

Version

1.3

DATA STANDARDS AND INFORMATION ACCESS (DSIA)
OVERSIGHT GROUP

University of Central Arkansas



Data Standards Manual: Student

Data Standards Manual: Student

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- Added in Chapter 4: Graduation Information
- Add in Section 2.3 Academic Non-Course (SHANCRS)
- Roster updated

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Roster updated January 2023

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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.

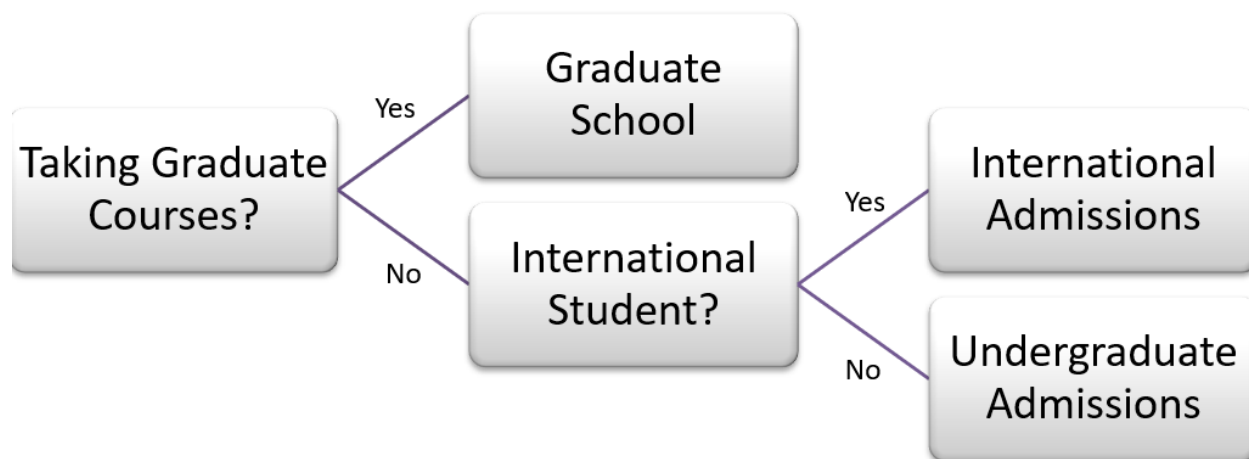
1.1 Student Record Creation

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?



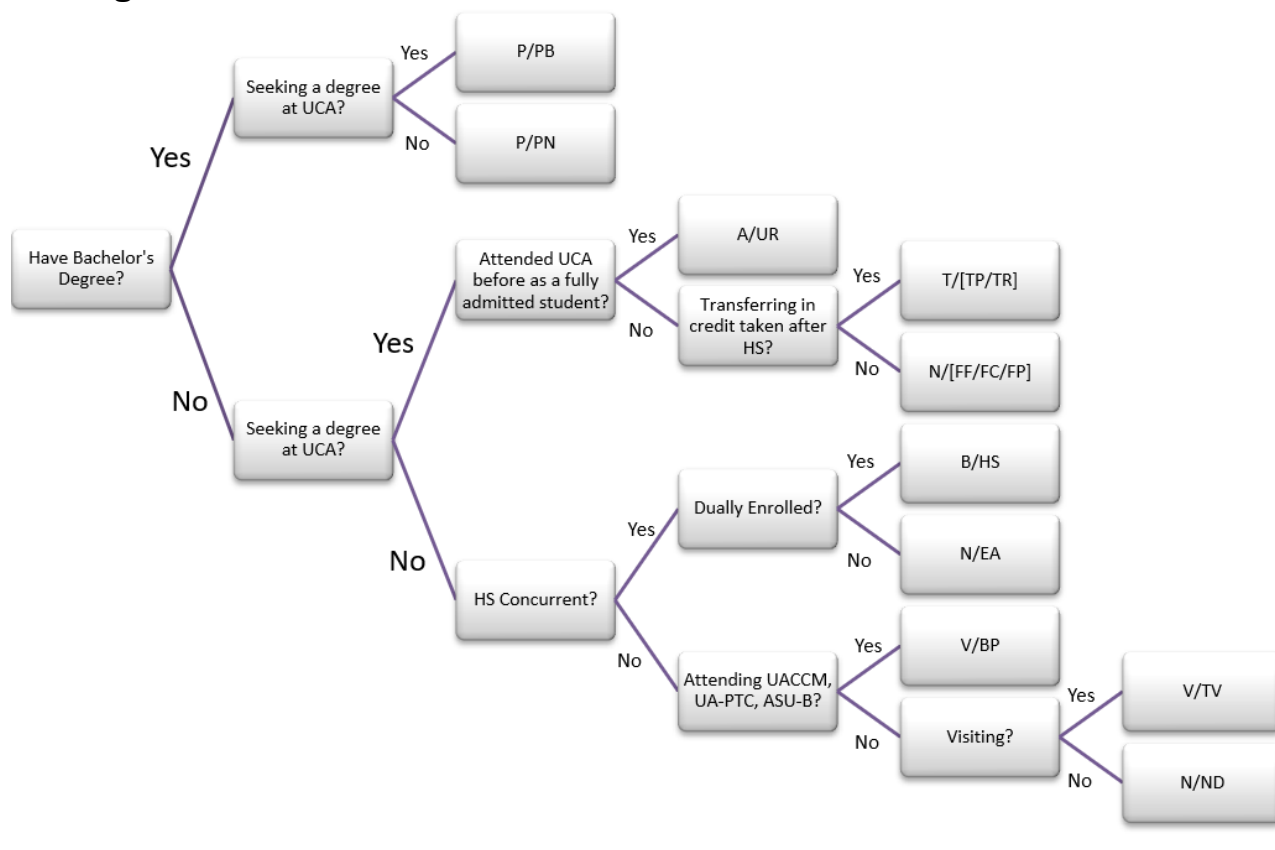
How to read the table:

Example: P/PB

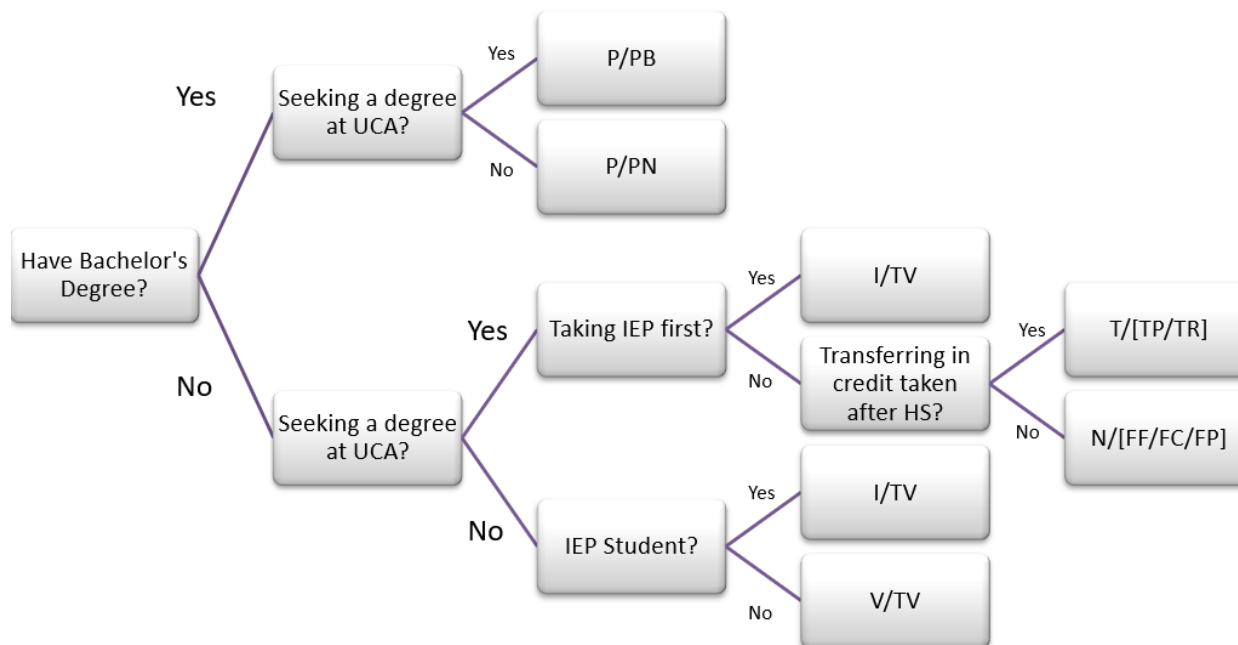
P = student type of P

PB = admission type code of PB

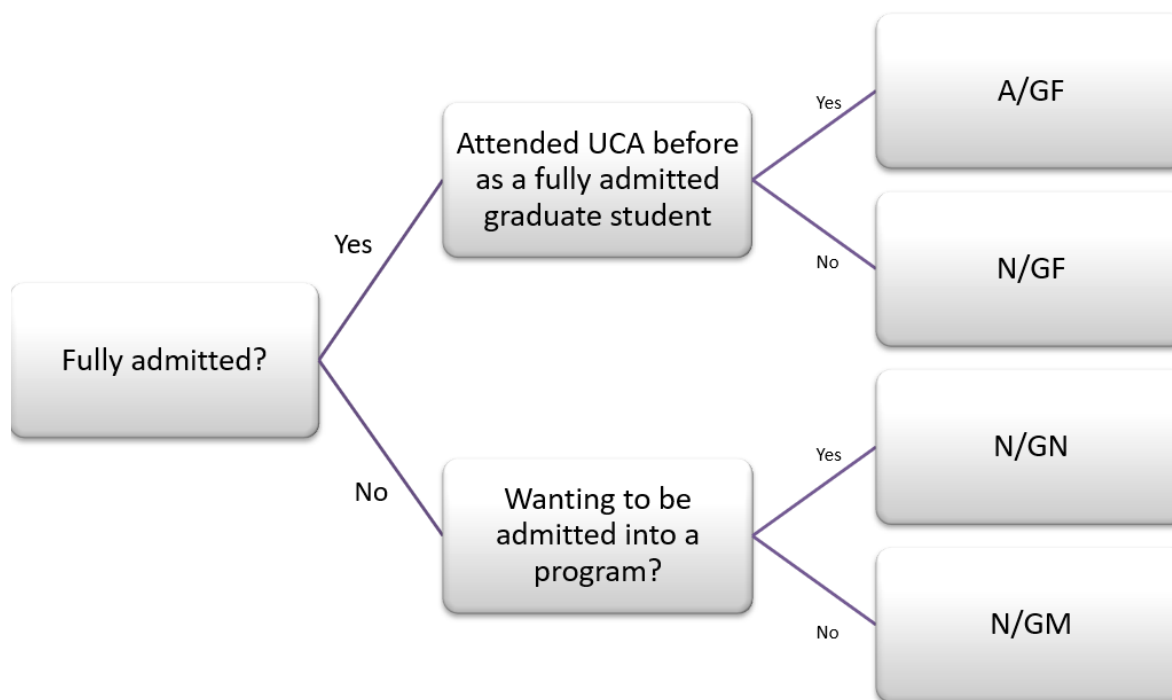
Undergraduate Admissions



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 selected in the SGASTDN system. The interface includes a header with the student's ID (001000205), name (Bear, Bruce D.), and term (View Current/Active Curricula). Below the header, there are tabs for 'Learner', 'Curricula', 'Study Path', 'Activities', 'Veteran', 'Comments', 'Academic and Graduation Status, Dual Degree', and 'Miscellaneous'. The 'Learner' tab is active, displaying a form with various fields for student information. The 'Curricula SUMMARY - PRIMARY' section shows a table with columns for Priority, Term, Program, Catalog, Level, Campus, College, Degree, End, Outcome Key, Admission Type, Admission, Matriculation, Student Type, and Rate. The 'FIELD OF STUDY SUMMARY' section shows a table with columns for Priority, Term, Type, Field of Study, Department, and Attached to Major.

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			

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)

UNDERSTANDING SGASTDN

		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

UNDERSTANDING SGASTDN

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	

UNDERSTANDING SGASTDN

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.**

ellucian General Student SGASTDN 9.3.19 (TEST)

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

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

GENERAL LEARNER

From Term 202210 To Term 999999

New Term 202210 Fall 2021

Residence R In-State Resident

Student Status AS Active Student

Fee Assessment Rate

Student Type T Transfer

Class SO Sophomore

RESIDENCE (STVRES 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.

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.

UNDERSTANDING SGASTDN

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.

X
@ ellucian
General Student SGASTDN 9.3.19 (TEST)

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

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation

GENERAL LEARNER

From Term 202210

New Term ... Fall 2021

Student Status ... Active Student

Student Type ... 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"/>
Site	<input type="text"/>	Citizenship	<input type="text"/> Y U.S. Citizen
Session	<input type="text"/>		

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"/>
Citizenship	<input type="text"/> 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.

General Student SGASTDN 9.3.19 (TEST)

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

Learn More **Curricula** Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

Curricula > View to select

CURRICULUM

Current	Activity	Key Sequence	Term	Term Description	End Term	End Term Description	Catalog Term	Catalog Term Description	Priority	Graduation Sequence
<input checked="" type="checkbox"/>	ACTIVE	99	202210	Fall 2021			202210	Fall 2021	1	1

1 of 1 | 1 Per Page | Record 1 of 1

Curriculum **Status Details**

Program	BS-PSYC	BS, Psychology 3070	College	CH	Health & Behavioral Sciences
Level	01	Undergraduate	Degree	BS	Bachelor of Science
Campus	M	Main	Start Date		End Date

FIELD OF STUDY

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

Field of Study

Field of Study	4240	Psychology	Start Date	
Department	2090	Psychology & Counseling	End Date	
Attached to Major			<input checked="" type="checkbox"/> Rolled	
Full or Part Time				

1 of 1 | 1 Per Page | Record 1 of 2

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. **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.

CURRICULUM							
<div> Replace Update Duplicate Roll to Outcome Apply to Graduate </div>							
Current	Activity	Key Sequence	Term	Term Description	End Term	End Term Description	Catalog Term
<input checked="" type="checkbox"/>	ACTIVE	99	202210	Fall 2021			202210
				Fall 2021			Fall 2021

1.4.2 Curriculum

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

Curriculum							
<div> Curriculum Status Details </div>							
Program	BS-PSYC	...	BS, Psychology 3070	College	CH	...	Health & Behavioral Sciences
Level	01	...	Undergraduate	Degree	BS	...	Bachelor of Science
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							
<div> Curriculum Status Details </div>							
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.

ellucian Program Definition Rules SMAPRLE 9.3.11 (PROD)							
PROGRAM DEFINITION RULES							
Program	BA-THEA	1					
Description *	BA, Theatre 4082	2					
Web	<input checked="" type="checkbox"/>						
Locked	<input type="checkbox"/>						
Curriculum Rules	<input checked="" type="checkbox"/>						
Curriculum Dependent	<input checked="" type="checkbox"/>						
Student Level	01	3					
	...						
Undergraduate							
Program	BA-THEATRE						
Description *	BA, Theatre 4082						
Web	<input checked="" type="checkbox"/>						
Locked	<input checked="" type="checkbox"/>						
Curriculum Rules	<input checked="" type="checkbox"/>						
Curriculum Dependent	<input checked="" type="checkbox"/>						
Student Level	01						
	...						
Undergraduate							

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.

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

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.

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

Degree	BS	...	Bachelor of Science
--------	----	-----	---------------------

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 (STVCOLL)

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	Rolled to Outcome	1	Leave From Date			
Admission Term	202210	...	Fall 2021	Student Type	...	Leave To Date			
Application	1			Site	...	Expected Graduation Date			
Matriculated Term	...			Rate	...	Graduation Term	...		
Roll Learner	No			Leave of Absence	...	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

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

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

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

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

		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:

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.**

FIELD OF STUDY							
Attached Concentrations		Inactivate					
Current	Activity	Status	Term	Type	Type Description	Priority	Catalog
<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.

FIELD OF STUDY			
Attached Concentrations		Inactivate	
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	...		
<div> <div>1 of 1</div> <div>3 Per Page</div> </div>			

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"/>		
1 of 1		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
VA	Veteran Affairs

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

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

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

DST2	Delta Sigma Theta Member
DZ1	Delta Zeta Exec
DZ2	Delta Zeta Member
FIJ11	Phi Gamma Delta Exec
FIJ12	Phi Gamma Delta Member
KAPSI1	Kappa Alpha Psi Exec
KAPSI2	Kappa Alpha Psi Member
OPP1	Omega Psi Phi Exec

SIGTA1	Sigma Tau Gamma 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

There are four activity codes that indicates a student using federal tuition assistance.

