical classes. The Programme Code associated with this Course is A001.

Because of the uniqueness and varied options offered on this programme, the processes for setting up modules, CRNs, enrolling, registering students and calculating fees are unique for A001.

A001 TUITION & PRACTICAL MODULES / CRNs

There are two types of modules for programme A001. These include ‘Theory Related’ and ‘Practical Instrumental’ classes. Each of these modules usually relate to ‘Flat Fee’ and ‘Billing Hours Fees’ respectively.

BILLING HOUR MODULES & CRNs

Billing Hour modules are set-up in Banner for the A001 programme to represent practical instrumental classes. These classes are unique from any other module within DIT in that the class may be offered over varying durations. For this very reason, ‘billing hour’ modules are set-up in Banner with a billing hour range associate with them.

SCACRSE – BASIC COURSE INFORMATION

SCACRSE is used to create the basic module course information. Module data is set-up and created similar to any other module in Banner. The key difference is in relation to the input of **Billing Hours** range. This is set-up with a Range 0-3. Further information unique to these Modules includes the following:

College – 00 (Dublin Institute of Technology)

Department – AT01 (*School of Conservatory of Music & Drama*)

Billing – Range 0 to 3

CEU or Credit - 0

Level – CE

Grade Mode – G

Schedule Type – MP (*note: this code is ignored by the CMIS interface and is therefore not set-up in the Timetabling system Furthermore, MP or Music Practical is the Schedule Type used for these Billing Hours Module*)

The screenshot shows the Banner SCACRSE Basic Course Information form for a Violin module. The form includes the following fields and sections:

- Subject:** VION (Violin)
- Course:** 5023
- Term:** 201213
- Course Title:** Violin
- Course Details:**
 - From Term:** 200506
 - To Term:** 201314
 - Course Title:** Violin
 - College:** 45 (Dublin Institute of Technology)
 - Division:** (empty)
 - Department:** AT01 (Conservatory Music and Drama)
 - Status:** Validated
 - Approval:** Mandatory
 - CIP:** (empty)
 - Prerequisite Waiver:** (empty)
 - Duration:** (empty)
- Hours:**

	None	Or	To	High
CEU or Credit:	.000			
Billing:	.000			3.000
Lecture:				
Lab:				
Other:				
Contact:				
- Repeat Details:**
 - Limit:** (empty)
 - Repeat Status:** (empty)
 - Maximum Hours:** (empty)
- Checkboxes:**
 - Continuing Education
 - Tuition Waiver
 - Additional Fees
 - Syllabus Exists
 - Long Title Exists
- Prerequisite Check Method:**
 - Basic or None
 - CAPP
 - DegreeWorks

e.g. Module VION 5026 - Example of A001 Billing Hour Module in Banner

Note: Historically (i.e. pre re-org of DIT Colleges and Schools), the College Code against Junior Music modules would have been 45 (College of Applied Arts) and the Department Code would have reflected the instrument of study, as opposed to School Code.

SSASECT – SCHEDULE

SSASECT is used create and maintain the CRN (course reference numbers) associated with the module. Again, the set-up is similar to creating any CRN in Banner. Most information will be inherited from the module it has been set-up against (i.e. Subject & Course No.). The following data input is unique to this type of CRN:

- Campus** – ADL
- Credit Hours** – 0
- Billing Range** – 0 To 3
- Schedule Type** – MP
- Part of Term** – 1 year
- Meeting Type** – CLAS

As with any Active CRN, **Section Enrolment Information** should be set to a Maximum of 999.

Note also that **Meeting Time** Block needs to be updated prior to adding lecturer information to the **Instructor** Block.

Note: As part of Term Roll, CRN are progressed to the new Term with the same Lecturer as previous Term. This must be updated where appropriate following changes to Lectures on these Modules. It must also be update prior to registering Students on a given CRN. If unknown, it may be set to the relevant TBA option.

The screenshot displays the Banner SSASECT 8.5.3.1 (BAN8T1) interface. At the top, there are fields for Term (201213), CRN (4087), and buttons for 'Create CRN' and 'Copy CRN'. Below this, the 'Section Enrollment Information' tab is active, showing the following details:

- Subject:** VION (Violin)
- Course Number:** 5023
- Title:** Violin
- Section:** 0
- Cross List:** (empty)
- Campus:** ADL (Adelaide Road)
- Status:** A (Active)
- Schedule Type:** MP (Music Practical)
- Instructional Method:** (empty)
- Integration Partner:** (empty)
- Grade Mode:** (empty)
- Session:** (empty)
- Special Approval:** (empty)
- Duration:** (empty)
- Part of Term:** 1 (First) with dates 10-SEP-2012 to 10-MAY-2013 (Last) and 52
- Registration Dates:** (empty)
- Start Dates:** (empty)
- Maximum Extensions:** 0
- Prerequisite Check Method:** Basic or None (selected), CAPP, DegreeWorks
- CEU Indicator:** (unchecked)
- Credit Hours:** .000 (None selected)
- Billing Hours:** .000 (To selected, 3.000)
- Contact Hours:** (empty)
- Lecture:** (empty)
- Lab:** (empty)
- Other:** (empty)
- Link Identifier:** (empty)
- Attendance Method:** (empty)
- Weekly Contact Hours:** (empty)
- Daily Contact Hours:** (empty)
- Options:** Print (checked), Gradable (checked), Long Title (unchecked), Voice Response and Self-Service Available (checked), Tuition and Fee Waiver (unchecked), Comments (unchecked), Syllabus (unchecked)

CRN 4087 - Example of A001 Billing Hour CRN in Banner

FLAT FEE MODULES & CRNs

Theory related modules are set-up with a flat fee structure. In other words, there is no ‘billing hours range’ associated with these modules. Instead a flat fee is associated directly with the CRN.

SCACRSE – BASIC COURSE INFORMATION

SCACRSE is used to create the basic module course information. The Schedule Type for a ‘flat fee’ module will be **MT** (Music Theory). Further information unique to these Modules includes the following:

- College** – 00 (Dublin Institute of Technology)
- Department** – e.g. AT01 (School of Conservatory of Music)
- CEU or Credit** – 0
- Billing** - 0
- Level** – CE
- Grade Mode** – G
- Schedule Type** – MT

Note: Historically (i.e. pre re-org of DIT Colleges and Schools), the College Code against Junior Music modules would have been 45 (College of Applied Arts) and the Department Code would have reflected Academic Studies department, as opposed to School Code.

The screenshot shows the Banner SCACRSE form for 'Music Theory Grade 2'. The form is titled 'Basic Course Information SCACRSE 8.5.3.1 (BAN8T1)'. It includes fields for Subject (G2MU), Course (5005), and Term (201213). The Course Title is 'Music Theory Grade 2'. The 'Course Details' section shows 'From Term: 200506' and 'To Term: 201314'. The 'Course Title' is 'Music Theory Grade 2', 'College' is '00 Dublin Institute of Technology', 'Department' is 'AT01 Conservatory Music and Drama', 'Status' is 'Validated', and 'Approval' is 'Mandatory'. The 'Hours' section includes 'CEU or Credit: .000', 'Billing: .000', and 'Lecture:'. The 'Repeat Details' section includes 'Limit:' and 'Repeat Status:'. There are also checkboxes for 'Continuing Education', 'Tuition Waiver', 'Additional Fees', 'Syllabus Exists', and 'Long Title Exists'. The 'Prerequisite Check Method' is set to 'Basic or None'.

GSMU 5005 is an example of a ‘flat fee’ Module in Banner.

SCADETL – COURSE DETAIL INFORMATION

To assign a set flat fee against a Module, form **SCADETL** is used. Enter the *Subject*, *Course* and *Term Code* in the key block and next block in the form. Select the Fee Codes tab.

Detail Code of **MPRT** should be entered along with an Amount. Fee Type will default to FLAT.

Course Detail Information SCADETL 8.2.1 (BAN8T1)

Subject: G2MU Musicianship Class - Gr 2 Course: 5005 Term: 201213

Course Title: Music Theory Grade 2

Corequisites and Equivalents Fee Codes Degree Attributes Transfer Institutions Supplemental Data Course Description Course Text Integration Partners

Fee Codes

From Term: 201213 Maintenance To Term: 999999

Detail	Description	Amount	Fee Type	Duration Unit	User ID	Activity Date
MPRT	Music Part-time Fee	82.00	FLAT		SATURN	16-AUG-2012

Note: The fee set in this form is 'Term Effective'. Therefore each year following the Term Roll, the Fees & Income Office will update this form with the new fee and 'From Term' information. This is necessary for Fee Assessment to process against any students registered on the CRN.

Any CRN subsequently created from a fee module will automatically inherit that module fee. It is therefore important the fees are associated with the Module prior to setting up the CRN.

SSASECT – SCHEDULE

SSASECT is used create and maintain the CRN (course reference numbers) associated with the module. Ensure you enter the Subject & Course No as per your previously created Module data on SCACRSE.

Note also that 'flat fee' CRNs will have no billing range set. The following data input is unique to this type of CRN:

Campus – ADL

Status - A

Schedule Type – MT

Part of Term – 1 year

Term: 201213 CRN: 8542 Create CRN: Copy CRN: Subject: G2MU Course: 5005 Title: Music Theory Grade 2

Course Section Information | **Section Enrollment Information** | Meeting Times and Instructor | Section Preferences

Subject: G2MU Musicianship Class - Gr 2 CEU Indicator:

Course Number: 5005 Title: Music Theory Grade 2 Credit Hours: .000 None To Or

Section: 0 Billing Hours: .000 None To Or

Cross List: Campus: ADL Adelaide Road Contact Hours: None To Or

Status: A Active Lecture: None To Or

Schedule Type: MT Music Theory Lab: None To Or

Instructional Method: Other: None To Or

Integration Partner: Link Identifier: Attendance Method: Weekly Contact Hours: Daily Contact Hours:

Grade Mode: Print Voice Response and Self-Service Available

Session: Gradable Tuition and Fee Waiver

Special Approval: Long Title Comments Syllabus

Duration: Part of Term: 1 10-SEP-2012 10-MAY-2013 52

Registration Dates: Start Dates: Maximum Extensions: 0

Prerequisite Check Method: Basic or None CAPP DegreeWorks

Upon saving the new CRN details, you must enter the **Section Enrolment Information**. This should be set according to the number of places allocated to the CRN.

The default Maximum Enrolment Count is 999.

However, if the CRN is a musicianship class which is made available online for slot selection, you must ensure that the maximum enrolment count reflects accurately the number of places available on this class. Thus ensuring the class is not over subscribed.

Course Section Information | **Section Enrollment Information** | Meeting Times and Instructor | Section Preferences

Enrollment Details | Reserved Seats

Enrollment Details

Maximum: 999 Waitlist Maximum: 0 Projected: 0

Actual: 66 Waitlist Actual: 0 Prior: 2

Remaining: 933 Waitlist Remaining: 0 Reserved

Generated Credit Hours: .000

Next, go to the Meeting Times tab. A Meeting Type of CLAS will default. Simply tab across each field on the record (start date and end date will default in) and enter Hours per Week of 0.

In the case of musicianship classes which are part of the Online Musicianship Enrolment, you must also enter the *Day, Start Time, End Time, Building* and *Room* flag, thus ensuring these details are viewable to the students when selecting their slots online.

Schedule SSASECT 8.5.3.1 (BAN8T1)

Term: 201213 CRN: 8542 Create CRN: Copy CRN: Subject: G2MU Course: 5005 Title: Music Theory Grade 2

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	10-SEP-2012	10-MAY-2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1000	1200	01

Now navigate to the bottom section to enter Lecturers/instructors IDs

Instructor Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	G2MUTBA TBA, TBA	.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

Note: As part of Term Roll, CRN are progressed to the new Term with the same Lecturer as previous Term. This must be updated where appropriate following changes to Lectures on these Modules. It must also be update prior to registering students on a given CRN. If unknown, it may be set to the relevant TBA option.

SSATEXT – SECTION COMMENTS

If the CRN being set-up is the ‘generic’ Grade CRN, which is used to ensure the correct CRN fee is assessed on the student’s account (in advance of slot enrolment), then you must also add long text detailing the requirements of the class.

SSATEXT is used to add long text and can be accessed from within SSASECT’s menu: Options -> Course Section Comments.

Enter the Form. Ensure the Term and CRN data are correct in the key block and next block twice to the Section Long Text. Enter required text and save.

Text will be made available to students online when selecting a musicianship slot.

Section Long Text

Grade 2 Musicianship Class for students who have successfully completed Grade 1 (minimum age 9 years; applies to students who have completed Initial, Primary and Grade 1 courses). New entrants must be at least 11 years of age. Places will be allocated subject to approval of teacher.

Activity Date: 26-JUN-2012

SSAETL – COURSE SECTION DETAIL

Since the fee was set-up at the module level, the CRN will have automatically inherited that fee. To view the fee associated with the CRN, you need to access Form **SSAETL**. Again this can be accessed directly from the Menu: Options -> Course Section Detail [SSAETL]. You will notice a Fee Code (**MPRT**) and Amount in the Section Fees Block.

Schedule Detail SSAETL 8.5.0.1 (BAN8T1)

Term: 201213 CRN: 8542 Subject: G2MU Course: 5005 Title: Music Theory Grade 2

Section Links and Corequisites Section Fees Degree Program Attributes Contract and Block Schedule Information

Section Fees

Level	Detail Code	Description	Amount	Fee Type	Duration Unit	User ID	Activity Date
	MPRT	Music Part-time Fee	82.00	FLAT		SATURN	16-AUG-2012

MUSICIANSHIP CLASSES - SLOT ENROLMENT

Musicianship classes are offered at a number of different times and locations each week. Students must therefore select their preferred timeslot based on a first come, first served basis. Traditionally this was managed directly by the administrative staff within with the College of Arts and Tourism. In 2011, a slot enrolment facility was developed to enable students to select their preferred timeslot online. The principle of first come, first served still applies. However, only registered students with no outstanding fees may avail of this online facility.

To support this process, a ‘generic’ Grade CRN is created for each unique type of musicianship class. CRNs are then replicated based on this ‘generic’ CRN reflecting each of the specific timeslots and enrolment capacities.

The link between ‘generic’ Grade CRN and its associated timeslots is managed via from SZRMUSC in Banner

Conservatory of Music Module Data SZRMUSC 8.0 (BAN8T1)

Term Code: 201213

Grade CRN: 8542 G2MU 5005

Slots	Subject Course Details	Day							Start Time	End Time	Lecturer	Maximum Enrolments	Building	Room	Valid
		M	T	W	T	F	S	SU							
10358	G2MU 5005	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1645	1730	Helen Kane	15	RTHRD	R1.03	<input checked="" type="checkbox"/>
10360	G2MU 5005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1115	1200	Bernadette Sherlock	12	CHATH	CRG.1	<input checked="" type="checkbox"/>
16347	G2MU 5005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1030	1115	Dermot Dunne	15	RTHRD	R1.18	<input checked="" type="checkbox"/>
22315	G2MU 5005	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1700	1745	Paula Hughes	12	CHATH	CRG.1	<input checked="" type="checkbox"/>
22316	G2MU 5005	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1630	1715	TBA TBA	15	RTHRD	R1.02	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>

Grade 2 Musicianship Class for students who have successfully completed Grade 1 (minimum age 9 years; applies to students who have completed Initial, Primary and Grade 1 courses). New entrants must be at least 11 years of age. Places will be allocated subject to approval of teacher.

To configure data on this form, you first enter the Term Code and ‘Grade CRN’ in the key block and ‘next block’ into the form.

You then enter each CRN related to this Grade CRN in the Slots field. All data associated with each CRN will default in (i.e. Course Details, Day, Start & End Time, Lecturer, Max Enrolments, Building and Room).

Once you are satisfied that the slot you entered is correct, you must validate it by checking the ‘Valid’ checkbox. This will ensure that the CRN is available to students online for selection.

Any student registered on the Grade CRN (who has previously programme registered and paid any outstanding fees) will see the available slots for selection online. Upon selection of a given CRN, the student will then be registered on that CRN slot.

A001 CREATING NEW STUDENT RECORD - FIRST TIME ENTRANTS

First time entrants to A001 can be set-up in Banner with an initial enrolment record using the following forms in Banner

SAAQUIK – QUICK ENTRY

In setting up new first time enrolments to Programme A001, the first Form is **SAAQUIK**. This form is used to create a new student record (including a newly generate Student ID).

Before you generate a new ID, you should you should always search the database to see if a person record already exists for the student. You can search for a student by selecting the ID drop-down and then Person Search. You can also use form SOAIDNS for a more specific search. GUIALTI (Alternate ID Search) allows you to search by PPS no. and Date of Birth.

To create a new student record, select the Generate ID icon on the right.

In the prompt box, enter the student's last name and first name detail and then save. Banner will generate a new student ID at this point. Take note on the enrolment form of this number.

Next, tab across to the 'Term' field and enter the academic term (e.g. 201213) and then to the level 'CE'. This relates to the level of the Programme the student is studying (i.e. A001). Then select 'next block'.

When you 'next block', a dialogue box will appear. Select OK as this is just a note to inform you that certain values will be defaulted.

Now enter the following parameters:

- Set Full or Part Time to **P**
- Enter Program Code **A001** in Program field

F10 to save at this point.

Next you navigate to the Curriculum section. To enter the Programme Code click on the *Program* field and enter the relevant Code and save. The other associated field entries will default in.

Save at this point to create new student record.

Next you will need to enter the Address Information. Choose the Address tab.

Note: You can also navigate between the tabs by use of the 'next block' and 'previous block' Icons

From here, select the 'return' key and today's date will automatically populate the 'From date' field. Enter HM in the address type field to record a Home Address for the student. Then enter the address details in the appropriate fields.

When entering the address information you will need to enter the address under the **Street Line** fields as well as the **City, County, Nation** and **Carrier Route** fields.

Address data as follow:

- **City:** City of address
- **County Code:** County codes including Dublin postal district codes. There is a look up table here. Double click to view
- **Nation Code:** This is also a look up table. Double click to view. When entering the nation code enter the nation pertaining to the address, as opposed to the student’s nationality.
- **Carrier Route:** This is used to record the accommodation type of the student for the purpose of HEA statistical returns. This is a free text field, but you must use the following two character codes only when entering this information:

- PH** Parental Home
- RA** Rented Accommodation
- OH** Own Home (house, apartment)
- OA** Other Accommodation
- NS** Not Specified

Note: You do not need to enter State or Zip code information.

To enter another address at this point, you can enter a new record by selecting F6 and entering the relevant details as above. However, you should be aware that the most recent address entered will be the address used for written correspondence with the student.

If an address record already exists but it is no longer valid, you can de-activate it and enter a new one. See the section on ‘Updating Student’s Address’ for more information.

Finally on the Addresses tab, you can enter the student’s telephone details. You can select the Telephone Type (e.g. HM) from the drop-down list.

Save changes when complete.

Next, select the **Biographical** Information tab. On this tab, you must enter **Gender, Date of Birth, SSN (PPS no.) and Citizenship**. All are mandatory for the purpose of HEA statistical returns.

- **Gender**
- **Date of birth** in the format day-month-year this will automatically populate the age box
- **Citizenship**
- **PPSN** number should be added into the box labeled SSN/SIN/TFN.

The screenshot shows the 'Biographical' tab in a software interface. It contains several input fields and checkboxes. The 'Gender' section has radio buttons for 'Male', 'Female', and 'Not Available', with 'Male' selected. 'Birth Date' is a date picker showing '01-JAN-1993'. 'Age' is a text box with '20'. 'SSN/SIN/TIN' is a text box with '1234567T'. 'Citizenship' is a dropdown menu showing '1' and 'Irish Citizen'. 'Marital Status', 'Religion', 'Legacy', and 'Ethnicity' are dropdown menus. 'New Ethnicity' is a dropdown menu with 'None' selected. 'Confirmed Date' is a date picker. 'Veteran File Number' is a text box. 'Veteran Category' is a dropdown menu with 'None' selected. 'Active Duty Separation Date' is a date picker. 'Deceased Date' is a date picker. There are checkboxes for 'Confidential', 'Deceased', 'Armed Forces Service Medal Indicator', and 'Special Disabled Veteran'. 'User' is a text box with 'NOFLANAGAN'. 'Activity Date' is a date picker with '11-JUL-2013'.

Save changes and exit the form.

SGASADD - ADDITIONAL STUDENT INFORMATION FORM

The next form is **SGASADD**. Assuming the correct 'Student ID' and 'Term' has defaulted, you should 'next block' twice to enter the *Student Attribute* section.

You will now need to record the correct student 'year of study'.

Simply enter the correct year under the Attribute Code and save. A warning prompt box will appear.

The screenshot shows the 'Additional Student Information SGASADD 8.3 (BAN8T1)' window. At the top, the 'ID' is 'D13122536' and the name is 'Bloggs, Joe'. The 'Term' is '201314'. Below this are two main sections: 'Student Cohort' and 'Student Attribute'. Both sections have 'From Term' and 'To Term' fields set to '201314' and '999999' respectively. A 'Warning Alert' dialog box is centered on the screen, containing the text: 'Changing Student Attribute values may impact Registration Fee Assessment.' with 'OK' and 'CANCEL' buttons.

Click OK, save and exit.

SFAREGS - STUDENT COURSE REGISTRATION FORM

The next form is SFAREGS. Upon entering the form, ensure the correct 'Term' and 'Student ID' are entered. 'Next Block' from the key block.

The screenshot shows the 'Student Course Registration SFAREGS 8.5.4 (BAN8T1)' window. At the top, the 'Term' is '201213', 'ID' is 'D12123483', and the name is 'Bloggs, Joe'. The 'Date' is '15-JUL-2013'. Below this are several tabs: 'Registration', 'Student Term', 'Curricula', 'Study Path', and 'Time Status'. The 'Registration' tab is active. The form contains fields for 'Status' (set to 'EL'), 'Reason', 'Process Block' (set to 'A001/1'), 'Status Date' (set to '15-JUL-2013'), 'Hours' (Minimum: '000', Maximum: '999999.999'), 'Source' (set to 'MHRS'), and 'Acceptance' (radio buttons for 'Confirmed', 'None', and 'Accepted').

Select the Student Term tab. Enter A001/1 into the Block code in the Block Schedule field. Save and return to the Registration tab.

Student Course Registration SFAREGS 8.5.4 (BAN8T1)

Term: 201213 ID: D12123483 Bloggs, Joe Date: 15-JUL-2013 Holds:

View Current/Active Curricula Print Bill Print Schedule

Registration Student Term Curricula Study Path Time Status

Student Status: AS Active (check SFAREGS) Class: 1 1st Year

Student Type: C Adult/Continuing Education Advisor:

Residence: E European Union Academic Standing:

Fee Assessment Rate: PART Part-time Override Term:

Last Term Attended: Progress Evaluation:

Full or Part Time: Full Time Part Time None Override Term:

Block Schedule: A001/1 Vocal,Music,Drama Tuition Yr1 Combined Academic Standing:

Effective Term: 201213 2012/13 Academic Year Override Term:

Student Centric Cycle:

REGISTERING STUDENT ON CRNS

Now you need to update the students Module choices by registering the student on the relevant CRNs. From within the Registration tab enter the Course Information Block. Now enter the relevant CRN number and select 'return'. The other field details will default in automatically.

If you are entering a Billing Hour CRN, you will need to update the Bill Hours fields to the appropriate unit (e.g. 0.3 for 30 mins; 0.45 for 45 mins etc)

Course Information															
CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus
4067	PIAN	4804	0	G	.000	.300	.000	.000	RE	CE	<input type="checkbox"/>	<input type="checkbox"/>	1		ADL

F10 to save any changes

Save twice to process fees and all amendments to the record.

The new student has now been set up as EL (eligible to register) on Programme A001 with the relevant CRNs.

A001 GENERATE MUSIC PART TIME RE-ENROLMENT FORMS

NEW STUDENTS

Once 'first-time' students have been provisionally enrolled on A001, it is then necessary to print out the Enrolment Form for these students. These Forms will confirm what modules the student opts to take.

Upon entering TZSENMU, you have the option to select / de-select various checks.

- **All Teachers** allows you to choose students registered on a CRN for a particular Teacher
- **All Students** gives you the option to select a single or multiple students
- **All Subjects** give you the option to select against a single or multiple subjects.

As we are printing enrolment forms only for those new first-time students, ensure you select the checkbox '**Enrolment Form for New Students?**'

Once you are happy with your selection, select **Print Music Re-Enrolment Form**. You may be prompted with a message indicating the process may be time consuming. Select 'Yes' as appropriate.

PART-TIME STUDENT ENROLMENT FORM

1. PERSONAL DETAILS

Student ID : D08118088

SESSION 2008/09

Surname :

First Name :

Date of Birth : 01-JAN-1988

PPS Number :

Home Address : Aungier St

Dublin 2

Telephone No :

Contact Phone No :

Change of Address / Telephone No (if applicable)

Home Address : _____

Telephone No : _____

Contact Phone No : _____

2. SESSION 2008/09 - TUITION DETAILS

For Office Use Only

CRN	Teacher	Title	Duration	Grade (Please Specify)	Fee	Scholarship
4087	K. Dalligan	VION - Violin	.45	_____	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>

3. PREVIOUS TUITION/EXAMINATION DETAILS

Please give details of previous practical and musicianship examinations taken (most recent details will be sufficient):

SUBJECT	GRADE	EXAM DATE		RESULT	EXAMINING BODY e.g. College, Assoc, Board, etc.
		Month	Year		

If you are presently a member of an Orchestra, Band or Choir, please give details:

ORCHESTRA:	_____
BAND:	_____
CHOIR:	_____
OTHER:	_____

If you are currently a student of the Conservatory of Music and Drama undertaking any other individual subjects please give details:

SUBJECT	GRADE	TEACHER

RETURNING STUDENTS

For those students with the option to return to A001 Programme, Re-enrolment Forms are also printed from TZSENMU and posted to existing students.

Again the user has the option to select the following:

- All Teachers
- All Students
- All Subjects

You can also select the preferred Print-out order. And if necessary, select the Re-Print Option (if Forms where already Printed). Assuming the relevant checkboxes are selected, simply select **Print Music Re-Enrolment Form**.

PART-TIME STUDENT RE-ENROLMENT FORM

1. PERSONAL DETAILS

Student ID : _____

SESSION 2008/09

Surname : _____

First Name : _____

Date of Birth : _____

PPS Number : _____

Home Address : _____

Change of Address / Telephone No (if applicable)

Home Address : _____

Telephone No : _____

Telephone No : _____

Contact Phone No : _____

Contact Phone No : _____

2. SESSION 2007/08 - TUITION DETAILS

CRN	Teacher	Crse No	Title	Duration	Grade (Please Specify)
4070	L. Cassidy	5013	CLGR - Classical Guitar	30 min	_____

A001 UPDATING STUDENT RECORDS & PROGRESSING RETURNING STUDENTS

Upon receipt of the completed Enrolment Forms back to the office, it is first necessary to check for any changes to Personal Student data such as Address or Phone details. Following this, the students are then 'progressed' into A001 for the new Term.

SPAIDEN – GENERAL PERSON IDENTIFICATION

SPAIDEN is used to update general person information such as address details or phone no. etc.

To retrieve student details, enter the ID and select 'Next Block'. You can then navigate to the relevant Tab (e.g. Address) and update data as appropriate.

The screenshot shows the SPAIDEN 8.5.3.1 (BAN8T1) interface. At the top, there is a 'Save' button and fields for 'ID: D12123483' and 'Bloggs, Joe'. Below these are 'Generate ID' and 'New Year ID' buttons. A tabbed menu at the top includes 'Current Identification', 'Alternate Identification', 'Address' (selected), 'Telephone', 'Biographical', 'E-mail', 'Emergency Contact', and 'Additional Identification'. The 'Address' tab contains the following fields:

- From Date:** 16-JUL-2013
- To Date:** (empty)
- Address Type:** HM (Home Address)
- Sequence Number:** 1
- Street Line 1:** 143 Rathmines Rd
- Street Line 2:** Rathmines
- Street Line 3:** (empty)
- City:** Dublin 6
- State or Province:** (empty)
- ZIP or Postal Code:** (empty)
- County:** D6 (Dublin 6)
- Nation:** IRL (Ireland)
- Telephone Type:** HM (Home)
- Area Code:** 01
- Phone Number:** 5555555
- Extension:** (empty)
- Inactivate Address:** (checkbox)
- Source:** (empty)
- Delivery Point:** (empty)
- Correction Digit:** (empty)
- Carrier Route:** PH
- Last Update:**
 - User:** NOFLANAGAN
 - Activity Date:** 16-JUL-2013

In the case of updating the address details, be sure to insert new address records rather than over-typing the old address.

