

Version

1.1

DATA STANDARDS AND INFORMATION ACCESS (DSIA)
OVERSIGHT GROUP

University of Central Arkansas



Data Standards Manual: Student

Data Standards Manual: Student

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Conway, AR 72035

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Record of changes since publication of v 1.0:

- Updated header titles and reorganize manual to match tabs in SGASTDN
- Add in sections: Learner Tab, Classification; Student Status; Additional Information; Curricula Summary – Primary; Field of Study Summary; Level; Degree; Catalog Term, Activities; Veteran; Academic and Graduation Status, Dual Degree; Miscellaneous
- Updated Student Coding Guidelines, Student Type, Program (SMAPRLE) section.
- Add in Chapter: Related Student Information

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Roster updated July 2021

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Understanding SGASTDN

S GASTDN is a general student form that stores current and historical information regarding a student's status, curriculum, field of study, activities, veteran information, and degree information. SGASTDN records are generated once a major admission decision is made.

Multiple tables feed data into SGASTDN. SGASTDN houses the student type, but the admit code and admit term are officially housed in SORLCUR. To help understand how a student record exists in SGASTDN, we will go over the process of how a record is created in Banner.

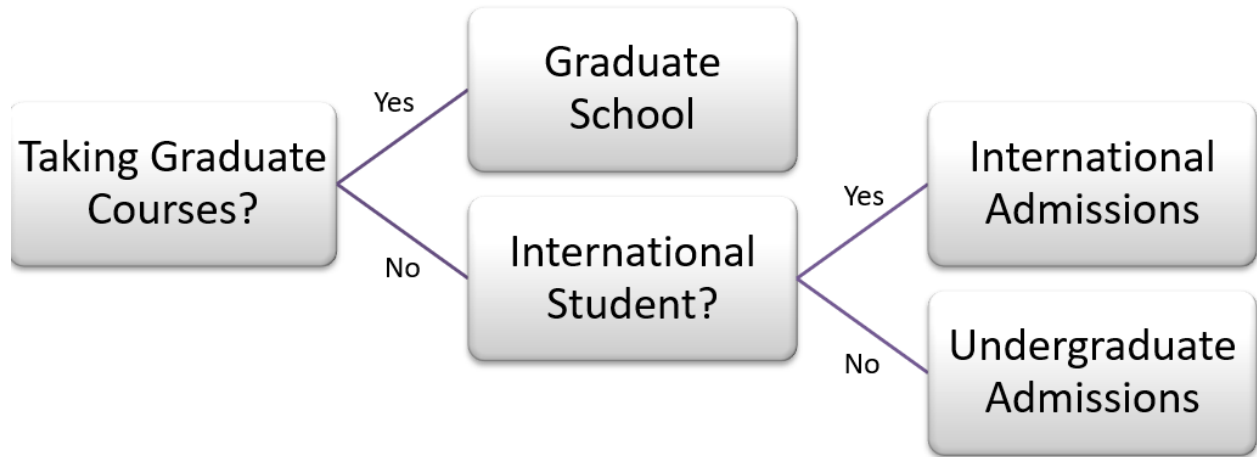
1.1 Student Record Creation

First a student would apply in Slate, then the application would be sent to Banner. Once the application is sent to Banner, an ADMISSIONS record is created in SORLCUR. [SORLCUR_LMOD_CODE = 'ADMISSIONS'] After a student is admitted to the university a LEARNER record is created in SORLCUR [SORLCUR_LMOD_CODE = 'LEARNER']. Once the student is admitted, and something needs to be changed on their admission record for their entry term (e.g., student type, admission code), updates must be made to both SAAADMS and SGASTDN. If these updates are needed for the entry term after the student has registered but before the start of term, updates must be made to both SAAADMS and SFAREGS.

1.2 Student Coding Guidelines

The information provided in the flow charts show how a student would be admitted into the university. These flow charts help determine the current coding we use on students during the admission process to determine if there is an improper student coding.

Which Flow Chart Do I Use?



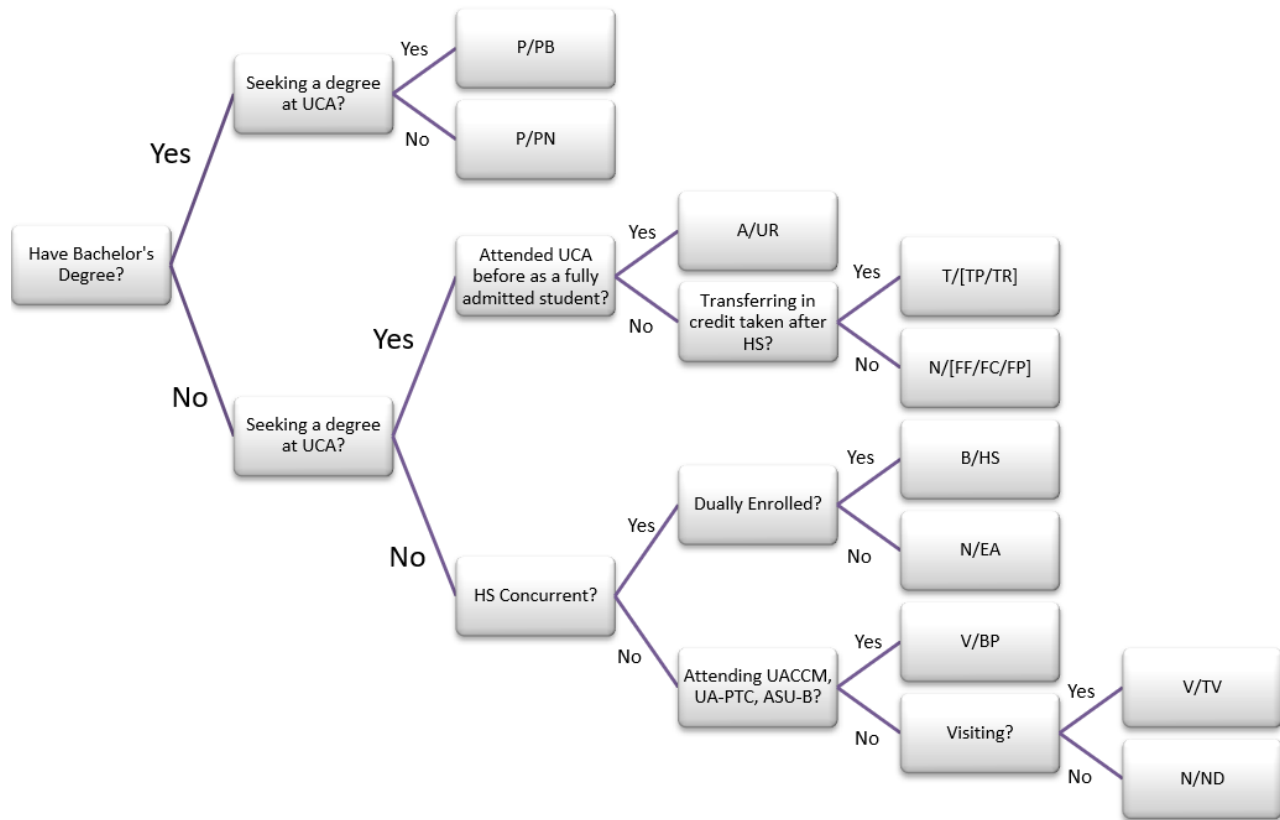
How to read the table:

Example: P/PB

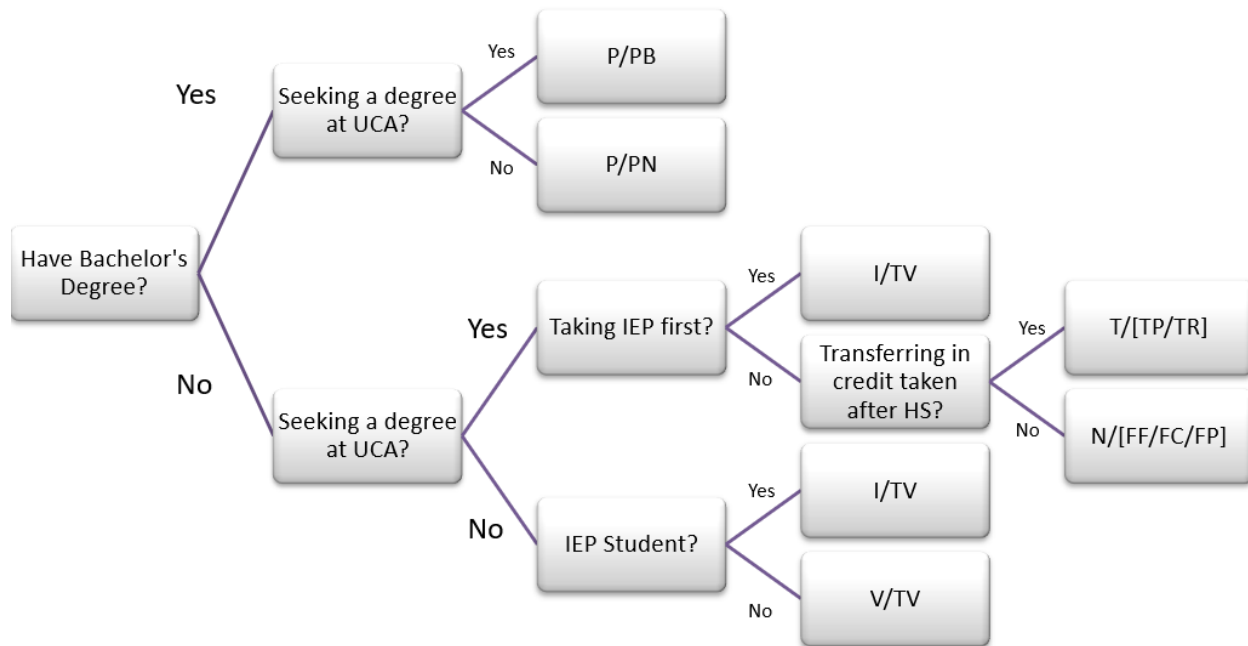
P = student type of P

PB = admission type code of PB

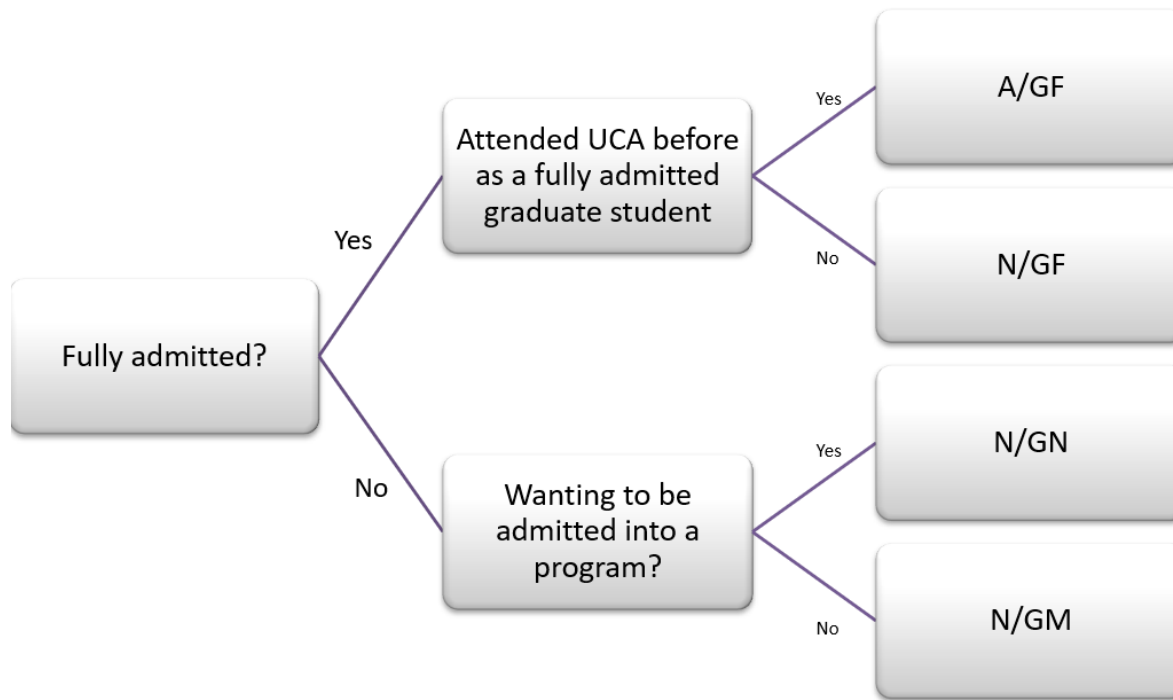
Undergraduate Admissions



International Admissions



Graduate School



Note: A graduate student will be admitted as a graduate contingent (GD) until their admission code is determined.

1.3 Learner Tab

As mentioned in the student record creation section, a student’s LEARNER record is created once a student is admitted into the university. The Learner tab on the SGASTDN screens shows summary information brought in from the Curricula tab as well as other information like student type, residency, and classification. **If information is incorrect on this screen for a student, please contact the Registrar’s Office, if they are an undergraduate student, or the Graduate school, if they are a graduate student.**

The screenshot shows the 'Learner' tab in the SGASTDN system. The interface includes a navigation bar with tabs for 'Learner', 'Curricula', 'Study Path', 'Activities', 'Veteran', 'Comments', 'Academic and Graduation Status, Dual Degree', and 'Miscellaneous'. The 'Learner' tab is active and displays the following information:

- From Term:** 202210, **To Term:** 999999
- New Term:** 202210, **Fall 2021**
- Residence:** R, **In-State Resident**
- Student Status:** AS, **Active Student**
- Fee Assessment Rate:** [Empty]
- Student Type:** T, **Transfer**
- Class:** SO, **Sophomore**
- Student Centric Cycle:** [Empty]
- Full or Part Time:** Full Time, Part Time, **None** (selected)
- Additional Information:** Site, Session, Block, Citizenship

Below the form are three summary tables:

- CURRICULA SUMMARY - PRIMARY:**

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation	Student Type	Rate
1	202210	BS, Psychology 3...	202210	Undergraduate	Main	Health & Behavioral ...	Bachelor of Scie...			1 UG Transfer	202210			
- FIELD OF STUDY SUMMARY:**

Priority	Term	Type	Field of Study	Department	Attached to Major
1	202210	Major	Psychology	Psychology & Counseling	
2	202210	Major	Sociology	Sociology/Criminology/Anthrop	

1.3.1 Student Type

A student type would tell you how a student might enter the university, such as a readmit or new first-time student. The student type also is affected by a rolling process. At the end of semester, the registrar’s office rolls a student record for the next term. A student could be a T (Transfer) for their first term but the rolling process would roll their record to C (Continuing) for the next term. The Student Rolling Type Process are below shows how student types roll term to term. Notice that once a student becomes C (Continuing) that their student type would not roll into a different student type.

ID: B01030268 Bear, Bruce D. Term: 202210 View Current/Active Curricula:

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation S

GENERAL LEARNER

From Term 202210

New Term ... Fall 2021

Student Status ... Active Student

Student Type ... Transfer

STUDENT TYPE (STVSTYP)

Code	Description	Explanation
0	Do NOT Use - SCT Required	Do NOT Use
A	Readmitted	Student previously enrolled as a degree-seeking UCA student
B	HS Concurrent	Student who intends to enroll in undergraduate coursework while also completing high school degree requirements
C	Continuing	A degree seeking student who was previously New First-time (N), Transfer (T), or Readmit (A).
E	Do NOT Use - SCT Required	Do NOT Use
H	Readmitted HS Concurrent	Do NOT Use
I	Intensive English Program	Student whose English proficiency does not meet minimum international admission requirements or who wants to improve individual English proficiency.
N	New First-Time	Undergraduate Students: (1) Student who intends to enroll in undergraduate coursework and has not previously enrolled at another institution of higher education since completing high school requirements, (2)

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		an undergraduate early admit (Admission Type =EA), or (3) a student who intends to enroll in undergraduate coursework for personal fulfillment and has not completed a four-year undergraduate degree (Admission Type = ND). Graduate Students: A student starting a new graduate program.
O	Other	Do NOT Use
P	Post-Bacc	Student who has successfully obtained a baccalaureate degree and intends to enroll in undergraduate coursework.
R	Do NOT Use - SCT Required	Do NOT Use
S	Do NOT Use - SCT Required	Do NOT Use
T	Transfer	Student who has previously enrolled at another institution of higher education and intends to enroll at UCA
U	Undeclared	Do NOT Use
V	Visiting	Student who is currently enrolled at another institution of higher education but intends to take undergraduate coursework at UCA for purposes of transferring credits back to their home institution.
X	Extended Studies	Do NOT Use

Office(s) who use these types

Code	Description	Office(s)
0	Do NOT Use - SCT Required	Do NOT Use
A	Readmitted	Admissions, Graduate School
B	HS Concurrent	Admissions
C	Continuing	[Created from rolling over a student record.]
E	Do NOT Use - SCT Required	Do NOT Use
H	Readmitted HS Concurrent	Do NOT Use
I	Intensive English Program	Center for Global Learning and Engagement
N	New First-Time	Admissions, Graduate School, Center for Global Learning and Engagement

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O	Other	Do NOT Use
P	Post-Bacc	Admissions, Center for Global Learning and Engagement
R	Do NOT Use - SCT Required	Do NOT Use
S	Do NOT Use - SCT Required	Do NOT Use
T	Transfer	Admissions, Center for Global Learning and Engagement
U	Undeclared	Do NOT Use
V	Visiting	Admissions, Center for Global Learning and Engagement
X	Extended Studies	Do NOT Use

Student Type Rolling Process

Code	Description	Next Student Type
0	Do NOT Use - SCT Required	0
A	Readmitted	C
B	HS Concurrent	
C	Continuing	
E	Do NOT Use - SCT Required	C
H	Readmitted HS Concurrent	
I	Intensive English Program	
N	New First-Time	C
O	Other	
P	Post-Bacc	
R	Do NOT Use - SCT Required	C
S	Do NOT Use - SCT Required	S
T	Transfer	C
U	Undeclared	

U N D E R S T A N D I N G S G A S T D N

V	Visiting	
X	Extended Studies	X

1.3.2 Residence

A student’s residency is determined upon admission based on self-reported data provided on the application for admission. **Once the student has completed the admissions process, only the Registrar’s Office should update this field.**

The screenshot shows the 'GENERAL LEARNER' section of the application. The 'Residence' field is highlighted with a red box and contains the value 'R' and 'In-State Resident'. Other fields include 'From Term' (202210), 'New Term' (202210), 'Student Status' (AS - Active Student), and 'Student Type' (T - Transfer).

