

# Banner Student Training

## Training 4

### Academic History, Academic Standing, and Degree Process

Banner Student training 4 will cover Academic History, Academic Standing, Ranks, Minimum and Maximum Registration Hours, and Degree process.

**NOTE:** This document will cover how to access the appropriate Banner pages. The data used is for demonstration purposes.

There are several pages in Banner that display Academic History related data. This section will focus on those pages.

1. SZASOMH: This page displays Academic Standing, min/max override for student registration term. Enter in ID (UIN) Term and click go.

The screenshot shows the Banner Student Training 4 interface. At the top, there is a search bar with a blue background. It contains the following fields: ID: @0424011, Marshall, Academic J., Term: 220208, and a Go button. Red arrows point to each of these fields. Below the search bar is the ACADEMIC STATUS section. It has a header with 'ACADEMIC STATUS' and a toolbar with 'Insert', 'Delete', 'Copy', and 'Filter'. The main area contains three columns: 'New Term' with value 220188, 'From Term' with value 220188, and 'To Term' with value 999999. Below this are two rows of data. The first row has 'Academic Term' with value 220201 and 'Academic Standing Override Term' with a dropdown menu. The second row has 'Academic Status' with value 20 and 'Good Standing', and 'Academic Standing Override' with a dropdown menu. Red arrows point to the 'Academic Term', 'Academic Status', 'Academic Standing Override Term', and 'Academic Standing Override' fields. Below the ACADEMIC STATUS section is the MINIMUM/MAXIMUM HOURS section. It has a header with 'MINIMUM/MAXIMUM HOURS' and a toolbar with 'Insert', 'Delete', 'Copy', and 'Filter'. The main area contains a table with columns for 'Term', 'Status', 'Minimum Hours', 'Maximum Hours', and 'Source'. The 'Term' field is empty. The 'Status' field is empty. The 'Minimum Hours' field has value 0.000. The 'Maximum Hours' field has value 16.000. The 'Source' field has value MHRS. Red arrows point to the 'Minimum Hours' and 'Maximum Hours' fields.

#### a. Academic Status Section:

- i. Academic Term: This is the last term that was completed (grades) for standing information. In this case the term was Spring 2020.
- ii. Academic Status: This the current Academic Standing Status for the term.
- iii. Academic Standing Override Term: The term that a standing override was given. In cases where a student was dropped the standing override allows the college to override the current standing which allows a student to register for the term.
- iv. Academic Standing Override: This the override code for Academic Standing Override Term listed.

#### b. Minimum/Maximum Hours Section:

- i. Minimum and Maximum Hours: This is the minimum and maximum hours a student can register for the term. The college can set different hours.
- ii. Source: Tells you whether it was system generated or updated by the college. System generated hours will be denoted by “MHRS”.

2. SHAINST: View Institutional GPA by term, including academic standing/ override and dean’s list. Enter UIN and Term. Click Go

ID:  ... Marshall, Academic J. Term:  ...

Term Header Information	Cohort Information	Stored GPA by Term Calculation
<p>TERM HEADER <span style="float: right;">Insert Delete Copy Filter</span></p>		
<p>Data Added by <input type="radio"/> System <input checked="" type="radio"/> User <span style="color: red;">←</span></p> <p><input type="checkbox"/> Pre-Catalog Entry</p>	<p>Transfer Institution <input type="text"/> ...</p> <p>Student Centric Period <input type="text"/> ...</p>	
<p>Record Status Original Grade Mailer Pending</p>	<p>Record Status Date 06/19/2020</p>	
<p>End of Term <input type="text" value="20"/> ... Good Standing <span style="color: red;">←</span></p>	<p>End Of Term 06/19/2020</p>	<p>Academic Standing Date <span style="color: red;">←</span></p>
<p>Academic Standing</p>		
<p>Dean's List Status <input type="text" value="DL"/> ... Deans List <span style="color: red;">←</span></p>	<p>Dean's List Status Date 06/19/2020</p>	
<p>Progress Evaluation <input type="text"/> ...</p>	<p>Progress Evaluation Date</p>	
<p>Combined Academic Standing <input type="text"/> ...</p>	<p>Combined Academic Standing Date</p>	
<p>Special Exam Credit <input type="text"/> ...</p>		
<p>Withdrawal Reason <input type="text"/> ...</p>		
<p><input type="checkbox"/> Duplicate Mailer Request Date</p>	<p>Revised/Duplicate Grade Mailer Sent Date</p>	
<p>Original Grade Mailer Sent Date</p>		

- a. Data added by: This shows if the data was system or user generated.
- b. End of Term Academic Standing: Academic Standing at the end of term. Values are still being reviewed. For example 20 – Good Standing and 2A – Probation 1
- c. Dean’s List Status: Shows whether or not the student is on the Dean’s List for the term.
- d. Dates: Date the record was last changed for Academic Standing and Dean’s list
- e. The rest of the fields are not used.