To do this, simply select the Address tab. Check the **Inactivate Address** check-box on the address which is now redundant or old. Then select **F6** (to insert new record). Type in the relevant information such as *Address Type, Street Line Details, City, County, Nation and Carrier Route (Accommodation Type)*. Then select **F10** to save. You now have a new address record, but the old address record still exists as an inactive record.

SZASPRF – STUDENT PROGRESSION MAINTENANCE FORM

Next it is then necessary to ‘Progress’ the relevant students back into A001/1 for the new Term. This is done using Form **SZASPRF**. Upon entering the Form, you will need to enter the following parameters into the key block. They are as follows:

- Term Code - The Term you are progressing FROM
- The Campus - **ADL**
- Programme Code – **A001**

When you have entered the parameters above, continue by choosing ‘Next Block’.

All students registered on A001 will appear in alphabetical order.

Student	Prog. Term	Progression Programme	Roll Block	Class	Roll Ind	Current Block	Class Level	Date Rolled	PBD	Grade	Grade Date
D08119985	201213	A001	A001/1	1	R	A001/1	1 CE	12-JUL-2012			
D11125382	201213	A001	A001/1	1	R	A001/1	1 CE	12-JUL-2012			
D06109353	201213	A001	A001/1	1	R	A001/1	1 CE	12-JUL-2012			
D08117143	201213	A001	A001/1	1	R	A001/1	1 CE	12-JUL-2012			
D09119846	201213	A001	A001/1	1	R	A001/1	1 CE	12-JUL-2012			
D10123418	201213	A001	A001/1	1	R	A001/1	1 CE	12-JUL-2012			
D07113081	201213	A001	A001/1	1	R	A001/1	1 CE	12-JUL-2012			
D11122527	201213	A001	A001/1	1	R	A001/1	1 CE	12-JUL-2012			
D09121209	201213	A001	A001/1	1	R	A001/1	1 CE	12-JUL-2012			
D05108511	201213	A001	A001/1	1	R	A001/1	1 CE	12-JUL-2012			
D09120077	201213	A001	A001/1	1	R	A001/1	1 CE	12-JUL-2012			
D11122666	201213	A001	A001/1	1	R	A001/1	1 CE	01-AUG-2012			
D05106117	201213	A001	A001/1	1	R	A001/1	1 CE	12-JUL-2012			
D00140337	201213	A001	A001/1	1	R	A001/1	1 CE	12-JUL-2012			
D05106236	201213	A001	A001/1	1	R	A001/1	1 CE	12-JUL-2012			
D10124802	201213	A001	A001/1	1	R	A001/1	1 CE	12-JUL-2012			
D09121509	201213	A001	A001/1	1	R	A001/1	1 CE	12-JUL-2012			

You may wish to view all the students in this Form or perhaps simply look at an individual student records. To view only a particular student record:

- Firstly select F7 to clear records and enter a query.
- Then enter the Student ID under Student Field
- Select F8 to execute query and retrieve student record.

In order to flag students for progression, you simply enter a Y against the **Roll Ind** (Roll Indicator) for a given student. Once you have updated this list, you then save using F10.

From within Business Objects, you can validate this list by running the Student Progression Proof Listing report. This will print-out a list of the students who are due to progress to the next year of the Programme. This report is found the General Student Reports Category.

The following are the parameters require input:

- Current Programme – **A001**
- Current Year
- Full-Time / Part-Time - **P** (& Term)
- Progression Ind - **Y**
- Term

The screenshot shows a 'Prompts' dialog box with the following fields and values:

- Enter Current Programme :: **A001**
- Enter Current Year :: **1**
- Enter Full Time or Part Time (F/P) :: **P**
- Enter Term :: **200708**
- Enter Progression Ind. :: **Y**

Below the prompts, there is a list of terms: 199900, 200001, 200102, 200203, 200304, 200405, 200506, 200607, **200708**, 200809. The '200708' term is selected and entered into the 'Enter Term' field. The 'Run Query' button is visible in the top right corner.

NB: It is important at this stage that you run the report for the Progression Indicator of Y.

Once you have cross checked this report your list, then you are in a position to run the progression roll.

Once this roll is preformed, a student record for the next term will automatically be created. You will not be able to delete this once it has been completed.

SZRSPRF - STUDENT PROGRESSION RUN MODE 2

SZRSPRF is used to run the actual Student Progression Roll. This is the Form used to run the process which 'Progresses' Students to the 'next block' and creates a new Student Record for the new Term. This process is known as Student Progression Run Mode 2.

The following parameters must be inserted:

- **Printer:** DATABASE
- **Run Mode:** 2
- **Current Term:** (e.g. 201213)
- **Camp Code:** ADL
- **Level:** 'leave blank'
- **Program:** A001
- **Student ID:** 'leave blank'

Process: SZRSPRF Student Progression Roll Parameter Set:

Printer Control
 Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Run Mode	2
02	Current Term	201213
03	Camp code	ADL
04	level	
05	Program	A001
06	Student ID	

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
 1=Select Students Records 2=Roll Student Records

Submission
 Save Parameter Set as Name: Description: Hold Submit

The Level and the Student ID may be left blank.

Note: it is possible to run this Progression Roll for an individual student. In this case, simply input the relevant Student number in the Student ID parameter.

When you have entered the relevant parameter information, make sure to 'Next Block' to the Submission section and select the checkbox **Save Parameter Set as**. Now select F10 to save and the Student Progression Roll will commence.

Note: At the bottom of the screen you should see a job number created for this process. It is worth taking a note of this no. to view the output and ensure the job ran successfully.

If you return to **SZASPRF** (Student Progression Form), you will be able to see that all of your students who previously had a Roll Indicator of **Y** will now have a Roll Indicator of **R**. This means that a new record is created for the coming term.

You can now run a new Student Progression Proof listing report in Business Objects with Progression Indicator of **R**.

You can also run a 'Class Listing' report for the coming term. You can find these reports in the General Student Reports Category. The most commonly used is 'Class Listing by Block (Standard)'.

Parameters entered include:

- Block Code: A001/1
- Enrolment Status: EL
- Term: (e.g. 201314)

Note: At this stage all students will have a registration record of EL only and you are running the report for the next academic year.

A001 REGISTERING STUDENTS ON MODULES / CRNs

Assuming you have received returned enrolment forms and progressed students where appropriate, it is now necessary to add and amend the CRN registration details on the Students' registration record. This process applies to both new entrants and existing returning students.

SFAREGS – STUDENT COURSE REGISTRATION

To add, remove or update the registration record for a given Student on CRNs, you use SFAREGS. When in the Form, enter the current Term and Student ID. Then select 'Next Block' twice. Under Course Information, enter the relevant CRN number and select 'return'.

For new students, you will need to confirm that the enrolment form matches the Module choices selected on this Form. For students who are returning to A001 (assuming they have already been progressed back into the same Programme and Year for the new Term), they will have been automatically registered with the same Modules / CRN as the previous Term. It is therefore necessary to check for any changes to the student's registration record for the New Term.

Upon entering the Course Information Block, you can then amend details such as:

- Dropping students from CRNs (i.e. enter DD under Status field)
- Adding New CRNs to student record (as above)
- Amending Billing Hours on a particular CRN (i.e. Update Bill Hours field)

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction	Campus
4098	PIAN	4804	0	G	.000	.000	.000	.000	DD	CE	<input type="checkbox"/>		1		ADL
8537	GPMU	5003	0	G	.000	.000	.000	.000	DD	CE	<input type="checkbox"/>		1		ADL
8539	G1MU	5004	0	G	.000	.000	.000	.000	DD	CE	<input type="checkbox"/>		1		ADL
4067	PIAN	4804	0	G	.000	.300	.000	.000	RE	CE	<input type="checkbox"/>		1		ADL
22312	G1MU	5004	0	G	.000	.000	.000	.000	RE	CE	<input type="checkbox"/>		1		ADL

If you are entering a Billing Hour CRN, you will need to update the Bill Hours fields to the appropriate unit (e.g. 0.3 for 30 mins; 0.45 for 45 mins etc)

Note: In terms of Billing Hours ranges, you should consult with you supervisor regarding the appropriate Bill Hours unit to be entered. For example 0.9 and 1.3 both relate to the same Unit of time of 90 mins, but Fee Charges will dependent on which one you choose.

F10 to save any changes

FEE ASSESSMENT & TSSAREV

Once changes have been made and updated in SFAREGS, selecting save twice on SFAREGS processes the online Fee Assessment. This means that any charges relating to the CRNs and / or Programme the student has now registered on will be charged against the Student’s account.

Note: During the course of the year, Fee Assessment runs daily as an automated background job in Banner. This ensures that Fee Assessment occurs regularly against all Student records. However, there is a period shortly after Term Roll where this automated Fee Assessment is temporarily switched off (this is while the Fees & Income Office await confirmation for new Fees for the New Term). It is however possible for MIS to run this job manually upon request, thus triggering a mass Fee Assessment for A001 students (if required by the Conservatory of Music & Drama).

To review and verify that the appropriate Fees have been triggered on the student’s account you can use the Form TSAAREV.

Detail Code	Description	Term	Charge	Payment	Balance	Source	Effective Date
MPRT	Music Part-time Fee	201213	615.00		615.00	R	03-AUG-2012
MPRT	Music Part-time Fee	201213	82.00		82.00	R	03-AUG-2012

Upon entering the Form, enter the Student ID and then ‘Next Block’. This will retrieve all Detail Charges, Payments and Refunds etc against the Student’s account for all Terms. You can query for a particular Term by selecting F7 to enter the query. Then enter the preferred Term Code and select F8 to execute the query.

A001 - WEB REGISTRATIONS INFORMATION PACKS

Assuming, you registered all students against the relevant CRNs and all fees and charges have been processed accordingly, you are now in a position to print Web Registration Information Packs. This enables students to formally register on-line for Programme A001

When you are ready to generate the first Web Registration InfoPacks, you will need to confirm that the relevant student PINS are re-enabled. See section on ‘Student PINS’ for further details.

Assuming all relevant PINs are re-enabled, you can proceed with generating ‘Web Registration Information Packs (InfoPacks)’ letters for A001 students.

Note: Before generating your first batch of InfoPacks, you should always ensure that your IE & Banner settings are configured correctly. Try generating a Student Details Report from SZANAVI to test that you can run reports from Banner in advance. Please see <http://appupdates.dit.ie> for further details on the correct technical configuration for running Banner 8.5.

SZAINFO - WEB REGISTRATION INFORMATION PACK

The Form to use is **SZAINFO**.

Parameters to be entered on this form are as follows:

- *Term Code* (e.g. 201314)
- *Block Code* (A001/1)
- Select **checkbox** for **All Students** (or enter individual student no.)
- *Signature & Title* remains blank

The '*Reprint?*' checkbox should only be checked if you wish to reprint InfoPacks for students (or single student) which have already been generated.

When you are satisfied with the input parameters you have entered, simply select **Generate Info Packs**.

You will then be prompted with the following message detailing the number of InfoPacks to be generated.

For A001 students, you should expect all InfoPack to be ‘paper’ web packs.

Simply select **Proceed** to continue with the generation of the paper packs. At which point, a new browser window will open with a PDF of all the web registrations letters. Each letter contains the student’s details and programme information along with instructions on how to logon to the DIT Online Web Registration system. It will also include their logon details to their new DIT email account.

Further information regarding Online Programme Registration is available on the Registration website (www.dit.ie/registration). An instructional user-guide is also available.

Note: The text used on the A001 InfoPacks is updated each year in agreement with School of Music and MIS Office. This text must be updated and agreed prior to production of Packs.

EMERGENCY CONTACT – SPAEMRG

As part of the online registration process, A001 students are requested to enter emergency contact information. This information is captured so that the student’s parent or guardian can be contracted in case of an emergency.

In order to review/amend these details in Banner, simply go to SPAEMRG.

Enter the students ID and ‘next block’ into the form to review the student’s emergency contact details. Data can be amended as required. Additional emergency contact details can also be added as required by inserting a new record (F6).

Emergency Contact

Priority:	<input type="text" value="1"/>	Telephone	
Relationship:	<input type="text" value="F"/> <input type="button" value="▼"/> Father	Area Code	Phone Number
		<input type="text" value="083"/>	<input type="text" value="333333"/>
		Extension	<input type="text" value=""/>
Last Name:	<input type="text" value="Paddy"/>		
First Name:	<input type="text" value="Bloggs"/>		
Middle Name:	<input type="text" value=""/>		
Address Type:	<input type="text" value=""/>		
Street Line 1:	<input type="text" value="143 Rathmines Rd"/>		
Street Line 2:	<input type="text" value="Rathmines"/>		
Street Line 3:	<input type="text" value=""/>		
City:	<input type="text" value="Dublin 6"/>		
State or Province:	<input type="text" value=""/>		
ZIP or Postal Code:	<input type="text" value="D6"/>		
Nation:	<input type="text" value="IE"/> <input type="button" value="▼"/> Ireland		

Last Update

User:

Activity Date:

A001 – MUSIC REPORTS

Banner provides a variety of reports specifically for Conservatory of Music A001 Programme.

TZAMURP – CONSERVATORY OF MUSIC REPORTS

The Form TZAMURP is used to access the various reports for A001.

To run reports, simply select:

- Term
- Report Type
- Registration Status’.
- Teacher (You can run for All Teacher’s or for a particular Teacher’s module)

Select Produce Report to run. A new window will open with the PDF report which can be saved locally or printed as preferred.

The list of reports available is:

- Tutor Class Listing
- All Fee Details by Student
- Fee Summary by Subject & Tutor
- Fee Summary by Subject
- Fee Summary by Subject & Tutor (Gender)
- Fee Summary by Subject (Gender)

Conservatory of Music Reports TZAMURP 8.0 (BAN8T1)

Conservatory of Music Reports

Term Code: 201314

Report Type: Tutor Class Listing

Registration Status: RE

All Teachers?

Produce Report

A001 – SZANAVI

Finally, to query a particular Student record in Banner, the most appropriate Form to use is **SZANAVI**.

This form holds all registration and personal details for a student.

The screenshot displays the Banner SZANAVI form with the following fields and values:

Student Personal Details		Financial Details		Address		Registration	
Programme:	A001	Block Code:	A001/1	Vocal,Instrum,Drama&MusTuition			
Reg. Status:	EL Eligible to Register	Registration Date:	03-AUG-2012	Fee Details:	No		
Full / Part Ind:	P Part-Time	Country of Birth:					
Date of Birth:	22-MAY-2000	Nationality:					
Gender:	FEMALE	VISA Type:					
Citizenship:		Residency Code:	E	European Union			
Student Year:	1 First Year	Rate Code:	PART	Part-time			
Awarding Body:		Giro Issued:	No				
Dept. of Ed.:		Enrolment Form Printed:	No				
Fee O/S:	687.00	ID Card Issued:	No	Student Activity Date:	03-AUG-2012		

Buttons at the bottom: Student Account Summary, Student Details Report

To query an existing student for the term 201213, ensure the **Term Code** is 201213. Then enter the student number in the **Student ID** field.

Note: If you don't know the Student ID, you can search for this under the drop-down menu beside Student ID and then select Person Search. This will bring you into another Form SOAIDNS. By entering the relevant information and utilising %, select F8 and you should be able to find the required record.

Once the Term Code and Student ID data is entered correctly, select 'next block' to view information pertaining to this student.

The immediate Block of information you will see is **Student Personal Details**. To navigate and view information on each Block, simply click on the relevant tab (i.e. Financial Details, Address or Registration) or select 'next block' in turn.

Some important information to note includes:

- Blank record: If programme data on the form is blank, the student has no registration record for the term. This will impact the creation of the student's email account, AD account as well as their ability to register.
- Registration Status: A registered student has an RE status.
- Date of Birth: A blank date of birth will impact the student's default PIN code when reset.
- Student Year: If no year exists here, the student has not been correctly progressed or set-up.
- Address: A blank or inactive address may cause issues for admin users trying to generate reports for the student (e.g. transcripts etc)
- Telephone Number: Reference for contacting the student

Click on the **Financial Details** Tab and you will be able to see all financial transactions for that student. This includes Fee charges and payments.

Term	Effective Date	Giro No / Details	Charge Amount	Payment	Balance	Detail Code	Third Party	Activity Date
201213	03-AUG-2012		697.00		697.00	MPRT	Music Part-time Fee	03-AUG-2012

Cheque: N Account Balance: Balance Forward: Term Balance:
 Funding Category: Grant Active Date: TLT Start Date:
 Funding Status: Grant Inactive Date: TLT End Date:
 Bank Account Number: Bank Sort Code:

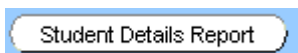
Subject	Course Title	Crse No	Teacher	Bill Hour	CRN	Charge

The last section of the Form holds CRN details for student. This does not automatically populate, if you wish to view these click on the Retrieve CRNs tab on the bottom right of the screen. In the **Address Details** tab you will be able to view all stored address for the student, their telephone numbers and email addresses.

Home Address
 Address Line 1:
 Address Line 2:
 Address Line 3:
 City:
 County: Dublin 6
 National Code: Ireland
 Telephone Type: HM Home
 Telephone No:
 Address Active Range: - **Active**
 Email Address:
 Social Economic Background:

The final tab holds other relevant Academic/Registration details such as how they were admitted to DIT.

If you wish to print information, click on the Student Details Report on the bottom left of every page.



If you wish to review information for another Term Code or even to query another student, simply select the Roll-Back function.

MODULE REGISTRATION

The term module registration relates to the process of assigning the appropriate modules from the programme of study to the corresponding student records registered on that programme.

METHODS OF MODULE REGISTRATION

The methods of assigning modules to student records are as follows:

Self Service – SoS (Scheme of Subjects) Module Registration: Modules are linked to stages of a programme. These modules are subsequently authorised. Following the commencement of the SoS process, authorised modules are automatically assigned to the students registered for that stage of that programme.

The SoS process runs twice during the Academic Year as follows:

- i. 'Semester 1' & 'Year Long' module registration.
- ii. 'Semester 2 module registration.

Processing the Block: Blocks of modules are set-up in Banner. Each block represents a stage of a programme which is streamed. By processing the block against an individual student records, all modules on that block / stream will be assigned to that student record.

Self Service – Manual Module Registration: Students log on to the Student Self-Service system and manually attach modules to their student record.

Manual Module Registration: In some instances, fees are associated with modules as opposed to the programme. Consequently, students need to be manually registered on these modules in Banner. Once registered on the module, liability for that module fee will assess on the student's account and payment can be processed. This method is primarily used for part-time programmes and CPD programmes. Where a student is invited to register and pay fees online, fee linked modules must be assigned on the student's account in advance of this.

SoS MODULE REGISTRATION

In advance of module registration, all modules should be approved and set-up in Banner. Those modules that are common to all students on a given programme and year can be authorised against SZRPGMD in advance of the SoS Module Registration process.

The SoS Module Registration process runs twice a year. The first run checks for all 'Semester 1' and 'Year Long' modules and registers students on those authorised modules. The second run checks for authorised 'Semester 2' modules. As part of this process, students then log on to the self-service system via <http://modularisation.dit.ie> to confirm their module selection.

Note: The terms Module and CRN (Course Reference Number) are often used to refer to the same entity. A CRN is an instance of a module. For the purpose of understanding the module registration process in Banner, we will primarily make reference to CRN.

PROGRAMME MODULARISATION MANAGEMENT FORM – SZRPGMD

SZRPGMD is used to link and *authorise* CRNs against programmes and years.

Upon entering the form, you must first enter the relevant 'Term' (e.g. 201011), 'Programme' & 'Year'. Then select 'next block'.

Programme Modularisation Management SZRPGMD 8.0 (BAN8T1)

Term Code: 201213 Authorise All ?

Programme: DT366 Year: 1 BSC Accounting & Finance

Stream: [Empty]

Semester	CRN	Subject	Course No	Module Type	Authorised ?	
1	20001	ITEC	Information Technology 1	1020	Core	<input type="checkbox"/>
1	7273	ACCT	Accounting	1003	Core	<input type="checkbox"/>
1	7274	FNCE	Business Finance 1	1001	Core	<input type="checkbox"/>
1	7275	COMM	Communication For Business	1002	Core	<input type="checkbox"/>
1	7276	MATH	Quantitative Analysis	1003	Core	<input type="checkbox"/>
1	7277	ECON	Economics	1003	Core	<input type="checkbox"/>
S2	9847	MGMT	Managing the Organisation	2005	Core	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Authorise User: DITMGR Date: 26-JUN-2012

From within the form, you can:

- Add or Remove CRNs
- Update Module Type to Core, Optional or Elective
- Authorise CRNs
- Set-up Programme Streams

ADD OR REMOVE CRNS

To add a new CRN, simply select a blank row and enter the CRN in the appropriate field. When you select return, the *Semester*, *Subject* and *Course Number* will automatically populate. By default the *Module Type* will be Core.

Save changes upon completion.

To remove a CRN, simply select the row you wish to delete. Then select Record -> Remove from the menu. Save changes upon completion.

Note: By removing an authorised CRN from SZRPGMD, you are simply ensuring that no further module registrations will occur on this CRN. Therefore, if the SoS process has already commenced, then any existing registrations on this CRN will need to be either manually removed from SFAREGS or by use of the Registration Mass Entry - SFAMREG

CHANGE MODULE TYPE

By default, any new CRN added to SZRPGMD is added as a CORE module type. This infers that the module must be taken by all students on that programme and year. OPTIONAL modules are those modules which can be dropped by the student via Self-Service Banner. ELECTIVE modules are those modules which must be selected / added by the student themselves via Self-Service Banner. ELECTIVE modules will not be automatically added to a student's record by the SoS process.

Students on a given programme and year will be automatically registered on all CORE and OPTIONAL authorised modules on SZRPGMD. When a student logs on to the Self-Service System they will be able drop OPTIONAL or add ELECTIVE modules. No action is required from students for those modules that are CORE.

Note: Only students who are RE (registered) for the current term will be selected for the SoS Module Registration process. The only exception to this rule is students with a RATE code of RCREd (i.e. students repeating a select number of modules). These students are excluded on the basis that they need to be manually registered on repeat modules.

AUTHORISE CRNS

CRNs should only be authorised on SZRPGMD once they have been approved to run for a given programme and year.

At term roll each year; all CRNs set-up on SZRPGMD from the previous year will be copied to the new term record. However, by default they will be un-authorised. The process of reviewing and re-authorising those CRNs must occur in advance of the module registration process.

The **Validation - R27 Approved Modules** report in Business Objects can be used to support this authorisation process. This report lists all modules linked to the programme and year on SZRPGMD as well as a flagging if the module is authorised or not.

When the SoS process commences, any authorised CRNs on SZRPGMD will be automatically populated on all student records registered for the given programme and year. The process cannot be easily reversed, thus the reason to ensure all CRNs have been accurately validated and only authorised where appropriate.

As well as having their records updated with the relevant authorised modules, students will also receive an email requesting them to review their modules using the online Self-Service system. It is therefore imperative that you ensure that student PINs are re-enabled prior to the commencement of the SoS Module Registration process. More information can be found under the 'Student PINs' section.

Not all CRNs will be registered against student records by means of the SoS module registration process. Some students are registered on CRNs by mean of the other three methods outlined below.

In general, CRNs can be authorised against a programme and year on SZRPGMD if they meet the following criteria:

1. All students in the programme and year are eligible to take the module.
2. There is no fee associated with the CRN which should have been billed to the student prior to the commencement of the SoS Module Registration process.
3. The programme is not a 'streamed' programme which utilises the 'process block' method of the module registration.
4. The students are not being asked to manually select their own modules on the Self-Service system.

To authorise a CRN on SZRPGMD, simply check the 'Authorised' flag beside the appropriate CRNs. You can also authorise all CRNs by checking the 'Authorise All' flag. Save changes upon completion.

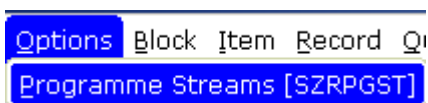
STREAMED PROGRAMMES

While the primary function of SZRPGMD is to manage the authorisation of modules for the purpose of module registration, it can also be used to track and keep a record of which modules are associated with which Programmes. By *not* authorising modules on SZRPGMD, module registration will not be invoked. Therefore SZRPGMD simply acts as a reference or link for modules and programme data. The DIT Programme and Module Catalogue (www.dit.ie/catalogue) reflects the SZRPGMD programme/module data, irrespective of whether modules are authorised or not.

Streamed Programmes may use SZRPGMD for this very purpose. A streamed programme is one where there may be multiple groups of study within a given stage of a programme. The most common example of a streamed programme is one which is run through various languages. For each language, a separate stream may be required with a different set of CRNs.

Streams are usually set-up in Banner as a unique 'Block Code' at the point of programme set-up. However, for the purpose of referencing which modules are associated with which stream, each stream can also be set-up via SZRPGMD.

To set-up a stream from SZRPGMD, select Options -> Programme Streams [SZRPGST] from the menu. This will bring you into the Programme Streams form.



First you must enter the Programme Code and the Year for which you wish to associate the stream. Then select 'next block'.

Enter the *Stream No.*, *Stream Name* and save. Repeat as many times as required. You can create multiple streams against a given programme and year. Save changes and exit when complete.

Stream No	Stream Name
1	BA Int Bus & Lang (Fren-Begin)
2	BA Int Bus & Lang (Fren-Advan)

To attach CRNs to a particular stream within a programme and year from SZRPGMD, you simply select Term Code, Programme, Year and *Stream* from the key block and then 'next block' into the form.

Note: The selection of *Stream* is important here. If no stream is selected, you will be simply querying / updating modules against the whole programme and year.

Programme Modularisation Management SZRPGMD 8.0 (BAN8T1)

Term Code: 201213 Authorise All ?

Programme: DT555 Year: 2 BA in Int Bus & Languages (F)

Stream: BA Int Bus & Lang (Fren-Advan)

Semester	CRN	Subject	Course No	Module Type	Authorised ?
1	22002	FREN French Translation & Ling Prof	2028	Core	<input type="checkbox"/>
1	22003	FREN French Prof Comm & Prep	2029	Core	<input type="checkbox"/>
1	22005	GERM German Lang & Culture II	2018	Optional	<input type="checkbox"/>
1	22006	SPAN Spanish Lang & Culture II	2019	Optional	<input type="checkbox"/>
1	22007	ITAL Italian Lang & Culture II	2010	Optional	<input type="checkbox"/>
S1	22009	CULT Intercultural Studies	2013	Optional	<input type="checkbox"/>
S2	22010	CRIT EU Myth in Lit & Culture	2017	Optional	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Authorise User: DITMGR Date: 26-JUN-2012

Streamed CRNs on SZRPGMD against a Programme & Year

You can then add or remove modules here as normal. Save changes upon completion.

As mentioned previously, it is most likely that you will **not** be authorising the CRNs on a given stream as they are unlikely to be common across the programme and year. However, it may be plausible that some CRNs are in fact common across all streams on a given programme year. In which case, these CRNs can be authorised. These CRNs should be linked to the programme and year (ignoring the stream selection from the key block) and authorised from there. Save changes upon completion

Remember modules that have been linked to streams via SZRPGMD are for reference purposes only. In order to register students on those streamed modules, you will need to set-up the same modules against the block stream and 'process the block' against each student's registration's record. This process is covered further under 'Processing the Block' section below.

PROCESSING THE BLOCK

Modules can also be added to individual student records by means of a process known as 'processing the block'. This process is usually used for those programmes that are 'streamed'.

As outlined in section on [Streamed Programmes](#), modules can be set-up on streams from SZRPGMD. However, the set-up of streamed modules on SZRPGMD is for reference only. In order to actually link a set of modules on a given stream to a student's registration record the following two processes must occur:

1. Modules must be linked to a Block Code / Stream on SSABLCK.
2. The 'Block of Modules' is then processed against individual Student records on SFAREGS

ATTACHING MODULES TO A BLOCK – SSABLCK

SSABLCK is used to attach / link modules to a Block / Stream.

Enter the ‘Term’ and ‘Block’ in the key block and then ‘next block’ into the form.