R E S I D E N C E (S T V R E S D)

Code	Description	Explanation
0	Undeclared	Do NOT Use
A	Act 844 of 2019	Qualifying undergraduate applicants with a documented non-traditional immigration status (e.g., DACA recipients or citizen of the Republic of the Marshall Islands).
C	Contiguous*	Undergraduate Students: Undergraduate applicants whose permanent address is within a contiguous county to the State of Arkansas identified in relation to ACA 6-60-303 and 19-5-1076 or if the applicant resided in one of the defined counties within the last 6 months. Graduate Students: A student living in a contiguous state.
I	International Student	All international applicants are coded as such, regardless of undergraduate or graduate level.
M	Out of State Military*	Undergraduate applicants who indicate being a veteran or dependent of a veteran.
N	Non-Resident Out of State	Applicants whose permanent address is not within Arkansas or whose permanent address is within Arkansas but they have resided within the State of Arkansas less than 6 months. Undocumented or DACA recipients not eligible for Act 844 of 2019 are classified as Non-Resident Out of State.

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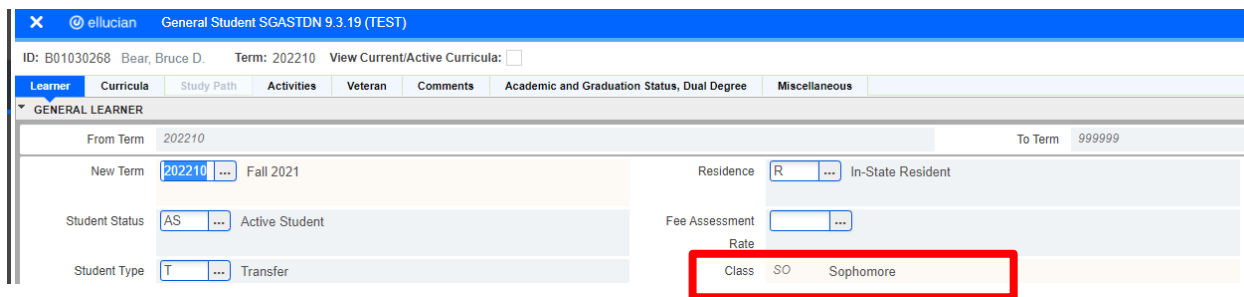
O	Undeclared	Do NOT Use
R	In-State Resident	Applicants whose permanent address is within Arkansas and report living within the State of Arkansas for more than 6 months. This applies to both undergraduate and graduate applicants.

*The Graduate School only identifies students as In-State Residents or Out of State Residents. It is the responsibility of graduate applicants to submit documentation to the Registrar’s Office for an updated residency code.

1.3.3 Classification

At the undergraduate student level, a student’s classification is determined based on earned semester hours of credit, with the exception of a post-baccalaureate student. A post-baccalaureate is an undergraduate student who has a baccalaureate degree.

The student classification of PB (Post-Baccalaureate) only shows up when a student has the student attribute of PB (Post-Baccalaureate) must be in effect for the student’s record with the effective term for the term of the SGASTDN record being the same or before that term. The PB attribute would be on a student’s record in 2.1 Student Cohorts and Attributes (SGASADD). This attribute for a post-baccalaureate student would be added in by Admissions.



CLASSIFICATION (STVCLAS)

Classification is a calculated field in Banner. The information can be pulled using the function: F_CLASS_CALC_FNC (pidm, levl_code, term_code).

Code	Description	Explanation
FR	Freshman	A student who has less than 30 semester hours credit.
GR	Graduate	A Student who possesses a bachelor degree, newly admitted into a graduate program, readmitted to a graduate program or continuing a graduate program.
JR	Junior	A student who has 60 to 89 semester hours credit.
PB	Post-Baccalaureate	A student who possesses a baccalaureate degree, is not a graduate student, and is registered in courses for undergraduate credit.

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PR	Pre-Baccalaureate	This code is not currently used.
SO	Sophomore	A student who has 30 to 59 semester hours credit.
SR	Senior	A student who has 90 or more semester hours credit.

1.3.4 Student Status

The student status will tell us if a student is allowed to register. A student is either allowed to register, active, or ineligible to register. The student could be not allowed to register for multiple reasons such as graduation or expulsion. If a student is one of the inactive statuses, then a student would need to reapply to the appropriate admissions office to be eligible to enroll. An expelled status means a student is not eligible to return to the university for any reason.

The screenshot shows a student record for Bruce D. Bear (ID: B01030268) in the 202210 term. The 'Student Status' is set to 'AS' (Active Student), which is highlighted with a red box. Other fields include 'From Term' (202210), 'New Term' (202210, Fall 2021), and 'Student Type' (T, Transfer).

STUDENT STATUS (STVSTST)

Code	Description	Allow Registration
AS	Active Student	Y
ID	Inactive Due to Death	
IG	Inactive due to Graduation	
IN	Inactive	
IS	Inactive	
XA	Expelled for Academic Reasons	
XB	Expelled for Behavior Reasons	

1.3.4 Additional Information

Additional information for a student is stored here.

Additional Information		Block	<input type="text" value="..."/>
Site	<input type="text" value="..."/>	Citizenship	<input type="text" value="Y"/> U.S. Citizen
Session	<input type="text" value="..."/>		

Citizenship

Citizenship is stored and updated on SPAIDEN, but it is view only on SGASTDN. For guidance on this field, please refer to Data Standards Manual : General.

Block	<input type="text" value="..."/>
Citizenship	<input type="text" value="Y"/> U.S. Citizen

1.3.5 Curricula Summary – Primary

This information is stored and updated on SGASTDN: Curricula tab. Refer to section 1.4 Curricula tab.

1.3.6 Field of Study Summary

This information is stored and updated on SGASTDN: Curricula tab. Refer to section 1.4 Curricula tab.

1.4 Curricula tab

The Curricula tab houses Curriculum and Field of Study. Within the Curriculum area, you can see the student’s catalog term, as well as two separate areas: Curriculum and Status Details. The information that is on this screen is what many refer to as SORLCUR.

The screenshot shows the 'Curricula' tab in the SGASTDN system. It displays a table for the 'CURRICULUM' section and a 'FIELD OF STUDY' section. The 'CURRICULUM' table has columns for Current, Activity, Key Sequence, Term, Term Description, End Term, End Term Description, Catalog Term, Catalog Term Description, Priority, and Graduation Sequence. The 'FIELD OF STUDY' section includes details for Program (BS-PSYC), Level (01), Campus (M), College (CH), Degree (BS), and Field of Study (4240 - Psychology).

1.4.1 Catalog Term

The catalog term is what Degree Works uses to look at a student’s progress towards their degree. The catalog term for a student in the Curriculum area should match the catalog term for all major, minor, and concentration records in the Field of Study area. Refer to section 1.4.4 Field of Study. **Only the**

Registrar’s Office should update this field. If a student’s record looks to be in error, please contact the Registrar’s Office.

Current	Activity	Key Sequence	Term	Term Description	End Term	End Term Description	Catalog Term	Catalog Term Description
	ACTIVE	99	202210	Fall 2021			202210	Fall 2021

1.4.2 Curriculum

The Curriculum area stores a student’s program, student level, college, and degree code.

Curriculum		Status Details	
Program	BS-PSYC	BS, Psychology 3070	College CH
Level	01	Undergraduate	Degree BS
Campus	M	Main	Start Date
			End Date

1.4.2.1 Program (SMAPRLE)

A student’s program is stored in the Curriculum area in the below picture.

Curriculum		Status Details	
Program	BS-PSYC	BS, Psychology 3070	
Level	01	Undergraduate	
Campus	M	Main	

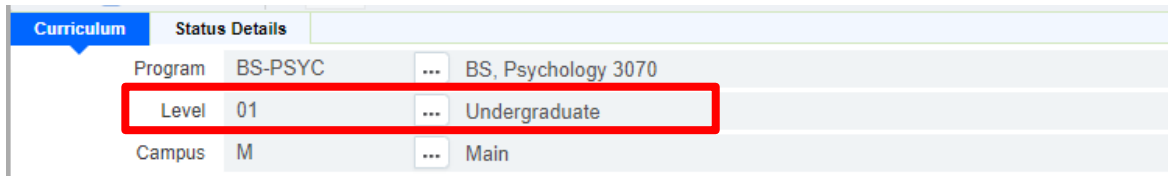
The Program Definition Rules form (SMAPRLE) works behind the scenes to specify basic information about academic programs. The screenshot below illustrates the necessary elements for a program definition rule and, by showing a current rule (BA-THEA) and a non-current one (BA-THEATRE) shows one of the reasons why a program will, under certain circumstances, need a new SMAPRLE entry.

