

Version

1.6

DATA STANDARDS AND INFORMATION ACCESS (DSIA)  
OVERSIGHT GROUP

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**University of Central Arkansas**



# Data Standards Manual: Student

# Data Standards Manual: Student

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Conway, AR 72035

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Record of changes since publication of v 1.5:

- Updated Section 2.1.2 Student Attribute: STVATTS, add UCOS
- Updated Section 5.1.6 Schedule Type: STVSCHD, add in explanation
- Updated Section 6.2.3 Degree Program Attributes: STVATTR, add SHIS, UVM1, UVR1, UVW1
- Updated Roster

## Data Standards and Information Access (DSIA) Oversight Group

*Roster updated September 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.

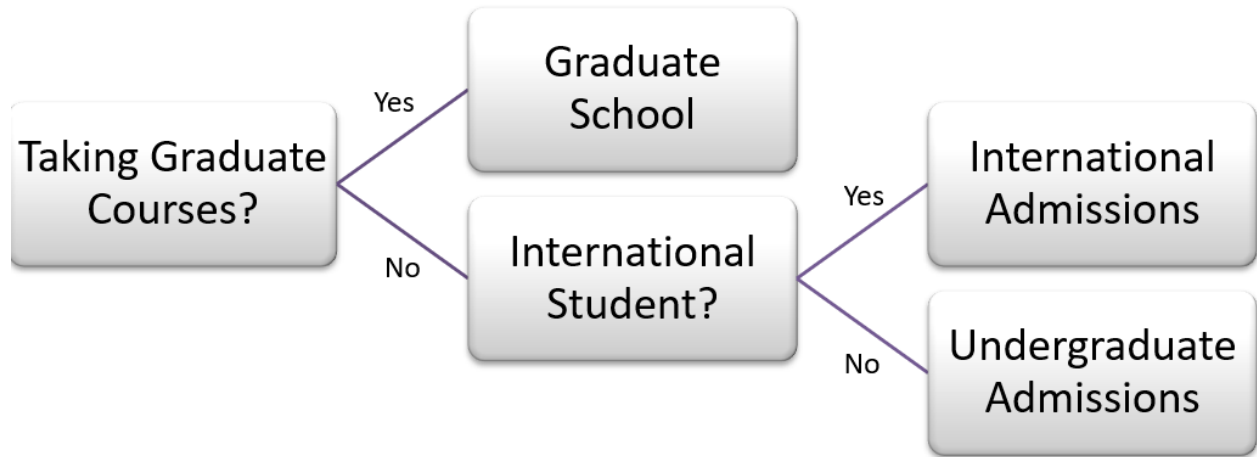
### 1.1 Student Record Creation

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?



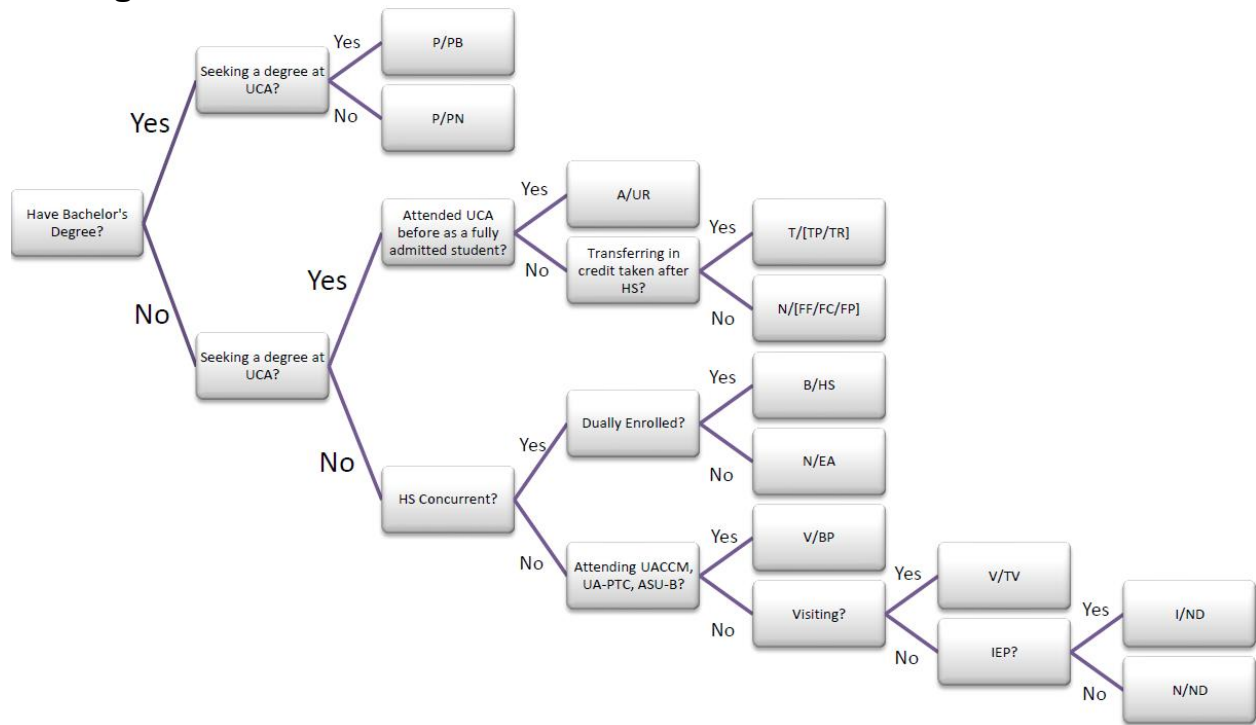
How to read the table:

*Example: P/PB*

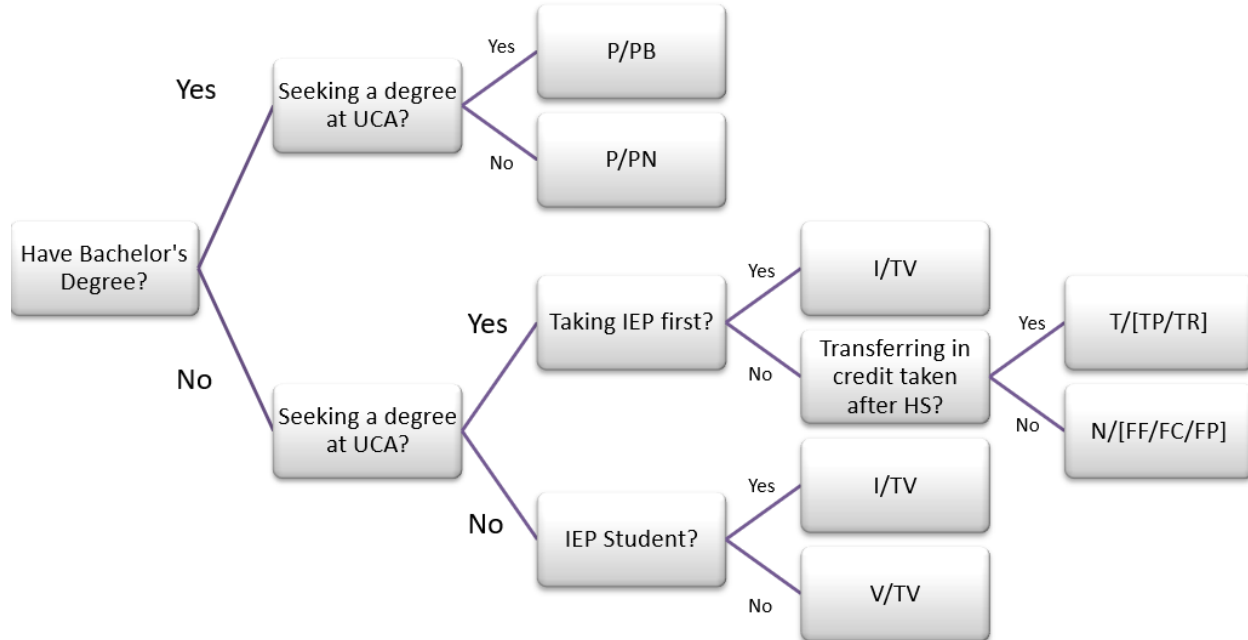
*P = student type of P*

*PB = admission type code of PB*

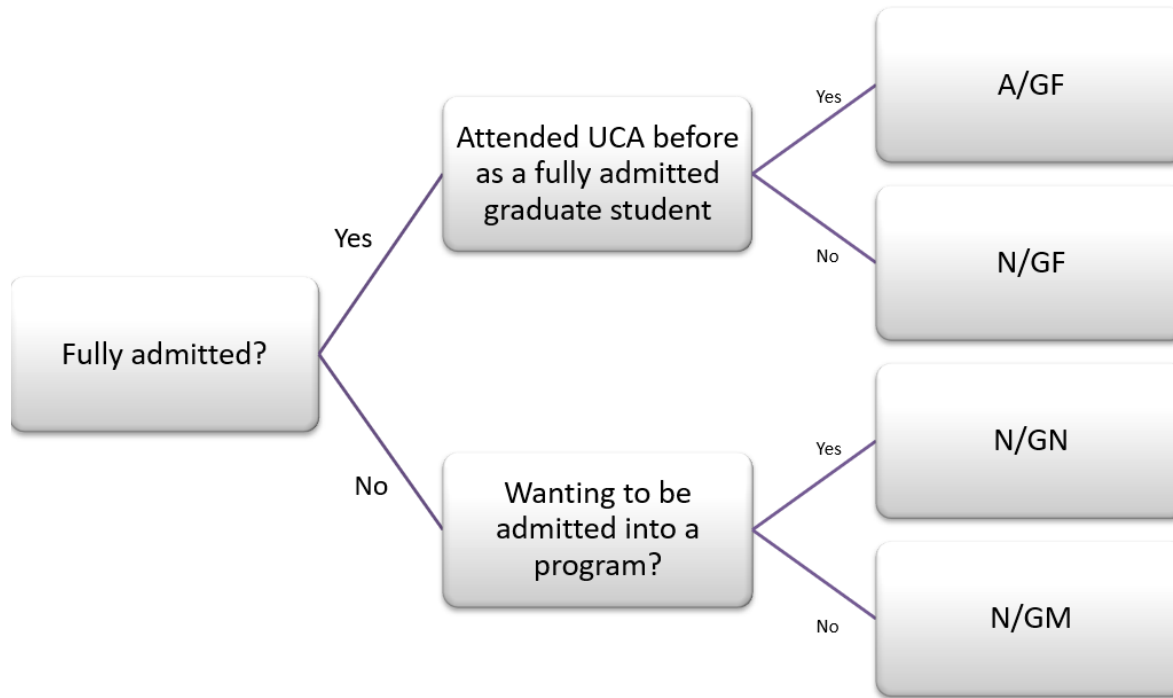
### Undergraduate Admissions



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

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

Below the learner information, there are two summary tables:

**CURRICULA SUMMARY - PRIMARY**

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

**FIELD OF STUDY SUMMARY**

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

### 1.3.1 Student Type

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

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

**Learner** Curricula Study Path Activities Veteran Comments Academic and Graduation S

GENERAL LEARNER

From Term 202210

New Term  ... Fall 2021

Student Status  ... Active Student

**Student Type**  ... Transfer

**STUDENT TYPE (STVSTYP)**

Code	Description	Explanation
0	Do NOT Use - SCT Required	Do NOT Use
A	Readmitted	Student previously enrolled as a degree-seeking UCA student
B	HS Concurrent	Student who intends to enroll in undergraduate coursework while also completing high school degree requirements
C	Continuing	A degree seeking student who was previously New First-time (N), Transfer (T), or Readmit (A).
E	Do NOT Use - SCT Required	Do NOT Use
H	Readmitted HS Concurrent	Do NOT Use
I	Intensive English Program	Student whose English proficiency does not meet minimum international admission requirements or who wants to improve individual English proficiency.
N	New First-Time	<b>Undergraduate Students:</b> (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). <b>Graduate Students:</b> 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	Admissions, Center for Global Learning and Engagement
N	New First-Time	Admissions, Graduate School, Center for Global

**UNDERSTANDING SGASTDN**

		Learning and Engagement
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



**UNDERSTANDING SGASTDN**

U	Undeclared	
V	Visiting	
X	Extended Studies	X

**1.3.2 Residence**

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

The screenshot shows a student profile for Bruce D. Bear, ID: B01030268, Term: 202210. The 'GENERAL LEARNER' section is expanded, showing various fields. The 'Residence' field is highlighted with a red box and contains the value 'R', which corresponds to 'In-State Resident'. Other visible fields include 'New Term' (202210, Fall 2021), 'Student Status' (AS, Active Student), 'Student Type' (T, Transfer), 'Fee Assessment' (empty), 'Rate' (empty), and '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 County	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.
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, a contiguous state to Arkansas, a contiguous county to 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.