Block Schedule Control SSABLCK 8.2 (BAN8T1)

Term: 201112 Block: DT501/3C BMusic Composition Yr 3

CRN	Multiple Block	Subject	Course Number	Section	Status	Part of Term	Credit Hours	Billing Hours	Grade Mode	Special Approval
10159	<input type="checkbox"/>	MUSG	3515	01	A	1	15.000	.000	P	<input type="checkbox"/>
Campus Code	Link Identifier	Cross List	Schedule Type	Instructional Method	Registration From Date	Registration To Date	Enrollment Maximum	Enrollment Actual	Enrollment Remaining	
RTH	<input type="checkbox"/>	<input type="checkbox"/>	LT				9999	4	9995	
CRN	Multiple Block	Subject	Course Number	Section	Status	Part of Term	Credit Hours	Billing Hours	Grade Mode	Special Approval
18364	Y	MUSG	3516	0	A	1	5.000	.000	P	<input type="checkbox"/>
Campus Code	Link Identifier	Cross List	Schedule Type	Instructional Method	Registration From Date	Registration To Date	Enrollment Maximum	Enrollment Actual	Enrollment Remaining	
RTH	<input type="checkbox"/>	<input type="checkbox"/>	T				9999	3	9996	
							Credit	Billing		
Total Hours:							20.000	.000		

Note: You can search for blocks by selecting the drop-down menu beside the block field. Block Codes are usually set-up at the point of programme creation. Block Codes will normally reflect the programme stage (i.e. programme year), but can also be created to reflect the streams of a programme.

To add new modules to a Block / Stream, simply select F6 to insert a new record and enter the relevant CRN. When you select return, the other CRN details will default in. You should repeat this process until all required CRNs have been added. If a CRN was added in error and needs to be removed, simply highlight the relevant CRN row and select ‘Record -> Remove’ from the menu. Save changes upon completion.

PROCESS BLOCK (SFAREGS)

Once all CRNs have been attached to the block / stream on SSABLCK, it is then possible to process the block of modules on SFAREGS. This process will in effect attach all modules linked to a given block / stream onto the student’s registrations record.

To process the block, ensure the correct block / stream code is entered in the *Block Schedule* field under the *Student Term* field in SFAREGS

Block Schedule: DT228/3CS Comp Sys Architecture & Admin

Return to the *Registration* tab. You should notice that same block / stream is displayed in the *Process Block* field. To attach the modules that are set-up against that block to the student registrations record, simply check the *Process Block* checkbox.

Process Block: DT228/3CS

CRNs attached to that block / stream will automatically register on the student’s record. Save twice in order commit changes and trigger fee assessment.

Note: CRNs are set-up according a given semester. CRNs may be ‘Semester 1’, ‘Semester 2’ or ‘Year Long’ modules. If you try to register a student on a CRN outside of the semester range, you will receive an error message: ‘Course status dates not within range for part of term’. If you do need to retrospectively register a student on CRNs on a past date, ensure the effective date in SFAREGS is within the CRN range.

Registration Student Term Curricula Study Path Time Status

Status: Registered
Reason:

Process Block: DT501/3C
Status Date: 14-OCT-2011 Delete All CRNs

Hours Source Acceptance
Minimum: .000 Confirmed
Maximum: 99.990 None
 Accepted

Course Information													Method of Instruction		
CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Appr Recd	Override	Part of Term	Instruction	Campus
10159	MUSG	3515	01	P	15.000	.000	15.000	15.000	RE	UG	<input type="checkbox"/>		1		RTH
20387	MUSG	3600	0	P	5.000	.000	5.000	5.000	RE	UG	<input type="checkbox"/>		1		RTH
22714	MUSP	3201	0	P	5.000	.000	5.000	5.000	RE	UG	<input type="checkbox"/>		1		RTH
8209	MUSG	3501	01	P	5.000	.000	5.000	5.000	RE	UG	<input type="checkbox"/>		1		RTH
8223	MUSC	3111	01	P	15.000	.000	15.000	15.000	RE	UG	<input type="checkbox"/>		1		RTH
9872	MUSC	3513	01	P	5.000	.000	5.000	5.000	RE	UG	<input type="checkbox"/>		1		RTH
9873	MUSC	3515	01	P	5.000	.000	5.000	5.000	RE	UG	<input type="checkbox"/>		1		RTH
9874	MUSC	3518	01	P	5.000	.000	5.000	5.000	RE	UG	<input type="checkbox"/>		1		RTH

Error Flag: Status Type:

Fees: Y - Immediate assessment Date: 15-JUL-2013 Credit Hours: 60.000 Bill Hours: .000 CEU Hours: .000

You have now successfully processed a block of modules on a given stream against an individual student record. This process should be repeated for all students on a particular stream. The next step is to email students on that particular stream to inform them to confirm their module registration using the Self-Service system.

Note: If students on a particular programme stream are going to be registered on modules via a combination of both the SoS Module Authorisation process (for shared modules) and the manual ‘processing the block’ process (for specific streamed modules), you should ensure that the students are registered on the specific streamed modules prior to authorising the shared modules on SZRPGMD. This ensures that when students receive their communication to logon to the Self-Service system, they will see all modules that they are registered on.

EMAIL STUDENTS ON STREAMED PROGRAMMES – SZPEMAL

After all modules have been set-up for students on streamed programmes by ‘processing by block’ and authorising those shared modules on SZRPGMD, an email should be sent to those students requesting them to review their modules using the online Self-Service system. This email communication also includes the student’s username (student number) and PIN.

SZPEMAL is used to generate emails to groups of students for various communications. One email type / option is to email students on ‘streamed’ programmes informing them of the module registration process and their logon details to the Self-Service system.

To generate this email to students on streamed programmes, enter the *Term Code*, *Email Type (Streams Reminders)*, *Programme* and *Year* information. You must also check the ‘All students’ checkbox. Then select *Create Emails*.

Student Email Generation SZPEMAL 8.0 (BAN8T1)

Term Code 201213

Email Type Streams Reminders

Programme DT501 BMus

Year 3

All Students?

ReSend Student Email ?

Create Emails

The ‘*Student Email Generation Audit*’ box will appear displaying ‘Total No of Student Emails’. If the ‘Total No’ is as expected, then select *Proceed* or *Cancel* to enter new criteria. The next popup confirms that emails have been sent. Simply select OK this message.

If this email has already been sent for a particular streamed programme and year, you can opt to resend it by selection the ‘*ReSend Student Email*’ checkbox. You can also choose to resend to an individual student by entering the Student ID and ensuring *All Students* is unchecked.

Ensure you always select *Streams Reminders* as the email type, as the other options are used by the Exams function for reminding students about exams and supplemental results.

Note: The selection for students on streamed programmes is dependent on the programme stream being set-up on SZRPGST. If a stream is not set-up on this form against the relevant programme and year, no email will generate for those students. More information on the set-up of streams on SZRPGST is covered under section on Streamed Programmes.

This form also has an audit trail of all emails generated from it. To view an audit report of e-mails send to selected Programmes, select Options -> Email Audit Trail from the menu.



In the 'Print Email Audit' box, select the *Term Code*, *Email Type*, *Programme* and *Year*. Select 'Print Email Audit' to generate audit log.

 A screenshot of a dialog box titled 'Print Email Audit SZPEMAL 8.0 (BAN8T1)'. The dialog has a light blue background and contains three dropdown menus: 'Term Code' with '201314' selected, 'Email Types' with 'Exam Results PIN Email' selected, and 'Block' with 'DT501.3C' selected and a small 'EMus' label to its right. At the bottom, there are two buttons: 'Print Email Audit' and 'Cancel'.

An Audit Report will display listing each student an email was sent to, when it was sent and the user who generated the email.

SELF SERVICE – MANUAL MODULE REGISTRATION

In some instances, students may be requested to add certain modules themselves using the Online Self-Service system. Rather than having these modules authorised via SZRPGMD, the students are informed locally of the CRNs which they should select. When the student logs on to the self-service system via <http://modularisation.dit.ie>, they can manually attach the CRN to their record.

Note: These students may have some of their modules authorised via SZRPGMD, but the other modules they will have to add manually themselves. As a result of the authorised modules, they should expect to receive an email communication detailing their Self-Service logon details.

MANUALLY REGISTERING STUDENTS ON CRNs

In some instances, students will need to be manually registered on modules directly from SFAREGS. Usually this is required for modules that have fees associated with them. Once registered on the module, liability for that module fee will assess on the student's account and payment can be processed. This method is primarily used for part-time programmes and CPD programmes.

Ensuring that students are registered on modules which have fees is of particular importance for those students who are eligible to programme register online. The correct modules must be assigned to the student's registration record in advance of the student receiving their invitation to programme register online communication. Thus ensuring the student is assessed for the correct registration fee when they are asked to programme register and pay online.

Modules may also need to be manually applied to a student's registration record for any other number of reasons. For example, students carrying modules into the next academic year will require manual module registration via SFAREGS. Either way, the process of registering a student manually on a module is the same.

To attach a module to the Student Course Registration Form **SFAREGS**, you should first enter the 'Term' and 'Student ID' in the key block and select 'next block' twice. This brings you directly into the *Course Information* section. To register the student on a module, enter the CRN code. This is typically a 5 character number. When you select 'return', the other CRN information will default in.

If you need to add more than one CRN, select F6 and enter the new code. Repeat this process until all required CRNs have been added.

The screenshot shows the SFAREGS registration form. At the top, there are tabs for 'Registration', 'Student Term', 'Curricula', 'Study Path', and 'Time Status'. Below the tabs, there are several input fields and controls:

- Status:** A dropdown menu set to 'EL' (Eligible to Register).
- Reason:** A dropdown menu.
- Process Block:** A text box containing 'DT088/1'.
- Status Date:** A text box containing '12-JUL-2013'.
- Hours:** Two dropdown menus for 'Minimum' (set to '.000') and 'Maximum' (set to '999999.999').
- Source:** Two dropdown menus for 'MHRS'.
- Acceptance:** Three radio buttons: 'Confirmed', 'None', and 'Accepted'.
- Delete All CRNs:** A checkbox.

Below these fields is the 'Course Information' section, which contains a table with the following columns: CRN, Subject, Course, Section, Grade Mode, Credit Hours, Bill Hours, Attempted Hours, Time Status Hours, Status, Level, Appr Recd, Override, Part of Term, Instruction, and Campus.

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Time Status Hours	Status	Level	Appr Recd	Override	Part of Term	Instruction	Campus
11050	DGEP	3411	01	P	5.000	.000	5.000	5.000	RE	UG	<input type="checkbox"/>		1		BST
11053	LAPD	3411	01	P	5.000	.000	5.000	5.000	RE	UG	<input type="checkbox"/>		S2		BST
11054	DGAL	3411	01	P	5.000	.000	5.000	5.000	RE	UG	<input type="checkbox"/>		S2		BST

Upon completion, save changes. When you save twice, 'Fee Assessment' will be triggered. This will ensure that any modules with fees associated with them will be added to the student's account. Payment can then be processed by means of the payment options made available at the end of the form.

Note: CRNs are set-up according a given semester. CRNs may be 'Semester 1', 'Semester 2' or 'Year Long' modules. If you try to register a student on a CRN outside of the semester range, you will receive an error message: 'Course status dates not within range for part of term'. If you do need to retrospectively register a student on CRNs on a past date, ensure the effective date in SFAREGS before you enter the form reflect the date within the CRN range.

MODULE REGISTRATION FOR REPEAT STUDENTS

Students who are repeating may require additional attention to their module registration record as each record will require individual review.

Student repeating the entire academic year and re-attending are managed as normal. Once they are registered on the correct programme and year, they should expect to register on their modules via one of the four methods outlined above. However, students who are repeating a set number of modules, carrying modules into the next academic term or repeating externally will require special attention. Each category is outlined below.

STUDENTS INTERNALLY REPEATING MODULES

Students re-attending and repeating fall into this category. These students should have an active registrations record for the new academic term, albeit with the same 'year of study' as the previous term. Their Block Code should also reflect their repeat year.

Since these students are only repeating one or more of their modules, they will be automatically excluded from the 'SOS Module Registration' process. You must therefore manually register the student on their selected repeat modules as outlined in the 'Manually Registering Students on CRNs' section above.

STUDENTS CARRYING MODULES

If a student is carrying modules into the next academic term, you will need to ensure that the student is manually registered on those carried modules.

You should expect the student to be registered on the standard programme and year modules as per normal. However, to manually register the student on additional carried modules, you will need to add the module manually on SFAREGS. The process is the exact same as outlined in the 'Manually Registering Students on CRNs' section above.

Other key information should also be updated on the student's record. This is covered in further detail under the section on 'Student Repeating or Carrying Modules'.

STUDENTS EXTERNALLY REPEATING MODULES

An External Repeat student is one who does not attend classes for the particular module. The student is not studying other than the modules he/she is externally repeating for that Academic Year. External Repeats will have an active registrations record for the term. Students who are externally repeating should be coded as XR on the both Enrolment Status and the CRN level.

Depending on the sequencing, you may decide to update either CRN status or 'Enrolment Status' first. Either way, you should always ensure that all statuses reflect XR. An XR student cannot repeat any modules internally. All modules on an XR student must be flagged as XR.

The best method to update an XR student is to add the modules first. Assuming the student's status is initially EL, you 'next block' to the *Course Information* section and add those modules that the student is externally repeating. Initially the student enrolment status will be EL and the CRN statuses will be RE.

Return to the key block and 'next block' into the form again. Now you should update the enrolment status to 'XR'. When you 'next block' into the *Course Information* section, you should expect all CRN status to automatically update to XR also.

Registration Student Term Curricula Study Path Time Status

Status: External Repeat
Reason:

Process Block: DT088/M
Status Date: 15-JUL-2013 Delete All CRNs

Hours Source Acceptance
Minimum: .000 MHRs Confirmed
Maximum: 999999.999 MHRs None
 Accepted

Course Information										Time Status		Appr		Part of		Method of	
CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Hours	Status	Level	Recd	Override	Term	Instruction	Campus		
11054	DGAL	3411	01	P	5.000	.000	5.000	5.000	XR	UG	<input type="checkbox"/>		S2		BST		
11051	PDDV	3411	0	P	10.000	.000	10.000	10.000	XR	UG	<input type="checkbox"/>		S2		BST		

Save changes twice upon completion to commit changes and to trigger fee assessment.

Note: If the student’s enrolment status was already set to XR prior to adding CRN to the record, the status of the CRNs will not automatically default to XR. You should therefore ensure that you manually update the CRN status to XR after adding the required modules to the record.

Other key information should also be updated on the student’s record. This is covered in further detail under the section on ‘Student Repeating or Carrying Modules’.

DROPPING MODULES FROM SFAREGS

Occasionally, it may be necessary to drop students from modules they were incorrectly registered on. You can manually drop students from module(s) in SFAREGS.

In the key block, enter the *Student ID* and *Term* and ‘next block’ into the form. Within the *Course Information* section, you should notice all CRNs that the student is registered on. To drop modules, simply select the CRNs you wish to drop and update the status to DD. Repeat this process until all required CRNs to be dropped have a status of DD.

Registration Student Term Curricula Study Path Time Status

Status: Registered
Reason:

Process Block: DT088/M
Status Date: 15-JUL-2013 Delete All CRNs

Hours Source Acceptance
Minimum: .000 MHRs Confirmed
Maximum: 999999.999 MHRs None
 Accepted

Course Information										Time Status		Appr		Part of		Method of	
CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Attempted Hours	Hours	Status	Level	Recd	Override	Term	Instruction	Campus		
11054	DGAL	3411	01	P	.000	.000	.000	.000	DD	UG	<input type="checkbox"/>		S2		BST		
11051	PDDV	3411	0	P	.000	.000	.000	.000	DD	UG	<input type="checkbox"/>		S2		BST		

Save changes twice upon completion to commit changes and to trigger fee assessment.

The student will no longer be registered on those dropped modules and will not appear for marks entry selection in EGB against those modules. You can now exit the form.

DROPPING MODULES USING SFAMREG (REGISTRATION MASS ENTRY)

If however, a whole cohort of students were incorrectly registered on a particular CRN, you can drop students from that CRN using the SFAMREG (Registration Mass Entry) form.

The form replaces the old SFAMASS form and offers a wider scope of functionality. SFAMREG allows users to find a cohort of students based on particular registration criteria (e.g. registered on a particular CRN). With this selection, it is then possible to perform a selected task, such as adding or dropping a CRN from all selected student records.

Note: There may be any number of reasons why a group of students were incorrectly registered on a particular CRN. However, the most likely reason would be that a CRN was incorrectly authorised against a programme on SZRPGMD. If this is the case, you should also ensure that the CRN is removed from SZRPGMD to ensure no further registrations are processed against it.

To add/drop a CRN from a whole cohort of students using SFAMREG, proceed as follows:

Under the **Search** Tab, you set out your selection criteria to find all relevant students. You need to enter data in the following fields:

- Registration Term: Term you wish to make the update against (*normally the current term*)
- Registration Date: Date you wish to make the update against (*normally today's date, but you may need to make this a retrospective date if dropping/registering students against a closed 'part of term'.*)
- Search Term: Term you are searching against
- Currently in CRN: CRN that students are enrolled on
- Registration Status: Status of CRN that students are registered on (may be RE or XR)
- Block: Programme Block which students are registered on.

There are other fields which you can enter data against to limit your search further, but the above list will most likely find the group of student you are looking for.

*****Note: When searching for a particular cohort of students, you should always enter a CRN as part of your search criteria (even if that CRN is not part of the update). This ensures you are limiting the scope of your search to the correct group of students for a particular term. If you do not enter a CRN (and decide to search on block code only), the search criteria will pick up records which are term effective from previous terms. The consequence of this would be incorrectly updating student records from the wrong term. Adding a CRN to the search criteria will mitigate this risk. *****

Once you are satisfied with your search criteria, navigate to the **Update** tab. From here, you will enter the criteria which reflects the 'update' you want to make against the selected students. In the case of dropping a CRN from student records, you should enter the following data under the **Registration Course Drop Values** section:

- CRN: CRN you wish to drop from the student records.
Note: All other CRN related data will automatically default in
- Registration Status: Should reflect DD

The screenshot displays a web interface with four main sections:

- Registration Term and Date:** Registration Term: 201213 (dropdown), 2012/13 Academic Year; Registration Date: 15-JUL-2013 (calendar icon).
- Block Processing:** Registration Status: (dropdown), Mass Process Block: (checkbox).
- Registration Course Add Values:** Fields for CRN, Subject, Course Number, Section, Grade Mode, Start Date, End Date, Level, Credit Hours, Billing Hours, Attempted Hours, Time Status Hours, Part of Term, Instructional Method, and Campus.
- Registration Course Drop Values:** CRN: 9008 (dropdown), Subject: ACCT, Course Number: 1000, Section: 01; Registration Status: DD (dropdown), Drop; Drop All CRNs: (checkbox); Remove Registration Record: (checkbox).

Note: In a similar fashion to dropping a CRN, you can enter data in the Registration Course Add Values section to add a CRN registration to student records.

Next, you proceed to the **Results** tab. On this tab, you should see the list of students that were selected based on your **Search** criteria. At this point, you should pay careful attention to the list of students selected. You should validate the list against the appropriate ‘Class’ or ‘CRN listing’ report from Business Objects. You should also take note of the number of records selected from the bottom of the form.

The screenshot shows a summary box with the following text:

- Total number of records selected: 131.
- Record: 1/131

If this number is much greater or much less than expected, you will immediately know that the search criteria used is incorrect. In which case, you should return to the **Search** tab and refine your search criteria.

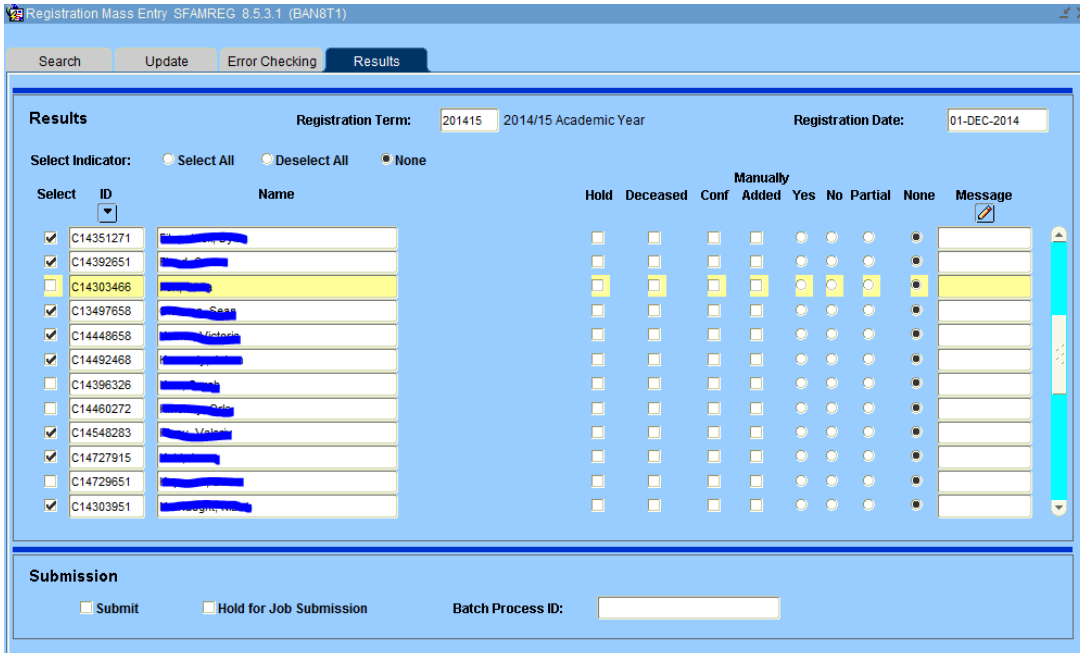
Note also at this point, you may also manually add student records to your listing. This may be applicable if you have other students that you also wish to drop CRNs from, but they are not in the main search listing (e.g. some students taking a CRN on a different block code to the main cohort). To enter new student records, simply select F6 and enter the student ID.

Note: You may notice that whenever you navigate away from the Results tab, you will get the message ‘WARNING: All non-manually added results will be removed’.

This means that those records you manually added will no longer be there when you return to the Results tab. Therefore, you should always manually add additional records last, just before you are about to process the registration mass entry.

Assuming you are happy with your listing of students selected for the update, you can process the action of dropping / adding CRNs to the student records as follows:

- Select 'All students'. You will notice the checkbox active beside each student
Note: if you wish to exclude some student's simply uncheck the selected tick box beside the individual record.
- On the Submission section, check the 'Submit' tick box.
- To process, select Save from toolbar



You will be able to determine if the job was successful by noting the YES, NO or NONE radio button against each record. A message providing further information is also available. This should be checked to ensure you are satisfied with the student records that you expect to be updated.

ID	Name	Term	Hold	Added	Yes	No	Partial	None	Message	Indicator
C05495067	Aherne, Graham F.	201415	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Cannot drop CRN 20304, s	<input checked="" type="checkbox"/>
C11760731	Akono, Vital A.	201415	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Cannot drop CRN 20304, s	<input checked="" type="checkbox"/>
D11123225	Alhubail, Ahmad	201415	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Cannot drop CRN 20304, s	<input checked="" type="checkbox"/>
C14306961	Ali, Anam	201415	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Registration request succ	<input checked="" type="checkbox"/>
D13125638	Alothaim, Abdulaziz	201415	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Registration request succ	<input checked="" type="checkbox"/>
C14463202	Arulchelvan, Elisha	201415	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Registration request succ	<input checked="" type="checkbox"/>
C11351121	Bailey, Ryan	201415	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Cannot drop CRN 20304, s	<input checked="" type="checkbox"/>
C14311166	Baldwin, Matthew	201415	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Registration request succ	<input checked="" type="checkbox"/>
C14378041	Beere, Gavin	201415	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Registration request succ	<input checked="" type="checkbox"/>
C14357601	Bellotti, Jack	201415	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Registration request succ	<input checked="" type="checkbox"/>
C09624015	Bergin, Luke C.	201415	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Cannot drop CRN 20304, s	<input checked="" type="checkbox"/>
C09319107	Blake, Hannah M.	201415	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Cannot drop CRN 20304, s	<input checked="" type="checkbox"/>
C10361107	Bolger, Conor	201415	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Cannot drop CRN 20304, s	<input checked="" type="checkbox"/>

You have now successfully added/dropped a CRN 'en masse' from a group of student records.

QUERY AND DISPLAY CRNs – SSASECQ

If you wish to search for a particular CRN or simply query a given CRN, you can do so by using the form SSASECQ.

To utilise this form, simply enter the information you know about a given CRN. For example, you may know the *Term*, part of the *Module Code* and the *Description* on a given CRN, but not the actual CRN id.

Tip: If you are searching for part of a word, you can use to % (wildcard) character to assist your search (e.g. %counting% to search for CRN title with that text). Since the search is case-sensitive, you should consider this when entering your search criteria (e.g. omit the first character of a word if you are unsure of its case.)

To execute your query, simply select F8. All CRNs should be returned which meet the criteria entered. Where more than two records are returned, simply use the scroll bar to review the full list. You should also notice the *Actual Enrolment* figure. This refers to the number of students registered on a given CRN. It may be useful to know if a CRN is actually running or not (i.e. a figure of 0 may infer that CRN is not active, but this does depend on the time of year since most module registration will not occur until after November).

To clear your query, simply select F7. You can re-query again as required.

STUDENT COURSE REGISTRATION AUDIT - SFASTCA

SFASTCA allows you to query the module registration audit for individual students. It includes an audit from initial module registration right through to the entry of grades by lecturers against that module. If a student is dropped from a module, you will also see that transaction.

To query a student record, simply enter the ‘Term Code’ and ‘Student ID’ in the key block and ‘next block’ into the form. Every transaction for every module related to the student will appear.

If you wish to query all transactions on a single module only; simply select F7 to clear the query, enter the CRN you wish to query and then select F8 to execute to query again. You should now only see those transactions for that particular CRN.

When reviewing module transactions on SFASTCA, you should also be aware of the different ‘User’ IDs that appear beside each record entry. The following IDs reflect the scenario associated with a given transaction:

- **Banner User ID:** When a Banner user updates a student’s module registration (e.g. register / drop a student from a module on SFAREGS), that Banner User ID will appear against the record entry on SFASTCA.
- **DITMGR:** If the student is automatically registered on a module by means of the SoS process the user DITMGR will appear.
- **WWW_USER (Student):** If the student manually registers themselves on a module from with Self-Service, the user WWW_USER will appear.
- **WWW_USER (Lecturer):** If a lecturer enters all grade components for a particular module through EGB, you should see an entry with user WWW_USER also.

MODULE AUDIT EXAMPLES

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source
2	200910	7252	LAW	2003	01	AUN	UG	P	10.000	10.000	0.000	BASE
Course Status	Status Date	Add Date	Message					User	Activity Date	Error Flag		
RE	05-JAN-2010	05-JAN-2010						DITMGR	05-JAN-2010 13:14			
Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source
10	200910	7252	LAW	2003	01	AUN	UG	P	0.000	0.000	0.000	BASE
Course Status	Status Date	Add Date	Message					User	Activity Date	Error Flag		
DD	15-APR-2010	05-JAN-2010						AGULLY	15-APR-2010 15:34	D		

- ⇒ Student registered on CRN 7252 on 5th Jan 2010 by means of the SoS process (user DITMGR).
- ⇒ Student then dropped from CRN on 15th April 2010 by Banner user.

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source
5	200910	7551	PROG	2201	01	KST	UG	P	10.000	10.000	0.000	BASE
Course Status	Status Date	Add Date	Message					User	Activity Date	Error Flag		
RE	05-JAN-2010	05-JAN-2010						DITMGR	05-JAN-2010 17:38			
Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source
17	200910	7551	PROG	2201	01	KST	UG	P	10.000	10.000	0.000	BASE
Course Status	Status Date	Add Date	Message					User	Activity Date	Error Flag		
WS	28-APR-2010	05-JAN-2010						MHEAVEY	28-APR-2010 16:46			

- ⇒ Student registered on CRN 7551 on 5th Jan 2010 by means of the SoS process (user DITMGR).
- ⇒ Student then withdrawn (WS) on 28th April 2010 by Banner user.