The Program Definition Rule is built using the numbered elements shown in the screenshot: (1) a unique program code; (2) a description that, in UCA’s case, ends with the ADHE-assigned four-digit degree-code for any certificate or degree program; (3) and (4) the student and course levels (these will be the same); (5) the college through which the program is offered (the department is specified elsewhere in Banner); and (6) the degree or certificate credential awarded upon completion of the program. Current practice is NOT to specify a campus code in the program definition rule. The checkboxes “Web” and “Curriculum Dependent” are checked, checking or not checking “Locked” does nothing, and “Curriculum Rules” is display only and shows as checked once a curriculum rule for the program is created in SOACURR.

Examining the two program definition rules in the screenshot will show that three elements are different—the program code, the use of a campus code, and the college designation. In this example, it was the creation of the College of Arts, Humanities, and Social Sciences that led to the current rule being created. The superceded rule remains in place to inform curricula for students who completed their degrees when the program was in the College of Fine Arts and Communication. The new rule creates a unique program code, does not specify a campus (see preceding paragraph), and designates the program’s current college.

1.4.2.2 Level

There is one validation table for level, STVLEVL. This validation table is used for everything in the student module, including students and courses. Only two codes should be used for students, 01 or 02; none of the other codes should be used for a student record. Level is auto-populated when a student’s program is selected.



LEVEL (STVLEVL)

Code	Description	Explanation
00	Do Not Use	
01	Undergraduate	An undergraduate student.
02	Graduate	A graduate student.
CE	Do Not Use	
CR	Do Not Use	
GR	Do Not Use	
LW	Do Not Use	
NC	Do Not Use	
PR	Do Not Use	
UG	Do Not Use	
UU	IEP	These levels are only used at the course level, not the student level.
UV	UNIV	These levels are only used at the course level, not the student level.

1.4.2.3 Degree

The degree information is housed in the table STVDEGC. The table will get updated periodically as new degrees are offered or data needing to be collected on degree information being collected on students and staff. Degree is auto-populated when a student's program is selected.

There are few things to notice on this table.

DEGREE CODE VALIDATION					
Code * 1	Description * 2	Count in Financial Aid 3	Level 4	Award Category	
000000	Degree Not Reported	<input type="checkbox"/>			
AA	Associate of Arts	<input checked="" type="checkbox"/>	03	23	
AAS	Associate of Applied Science	<input checked="" type="checkbox"/>	03	23	
AB	Bachelor of Arts	<input type="checkbox"/>	05	24	
ABJ	Bachelor of Arts in Journalism	<input type="checkbox"/>	05	24	
ADN	Associate Degree in Nursing	<input type="checkbox"/>	03	23	
AH	Other Associate	<input type="checkbox"/>	03	23	

The first column tells you the degree code such as: AA, BA, BS, etc.

The second column will tell you the description of the degree code. The fourth column, Level, tells you the degree level. These levels correspond to the coding used by the Arkansas Department of Higher Education (ADHE) and US Department of Education.

1.4.2.4 College

College is auto-populated when a student's program is selected.

COLLEGE (STV COLL)

Code	Description
00	No college designated
99	Not used in Standing
AO	Academic Outreach
CA	Arts Humanities Social Science
CB	Business
CE	Education
CF	Fine Arts & Communication
CH	Health & Behavioral Sciences

Code	Description
CL	Liberal Arts
CN	Natural Sciences & Mathematics
GS	Graduate Studies
HC	Honors College
LC	Legacy college designation
UC	University College
US	Undergraduate Studies

1.4.3 Status Details

The section of Status Details tells a student’s admission record. It tells us the admission type and admission term.

Curriculum		Status Details	
Admission Type	TR	UG Transfer	1
Admission Term	202210	Fall 2021	
Application	1		
Matriculated Term			
Roll Learner	No		
Student Type			
Site			
Rate			
Leave of Absence			
Leave From Date			
Leave To Date			
Expected Graduation Date			
Graduation Term			
Graduation Year			

1.4.3.1 Admission Type

To understand the way an admit code (i.e., Admission Type) is determined, here are student definitions:

Undergraduate Students

First-Time Undergraduate: All students who have not previously enrolled in a college or university; also known as First-time In-College (FTIC). (High school concurrent enrollment coursework is not considered previous enrollment.) Admission Type codes: FF, FP

Entering Undergraduate Transfer: All students that have attended another higher education institution before attending UCA. These students do not have credits at UCA (excluding high school concurrent courses) but have enrolled at a higher education institution other than UCA since high school graduation. Admission Type codes: TR, TP

Readmitted Undergraduate: All undergraduate students that previously enrolled and attended courses at UCA but have not been in attendance for one or more semesters (only fall and spring semesters are counted); this excludes enrollment as a high school concurrent student. Admission Type code: UR

Pre-Baccalaureate: All non-high school undergraduate students that are not seeking a degree, who do not have a bachelor’s degree. Visiting students are considered pre-baccalaureate students. Admission Type codes: IP, ND, TV, BP

Post-Baccalaureate: All students that have obtained a baccalaureate degree or higher and are enrolled in undergraduate courses at UCA. Admission Type codes: PB, PN

High School Students: All students currently enrolled in high school. Admission Type codes: HS, EA

Graduate Students

First-Time Entering Graduate: All graduate students newly admitted into a graduate program at UCA (including those previously enrolled in a graduate program at another college or university). Admission Type codes: GF, GN, GM

Readmitted Graduate: All graduate students that were enrolled at UCA but have not been in attendance within the previous year. A student must have earned credit within the program to be readmitted. Admission Type codes: GF

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For more information, please read the student definitions on Institutional Research’s website, the undergraduate bulletin, or graduate bulletin.

Curriculum	Status Details
Admission Type	TR ... UG Transfer
Admission Term	202210 ... Fall 2021
Application	1
Matriculated Term	...
Roll Learner	No

ADMISSION TYPE (STVADMT)

Code	Description	Explanation
BP	Bear Partner	A student currently enrolled at ASU-Beebe, UACCM, or UA-PTC and wanting to take advantage of some UCA student advantages (e.g., free admission to regularly scheduled athletic events, access to Torreyson Library, etc.). This student is also eligible to enroll at UCA. They should be treated as a visiting student.
EA	UG Early Admit	A student still in high school, but enrolling full-time at UCA to complete high school requirements. They are not taking classes through our HS concurrent program.
ED	Do NOT Use	Do NOT Use
FC	UG First Time Freshman Cond	<i>[This code will no longer be used starting spring 2022 admits.]</i> A student who has been admitted as a first-time undergraduate, with conditions placed on their admission. This student was admitted under the conditional admission standards for their admit term.
FF	UG First Time Freshman Uncond	A student who has been admitted as a first-time undergraduate [Prior to spring 2022, the student would have had no conditions placed on their admission. This student was admitted under the unconditional admission standards for their admit term.]
FP	UG First Time Freshman CPrep	A student who has been admitted as a first-time undergraduate by petitioning the undergraduate admissions committee for admission to the university after being initially denied for admission.
FT	UG Freshman Transfer	Do NOT Use

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GC	Graduate/UG Concurrent	An undergraduate student in their last term of enrollment before receiving their bachelor's degree and fully qualified to enter graduate study, who is enrolled in undergraduate and graduate course work.
GD	Graduate Contingent	A student who has been admitted into a graduate program contingent upon the completion of their degree. A student will be updated from contingent to graduate admit full qualifications (GF) or graduate conditional (GM) upon completion of their degree. No student should be coded this on the first day of the term of which they are enrolled.
GF	Grad Admit Full Qualifications	A student admitted into a degree-seeking graduate program.
GG	Grad Admit Certificate Program	Do NOT Use
GM	Graduate Conditional	A student conditionally admitted into a graduate program. They do not fully meet the program's qualifications, but they are allowed to enroll on a conditional basis. This student does not qualify for financial aid. They can only be this for one semester or a maximum of 9 hours. [Note: This type of student will still have a major.]
GN	Graduate Non-Degree	A graduate student who possesses the minimum GPA for regular admission but is not currently pursuing a graduate degree. These students can take a maximum of 9 graduate credit hours. A graduate visiting student will be admitted under this admit code.
GP	Graduate Ph.D.	Do NOT Use
GR	Grad Professional Doctorate	Do NOT Use
GS	Graduate Specialist	Do NOT Use
GT	Graduate Post Masters	Do NOT Use
GV	Graduate Second Masters	Do NOT Use
GX	Graduate Visiting	Do NOT Use
HS	UG High School Concurrent	A student who has not graduated from high school and is taking courses to satisfy their high school graduation requirements. Students may enroll in coursework offered at their high school campus through UCA's high school concurrent program or enroll in individual, on-campus courses

UNDERSTANDING SGASTDN

IP	International IEP/Pre-Bacc	A non-degree seeking student admitted into the intensive English program, which is a program to help international students improve their English skills. These students could be here only for IEP or plan to continue on with a degree-seeking program after completion of IEP, but they will be coded as admit code of IP, while in the IEP program.
ND	UG Non-Degree	A student planning to enroll in coursework for professional development, certification, or personal fulfillment. Students must reapply and meet minimum admission requirements should they choose to pursue a degree.
PB	Post-Bacc/Degree Seeking	A degree-seeking undergraduate student, who has a bachelor's degree.
PN	Post-Bacc Non-Degree Seeking	A non-degree-seeking undergraduate student, who has a bachelor's degree.
SP	Do NOT Use	Do NOT Use
ST	Do NOT Use	Do NOT Use
TP	UG Transfer CPrep	A student who has been admitted as an undergraduate transfer by petitioning the undergraduate admissions committee for admission to the university after being initially denied for admission.
TR	UG Transfer	A degree-seeking undergraduate student, who has enrolled at another higher education institution after graduating high school or completing a GED.
TV	UG Visiting	A non-degree seeking undergraduate student, who is seeking a degree at another institution. An exchange and GEP student would be coded as this admit code.
UR	UG Readmit	A degree-seeking undergraduate student, who has been fully admitted to UCA as a transfer or first-time undergraduate student in the past. They have not attended the university for at least a year.