Code	Description	Type	Category
FTA-AF	Federal Tuition Assist (USAF)	VA	VA
FTA-ARMY	Federal Tuition Assist (ARMY)	VA	VA
FTA-NAVY	Federal Tuition Assist (NAVY)	VA	VA
NGTW	National Guard Tuition Waiver	VA	VA

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	
<div>...</div>							
<div>1 of 1</div>		<div>10</div> Per Page					

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.

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

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.**

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		Department	
Level			

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			
Career Plan				Vocational Education			
Practical Training				Transfer Center			
Education Level				Educational Goal			
Income Range				Basic Skills			
Employment Expectation				<input type="checkbox"/> Graduate Credit Approved			
Apprenticeship Code				From Date			
Leave of Absence				To Date			

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

UNDERSTANDING SGASTDN

1	SOAR 1
2	SOAR 2
3	SOAR 3
4	SOAR 4
5	SOAR 5
6	SOAR 6
7	SOAR 7
8	SOAR 8
9	SOAR 9
A	SOAR

C	SOAR without Parents
D	SOAR Wait list
E	Summer Registration (non-SOAR)
F	Intermediate Registration
G	Late Registration
H	Register after class begins
I	Internet Online
R	Readmits Only
T	Transfers Only
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

UNDERSTANDING SGASTDN

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**.

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

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.

The screenshot displays the 'Additional Student Information: SGASADD 9.3.24.1 (TEST)' interface. It features two main sections: 'STUDENT COHORT' and 'STUDENT ATTRIBUTE'. Both sections include a 'From Term' field set to '202210' and a 'To Term' field set to '999999'. The 'STUDENT COHORT' section has a 'Cohort Code *' field and a 'Description' field. The 'STUDENT ATTRIBUTE' section has an 'Attribute Code *' field and a 'Description' field. Both sections also have an 'Inactive' checkbox and a 'Reason' field. The interface includes navigation buttons like 'Insert', 'Delete', 'Copy', and 'Filter', and a 'Start Over' button. The bottom of each section shows 'Record 1 of 1' and '10 Per Page'.

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
ALHSC	Abun Life Chr Acad Concurrent

Code	Description
LHSC	Lamar HS Concurrent
LRCAHSC	LR Christian Acad Concurrent

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AVAHSC	AR Virtual Acad Concurrent
BHSC	Bauxite HS Concurrent
CBTHSC	Cabot HS Concurrent
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

LRCHS	LR Central HS Concurrent
M-S CC	Mid-South Comm Co. 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

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		admissions.
DNY18+<2.0	Admit w/<35-MinACT18-No Single	[No longer used.] This data was a carry over from 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.]

ADMISSIONS APPLICATION

SCH	Scholarship Start Term	[No longer used.]
SDHS	Springdale HS Concurrent	Not used.
SDRC	Short/Denney Residential Coll	[No longer used.]
SMC	State Minimum Core	This will add a SMC (State Minimum Core) block containing the classes used for SMC requirements within Degree Works. This update will also communicate to the student, advisors, and the OTRSS that the SMC is met with in-progress courses to reduce the risk of adding students into lower division core classes not needed
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 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

ADMISSIONS APPLICATION

		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 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, HYEY, 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, HYEY, 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.

ADMISSIONS APPLICATION

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.
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.)

ADMISSIONS APPLICATION

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.]
PB	Post-Baccalaureate	Changes a student's classification to Post-Baccalaureate.
RNBN	RN to BSN	This attribute assigns specific courses in a Degree Works plan for RN to BSN students.
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	[No longer used.]
S2	Second Suspension	[No longer used.]
S3	Third Suspension	[No longer used.]
SCH	Academic Scholarship Recipient	[No longer used.]
SCHE	Academic Scholarship Except	[No longer used.]

ADMISSIONS APPLICATION

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	[No longer used.]
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>
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
RNBN	RN to BSN	School of Nursing
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 reviewed. Therefore, SOAHSCH provides a snapshot of students' records at a particular point of time.

The screenshot shows the 'HIGH SCHOOL DETAILS' form. It has a tabbed interface with 'High School Details' selected. The form contains the following fields:

- High School * (dropdown menu)
- Enrollment Planning (text field)
- Service Code (text field)
- Graduation Date (calendar icon)
- Transcript Received (calendar icon)
- Date (text field)
- Class Rank and Size (text field with slash separator)
- Percentile (text field)
- GPA (text field)
- Diploma (dropdown menu)
- College Preparation (checkbox)
- Admissions Request (dropdown menu)

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 the 'SOURCE OR BACKGROUND INSTITUTION' query interface. The 'Institution Type' dropdown is set to 'HS'. The interface includes a table with the following columns: Institution Type, Code, Name, City, State or Province, and Admission Request Code. The table currently shows one row with 'None' in the Institution Type column.

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.

Class Rank and Size /

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.
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.

High School Details | **High School Subjects** | High School Address

High School Subjects

Subject *	Description	Subject Grade	Years Taken	Subject GPA

Record 1 of 1

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.

7

High School Details | High School Subjects | **High School Address**

ADDRESS DETAILS

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	

2.3 Test Score Information (SOATEST)

ID: B01289246 Mouse, Mickey

Start Over

TEST SCORE INFORMATION

Test Code *	Description	Test Score *	Test Date *

Record 1 of 1

Test Scores (1) Test Scores (2) Test Scores (3)

Admission Request

Source

Equivalency Indicator

Revised or Recentered

PERCENTILES

Percentile	Percentile Type	Description	Percentile Date

Record 1 of 1

Percentiles are for test score

taken on

DETAILS

Scores can be a maximum of - characters in range of -

TEST SCORE INFORMATION				Insert
Test Code *	Description	Test Score *	Test Date *	
<div> <div> 1 of 1 </div> <div> 10 ~ Per Page </div> </div> <div> <div>Test Scores (1)</div> <div>Test Scores (2)</div> <div>Test Scores (3)</div> </div> <div> <div>Admission Request</div> <div>Source</div> </div> <div> <div> <input type="checkbox"/> Equivalency Indicator </div> <div> Revised or Recentered </div> </div>				

Other codes than these exist, but these are the current test scores used for placement and/or admissions.

Code	Description
AA	Highest English ACT Score
AB	Highest Math ACT Score
AC	Highest Reading ACT Score
AD	Highest Science ACT Score
AE	ACT Super Score
AS11	SAT R2016 Read/Writ Superscore
AS12	SAT R2016 Math Superscore
ASBS	SAT R2016 Superscore Composite
P11	PSAT E-B Reading/Writing Score
P12	PSAT Math Score
P10	PSAT Total Score

Test Score *

41

Admission Request
ADMISSIONS REQUEST (STVADMR)

Code	Description	Code	Description
2ST	Two-Semester Transcript	DIP	Diploma or Leaving Certificate
3ST	Three-Semester Transcript	DUO	Duolingo English Test
4ST	Four-Semester Transcript	EAD	Employment Authorization Doc
5ST	Five-Semester Transcript	ECTS	European CTA System
6ST	Six-Semester Transcript	EGV	Early Graduation Verification
7ST	Seven-Semester Transcript	EPE	English Proficiency(no IEP)
AAP	Application for Admissions	FEEW	Fee Waiver Documentation
ACT	ACT Scores	FRE	Freshman Request (generic)
ACTS	ACT Superscore	GAF	Grad. Application Fee 25.00
ACU	Accuplacer Test Scores	GED	GED
ADD	Address Correction	GRE	GRE Scores
AFD	Additional Financial Doc	HCA	Home Country Address
APS	AP Scores	HST	H.S. Final Transcript
ASA	Academic Scholarship App	I20	Copy of I-20 or DS-2019
ASPR	Aspire Scores	I94	1-94 Arrival or Departure Form
AST	Asset Scores	IAF	International Application Fee
CEV	Credit Evaluation	IBS	IB Scores
CFS	Confirm Financial Support	IMM	Immunization Records
CMP	Compass Test Scores	ITS	IELTS Scores
CPAS	Copy of Passport	LCA	Letter of Course Approval
CR10	10th College Transcript	LGS	Letter of Good Standing
CRT3	3rd College Transcript	LNA	Letter of Non-Attendance
CRT4	4th College Transcript	LTS1	Letter of Support 1
CRT5	5th College Transcript	LTS2	Letter of Support 2