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source	
14	200809	12598	SENG	2220	01	KST	UG	P		5.000	0.000	BASE	
Course Status	Status Date	Add Date	Message					User	Activity Date	Error Flag			
RE	05-MAR-2009	05-MAR-2009						DITMGR	05-MAR-2009 09:41				
18	200809	12598	SENG	2220	01	KST	UG	P		5.000	0.000	BASE	
Course Status	Status Date	Add Date	Message					User	Activity Date	Error Flag			
RE	05-MAR-2009	05-MAR-2009	Final updated to 38					WWW_USER	03-JUN-2009 13:06				
23	200809	12598	SENG	2220	01	KST	UG	P		5.000	0.000	BASE	
Course Status	Status Date	Add Date	Message					User	Activity Date	Error Flag			
RE	05-MAR-2009	05-MAR-2009	Final updated to 40					SMORRIS	09-JUN-2009 10:32				

- ⇒ Student registered on CRN 12598 on 05th March 2009 by means of SoS process (user DITMGR).
- ⇒ Grade entered for all components of module by lecturer in EGB (user WWW_USER) on 3rd June 2009.
- ⇒ Grade then updated again on 9th June 2009 by Banner user.

CLASS ROSTER – SFASLST

The Class Roster form SFASLST is primarily used by the Exams function for the purpose of reviewing student’s marks entry against a given CRN and then rolling all marks on that CRN to student’s academic history.

However, for the purpose reviewing / querying what students are registered on a particular CRN, SFASLST can be utilised.

When you query a CRN on SFASLST, you should expect to see all students registered on that CRN for the given term. SFASLST will also show students who were withdrawn or deferred from that CRN. It will not show students who have been dropped.

To query a CRN, enter the term and CRN in the key block and ‘next block’ into the form. You should then expect to see all students on that CRN appear in alphabetical order. You can scroll though the list by use of the scroll bar on the right.

Class Roster SFASLST 8.3.0.2 (BAN8T1)

Term: 201112 2011/12 Academic Year CRN: 7252 LAW 2003 01 Roll Degree Award Status: Select...

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date	Hours
1	D10125321	[Redacted]	RE	14-NOV-2011		39	P			10.000
2	D10123639	[Redacted]	RE	14-NOV-2011		61	P			10.000
13	D10123102	[Redacted]	RE	14-NOV-2011		56	P			10.000
10	D10124904	[Redacted]	RE	14-NOV-2011		31	P			10.000
3	D10123108	[Redacted]	RE	14-NOV-2011		75	P			10.000
4	D10122866	[Redacted]	RE	14-NOV-2011		65	P			10.000

Note that where marks have been entered in EGB for students on that CRN, you may also see that mark entry on this form. The 'Rolled' indicator also indicates if the student marks have been rolled to Academic History.

Note: The primary function of SFASLST for registration staff is to enable users to review student registrations on a given CRN. The Exams function will utilise this form for the purpose of managing and rolling exam marks to student's academic history. You should be aware that the mark you see on this form is not necessarily the final grade that was approved and validated at the relevant module /exam board. Once the grades have been rolled, all results are then viewed and maintained in Academic History (SHATCKN).

REPEAT STUDENTS

There are three categories of repeat students. They are as follows:

1. Internal Repeats
2. External Repeats
3. Carries

INTERNAL REPEATS

Any student who is repeating internally and attending classes falls into this category. The student may be repeating the entire year or a specific number of modules. These students should have an active registrations record for the new academic term, albeit with the same 'year of study' as the previous term. Block Code and attribute code should reflect their repeat year.

These students are liable to pay the part-time Capitation fee and a Tuition fee rate based on the number of modules they are repeating. The modules fees are applied manually and are based on number of ECTS credits per module.

GRANT RECORD

Students repeating a set number of modules are not eligible for TLT or HEA Free Fees Funding.

Their grant record on SZASGNT should be flagged as:

- Funding Category: **12 (Repeat)**
- Funding Maintenance: **20 (non-aided)**

Note: If a grant record already existed for this current term you should remove the old one first by selecting from the *menu: Record -> Remove*.

More information can be found on the 'Fees and Grants' section regarding updates and changes to students grant records.

RATE CODE & STUDENT TYPE

Student repeating a set number of modules should have their rate code updated to **RCRED** (Repeat Credit) and student type to **B** (Repeat). Both these updates can be made from the *Student Term* tab on SFAREGS.

The screenshot shows the 'Student Term' tab in the SFAREGS system. The form contains the following fields and values:

Registration	Student Term	Curricula	Study Path	Time Status
Student Status:	AS	Active (check SFAREGS)	Class:	1 1st Year
Student Type:	B	Repeat	Advisor:	
Residence:	E	European Union	Academic Standing:	
Fee Assessment Rate:	RCRED	Repeat Credit	Override Term:	
Last Term Attended:			Progress Evaluation:	
Full or Part Time:	<input checked="" type="radio"/> Full Time <input type="radio"/> Part Time <input type="radio"/> None			
Block Schedule:	DT228A/1	MSc in Computing Y1	Override Term:	
Effective Term:	201314	2013/14 Academic Year	Combined Academic Standing:	
Student Centric Cycle:			Override Term:	

After updates are made, return to the *Registrations* tab and save twice. This will trigger 'Fee Assessment' which will apply the part-time **Capitation** charge to the student's account. The Tuition fee still needs to be manually applied at this point.

APPLYING TUITION FEE

Students repeating a set number of modules are charged based on the number of ECTS credits per repeated module. Since this will vary from student to student, it necessary to manually tabulate and apply the appropriate tuition fee on TSAAREV.

Note: Some CRNs already have a fee charge set-up against them in Banner. These CRNs should therefore be excluded from the calculation of Tuition charges.

The method for tabulating the Tuition fee is noted on the Finance Student Registration policy. Once you are satisfied that the overall fee has been correctly tabulated, it can be applied on TSAAREV as follows:

- From the Menu, select *Record -> Insert* to create a new transaction
- Input detail code of TUIT (tuition). Tab into the *Description* field and include the total number of credits the student is being charged for (e.g. 5 ECTS credits).
- Tab to the *Term* field to input the Term code.
- Tab to the *Charge* field and input the total charge applicable and save.

Account Details							
Detail Code	Description	Term	Charge	Payment	Balance	Source Code	Effective Date
CAPT	Capitation Fee	201011	135.00		135.00	T	06-OCT-2010
TUIT	Tuition Fee (30 credits)	201011	1,300.00		1,300.00	T	06-OCT-2010

CARRIES

Students who are carrying module(s) but are still progressing forward will fall into this category. These students should have an active registrations record for the new academic term having been progressed to the next year of study.

The student's fees and eligibility for a local authority grant are handled as normal. However the student (as opposed to the local authority) will be liable for *carried* module(s) fee.

Furthermore the student's Rate Code should not change. It should reflect the appropriate Rate code for the programme & year (e.g. FULL or PART).

APPLYING CARRY FEE TO THE STUDENT'S ACCOUNT

Students carrying modules into the new academic term should be charged for these modules in addition to their normal programme fees. This fee is manually tabulated based on ECTS credit and a set exam fee. This fee is then manually applied to the students account with a detail code of CARY.

Where the student is not attending lecturers but is sitting the exam, then the CARY fee applied should reflect exam fee only. Further information is available on the Finance Student Registration policy.

To apply the CARY fee on TSAAREV:

- From the Menu, select Record -> Insert to create a new transaction.
- Input detail code of CARY (Carry Fee). Tab into the *Description* field and include the total number of credits the student is being charged for (e.g. 20 ECTS credits).
- Tab to the *Term* field to input the Term code.
- Tab to the *Charge* field and input the total charge applicable and save.

Account Details							
Detail Code	Description	Term	Charge	Payment	Balance	Source Code	Effective Date
CARY	Carry Fee (20 ECTS credits)	200910	600.00		600.00	T	22-JUL-2009
CAPT	Capitation Fee	200910	1,500.00		1,500.00	T	22-JUL-2009
TUIT	Tuition Fee	200910	3,500.00		3,500.00	T	22-JUL-2009

Note: If the student is re-registered on the carried module and there is a fee directly attached to the module in Banner, you need to ensure that the student is not 'double' charged for the carried module. To rectify this you should still apply the carry charges based on ECTS credits as above. However, you will also need to manually apply a negative Tuition charge to reverse out the CRN 'tuition' fee which was automatically applied during CRN registration. See sequence of steps below as an example.

Account Details							
Detail Code	Description	Term	Charge	Payment	Balance	Source Code	Effective Date
CARY	Carry Fee (20 ECTS credits)	200910	600.00		600.00	T	22-JUL-2009
CAPT	Capitation Fee	200910	1,500.00		1,500.00	T	22-JUL-2009
TUIT	Tuition Fee	200910	3,500.00		3,500.00	T	22-JUL-2009
TUIT	Tuition Fee	200910	310.00		310.00	T	22-JUL-2009
TUIT	Tuition Fee (reverse CRN fee)	200910	-310.00		-310.00	T	22-JUL-2009

Carry Fee tabulated based on ECTS credits for all carried modules into new academic year.

Student re-registered on CRN with a fee which is applied automatically to student's account.

Manually apply reverse Tuition charge to cancel the CRN fee applied

EXTERNAL REPEAT (XR)

An External Repeat student is one who does not attend classes for the particular module. However the student is sitting one or more components of the module. The student is not studying other than the modules he/she is externally repeating for that Academic Year. External Repeats refer only to DIT students and excludes those students who may be physically sitting exams in DIT (e.g. Professional body or apprentice exams where the student is not a registered DIT student).

External Repeats should have an active registrations record for the term. Their enrolment status should be flagged as XR (External Repeat) on both the programme and CRN(s) level. They are liable for an exam fee only.

REMOVE GRANT RECORD

Any student who is externally repeating is generally liable for their own fees. They will therefore not have a grant record. If a grant record exists against the student for the term on SZASGNT, you should remove it from the menu: Record -> Remove.

ENROLMENT STATUS, RATE CODE

Students who are externally repeating should have the following updates made to the registrations record on SFAREGS:

- Rate code updated to **XR** (External Repeat)
- Enrolment Status updated to **XR** (External Repeat)

Status: External Repeat
 Reason:

Registration Student Term Curricula Study Path Time Status

Student Status: Active (check SFAREGS)
 Student Type: Postgraduate
 Residence: European Union
 Fee Assessment Rate: External Repeat
 Last Term Attended:
 Full or Part Time: Full Time Part Time None

Note: Student type is not updated to B (Repeat) for XR students Student type should reflect appropriate student level as normal.

After updates are made, save twice from the Registrations tab. This will trigger 'Fee Assessment' which will apply the XR fee on the student's account.

Account Details							
Detail Code	Description	Term	Charge	Payment	Balance	Source Code	Effective Date
XR	External Repeat	201011	60.00		60.00	R	19-APR-2011

FEES & GRANTS

All Programmes offered by the DIT are subject to a fee. The fee charged includes a Student Registration Charge (*Capitation Fee*) and a *Tuition Fee*. The fee is determined by a number of factors such as:

- Type of Programme (Undergraduate, Postgraduate, etc.)
- Level of the Programme (Level 6 - Higher Certificate, Level 7 - Ordinary Degree, Level 8 - Honours Degree, Level 9 - Masters Degree, etc.)
- Whether the student entering DIT is a EU or Non-EU student

Under the Irish Government's Free Fee Scheme the student may be eligible to funding towards their tuition fee.

Furthermore, depending on the student's status or the type and level of Programme, the student may be eligible for financial assistance from SUSI (the Central Grant Awarding Body) or another Local Authority such as a County Council or a Vocational Educational Committee (VEC).

The type of grant/allowance the student is entitled to receive will be determined by a combination of the programme type and the student's own personal circumstances.

Banner is configured to manage fee rules and grant eligibility for each and every student. As a rule, all whole time undergraduate students are initially set-up with either a 'Standard' or 'TLT' non aided grant record. This infers that the student's *tuition* fee will be covered by the relevant government fees scheme. The student will be initially liable for their own *capitation* fee until such time that confirmation of grant approval is provided by the student.

Part-time students do not generally fall within the remit of any government or local authority funding. However, some part-time programmes are run in conjunction with external third parties whereby an agreement may be in place for student fees to be paid by the third party. Where this is the case, funding rules and a Third Party contract should be set-up in Banner to reflect this arrangement.

DIT now facilitates a payment option to allow students pay their fees by Installments. This is available to all students via the Online Web Registration system. A student can make an online payment of any amount at any time over the course of the year (providing it is at least €100). However, it should also be noted that the student will not be formally registered until they pay a minimum of 50% of their total outstanding fee. Academic year students are obliged to pay this minimum amount and register before the 31st October. Calendar year student must pay and register by 28th February.

Further information on the regulations governing the student fee policy is available from the registration website.

STUDENT FEE ASSESSMENT

Before a new student registers for a full-time programme at DIT, they must be assessed for the correct Third Level fees. This assessment is carried out as part of the online web registration process.

Each student will be asked to answer the following questions online:

1. Are you an Irish National?
2. Are you an EU National?
3. Are you a national of an EEA Member Country?
4. Are you a national of Switzerland?
5. Have you been granted official refugee status in Ireland?
6. Have you previously completed or partially completed a third level programme?
7. Have you been resident in an EU Member State for at least 3 of the last 5 years?

Irish nationals are required to answer Qs 1, 6 and 7. All other national must answer all questions.

SAAADMS – ADMISSIONS APPLICATION

Admission Request	Description	Received Date	Item	Item Description	Mandatory Indicator	Print Indicator
FE2A	Irish National	15-NOV-2011	Y	Y	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input type="radio"/> Yes <input checked="" type="radio"/> No	Date: 30-AUG-2011	Status: <input type="text"/>
	Last Request:	Deadline:		Checklist Origin: BASELINE		
FE2B	EU National	15-NOV-2011			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input type="radio"/> Yes <input checked="" type="radio"/> No	Date: 30-AUG-2011	Status: <input type="text"/>
	Last Request:	Deadline:		Checklist Origin: BASELINE		
FE2C	EEA National	15-NOV-2011			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input type="radio"/> Yes <input checked="" type="radio"/> No	Date: 30-AUG-2011	Status: <input type="text"/>
	Last Request:	Deadline:		Checklist Origin: BASELINE		
FE2D	Swiss National	15-NOV-2011			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input type="radio"/> Yes <input checked="" type="radio"/> No	Date: 30-AUG-2011	Status: <input type="text"/>
	Last Request:	Deadline:		Checklist Origin: BASELINE		
FE2E	Refugee Status	15-NOV-2011			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input type="radio"/> Yes <input checked="" type="radio"/> No	Date: 30-AUG-2011	Status: <input type="text"/>
	Last Request:	Deadline:		Checklist Origin: BASELINE		

The answers to all questions are saved on the *Checklist* tab of the **SAADMS** form in Banner.

You should notice a Y or N to each answered question inferring a response of Yes or No respectively. The FEE4 question is simply a declaration that all answers were answered correctly and in good faith.

The full list of codes recorded on SAAADMS is as follows:

Request	Question
FEE1	Have you previously completed or partially completed a third level course?
FE2A	Are you an Irish National?
FE2B	Are you an EU National?
FE2C	Are you a national of an EEA Member Country?
FE2D	Are you a national of Switzerland?
FE2E	Have you been granted official refugee status?
FEE3	Have you been resident in an EU Member State for at least 3 of the last 5 years?
FEE4	Declaration checkbox

Note: Where FE2A is Y (Yes), student is not required to answer to FE2B to FE2E.

Depending on the student's answer to these questions, they student may be:

- Eligible for free tuition fees under one of the Dept. of Education grants schemes.
- Required to pay the standard EU programme fee, but without grant support.
- Required to pay the full international programme fee.

DEPT OF EDUCATION FREE FEES SCHEME

The Higher Education Grant scheme is applicable to Higher Degree/ Level 8 programme. Eligible students on these programmes will inherit a *default* Grant Code of:

- Funding Category **00** (Standard)
- Funding Maintenance **20** (Non Aided)

Students with these funding codes against their grant record on SZASGNT will be automatically set-up against the Dept of Education (**5000**) contract. As a result, the Department of Education will be liable for the student's tuition fee. The student will still be liable for the capitation fee while they are coded as Non-Aided (20).

On TSAAREV, a DESP (Dept. of Education & Science) payment will reconcile against the TUIT (Tuition Fee) charge.

Account Details							
Detail Code	Description	Term	Charge	Payment	Balance	Source Code	Effective Date
DESP	Dept Ed & Science Payment	201011		2,319.00	-2,319.00	C	17-AUG-2010
TUIT	Tuition Fee	201011	2,319.00		2,319.00	R	17-AUG-2010
CAPT	Capitation Fee	201011	1,500.00		1,500.00	R	17-AUG-2010

TUITION SUPPORT GRANT

New students may apply to a SUSI for third level financial assistance. Returning students who are still part of the older grant schemes will continue to apply to their local authority for third level financial assistance. If they are successful, you should expect to receive written confirmation from the grant authority outlining the student's grant entitlements.

Students can now declare that they have applied for a grant using the DIT Online Web Registration facility. Note however that this declaration of a grant application does not automatically entitle a student to a grant. A student's grant record in Banner remains coded as 'non-aided' until such time that the student produces a 'letter of award'.

By provided this information the student can register on the premise that they have applied for a grant.

CHANGES TO STUDENTS GRANT RECORD - SZASGNT

Changes should be made on the Student Grants Maintenance Form (SZASGNT). When you enter the form, enter the relevant Student ID and Term code. Then select 'next block'.

Grant Information	
Funding Category:	<input type="text" value="00"/> ▼ Standard
Funding Maintenance:	<input type="text" value="20"/> ▼ Non Aided
Awarding Body:	<input type="text" value="5000"/> ▼ Dept of Education Free Fee Scheme
Bank Account Number:	<input type="text"/>
Bank Sort Code:	<input type="text"/> ▼
Name:	<input type="text"/>

When updating a level 8 student's grant record from non-aided to aided, you must enter the new *Funding Maintenance* Code and *Awarding Body* as appropriate, to reflect the student's grant entitlements (e.g. Funding Maintenance 82 – SUSI 100% Contribution Aided).

Grant Information	
Funding Category:	<input type="text" value="00"/> ▼ Standard
Funding Maintenance:	<input type="text" value="82"/> ▼ SUSI - 100% Contribution Aided
Awarding Body:	<input type="text" value="8000"/> ▼ SUSI
	<input type="text" value="5000"/> ▼ Dept of Education Free Fee Scheme
Bank Account Number:	<input type="text"/>
Bank Sort Code:	<input type="text"/> ▼
Name:	<input type="text"/>

Note: Depending on the grant you are entering, you may receive an error telling you that the grant could not be established. In certain circumstances, this is correct (e.g. a student has been changed from 00 20 to 06 20 which means that the student is 100% liable for their own fees, therefore they are not entitled to any grant).

F10 to save changes.

UPDATING GRANT APPLICATION DETAILS

You must also update the student's grant application details on SZASGNT. To access this data, select Grant Application Details from the Options menu

Options Block Item Recor
 General Person [SPAPERS]
 Admissions [SAAADMS]
 Student Record [SGASTDN]
 Registration [SFAREGS]
 Programs [SMAPRLE]
 Program Progression
 Contracts
Grant Application Details

You should expect to see the following Grant Application details:

- Grant Application Date
- Awarding Body / VEC
- Application Status
- Comments

Grant Application Information

When the student is approved, remember to update the Funding Category and Awarding Body on the grant record

Grant Application Date: 16-JUL-2013

Awarding Body / VEC: SUSI

Grant Application Number: 151481478T

Application Status: Applied

Application Comments:

Save Cancel

This grant declaration information is originally submitted by the student using the Online Web Registration facility. If the student has not submitted this information online, it will appear blank.

Following confirmation of a student's approval for a maintenance grant, the Application Status should also be updated to 'Approved' along with any additional comments in the Comments field (e.g. Date of update and initials of Banner user who processed the update).

Updating the status of a student’s grant application does not automatically update the student’s grant funding codes to ‘aided’. This action must also be completed on SZASGNT (as outlined previously) to ensure student is coded correctly.

Note: Where confirmation that a student’s application was rejected, you can also update the Application Status to ‘Rejected’

Save changes upon completion.

TSIAUTH - CONTRACT / EXEMPTION HISTORY QUERY

To review and query what ‘contract’ a particular student is set-up against, you can use the form **TSIAUTH**. This form will also allow you to determine if a student has been ‘Deleted’ from a particular contract (i.e. if a Grant Record was removed). This is denoted by the D flag under the Delete column.

To use the form, simply enter the ‘Student ID’ and select ‘next block’. Details of *Contracts* by *Term* will then display. You can execute queries similar to any other Banner Form by use of F7 & F8.

The screenshot shows a web browser window titled "Contract/Exemption History Query TSIAUTH 8.0.1 (BAN8T1)". The form contains an "ID:" field with the value "D13122536" and a dropdown menu showing "Joe Bloggs". Below this is a table titled "Contracts" with the following columns: Term, Priority, Number, Contractor ID, Description, Activity Date, and Delete. The table contains one row of data:

Term	Priority	Number	Contractor ID	Description	Activity Date	Delete
201314	1	20	5000	Standard Non Aided	16-JUL-2013	

TLT GRANT SCHEME & PROCESS

The TLT Grant scheme was a grant funding scheme applicable to Ordinary Degrees, Diplomas & Certificates / Level 6 & 7 programmes. New students now apply to SUSI for grant funding. However, returning students who are still part of the old TLT scheme will continue on this scheme.

All eligible students on these programmes (SUSI and TLT) will inherit a *default* Grant Code of:

- Funding Category - **03** (TLT Scheme)
- Funding Maintenance - **30** (Non Aided)

Students with these funding codes against their grant record on SZASGNT will be automatically set-up against the TLT Dept of Ed Fee Scheme (**3000**) contract. As a result, the Department of Education will be liable for the student's tuition fee. The student will still be liable for the capitation fee while they are coded as Non-Aided (30).

On TSAAREV, a TLTP (TLT Payment) payment will reconcile against the TUIT (Tuition Fee) charge.

Account Details							
Detail Code	Description	Term	Charge	Payment	Balance	Source Code	Effective Date
TLTP	TLT Payment	201011		1,368.00	-1,368.00	C	17-AUG-2010
TUIT	Tuition Fee	201011	1,368.00		1,368.00	R	17-AUG-2010
CAPT	Capitation Fee	201011	1,500.00		1,500.00	R	17-AUG-2010

MAINTENANCE GRANTS

Similar to Higher Education grant scheme, students may be eligible to apply to SUSI or a local authority for a Maintenance Grant. If they are successful, you should expect to receive written confirmation from the grant authority outlining the student's grant entitlements.

Assuming the student is eligible; the student's grant record will require updating to reflect this change in fees. Namely, the *Funding Maintenance* code, *Awarding Body* and *Bank Account* details will be updated on SZASGNT.

For SUSI students, the maintenance code for students awarded a grant could be coded as:

- 81: SUSI -50% Contribution Awarded
- 82: SUSI- 100% Contribution Awarded
- 83: SUSI – ALL/PART Tuit and Contribution Awarded

For students still on the older TLT scheme, a full list of maintenance codes can be viewed from the Funding Maintenance drop down option within SZASGNT.

For TLT scheme, they are as follows:

30	Non Aided
31	Full Maintenance Away Non Adj
32	Full Maintenance Home Adj
33	50% of One Non Adjacent
34	50% of Two Home Adjacent
35	Special Rate Maintenance One Top Up
36	Special Rate Maintenance Two Top Up
37	Disadvantaged Half Away
38	Disadvantaged Half Home
39	TLT Non Aided 100% Tuition & Capitati
40	75% Away (Non Adjacent)
41	75% Home (Adjacent)
42	25% Away (Non Adjacent)
43	25% Home (Adjacent)
48	TLT 50% Self 50% (Non Aided)

Next, you will need to update the **Awarding Body** with the relevant code.

SUSI students will get the awarding body 8000 (SUSI).

Students on the older TLT scheme may be awarded from any of the following list of Awarding Body VECs:

3001	City of Dublin VEC	09-MAY-2001
3002	County Dublin VEC	09-MAY-2001
3009	County Carlow VEC	09-MAY-2001
3010	County Kildare VEC	09-MAY-2001
3011	County Kilkenny VEC	09-MAY-2001
3012	County Laois VEC	09-MAY-2001
3013	County Longford VEC	09-MAY-2001
3014	County Louth VEC	09-MAY-2001
3015	County Meath VEC	09-MAY-2001
3016	County Offaly VEC	09-MAY-2001
3017	County Westmeath VEC	09-MAY-2001
3018	County Wexford VEC	09-MAY-2001
3019	County Wicklow VEC	09-MAY-2001
3020	County Clare VEC	09-MAY-2001
3021	County Cork VEC	09-MAY-2001
3022	County Kerry VEC	09-MAY-2001
3023	County Limerick VEC	09-MAY-2001
3024	County Tipperary North VEC	18-NOV-2002
3025	County Waterford VEC	09-MAY-2001
3026	City of Cork VEC	09-MAY-2001
3027	City of Limerick VEC	09-MAY-2001
3028	City of Waterford VEC	09-MAY-2001
3029	County Tipperary South VEC	18-NOV-2002
3030	County Galway VEC	09-MAY-2001
3031	Country Leitrim VEC	09-MAY-2001
3032	County Mayo VEC	09-MAY-2001
3033	County Roscommon VEC	09-MAY-2001
3034	County Sligo VEC	09-MAY-2001
3035	City of Galway VEC	09-MAY-2001
3042	County Cavan VEC	09-MAY-2001
3044	County Donegal VEC	09-MAY-2001
3047	County Monaghan VEC	09-MAY-2001
3050	Dun Laoghaire VEC	18-NOV-2002
3054	Town of Bray VEC	09-MAY-2001
3055	Town of Drogheda VEC	09-MAY-2001
3056	Town of Sligo VEC	09-MAY-2001
3057	Town of Tralee VEC	09-MAY-2001

Note that all Codes begin with a 3.

For SUSI students, DIT does not need to know the student’s bank account details. Since all maintenance payments are handled directly by SUSI.

However, in the case of TLT students, the student’s bank account details are required, so that the TLT process within DIT can process the payment from each period via Electronic Funds Transfer.

The following bank details are required:

- Bank Account Number
- Bank Account Name
- Bank Sort Code (BSC)

As part of the Online Web Registration process, students can now enter their own bank account details online. Therefore for those students who registered online, you should expect the student’s bank details to be already entered on SZASNGT.

Note: If a BSC is not appearing in the system, contact the Support Desk and this code can be added.

An updated SUSI aided grant record on SZASNGNT should look something like this

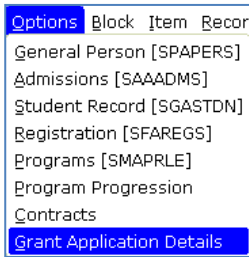
Grant Information	
Funding Category:	03 ▼ TLT Scheme
Funding Maintenance:	82 ▼ SUSI - 100% Contribution Aided
Awarding Body:	8000 ▼ SUSI
	3000 TLT (ESF) Dept of Ed Fee Scheme
Bank Account Number:	<input type="text"/>
Bank Sort Code:	<input type="text"/> ▼
Name:	<input type="text"/>

An updated TLT grant record on SZASGNT should look something like this.

Grant Information	
Funding Category:	03 ▼ TLT Scheme
Funding Maintenance:	32 ▼ Full Maintenance Home Adj
Awarding Body:	3019 ▼ County Wicklow VEC
	3000 TLT (ESF) Dept of Ed Fee Scheme
Bank Account Number:	12345678
Bank Sort Code:	933384 ▼ AIB Bank
Name:	Joe Bloggs

UPDATING GRANT APPLICATION DETAILS

You must also update the student's grant application details on SZASGNT. To access this data, select Grant Application Details from the Options menu



You should expect to see the following Grant Application details:

- Grant Application Date
- Awarding Body / VEC
- Application Status
- Comments

This grant declaration information is originally submitted by the student using the Online Web Registration facility. If the student has not submitted this information online, it will appear blank.

Following confirmation of a student's approval for a maintenance grant, the Application Status should also be updated to 'Approved' along with any additional comments in the Comments field (e.g. Date of update and initials of Banner user who processed the update). Updating the status of a student's grant application does not automatically update the student's grant funding codes to 'aided'. This action must also be completed on SZASGNT (as outlined previously) to ensure student is coded correctly.

Note: Where confirmation that a student's application was rejected, you can also update the Application Status to 'Rejected'

Save changes upon completion.

TLT START & END DATES

TLT Start and End Dates are configured in the system for each programme. They are added at the time of programme set-up and updated as necessary prior to the first TLT Grants Payment run. These dates should be reflected on each individual student Grant on SZASGNT.