Office(s) who use these types

Code	Description	Office(s)
BP	Bear Partner	Admissions
EA	UG Early Admit	Admissions

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ED	Do NOT Use	Do NOT Use
FC	UG First Time Freshman Cond	Admissions
FF	UG First Time Freshman Uncond	Admissions, Center for Global Learning and Engagement
FP	UG First Time Freshman CPrep	Admissions
FT	UG Freshman Transfer	Do NOT Use
GC	Graduate/UG Concurrent	Graduate School
GD	Graduate Contingent	Graduate School
GF	Grad Admit Full Qualifications	Graduate School
GG	Grad Admit Certificate Program	Do NOT Use
GM	Graduate Conditional	Graduate School
GN	Graduate Non-Degree	Graduate School
GP	Graduate Ph.D.	Do NOT Use
GR	Grad Professional Doctorate	Do NOT Use
GS	Graduate Specialist	Do NOT Use
GT	Graduate Post Masters	Do NOT Use
GV	Graduate Second Masters	Do NOT Use
GX	Graduate Visiting	Do NOT Use
HS	UG High School Concurrent	Admissions
IP	International IEP/Pre-Bacc	Center for Global Learning and Engagement
ND	UG Non-Degree	Admissions
PB	Post-Bacc/Degree Seeking	Admissions, Center for Global Learning and Engagement
PN	Post-Bacc Non-Degree Seeking	Admissions
SP	Do NOT Use	Do NOT Use
ST	Do NOT Use	Do NOT Use
TP	UG Transfer CPrep	Admissions
TR	UG Transfer	Admissions, Center for Global Learning and

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		Engagement
TV	UG Visiting	Admissions, Center for Global Learning and Engagement
UR	UG Readmit	Admissions, Center for Global Learning and Engagement

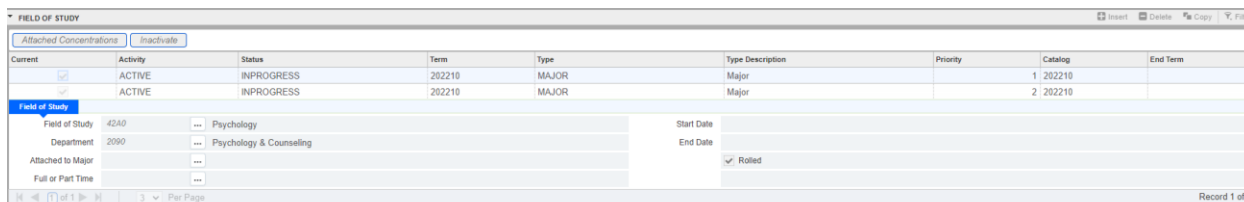
Eligible for Financial Aid

Code	Description	Eligible for Financial Aid
BP	Bear Partner	No
EA	UG Early Admit	No
ED	Do NOT Use	Do NOT Use
FC	UG First Time Freshman Cond	Yes
FF	UG First Time Freshman Uncond	Yes
FP	UG First Time Freshman CPrep	Yes
FT	UG Freshman Transfer	Do NOT Use
GC	Graduate/UG Concurrent	Yes
GD	Graduate Contingent	No
GF	Grad Admit Full Qualifications	Yes
GG	Grad Admit Certificate Program	Do NOT Use
GM	Graduate Conditional	No
GN	Graduate Non-Degree	No
GP	Graduate Ph.D.	Do NOT Use
GR	Grad Professional Doctorate	Do NOT Use
GS	Graduate Specialist	Do NOT Use
GT	Graduate Post Masters	Do NOT Use
GV	Graduate Second Masters	Do NOT Use
GX	Graduate Visiting	Do NOT Use
HS	UG High School Concurrent	No

IP	International IEP/Pre-Bacc	No
ND	UG Non-Degree	No
PB	Post-Bacc/Degree Seeking	Yes
PN	Post-Bacc Non-Degree Seeking	No
SP	Do NOT Use	Do NOT Use
ST	Do NOT Use	Do NOT Use
TP	UG Transfer CPrep	Yes
TR	UG Transfer	Yes
TV	UG Visiting	No
UR	UG Readmit	Yes

1.4.4 Field of Study

The field of study area records a student’s major, minors, and concentrations, as well as the catalog term associated with each one.



1.4.4.1 Majors, Minors, and Concentrations (STVMAJR)

STVMAJR is the validation table for major, minor, and concentration codes. The general schema for the major code begins with the 2-digit CIP code (CIPC) of the program, adds an arbitrary letter (the next available letter alphabetically), and ends with 0 (zero). A minor code related to a major will end in an arbitrary number 1–9 (the next available number), and a concentration within the major will end in an arbitrary letter (the next available letter alphabetically). Major, minor, and concentration codes are managed by Academic Affairs.

Examples:

The CIPC for Economics is 45.0601, so the following codes are used:

Major in Economics: **45A0** (BA, BBA, and BS programs in Economics)

Minor in Economics: **45A1**

Concentration in International Trade: **45AA** (BA and BBA programs in Economics)

Four exceptions to this general schema exist:

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Graduate certificate (GC) (major code = 7 + 2-digit CIPC + next available letter alphabetically). Example: 745A is the major code for the GC in Geographic Information Systems.

Post-master's certificate (PMC) (major code = 8 + 2-digit CIPC + next available letter alphabetically). Example: 851D is the major code for the PMC in Nurse Educator with Clinical Specialty.

Undergraduate certificate (CP, TC) (major code = 9 + 2-digit CIPC + next available letter alphabetically). Example: 952A is the major code for the TC in Accounting.

Legacy codes (used with historical program no longer in the university's program inventory) (major code = letter + 2-digit CIPC + next available letter alphabetically or next available number). Example: B15A is the major code for the legacy Industrial Technology program.

1.4.4.2 Catalog Term

The catalog term is what Degree Works uses to look at a student's progress towards their degree. The catalog term for a student in the Curriculum area should match the catalog term for all major, minor, and concentration records in the Field of Study area. **Only the Registrar's Office should update this field. If a student's record looks to be in error, please contact the Registrar's Office.**

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	E
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	202210	MAJOR	Major		1 202210	
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	202210	MAJOR	Major		2 202210	

1.4.4.3 Department

Some department information is automatically populated in based off of the field of study code entered into the student's record. Most of the information stored here is manually entered. Academic Affairs maintains documentation that is shared with the Registrar's Office to show the department a major, minor, or concentration resides in.

Current	Activity	Status	Term
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	202210
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	202210

Field of Study

Field of Study	4240	...	Psychology
Department	2090	...	Psychology & Counseling
Attached to Major		...	
Full or Part Time		...	

1 of 1 | 3 Per Page

1.5 Activities tab

Learner	Curricula	Study Path	Activities	Veteran	Comments	Academic and Graduation Status, Dual Degree	Miscellaneous
LEARNER ACTIVITIES							
Term		Activity Code			Description		
<input type="text"/>		<input type="text"/>			<input type="text"/>		
<input type="button" value="⏪"/> <input type="button" value="1 of 1"/> <input type="button" value="⏩"/>		10 Per Page					

STUDENT ACTIVITY (STVACTC)

The student activity table has multiple variables for each activity code to help people be able to determine what type of activity it is.

Type (STVACTC_ACTP_CODE)	Description
ACADM	Academic
HONOR	Honor Society
IFC	Interfraternity Council
IGC	Independent Greek Council
NPC	National Panhellenic
NPHC	National Pan-Hellenic Council
SPRTS	Sports

Category (STVACTC_ACCG_CODE)	Description
GREEK	Greek Students
RO	Recognized Organizations
UNGRD	Undergraduate

There are activity codes that add a Greek Village Parlor Fee to their student account. Below is a list of the codes that add a parlor fee.