**UNDERSTANDING SGASTDN**

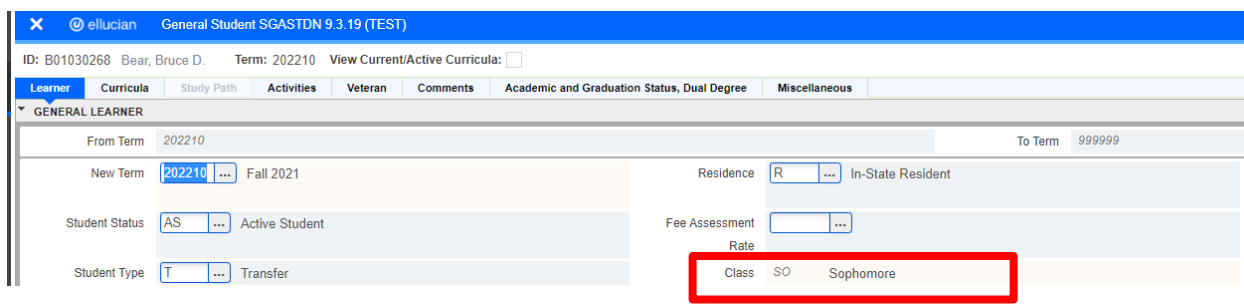
O	Undeclared	Do NOT Use
R	In-State Resident	Applicants whose permanent address is within Arkansas and report living within the State of Arkansas for more than 6 months. This applies to both undergraduate and graduate applicants.
S	Contiguous State	A student whose permanent address is within a contiguous state (Texas, Oklahoma, Missouri, Tennessee, Mississippi, Louisiana), but not in a contiguous county as defined by ACA 6-60-303 and 19-5-1076.

\*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.

**UNDERSTANDING SGASTDN**

PB	Post-Baccalaureate	A student who possesses a baccalaureate degree, is not a graduate student, and is registered in courses for undergraduate credit.
PR	Pre-Baccalaureate	This code is not currently used.
SO	Sophomore	A student who has 30 to 59 semester hours credit.
SR	Senior	A student who has 90 or more semester hours credit.

**1.3.4 Student Status**

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

The screenshot shows the 'ellucian' system interface for 'General Student SGASTDN 9.3.19 (TEST)'. The user is identified as 'ID: B01030268 Bear, Bruce D.' for 'Term: 202210'. The 'Student Status' dropdown menu is highlighted with a red box and currently displays 'AS Active Student'. Other visible settings include 'From Term: 202210', 'New Term: 202210 Fall 2021', and 'Student Type: T Transfer'.

**STUDENT STATUS (STVSTST)**

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

XB	Expelled for Behavior Reasons	
----	-------------------------------	--

### 1.3.4 Additional Information

Additional information for a student is stored here.

Additional Information		Block	<input type="text"/>
Site	<input type="text"/>	Citizenship	<input type="text"/> 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.

The screenshot shows the 'Curricula' tab in the SGASTDN system. It is divided into two main sections: 'CURRICULUM' and 'FIELD OF STUDY'.

**CURRICULUM Section:**

- Buttons: Replace, Update, Duplicate, Roll to Outcome, Apply to Graduate.
- Table:
 

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
- Sub-sections: Curriculum, Status Details.
  - Program: BS-PSYC, BS, Psychology 3070
  - Level: 01, Undergraduate
  - Campus: M, Main
  - College: CH, Health & Behavioral Sciences
  - Degree: BS, Bachelor of Science
  - Start Date, End Date

**FIELD OF STUDY Section:**

- Buttons: Attached Concentrations, Inactivate.
- Table:
 

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	
- Sub-sections: Field of Study.
  - Field of Study: 4240, Psychology
  - Department: 2090, Psychology & Counseling
  - Attached to Major
  - Full or Part Time
  - Start Date, End Date
  - Roller:  Rolled

### 1.4.1 Catalog Term

The catalog term is what Degree Works uses to look at a student’s progress towards their degree. The catalog term for a student in the Curriculum area should match the catalog term for all major, minor, and

concentration records in the Field of Study area. Refer to section 1.4.4 Field of Study. **Only the Registrar's Office should update this field. If a student's record looks to be in error, please contact the Registrar's Office.**

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

### 1.4.2 Curriculum

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

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.

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

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

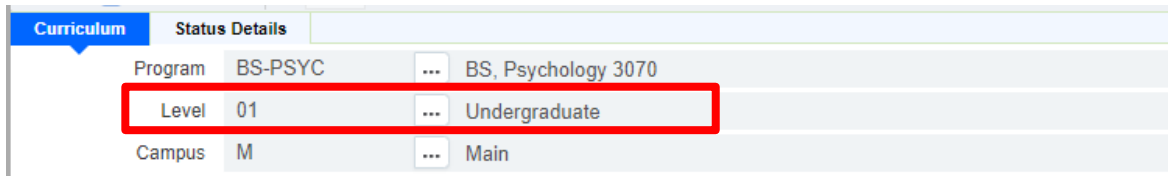
The left screenshot shows two program definition rules. The first rule (BA-THEA) has callouts: 1 (Program code), 2 (Description), 3 (Student Level), and 4 (Course Level). The second rule (BA-THEATRE) has callouts: 5 (College) and 6 (Degree). The right screenshot shows a detailed view of a rule with callouts: 4 (Course Level), 5 (College), and 6 (Degree).

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

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

**1.4.2.2 Level**

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



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

### 1.4.2.3 Degree

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

There are few things to notice on this table.

Code * <b>1</b>	Description * <b>2</b>	Count in Financial Aid <b>3</b>	Level <b>4</b>	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 Division of Higher Education (ADHE) and US Department of Education.

### 1.4.2.4 College

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

**COLLEGE (STV COLL)**

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

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

### 1.4.3 Status Details

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

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

#### 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



**UNDERSTANDING SGASTDN**

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

**UNDERSTANDING SGASTDN**

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

**UNDERSTANDING SGASTDN**

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

**Office(s) who use these types**

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

**UNDERSTANDING SGASTDN**

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

**UNDERSTANDING SGASTDN**

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

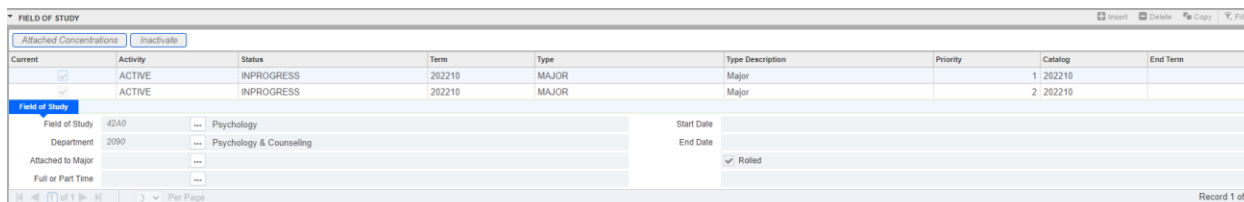
**Eligible for Financial Aid**

<b>Code</b>	<b>Description</b>	<b>Eligible for Financial Aid</b>
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:

## UNDERSTANDING SGASTDN

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

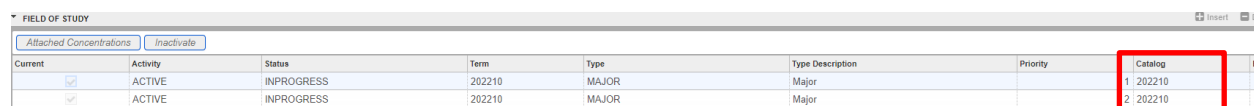
Post-master's certificate (PMC) (major code = 8 + 2-digit CIPC + next available letter alphabetically). Example: 851D is the major code for the PMC in Nurse Educator with Clinical Specialty.

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

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

### 1.4.4.2 Catalog Term

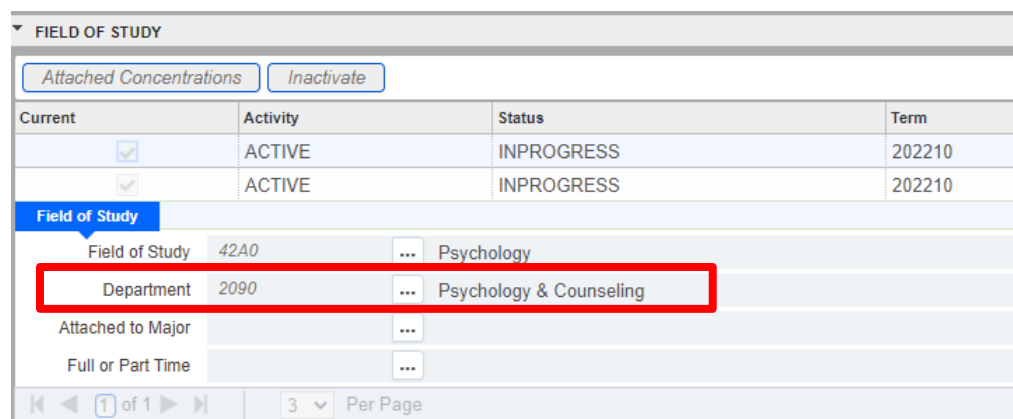
The catalog term is what Degree Works uses to look at a student's progress towards their degree. The catalog term for a student in the Curriculum area should match the catalog term for all major, minor, and concentration records in the Field of Study area. **Only the Registrar's Office should update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



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

### 1.4.4.3 Department

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



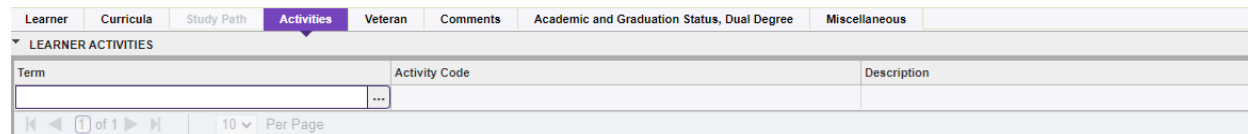
Current	Activity	Status	Term
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	202210
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	202210

**Field of Study**

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

1 of 1 | 3 Per Page

## 1.5 Activities tab



### 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. A student activity is recorded for each term that it takes place.

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



**UNDERSTANDING SIGASTDN**

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

There are two activity codes that add a First-Year Fee to their student account. Below is a list of the codes that add a first-year fee.

Code	Description	Type	Category
FYF-TR	First Year Fee (First-time TR)		UNGRD
FYF-UG	First Year Fee (First-time UG)		UNGRD

## 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	<b>Veteran</b>	Comments	Academic and Graduation Status, Dual Degree	Miscellaneous
<b>VETERAN CERTIFICATION INFORMATION</b>							
Veteran Type		Description			Term	Certification Credit Hours	
<input type="text"/>		<input type="text"/>			<input type="text"/>	<input type="text"/>	
		10 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.

The screenshot shows a software interface with a tab labeled "Academic and Graduation Status, Dual Degree". The interface contains several input fields and dropdown menus for academic data. On the left, there are fields for "Academic Term", "Academic Status", "Academic Standing" (with a dropdown arrow), "Academic Standing Override", "Academic Status" (with a dropdown arrow), and "Academic Status Override Term". In the center, there are "Progress Evaluation" and "Progress Evaluation Override" fields (both with dropdown arrows), and "Progress Evaluation Override Term" (with a dropdown arrow). On the right, there are "Combined Academic Standing" (with a dropdown arrow), "Combined Academic Standing Override" (with a dropdown arrow), and "Combined Academic Standing Override Term" (with a dropdown arrow). The interface also has a navigation bar at the top with tabs for "Learner", "Curricula", "Study Path", "Activities", "Veteran", "Comments", "Academic and Graduation Status, Dual Degree" (selected), and "Miscellaneous".

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

The screenshot shows a data entry form with two rows. The first row has "Academic Term" with the value "200810". The second row has "Academic Status" with the value "00" and "Good Standing" next to it.

### 1.8.2 Graduation Status

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

Graduation Status  
 Expected Graduation  Date  
 Graduation Term  ...  
 Graduation Year  ...

## 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  
 Degree  College  Major   
 Level  Department

## 1.9 Miscellaneous tab

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

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

**MISCELLANEOUS INFORMATION**

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

### 1.9.1 Orientation Session

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

**ORIENTATION SESSION (STVORSN)**

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

**1.9.2 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

**1.9.3 Education Level**

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

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**EDUCATION LEVEL (STVEDLV)**

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

**1.9.4 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.

---

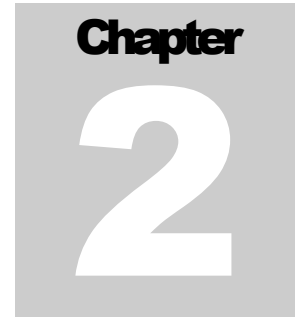
**TRANSFER CENTER (STVTRCN)**

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**.