TLT REPORTING

BUSINESS OBJECTS VALIDATION, AUDIT AND DQM REPORTS

Prior to each TLT Grants pay period, it is necessary to run the **Grants - Validation Listing** report from Business Objects (*Fees and Grants* category). This will highlight any invalid data such as missing Bank account details or dates. Data which is invalid or missing could result in an unprocessed payment for the student.

The **DQM – Student Data Errors Detail (by Programme)** report in the *Data Quality Reports* category will also highlight student grant errors which require attention. A list of DQM error codes is available from the Business Objects report *DQM – Data Error Codes & Descriptions*.

UPDATING INVALID DATA ON A TLT GRANT RECORD

If you have noticed that details on a student's grant record are incorrect you may need to make amendments.

If the TLT grant record is still valid, but rather details such as Bank Account of Funding Maintenance Code need are incorrect, simply update the record directly on the form SZASGNT and save.

If the student is not entitled to a TLT Maintenance Grant, the Funding Maintenance should be changed back to 30 (Non-aided) and Awarding Body removed. Again, this change can be made directly on the SZASGNT Form and changes saved.

CHANGES A TLT GRANT RECORD AFTER FIRST TLT PAYMENT RUN

If you discover that a TLT grant record is invalid *after* the first TLT Payment run, then you should never remove the TLT Grant record on SZASGNT. Instead, you should update the 'TLT Grant Details End Date' directly on SZASGNT.

TLT PAYMENT SCHEDULE

The TLT Student Payment schedule is published each year and provides details of the TLT payment data including closing date for receipt of attendance reports, bank notification date & payment date.

IMPORT OF TLT GRANTS DATA FROM BANNER TO GRANTS SYSTEM

Based to the TLT Payment Schedule for a given Academic Year and following receipt of attendance reports from each Faculty, Payroll will import all TLT Grant Information from Banner for processing and submission to the Bank. These dates will be agreed in advance. Payroll will then process the information in the TLT Payments System and generate and output file for submission to the Bank and subsequent processing of EFT payment to students accounts.

STUDENT PAYMENTS – TZITLTP

Once the ‘bank’ file has been generated by Payroll, Banner will be updated with information regarding the student’s payments. A full payment audit history on TLT eligible students is available on Banner Form - *Student Grants Payment – TZITLTP*.

Note: this form is not applicable to SUSI students.

To review details, enter the relevant

Term Code, Student ID

and then ‘next block’.

Block Code	Period From	Payment Type	Method	Amount	Paid
DT002/1	14-NOV-11	Normal	Bank	451.39	Y
DT002/1	12-DEC-11	Normal	Bank	138.88	Y
DT002/1	09-JAN-12	Normal	Bank	134.73	Y
DT002/1	06-FEB-12	Normal	Bank	134.72	Y
DT002/1	05-MAR-12	Normal	Bank	134.72	Y
DT002/1	02-APR-12	Normal	Bank	134.72	Y
DT002/1	30-APR-12	Normal	Bank	102.08	Y
Total Paid				1231.24	

WITHDRAWING A STUDENT

Where attendance is not satisfied or if the student is withdrawing or deferring from a programme, the user must take the appropriate action to update the student’s enrolment status in order to withdraw / defer them. This action will subsequently withdraw their grant entitlements. If a student is withdrawing or deferring, you should *not* remove the grant record. Instead, you should ensure that the withdrawn / deferred date is entered correctly in SFAREGS and appears in the TLT Grant Details ‘End Date’ in SZASGNT (see details below). If a student is being removed for any other reason from a TLT maintenance grant, Payroll needs to be advised.

To update a student’s enrolment status in SFAREGS, simply

1. Enter the **SFAREGS** Form
2. Enter the **Term, ID** and effective withdrawal / deferral **Date** in the key block.
3. Next Block to enter the Form.
4. Update the enrolment **Status** as appropriate (e.g. WI)

(Note: Withdrawal and Deferral Status must be used in accordance with the correct withdrawal or deferral date as outlined in the Student Finance Policy. There are also fee refund implications to these statuses and dates.)

5. Ensure the ‘**Student Grant Withdrawal Date**’ is correct when prompted and then save.
6. The student’s enrolment status will be saved.
7. Check **SZASGNT** to ensure the TLT Grant Details ‘**End Date**’ is updated as per withdrawal date. This will ensure the student will not be processed as part of any future TLT Grant payment run.

Student Inactive Date SFAREGS 8.5.4 (BAN8T1)

Student Grant Withdrawal Date 16-JUL-2013

OTHER GRANT RULES

OVERSEAS NON AIDED

The Funding Rules for Overseas students are coded as *Overseas / Non-Aided* (09, 20).

Overseas students who are eligible for EU fees are coded as *Overseas EU Fee / Non-Aided* (15, 20).

There is also an *Overseas / 100% Tuition or Capitation* (09, 50) coding rule which caters for 'Overseas' students where fees are covered 'in-part' by a Third Party.

More information on 'Overseas' students can found under the section on [International Students](#).

SOCRATES

Socrates students Grant records are coded as

- *Socrates (incoming 3 months) / Non-Aided* (10, 20)
- *Socrates (incoming 1 semester) / Non-Aided* (14, 20)
- *Socrates (incoming 1 year) / Non-Aided* (11, 20).

POSTGRADUATE

Postgraduate students are initially coded with funding rules based on the programme set-up which is *Self Support / Non-Aided*.

- Post Graduate Self Support / Non-Aided (16, 20)

Where postgraduate students are set-up with an 'aided' grant, the Third Party awarding bodies associated with these grants will begin with 1 or 2.

Post Graduate students approve for grant maintenance funding are coded with one of the following codes

- Post Graduate PG Grant (Max Amt Awarded)
- Post Graduate PG Grant (50% of Max Amt Awarded)
- Post Graduate BoI Student Loans (PG)

Postgraduate students who have been awarded funding from a third party are often approved for a specific funding amount or percentage of the full programme fee. In such instances, it is possible to insert a 'maximum' amount by which the third party is liable for. This 'maximum' amount must be entered manually against the student's contract direct on TSAACCT. See the section on TSAACCT for further information on managing student contracts and entering 'max amounts'.

SELF-SUPPORT

Some undergraduate students are entirely liable for their own fees due to the fact that they have completed a year on another programme either in DIT or another institution. These students will have a Funding Codes of Self-Support / Non-Aided (06, 20). 100% of their fees will be charged to them.

THIRD PARTY FUNDING

Some programmes offered at DIT will have an agreement with another third party or funding body. This will often involve the third party agreeing to cover the cost of student fees on that programme.

These programmes will have a funding rule with grant codes and third party contract associated specifically with that programme.

Once all data is set-up, students on that programme should have the relevant grant codes and awarding body set-up on their grant form SZASGNT, thus triggering the liability transfer of programme fees to the relevant third party.

Grant Information	
Funding Category:	<input type="text" value="98"/> ▾ IBEC
Funding Maintenance:	<input type="text" value="98"/> ▾ IBEC
Awarding Body:	<input type="text" value="5098"/> ▾ IBEC
Bank Account Number:	<input type="text"/>
Bank Sort Code:	<input type="text"/> ▾
Name:	<input type="text"/>

E.g. Grant record reflecting IBEC funding codes

REPEAT STUDENTS

INTERNAL REPEAT

When a student is repeating a year, you must change their grant record to reflect this. Students repeating a year are not entitled to a grant and are therefore liable to pay their own fees. Students may be repeating the entire programme year of a set no. of modules. Their grant record should reflect this as follows:

- 12 (FCAT) and 20 (FMAN).

Note: Where Rate of RCREG is used, a Fee per Module is applied directly on the student's account. Therefore, the Funding Codes for repeat students are used purely as a method to flag students as 'repeats' on their grant record.

EXTERNAL REPEAT

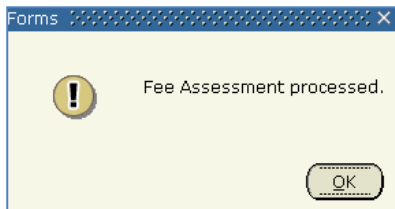
External Repeat (XR) students are not eligible for a grant. Further information on Repeat students is covered under the section 'Repeat Students'.

PROCESSING PAYMENT FROM SFAREGS

From SFAREGS it is also possible to process a credit or debit card payment for the student. This can be done for both full-time and part-time students.

Part-time student also have the option to submit a cheque payment.

To select a payment option on SFAREGS, you must first trigger 'Fee Assessment' by saving twice from within the *Registration* tab. You will be prompted with the following message:



Select OK.

You should now notice the following payment and receipt options appearing at the bottom of the form.

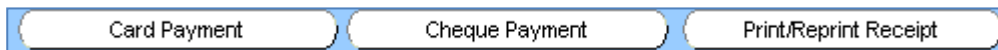
They will vary slightly depending on whether the student is full-time or part-time/apprentice

The student payment is processed by selecting one of the payment options available at the bottom of the form.

FULL-TIME PAYMENT OPTIONS

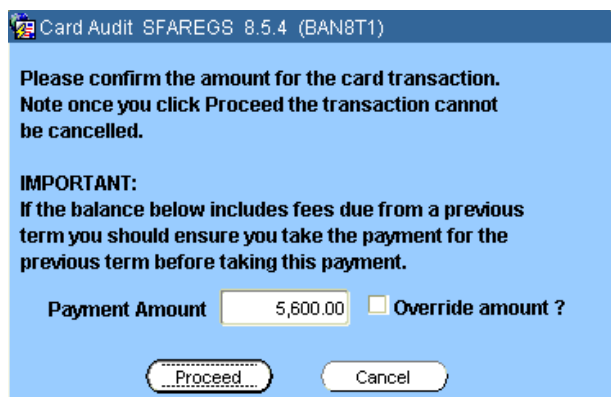


PART-TIME/APPRENTICE PAYMENT OPTIONS



CREDIT CARD PAYMENTS

To choose *Card Payment*, select this option. A prompt box will appear. The '*Payment Amount*' should reflect the total outstanding fees for that student.



Note: the 'Important' instruction on the prompt instructs users to ensure that payment is taken for the appropriate term. In other words, if 'Payment Amount' includes fees outstanding from a previous term, then payment should be taken against that previous term first before processing payments for the current term.

You also have the option to ‘override’ the payment amount if you wish to process a different payment amount from the student. Simply check the ‘*Override Amount*’ checkbox and enter the new desired ‘*Payment Amount*’.

When you are satisfied, select ‘*Proceed*’ to continue.

You will then be brought to a new browser window detailing the transaction number and transaction amount. If you are satisfied that the amount is correct, select ‘*Proceed to Payment*’.

DIT Card Payments

Click on the button below to proceed to a secure server for processing

Transaction number : **180867**

Transaction Amount : **5600.00**

You will then be prompted to enter the student’s credit/debit card details. You can process Visa, MasterCard or Laser payments.

DIT Card Payments

Card Type:


Card Number:

Security Code: [\(About security code\)](#)

Expiry Date:

Cardholder Name:

Securely Processed by



When you have entered the relevant details, select 'Pay Now'. You should notice this will then change to 'Processing'. You should not do anything further until you receive a message confirming the card payment has either been processed successfully.....

DIT Card Payments

Payment NOT processed.

The payment has been declined.

For queries in relation to your card transaction please contact your bank.
For any other queries please email registration.service@dit.ie

OR declined.

DIT Credit Card Payments

The payment has been successfully processed.

Print a receipt for the student using the print receipt button on SFAREGS.
Please close this screen and update the Student's enrolment status to RE where appropriate.

Assuming the payment was successfully processed, you should click 'Finish' to close the card payment browser window and return to SFAREGS in Banner.

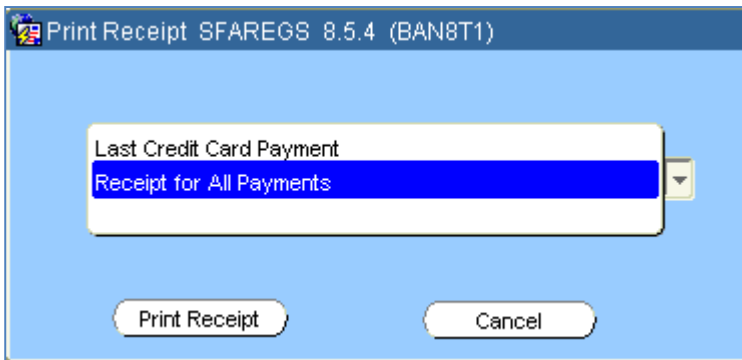
Return to SFAREGS and update the student enrolment status to RE (Registered), where appropriate.

PRINTING RECEIPTS

Having processed a card payment, you should now produce a receipt for student. You should first rollback on SFAREGS and re-enter the form. Save twice again to re-trigger fee assessment. This will ensure the payment and receipt options are displayed.

To print a receipt, select the 'Print/Reprint Receipt' button.

You will be prompted to select either 'Last Credit Card Payment' or 'Receipt for All Payments'. These are self-explanatory. Where multiple card payments were made by a student, you may wish to print the 'Receipt for All Payments'. However, if the student paid all outstanding fees using a single card payment, then 'Last Credit Card Payment' should be sufficient.



Assuming you select 'Last Credit Card Payment', you should then choose 'Print Receipt' button.

A new browser window will open a PDF document of the receipt details.

Student ID:	C10715021	Tuition :	100.00
Term Code:	2011/12	Capitation :	2,000.00
Payment Date:	Not Applicable		
Card Authorisation :	Not Applicable		
Timetables are available on the internet at www.dit.ie/registration		Fees Due :	2,100.00
		Amount Paid :	2,000.00
		Balance Due :	100.00

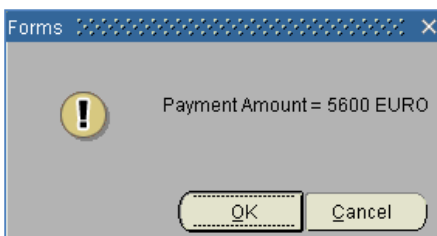
This should be printed on the appropriate stationery. The receipt will have a perforated line which you can tear in order to give the student their copy and for you to retain your section of the receipt.

CHEQUE PAYMENTS

It is also possible to take a cheque payment for part-time students. To process a cheque payment, select on the 'Cheque Payment' option.


Processing a cheque payment does not credit the student's account, but rather enables you to print a receipt to reflect receipt of such payment.

A prompt box with the amount required will be displayed.



When you select OK to the prompt message, a new browser window will open a PDF document of the cheque receipt details.

This should be printed on the appropriate stationery. The receipt will have a perforated line which you can tear in order to give the student their copy and for you to retain your section of the receipt.

Cheque Payment	
Student ID	D13122536
Term Code	2013/14
Payment Date	16 JUL 2013
	Fees Due : 5,600.00
	Amount Paid : 5,600.00
	Balance : 0.00
	Subject to cheque clearance
Section 2 - To be retained by Institute	
DECLARATION	
I acknowledge by my signature below that I agree to familiarise myself with the regulations of the Dublin Institute of Technology and agree to be bound by same.	
Cheque Payment	
Signed : _____	Date: 16 JUL 2013
	Student ID D13122536
	Programme: DT228A/1
	Payment Amount : 5,600.00
BANK BRAND & INITIALS	

Upon generating a cheque receipt, the student will be automatically registered (RE). Where appropriate, the student's enrolment status may need to be changed (e.g. if minimum payment amount for registration not satisfied).

The student's account on TSAAREV will still have the outstanding debt until the point whereby the cheque is fully processed through DIT's bank account reconciliation and manual payment matching process.

TSAAREV – ACCOUNT DETAIL REVIEW FORM

To query and review the charges and payments against a student’s account, use TSAAREV. This form details all account transactions against a student’s account for each Term.

Simply enter the Student’s ID and then select ‘next block’. All account transactions will display.

As with any Banner form, you can query and execute on a defined set of values.

E.g. - To review account transactions for a given term only, select F7 to clear the screen. Enter the Term under *Term* field and select F8 to execute the query. You will now see those transactions only for that specific Term.

The ‘Account Balance’ and ‘Amount Due’ totals at the end should reflect the student’s overall balance. The ‘Query Balance’ reflects any specific query you have just executed (e.g. querying transactions against a single term).

Account Detail Review Form - Student TSAAREV 8.4.0.1 (BAN8T1)

ID: D08116324 Joe Bloggs Credit Limit: User: NOFLANAGAN Holds:

Detail Code	Description	Term	Charge	Payment	Balance	Source	Effective Date
MPRT	Music Part-time Fee	201213	82.00		82.00	R	09-MAY-2013
CARD	12345	201213		697.00	-697.00	T	30-APR-2013
MPRT	Music Part-time Fee	201213	615.00		615.00	R	17-JUL-2012
MPRT	Music Part-time Fee	201213	82.00		82.00	R	17-JUL-2012
MPRT	Music Part-time Fee	201112	-80.00		-80.00	R	09-SEP-2011
MPRT	Music Part-time Fee	201112	80.00		80.00	R	09-SEP-2011
GIRO	Giro Payment	201112		680.00	-680.00	T	06-SEP-2011
MPRT	Music Part-time Fee	201112	80.00		80.00	R	22-AUG-2011
MPRT	Music Part-time Fee	201112	-80.00		-80.00	R	22-AUG-2011
MPRT	Music Part-time Fee	201112	600.00		600.00	R	12-AUG-2011
MPRT	Music Part-time Fee	201112	80.00		80.00	R	12-AUG-2011
MPRT	Music Part-time Fee	201011	-70.00		-70.00	R	27-OCT-2010

Query Balance	Account Balance	Amount Due	Memo Balance	Authorized Aid Balance	NSF	Receipt?
12.00	82.00	82.00	.00	.00	0	N

Note: Remember Charges and Payments will only be updated providing Fee Assessment has run following the most recent change to the student’s account. If Grant records or Enrolment Status have changed, the account details will only be updated after the Liability transfer has been triggered. The liability transfer process runs daily after the fee assessment process.

AMENDMENTS TO STUDENTS ACCOUNTS

Not all transactions on a student account can always be captured by the standard fee, billing, grant entitlements or payments processes. There may be instances where a manual adjustment is required on a student's account. In such instances, the user must apply an amendment directly on the Account Detail Review Form – TSAAREV.

The type of manual adjustment will depend on the type of charge / fee amendment required. This section will aim to demonstrate the various types of manual adjustments which can be applied via TSAAREV. Note however, it will not attempt to illustrate the Finance regulatory procedures which govern the policies behind any such account amendments. This detail is covered as part of the Finance Student Fee policies, published at the beginning of each Academic Year

(ref <http://www.dit.ie/intranet/finance/policiesandprocedures/>).

Note also that where adjustments are manually added to the student's account, the necessary documentation should be kept on file for audit purposes.

Note: Users must familiarise themselves with all student fee policies prior to making any changes on TSAAREV.

FEE WAIVERS & DISCOUNTS

Fee Waivers may be approved against a student for varying reasons. When a waiver is approved for a student, the student account in Banner should be manually updated to reflect this.

APPLYING A FEE WAIVER

To apply a waiver directly on TSAAREV, you need to:

- Open the Form – TSAAREV (Account Detail Review Form)
- Input the Student ID and then 'next block'. All fee and liability transactions for all Terms will display.

Account Details							
Detail Code	Description	Term	Charge	Payment	Balance	Source	Effective Date
TUIT	Tuition Fee	201314	-1,781.00		-1,781.00	R	16-JUL-2013
TUIT	Tuition Fee	201314	3,350.00		3,350.00	R	11-JUL-2013
CAPT	Capitation Fee	201314	2,250.00		2,250.00	R	11-JUL-2013
WAIF	Full Fee Waiver	201314		2,000.00	-2,000.00	I	16-JUL-2013

- From the Menu, select *Record* -> *Insert* to create a new transaction.
- Input detail code of either *WAIF* (Full Fee waiver) or *WAIP* (Part Fee waiver) as appropriate.
- Tab into the *Description* field and include the Waiver Reference (e.g. EN0001) in the Description
- Tab to the *Term* field and input the term code for which the waiver applies.
- Tab to the *Payment* field and input the waiver amount and save.

APPLYING A DISCOUNT

Note: Alumni Waivers & Staff Discounts are not applied directly on a student's account, but rather are set-up with an exemption code which automatically triggers the discount on the account. The student is set-up against these exemption codes at the point of record set-up or at the point of progression. The sections of 'Staff and Alumni Registrations' refer.

It is also possible to apply a discount directly on the student's account in TSAAREV. For example International Postgraduate students may be eligible for a 20% discount on their fees.

To apply a discount directly on TSAAREV, you need to:

- Open the form – TSAAREV (Account Detail Review Form)
- Input the Student ID and then 'next block'. All fee and liability transactions for all Terms will display.
- From the Menu, select *Record* -> *Insert* to create a new transaction.
- Input detail code of *DISC*.
- Tab into the *Description* field and include the appropriate Discount Reference (e.g. Int. Loyalty PG Discount 20%) as the description.
- Tab to the *Term* field and input the term code for which the discount applies.
- Tab to the *Payment* field and input the discount amount and save.

Account Details							
Detail Code	Description	Term	Charge	Payment	Balance	Source	Effective Date
TUIT	Tuition Fee	201314	-1,781.00		-1,781.00	R	16-JUL-2013
TUIT	Tuition Fee	201314	3,350.00		3,350.00	R	11-JUL-2013
CAPT	Capitation Fee	201314	2,250.00		2,250.00	R	11-JUL-2013
DISC	Discount (Loyalty)	201314		600.00	-600.00	I	16-JUL-2013

APPLYING LATE FEES & ADMINISTRATION CHARGES ON ACCOUNTS

The policy and guidelines governing the application of Late fees and Admin charges are covered under the Finance Student Fee policies, published at the beginning of each Academic Year

(ref: http://intranet.dit.ie/finance/pols_proc.html).

APPLYING A LATE FEE / ADMIN CHARGE:

- Open the Form – TSAAREV (Account Detail Review Form)
- Input the Student ID and then 'next block'. All fee and liability transactions for all Terms will display.
- From the Menu, select *Record* -> *Insert* to create a new transaction
- Input detail code of *LFEE* (Late Fee) or *ADCH* (Administration Charge).
- Tab to the description field and enter a description which accurately reflects the reason for the fee / charge.
- Tab to *Term* field and enter correct term.
- Tab into the *Charge* field and input the fee amount (e.g. €60) and save.

Account Details							
Detail Code	Description	Term	Charge	Payment	Balance	Source	Effective Date
TUIT	Tuition Fee	201314	-1,781.00		-1,781.00	R	16-JUL-2013
TUIT	Tuition Fee	201314	3,350.00		3,350.00	R	11-JUL-2013
CAPT	Capitation Fee	201314	2,250.00		2,250.00	R	11-JUL-2013
LFEE	Late Fee	201314	60.00		60.00	I	16-JUL-2013

DISSERTATION FEE

A dissertation fee can be applied to a student’s account, where no module fee already exists.

APPLYING A DISSERTATION FEE

- Open the Form – TSAAREV (Account Detail Review Form)
- Input the Student ID and then ‘next block’. All fee and liability transactions for all Terms will display.
- From the Menu, select *Record -> Insert* to create a new transaction
- Input detail code of *DIST*.
- Tab to the *Description* field. You will notice the text ‘Dissertation Fee’ will default.
- Tab to *Term* field and enter relevant term.
- Tab into the *Charge* field and input the dissertation fee amount.
- Save to commit changes.

Account Details							
Detail Code	Description	Term	Charge	Payment	Balance	Source	Effective Date
TUIT	Tuition Fee	201314	-1,781.00		-1,781.00	R	16-JUL-2013
TUIT	Tuition Fee	201314	3,350.00		3,350.00	R	11-JUL-2013
CAPT	Capitation Fee	201314	2,250.00		2,250.00	R	11-JUL-2013
DIST	Dissertation Fee	201314	500.00		500.00	T	16-JUL-2013

STUDENT REFUNDS

REFUND

Where a refund is applicable and has been approved, the refund should be updated against the student record in Banner and also processed in the respective financial system (i.e. Agresso for cheque refunds and Real Control for Credit/Debit card refunds)

To apply a refund in Banner:

- Open the Form – TSAAREV (Account Detail Review Form)
- Input the Student ID and then ‘next block’. All fee and liability transactions for all terms will display.
- From the Menu, select *Record -> Insert* to create a new transaction
- Input detail code of *RFND* (Refund Payment).
- Tab to the *Description* field and enter the refund reference number set by the faculty.
- Tab to *Term* field and enter correct term (note: this should always reflect the Term for which the refund applies).
- Tab into the *Payment* field and input a ‘negative’ minus value followed by the refund amount (e.g. - €200) and save.

Account Details							
Detail Code	Description	Term	Charge	Payment	Balance	Source	Effective Date
TUIT	Tuition Fee	201314	-1,781.00		-1,781.00	R	16-JUL-2013
TUIT	Tuition Fee	201314	3,350.00		3,350.00	R	11-JUL-2013
CAPT	Capitation Fee	201314	2,250.00		2,250.00	R	11-JUL-2013
CARD	Credit/Debit Card Payment	201314		3,000.00	-3,000.00	T	16-JUL-2013
RFND	Refund (Payment)	201314		-3,000.00	3,000.00	T	16-JUL-2013

TRANSACTION ENTRY ERRORS

If a transaction has been inserted on TSAAREV (Account Detail Review Form) in error, you should reverse this transaction by adding a new transaction with the same *Detail Code, Description* (prefixed with reverse) & *Term* as the error line and enter either a minus or plus payment/charge as appropriate.

EXAMINATIONS

Examinations processing encompasses the sequence of activities ranging from the initial entry of student grades in EGB right through to the rolling grades to Academic History and ultimately flagging students either for Progression (to the next term) or Reassessment (to re-sit supplemental exams).

PREPARATION FOR ASSESSMENT MARKS ENTRY

DISABLING STUDENT PINS

In advance of opening EGB for assessment marks entry by lecturers, all student PINs are globally disabled by MIS Office with a reason Code DPOS (Disable Pin Off Season). This prevents students from logging into Student Self Service and viewing exam results before Exam Boards have ratified results. Colleges will be notified in advance of this action.

The status of individual student PINs can be reviewed on GZTPIND. It is also possible to run a student PIN disabled report from the Options menu. See section Student PINs for further information in relation to managing student PINs.

Disabled PINs Information	
PIN Disabled ?	<input checked="" type="checkbox"/>
Reason Code	DPOS ▼ Disabled PIN Off Season
Last Changed By	DITMGR
Last Changed Date	05-APR-2013
Pin Expiry Date	11-JUL-2012

EGB - LOGGING IN AND ENTERING ASSESSMENT MARKS

When EGB is opened to lecturers for the purposes of entering grades, the lecturer will logon using the EGB username (Staff ID) and PIN.

If the lecturer is new to DIT and have never used EGB before, their default PIN will be their date of birth. Once logged on, they will be prompted to enter a new PIN and a security question.

If the lecturer has used EGB before but cannot recall their PIN, then the users should be advised to use the 'Forgot Pin' functionality on the EGB logon screen in order to reset their own PIN. If the lecturer is unable to use the 'Forgot Pin' functionality (*either because they have not yet set-up their security question OR if they can't remember their security question*), then you can reset the lecturer's PIN on GOATPAC. This will reset it to be the same as their user ID (i.e. staff no.).

When lecturers log into EGB for entering Assessment marks, they select: **Assessment** → **Academic Year** → **CRN** for which they wish to enter marks.

Lecturers must enter marks for *all components* of a given CRN. If marks are not entered for all components, then no overall grade will be calculated. Thus no overall grade can be seen in Banner for the selected student(s).

The Lecturer also has the option in EGB to suggest an overall *comment* for students. This comment is entered against the overall calculated grade and can be used to instruct students to repeat certain components. This comment will also display on the class roster form SFASLST.