Code	Description
AKA1	Alpha Kappa Alpha Exec
AKA2	Alpha Kappa Alpha Member
APHIA1	Alpha Phi Alpha Exec
APHIA2	Alpha Phi Alpha Member
ASA1	Alpha Sigma Alpha Exec
ASA2	Alpha Sigma Alpha Member
AST1	Alpha Sigma Tau Exec
AST2	Alpha Sigma Tau Member
BYX1	Beta Upsilon Chi Exec
BYX2	Beta Upsilon Chi Member
DST1	Delta Sigma Theta Exec
DST2	Delta Sigma Theta Member

Code	Description
OPP2	Omega Psi Phi Member
PBS1	Phi Beta Sigma Exec
PBS2	Phi Beta Sigma Member
PKA1	Pi Kappa Alpha Exec
PKA2	Pi Kappa Alpha Member
PSK1	Phi Sigma Kappa Exec
PSK2	Phi Sigma Kappa Member
SGR1	Sigma Gamma Rho Exec
SGR2	Sigma Gamma Rho Member
SIGNU1	Sigma Nu Exec
SIGNU2	Sigma Nu Member
SIGTA1	Sigma Tau Gamma Exec

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DZ1	Delta Zeta Exec
DZ2	Delta Zeta Member
FIJI1	Phi Gamma Delta Exec
FIJI2	Phi Gamma Delta Member
KAPSI1	Kappa Alpha Psi Exec
KAPSI2	Kappa Alpha Psi Member
OPP1	Omega Psi Phi Exec

SIGTA2	Sigma Tau Gamma Member
SK1	Sigma Kappa Exec
SK2	Sigma Kappa Member
SSS1	Sigma Sigma Sigma Exec
SSS2	Sigma Sigma Sigma Member
ZPB1	Zeta Phi Beta Exec
ZPB2	Zeta Phi Beta Member

1.6 Veteran tab

A student will be identified as veteran on this tab if the VA is paying for a student. The certification hours that are recorded on this table, is the number of hours that the VA are paying for. The hours are not always the same as the number of hours a student is taking.

Learner	Curricula	Study Path	Activities	Veteran	Comments	Academic and Graduation Status, Dual Degree	Miscellaneous
VETERAN CERTIFICATION INFORMATION							
Veteran Type		Description				Term	Certification Credit Hours
<input type="text"/>		<input type="text"/>				<input type="text"/>	<input type="text"/>
<small>10 Per Page</small>							

VETERAN TYPE (STVVETC)

Code	Description	Veteran	Dependent
1	Chapter 30	X	
2	Chapter 31	X	
3	Chapter 35		X
4	Chapter 1606	X	
5	Chapter 1607	X	
6	Veteran Drawing Benefits	X	
7	Veteran No Benefits	X	
8	In Service		
9	Veteran Complete Withdrawal		
A	Army Recruit		
B	Chapter 1606(AR and ARNG)	X	
D	Dependents		X
R	ROTC	X	

1.7 Comments tab

Withdrawal form information is stored here by the graduate school. FERPA authorizations are stored here.

1.8 Academic and Graduation Status, Dual Degree tab

1.8.1 Academic Status

If the academic standing that was calculated using the end of term process needs to be different, it needs to be changed in the Academic Standing Override field. No change should be made to the academic standing itself.

The screenshot shows a web interface for 'Academic and Graduation Status, Dual Degree'. It features several sections:

- Academic Term:** A dropdown menu.
- Academic Status:** A dropdown menu.
- Academic Standing:** A dropdown menu with a highlighted yellow background.
- Academic Standing Override:** A dropdown menu.
- Academic Status Override Term:** A dropdown menu.
- Progress Evaluation:** A dropdown menu.
- Progress Evaluation Override:** A dropdown menu.
- Progress Evaluation Override Term:** A dropdown menu.
- Combined Academic Standing:** A dropdown menu.
- Combined Academic Standing Override:** A dropdown menu.
- Combined Academic Standing Override Term:** A dropdown menu.

A student's current academic standing will be pulled in from SHATERM for this section.

Academic Term	200810
Academic Status	00 Good Standing

1.8.2 Graduation Status

The graduation status section auto populates when a student is admitted into the university. This information shows up on the **Banner Self-Service Enrollment Verification** report. **If a student would like this information updated, then they need to contact the Registrar's Office.**

Graduation Status	Expected Graduation Date	05/02/2026	Graduation Term	202620	Graduation Year	2026
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Student Records

- [View Holds](#)
- [Final Grades](#)
- [Academic Transcript](#)
- [View Student Information](#)
- [Class Schedule](#)
- [View/Print Schedule](#)
- [View Test Scores](#)
- [Apply to Graduate - Degree Progress / 90 hour Audit](#)
- [View Application To Graduate - Undergraduate Degree Progress](#)
- [Apply to Graduate - Masters, Specialist, Doctoral Degrees, and Graduate and Post-Masters Certificates](#)
- [View Application To Graduate - Masters, Specialist, Doctoral Degrees, and Graduate and Post-Masters Certificates](#)
- [Order Official Transcript](#)
- [Request Enrollment Verification](#)

1.8.3 Dual Degree

This section of the tab is not used for any information currently or historically.

Dual Degree		College	Major
Degree	Level	Department	

1.9 Miscellaneous tab

Currently, the only area that uses this screen is Global Learning and Engagement, Transfer Services, and Academic Advising Center. This screen has been used for multiple purposes in the past, which will be gone over in the following sections.

Learner	Curricula	Study Path	Activities	Veteran	Comments	Academic and Graduation Status, Dual Degree	Miscellaneous
MISCELLANEOUS INFORMATION							
Orientation Session		Employee and Training Code		Vocational Education		Transfer Center	
Career Plan		Graduate Credit Approved		Educational Goal		Basic Skills	
Practical Training		From Date		To Date			
Education Level							
Income Range							
Employment Expectation							
Apprenticeship Code							
Leave of Absence							

Orientation Session

In previous years, SOAR information has previously been stored in this field. SOAR information is not currently being stored in this field.

ORIENTATION SESSION (STVORSN)

Code	Description	Code	Description
0	SOAR 10	B	SOAR with Parents
1	SOAR 1	C	SOAR without Parents
2	SOAR 2	D	SOAR Wait list
3	SOAR 3	E	Summer Registration (non-SOAR)
4	SOAR 4	F	Intermediate Registration
5	SOAR 5	G	Late Registration
6	SOAR 6	H	Register after class begins
7	SOAR 7	I	Internet Online
8	SOAR 8	R	Readmits Only
9	SOAR 9	T	Transfers Only

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A	SOAR
---	------

X	High Scholar SOAR
---	-------------------

Career Plan

The Academic Advising Center uses this field to indicate a student accepted their AMAP or were ineligible for a plan due to the program being ineligible for plan.

CAREER PLANNING (STVCAPL)

Code	Description
A	Accept Plan
C	Consider Plan
D	Decline Plan
I	Ineligible For Plan
V	Degree Plan Voided

Education Level

Center for Global Learning and Engagement enters this data on students to feed into Terra Dotta.

EDUCATION LEVEL (STVEDLV)

Code	Description
03	Associate
04	Bachelor's
05	Master's
06	Doctorate
07	Language Training
11	Other

Transfer Center

The Office of Online, Transfer, and Returning Student Services records the code TC in this field when a credit optimization summary is completed for a student. When the summary is done, it is sent to the student and the designated major advisor.

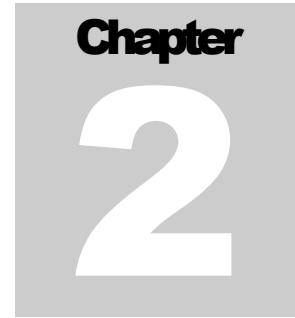
TRANSFER CENTER (STVTRCN)

Code	Description
1	Used Center
DC	District Transfer Center Used
MS	Main Transfer Center Used
NF	No formal transfer center used
ST	State Transfer Center Used
TC	Transfer Audit Complete

No information is historically or currently being stored in **Practical Training**, **Income Range**, **Employment Expectation**, **Apprenticeship Code**, **Leave of Absence**, **Employment and Training Code**, **Vocational Education**, **Educational Goal**, **Basic Skills**, and **Graduate Credit Approved**.

The screenshot displays a 'MISCELLANEOUS INFORMATION' section with the following fields and their highlighted status:

- Orientation Session: [Dropdown]
- Career Plan: [Dropdown]
- Practical Training: [Dropdown]**
- Education Level: [Dropdown]
- Income Range: [Dropdown]**
- Employment Expectation: [Dropdown]**
- Apprenticeship Code: [Dropdown]
- Leave of Absence: [Dropdown]
- Employee and Training Code: [Dropdown]
- Vocational Education: [Dropdown]
- Transfer Center: [Dropdown]
- Educational Goal: [Dropdown]**
- Basic Skills: [Dropdown]**
- Graduate Credit Approved
- From Date: [Date Picker]
- To Date: [Date Picker]

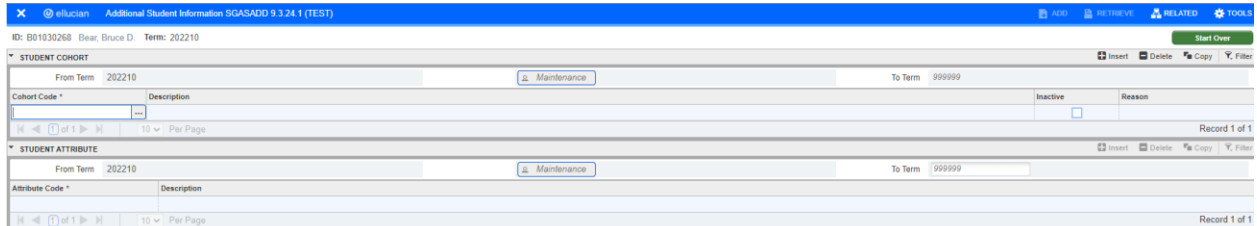


Related Student Information

On the screen with SGASTDN, there is RELATED button at the top right that you can click to see other information that is applicable for a student’s record. Some of the screens that you can select from the drop down will show you information that directly affect’s a student record on SGASTDN and other screens show relevant information.