# UNDERSTANDING SGASTDN

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

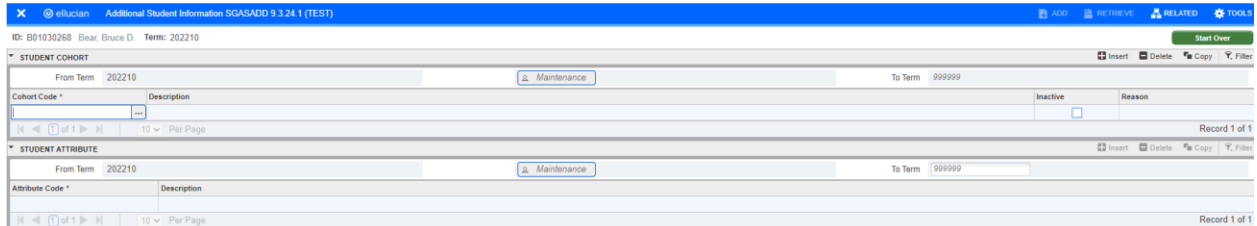


## Related Student Information

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.



#### 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

**RELATED STUDENT INFORMATION**

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



**RELATED STUDENT INFORMATION**

		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.]

**RELATED STUDENT INFORMATION**

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 affect a student's tuition and fees among many things, but it can affect 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

**RELATED STUDENT INFORMATION**

		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	<b>TUITION AND FEES:</b> 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	<b>TUITION AND FEES:</b> 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	<b>TUITION AND FEES:</b> 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	<b>TUITION AND FEES:</b> 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	<b>TUITION AND FEES:</b> 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	<b>TUITION AND FEES:</b> Students who participate in the GEP program. Their tuition and fees will adjust to the flat rate agreed upon for the program.

**RELATED STUDENT INFORMATION**

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.
HIM1	Honors in the Major (current)	A student pursuing Honors in the Major program.
HIMF	Honors in the Major (former)	A student no longer pursuing Honors in the Major program.
HIMA	Honors in the Major (alumni)	A student who completed the Honors in the Major program.
HON1	Honors Participation Fee	<b>TUITION AND FEES:</b> 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	<b>TUITION AND FEES:</b> 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.

**RELATED STUDENT INFORMATION**

IINS	International Insurance Fee	<b>TUITION AND FEES:</b> Used to charge a student the international student insurance fee. This code is removed if the student is approved to use their own insurance. Students who have a visa type other than F1, J1, or are in all online programs do not get this fee. (Note: A J1 visa student still gets charged an international insurance fee, but it is a pro-rated amount done with the assistance of Student Accounts.)
LDC	Core Lower-Division	[No longer used.]
LPBN	LPN to BSN	[No longer used.]
LT	Laptop Program Fee	[No longer used.]
OSFW	Out-of-State Fee Waived	[No longer used.]
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.]

**RELATED STUDENT INFORMATION**

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.]
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.]
UCOS	UCA Online Self-ID	A student self-identifies as a UCA online student.
USP1	USP Participant	<b>TUITION AND FEES:</b> 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
HIM1	Honors in the Major (current)	Honors College
HIMF	Honors in the Major (former)	Honors College
HIMA	Honors in the Major (alumni)	Honors College
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



## RELATED STUDENT INFORMATION

RNBN	RN to BSN	School of Nursing
RTA	Reverse Transfer Authorization	<i>(On a student's admission application.)</i>
THES	Thesis Option	Graduate School
UCOS	UCA Online Self-ID	<i>(To be added to a student's admission application.)</i>
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 with the following fields:

- High School \* (dropdown menu)
- Enrollment Planning (checkbox)
- Service Code (checkbox)
- Graduation Date (date field)
- Transcript Received Date (date field)
- Class Rank and Size (two numeric fields separated by a slash)
- Percentile (numeric field)
- GPA (numeric 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 with the following search criteria:

- Institution Type: HS
- Code: (empty)
- Name: (empty)
- City: (empty)
- State or Province: (empty)

The table below the search criteria has the following columns: Institution Type, Code, Name, City, State or Province, and Admission Request Code. The current result shows '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.

**RELATED STUDENT INFORMATION**

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.

**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.

## 2.3 Test Score Information (SOATEST)

ID: B01289246 Mouse, Mickey Start Over

**TEST SCORE INFORMATION** Insert Delete Copy Fill

Test Code *	Description	Test Score *	Test Date *

Record 1 of 1

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

Admission Request

Source

Revised or Recentered

Equivalency Indicator

---

**PERCENTILES** Insert Delete Copy Fill

Percentile	Percentile Type	Description	Percentile Date

Record 1 of 1

Percentiles are for test score

taken on

---

**DETAILS** Insert Delete Copy Fill

Scores can be a maximum of  characters in range of

### 2.3.1 Test Score Information

**TEST SCORE INFORMATION** Insert

Test Code *	Description	Test Score *	Test Date *

Record 1 of 1

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

Admission Request

Source

Revised or Recentered

Equivalency Indicator

#### TEST CODE (STVTE SC)

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

Code	Description
1A	ACT English
1B	ACT Math
1C	ACT Reading
1D	ACT Science Reasoning
1F	ACT Composite
S12	MATH SECTION SCORE
S13	READING TEST SCORE
S10	TOTAL SCORE
ANGQ	Accuplacer QR/Alg/Stats R2018
ANGR	Accuplacer Reading R2018
ANGW	Accuplacer Writing R2018
HSGPA	High School GPA

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**

Test Score *

If the test score is 0, then the score was rescinded by the testing agency.

**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

**RELATED STUDENT INFORMATION**

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
CTR9	9th College Transcript
DACA	Copy of DACA Card

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
WAEC	West African Exam Council
WASS	West African SR School Cert

**RELATED STUDENT INFORMATION**

**Source**

**SOURCE (STVTSRC)**

Code	Description
4ST	Four Semester Transcript
5ST	Five Semester Transcript
6ST	Six Semester Transcript
7ST	Seven Semester Transcript
CMPE	Compass Scores taken elsewhere
CSAT	Converting SATs to ACTs
CTRA	College Transcript

Code	Description
HST	H.S. Final Transcript
OTHR	Other
SSUP	System SuperScore
TAPE	Test Score Tape
TRAN	High School Transcript
UCAT	UCA Testing Center

**2.4 Academic Non-Course (SHANCRS)**

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

*ACADEMIC NON-COURSES									
Paper	Committee	Event	Level	Complete By	CAPP Non-Course Requirement	Status	Status Date	Satisfied	Advisor
					EXIT	AP	12/12/2022	Y	

Record 1 of 1

*DEGREES APPLIED		
Number *	Code	Code Description

Record 1 of 1

**NON-COURSE REQUIREMENTS (STVNCRQ)**

Code	Description
ARK	Arkansas History
CMSV	Community Service
COMP	Comprehensive Exams
DISS	Dissertation
EXIT	Exit
IMBA	Intl MBA Concentration
IQP	Interactive Qualifying Project
LIC	State License Exam
MAT	MAT Content Area