ADMISSIONS APPLICATION

CRT6	5th College Transcript
CRT7	7th College Transcript
CRT8	8th College Transcript
CRT9	9th College Transcript
CSA	Current Scholarship App.
CSS	H.S.Counselor's Seal/Signature
CSV	Copy of Student Visa
CT10	10th College Transcript
CT11	11th College Transcript
CT12	12th College Transcript
CTR	College Transcript
CTR2	2nd College Transcript
CTR3	3rd College Transcript
CTR4	4th College Transcript
CTR5	5th College Transcript
CTR6	6th College Transcript
CTR7	7th College Transcript
CTR8	8th College Transcript
CTR9	9th College Transcript
DACA	Copy of DACA Card

MAT	GMAT Scores
NECO	National Examinations Council
OFF	Official Transcript
OREC	Offense Related Records
PMT	Admissions Application Fee PMT
POB	Post-Bacc Request
PSAT	PSAT Scores
PST	Personal Statement
RES	Permanent Resident Card Copy
SAT	SAT Scores
SIF	SEVIS Information Form
SIX	Six Semester Transcript
SLR	Sanction Letter
SSN	Social Security Number
TLS	TOEFL Scores
TRA	Transfer Request
VIS	Visiting Request
VTL	Valid Teacher License
WAEC	West African Exam Council
WASS	West African SR School Cert

Source

SOURCE (STVTSRC)

Code	Description
CMPE	Compass Scores taken elsewhere
CSAT	Converting SATs to ACTs
CTRA	College Transcript

Code	Description
SSUP	System SuperScore
TAPE	Test Score Tape
TRAN	High School Transcript

ADMISSIONS APPLICATION

OTHR	Other
------	-------

UCAT	UCA Testing Center
------	--------------------

2.3 Academic Non-Course (SHANCRS)

The information stored here helps update Degree Works for degree audits.

ACADEMIC NON-COURSES										Insert	Delete	Copy	Filter
Paper	Committee	Event	Level	Complete By	CAPP Non-Course Requirement	Status	Status Date	Satisfied	Advisor				
					2011	AP	12/12/2022	Y					
10 Per Page										Record 1 of 1			
DEGREES APPLIED										Insert	Delete	Copy	Filter
Number *	Code			Code Description									
10 Per Page										Record 1 of 1			

NON-COURSE REQUIREMENTS (STVNCRQ)

Code	Description	Code	Description
ARK	Arkansas History	ORAL	Oral Examination
CMSV	Community Service	PAPR	Senior Paper
COMP	Comprehensive Exams	PORT	Portfolio
DISS	Dissertation	PRAC	Practicum in Major
EXIT	Exit	PROG	Program Key Assessments
IMBA	Intl MBA Concentration	PSED	Physical Education
IQP	Interactive Qualifying Project	SUFF	Sufficiency
LIC	State License Exam	TCH	Minimum 2-year Teaching Exp
MAT	MAT Content Area	THES	Thesis
MQP	Major Qualifying Project	UGTH	Undergraduate Thesis

Admissions Application

The main admissions application is on SAAADMS. There are other screens, such as SAADCRV.

3.1 Application Tab

3.1.1 Entry Term

The entry term is the term a student is applying for entry into the university.

Entry Term 202310 ... Fall 2022

3.1.2 Application Number

This part of the admissions application is auto numbered.

Application Number 1

3.1.3 Admission Type

See 1.4.3.1 Admission Type

Admission Type FF ... UG First Time Freshman Uncond

3.1.4 Student Type

See 1.3.1 Student Type

Student Type * N ... New First-Time

3.1.5 Residence

See 1.3.2 Residence

Residence * ... Non-Resident Out of State

3.1.6 Site

This field is not currently used or has been used in the past.

Site ...


3.1.7 Application Preference

Application preference is not touched unless an admissions office need to put preference to one application versus another for a specific term. This is only done when there is more than one application for a term for a student.

Application
Preference

3.1.8 Application Date

Application date reflects the date on which a student submitted their application for admission. However, it is the process of all admission offices (i.e., undergraduate, international, and graduate) to only review submitted applications that have an application fee payment or waiver on file.

Application Date 

3.1.9 Full-time or Part-time

Full or Part Time ▼

3.1.10 Outstanding Requirements

☒ Outstanding Requirements

3.1.11 Application Status

The application status is generated by a combination of checklist rules and/or admission decisions. Records with a status of C, I, P indicate a record that is pending due to missing required documentation or awaiting review by a processor. Records with a status of D, N, T, or W indicate a final decision (i.e., a decision in which no further review of the record is required).

Application Status ... Incomplete Items Outstanding

APPLICATION STATUS (STVAPST)

Code	Description	Explanation
------	-------------	-------------

C	Complete Ready for Review	Undergraduate Students: All required SAAADMS checklist items have been received and the application is awaiting review from a processor. Graduate Students: Not currently used.
D	Decision Made	Undergraduate Students: A decision to admit or deny has been made to the application. Graduate Students: A decision to admit or deny has been made on the application.
I	Incomplete Items Outstanding	Undergraduate Students: One or more required items on the SAADMS checklist have not been received. Graduate Students: Not currently used.
N	No Show	A process is run by IT normally on the 12 th day of classes to set this status on students. This status is set if a student has never been enrolled for the semester admitted.
P	Pending	Undergraduate Students: Not currently used. Graduate Students: A decision has not been decided.
T	Term Change	This application status is given when a student term changes from the application entry term indicated on the application.
W	Withdrawn/Cancel	Undergraduate Students: (1) A decision will not be made on this application based on the student's decision to cancel the application prior to submitting all required admission documents. (2) A student who is admitted and decides not to attend the university. Graduate Students: (1) A decision will not be made on this application. The student decided to not complete the application or the deadline for the admission period for the program has passed. (2) A student who is admitted and decide they will not attend the university.
Z	No Show-Enrolled Forward	Undergraduate Students: Not currently used. Graduate Students: Not currently used.

3.1.12 Application Status Date

This field is updated when the application status field is updated. It is based on the receipt of checklist items and/or admission decisions.

ADMISSIONS APPLICATION

Application Status 

Date

3.1.13 Application Decision

See 3.7.1.4 Application Decision

Application Decision Pending

3.1.14 Application Decision Date

See 3.7.1.4 Application Decision

Application Decision

Date

3.2 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 Curricula tab in SAAADMS shows us where, SORLCUR_LMOD_CODE = 'ADMISSIONS'.

See 1.4 Curricula tab

Curriculum / Field of Study

▼ CURRICULUM

Replace Update Duplicate

Current	Activity	Key Sequence	Term	Term Description	Catalog Term	Catalog Term Description
<input checked="" type="checkbox"/>	ACTIVE	1	202310	Fall 2022	202310	Fall 2022

1 of 1 Per Page

Curriculum

Program	BA-FILM1	BA, Film 2867	College	CA	Arts Humanities Social Science
Level	01	Undergraduate	Degree	BA	Bachelor of Arts
Campus			Start Date		End Date

▼ FIELD OF STUDY

Attached Concentrations Inactivate

Current	Activity	Status	Term	Type	Type Description	Prior
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	202310	MAJOR	Major	

Field of Study

Field of Study	5080	Film	Start Date	
Department	2340	Film/Theatre/Creative Writing	End Date	
Attached to Major				
Full or Part Time				

3.3 Fees, Mail Submission, Withdrawal Data Tab

During the application withdrawal process, we ask students where they're going and why. This information is entered into the withdraw reason and institution attended fields respectively.