Course attributes

Selected Term : 2010/11 Academic Year (201011) - Full Term [Overall Grade View](#)
Selected CRN : CONS3011 - 14724 - Construction Work-Rel Project - 0 [Component List](#)
Gradable Students: 52 [Component View](#)
Students eligible for assessment (component): 52

Component

Description	Weight	Grade Scale	Incomplete Marks
PROJECTS - Project Work	100/100	PERCENT	9

Component Marks and Grades

1(Brady)-50(Tew) 51(Tinney)-52(Treacey) [Change Number of displayed records](#)

Record Number	Student ID	Student Name	Status	Mark	Out of	Percent	Grade	Due Date	Marker	Current Reason	New Reason
1	D07116202	[REDACTED]	Registered	56	100	56	56	Jun 20, 2011	Keenaghan, Garrett	Original Entry	OE-Original Entry
2	D07115211	[REDACTED]	Registered	53	100	53	53	Jun 20, 2011	Clarke, Peter	Original Entry	OE-Original Entry
3	D07115200	[REDACTED]	Registered	72	100	72	72	Jun 20, 2011	Keenaghan, Garrett	Original Entry	OE-Original Entry
4	D07114842	[REDACTED]	Registered	65	100	65	65	Jun 20, 2011	Hayden, Ruairi	Original Entry	OE-Original Entry
5	D10125078	[REDACTED]	Registered		100			Jun 20, 2011	Hayden, Ruairi		OE-Original Entry
6	D10125232	[REDACTED]	Registered	54	100	54	54	Jun 20, 2011	Meekel, Sonya	Original Entry	OE-Original Entry
7	D06113773	[REDACTED]	Registered	45	100	45	45	Jun 20, 2011	Keenaghan, Garrett	Original Entry	OE-Original Entry
8	D07115167	[REDACTED]	Registered	86	100	86	86	Jun 20, 2011	Clarke, Peter	Original Entry	OE-Original Entry

The list of comments available to lecturers in EGB is as follows:

- R AURAL Repeat Aural
- R ORAL Repeat Oral
- RE Repeat Written Examination
- RL40 Repeat all components less than 40%
- RL50 Repeat all components less than 50%
- RM Retake Module
- TN Threshold not met

SZPSTAF – ACADEMIC EGB LETTER

If a lecturer requires a printout of all CRNs/Module which are assigned to them in EGB, it is possible to generate a letter detailing this from SZPSTAF.

To use the form, simply select the Term Code and individual Staff ID. Then click on Create CRN Letters. Proceed on the popup to confirm number or cancel and reselect criteria.

Note: You only need to check the 'Reprint' checkbox if the letter has already been generated for the term.

Memorandum

TO: Jack Murphy

DATE: 17-JUL-13

RE: Electronic Gradebook Academic Year 201314

Dear Jack

Your ID for Electronic Gradebook is:

ID: 123456

You can now use EGB to enter results. To use the system please go to <http://modularisation.dit.ie> and click on the Staff tab. Should you identify any issues with weightings, please email catalogue@dit.ie

You are attached to the following CRNs in Banner:

CRN	Description	Part of Term	Campus
24155	Marketing Principles	1	AUN
24157	Accounting off site	1	OSO
24158	Accounting off site	1	OSI
24159	Accounting off site	1	OSD
20609	Digital & Graphical Comms 1	S1	BST

ROLLING EXAM RESULTS

CLASS ROSTER - SFASLST

The Class Roster Form SFASLST displays the overall grades and comments for a particular cohort of students on a given CRN.

Overall grades will only be viewable on this form assuming the lecturer has submitted marks for *all* components on that CRN. The overall result will reflect the total grade based on combined component marks and weightings (as defined on SHAGCOM (Gradable Component Definition Form)

To query students' results on a given CRN, enter the Term and CRN in the key block and then 'Next Block' in form.

Note: Assuming you are not yet in a position to roll students to Academic History at this point, you should ensure the Roll indicator checkbox is not checked before you next block into the Form. The 'Roll' indicator should only be checked when you are happy that all updates including Grade entries and Comments are correct and you are satisfied to roll all student grades on this CRN to Academic History.

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date	Hours
5	C12807885	Security Training	RE	15-NOV-2012		72	P			10.000
8	C12397346	Security Awareness Programs	W/A	12-DEC-2012			P			10.000
48	C12809187	Security Checks	RE	15-NOV-2012		61	P			10.000
11	C12380461	Security Studies	RE	15-NOV-2012		51	P			10.000
31	C12739245	Security Management	RE	15-NOV-2012		58	P			10.000
49	C12732645	Security Theory	RE	15-NOV-2012		55	P			10.000

From this form, you have the option to change the overall Final Grade. However, if you do decide to change to overall Final Grade in SFASLST, the combined total of components based on weightings may differ to this manually altered overall grade on SFASLST.

To change a Comment, simply highlight the relevant student record and either overtype with new comment code or select comment from Grade Comments validation list (select from dropdown or F9 in Grade Comment field to view all Comments). Comments with an asterisk pre-pended on description are no longer valid and should not be used (e.g. *Submit Log Book by 15 August 2005).

Once all data all has been verified and validated, you will be in a position to roll student results to Academic History.

SFASLST

To 'roll' students results to Academic History from SFASLST, you do the following:

- Enter the Term and CRN in the key block.

Note: roll-back to the key block if you are already in the form querying results.

- Check the roll indicator.
- Next block into the form.
- Assuming you are happy that all updates have been made and the data has been verified and approved, you can roll the students by selecting SAVE.
- You will now notice the roll indicator checked against all students with grades.
- At the bottom of the form you should see a message confirming roll was successful
'Transaction Complete: _ records applied and saved'

Before leaving the form, you should return to the key-block and uncheck the roll indicator. This sets it to be unchecked as default.

Once results have been rolled (the Rolled box is checked), then all queries and amendments should be managed on the Academic History Forms.

SHROLL

SHROLL is an alternative option to roll CRN grades, thus creating Academic history records for the students. This process can be run for more than one CRN at a time. You can run for multiple CRNS by inserting a separate Course Reference parameter for each CRN. Each time it runs, it will process any new final grades posted to student records since the last time it was run for the CRN.

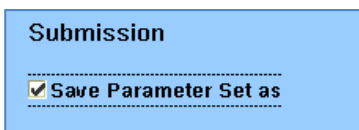
The screenshot shows a web-based form for the SHROLL process. At the top, the 'Process' dropdown is set to 'SHROLL' and the 'Parameter Set' dropdown is empty. Below this is the 'Printer Control' section with fields for 'Printer' (DATABASE), 'Special Print', 'Lines' (55), and 'Submit Time'. The 'Parameter Values' section contains a table with two columns: 'Parameters' and 'Values'. The table has 8 rows, with the first row highlighted in yellow. Below the table, there is a note: 'LENGTH: 6 TYPE: Character O/R: Required M/S: Single Enter term to be processed.' At the bottom is the 'Submission' section with a 'Save Parameter Set as' checkbox, 'Name' and 'Description' text boxes, and 'Hold' and 'Submit' radio buttons.

Number	Parameters	Values
01	Term Code	201314
02	Start Range From Date	
03	Start Range To Date	
04	Part-of-Term Code	%
05	Course Reference Number	9008
06	User ID	NOFLANAGAN
07	Report Mode(A=Audit,U=Update)	U
08	Print Selection(A=All,E=Error)	A

The following Parameter values need to be entered on this Form:

- Term Code e.g. 201314
- Part-of-Term Code e.g. 1, S1, S2
- Course Reference Number: e.g. 9008
- User ID e.g. your banner user id
- Report Mode (*A is audit mode and U is update mode. Running in Audit mode will not create academic history records but will allow you view what records will be created when you run in update mode).*
- Print Selection = A (All)
- Grade Term can be left blank
- Roll Long Title Selection = N

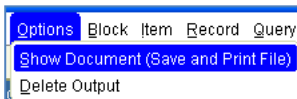
Once all values have been correctly entered, next block to the Submission section. Check the ‘Save Parameter Set as’ box and then save the Form (**F10**).



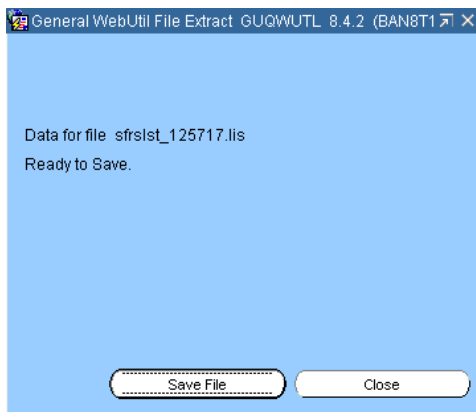
Select OK to the ‘Saving Current Parameter Values as User level defaults’ popup.

Following job completion, you will see a log file number. Note this down, as it can be used to confirm that the job ran successfully. Go to Menu: Options -> Review Output [GJIREVO] and click on the preferred .lis file. The file will display the CRN and students that have been rolled to academic.

If you wish to save this file output (or any other job submission file) to a local directory on your PC, simply select Option -> Show Documents (Save and Print File) from the menu



You will then be prompted to save the file.



Select ‘Save File’ and the file will be saved to your c:\temp folder on your pc. You will see another message prompt, to which you select OK.

Note: You must have a folder called ‘temp’ already set-up on the root directory of your C drive to save outputs from job submission in Banner.

ACADEMIC HISTORY - SHATCKN

After you have rolled students' results, you can then review all grade result details for a particular student in the Academic History form (SHATCKN).

When you access the SHATCKN form directly, select the student ID and Term, with 'Validation Check' set to Schedule. 'Next block' to query all rolled CRNs for the student. You can scroll through the list of CRNs by using the scrollbar beside the **Course Detail** section. You can also query a particular CRN using the F7 & F8 functions keys as you would on any Banner form.

Course Detail

CRN: 16968 Subject: TFAC Course: 1007 Fundamentals of Accounting
 Section: 0 Campus: CBS Repeat: (None) System: Extension:
 Schedule Type: U Part of Term: S2 Comment:
 Continuing Education Units Co-op Education: Start/End Dates:

Grades

Sequence Number	Grade	Grade Mode	Credit Hours	Attempted Hours	Change Reason	Extension Date	Incomplete Final Grade	Grade Date	Grade Comment	User
1	67	P	5.000	5.000	OE Original Entry			06-JUN-2013		aemurray

The Grades section will detail the students Overall Grade, for a selected CRN. You will also notice a 'change reason' and 'grade comment' (where applicable).

GRADE COMMENTS

If a Grade Comment was entered prior to the rolling of student's grade to Academic History, this comment will be visible. It is also possible to enter a Grade Comment (where none previously existed) or make an update to a Grade Comment as preferred. This Grade Comment should reflect Exam Board decisions and is assigned to the overall CRN result. It is generally used as an instruction to the student regarding what action is required (e.g. which components to repeat).

To enter a Grade Comment, next block to Grades and either input relevant code in Grade Comment field or double click and select from the list. Comments pre-pended with asterisk in description should no longer be used.

Grade Comments (STVGCMT)

Find %

Code	Description
A1	Submit Assessment 1
A1 & A2	Submit Assessments 1 & 2
A2	Submit Assessment 2
A3	Submit Assessment 3
AADR	*Due to appeal application candidate deferred to re-submit
AADS	*Due to appeal application candidate deferred to submit
AARR	*Due to appeal application candidate referred to re-submit

Buttons: Find, OK, Cancel

INSERTING NEW OVERALL GRADE

A new Overall Grade and Grade Change reason can also be inserted for the CRN. This can be done by selecting F6 (insert new record) when active in the Grades section of the form.

Simply insert the new Overall Grade as well as the Grade Mode and Credits for the CRN (attempted hours will automatically populate). Input a Change Reason code and a Comment where appropriate. Then save using F10.

Sequence Number	Grade	Grade Mode	Credit Hours	Attempted Hours	Change Reason	Extension Date	Incomplete Final Grade	Grade Date	Grade Comment	User
1	40	P	10.000	10.000	OE Original Entry			08-JUN-2012		NLANCASTE
	35	P	10.000	10.000	MB Module Board Deci			17-JUL-2013	RL40 Repeat all compon	

Note: As per update to Final Grade on Class Roster form SFASLST, any update to Overall Grade on SHATCKN precedes the system calculated Overall Grade (which is based on component grades and weightings). Therefore, any manually inserted Grade may differ to the system calculated 'component weighted' Overall Grade. You should also remember to carry forward any required Grade Comments on newly entered Grade Sequence, where applicable.

COMPONENTS

Component results can be reviewed by selecting Options -> Components after you've selected the student, term and CRN you wish to query on SHATCKN.

Options	Block	Item	Record	Query	Tools	H
Course Details, Grades and Levels						
Course Instructors and Attributes						
Components						
EGB - Unroll from Academic History [SKAEGBC]						

Each component is listed for the CRN with details of their latest Score, Weight and Change Reason.

Name	Score	Out of	Percent	Letter Grade	Weight	Change Reason	Must Pass	Comments	Calculated Summary
CONT ASS Continuous Assessment	65.50	100.00	65.50	66	20	OE	<input type="checkbox"/>		Component updated in E
WRIT EXAM Written Exam	49.50	100.00	49.50	50	80	OE	<input type="checkbox"/>		Component updated in E
							<input type="checkbox"/>		
							<input type="checkbox"/>		
							<input type="checkbox"/>		
							<input type="checkbox"/>		
							<input type="checkbox"/>		

Composite Marks		Percent	Grade	Calculated Summary.
Final:	52.70	53	Best of = 0.Subset of = 0.Both zero so Best of	
			Change Reason: CA Calculated EGB	
			Grade Comment:	

Sub-Components:

Component History:

Return

Component History details the history of changes on the Component. Highlight the component for which you wish to view history and click on the Component History button on the bottom right.

Sequence Number	Change Reason	Score	Out of	Percent	Letter Grade	Extension Date	Marker	User	Input Date
2	OE Original Entry	65.50	100.00	65.50	66		Timoney, Nicola	017426	15-MAY-2012
1	OE Original Entry		100.00					DITMGR	14-NOV-2011

The full history of changes on the component displays on the form. The lecturer ID displays as the User ID for marks entered or updated in EGB as well as the Change Reason selected by the lecturer on EGB when making the marks changes.

The list of Change Reason codes available to Lecturers in EGB for Assessment is:

- OE Original Entry
- IS Instructor Correction
- DS Did not sit/submit

Once you've finished querying one component, click on the Return button (on bottom right) to return to the Component Grades record and query another component.

While on Component Grades, click on the Return button below Component History to return to Course Maintenance and select another CRN.

CHANGING COMPONENT MARKS IN ACADEMIC HISTORY

Component marks can be changed directly in Academic History. Select the student, term and CRN you wish to query on SHATCKN Course Maintenance. From the menu go to Options -> Components. Click on the component you wish to update and change the score. You must also select an appropriate change reason code. Save upon completion.

Name	Score	Out of	Percent	Letter Grade	Weight	Change Reason	Must Pass	Comments	Calculated Summary
CONT ASS Continuous Assessment	65.50	100.00	65.50	66	20	OE	<input type="checkbox"/>		Component updated in E
WRIT EXAM Written Exam	55.00	100.00	49.50	50	80	MB	<input type="checkbox"/>		Component updated in E

Forms

A component record has been changed. Do you want the corresponding composite grade to be recalculated?

Selecting **YES** will trigger a re-calculation of the Overall mark and insert a new Overall Grade record on Academic History based on the latest Component marks and weights on SHAGCOM.

Sequence Number	Grade	Grade Mode	Credit Hours	Attempted Hours	Change Reason
2	57	P	10.000	10.000	RH

Recalc SHATCKN

Selecting **NO** will NOT trigger a re-calculation of the Overall Mark. Component grades may have been changed but there will be no change on the Overall Grade on Academic History.

The Calculated Summary popup on the Component provides more details of the activity on the component record. Click on the Component you wish to query and double click in the Calculated Summary field.



The Composite Marks box on the Component Grades record displays different information depending on the point in time and how the data was input.

If you review the history behind the component, you should also expect to see the latest change with the highest sequence number. Note also the INB user who made the component change directly in Academic History

Sequence Number	Change Reason	Score	Out of	Percent	Letter Grade	Extension Date	Marker	User	Input Date
5	MB Module Board Decision	55.00	100.00	55.00	55			NOFLANAGAN	17-JUL-2013
2	OE Original Entry	49.50	100.00	49.50	50		Coughlan, Thomas N	020796	16-MAY-2012
1	OE Original Entry		100.00					DITMGR	14-NOV-2011

GRADE CHANGE REASON CODES

The grade record inserted from the initial grade roll to academic history (either from SFASLST or SHRROLL process) will always have a change reason of OE (original entry).

The following are the Grade Change Reasons that are available to use when making amendments on SHATCKN Academic History (for both Component and Overall Grades)

- A1 Attempt 1 for Module
- A2 Attempt 2 for Module
- A3 Attempt 3 for Module
- A4 Attempt 4 for Module
- AA Additional Mod Attempt Granted
- CX Exclude Component
- ER Office use data entry error
- ES Data Entry pre 7.4 EGB upgrade
- EX Exemption approved by Faculty
- MB Module Board Decision
- NS Did not Sit
- PB Progression and Award Board
- PE Panel of Enquiry Decision
- RB Reconvened Board
- SB Supplemental Board Decision
- SN Did not Sit Supplemental
- SR Supplemental Result

The following are the ‘system required’ Grade Change Reasons. These Change Reasons will generate against grades records as a result of component marks changes which trigger re-calculations automatically. These codes are not available to you on the drop-down lists when making updates on academic history records.

- CA Calculated EGB
- CE Calculated EGB Acadhist
- CH Calculated SHATCKN

RC	Shagcom Re-Calculated
RR	Reroll
SA	Shagcom Composite calculation
TP	Temporary AH Final Grade
ZG	Zero calculated Mark/Grade
RH	Recalc SHATCKN

PUBLICATION OF EXAMINATION RESULTS

Once a student's exam results have been rolled to Academic History, they may be able to view the result online. However, students can only log-on to SSB once their PIN has been re-enabled. Therefore, exam results are only made available to students at the point in time when the examinations office re-enable student PINs.

RECONVENED BOARDS

In some instances, individual students may also have their PINs disabled by the Exams offices subject to reconvened boards. This is managed by changing the individual student's PIN on GZTPIND.

DPPE (Disabled PIN, Results Subject to Panel of Enquiry) is one such example.

RE-ENABLING STUDENT PINs

Assuming the Module / Progression Boards have concluded and all exam results have been ratified, student PINs can be re-enabled from Form GZTPINE.

To re-enable student PINs from GTZPINE, enter the Term Code, Programme and Year. Then select 'Re-enable Pins'. Only those students who have a previously disabled PIN of DPOS (Disabled Pin Off Season) will have their PINs re-enabled.

PINs disabled with any other reason code (e.g. DPPE - Disabled PIN, Results Subject to Panel of Enquiry) will remain disabled.

Re-enable Pins GZTPINE 8.0 (BAN8T1)

Term Code: 201314

Programme: DT366 BSC Accounting & Finance

Year: 1

Re-enable Pins

It is also possible to run an audit report to view which PINs have been re-enabled for a Programme & Year. This is available from the Menu: Options -> Student PIN Re-enabled Report

Student Re-enabled PINS			Term Code : 201213		
Report run on: July 17, 2013 3:06 PM			Program : DT366		Year : 2
ID	Name	Reason	Date	User	
D12123428	ELI, ETC, HC Student Test	RENP Re-enabled PIN	11-APR-2013	NOFLANAGAN	
C11383526	Adelmar, Chayma	RENP Re-enabled PIN	05-APR-2013	NOFLANAGAN	
C11318786	Rosendo, Criselle	RENP Re-enabled PIN	05-APR-2013	NOFLANAGAN	
C11413328	Bessy, Deul	RENP Re-enabled PIN	05-APR-2013	NOFLANAGAN	
C11484042	Stephy, Geralt	RENP Re-enabled PIN	05-APR-2013	NOFLANAGAN	
C11385571	Stephy, Gas	RENP Re-enabled PIN	05-APR-2013	NOFLANAGAN	
C07050755	Delma, Gemp	RENP Re-enabled PIN	05-APR-2013	NOFLANAGAN	
C11373086	Delma, Gemp	RENP Re-enabled PIN	05-APR-2013	NOFLANAGAN	
C11426602	Delma, Gemp	RENP Re-enabled PIN	05-APR-2013	NOFLANAGAN	
C11761601	Bernard, Elena	RENP Re-enabled PIN	05-APR-2013	NOFLANAGAN	
C11423328	Carolina, Cecilia	RENP Re-enabled PIN	05-APR-2013	NOFLANAGAN	
C11727025	Carolina, Cecilia	RENP Re-enabled PIN	05-APR-2013	NOFLANAGAN	
C11702865	Carolina, Cecilia	RENP Re-enabled PIN	05-APR-2013	NOFLANAGAN	

SZPEMAL - EXAM RESULTS REMINDER

Once PINs are re-enabled, a standard email is sent to students notifying them of exam results being available online using SZPEMAL. The email also includes student’s logon details and PIN reminder.

User must select:

- Term Code
- Email Type (Exam Results PIN Email)
- Block Code
- All Students or individual ID

A checkbox is also available to re-send emails, where the reminders were previously sent.

Student Email Generation SZPEMAL 8.0 (BAN8T1)

Term Code: 201213

Email Type: Exam Results Pin Email

Block Code: DT366/1

All Students?

ReSend Student Email ?

Create Emails

There is also an Email audit report available from the Options Menu.

Email Generation Audit Trail

Report run on: July 17, 2013 3:13 PM

Term	Student ID	Name	Email Type	Block	Year	Status	Date Emailed	User
201112	C11383526	Adrianwar, Olayinka	ALLEXAM	DT366/1	1	RE	14/06/2012	SRYAN2
201112	D11125225	Al Behmoom, Hassan	ALLEXAM	DT366/1	1	RE	14/06/2012	SRYAN2
201112	C11318786	Barzadeh, Corinne	ALLEXAM	DT366/1	1	RE	14/06/2012	SRYAN2
201112	C11413328	Brady, Dault	ALLEXAM	DT366/1	1	RE	14/06/2012	SRYAN2
201112	C11484042	Brophy, Sarah	ALLEXAM	DT366/1	1	RE	14/06/2012	SRYAN2
201112	C11385571	Brooklynn, Ger	ALLEXAM	DT366/1	1	RE	14/06/2012	SRYAN2
201112	C09814329	Choi, Edmund	ALLEXAM	DT366/1	1	XR	14/06/2012	SRYAN2
201112	C11373086	Cipriani, Klara	ALLEXAM	DT366/1	1	RE	14/06/2012	SRYAN2
201112	C11426602	Cleary, David	ALLEXAM	DT366/1	1	RE	14/06/2012	SRYAN2
201112	C11761601	Coman, Elona	ALLEXAM	DT366/1	1	RE	14/06/2012	SRYAN2
201112	C11423328	Conroy, Gavin	ALLEXAM	DT366/1	1	RE	14/06/2012	SRYAN2
201112	C11727025	Cruise, Michael	ALLEXAM	DT366/1	1	RE	14/06/2012	SRYAN2

FLAGGING STUDENTS FOR REASSESSMENT (SUPPLEMENTALS)

Students who have failed to meet the minimum threshold for passing a particular module must be flagged for re-assessment.

To flag a student for re-assessment (supplemental) exams, you need to enter a new grade sequence on SHATCKN with one of the following Grade **Change Reasons**:

- A1 (Attempt 1 for Module)
- A2 (Attempt 2 for Module)
- A3 (Attempt 3 for Module)
- A4 (Attempt 4 for Module)
- AA (Additional Mod Attempt Granted)

When entering a new Grade Sequence, ensure the relevant **Grade Comment** is also added to ensure the student can still view this comment / instruction on Student Self Service.

Grades										
Sequence Number	Grade	Grade Mode	Credit Hours	Attempted Hours	Change Reason	Extension Date	Incomplete Final Grade	Grade Date	Grade Comment	User
2	36	P	10.000	10.000	A2 Attempt 2 for Modu			13-JUN-2013	RF	Referred
1	36	P	10.000	10.000	OE Original Entry			05-JUN-2013		

PREPARATION FOR REASSESSMENT MARKS ENTRY

DISABLING STUDENT PINs FOR RE-ASSESSMENT

In preparing for opening of EGB for 'supplemental' marks entry, those students flagged for re-assessment must have their PINs disabled. PINs should be disabled for each student individually on form GZTPIND with a reason Code of DPOT (Disabled PIN, Other Reason).

Disabled PINs Information

PIN Disabled ?

Reason Code Disabled PIN, Other Reason

Last Changed By

Last Changed Date

Pin Expiry Date

You can also run the **Student PIN Disabled Report** to check which students have been disabled.

EGB LOGGING IN AND ENTERING RE-ASSESSMENT MARKS

When lecturers log into EGB for entering Re-Assessment marks, they select: **Reassessment** → **Academic Year** → **CRN** for which they wish to enter marks.

Only those students that were flagged for re-assessment in Academic History will appear in EGB. The lecturer will see the last component mark entered as default. They simply overwrite this mark with their new entry, select the appropriate 'reason code' (e.g. SR – Supplemental Result) and submit.

List of available Change Reason codes in EGB for Reassessment is as follows:

- SN Did not sit Supplemental
- SR Supplemental Result
- CX Exclude Component

Note: The CX (Exclude Component) reason code will exclude the component from inclusion in the overall calculated grade. You need to confirm locally if this reason code is being used by your College.

Not all component marks have to be re-submitted (e.g. if a student only repeated one component, then the lecturer only has to re-submit a new mark for that component).

The Lecturer does not select an overall comment for students (as they did for assessment marks entry).

ACADEMIC HISTORY FOR REASSESSMENT– SHATCKN

Following the submission of component mark(s) in EGB for re-assessment, you will notice a new Grade Sequence against the component in Academic History.

Each update of a component mark in EGB will also trigger a new Overall Grade sequence in Academic History. It will display a Change Reason of CE (Calculated EGB AcadHist).

Grades										
Sequence Number	Grade	Mode	Credit Hours	Attempted Hours	Change Reason	Extension Date	Incomplete Final Grade	Grade Date	Grade Comment	User
4	40	P	10.000	10.000	CE Calculated EGB Ac			10-SEP-2012		301340
3	36	P	10.000	10.000	A1 Attempt 1 for Modu			10-SEP-2012		DBRADY

Updates to student’s grades in Academic History can be made in the same manner as per original ‘assessment’ marks entries. Following Supplemental Board decisions, a student’s grade can be updated at the component level or the overall level. As per assessment, you should ensure the appropriate grade comment is entered (if necessary) and/or attempt code is updated where student is to be flagged for further re-assessment.

PUBLICATION OF RE-ASSESSMENT EXAMINATION RESULTS

Once a student's reassessment exam results have ratified at the Supplemental Board, the results can be made available to students online. This is dependent of the re-enabling of student PINs and confirmation of results by email

RE-ENABLING STUDENT PINs FOR PUBLICATION OF RE-ASSESSMENT MARKS

GZTPIND should be used to re-enable each student's PIN individually. Simply uncheck the 'PIN Disabled' checkbox and save.

SUPPLEMENTAL RESULTS REMINDER

Once PINs are re-enabled, a standard email is sent to students notifying them that supplemental exam results are available online. Form SZPEMAL is used to generate this email which include student's logon details and PIN reminder.

User must select:

- Term Code
- Email Type (Supplemental Reminders)
- Block Code
- All Students or individual ID

Student Email Generation SZPEMAL 8.0 (BAN8L1)

Term Code: 201213

Email Type: Supplemental Reminders

Block Code: DT366/2 Accounting & Finance

All Students?

ReSend Student Email ?

Create Emails

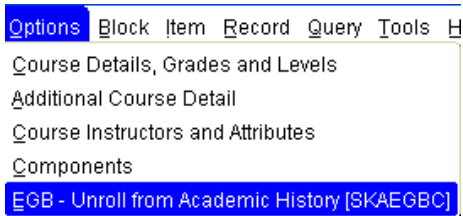
Only students who have had component marks entered in EGB with a supplemental reason code are selected for this email reminder.

There is also an Email audit report available from the Options Menu.