Code	Description
ORAL	Oral Examination
PAPR	Senior Paper
PORT	Portfolio
PRAC	Practicum in Major
PROG	Program Key Assessments
PSED	Physical Education
SUFF	Sufficiency
TCH	Minimum 2-year Teaching Exp
THES	Thesis

**RELATED STUDENT INFORMATION**

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

#### 3.1.3 Admission Type

See 1.4.3.1 Admission Type

Admission Type   UG First Time Freshman Uncond

#### 3.1.4 Student Type

See 1.3.1 Student Type

Student Type \*   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 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
------	-------------	-------------

**ADMISSIONS APPLICATION**

C	Complete Ready for Review	<b>Undergraduate Students:</b> All required SAAADMS checklist items have been received and the application is awaiting review from a processor. <b>Graduate Students:</b> Not currently used.
D	Decision Made	<b>Undergraduate Students:</b> A decision to admit or deny has been made to the application. <b>Graduate Students:</b> A decision to admit or deny has been made on the application.
I	Incomplete Items Outstanding	<b>Undergraduate Students:</b> One or more required items on the SAADMS checklist have not been received. <b>Graduate Students:</b> Not currently used.
N	No Show	A process is run by IT normally on the 12 <sup>th</sup> 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	<b>Undergraduate Students:</b> Not currently used. <b>Graduate Students:</b> 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	<b>Undergraduate Students:</b> (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. <b>Graduate Students:</b> (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	<b>Undergraduate Students:</b> Not currently used. <b>Graduate Students:</b> 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  Charge Fee  Waive Fee  None

Application Fee  Application Fee Rate

Application Fee Detail

Last Application Fee

Application Fee Amount

Application Fee Waiver

Application Fee Date

ADDITIONAL DATA

Session  Recruit Type  Legacy

Educational Level  Recruiter  Citizen  U.S. Citizen

Educational Goal  Interview

MAIL SUBMISSION

Letter  Wait Days  Initials

WITHDRAWAL DATA

Withdrawal Reason  Institution Attended

## 3.3.1 Application Fee

None of this section is used.

APPLICATION FEE

Application Fee  Charge Fee  Waive Fee  None

Application Fee  Application Fee Rate

Application Fee Detail

Last Application Fee

Application Fee Amount

Application Fee Waiver

Application Fee Date

## 3.3.2 Additional Data

None of this section is used.

ADDITIONAL DATA

Session  Recruit Type  Legacy

Educational Level  Recruiter  Citizen  U.S. Citizen

Educational Goal  Interview

## 3.3.3 Mail Submission

None of this section is used.

MAIL SUBMISSION

Letter  Wait Days  Initials

## 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  Institution Attended

### 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						
<b>APPLICATION CHECKLIST</b>											
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

**ADMISSIONS REQUEST (STVADMR)**

Code	Description
2ST	Two-Semester Transcript
3ST	Three-Semester Transcript
4ST	Four-Semester Transcript
5ST	Five-Semester Transcript
6ST	Six-Semester Transcript
7ST	Seven-Semester Transcript
AAP	Application for Admissions
ACT	ACT Scores
ACTS	ACT Superscore
ACU	Accuplacer Test Scores
ADD	Address Correction
AFD	Additional Financial Doc
APS	AP Scores
ASA	Academic Scholarship App
ASPR	Aspire Scores

Code	Description
DIP	Diploma or Leaving Certificate
DUO	Duolingo English Test
EAD	Employment Authorization Doc
ECTS	European CTA System
EGV	Early Graduation Verification
EPE	English Proficiency(no IEP)
FEEW	Fee Waiver Documentation
FRE	Freshman Request (generic)
GAF	Grad. Application Fee 25.00
GED	GED
GRE	GRE Scores
HCA	Home Country Address
HST	H.S. Final Transcript
I20	Copy of I-20 or DS-2019
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

Background Institution *	Description	Primary Indicator
<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
A1	Instrumental Music
A2	Vocal Music
A3	Student Government
A4	Publication, Literary
A5	Debate

Code	Description
AH	Campus or Community Serv. Org.
AI	Art
AJ	Coop or Internship Programs
AK	Dance
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
AAC	Academic Advising Center
ACDO	Academic Outreach Office
ADMS	Admissions Office
ADV	Academic Advisor
CONV	Pre-Banner Comment
FA	Financial Aid
GRAD	Graduate Studies
IEP	Intensive English Program

Code	Description
REG	Registrar
SCHR	UGS Scholarship Comments
SIS	Legacy information from SIS
SLAT	Slate
STAR	Student Accounts/Cashiers
TEST	CPT Testing Center
UC	University College
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				
<p>▼ CONTACTS</p> <table border="1"> <thead> <tr> <th>Contact Type *</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td></td> </tr> </tbody> </table> <p> <span>⏪</span> <span>1 of 1</span> <span>⏩</span>   10 Per Page                 </p>						Contact Type *	Description	<input type="text"/>	
Contact Type *	Description								
<input type="text"/>									
<p>▼ COHORTS</p> <table border="1"> <thead> <tr> <th>Cohort *</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td></td> </tr> </tbody> </table> <p> <span>⏪</span> <span>1 of 1</span> <span>⏩</span>   10 Per Page                 </p>						Cohort *	Description	<input type="text"/>	
Cohort *	Description								
<input type="text"/>									
<p>▼ ATTRIBUTES</p> <table border="1"> <thead> <tr> <th>Attribute *</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td></td> </tr> </tbody> </table> <p> <span>⏪</span> <span>1 of 1</span> <span>⏩</span>   10 Per Page                 </p>						Attribute *	Description	<input type="text"/>	
Attribute *	Description								
<input type="text"/>									

#### 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

Decision Processing												
Application Decision												
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"/>	

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

FIELD OF STUDY		
Type	Code	Department
MAJOR	5000	2340

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		

#### 3.7.1.1 Application Summary

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

APPLICATION SUMMARY												
Entry Term *	Decision	Decision Description	Status *	Status Description	Application Date *	Application Number *	Admission Type	Admission Type Description	Session	Session Description	Outstanding Requirements	Application Pref
202310	4	Pending	I	Incomplete Items Outstand...	07/11/2022	1	FF	UG First Time Freshman Un...			<input checked="" type="checkbox"/>	

#### 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	5000	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											
DECISION DATA											
Decision Code *	Description	Significant Decision	Institution Acceptance	Applicant Acceptance	Institution Rejection	Inactive Application	Maintained Ind	Maintained by	Decision Date *		
00	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		

