INTRODUCTION AND PURPOSE

The purpose of this document is to explain how the student record is recorded and viewed in SGASTDN or the General Student record in Banner. The page contains general but important information on the type of student and program of study over time. This navigation is not intended to instruct a user how to make changes on this page but to provide an understanding of the data it contains.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

The page is updated by designated offices on campus. Certain fields such as student status, residency for tuition purposes, and fee assessment rate are updated by the Registrar and/or offices that are an extension of the Registrar, such as, Summer Session and the Graduate Division Academic Affairs Office. Due to the wide use of this page, it is essential that the meaning and nuances of the record are understood.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

Most users on campus utilize this page to understand a student’s basic information.

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R’ Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The pages listed below are covered in this training.

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PROCEDURES TO VIEW THE GENERAL STUDENT RECORD (SGASTDN)

TOP OF PAGE

1. **ID** - The student number is the identification number assigned to the student upon first entering UCR.
2. **Student Name** - appears after the ID is entered. The ID field is searchable if you do not have the ID and have a name.
3. **Term** - Best Practice is to leave this field blank. If a specific term is entered, Banner will not display any Learner records after the record in which the term entered spans. The benefits of leaving this field blank is that the user can:
   i. Automatically view the newest record first and
   ii. Scroll through to view all other records.
4. **View Current/Active Curricula** - Check this box to limit the display of curriculum records in the Curriculum and Field of Study tabs to only those that are current and active.
5. **Student Summary** - This button changes the view from a specific General Learner Record to a summary of each General Learner Record.
   a. Make sure there is no Term in the Key Block before you select the Student Summary.
   b. The user can get an overview of periods when the student was inactive.
   c. Although each row represents a period of time that may span several terms, the **Academic Standing field** shows the standing calculated in the earliest term, or the From Term.
   d. The **override in Academic standing** is used when a Dismissed Student returns for Summer Session.
   e. **Progress Evaluation** is used to record the earned standing if a student was academically dismissed or lapsed for the ELWR requirement. This is necessary to place in another field because the academic dismissal code replaces the earned standing code in that term.

**GENERAL LEARNER**

1. **From Term** - Shows the effective term of a specific General Learner Record.
a. When you use the arrows, the From Term changes to show the effective term a change was made to the Student’s General Learner Record and/or Curriculum.

b. The period between the From Term and the To Term means that the data on the Learner record and the curriculum stayed the same during those terms.

2. **To Term** - Shows end term of the General Learner Record.
   a. When you use the arrows, the “To Term” changes to show the quarter the next General Learner Record was effective, therefore, the “To Term” is not inclusive. The General Learner Record is effective up until this term.
   b. For example, if the student status is active from 201440 (From Term) to 201540 (To Term), then switches to inactive in 201540 (new From Term once you scroll), Fall 2015 is the first term the student was inactive.
   c. When the “To Term” shows 999999, this means “to the end of time”. The record remains the same until there is a change to the student’s General Learner Record or Curriculum. Once a change is made, the “To Term” shows the term that the change took place and a new Learner Record is created with 999999 as the “To Term”.

3. **New Term** - Shows the effective term of the General Learner record being viewed.
   a. If the term at the top of the page is left blank, the first General Learner Record will always show the most recent record regardless of an “active” or “inactive” student status. When you use the arrow keys, the New Term shows the effective term a change was made to the student’s General Learner and/or Curriculum.

4. **Student Status** - Active, Inactive, or Ready to Enroll
   a. The Registrar, Graduate Division Academic Affairs and Undergraduate Admissions Offices update this field.
   b. An inactive status prevents enrollment but does not prevent the student from accessing their record for items like requesting a transcript, viewing grades, or applying for graduation.
   c. Some examples when students may have an inactive status include cancellations, withdrawal, dismissals, graduation, or an approved leave of absence.
   d. The Ready to Enroll status is used for students who have a break in attendance and have 3 quarters, not counting summer, to enroll before their status is changed to IS (inactive) and filing for readmission is required. New students must have registered for classes in order to gain this status if they choose not to attend.

5. **Student Type** - This field gives a specific designation for the Learner record.
   a. The first term, for most students, will have one of these codes:
      i. First Time Freshman (F)
      ii. First Time Graduate (G)
      iii. First Time Medical (M)
      iv. Post Baccalaureate (P)
      v. First Time Transfer (T)
      vi. Readmitted/ Returning (R) – will be their first term returning from an inactive status.
   b. Active terms following the initial Student Type code are given the student type “C” for continuing.
   c. Student Types that do not change to C for Continuing for subsequent terms are:
      i. Visitor (V)
      ii. Summer Session (S) (for non-degree seeking students)
      iii. Archived Transcript/ URIS (X)

6. **Residence** - Shows the student residency for tuition purposes.
   a. This is maintained by the Registrar’s Office. Students who are approved for a waiver of the non-resident supplemental tuition will show as a non-resident student in this field and then will be assigned an exemption on the financial record to remove the charge from their account.