3. SHATERM: Overall academic history information by level/term. Including academic standing, GPA, hours, institutional and transfer work. Enter in UIN and Course Level Codes. Enter in UIN and Course Level Codes. Enter a start term if you want to start at a particular term forward. Click Go.

ID: @04240112 Marshall, Academic J.   
 Course Level Codes: 2L   
 by Person   
 Start Term:   
 Go

Current Standing		Term GPA and Course Detail Information	Student Centric GPA and Course Information
CURRENT STANDING			
First Term Attended	220188	Progress **	No Progress Evaluation
Last Term Attended	220201	Progress Evaluation Override	
Academic Standing	20 Good Standing	Combined Academic Standing Override	
Academic Standing Override		Combined **	No Combined Academic Standing
	Attempted Hours	Passed Hours	Earned Hours
Institution	52.000	50.000	50.000
Transfer	0.000	0.000	0.000
Overall	52.000	50.000	50.000
	GPA Hours	Quality Points	GPA
Institution	52.000	150.69	2.89
Transfer	0.000	0.00	0.00
Overall	52.000	150.69	2.89

**a. Current Standing Tab:**

- a. First and Last Term Attended: The first term the student attended under this level. The last term refers to the graded term. It will not show the currently registered term.
- b. Academic Standing: This is the last term's Academic Standing
- c. GPAs:
  - i. Institution: Courses taken at UIC
  - ii. Transfer: Transfer GPA
  - iii. Overall: Institution + Transfer

**b. Term GPA and Course Detail Information Tab**

Current Standing **Term GPA and Course Detail Information** Student Centric GPA and Course Information

▼ TERM GPA Settings Insert Delete Copy Filter

Term **220188**

Transfer Number Attendance Period

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institutional	15.000	15.000	15.000	15.000	43.70	2.91
Cumulative	15.000	15.000	15.000	15.000	43.70	2.91

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▼ INSTITUTIONAL COURSES Settings Insert Delete Copy Filter

Subject	Course	Title	Grade	Mode	Hours	Repeat	Repeat System	Campus
JD	401	Expert Learning		A+ B	1.000			200
LAW	402	LS I		B B	3.000			200
JD	405	Contracts I		B- B	3.000			200
JD	406	Property		C B	4.000			200
JD	497	Torts		A- B	4.000			200

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- i. Term: Information displayed on the screen is for that term.
- ii. Institutional and Cumulative: These are the values for the term for the Institution and Cumulative is the Overall for the term.
- iii. Note you can go to the next term by clicking on the arrow.

Current Standing **Term GPA and Course Detail Information** Student Centric GPA and Course Information

TERM GPA Settings Insert Delete Copy Filter

Term **220191**

Transfer Number Attendance Period

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institutional	11.000	9.000	9.000	11.000	16.00	1.45
Cumulative	26.000	24.000	24.000	26.000	59.70	2.29

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▼ INSTITUTIONAL COURSES Settings Insert Delete Copy Filter

Subject	Course	Title	Grade	Mode	Hours	Repeat	Repeat System	Campus
JD	479	Empl Ben Litig		D B	2.000			200
LAW	531	Bar Essay Writing		F B	2.000			200
LAW	535	Est and Trusts		C B	3.000			200
JD	425	Evidence		C B	4.000			200

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4. SHACRSE: This page displays the course summary of all graded courses for a student. Enter the UIN. You can do this by term but leaving the term blank will display all terms. Click Go.