ADMISSIONS APPLICATION

Application	Curricula	Fees, Mail Submission, Withdrawal Data	Checklist	Sources, Interests, Comments	Contacts, Cohorts, Attributes
APPLICATION FEE					
Application Fee <input type="radio"/> Charge Fee <input type="radio"/> Waive Fee <input checked="" type="radio"/> None			Application Fee <input type="text"/> ...		Application Fee Rate <input type="text"/> ...
Last Application Fee <input type="text"/> ...			Application Fee Detail <input type="text"/> ...		
Application Fee Waiver <input type="text"/> ...			Application Fee Amount <input type="text"/> ...		
			Application Fee Date <input type="text"/> ...		
ADDITIONAL DATA					
Session <input type="text"/> ...		Recruit Type <input type="text"/> ...		Legacy <input type="text"/> ...	
Educational Level <input type="text"/> ...		Recruiter <input type="text"/> ...		Citizen <input type="text"/> Y <input type="text"/> U.S. Citizen	
Educational Goal <input type="text"/> ...		Interview <input type="text"/> ...			
MAIL SUBMISSION					
Letter <input type="text"/> ...			Wait Days <input type="text"/> ...		Initials <input type="text"/> ...
WITHDRAWAL DATA					
Withdrawal Reason <input type="text"/> ...			Institution Attended <input type="text"/> ...		

3.3.1 Application Fee

None of this section is used.

APPLICATION FEE					
Application Fee <input type="radio"/> Charge Fee <input type="radio"/> Waive Fee <input checked="" type="radio"/> None			Application Fee <input type="text"/> ...		Application Fee Rate <input type="text"/> ...
Last Application Fee <input type="text"/> ...			Application Fee Detail <input type="text"/> ...		
Application Fee Waiver <input type="text"/> ...			Application Fee Amount <input type="text"/> ...		
			Application Fee Date <input type="text"/> ...		

3.3.2 Additional Data

None of this section is used.

ADDITIONAL DATA					
Session <input type="text"/> ...		Recruit Type <input type="text"/> ...		Legacy <input type="text"/> ...	
Educational Level <input type="text"/> ...		Recruiter <input type="text"/> ...		Citizen <input type="text"/> Y <input type="text"/> U.S. Citizen	
Educational Goal <input type="text"/> ...		Interview <input type="text"/> ...			

3.3.3 Mail Submission

None of this section is used.

MAIL SUBMISSION					
Letter <input type="text"/> ...			Wait Days <input type="text"/> ...		Initials <input type="text"/> ...

3.3.4 Withdrawal Data

If a student withdraws their application and we know why, we record the reason here. If they are going elsewhere (GE), then we record the institution in the Institution Attended field.

WITHDRAWAL DATA					
Withdrawal Reason <input type="text"/> ...			Institution Attended <input type="text"/> ...		

WITHDRAWAL REASON (STVWRSN)

Code	Description	Code	Description
BF	Other Institution - Better Fit	LO	Location
CM	Classes or Major Unavailable	MH	Medical/Health Issues
FD	Financial Difficulty	MS	Military Service

ADMISSIONS APPLICATION

GE	Going Elsewhere
HO	Housing Issues
JO	Work

PR	Personal/Family Issues
RL	Relocating
SC	Scholarship

3.4 Checklist Tab

The checklist is populated based off rules setup within Banner. The rules are based on admission type, student type, and/or residence.

Application	Curricula	Fees, Mail Submission, Withdrawal Data	Checklist	Sources, Interests, Comments	Contacts, Cohorts, Attributes						
APPLICATION CHECKLIST											
<div><div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div></div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div></div>											
Admission Request *	Description	Received Date	Item	Item Description	Mandatory Indicator	Print Indicator	First Request	Last Request	Count	Generated By System	Date
6ST	Six-Semester Transcript				<input type="checkbox"/>	<input checked="" type="checkbox"/>				Yes	07/11/2022
7ST	Seven-Semester Transcript				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				Yes	07/11/2022
AAP	Application for Admissions	07/11/2022			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				Yes	07/11/2022
ACT	ACT Scores				<input type="checkbox"/>	<input checked="" type="checkbox"/>				Yes	07/11/2022
HST	H.S. Final Transcript				<input type="checkbox"/>	<input checked="" type="checkbox"/>				Yes	07/11/2022
IMM	Immunization Records				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				Yes	07/11/2022
PMT	Admissions Application Fee ...	07/11/2022			<input type="checkbox"/>	<input checked="" type="checkbox"/>				Yes	07/11/2022
SAT	SAT Scores				<input type="checkbox"/>	<input checked="" type="checkbox"/>				Yes	07/11/2022
<div><div>1</div><div>38</div><div>48</div><div>17</div><div>of 4</div><div>1</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><div>10</div><d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ADMISSIONS REQUEST (STVADMR)

Code	Description	Code	Description
2ST	Two-Semester Transcript	DIP	Diploma or Leaving Certificate
3ST	Three-Semester Transcript	DUO	Duolingo English Test
4ST	Four-Semester Transcript	EAD	Employment Authorization Doc
5ST	Five-Semester Transcript	ECTS	European CTA System
6ST	Six-Semester Transcript	EGV	Early Graduation Verification
7ST	Seven-Semester Transcript	EPE	English Proficiency(no IEP)
AAP	Application for Admissions	FEEW	Fee Waiver Documentation
ACT	ACT Scores	FRE	Freshman Request (generic)
ACTS	ACT Superscore	GAF	Grad. Application Fee 25.00
ACU	Accuplacer Test Scores	GED	GED
ADD	Address Correction	GRE	GRE Scores
AFD	Additional Financial Doc	HCA	Home Country Address
APS	AP Scores	HST	H.S. Final Transcript
ASA	Academic Scholarship App	I20	Copy of I-20 or DS-2019
ASPR	Aspire Scores	I94	1-94 Arrival or Departure Form

ADMISSIONS APPLICATION

AST	Asset Scores
CEV	Credit Evaluation
CFS	Confirm Financial Support
CMP	Compass Test Scores
CPAS	Copy of Passport
CR10	10th College Transcript
CRT3	3rd College Transcript
CRT4	4th College Transcript
CRT5	5th College Transcript
CRT6	5th College Transcript
CRT7	7th College Transcript
CRT8	8th College Transcript
CRT9	9th College Transcript
CSA	Current Scholarship App.
CSS	H.S.Counselor's Seal/Signature
CSV	Copy of Student Visa
CT10	10th College Transcript
CT11	11th College Transcript
CT12	12th College Transcript
CTR	College Transcript
CTR2	2nd College Transcript
CTR3	3rd College Transcript
CTR4	4th College Transcript
CTR5	5th College Transcript
CTR6	6th College Transcript
CTR7	7th College Transcript
CTR8	8th College Transcript

IAF	International Application Fee
IBS	IB Scores
IMM	Immunization Records
ITS	IELTS Scores
LCA	Letter of Course Approval
LGS	Letter of Good Standing
LNA	Letter of Non-Attendance
LTS1	Letter of Support 1
LTS2	Letter of Support 2
MAT	GMAT Scores
NECO	National Examinations Council
OFF	Official Transcript
OREC	Offense Related Records
PMT	Admissions Application Fee PMT
POB	Post-Bacc Request
PSAT	PSAT Scores
PST	Personal Statement
RES	Permanent Resident Card Copy
SAT	SAT Scores
SIF	SEVIS Information Form
SIX	Six Semester Transcript
SLR	Sanction Letter
SSN	Social Security Number
TLS	TOEFL Scores
TRA	Transfer Request
VIS	Visiting Request
VTL	Valid Teacher License

ADMISSIONS APPLICATION

CTR9	9th College Transcript
DACA	Copy of DACA Card

WAEC	West African Exam Council
WASS	West African SR School Cert

3.5 Sources, Interests, Comments Tab

Application	Curricula	Fees, Mail Submission, Withdrawal Data	Checklist	Sources, Interests, Comments	Contacts, Cohorts, Attributes
▼ SOURCES					
Background Institution *				Description	
<input type="text"/>				<input type="text"/>	
1 of 1				10 Per Page	
▼ INTERESTS					
Interest *			Description		
<input type="text"/>			<input type="text"/>		
1 of 1			10 Per Page		
▼ COMMENTS					
Originator *		Comment			
<input type="text"/>		<input type="text"/>			
1 of 1		10 Per Page			

3.5.1 Sources

▼ SOURCES			Insert	D
Background Institution *	Description	Primary Indicator	<input type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
1 of 1	10 Per Page			

3.5.2 Interests

Interests are generated based on self-reported student responses on ACT/SAT exams.