7. **Fee Assessment Rate** - This is designated for Special Programs, Filing Fee status and Tuition Assistance Program.
   a. Special programs that are identified in this field include:
b. This field is updated by the Registrar’s Office or Graduate Division.

8. **Class** - shows the student’s class standing.
   a. This field is not updatable. For Undergraduates, the class is a calculated field based on total Earned Units.
   b. Graduate, Medical, and Visiting students’ class is maintained by the student affairs offices representing these populations.

9. **Student Centric Cycle** - this is not used.
ADDITIONAL INFORMATION BOX

1. **Site** - This is used to indicate which UC Institution a UCR student is attending during a Special Program or which UC Institution is a UCR visitor’s Home Campus.
2. **Session** - this is not used.
3. **Block** – this is not used.
4. **Citizenship** - Pulls the citizenship information from SPAIDEN.
   a. This is not updatable from this page, it is only Informational.

CURRICULA SUMMARY

This information is a summary of the Curricula tab and represents the student’s current and active curriculum.

1. You can view a history of the student’s curricula by using the arrows in the General Learner section, located below the Session field.
2. If a student has more than one active curriculum at one time, you can view each by using the arrows in the Curricula Summary.
3. **Priority** - The lowest number indicates the Primary Curricula.
4. **Term** - The term a change occurred to the curricula.
5. **Program** - This is the combination of the student’s degree and major.
6. **Catalog** - The catalog year specifying which requirements the student needs to meet in the degree audit.
   a. The catalog requirements apply to one academic year and correspond to Fall, Winter, Spring and Summer - in that order. For example, the terms Fall 2016, Winter 2017, Spring 2017, and Summer 2017 would all utilize the same 2016-17 Catalog requirements.
7. **Level** - The most basic classification of a student.
   a. Undergraduate, Graduate, Medical.
8. **Campus** - Riverside.
9. **College** - All students are assigned to a college associated with their course of study. For example, a Master of Science in Computer Engineering is assigned the college code for the Bourns College of Engineering.

10. **Degree** - The type of degree a student is seeking.
   a. Examples: B.S., B.A., MS, Ph.D., MA, MBA, MD, MED, MFA

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**FIELD OF STUDY SUMMARY**

This section designates the majors, minors, and concentrations on a student record that are associated with the program seen in the Curricula Summary.

1. This information is attached to the General Learner and Curricula Records and changes by using the General Learner arrows and the Curricula Summary arrows, if more than one record exists.
2. **Priority** - The lowest number indicates the Primary Field of Study. For example, a student with two minors has different numbers indicating a primary minor.
3. **Term** - The term a curricula change became effective.
4. **Type** - the types are Major, Minor, or Concentration.
5. **Field of Study** - The description of the student’s major, Minor, or Concentration.
6. **Department** - The description of the student’s major.
7. **Attached to Major** - this is used for concentrations to specify which major the concentration corresponds to.
CURRICULUM SECTION OF THE CURRICULA TAB

1. The Current Active Curriculum has the “Current” Box checked and the “Activity” Field says ACTIVE.
   a. If the student has more than one current and active curriculum the arrow keys below the Current checkbox will allow you to view other records.
   b. You can scroll through the historical Curriculum Records, as long as the “View Current/Active Curricula” box at the top of the page is not checked by using the arrow keys.

2. Term - The term a change occurred to the curricula.

3. Catalog Term/Catalog Term Description - The catalog year specifying which requirements the student needs to meet for graduation.
   a. The catalog requirements apply to one academic year and correspond to Fall, Winter, Spring and Summer - in that order. For example, the terms Fall 2016, Winter 2017, Spring 2017, and Summer 2017 would all utilize the same 2016-17 Catalog requirements.
   b. This is maintained by the academic advisors.

4. Priority - The lowest number indicates the Primary Curricula.

5. Program - This is the combination of the student’s Degree and Major.

6. Level - The most basic classification of a student.
   a. Undergraduate, Graduate, or Medical.

7. Campus - Riverside.

8. College - All students are assigned to a college associated with their course of study. For example, a Master of Science in Computer Engineering is assigned the college code for the Bourns College of Engineering.