2.1 Student Cohorts and Attributes (SGASADD)

SGASADD has two sections of the screen: Student Cohort and Student Attribute. The student cohort information is being used by different groups on campus to track groups of students. A student attribute has beginning effective term. Student attributes effect a student’s tuition and fees so the field is not accessed and used by a large group of people since it affects tuition and fees.



2.1.1 Student Cohort

Admissions uses the cohort codes to identify students who are taking concurrent credits through UCA’s partner programs versus independently. The cohort codes will be broken down into two categories in Cohort (STVCHRT): high school concurrent cohort codes and other cohort codes.

COHORT (STVCHRT)

High School Concurrent Cohort Codes used by Admissions

Code	Description
APC	Academic Plus Concurrent
BHSC	Bauxite HS Concurrent
CBTHSC	Cabot HS Concurrent

Code	Description
LRCAHSC	LR Christian Acad Concurrent
LRCHS	LR Central HS Concurrent
M-S CC	Mid-South Comm Co.

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CCC	Conway Christian HS Concurrent
CHSC	Conway HS Concurrent
CNTARC	Cent AR Christian Concurrent
CNWYCC	Cnwy Career Cntr HS Concurrent
CTHHSC	Catholic HS Concurrent
CVHS	Clarksville HS Concurrent
ECSHSC	Episcopal Colleg Concurrent
FAYHSC	Fayetteville HS Concurrent
GPHS	Guy-Perkins HS Concurrent
GS	Greenbrier HS Concurrent
H-BER HS	Har-Ber HS Concurrent
LHSC	Lamar HS Concurrent

	Students
MAHSC	Maumelle HS Concurrent
MHSC	Mayflower HS Concurrent
MORHSC	Morrilton HS Concurrent
MSMC	Mt St Mary's HS Concurrent
OAKGRVC	Oak Grove HS Concurrent
PVHS	Parkview HS Concurrent
QHS	Quitman HS Concurrent
RBHS	Rose Bud HS Concurrent
SHC	Sylvan Hills HS Concurrent
SJHSC	St. Joseph HS Concurrent
VHSC	Vilonia HS Concurrent

Other Cohort Codes used by others

Code	Description	Explanation
A OUTREACH	Academic Outreach	[No longer used.]
AECHS	AR Early College High School	[No longer used.]
BSNAPPL	BSN Applicant	Students who are applying to the BSN program in the School of Nursing.
CHEER	Cheerleading	[No longer used.]
CONCURRENT	Concurrent	[No longer used.]
DANCE TEAM	Dance Team	[No longer used.]
DNY 35<	Admit with 35 or below points	[No longer used.] This data was a carry over from UCA's legacy system when we had a point scale for admissions.
DNY18+<2.0	Admit w/<35-	[No longer used.] This data was a carry over from

ADMISSIONS APPLICATION

	MinACT18-No Single	UCA's legacy system when we had a point scale for admissions.
DNY35-39	Admit With 35-39 points	[No longer used.] This data was a carry over from UCA's legacy system when we had a point scale for admissions.
DNYACTGPA	Admit w/35-MinACT17-GPA 2.0	[No longer used.] This data was a carry over from UCA's legacy system when we had a point scale for admissions.
EA	Early Admit	[No longer used.]
EDGE	EDGE Residential College	[No longer used.]
EPIC	EPIC Residential College	[No longer used.]
FELONS	Felons	[No longer used.]
FFADMITAC	Freshman Admit/Admin Committee	[No longer used.]
FTADMITAC	FT Admit per Adm Comm	[No longer used.]
FTDENYAC	FT Deny per Adm Comm	Not used.
FTUCAC	FT UC Admit per Adm Comm	[No longer used.]
HALL HS	Hall HS Concurrent	Not used.
HRC	Hughes Residential College	[No longer used.]
MAPWORKS	MAP-Works Program Participant	[No longer used.]
MCC	Minton Commuter College	[No longer used.]
MRC	Minton Residential College	[No longer used.]
RHEXUGNSFG	Rsrch Exp for UG Natl Sci Fnd	[No longer used.]
SAM	Satellite Minton	[No longer used.]
SCH	Scholarship Start Term	[No longer used.]

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SDHS	Springdale HS Concurrent	Not used.
SDRC	Short/Denney Residential Coll	[No longer used.]
SRC	State Residential College	[No longer used.]
STARS	STAR Residential College	[No longer used.]
STEM	STEM Residential College	[No longer used.]
SYE	Sophomore Year Experience	[No longer used.]
UC	University College	[No longer used.]
UCAN	UCAN Program	A student participated in UCAN rather than sitting out their first academic suspension for two consecutive semesters.
UCAN2	UCAN 2 Program	[No longer used.]
UCPS	UCAPS	[No longer used.]
WYHSC	Wynne HS Concurrent	Not used.

Office(s) who add these cohort codes

Code	Description	Office(s)
BSNAPPL	BSN Applicant	<i>Added by Slate via an application to the School of Nursing.</i>
UCAN	UCAN Program	Student Success (UCAN)

2.1.2 Student Attribute

Attributes can effect a student’s tuition and fees among many things, but it can effect other things like a student’s classification. There are at least 70 attributes available to add to a student’s record.

STUDENT ATTRIBUTE (STVATTS)

Code	Description	Explanation
1A01	A LDiv Fine Arts	[No longer used.] Previously used to show that

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		students met certain requirements.
1F01	F LDiv First-Year Seminar	[No longer used.] Previously used to show that students met certain requirements.
1H01	H LDiv Humanities	[No longer used.] Previously used to show that students met certain requirements.
1S01	S LDiv Social Science	[No longer used.] Previously used to show that students met certain requirements.
2P2S	2+2 Transfer Self-ID	A student self-identifies on their admission application as being in 2+2 agreement. <i>[Application Question: Are you following a 2+2 agreement?]</i>
2P2V	2+2 Transfer Verified	A student has been verified as having successfully completed the first two years of an approved 2+2 agreement at an Arkansas Community College partner institution. The verification process is initiated if a student transfers (or returns) to UCA directly from a 2+2 partner institution.
AA	Associate of Arts	A student who has been awarded an AA degree by an Arkansas public institution. If the student has been admitted already, then the attribute is added in SGASADD. If the student hasn't been admitted, then it is entered on SAAADMS, which will be pushed over to SGASADD when a student is admitted.
AAT	Associate of Arts in Teaching	A student who has been awarded an AAT degree by an Arkansas public institution. If the student has been admitted already, then the attribute is added in SGASADD. If the student hasn't been admitted, then it is entered on SAAADMS, which will be pushed over to SGASADD when a student is admitted.
AS	Associate of Science	A student who has been awarded an AS degree by an Arkansas public institution. If the student has been admitted already, then the attribute is added in SGASADD. If the student hasn't been admitted, then it is entered on SAAADMS, which will be pushed over to SGASADD when a student is admitted.
ATH	Athletes - UCA Student	[No longer used.]
BIEX	Bilateral Exchange Program	TUITION AND FEES: Students participated in a bilateral exchange program. Students will receive

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		a waiver of tuition and fees who participate in this program.
BNMN	RN to BSN+MSN	[No longer used.]
BSN1	BSN Program Applicant	Students who are applying to the Pre-licensure BSN track.
CS5Y	Computer Science BS+MS	Students in the BS+MS Computer Science program. This attribute is added while the student is still an undergraduate student when they start taking graduate courses. The student will later enter the accelerated graduate program.
EXCA	NSE Host Pay	TUITION AND FEES: A student in the National Student Exchange (NSE) program where they pay the host school. The host school in this situation would be UCA.
EXCB	NSE Home Pay	TUITION AND FEES: A student in the National Student Exchange (NSE) program where they pay their home school. Students will receive a waiver of tuition and fees who participate in this program.
FOGP	Fully Online Graduate Program	TUITION AND FEES: A UCA online graduate student, who will get the UCA online rate for any course with the INSM_CODE in DEAS, DESY, DEEV, HYBR, HYEV, or OTHER.
FOUP	Fully Online Undergrad Program	TUITION AND FEES: A UCA online undergraduate student, who will get the UCA online rate for any course with the INSM_CODE in DEAS, DESY, DEEV, HYBR, HYEV, or OTHER.
GBUS	Undergrad Bus Graduate	Not used.
GEP	Global Exchange Program	TUITION AND FEES: Students who participate in the GEP program. Their tuition and fees will adjust to the flat rate agreed upon for the program.
GSU1	Graduate Special Use 1	This attribute indicates that student needs to take an alternative degree plan for their degree. These courses are usually prerequisite courses. DegreeWorks uses this attribute
GSU2	Graduate Special Use 2	If a student in the Psychology PhD program does not have a master's in Mental Health Counseling then this attribute is added. It adds a set of courses in DegreeWorks that a student must earn in the first 60 hours.