▼ INTERESTS	
Interest *	Description
<input type="text"/>	<input type="text"/>
1 of 1	10 Per Page

INTERESTS (STVINTS)

Code	Description	Code	Description
A1	Instrumental Music	AH	Campus or Community Serv. Org.
A2	Vocal Music	AI	Art
A3	Student Government	AJ	Coop or Internship Programs
A4	Publication, Literary	AK	Dance
A5	Debate	AL	Cheerleading

ADMISSIONS APPLICATION

A6	Departmental Clubs
A7	Dramatics, Theater
A8	Religious Organizations
A9	Racial or Ethnic Organizations
AA	Intramural Athletics
AB	Varsity Athletics
AC	Political Organizations
AD	Radio-TV
AE	Newspaper
AF	Fraternity or Sorority
AG	Special Interest Group

AM	Enviromental/Ecology Activity
AN	Foreign Study - Study Abroad
AO	Honors
AP	Unsure
AQ	ROTC
AR	Education/Occupational Help
AS	Writing Help
AT	Reading Help
AU	Study Skills Help
AV	Math Skills Help
AW	Independent Study

3.5.3 Comments

COMMENTS

Originator *	Comment

1 of 1

10 Per Page

Comments are recorded in this area. When a person enters in comments, they select an originator and enter in a comment.

ORIGINATOR (STVORIG)

Code	Description	Code	Description
AAC	Academic Advising Center	REG	Registrar
ACDO	Academic Outreach Office	SCHR	UGS Scholarship Comments
ADMS	Admissions Office	SIS	Legacy information from SIS
ADV	Academic Advisor	SLAT	Slate
CONV	Pre-Banner Comment	STAR	Student Accounts/Cashiers
FA	Financial Aid	TEST	CPT Testing Center
GRAD	Graduate Studies	UC	University College
IEP	Intensive English Program	UGS	Undergraduate Studies

INTL	International Programs
------	------------------------

WEB	Web
-----	-----

3.6 Contacts, Cohorts, Attributes Tab

Application	Curricula	Fees, Mail Submission, Withdrawal Data	Checklist	Sources, Interests, Comments	Contacts, Cohorts, Attributes
CONTACTS					
Contact Type *		Description			
<input type="text"/>					
1 of 1		10 Per Page			
COHORTS					
Cohort *		Description			
<input type="text"/>					
1 of 1		10 Per Page			
ATTRIBUTES					
Attribute *		Description			
<input type="text"/>					
1 of 1		10 Per Page			

3.6.1 Contacts

This area is only used by international engagement.

CONTACTS	
Contact Type *	Description
<input type="text"/>	
1 of 1	10 Per Page

3.6.2 Cohorts

See 2.1.1 Student Cohort

COHORTS	
Cohort *	Description
<input type="text"/>	
1 of 1	10 Per Page

3.6.3 Attributes

See 2.1.2 Student Attribute

ATTRIBUTES	
Attribute *	Description
<input type="text"/>	
1 of 1	10 Per Page

3.7 Admissions Decision (SAADCRV)

3.7.1 Decision Processing

Application Processing												
High School Review Prior College and Degree Review Test Score Review												
APPLICATION SUMMARY												
Entry Term *	Decision	Decision Description	Status *	Status Description	Application Date *	Application Number *	Admission Type	Admission Type Description	Session	Session Description	Outstanding Requirements	App
202310	4	Pending	I	Incomplete Items Outstand...	07/11/2022	1	FF	UG First Time Freshman Un...			<input checked="" type="checkbox"/>	
1 of 1 1 Per Page												
CURRICULUM												
Priority	Program	Level	College	Campus	Degree	Catalog Term						
1	BA-FILM1	01	CA		BA	202310						
1 of 1 1 Per Page												
FIELD OF STUDY												
Type	Code	Department										
MAJOR	50B0	2340										
1 of 1 1 Per Page												
Application Decision												
Application Decision Letter Decision Calculator Rating Review Conditional Decisions												
DECISION DATA												
Decision Code *	Description	Significant Decision	Institution Acceptance	Applicant Acceptance	Institution Rejection	Inactive Application	Maintained Ind	Maintained by	Decision Date *			
4	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U	USER	07/11/2022			
1 of 1 10 Per Page												

3.7.1.1 Application Summary

This section shows the most recent decision made for each application for the term selected.

APPLICATION SUMMARY												<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div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3.7.1.2 Curriculum

See 1.4 Curricula tab

CURRICULUM						
Priority	Program	Level	College	Campus	Degree	Catalog Term
1	BA-FILM1	01	CA		BA	202310

3.7.1.3 Field of Study

See 1.4.4 Field of Study

FIELD OF STUDY		
Type	Code	Department
MAJOR	50B0	2340

3.7.1.4 Application Decision

In this section, you can see all the decisions made regarding a student. All the way to the right the decision date is recorded for each decision. You can use the decision date to figure out which decision is the most recent decision. The latest decision is shown in SAAADMS in 3.1.13 Application Decision and 3.1.14 Application Decision Date

Application Decision											
Application Decision Letter Decision Calculator Rating Review Conditional Decisions											
DECISION DATA											
Decision Code *	Description	Significant Decision	Institution Acceptance	Applicant Acceptance	Institution Rejection	Inactive Application	Maintained Ind	Maintained by	Decision Date *		
50	Incomplete Canceled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	U	USER	07/12/2022		
4	Pending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U	USER	07/11/2022		
1 of 1 10 Per Page											

DECISION (STVAPDC)

Code	Description	Acceptance	Rejection	Inactive Application
00	Admit Non-Degree	Y		
1	Admit to UCA	Y		

ADMISSIONS APPLICATION

10	High School Concurrent	Y		
11	DO NOT USE - Early Admit	Y		
12	Admit Intensive Eng. Program	Y		
13	Admit Grad Full Qualifications	Y		
14	Admit Grad Conditional	Y		
15	Admit Graduate Conditional GPA	Y		
16	Admit Graduate Contingent	Y		
17	Admit Graduate Visiting	Y		
18	Admit Grad Unclassified/NDegre	Y		
19	Admit Grad/UG Concurrent	Y		
2	DO NOT USE - Admit to UC	Y		
20	Admit Graduate Program Change	Y		
21	Denied Graduate School		Y	Y
22	Denied Graduate Department		Y	Y
23	Cancel Graduate			Y
24	DO NOT USE - UG Post-Bac Admit	Y		
26	Admit Intern'l UG	Y		
27	Admit Intern'l Transfer	Y		
28	Admit Intern'l Post Bacc	Y		
29	DO NOT USE - Readmit UG	Y		
3	Transfer Admit	Y		
30	DO NOT USE - Readmit Visiting	Y		
31	DO NOT USE - Readmit Post-Bacc	Y		
32	International Pending			
33	International Cancel			Y
34	Intern'l Visiting Admit	Y		
35	DO NOT USE - FT Admitted to UC	Y		

ADMISSIONS APPLICATION

4	Pending			
4A	HS Trans/GED/ACT			
4B	ACT Scores			
4C	HS Trans/GED			
5	DO NOT USE - Transfer Deny		Y	Y
6	DO NOT USE - Cancel Undergrad			Y
7	Conditional Admit	Y		
8	Admission Denied		Y	Y
8A	DO NOT USE-Deny ACT/Req ACT Sc			
8B	DO NOT USE - Deny GPA/ACT Req			
8C	DO NOT USE - Deny GPA/Request			
9	DO NOT USE - Visiting	Y		
90	Incomplete Canceled			Y
95	Withdrawn			Y
XX	DO NOT USE-Extended Studies/ND	Y		

3.7.1.5 Application Decision Letter

This area is not currently used.

Application Decision | **Application Decision Letter** | Decision Calculator | Rating Review | Conditional Decisions

DECISION LETTER

Letter ...

Wait Days

Initials ...

3.7.1.6 Decision Calculator

This area is not currently used.

Application Decision | Application Decision Letter | **Decision Calculator** | Rating Review | Conditional Decisions

CALCULATOR

☐ Calculate Decision ☐ Post decision of

Select Review	Decision Code Review	Decisions Review	Sequence Number Review	Priority Review	Term Review	High School Criteria	Subject Criteria	College Criteria	Test Criteria	Rating Criteria

10 of 1 Per Page Record 1 of 1

3.7.1.7 Rating Review

This area is not currently used.