9. Degree - The type of degree a student is seeking.
   a. Examples: B.S., B.A., MS, Ph.D., MA, MBA, MD, MED, MFA.
FIELD OF STUDY SECTION OF CURRICULA TAB

1. Review the Curriculum section in coordination with the Field of Study section. The fields of study correspond to the program.
   a. The majors, minors, and concentrations associated with the curriculum, and specifically the program code, are visible.
   b. Other fields of study active for a student may be associated with another curriculum. You can view them by using the arrows above the Curriculum.
   c. If you use the arrows to view other records, remember the Current, Active curriculum is identified by the “Current” box being checked and the “Activity” Field says ACTIVE at the top of the page in the Curriculum section.
2. Status – in the Field of Study section, this auto-populates as INPROGRESS.
3. Priority – in the Field of Study section, the lowest priority indicates the primary field of study for that particular field of study type.
   a. If there are 2 minors or concentrations the primary one is the lowest number. For example, the lowest number indicates the primary concentration for a student with 2 concentrations.
4. Department - The department for the major is listed.
5. Attached to Major - This is used for concentrations to specify which major the concentration corresponds to.
STUDY PATH TAB

Note: This tab is not used.

ACTIVITIES TAB

This tab is used to record terms and countries of students who participate in Planned Opportunities Abroad Program (POAA). Each term the student is on leave will show a separate row designating when and where the student went on the POAA program.

1. **Term** - This indicates the term the student is on leave.
2. **Activity Code** - This indicates which country the student visited.
3. **Description** - This shows the country name.
This is required data to report to UCOP. We do not collect information of this nature for EAP. EAP is designated by the Rate Code on the Learner record and the country information is provided in academic history.

VETERANS TAB

Note: Only Financial Aid will utilize this tab.

COMMENTS TAB

Note: This tab is not used. Comments can be viewed and recorded in other pages.

ACADEMIC AND GRADUATION STATUS, DUAL DEGREE TAB

View the range of terms on the Learner record before proceeding to this tab. The information on this tab corresponds to the General Learner record that is being viewed.

1. Academic Term – the term in which the Academic Action was earned.
   a. For example, if the Academic Term has fall term and the Academic Status has Probation then the student earned Probation at the end of fall term.
   b. View the From Term and To Term range on the Learner tab. If the term field is blank at the top of the page the Academic Action showing is for the most recent term included in that range. (Note: the To Term is not inclusive so would not be included. It may be helpful to review the definitions of the From Term and To Term above).

For example, a student’s Learner Record with the range of terms below:
Shows the latest academic status in that period when the Academic and Graduation Status, Dual Degree tab is accessed:

You can also enter a term at the top of the page and the Academic Action earned for that specific term displays.

2. **Status** - the academic action that was earned.
   a. Dismissals are also recorded in this field.

3. **Academic Standing Override** – Advisors use this is for Summer Session enrollment for UCR Academically Dismissed Students. Registrar staff use it for readmissions in non-summer terms.
   a. Summer Session works with the College Offices to update this to allow the student to enroll for summer only.

4. **Academic Status Override Term** - This is the term associated with the Academic Standing Override field above and, therefore, student enrollment.

5. **Progress Evaluation** - is used to record the academic standing a student earned in the term they are academically dismissed. This is necessary to place in another field because the academic dismissal code replaces the earned standing code in that term.

6. **Combined Academic Standing** - is not used.
7. **Expected Graduation Date** - The date is always the last day of the term per the academic calendar. Upon matriculation to a degree-seeking program, this field will auto-populate and thereafter is updated by academic advisors.
   a. Undergraduate Degree Seeking Students.
      i. If a first-year (freshman) undergraduate student, AGD = Current term + 4 years
      ii. If a second-year (sophomore) undergraduate student, AGD = Current term + 3 years
      iii. If a third-year (junior) undergraduate student, AGD = Current term + 2 years
      iv. If a fourth-year (senior) undergraduate student, AGD = Current term + 1 year
      v. Else, AGD = end of current academic year
   b. Medical Students – auto-populates for 4 years.
   c. Graduate and Professional students - auto-populates and lengths vary by degree and major.

8. **Graduation Term** - corresponds to the expected graduation date. Upon matriculation to a degree-seeking program, this field auto-populates and thereafter is updated by academic advisors.

9. **Graduation year** - The academic year that corresponds to the expected graduation date. Upon matriculation to a degree-seeking program this field auto-populates and thereafter is updated by academic advisors.
   a. The graduation year is driven by the fall quarter for the academic year (fall, winter, spring and summer). For example, the graduation year of 2015 includes Fall 2015, Winter 2016, Spring 2016 and Summer 2016.

10. **Dual Degree box** - These fields are not used.
## MISCELLANEOUS TAB

1. **Leave of Absence** - students who apply for and receive approved leave have a code in this field. The description indicates the type of leave that was approved.

2. **From Date** - The first day of the Quarter of the first effective term of the Planned Leave as outlined in the academic calendar.

3. **To Date** - The last day of the Quarter of the last effective term of the Planned Leave as outlined in the academic calendar.

4. Students on a Planned Leave have an **inactive** General Learner record during terms they are on leave.

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<th>Apprenticeship Code</th>
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