### 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 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 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

1 of 1 | 10 Per Page

---

▼ OFFER CONDITIONS

No.	Condition

1 of 1 | 10 Per Page

### 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	

1 of 1 | 10 Per Page

▼ HIGH SCHOOL SUBJECT REVIEW

Subject	Description	Grade	Years	Subject GPA

1 of 1 | 10 Per Page

### 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	

1 of 1 | 1 Per Page

▼ PREVIOUS DEGREES

Degree	Degree Description	Degree Date	Attended From	Attended To	Year	College	Honors	Hours	GPA

1 of 1 | 10 Per Page

### 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

1 of 1 | 10 Per Page



# Degree Information

Degree application is maintained in the screen SHADEGR. Each degree will have it's 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:  On Track Calculate GPA

Student Record Term:  Apply to Graduate

Bulletin Academic Year:

Graduation Information

Graduation Term:  Fee  Charge Fee  Waive Fee  None Fee Date

Graduation Year:  Fee Term

Graduation Status:  Fee Detail

Graduation Date:  Fee Amount

Fee Indicator:  Fee Charged  Fee Waived  No Fee Authorize VSUMMERS

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

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	

### 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:  On Track

### DEGREE STATUS (STVDEGS)

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

**DEGREE INFORMATION**

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 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).



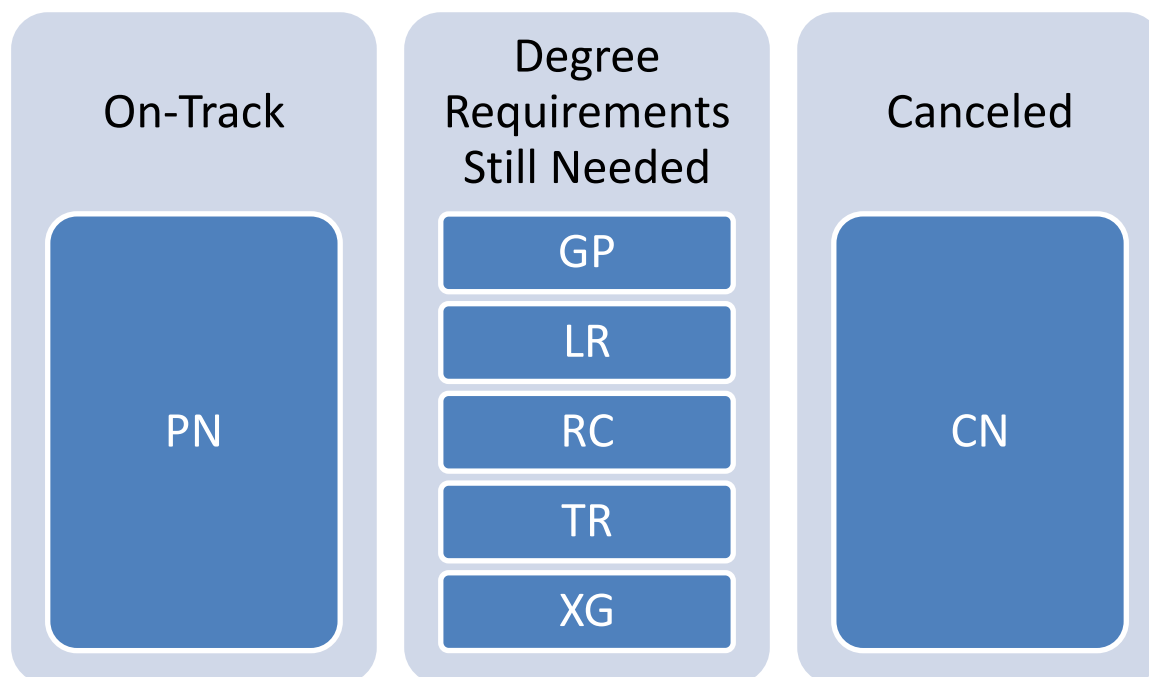


### Undergraduate Graduation Application Process at Term of Graduation

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

#### 4.1.3 Bulletin Academic Year

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

## DEGREE INFORMATION

Bulletin Academic Year  


### 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 \* 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  

### 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  


### 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 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  

**DEGREE INFORMATION**

**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="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="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 Insert

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

1 of 1 | 10 Per Page

**DEPARTMENTAL HONORS (STVHOND)**

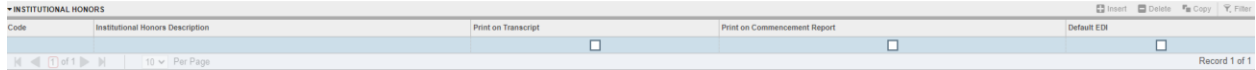
Code	Description	Office(s)
HC	Schedler Honors College	Honors College

**DEGREE INFORMATION**

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.

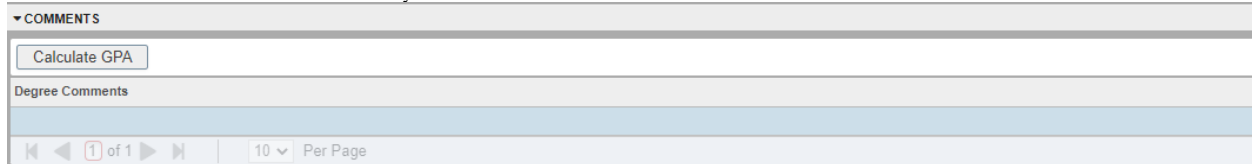


**INSTITUTIONAL HONORS (STVHONR)**

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.



**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.

## DEGREE INFORMATION

* INSTITUTIONAL COURSES													
Apply to Learner Outcome	Term	Level	Subject	Course	Section	Title	Hours	Grade	Part of Term	Grading Mode	Repeat	Campus	CRN
<input type="checkbox"/>											(None)		

Record 1 of 1

### 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.

* TRANSFER CREDITS													
Apply to Learner Outcome	Count in GPA	Level	Term	Subject	Course	Title	Hours	Grade	Grading Mode	Repeat	Repeat System	Institution	Attendance Period
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01	201910	ART	2300	ART APPRECIATION	3.000	A S		(None)	(None)		1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01	201910	BIOL	1400	EXPLORING CONCEPT...	4.000	B S		(None)	(None)		1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01	201910	WRTG	1310	INTRO TO COLLEGE W...	3.000	A S		(None)	(None)		1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01	201910	MATH	1390	COLLEGE ALGEBRA	3.000	A S		(None)	(None)		1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01	201910	PSYC	1300	GENERAL PSYCHOLOGY	3.000	A S		(None)	(None)		1
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01	201920	CHEM	1450	COLLEGE CHEMISTRY I	4.000	A S		(None)	(None)		2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01	201920	WRTG	1320	ACADEMIC WRITING & ...	3.000	A S		(None)	(None)		2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01	201920	HIST	1310	WORLD HISTORY I	3.000	B S		(None)	(None)		2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01	201920	SOC	2325	SOCIAL PROBLEMS	3.000	A S		(None)	(None)		2
<input type="checkbox"/>	<input checked="" type="checkbox"/>	01	201920	COMM	1300	PRINCIPLES OF COMM...	3.000	A S		(None)	(None)		2