Application Decision | Application Decision Letter | Decision Calculator | **Rating Review** | Conditional Decisions

RATING

Administrator ID	Name	Role	Rating Type	Rating

10 of 1 Per Page

3.7.1.8 Conditional Decisions

This area is not currently used.

Application Decision Application Decision Letter Decision Calculator Rating Review Conditional Decisions						
CONDITIONAL DECISIONS						
Decision *	Admit Curriculum	Attendance Type	Location/Campus	Training Provider	Reject/Withdraw Reason	
<div> <div>1 of 1</div> <div>10 Per Page</div> </div>						
OFFER CONDITIONS						
No.	Condition					
<div> <div>1 of 1</div> <div>10 Per Page</div> </div>						

3.7.2 High School Review

This shows information stored in SOAHSCH. See [2.2 High School Information \(SOAHSCH\)](#)

Decision Processing High School Review Prior College and Degree Review Test Score Review				
HIGH SCHOOL				
High School			Diploma	
Graduation Date			Percentile	
College Preparatory			GPA	
<div> <div>1 of 1</div> <div>10 Per Page</div> </div>				
HIGH SCHOOL SUBJECT REVIEW				
Subject	Description	Grade	Years	Subject GPA
<div> <div>1 of 1</div> <div>10 Per Page</div> </div>				

3.7.3 Prior College and Degree Review

This shows information stored in SOAPCOL.

Decision Processing High School Review Prior College and Degree Review Test Score Review									
PREVIOUS COLLEGE									
College					Transcript Reviewed Date				
Transcript Received Date					<input type="checkbox"/> Official Transcript				
<div> <div>1 of 1</div> <div>1 Per Page</div> </div>									
PREVIOUS DEGREES									
Degree	Degree Description	Degree Date	Attended From	Attended To	Year	College	Honors	Hours	GPA
<div> <div>1 of 1</div> <div>10 Per Page</div> </div>									

3.7.4 Test Score Review

This shows information stored in SOATEST. See [2.3 Test Score Information \(SOATEST\)](#)

Decision Processing High School Review Prior College and Degree Review Test Score Review					
SCORE REVIEW					
Test	Description	Score	Test Date	Source	Administrative Type
<div> <div>1 of 1</div> <div>10 Per Page</div> </div>					

Chapter 4

Degree Information

Degree application is maintained in the screen SHADEGR. Each degree will have its own record, but you can view a summary list of all degree applications at the screen SHADGMQ. You must look at the outcome status of each degree application record to see if the degree was awarded or if it has another status.

4.1 Learner Outcome Tab

ID: B01030268 Bear, Bruce D. 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

▼ LEARNER OUTCOME INFORMATION Insert Delete Copy

Outcome Status **OT** On Track Degree Completion Term **202310** Calculate GPA

Student Record Term **202310** Graduation Application Date **11/03/2022** Apply to Graduate

Bulletin Academic Year **2023**

Graduation Information

Graduation Term **202320** Fee ☐ Charge Fee ☐ Waive Fee ☒ None Fee Date **11/03/2022**

Graduation Year **2023** Fee Term **2023** Fee Indicator ☐ Fee Charged ☐ Fee Waived ☒ No Fee

Graduation Status **OT** Fee Detail **2023** Authorize **VSUMMERS**

Graduation Date **05/06/2023** Fee Amount **2023**

▼ CURRICULA SUMMARY - PRIMARY Insert Delete Copy

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	202310	BBA, Management 1990	202310	Undergraduate	Main	Business	Bachelor of Business Admin

1 of 1 Per Page Record

▼ FIELD OF STUDY SUMMARY Insert Delete Copy

[Attached to Major Details](#)

Priority	Term	Type	Field of Study	Department	Attached to Major
1	202310	Major	Management	Marketing & Management	

1 of 1 Per Page Record

4.1.1 Outcome Status

The status tells us the current status of the application. The application process and explanations of the statuses are outlined below.

▼ LEARNER OUTCOME INFORMATION

Outcome Status **OT** On Track

DEGREE INFORMATION

DEGREE STATUS (STVDEGS)

Code	Description	Explanation
AP	Application	This is currently not being used.
AW	Awarded	The degree has been awarded by the institution.
CA	Consortium Awarded - Not UCA	The degree has been awarded by a consortium institution, not UCA. <i>This is currently not being used.</i>
CN	Canceled	The degree application has been canceled due to student not going to graduate in the term applied for. Once the application has been canceled, a new application will be created under a different term and/or with a new curricula record.
DA	Department Audit	This is currently not being used.
ER	Error on Application	This is currently not being used.
GP	GPA Alert - Major/Minor	Student does not meet GPA major and/or minor requirement or cumulative GPA requirement at time of review.
LR	Lacking Requirements	Student is lacking a required course work for degree.
NC	Degree Not Completed	After grades have been processed for the term completed and a student does not have required coursework for the term of application.
NE	Not Eligible	This is currently not being used.
OT	On Track	Good standing for application when reviewed at 90 hours up to term of graduation.
PN	Pending	Student is in good status at term of graduation
RA	Registration Alert	Student is missing a required course for degree that they are not currently registered for.
RC	Reviewed Curriculum	After a student has submitted a graduation application, the student's curriculum is reviewed. The application is placed in this status, while more information is being requested about the student's curriculum.
SO	Step One - Application	A student has submitted a graduation application to be reviewed. The application has not been reviewed at this status.
TR	Transfer Credit Needed	The last transcript received has in progress grades or a student has indicated that they have transfer credit that

DEGREE INFORMATION

		has not been recorded in the system.
XG	Incomplete Grade	The student has an incomplete grade recorded for one or more of their UCA courses.

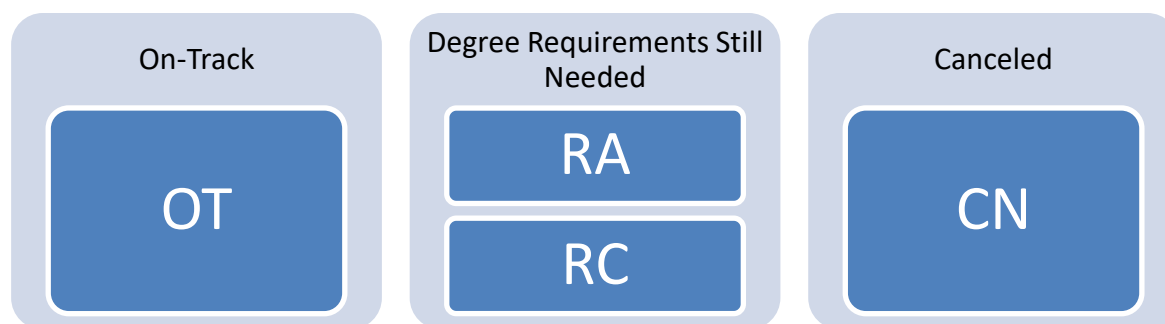
Statuses Used in Review Process

Code	Description	UG: 90 Hour	UG: Term	GR: Term
AW	Awarded		X	X
CN	Canceled	X	X	X
GP	GPA Alert - Major/Minor		X	
LR	Lacking Requirements		X	
NC	Degree Not Completed		X	X
OT	On Track	X		
PN	Pending		X	X
RA	Registration Alert	X		
RC	Reviewed Curriculum	X	X	
SO	Step One - Application	X	X	X
TR	Transfer Credit Needed		X	
XG	Incomplete Grade		X	

Undergraduate Graduation Application Process at 90 hours

When the student begins their application process, they start with an application at outcome status of SO (Step One – Application). A review of the application takes place and one of the following outcome statuses is selected: On Track (OT), Registration Alert (RA), Reviewed Curriculum (RC), or Canceled (CA).