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GSU3	Graduate Special Use 3	Not currently used. Reserved for future use.
GSU4	Graduate Special Use 4	Not currently used. Reserved for future use.
HON1	Honors Participation Fee	TUITION AND FEES: A Norbert Schedler Honors College student. This is added to a student's record so that the honors college participation fee can be charged to the student.
HON2	\$50 Honors Participant Fee	[No longer used.]
HON3	\$20 Honors Participant Fee	[No longer used.]
HON4	Waived Honors Participant Fee	[No longer used.]
HONA	Honors College Alumni	Previously, a Norbert Schedler Honors College student, who has graduated with a bachelor's degree from UCA and a minor from the Honors College.
HONF	Former Honors Student	Previously, a Norbert Schedler Honors College student, who has stopped out of the program.
IADM	International Admin Fee	TUITION AND FEES: Used to charge a student the international administration fee. Students who have a visa type other than F1 or are in all online programs do not get this fee.
IINS	International Insurance Fee	TUITION AND FEES: Used to charge a student the international student insurance fee. This code is removed if the student is approved to use their own insurance. Students who have a visa type other than F1, J1, or are in all online programs do not get this fee. (Note: A J1 visa student still gets charged an international insurance fee, but it is a pro-rated amount done with the assistance of Student Accounts.)
LDC	Core Lower-Division	[No longer used.]
LPBN	LPN to BSN	[No longer used.]
LT	Laptop Program Fee	[No longer used.]
OSFW	Out-of-State Fee Waived	[No longer used.]

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PB	Post-Baccalaureate	Changes a student's classification to Post-Baccalaureate.
RNBN	RN to BSN	
RTA	Reverse Transfer Authorization	<p>A student, who indicated previous attendance at UA-PTC, UACCM, or ASU-Beebe during the application process and provided consent for UCA to share transcript information with that institution, strictly for the purpose of being awarded an associate's degree. <i>[Application Question: The University of Central Arkansas has partnered with the University of Arkansas Community College - Morrilton, University of Arkansas - Pulaski Technical College, and Arkansas State University - Beebe to ensure the maximum number of credits are reviewed by each institution for degree eligibility. Please consent for UCA to share transcript information with your previous Arkansas institution.</i></p> <p><i>Yes: I give my consent for the University of Central Arkansas (UCA) to send my UCA transcript to my previous Arkansas institution, at no charge, to be considered for an associate degree award at that institution.]</i></p>
S1	First Suspension	
S2	Second Suspension	
S3	Third Suspension	
SCH	Academic Scholarship Recipient	[No longer used.]
SCHE	Academic Scholarship Except	[No longer used.]
SCHH	Academic Scholarship Hold	[No longer used.]
SCHR	Academic Scholarship Reinstate	[No longer used.]
SPAC	International SPACE Program	[No longer used.]
TCOR	35-Hour Transfer Core	

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THES	Thesis Option	This attribute is added to a student who is on the thesis track of their program. This attribute creates a coursework plan in DegreeWorks.
TIR1	Tier 1 Stu Enr < 05/012006	[No longer used.]
TW2	Transitional Writing	[No longer used.]
TWC	Transitional Writing	[No longer used.]
USP1	USP Participant	TUITION AND FEES: A University Scholars Program student. This is added to a student's record so that the USP participation fee can be charged to the student.
USPA	USP Alumni	Previously, a University Scholars Program student, who has graduated with a bachelor's degree from UCA and met all scholars program capstone requirements.
USPF	Former USP	Previously, a University Scholars Program student, who has stopped out of the program.

Office(s) who add these student attributes

Code	Description	Office(s)
2P2S	2+2 Transfer Self-ID	<i>(On a student's admission application.)</i>
2P2V	2+2 Transfer Verified	Registrar's Office
AA	Associate of Arts	Registrar's Office
AAT	Associate of Arts in Teaching	Registrar's Office
AS	Associate of Science	Registrar's Office
BIEX	Bilateral Exchange Program	Center for Global Learning and Engagement
BSN1	BSN Program Applicant	School of Nursing
CS5Y	Computer Science BS+MS	Graduate School
EXCA	NSE Host Pay	Center for Global Learning and Engagement
EXCB	NSE Home Pay	Center for Global Learning and Engagement
FOGP	Fully Online Graduate Program	<i>Added via IT script based on program codes.</i>

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FOUP	Fully Online Undergrad Program	Online, Transfer, and Returning Student Services
GSU1	Graduate Special Use 1	Graduate School
GSU2	Graduate Special Use 2	Graduate School
GSU3	Graduate Special Use 3	Graduate School
GSU4	Graduate Special Use 4	Graduate School
HON1	Honors Participation Fee	Honors College
HONA	Honors College Alumni	Honors College
HONF	Former Honors Student	Honors College
IADM	International Admin Fee	Center for Global Learning and Engagement
IINS	International Insurance Fee	Center for Global Learning and Engagement
PB	Post-Baccalaureate	Admissions
RTA	Reverse Transfer Authorization	<i>(On a student's admission application.)</i>
THES	Thesis Option	Graduate School
USP1	USP Participant	Honors College
USPA	USP Alumni	Honors College
USPF	Former USP	Honors College

2.2 High School Information (SOAHSCH)

There are three tabs on information in SOAHSCH: High School Details, High School Subjects, and High School Address.

2.2.1 High School Details

A student's high school details will be entered on this screen, which will include: high school code, graduation date, transcript received date, class rank and size, GPA, diploma type, and transcript type (e.g, six-semester, seven-semester, etc.) High school details are updated as new materials are received and

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reviewed. Therefore, SOAHSCH provides a snapshot of students' records at a particular point of time.

The screenshot shows a web form titled "HIGH SCHOOL DETAILS". It contains several input fields and checkboxes. On the left side, there are fields for "High School *", "Enrollment Planning", "Service Code", "Graduation Date", "Transcript Received Date", and "Class Rank and Size". On the right side, there are fields for "Percentile", "GPA", "Diploma", a checkbox for "College Preparation", and "Admissions Request". The form is displayed in a browser window with navigation controls at the bottom.

High School Code

A list of high schools can be found on SOISBGI. On SOISBGI, searching by Institution Type = HS (High School) is possible.

The screenshot shows a search interface for "SOURCE OR BACKGROUND INSTITUTION". The search criteria are: Institution Type (HS), Code, Name, City, and State or Province. Below the search criteria is a table with columns: Institution Type, Code, Name, City, State or Province, and Admission Request Code. The table currently shows "None" as the only result.

Class Rank

When a high school does not record class rank, a student's high school record is coded with having a class size = 0 and there is no data in the class size field.

The image shows a close-up of the "Class Rank and Size" field. The rank box contains the number "0" and the size box is empty.

GPA

Schools may provide a weighted or unweighted 4.0 GPA on high school transcripts. If the school provides both weighted and unweighted, the weighted GPA is generally recorded; weighted GPAs can be higher than a 4.0. Certain coursework is graded on a different scale. Honors and Pre-AP classes are given an additional 0.5 GPA point and AP classes are given an additional 1.0 GPA point.

If the GPA is calculated on a different scale than 4.0, the GPA is recalculated. For recalculated GPAs, conversion form is used that converts the student's GPA to a 4.0 scale. Scale such as letter and 100 point scale with passing grades of 60, 65, and 70, weight, and credits are taken into consideration when recalculating GPAs.

Diploma

DIPLOMA (STVDPLM)

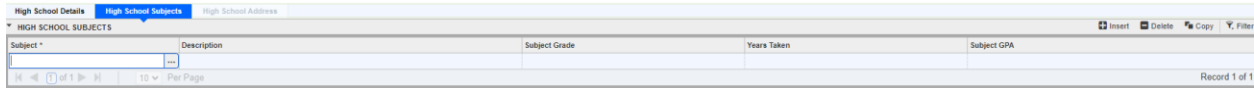
Code	Description	Explanation
GD	General Equivalency Diploma	A GED received within Arkansas.
GO	GED Out of State	A GED received outside of Arkansas.

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HM	Home School Diploma	A home school diploma.
HS	High School Diploma	A high school diploma.

2.2.2 High School Subjects

No information is currently being stored here.



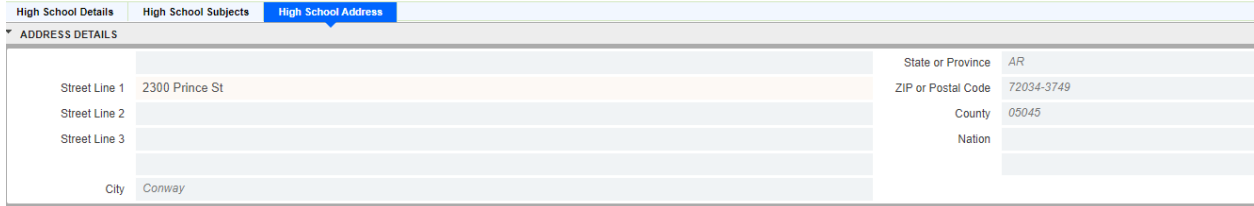
The screenshot shows a table interface with the following structure:

Subject *	Description	Subject Grade	Years Taken	Subject GPA

Navigation controls include: (1) of 1, 10 Per Page, and Record 1 of 1. Action buttons for Insert, Delete, Copy, and Filter are also visible.

2.2.3 High School Address

If a high school code is entered into the high school details and that high school has an address entered into SOASBGI then that high school’s address will be pulled into this tab.



The screenshot shows the 'High School Address' form with the following fields:

Street Line 1	2300 Prince St	State or Province	AR
Street Line 2		ZIP or Postal Code	72034-3749
Street Line 3		County	05045
City	Conway	Nation	



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