ID:  Marshall, Academic J. Term:  Go

▼ COURSE SUMMARY Settings Insert Delete Copy Filter

Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Grading Mode	Repeat	Course Title
<input type="checkbox"/>	220201	LF	200	2L	D1234	JD	424		3.000	B+ B	A B		Const Law II
<input type="checkbox"/>	220201	LF	200	2L	D234	JD	439		3.000	A B	A B		RE: Transactions
<input type="checkbox"/>	220201	LF	200	2L	D345	JD	440		2.000	C+ B	A B		RE: Comm Trans
<input type="checkbox"/>	220201	LF	200	2L	D456	JD	452		2.000	B+ B	A B		RE: Land Use Control & Zoning
<input type="checkbox"/>	220201	LF	200	2L	D789	JD	456		2.000	C+ B	A B		RE: Construction Law
<input type="checkbox"/>	220198	LF	200	2L	C1234	JD	415		3.000	A- B	A B		Contracts II
<input type="checkbox"/>	220198	LF	200	2L	C1245	JD	415		3.000	A B	A B		Const Law I
<input type="checkbox"/>	220198	LF	200	2L	C567	LAW	412		3.000	A B	A B		Lawyering Skills 2: Advocacy
<input type="checkbox"/>	220198	LF	200	2L	C564	LAW	500		3.000	B+ B	A B		Remedies
<input type="checkbox"/>	220198	LF	200	2L	C123	TADR	473		2.000	A+ B	A B		Extern: Crim
<input type="checkbox"/>	220191	LF	200	2L	B126	JD	425		4.000	C B	A B		Evidence
<input type="checkbox"/>	220191	LF	200	2L	B-123	JD	479		2.000	D B	A B		Empl Ben Litig
<input type="checkbox"/>	220191	LF	200	2L	B124	LAW	531		2.000	F B	A B		Bar Essay Writing
<input type="checkbox"/>	220191	LF	200	2L	B125	LAW	535		3.000	C B	A B		Est and Trusts
<input type="checkbox"/>	220188	LF	200	2L	A-123	JD	401		1.000	A+ B	A B		Expert Learning
<input type="checkbox"/>	220188	LF	200	2L	1-125	JD	405		3.000	B- B	A B		Contracts I
<input type="checkbox"/>	220188	LF	200	2L	A-126	JD	406		4.000	C B	A B		Property
<input type="checkbox"/>	220188	LF	200	2L	1-227	JD	497		4.000	A- B	A B		Torts
<input type="checkbox"/>	220188	LF	200	2L	A-124	LAW	402		3.000	B B	A B		LS I

- a. The page display all of the courses in reverse chronological order.
- i. Term
  - ii. Grading Mode: Can vary depending on the course
  - iii. Part of Term: Can vary depending on the College

5. SHATCMT: Transcript comments by term. Enter the UIN & Level, and Term (optional). Click Go

ID:  Marshall, Academic J. Level:  Law - Chicago Term:  Originator:  Go

Academic Events Settings Insert Delete Copy Filter

▼ ACADEMIC EVENTS

Event *	Description	Originator	Decision	Grade	Effective Date	Print on Transcript
<input type="text"/>						<input type="checkbox"/>

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There are several pages related to degree processing. This section will go through those pages.

1. SHAGAPP: Graduation Application information is displayed on this page. Enter the UIN. Click Go.

ID: @04240112 Marshall, Academic J. Go

ID: @04240112 Marshall, Academic J. Start Over

Application Diploma Information

APPLICATION TO GRADUATE Settings Insert Delete Copy More Information Filter

Graduation Application Sequence 1 Active

Graduation Application Information

Application Date \* 06/19/2020 Application Status \* AC Active Application Application Status Date 06/19/2020 Create/Update Degree Record

Graduation Information

Graduation Term 220201 Graduation Year 1920 Graduation Date 05/10/2020 Graduation Status AS Graduation Appl Submitted Attend Ceremony Yes No Undecided No Response Fee Amount Fee Date Fee Term Transaction Receipt Number

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CURRICULA SUMMARY STUDENT OUTCOME - UIC Settings Insert Delete Copy Filter

Priority	Term	Program	Catalog	Level	Campus	College	Degree	Outcome Key	Admission Type	Admission	Matriculation	Student
2	220201	JD:Law-UIC	220201	Law - Chicago	Chicago	John Marshall Law S...	Juris Doctor	1				

a. Graduation Application Information:

- i. Application Date: Date the application was created by staff and students.
- ii. Application Status: Active, Inactive and not eligible for this term
- iii. Graduation Information: Term, year, date and status are displayed.
- iv. Curricula: Displays the curriculum for the degree record.

b. Diploma Information:

ID: @04240112 Marshall, Academic J. Start Over

Application Diploma Information

DIPLOMA NAME Insert Delete Copy More Information Filter

First Name Middle Name Last Name Suffix

DIPLOMA MAILING ADDRESS Insert Delete Copy Filter

Street Line 1 Street Line 2 Street Line 3 City State or Province ZIP or Postal Code Nation

- i. Name will be populated if different than the legal name in Banner. It must be requested and certain rules apply.
- ii. Mailing Address: This is where the diploma will be sent if the student has created a diploma mailing address.

- SHADGMQ: Degree Summary Information will display the degree records in Banner. Enter UIN and any other criteria or just UIN and click Go.