DEGREE INFORMATION

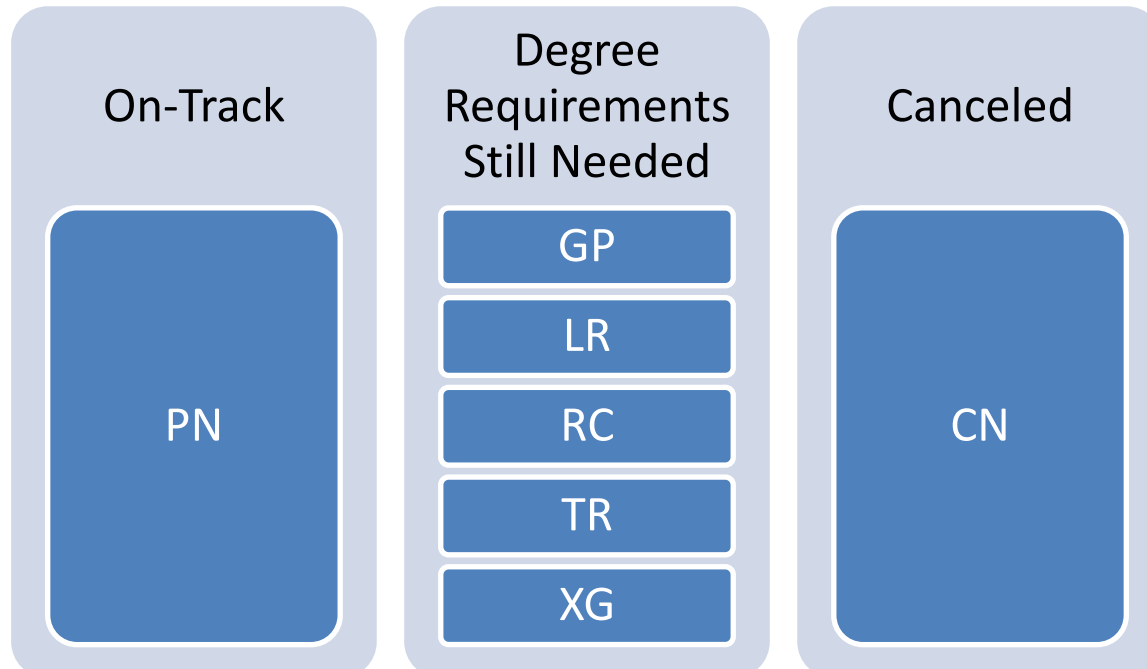


Undergraduate Graduation Application Process at Term of Graduation

If a review has been done at 90 hours, then student would have an application status of OT (On Track), but if there has been no previous review, the application will have a status of SO (Step One - Application).

Review Process

After the first review, the graduation application will go into one of the following three groups. If it is determined that a student needs something, then they will be given one of the statuses in the Degree Requirements Still Needed section below. If one of those requirements is met, such as a transcript is received, a student's application might move to the status of PN (Pending).



End of Process

At the end of the term, the degree will either be awarded (AW) or marked as degree not completed (NC).

4.1.2 Student Record Term

The term the application was created.

Student Record Term

202310



4.1.3 Bulletin Academic Year

As an example the year shown below 2023, indicates academic year 2022-23 (fall 2022 – summer 2023).

Bulletin Academic
Year

2023



4.1.4 Degree Completion Term

Term of graduation. This term will match the graduation term. This field is manually keyed in.

Degree Completion
Term



4.1.5 Graduation Application Date

This field is populated from the Banner process. It is populated when a student submits their graduation application.

Graduation *

11/03/2022



Application Date

4.1.6 Graduation Term

This field records the graduation term applied for. This will match the degree completion term. This field is populated during a Banner process.

Graduation Information

Graduation Term

202320



4.1.7 Graduation Year

This is the calendar year related to when a student graduates. This field is auto-populated during the Banner process.

Graduation Year

2023



4.1.8 Graduation Status

When a student completes the application, Banner rolls over the code PG – plans to graduate. Once the application undergoes review, the graduation status is removed. This field should be blank once a student's

DEGREE INFORMATION

application has started the review process. The Registrar's Office uses the Outcome Status to relay the graduation status of the student.

Graduation Status

4.1.9 Graduation Date

This field is auto-populated based on the graduation term selected during the application process.

Graduation Date

4.1.10 Fee

The graduate school uses these fields. The Registrar's Office does not use this during the undergraduate application process. The graduate school uses these fields to charge students automatically for the graduation processing fee(s).

Fee	<input type="radio"/> Charge Fee <input type="radio"/> Waive Fee <input checked="" type="radio"/> None	Fee Date	<input type="text"/>
Fee Term	<input type="text"/>	Fee Indicator	<input type="radio"/> Fee Charged <input type="radio"/> Fee Waived <input checked="" type="radio"/> No Fee
Fee Detail	<input type="text"/>	Authorize	VSUMMERS
Fee Amount	<input type="text"/>		

4.2 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 Curricula tab in SHADEGR shows us where, SORLCUR_LMOD_CODE = 'OUTCOME'. The information on this tab is what will display on a student's transcript.

See [1.4 Curricula tab](#)

4.3 Dual Degree Tab

This tab is currently not used to store any information.

▼ DUAL DEGREE

Degree	<input type="text"/>	Department	<input type="text"/>
Level	<input type="text"/>	Major	<input type="text"/>
College	<input type="text"/>		

4.4 Honors Tab

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

▼ DEPARTMENTAL HONORS Insert Delete Copy

Code	Description	Print on Transcript	Print on Commencement Report
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 of 1 | 10 Per Page Reco

▼ INSTITUTIONAL HONORS Insert Delete Copy

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

1 of 1 | 10 Per Page Reco

▼ COMMENTS Insert Delete Copy

Calculate GPA

Degree Comments

1 of 1 | 10 Per Page Reco

4.4.1 Departmental Honors

Information is manually keyed in. Process to input and track information is currently being developed.

DEPARTMENTAL HONORS			
Code	Description	Print on Transcript	Print on Commencement Report
		<input type="checkbox"/>	<input type="checkbox"/>

DEPARTMENTAL HONORS (STVHOND)

Code	Description	Office(s)
HC	Schedler Honors College	Honors College
HM	Honors in the Major	Honors College
US	University Scholars Program	Honors College

4.4.2 Institutional Honors

Information is manually keyed in by Registrar's Office. Process to input and track information is currently being developed.

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

INSTITUTIONAL HONORS (STVHONR)

Code	Description	Code	Description
CL	cum laude	HON	Honors
CLUGS	cum laude UGS	MCL	magna cum laude
DIST	Distinction	MCLUGS	magna cum laude UGS
DISTNC	Distinction	SCL	summa cum laude
HC	Honors College	SCLUGS	summa cum laude UGS
HH	High Honors	UGS	Undergraduate Scholar
HIH	Highest Honors		

4.4.3 Comments

This area is not used to store any information.

DEGREE INFORMATION

COMMENTS

Calculate GPA

Degree Comments

1 of 110 Per Page

4.5 Institutional Courses Tab

This information is feed over based on the student's degree program. The institutional courses that go towards completing the student's degree program.

INSTITUTIONAL COURSES

Apply to Learner Outcome

Term

Level

Subject

Course

Section

Title

Hours

Grade

Part of Term

Grading Mode

Repeat

Campus

CRN

1 of 110 Per Page

Record 1 of 1

SECTION ATTRIBUTES

Calculate GPA

Attribute Code

Person Section Attributes

1 of 15 Per Page

Record 1 of 1

Course Attributes Exist

4.6 Transfer Courses Tab

This information is feed over based on the student's degree program. The transfer courses that go towards completing the student's degree program.

Learner OutcomeCulminateDual DegreeHonorsInstitutional Courses**Transfer Courses**Non-Course WorkCourse Attributes

TRANSFER CREDITS

Apply to Learner Outcome

Count in GPA

Level

Term

Subject

Course

Title

Hours

Grade

Grading Mode

Repeat

Repeat System

Institution

Attendance Period

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Record 1 of 20

TRANSFER CREDIT ATTRIBUTES

Calculate GPA

Code

Transfer Course Attributes

1A01

LD UCA Core Fine Arts

1B6

LD UCA Core I-A Fine Arts/Hum

1 of 15 Per Page

Record 1 of 2

4.7 Non-Course Work Tab

Registrar's Office does not use this field. The graduate school uses this area. The data comes in from 2.3 Academic Non-Course (SHANCRS).

Learner OutcomeCulminateDual DegreeHonorsInstitutional CoursesTransfer Courses**Non-Course Work**Course Attributes

NON-COURSE WORK

Calculate GPA

Apply Non-Course Work towards Learner Outcome

Paper

Committee

Event

Level

Completed By

CAPP Non-Course Requirement

Status Code

Status Date

Satisfied

Advisor

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Record 1 of 1

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