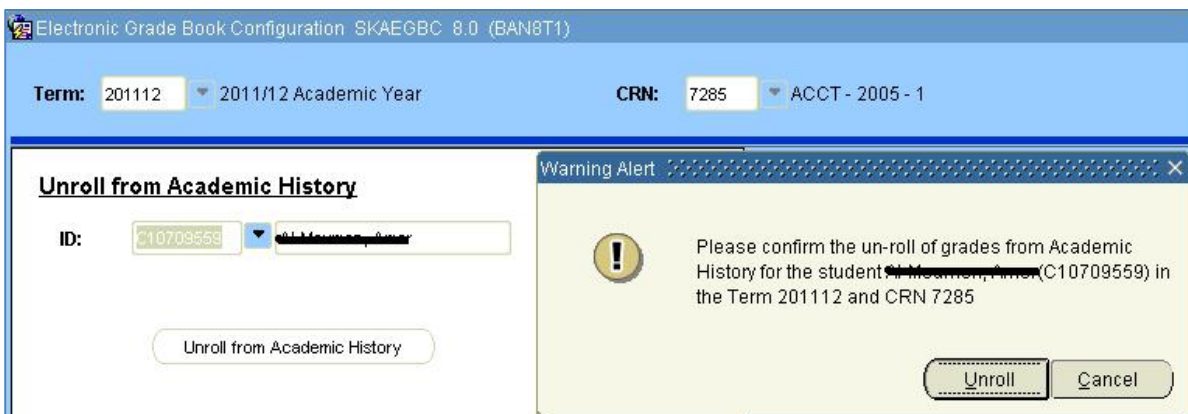
UNROLLING A CRN

Unrolling students should only be used where a CRN should never have been rolled to academic history (namely, where a student was incorrectly registered on a CRN). It should not be used where an incorrect grade was entered against a student.

Unroll option can only be accessed from SHATCKN or SFASLST (via Options menu)



To 'unroll', ensure the Term, CRN and student ID are correct. Next block to see the student name against the ID.



Select the Unroll from Academic History button.

A Warning Alert popup will display requesting confirmation of unroll based on Student Name, ID, Term and CRN. Ensure details are correct before selecting Unroll to proceed.

If details are incorrect, select Cancel and a message will appear in the auto-hint line confirming that Unroll cancelled.

If details are correct, press Unroll and a message will appear in the auto-hint line to say Unroll from Academic History completed.

The unrolled CRN no longer displays on the student's academic history record (SHATCKN).

On the class roster form SFASLST, the student still displays for the unrolled CRN (because they are still registered on it) with the rolled box unchecked.

The student will also still display on EGB (because they are still registered on the CRN) until you drop them from the CRN on their registration record. See section '*Dropping Modules from SFAREGS*' for further information on performing this task. Once the student has a dropped status on the CRN (DD) they will no longer appear on EGB when the lecturer logs on.

Note: In exceptional circumstances, you may be required to unroll ALL students on a CRN. This is done by simply clearing out the student ID. Then select Unroll from Academic History.

MISCELLANEOUS EXAM FORMS

SHACRSE - COURSE SUMMARY

This Form is used to query all the modules on an individual student's Academic History record. Here, you can drill down to detailed information by clicking the 'Select' button on the relevant record. This will open the Section Dependent Course Maintenance Form (SHATCKN).

Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Mode	Repeat	Course Title
	201213	1	AJUN	UG	7289	ACCT	3002	01	10.000	40	P		Taxation
	201213	1	AJUN	UG	7290	ACCT	3003	01	10.000	34	P		Advanced Financial Reporting
	201213	1	AJUN	UG	7312	ACCT	3005	01	10.000	36	P		Ac for Mgmt and Cont & Dec Mak
	201213	1	AJUN	UG	7288	FNCE	3001	01	10.000	68	P		Critical Analysis in Acc & Fin
	201213	1	AJUN	UG	7314	FNCE	3002	01	10.000	46	P		Financial Econometrics
	201213	1	AJUN	UG	7316	FNCE	3004	01	10.000	41	P		Corporate Finance

SSASECQ (SCHEDULE SECTION QUERY FORM)

This Form is used to query and display all CRNs currently in the system. You can also search for CRNs set up against a specific Module (Subject and Course). Campus, maximum and actual enrolment figures are also displayed here.

Schedule Section Query SSASECQ 8.2 (BAN8L1)

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus
201213	1			9008		ACCT	1000	01	A	AJUN
<p>Course/Section Title: Accounting</p> <p>Schedule Type: L</p> <p>Instructional Method:</p> <p>Duration:</p> <p>Unit:</p> <p>Enrollment: Maximum 9999 - Actual 49 = 9950</p> <p>Waitlist: Maximum 0 - Actual 0 = 0</p>										
Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus
201213	1			7320		ACCT	1001	01	A	AJUN
<p>Course/Section Title: Financial Accounting 1</p> <p>Schedule Type: L</p> <p>Instructional Method:</p> <p>Duration:</p> <p>Unit:</p> <p>Enrollment: Maximum 9999 - Actual 78 = 9921</p> <p>Waitlist: Maximum 0 - Actual 0 = 0</p>										

SFAREGS (STUDENT COURSE REGISTRATION)

This Form can be useful to query a student’s enrolment status and/or to register students for course selections. You can perform adds, drops, withdrawals on students’ registration records.

Students cannot be dropped from CRNs that have already been rolled to their academic history record.

CRNs that are dropped directly via the SFAREGS form will be noted by their DD status on the form. However, if the student has dropped (DD) a CRN themselves via self service, the CRN will not be listed here.

SFASTCA (STUDENT COURSE REGISTRATION AUDIT)

This Form allows you to query registration transactions for individual students including final grades computed on Electronic Grade Book (EGB).

CRNs which were automatically registered on student’s records as a result of Module Registration process (i.e. SoS script) will display user DITMGR.

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source
2	201213	7288	FNCE	3001	01	AUN	UG	P	10.000	10.000	0.000	BASE
Course Status	Status Date	Add Date	Message						User	Activity Date	Error Flag	
RE	15-NOV-2012	15-NOV-2012							DITMGR	15-NOV-2012 13:25:33		

Any CRNs that the student has dropped will be recorded here with Course Status DD. CRN dropped by an admin user in INB will display that user’s ID. If the CRN was dropped by the student in Self-Service, the user WWW_USER will display.

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source
14	201213	24069	MGMT	3033	01	AUN	UG	P	0.000	0.000	0.000	BASE
Course Status	Status Date	Add Date	Message						User	Activity Date	Error Flag	
DD	01-JAN-2013	15-NOV-2012							PLYONS	12-APR-2013 12:28:35	D	

A ‘Final Updated to’ message added to the CRN row entry when an overall grade is calculated for results entered via EGB (i.e. all components marks have been input and the system has calculated an overall grade based on component weights set up on Gradable Component Definition form SHAGCOM).

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source
29	201213	7314	FNCE	3002	01	AUN	UG	P	10.000	10.000	0.000	BASE
Course Status	Status Date	Add Date	Message						User	Activity Date	Error Flag	
RE	15-NOV-2012	15-NOV-2012	Final updated to 46						WWW_USER	30-MAY-2013 12:06:25		

EXAMS REPORTS

There are also numerous Exams reports available in Business Objects for querying and detailing students' results, progression decisions and award classifications. All reports are available in the Academic History category.

These reports can be categorised as follows:

- Results
- Validation
- Transcripts

All reports are referenced with an R number. This is a legacy coding structure for referencing academic history reports.

Note also that there are 2 versions for each type of Results report. The reports have been designed this way in order to reflect the following scenarios:

- I. Grades as entered by a Lecturer in EGB Assessment which have not yet been rolled to Academic History in Banner
- II. Grades that were rolled to Academic History in Banner. This may also reflect those grades as updated by a Lecture in EGB Re-Assessment.

Therefore when choosing to run a particular Results report, users should cognisant of whether results have been rolled to Academic History to ensure the correct version is run. All reports will retrieve the most up-to-date exams data. This includes Supplemental results.

Note: Remember reports reflect a point-in-time accuracy of the Banner database. If results have changed in EGB or Banner, reports should also be re-run to ensure you have the most up-to-date accurate list of results.

RESULTS REPORTS

R50 - RESULTS SPREADSHEET BY PROGRAMME (LATEST MARKS WHETHER ROLLED OR NOT ROLLED)

Module results for all students on a programme and year ordered by student name. Report displays the latest marks whether rolled or not rolled. This is a combination of the R09 EGB Assessment and Class Roster and R09 Academic History broadsheet reports.

R51 - INDIVIDUAL ACADEMIC HISTORY

Academic history results record for an individual student. The report displays the relevant academic year(s), programme information, module grade records and associated progression decisions and/or award classifications.

RESULTS – R01 EGB ASSESSMENT & CLASS ROSTER

Module Results listing by component and overall grade, ordered by student name. CRNs will not appear on this report if they have been rolled to Academic History.

RESULTS – R01 ACADEMIC HISTORY & EGB REASSESSMENT

Module Results listing by component and overall grade, ordered by student name. CRNs will only appear on this report if they have been rolled to Academic History. To just select supplemental students choose the appropriate grade change code from the list. To run for all students, select all grade change codes.

RESULTS – R02 EGB ASSESSMENT & CLASS ROSTER

Student Results listing by component and overall grade. CRNs will not appear on this report if they have been rolled to Academic History.

RESULTS – R02 ACADEMIC HISTORY & EGB REASSESSMENT

Student Results listing by component and overall grade. CRNs will only appear on this report if they have been rolled to Academic History. To just select supplemental students choose the appropriate grade change code from the list. To run for all students, select all grade change codes.

RESULTS – R07 EGB ASSESSMENT & CLASS ROSTER BROADSHEET BY PROGRAMME AND YEAR

Module results for all students on a programme and year ordered by student ID. CRNs will not appear on this report if they have been rolled to Academic History. Module results that are less than the value in the minimum pass parameter field will be highlighted.

RESULTS – R07_S EGB ASSESSMENT & CLASS ROSTER BROADSHEET BY PROGRAMME AND YEAR

Ordered by Semester version. Module results for all students on a programme and year ordered by student ID. CRNs will not appear on this report if they have been rolled to Academic History. Module results that are less than the value in the minimum pass parameter field will be highlighted.

RESULTS – R07 ACADEMIC HISTORY & EGB REASSESSMENT BROADSHEET BY PROGRAMME AND YEAR

Module results for all students on a programme and year ordered by student ID. CRNs will only appear on this report if they have been rolled to Academic History. Module results that are less than the value in the minimum pass parameter

field will be highlighted. To just select supplemental students choose the appropriate grade change code from the list. To run for all students, select all grade change codes.

RESULTS – R07_S ACADEMIC HISTORY & EGB REASSESSMENT BROADSHEET BY PROGRAMME AND YEAR

Ordered by Semester version. Module results for all students on a programme and year ordered by student ID. CRNs will only appear on this report if they have been rolled to Academic History. Module results that are less than the value in the minimum pass parameter field will be highlighted. To just select supplemental students choose the appropriate grade change code from the list. To run for all students, select all grade change codes.

RESULTS - R09 EGB ASSESSMENT & CLASS ROSTER BROADSHEET BY PROGRAMME AND YEAR

Module results for all students on a programme and year ordered by student ID. CRNs will not appear on this report if they have been rolled to Academic History. Module results that are less than the value in the minimum pass parameter field will be highlighted.

RESULTS – R09 ACADEMIC HISTORY BROADSHEET BY PROGRAMME AND YEAR

Module results and module grade comments for all students on a programme and year ordered by Student ID. To just select supplemental students choose the appropriate grade change code from the list. To run for all students, select all grade change codes.

RESULTS - R10 MODULE RESULTS AND PROGRAMME DECISION

Academic history module results ordered by student with overall progression/award classification decision.

TRANSCRIPT REPORTS

Note that there are 2 Transcript reports:

TRANSCRIPT - R24 STUDENT RESULTS NOTIFICATION (NON FINAL YEAR)

Transcript of student results for non final year students. At least one progression decision must be selected. Students without any progression decisions will always display irrespective of decision(s) selected. To run for all students and all grade change codes, simply leave the grade change code prompt blank. To just select supplemental students, choose the appropriate grade change code from the list. Students with no home address will not appear.

TRANSCRIPT - R17 RESULTS NOTIFICATION FOR FINAL YEAR STUDENTS

Transcript of student results for final year students. Only students with an award classification will display. To run for all students and all grade change codes, simply leave grade change code prompt blank. To just select supplemental students, choose the appropriate grade change code from the list. Students with no home address will not appear.

VALIDATION REPORTS

Note that there are 8 Validation reports:

VALIDATION - R05 STUDENTS WITHOUT MODULE RESULTS

List of students with no overall results calculated in EGB or the class roster.

VALIDATION - R18 GRADUATION LISTING

List of students and their overall award classification.

VALIDATION - R40 GRADE CHANGE CODES

List of Grade Change Codes available for selection in Banner (INB) and Electronic Grade Book (SSB) both for Assessment & Re-Assessment

VALIDATION - R41 GRADE COMMENT CODES

List of Grade Comment Codes available for selection in Banner (INB) and Electronic Grade Book (SSB).

VALIDATION - R42 STUDENTS CARRYING A MODULE

List of students with a CARY detail code transaction on their account.

VALIDATION - R43 STUDENTS REPEATING A MODULE

List of students with a RCRED Rate Code.

VALIDATION - R32 STUDENTS WITH INVALID ECTS CREDITS

List of students who have less than or greater than the number of ECTS credits specified in the credits prompt.

VALIDATION - R27 APPROVED MODULES

List of all modules against a programme and year, as per SZRPGMD. Includes module details (components, weightings, lecturer etc) and confirmation of whether modules are authorised or not.

Note: The R32 & R27 reports are available from the General Student Reports category in Business Objects.

VALIDATION – R44 PROGRESSION BOARD DECISION WITH MODULE ACADEMIC HISTORY RECORDS

This report displays the progression decisions recorded on the student progression maintenance form and details the associated CRN grade records on academic history for the term and grade comments chosen. If the academic history grade comment prompt is left blank, all the relevant students' modules on academic history for the term will display.

INB REPORTS

There are also 2 exams reports available directly from Banner. These are as follows:

EXAM DOWNLOAD - SZREBRD

Results download for students based on Programme, Block Code or CRN.

Breakdown of results by component grade, component change code, overall grade, overall change code and overall comment. Can be run for selected grade change codes (e.g. for selecting supplemental results only).

Two options available for running report:

EGB Assessment/ Class Roster

EGB Re-Assessment / Academic History

AWARD DOWNLOAD – TZADNLD

Results download detailing the overall CRN grade(s) for each student on a given programme and year. Used to assist the calculation an overall award for final year students.

PROGRESSION & AWARD CLASSIFICATION

Progression is the process of advancing students from the previous stage of their programme to the next, following the successful completion and passing of examinations. A Progression Board convenes to review and make a final decision whether a student is entitled to Progress to the next Academic Year. Naturally, this is for all *non* final year students.

PROGRAMME PROGRESSION PATHWAYS

In order for progression to occur, programme progression pathways must be defined. These pathways are used to define the Progression Paths and default grant funding codes for each Programme / Block in Banner.

The screenshot shows the 'Program Progression Maintenance Form' with two main sections: 'CURRENT' and 'NEXT'. The 'CURRENT' section lists progression paths for programme DT001 from term 201213 to 201314. The 'NEXT' section shows the corresponding paths for the next term. Below the tables, there are fields for 'Current Programme Description' (Product Design), 'Funding Category' (00 Standard), and 'Funding Maintenance' (20 Non Aided).

CURRENT												NEXT			
Programme	Block	Class	Term	F/P	Start Date	Week	End Date	Week	Level	Duration	Attend Mode	Programme	Block	Class	Term
DT001	DT001/1	1	201213	F	26-AUG-2012	1	14-JUN-2013	40	UG	3	D	DT001	DT001/2	2	201314
DT001	DT001/2	2	201213	F	26-AUG-2012	1	14-JUN-2013	40	UG	3	D	DT001	DT001/3	3	201314
DT001	DT001/3	3	201213	F	26-AUG-2012	1	14-JUN-2013	40	UG	3	D	DT001	DT001/4	4	201314
DT001	DT001/4	4	201213	F	26-AUG-2012	1	14-JUN-2013	40	UG	3	D				
DT002	DT002/1	1	201213	F	10-SEP-2012	1	17-MAY-2013	40	UG	3	D	DT002	DT002/2	2	201314
DT002	DT002/2	2	201213	F	17-SEP-2012	1	24-MAY-2013	40	UG	3	D	DT002	DT002/3	3	201314
DT002	DT002/3	3	201213	F	17-SEP-2012	1	24-MAY-2013	40	UG	3	D				
DT003	DT003/1	1	201213	F	10-SEP-2012	1	17-MAY-2013	40	UG	3	D	DT003	DT003/2	2	201314
DT003	DT003/2	2	201213	F	17-SEP-2012	1	24-MAY-2013	40	UG	3	D	DT003	DT003/3	3	201314
DT003	DT003/3	3	201213	F	17-SEP-2012	1	24-MAY-2013	40	UG	3	D				
DT003A	DT003A/1	1	201213	F	10-SEP-2012	1	17-MAY-2013	40	UG	3	D	DT003A	DT003A/2	2	201314
DT003A	DT003A/2	2	201213	F	17-SEP-2012	1	24-MAY-2013	40	UG	3	D	DT003A	DT003A/3	3	201314
DT003A	DT003A/3	3	201213	F	17-SEP-2012	1	24-MAY-2013	40	UG	3	D				
DT004	DT004/1	1	201213	F	10-SEP-2012	1	17-MAY-2013	40	UG	3	D	DT004	DT004/2	2	201314
DT004	DT004/2	2	201213	F	17-SEP-2012	1	24-MAY-2013	40	UG	3	D	DT004	DT004/3	3	201314
DT004	DT004/3	3	201213	F	17-SEP-2012	1	24-MAY-2013	40	UG	3	D				
DT004	DT004/3C	3	201213	F	17-SEP-2012	1	24-MAY-2013	40	UG	3	D				

Current Programme Description: Product Design
 Funding Category: 00 Standard
 Funding Maintenance: 20 Non Aided

E.g. Progression Paths for DT001 from Term 201213 to 201314 with default grant funding codes

In advance of Term Roll & Progression activities each year, the Programme Progression Paths must be verified agreed. Where necessary, updates are made to reflect a change to a progression path. Once completed, the Programme Progression Roll Process is run which in effect roll the paths the following term. This is usually run as part of the Banner Term Roll process.

Note: The Programme Progression Proof Listing report in Business Objects displays the full list of programme progression paths on a given term.

STUDENT PROGRESSION RUN MODE 1

Also as part of the Progression & Term Roll, Run Mode 1 of the Student Progression is also run. This process populates the Student Progression Maintenance Form (SZASPRF) with a list of students and their suggested progression path from current term to next (as per agreed programme paths).

You can confirm each student’s progression path and make any changes as required.

SZASPRF – STUDENT PROGRESSION MAINTENANCE FORM

To query students on this form, you need to enter the following parameters into the key block:

- Term Code (i.e. Term you are progressing FROM)
- Campus
- Programme

When you have entered the parameters above, continue by choosing ‘next block’. All students registered with a status of RE and XR for this programme will appear in alphabetical order.

Student	Prog. Term	Progression Programme	Roll Block	Roll ClassInd	Current Block	Class Level	Date Rolled	PBD	Grade	Grade Date
D10119606				N	DT366/3	3 UG				
C12750629	201314	DT366	DT366/2	2 N	DT366/1	1 UG		R		13-JUN-2013
C11383526	201314	DT366	DT366/3	3 R	DT366/2	2 UG	01-JUL-2013	P		13-JUN-2013
C09606831				N	DT366/3	3 UG				
D11125270				N	DT366/3	3 UG				
D11126164	201314	DT366	DT366/2	2 N	DT366/1	1 UG		R		13-JUN-2013
D11125225	201314	DT366	DT366/2	2 R	DT366/1	1 UG	01-JUL-2013	P		13-JUN-2013
D12125945	201314	DT366	DT366/2	2 N	DT366/1	1 UG		R		13-JUN-2013
C10709559				N	DT366/3	3 UG		R		01-JUL-2013
D11126086	201314	DT366	DT366/3	3 N	DT366/2	2 UG		R		13-JUN-2013
C09030051				N	DT366/3	3 UG		R		01-JUL-2013
D11124440	201314	DT366	DT366/3	3 R	DT366/2	2 UG	01-JUL-2013	P		13-JUN-2013
C11318786	201314	DT366	DT366/3	3 R	DT366/2	2 UG	01-JUL-2013	P		13-JUN-2013
C12707689	201314	DT366	DT366/2	2 R	DT366/1	1 UG	01-JUL-2013	P		13-JUN-2013
C12762885	201314	DT366	DT366/2	2 R	DT366/1	1 UG	01-JUL-2013	P		13-JUN-2013
C12354286	201314	DT366	DT366/2	2 R	DT366/1	1 UG	01-JUL-2013	P		13-JUN-2013
D07112341				N	DT366/3	3 UG				

Note: If students are retrospectively registered for the previous term after run mode 1 of the student progression job, they will not automatically appear on SZASPRF.

To search for a given Programme Year, select F7 to clear the data. Now enter the preferred Year into the Class field (e.g. 2) or Block Code into the Current Block field (e.g. DT212/2C). Then select F8 to query and view results.

ENTERING A PBD (PROGRESSION BOARD DECISION)

Following a progression board, SZASPRF is used by the Exams offices in order to record a PBD (Progression Board Decision) against each individual student record. The PBD entered against the student on this form will also appear on the student's results transcript.

There are a number of PBD options available to choose. By highlighting the PBD field and selecting F9, you can display the list of options.

Progression Rules have been built into Banner according to the above PBD codes. Therefore based on the PBD selected, the student will be automatically flagged with a Roll Indicator or Y or N, thus determining whether or not the student is eligible for progression or not.

The Rules are as follows:

PBD	PBD Description	Roll Indicator
P	Pass	Y
CP	Pass by Compensation	Y
R	Refer to Grade Comment	N
RY	Retake Year	N
CG	Permission to Progress Carrying Granted	Y
RC	Progression Not Allowed as Carry Not Passed	N
PP	Proceed to Project	Y
PS	Proceed within Stage	Y
PY	Proceed within Year	N
PT	Pass Practical Pass Theory	Y
RT	Pass Practical Repeat Theory	Y
RP	Pass Theory Repeat Practical	Y
RR	Repeat Theory Repeat Practical	Y

Where a PBD decision is not entered on SZASPRF, it is also possible to manually update the Roll Indicator for a student(s) directly with a Y or N. The overall process remains the same and students with a Roll Ind of Y will eventually be rolled / progressed to the new Term.

CHANGING A STUDENT PROGRESSION PATH

It is also possible to manually change a student's progression path on SZASPRF. For example, if you have confirmation that a student is progressing to a different programme and year, you can manually update the student's *Programme Progression*, *Roll Block* and *Class* from the default entries.

You may also to perform such a change if you have confirmation that a student is repeating and thus is progressing back into the same year of study and same block code. Simply update the *Roll Block* and *Class* accordingly.

PERFORM STUDENT PROGRESSION

Once you are satisfied that the appropriate student records have been flagged for progression with a Roll Indicator of Y, you are then in a position to proceed with running the progression job.

SZRSRPF STUDENT PROGRESSION – RUN MODE 2

SZRSRPF is used to run the Student Progression Roll. The process is known as *Student Progression - Run Mode 2*. It can be run for an entire Campus, an individual Programme Code or an individual student.

Upon entering the form, select 'next block'. This will bring you to the Printer control section. Enter DATABASE in the printer field.

'Next block' again into the *Parameter Values* section of the form. Form here you must enter the following:

- Run Mode: 2
- Current Term (Term Progressing from)
- Campus Code:
- Level (leave blank)
- Program:
- Student ID (usually left blank unless running for an individual student)

Note: In the case of Student Appeals and/or Autumn Supplementals, you may also wish to run this Progression Roll for an individual student. In this case, simply input the relevant Student number in the Student ID parameter.

Process: SZRSRPF Student Progression Roll Parameter Set:

Printer Control
 Printer: DATABASE Special Print: Lines: 55 Submit Time:

Number	Parameters	Values
01	Run Mode	2
02	Current Term	201213
03	Camp code	ALUN
04	level	
05	Program	DT354
06	Student ID	

LENGTH: 9 TYPE: Character O/R: Optional M/S: Single
 Select a specific student to process

Submission
 Save Parameter Set as Name: Description: Hold Submit

'Next block' against into the *Submission* section of the form. From here, you need to check the 'Save Parameter Set' as checkbox. To proceed with running the progression job, simply select save or F10. You should now expect a message prompt 'Saving current parameter values as user level defaults'. Select OK to this message.

The job will now run. It should only take a few moments. Once this roll is preformed, a student record for the next term will automatically be created. You will not be able to delete this once it has been completed.

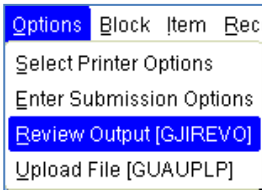
Every time a process like this is done, a unique job number is given. Upon completion of the progression job, you should notice the Log & Lis file number at the bottom of the screen.

E.g. **Log file: szrsprf 91300.log List file: szrsprf 91300.lis**

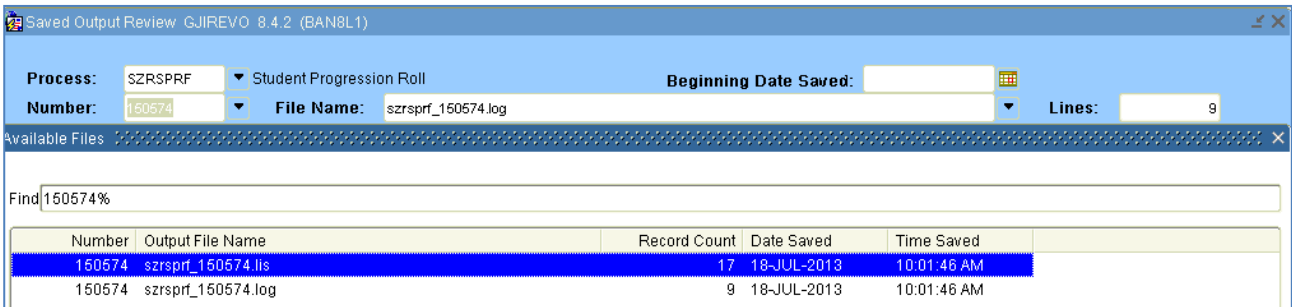
Take a note of this number as it will be used to check the job output which verifies the successful completion of the progression job.

To review the job output, select from the menu

Options → Review Output [GJIREVO]

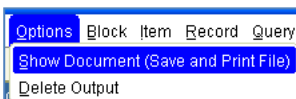


You will then be brought into a new screen. From here you can select your recently run job output number by selecting the drop-down beside the *Number* field.

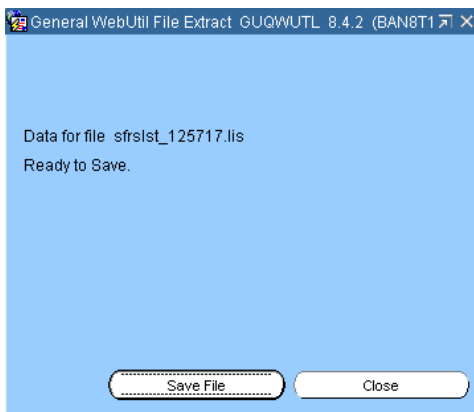


Double click on the *.log file to confirm if job ran successfully. Double click on the *.lis file to confirm detail of students successfully progressed.

If you wish to save this file output (or any other job submission file) to a local directory on your PC, simply select Option -> Show Documents (Save and Print File) from the menu



You will then be prompted to save the file.



Select 'Save File' and the file will be saved to your c:\temp folder on your pc. You will see another message prompt, to which you select OK.

Note: You must have a folder called 'temp' already set-up on the root directory of your C drive to save outputs from job submission in Banner.

SZASPRF – CONFIRM STUDENTS PROGRESSED (ROLL INDICATOR OR R)

Following the completion of the **Student Progression Run Mode 2** job, you should then return to SZASPRF to confirm that students have rolled / progressed to the new academic Term.

Upon entering the form with the relevant parameters, you should immediately notice that those students who were previously flagged with a Roll Indicator of Y will now be updated to R (Rolled). Those that were flagged with an N will remain as N.

Prog. Term	Progression Programme	Roll Block	ClassInd	Roll
201314	DT001	DT001/2	2	R
201314	DT001	DT001/3	3	N
				N
201314	DT001	DT001/3	3	R
201314	DT001	DT001/2	2	R
				N
201314	DT001	DT001/2	2	R
201314	DT001	DT001/4	4	N
201314	DT001	DT001/2	2	R
				N
201314	DT001	DT001/2	2	R
201314	DT001	DT001/3	3	R
201314	DT001	DT001/4	4	N
201314	DT001	DT001/3	3	N
201314	DT001	DT001/3	3	N
201314	DT001	DT001/2	2	R
201314	DT001	DT001/4	4	N

You can continue to update any student who still has an N to Y and re-run the progression job in order to roll these remaining student records (e.g. repeat students flagged for progression at a later date).