ID: @04240112 Marshall, Academic J. Level:   
 Campus: Degree:   
 Program: Field of Study Type:   
 Field of Study Code:   
 Go

@04240112 Marshall, Academic J. Level: Campus: College: Degree: Term: Program: Field of Study Type: Field of Study Code: Start Over

**LEARNER OUTCOME SUMMARY**

Sequence Number	Outcome Status	Learner Record Term	Bulletin Year	Outcome Completion Term	Dual Degree	Graduation Term	Graduation Status	Graduation Date	Diploma Name
1	SO	220201	1920	220201	<input type="checkbox"/>	220201	AS	05/10/2020	

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**CURRICULA SUMMARY - PRIMARY**

Priority	Term	Program	Catalog	Level	Campus	College	Degree
2	220201	JD Law -UIC	220201	Law - Chicago	Chicago	John Marshall Law School	Juris Doctor

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**FIELD OF STUDY SUMMARY**

Attached to Major Details

Priority	Term	Type	Field of Study	Department	Attached to Major
1	220201	Major	Law	Law	

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- Sequence Number: Each degree is assigned a sequence number. You will need to use the sequence number when looking at the SHADEGR form.
- Outcome Status: This is the outcome status of the degree. Some common outcomes are
  - AW – Awarded
  - SO – Sought
  - PN – Pending
- Graduation Term: Term of Graduation
- Graduation Status: AS - Graduation Application Submitted
- Curriculum for the Degree is listed.

3. SHADEGR: Display degree and other formal awards. Enter UIN, Degree Sequence number (can use search), click View Current/Active Curricula and click Go.

**LEARNER OUTCOME INFORMATION**

Outcome Status	SC	Sought	Degree Completion Term	220201	Calculate GPA
Student Record Term	220201		Graduation * Application Date	06/19/2020	Apply to Graduate
Bulletin Academic Year	1920				

**Graduation Information**

Graduation Term	220201	Fee	<input type="radio"/> Charge Fee <input type="radio"/> Waive Fee <input checked="" type="radio"/> None	Fee Date	
Graduation Year	1920	Fee Term		Fee Indicator	<input type="radio"/> Fee Charged <input type="radio"/> Fee Waived <input checked="" type="radio"/> No Fee
Graduation Status	AS	Fee Detail		Authorize	MIKEKAS
Graduation Date	05/10/2020	Fee Amount			

**CURRICULA SUMMARY - PRIMARY**

Priority	Term	Program	Catalog	Level	Campus	College	Degree
2	220201	JD:Law -UIC	220201	Law - Chicago	Chicago	John Marshall Law School	Juris Doctor

**FIELD OF STUDY SUMMARY**

Priority	Term	Type	Field of Study	Department	Attached to Major
1	220201	Major	Law	Law	

a. Learner Outcome

- Outcome Status – Sought, Pending and Awarded
- Student Record Term – Term for degree record.
- Degree completion term – Term of graduation.
- Graduation Information:
  - Term, Year Status and Graduation date are listed.
- Curricula Information



b. Curricula:

ID: @04240112 Marshall, Academic J. Degree Sequence: 1 Graduation Holds: Override Hold: View Current/Active Curricula:  Start Over

Learner Outcome Curricula Dual Degree Honors Institutional Courses Transfer Courses Non-Course Work Course Attributes

Curriculum / Field of Study

CURRICULUM Settings Insert Delete Copy Filter

Replace Duplicate

Current	Activity	Key Sequence	Term	Term Description	Catalog Term	Catalog Term Description	Priority	Graduation Sequence
<input checked="" type="checkbox"/>	ACTIVE	1	220201	Spring 2020 - Chicago	220201	Spring 2020 - Chicago	2	

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Curriculum

Program	20FJ0385JD	JD:Law -UIC	College	FJ	John Marshall Law School
Level	2L	Law - Chicago	Degree	JD	Juris Doctor
Campus	200	Chicago	Start Date		End Date

FIELD OF STUDY Settings Insert Delete Copy Filter

Attached Concentrations Inactivate

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term
<input checked="" type="checkbox"/>	ACTIVE	SOUGHT	220201	MAJOR	Major	1	220201	

Field of Study

Field of Study	0385	Law	Start Date	
Department	2984	Law	End Date	
Attached to Major				
Full or Part Time				

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i. Displays the student Curricula and Field of Study.

c. Honors:

Learner Outcome Curricula Dual Degree Honors Institutional Courses Transfer Courses Non-Course Work Course Attributes

DEPARTMENTAL HONORS Settings Insert Delete Copy Filter

Code	Description	Print on Transcript	Print on Commencement Report
HD	High Distinction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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INSTITUTIONAL HONORS Settings Insert Delete Copy Filter

Code	Institutional Honors Description	Print on Transcript	Print on Commencement Report	Default EDI
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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COMMENTS Settings Insert Delete Copy Filter

Calculate GPA

Degree Comments

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i. Any Honors will be listed on this form.