However, once a student is already Rolled (i.e. Roll Indicator of R), this cannot be undone and you should not change the Roll Indicator for these students.

Similarly, you should never manually update a Roll Indicator to R on this form. This will not roll students. They must be flagged as Y and the progression job must then be run in order to progress students.

PROGRESSION BUSINESS OBJECTS REPORTS

There are two progression reports available in Business Objects to help support the progression process. Both are located in the General Student Category. They are as follows:

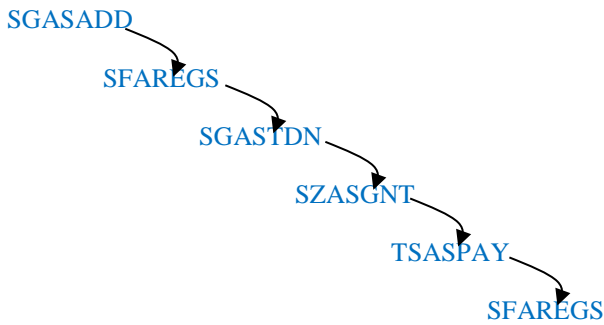
- Programme Progression Proof Listing
- Student Progression Proof Listing

MPRG - MANUAL PROGRESSION

It is also possible to manually progress a student in Banner without utilizing the automated progression jobs.

Part-time students can be manually progressed by means of the PRG2 QuickFlow. Staff and Alumni students can also be progressed using STF2 and ALM2 QuickFlows respectively. Full-time students can be manually progressed by means of the MPRG QuickFlow.

The sequence of forms on the MPRG QuickFlow is as follows:

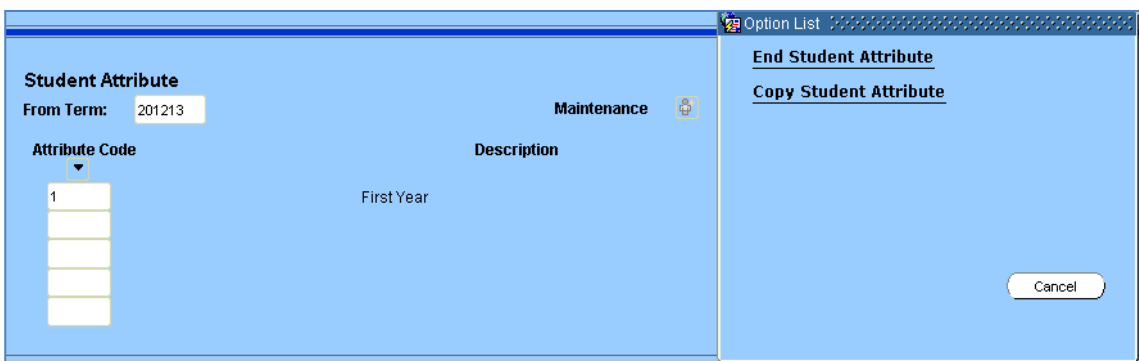


SGASADD - ADDITIONAL STUDENT INFORMATION FORM

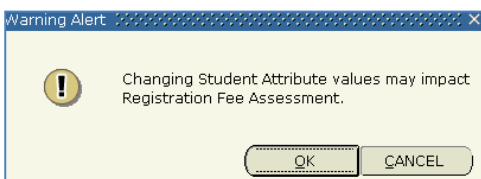
The first form of the MPRG QuickFlow is **SGASADD**. This Form will enable you update the Student Attribute Code to reflect the correct Year of Study.

Ensure the correct 'ID' and 'Term' is entered. The student ID will default from the previous screen. Your term should reflect the term the student is progressing to. Select 'next block' twice to enter the 'Student Attribute' section. You should notice the old term and Attribute Code. You now need to update this to reflect the new attribute code for the new term.

Select the *Maintenance Icon*. Choose *Copy Student Attribute*

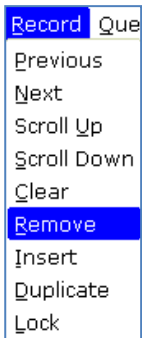


Select OK to the following prompt.



You should now notice the old attribute code has been copied to the new term. You now need to remove this old attribute code.

From the Menu, select Record -> Remove.



Again, you will be prompted with the same previous ‘warning alert’. Select OK to proceed. Attribute Code should now be blank. Now enter the correct ‘Year of Study’ for the new term and save changes. Attribute Code should be updated for the new term.

Save changes and exit form.

SFAREGS - STUDENT COURSE REGISTRATION FORM

The next form is **SFAREGS**. Upon entering the form, ensure the relevant student ID and the correct term (i.e. Term student is progressing to) is in the key block. Then select Next Block.

PROGRESS STUDENT’S CURRICULA TO NEW TERM ON SAME PROGRAMME

Firstly, you should navigate to the *Curricula* tab. You now need to manually progress the student’s registration record to the new term. To do this you need to select the ‘Duplicate’ icon.

The screenshot shows the Banner SFAREGS form with the following details:

- Registration:** Student Term, Curricula (selected), Study Path, Time Status
- Curriculum:** Field of Study
- Record:** 1 of 1
- Current:** Replace, Update, **Duplicate:** (circled in red), Roll Learner
- Activity:** ACTIVE
- Key Sequence:** 99
- Term:** 201213 (2012/13 Academic Year)
- End Term:** (empty)
- Catalog Term:** 201213 (2012/13 Academic Year)
- Priority:** 1
- Program:** DT331 (Bachelor of Business Studies)
- Level:** UG (Undergraduate)
- Campus:** ALUN (Aungier Street)
- College:** 46 (Dublin Institute of Technology)
- Degree:** BBS (Bachelor Business Stds (Hons))
- Admission Type:** DA (Direct Applicant)
- Admission Term:** 201213 (2012/13 Academic Year)
- Application:** (empty)
- Matriculated Term:** (empty)
- Roll Learner:** Yes, No, Default
- Graduation Sequence:** (empty)
- User ID:** NOFLANAGAN
- Activity Date:** 12-JUL-2013
- Start Date:** (empty)
- End Date:** (empty)
- Student Type:** U (Undergraduate)
- Site:** (empty)
- Rate:** PART (Part-time)
- Leave of Absence:** (empty)
- Leave From Date:** (empty)
- Leave To Date:** (empty)
- Expected Graduation Date:** (empty)
- Graduation Term:** (empty)
- Graduation Year:** (empty)

This creates a copy of the existing curricula record for the new Term. Save changes when complete.

Curriculum

Current: **Replace:** **Update:** **Duplicate:**

Activity: ACTIVE

Key Sequence: 99

Term: 201314

End Term:

Catalog Term: 201213

Priority: 1

Program: DT331

Level: UG

Campus: AUN

College: 46

Degree: BBS

Admission Type: DA

Admission Term: 201213

Application:

Matriculated Term:

PROGRESS STUDENT’S CURRICULA TO NEW TERM ON DIFFERENT PROGRAMME

Where a student is progressing to a different Programme, you will need to replace the student’s curriculum with the new Programme. You must therefore select the ‘**Replace**’ icon.

Registration Student Term **Curricula** Study Path Time Status

Curriculum Field of Study

Curriculum Record 1 of 1

Current: **Replace:** **Update:** **Duplicate:** **Roll Learner:** Yes No Default **Roll to Outcome:**

Activity: ACTIVE **Graduation Sequence:** **Rolled to Outcome:**

Key Sequence: 99

Term: 201213 **User ID:** NOFLANAGAN

End Term: **Activity Date:** 12-JUL-2013

Catalog Term: 201213 **Start Date:**

Priority: 1 **End Date:**

Program: DT331 **Student Type:** U

Level: UG **Site:**

Campus: AUN **Rate:** PART

College: 46 **Leave of Absence:**

Degree: BBS **Leave From Date:**

Admission Type: DA **Leave To Date:**

Admission Term: 201213 **Expected Graduation Date:**

Application: **Graduation Term:**

Matriculated Term: **Graduation Year:**

This copies the old curricula, makes it inactive and creates a new blank curriculum.

Curriculum

Current: Replace: Update: Duplicate:

Activity: Apply to Graduate:

Key Sequence:

Term: 2013/14 Academic Year

End Term:

Catalog Term:

Priority:

Program:

Level:

Campus:

College:

Degree:

Admission Type:

Admission Term:

Application:

Matriculated Term:

You should then update the curriculum details relevant to the new Programme codes.

- Update the **Catalog Term** to reflect current Term (i.e. Term you are progressing to)
- Ensure the **Priority** is set to 1.
- Enter the new Program Code in the **Program** field.
- Select 'return' and other Programme fields will default.
- Save your changes.

UPDATE BLOCK CODE

Next, you should navigate to the Student Term tab. Update the Block Schedule field as appropriate for the new year of Study.

Student Term

Student Status: Active (check SFAREGS) Class: 1st Year

Student Type: Undergraduate Advisor:

Residence: European Union Academic Standing:

Fee Assessment Rate: Part-time Override Term:

Last Term Attended: 2012/13 Academic Year Progress Evaluation:

Full or Part Time: Full Time Part Time None Override Term:

Block Schedule: BBS - Logistics Combined Academic Standing:

Effective Term: 2013/14 Academic Year Override Term:

Student Centric Cycle:

UPDATE STUDENT TYPE

Under the same tab (i.e. Student Term) you may also need to update the Student Type. If the student was previously a new entrant (N) and is now being progressed the next term, then you must update the student type appropriately. Students continuing or re-enrolling on a particular programme of study will have a student type corresponding to their student level:

- A – Apprentice
- C – Continuing Education
- D – Professional Development
- U – Undergraduate
- P – Postgraduate
- R – Research

However, as part of our obligation to return student data to the HEA annually, it is now required that where applicable, we also code students according to the criteria below. Therefore if Student Type is considered to be a ‘transfer’ or ‘repeat’ student, the student type should be updated as follows:

Student Type	Description
X	Transfer-In from own institution
I	Transfer-In from other higher education institution
B	Repeat (Students repeating the same year of the same course for which they are primarily registered)

Select the drop down list beside Student Type field to view list of available options.

Note: You may also be required to update other fields on this tab if necessary (e.g. if the Rate Code is different for the new Term)

You should now navigate to the *Registration* tab. Where programme modules have fees attached, you should also ensure the student is registered on those modules before you process any payment.

Saving twice on SFAREGS will then trigger ‘Fee Assessment’. Exit the form to proceed with the QuickFlow. You will return to SFAREGS later in the QuickFlow to register the student and to process any payment if required.

SGASTDN – GENERAL STUDENT

The next form in the QuickFlow is the General Student Form **SGASTDN**. Again, you need to ensure the term (i.e. progression term) for the student is correct and then select ‘next block’ to enter/view information. This is the Student Record. This first Block/Tab is the Learner Block. This is used to view student information such as student status and student tab. All information such as *Fee Assessment Rate*, *Student Type*, *Full/Part Indicator* should already be there having just progressed the student from the previous term.

The only thing you need to check on this form is to flag a student as *exchange*, *distance*, *e-learning* or *visiting occasional students*, where applicable. If this does not apply to this particular student, simply exit the form.

Alternatively, if this was entered for a particular student on a previous term and no longer applies, ensure it is removed for the current term record.

EXCHANGE, DISTANCE, E-LEARNING OR VISITING OCCASIONAL STUDENTS

If the student belongs to one of the options listed below, you will need to update accordingly on the Session field (Additional Information section).

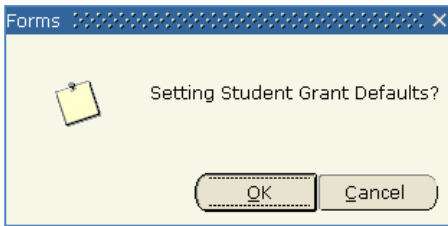
Session Code	Exchange / Non Standard Attendance / Mode of Study Category
S	Exchange – Erasmus/ Socrates incoming exchange
I	Exchange – Other incoming exchange
O	Exchange – Outgoing Exchange
C	Distance Education
L	E-Learning
N	In-Service Education
Q	Postgraduate Qualifier
V	Visiting Occasional/JYA 1 Term
J	Visiting Occasional/JYA 2 Terms
Y	Visiting Occasional/JYA Full Year
C	Distance Education
L	E-Learning
N	In-Service Education

Save (F10) when complete.

SZASGNT – STUDENT GRANT MAINTENANCE FORM

The next form is SZASGNT. This is where you enter the student grant details.

Ensure the Student ID and Term Code has defaulted correctly. Then 'Next Block'. You will be prompted with the following message:



This message infers the student will inherit the default Programme Grant codes. Select OK and the default funding codes will populate the student's grant record.

Make any updates as required (e.g. if student is eligible for grant funding, update the grant record to reflect this).

F10 to save changes. Exit the Form.

TSASPAY – STUDENT PAYMENT FORM

The next Form TSASPAY allows you to trigger the transfer of charges (i.e. liability for Fees) to the relevant Third Party such as Dept. of Education or local awarding body. Ensure the key block details are correct (i.e. Term Code and Student ID). Select Next Block. The following pop-up box will appear along with the various liability transfer transactions. Click on the Return button.

Detail Code	Description	Trans Paid	Source Code	Number	Detail	Category	Effective Date	Original Charge	Document Number
TPPY	Third Party Liability Transfe	900.00	C	22	CAPT		28-APR-2009		
DESP	Dept Ed & Science Paymen	2,950.00	C	22	TUIT		28-APR-2009		

Balance Other Terms	Current Term Charge	Current Term Credit	Amount Due	Future Dated Current Term	Future Dated Other Terms	Memo Balance
.00	3,850.00	-3,850.00	.00	.00	.00	.00

Note: Depending of what type of Grant the student has been set-up against, fees may be covered by the Dept. of Education (Free Fees Scheme), an awarding body or both. In some instances the student may be liable for their own fees (e.g. repeat students). The transfer of liability between students and Third Parties occurs daily in Banner as part of an automated process. However, TSASPAY enables admin staff to trigger this liability transfer manually. Thus ensuring student and third party accounts are up-to-date at a particular point in time.

You can now exit this Form.

SFAREGS - STUDENT COURSE REGISTRATION FORM

On the final form, you are returned to SFAREGS. Ensure details are correct in the key block, and 'next block' into the Form.

Save twice to trigger Fee Assessment and the payment options should now appear at the bottom of the form. Save the registration record as EL (Eligible to Register). Following this, you can generate an ITR (Invitation to Register) for the student so that the individual can register and pay fees online themselves.

RECORDING THE AWARD CLASSIFICATION FOR A STUDENT

All graduates should have an Award Classification recorded in Banner.

SHADEGR – DEGREE AND OTHER FORMAL AWARDS

Once a Final Award has been agreed at the Board, the student's award information is updated in Banner from SHADEGR.

Enter the *Student ID*, *Degree Sequence 1* and 'next block'

Degree and Other Formal Awards SHADEGR 8.5.3 (BAN8T1)

ID: D11124652 Degree Sequence: 1 Graduation Holds: Override Hold: View Current/Active Curricula

Learner Outcome Curricula Dual Degree Honors Institutional Courses Transfer Courses Non-Course Work Course Attributes

Learner Outcome Information

Outcome Status: SO Sought
 Student Record Term: 201112
 Bulletin Academic Year: 2012
 Degree Completion Term:
 Graduation Application Date: 31-JAN-2012
 Calculate GPA
 Apply to Graduate:

Graduation Information

Graduation Term: Graduation Year:
 Graduation Status:
 Graduation Date:
 Fee: Charge Fee Waive Fee None Fee Term:
 Fee Detail: Fee Amount: Fee Date: Authorize: NSHORTT
 Fee Charged
 Fee Waived
 No Fee

Curricula Summary - Primary

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	201112	BSC Accounting & Fin	201112	Undergraduate	Aungler Street	Dublin Institute of Technol	Bachelor of Science (I

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201112	Major	Accounting & Finance	Accounting and Finance	

Note: Degree Sequence is normally 1, assuming the student does not have more than one award. You should always check the curricula summary to ensure you are querying the correct degree sequence for the correct programme. If not, you should review the Degree Sequences from the key block and select the appropriate sequence relevant to the Programme.

Assuming you have 'next blocked' to the *Learner Outcome* tab for the relevant curricula, you should see the Outcome Status as SO (Sought).

If there is no record here (i.e. form is blank), you should go to the section on 'Entering Degree information where SO (Sought Record) does not exist' and proceed from there.

Note: An SO degree award is automatically created against a student following the first grade roll for that student. Therefore, the only reason an SO degree record will not exist is because the student has no academic history.

Assuming the SO already exists and you have confirmed the curricula data is correct, you should navigate to the Graduation Information section and update the following fields

- Graduation Term: Term of Final Year Registration (e.g. 201213)
- Graduation Year: Year of Graduation (e.g. 2012)
Note: This will default based on Graduation Term. However you can change this if required (e.g. where graduation year is the following year)
- Graduation Status: DS is the only option (*For purpose of Diploma Supplement*)
- Graduation Date: Date Academic Council approved award.

Now update the Outcome Status from SO to AW (Awarded). Save at this point.

Finally, proceed to the *Honours* tab and input the relevant award classification (e.g. 2.1) under Institutional Honours – you can see the list of Honors by double clicking in the code field.

Code	Description
1	1st Class Honours
2.1	2nd Class Hons, Upper Division
2.2	2nd Class Hons, Lower Division
3	3rd Class Hons
D	Distinction
ML	Merit, Lower Division
MU	Merit, Upper Division
P	Pass
PBC	Pass by Compensation
UN	Unspecified

The checkbox 'Print on Transcript' should also be checked 'on' under Honours tab. This checkbox will enable students to view Award Classification on Student Self-Service. If this is not checked, students will not see their Award Classification on Self-Service.

F10 to save changes.

The student's award classification has been successfully created.

SHADEGR – ENTERING DEGREE INFORMATION WHERE SO (SOUGHT RECORD) DOES NOT EXIST

Where a degree sequence does not exist for a programme (i.e. academic history has never been created for the student) then the curricula / programme will need to be manually created.

Open the Degree and Other Formal Awards Form *SHADEGR*. Enter *Student Number* and *Degree Sequence 1*.

Next block into the Learner Outcome section of the form

Where degree sequence with a Sought (SO) record has not been created for a curricula / programme already, then neither learner outcome nor curricula summary will display any information.

First, input *Outcome Status* of SO (sought) and student record term (e.g. 201213)

Then select the **Curricula** tab where you should input the relevant Program code.

The screenshot shows the Banner system interface with the 'Curricula' tab selected. The 'Curriculum' section is highlighted, and the following fields are visible:

- Current:** **Replace:** **Update:** **Duplicate:**
- Activity:** ACTIVE
- Key Sequence:**
- Term:** 201213 (2012/13 Academic Year)
- Catalog Term:** 201213 (2012/13 Academic Year)
- Priority:** 1
- Program:** CPDEN05 (Manufacturing and Design CPD)
- Level:** PD (Continuing Prof. Development)
- Campus:** BST (Bolton Street)
- College:** 43 (Dublin Institute of Technology)
- Degree:** CPD7 (CPD Level 7)

Note: In the case of PG Research programmes, you must ensure you enter the campus first and then the Programme Code.

Save changes at this point.

Next, go back to **Learner Outcome** tab. Note that the curricula summary will display the programme information you input on the curricula tab

Navigate to the *Graduation Information* section and update the following fields:

- Graduation Term: Term of Final Year Registration (e.g. 201213)
- Graduation Year: Year of Graduation (e.g. 2012)
Note: This will default based on Graduation Term. However you can change this if required (e.g. where graduation year is the following year)
- Graduation Status: DS is the only option (For purpose of Diploma Supplement)
- Graduation Date: Date Academic Council approved award.

The screenshot shows the 'Graduation Information' section with the following fields:

- Graduation Term:** 201213
- Graduation Year:** 2013
- Graduation Status:** DS (Diploma Supplement)
- Graduation Date:** 01-AUG-2013
- Fee:** Charge Fee Waive Fee None
- Fee Term:**
- Fee Detail:** Fee Charged
- Fee Amount:** Fee Waived
- Fee Date:**
- Authorize:** NOFLANAGAN No Fee

Go to the *Outcome Status* and change it to AW (Awarded)

Outcome Status: Awarded

Save changes

Go to **Honors** Tab. Enter '*Institutional Honors*' code (i.e. award classification).

If you wish for the student to see their overall award classification on Student Self Service, you should ensure the 'Print on Transcript' checkbox is checked 'on' under Honours tab. This checkbox will enable students to view Award Classification on Student Self-Service.

The screenshot shows the Banner Honors tab interface. The 'Institutional Honors' section has a 'Code' dropdown set to '2.1' and a 'Print on Transcript' checkbox checked. An 'Institutional Honors Code Validation (STVHONR)' dialog box is open, showing a list of codes and descriptions. The 'Code' column contains values: 1, 2.1, 2.2, 3, D, ML, MU, P, PBC, UN. The 'Description' column contains: 1st Class Honours, 2nd Class Hons, Upper Division, 2nd Class Hons, Lower Division, 3rd Class Hons, Distinction, Merit, Lower Division, Merit, Upper Division, Pass, Pass by Compensation, Unspecified. The '1' code is selected in the list. The dialog box has 'Find%' at the top and 'Find', 'OK', and 'Cancel' buttons at the bottom.

F10 to save changes.

The student's award classification has been successfully created.

HEA RETURNS & DATA QUALITY

As well as supporting the core academic and administrative processes within DIT, the Banner Student System acts as a data repository for all DIT student related information. This data is in turn is used to provide critical information to both internal and external parties about DIT's academic, administrative and financial status.

DIT is required to submit data to the HEA regarding its programmes, students and graduates. The data required and the format in which it is returned is specified by the HEA. In order to satisfy HEA requirements, it is imperative that the data held in the Banner Student system is accurate, absolute and consistent.

The Data Quality Monitor is an ongoing process within DIT to foster and ensure that certain guidelines and practices are adhered to in ensuring the highest standard of data quality, which is correct and consistent with DIT business process rules. The DQM offers a series of reports in Business Objects. These reports should be run by Registration Services within a certain time frame each year, namely in preparation for HEA Student Statistical Returns. The outputs of these reports provide each Faculty with an opportunity to correct invalid, missing or redundant data. However, it must also be emphasised that data quality is something that every user of Banner should incorporate in everyday tasks from Registration to Exam Board Processing. By incorporating a high level of Data Quality from each user, we are avoiding the un-desired consequence of data, system and reporting errors.

DQM REPORTS

All DQM reports are available from the Data Quality category in Business Objects. The reports are divided into a number of sections:

- Reference & Validation Reports
- Summary Reports
- DQM/Error Reports

REFERENCE & VALIDATION REPORTS

Reference & Validation Reports have been developed to illustrate a high-level view of Programme data in Banner. They also detail those programmes which are included and excluded from HEA returns. The list of reports is as follows:

- Active Programme Listing
- HEA Programme Type Definitions
- Programmes excluded from HEA Returns

SUMMARY REPORTS

Summary reports can be run off data in Banner based on either 'provisional' or 'final' HEA returns. It is therefore effectively a snapshot of summary data at a point in time contiguous with HEA reporting timeframes and deadlines. Normally, provisional returns occur around November and final census returns around February / March.

The HEA Summary reports will specify summary 'counts' of Students, New Entrants and Graduates. The criteria that these counts are based on are as follows:

- Programme
- Gender & Programme Type
- Gender & ISCED code
- Gender & Age
- Gender & County
- Gender & Domiciliary
- Gender & Nationality
- Gender & Postal Code
- Gender & Residency Type

AGE	Male	Female	Total
17 and under	51	38	89
18	551	374	925
19	1297	897	2194
20	1313	886	2199
21	1424	930	2354
22	1373	743	2116
23	1225	493	1718
24	888	311	1199
25-29	2092	920	3012
30 and over	2224	1104	3328
Sum:	12438	6696	19134

E.g. Summary Report of Students by Gender & Age

DQM/ERROR REPORTS

DQM Error Reports utilise a process whereby a wide spectrum of data inaccuracies are isolated, tracked and stored in a temporary table. This extraction process occurs in the form of a batch job which runs daily.

In supporting this extraction process, a number of DQM error reports have been developed. These have been designed specifically to extract user-specified data errors from this temporary DQM table.

Users should therefore be aware of timing in relation to this DQM extraction process. If a user runs a DQM report on a given day and makes changes to amend the reported errors on the same day, the errors will only drop off the relevant DQM error report(s) the following day. This is because the DQM extraction process only occurs once a day via a nightly batch job.

The full list of reports is as follows:

- DQM - Data Error Codes & Descriptions
- DQM - Exams Data Errors Detail
- DQM - Student Data Errors Summary (by Programme)
- DQM - Student Data Errors Summary (by Campus)
- DQM - Student Data Errors Detail (by Programme)
- DQM - Student Data Errors Detail (by Campus)

APPENDIX – REGISTRATION CODES & THEIR MEANINGS

EL - ELIGIBLE TO REGISTER

- Students have accepted a place on a DIT programme but have not yet formally registered.
- Students have been registered last year and have successfully progressed to the next stage of their programme and are EL again in advance of the new term registration process.
- With the exception of international students, all EL students will receive an 'Invitation to Register' letter/email requesting them to register online and pay their registration fee.

RE - REGISTERED

- Students are currently attending a DIT programme.
- Students are generally coded as RE when they complete the online process of programme web registration. They must pay at least 50% of their registration fee to register for the coming academic term.
- International Students are manually coded as RE when it is confirmed they are attending their respective programmes and have paid their international registration fee.
- Students are included on all standard reports and are counted for statistical analysis.

XR – EXTERNAL REPEAT

- Students who are repeating one or more components of the module but do not attend DIT classes for that particular module.
- The student is not studying other than the modules he/she is externally repeating for that Academic Year.
- External Repeats should have an active registrations record for the term and are counted for statistical purposes.
- They are not entitled to the normal privileges of an RE student such as a DIT student email account, AD account or access to the Self-Service and Programme Registration systems.

OA – OFFSITE ATTENDANCE

- Students who are registered in DIT but who are studying part of their course for the term offsite in another campus, usually in an international capacity.
- OA students should have an active registrations record for the term and are counted for statistical purposes.

PN - PERSON NOT ATTENDING

- Registrations has proof of non-attendance on file (one of the following):
- Letter/Email from student confirming non-attendance
- Record of phone call from student confirming non-attendance
- Noted on class listing as “not attending” – verified by course tutor

DD - DECEASED

- Enrolment Status updated to reflect student status as 'Deceased'.
- CRNs (not already rolled to Academic History) should be dropped from registrations record.
- The deceased Indicator and date on Banner (SPAIDEN) must also be set.
- Students are not included on any reports.

DE - DUPLICATE ENTRY

- A student record can be categorised “DE” where more than one record has been set up for a student in error.

DI - DEFERRED INACTIVE

- Students who are granted a deferral on or before 31st October – Registrations will have documentation on file, verifying date of deferral.
- Students are not counted for statistical purposes.
- No fee will be claimed from DOES.

DA DEFERRED ACTIVE

- Students who are granted a deferral between 1st November and 31st January – Registrations will have documentation on file, verifying date of deferral.
- 50% fees may be claimed from the DOES in respect of a “Standard” student. This may have implications for fees if the student returns to 3rd level education in a subsequent session.

DS - DEFERRED END OF SESSION

- Students who are granted a deferral from 1st February onwards
- Registrations will have documentation on file, verifying date of deferral.
- 100% of fees may be claimed from the DOES in respect of a “Standard” student. This may have implications for fees if the student returns to 3rd level education in a subsequent session.

WI - WITHDRAWN INACTIVE

- Registered students who withdraw from the programme on or before 31st October
- Registrations will have documentation on file, verifying date of withdrawal.
- Students are not counted for statistical purposes.
- Students are regarded as never having attended the programme for fee purposes – no fee will be claimed from DOES.

WA - WITHDRAWN ACTIVE

- Registered students who leave DIT between 1st November and 31st January – Registrations will have documentation on file, verifying date of withdrawal.
- 50% of fees may be claimed from the DOES in respect of a “Standard” student. This may have implications for fees if the student returns to 3rd level education in a subsequent session.

WS - WITHDRAWN END OF SESSION

- Registered students who leave DIT from 1st February onwards – Registrations will have documentation on file, verifying date of withdrawal.
- 100% tuition fees may be claimed from the DOES in respect of a “Standard” student. This may have implications for fees if the student returns to 3rd level education in a subsequent session.