Record 1 of 20

### 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 2.4 Academic Non-Course (SHANCRS).

* NON-COURSE WORK										
Apply Non-Course Work towards Learner Outcome	Paper	Committee	Event	Level	Completed By	CAPP Non-Course Requirement	Status Code	Status Date	Satisfied	Advisor
<input type="checkbox"/>									<input type="checkbox"/>	

Record 1 of 1

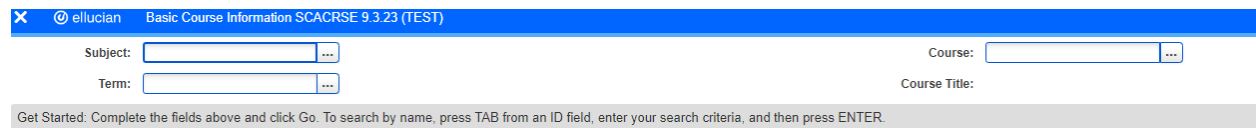


## Course Information

Course information is stored in multiple tables. SCACRSE stores information at the course level, while SSASECT stores information at the section level. Some information stored on SCACRSE does move to the section when the section is created, but much of the data can be modified for each section.

### 5.1 Basic Course Information (SCACRSE)

For SCACRSE, you would first want to enter the term you would want to look at data about a course for. Things for courses change over time.



#### 5.1.1 Subject

The subject code options can be viewed on STVSUBJ. The subject code is intended to identify the "subject matter" or disciplinary domain of the course. So ENGL, for example, identifies a course as related to a program in the discipline of English, broadly understood; and MATH identifies a course as related to a program in the discipline of Mathematics. Some subject codes represent a related group of disciplines. Good examples are ELSE, which identifies a course as in the group of education programs Elementary Education, Literacy Education, and Special Education; and CISA, which identifies a course as being related to the related disciplines of Computer Information Systems and Analytics. In both these cases, the subject code is sometimes thought of as representing a department.



#### 5.1.2 Course Number

The first number in the course will tell us who this course is directed towards.

<b>1st Number</b>	<b>Student Population</b>
-------------------	---------------------------

## COURSE INFORMATION

0	Transitional course
1	Freshmen
2	Sophomore
3	Junior
4	Senior
5 or higher	Graduate

The second number in a course number tells us how many hours the course is worth. As an example MATH 1390, is worth 3 hours. Some courses, such as PSYC 4V82, has a V in the second place. A V tells us that the course can be worth a variable number. The hours that a course is worth are recorded in SSASECT in the credit hour area. The third and fourth digits help distinguish a course from others offered by the same department.

Subject:  ...  
 Term:  ...

Course:  ...  
 Course Title:

### 5.1.3 Course Details

For an example, we entered in MATH 1390 and put in the term of 202310.

**COURSE DETAILS** Insert Delete

From Term: 202230 Copy To Term: 999999

Course Title: COLLEGE ALGEBRA

College: CN Natural Sciences & Mathematics Approval: A Approved

Division:  CIP: 270101 Mathematics

Department: 1730 Mathematics Prerequisite Waiver:

Status: A Active Duration:

Continuing Education  Tuition Waiver  Additional Fees

Prerequisite Check Method:  Basic or None  CAPP  DegreeWorks  Syllabus Exists  Long Title Exists

Hours	Low	None/Or/To	High
CEU or Credit	<input type="text" value="3.000"/>	<input type="text" value=""/>	<input type="text" value=""/>
Billing *	<input type="text" value="3.000"/>	<input type="text" value=""/>	<input type="text" value=""/>
Lecture	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Lab	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Other	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Contact	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Repeat Details: Limit  Maximum Hours  Repeat Status

#### 5.1.3.1 Course Title

For this course, the course title that would move over to any section created is what is in this box.

Course Title \*

#### 5.1.3.2 College

This field stores the college that the course is offered in for the term selected. If a course moves from one college to another, a new record would be created for the new effective term. This field is linked to the validation table College (STV\_COLL).

**COURSE INFORMATION**

College \*  ... Natural Sciences & Mathematics

**5.1.3.3 Division**

This field has never been used.

**5.1.3.4 Department**

This field stores the department that the course is offered in for the term selected. If a course moves from one department to another, a new record would be created for the new effective term. This field is linked to the validation table, STVDEPT.

Department  ... Mathematics

**5.1.3.5 Status**

This field tells us if the course is active or not. Only the code A (Active) indicates that the course is still active for the term selected.

---

**COURSE STATUS (STVCSTA)**

Code	Description	Active Indicator
A	Active	A
I	Inactive	I
P	Pending	I
T	Temporarily Inactive	I

**5.1.3.6 Continuing Education**

No information is stored here.

Continuing Education

**5.1.3.7 Prerequisite Check Method**

Prerequisite Check  Basic or None  CAPP  DegreeWorks  
Method:

**5.1.3.8 Approval**

The shaded options are not used.

Approval  ... Approved



**COURSE INFORMATION**

**CATALOG APPROVAL (STVAPRV)**

Code	Description
A	Approved
C	Curriculum Committee
D	Department
P	Pending
S	State Approved

**5.1.3.9 CIP**

The validation table tied to this field is STVCIPC.

CIP  ... Mathematics

**5.1.3.10 Prerequisite Waiver**

No information is stored here.

Prerequisite Waiver  ...

**5.1.3.11 Duration**

No information is stored here.

Duration   ...

**5.1.3.12 Tuition Waiver**

This is checked if all sections of this course will have the tuition waived since they are paying the consortium partner and not UCA. This box can be checked at the section level if necessary.

Tuition Waiver

**5.1.3.13 Additional Fees**

No information is stored here.

Additional Fees

**5.1.3.14 Hours**

Hours	Low	None/Or/To	High
CEU or Credit	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text"/>
Billing *	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text"/>
Lecture	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lab	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 5.1.3.15 Repeat Details

The Repeat Limit or Maximum Hours settings are intended to limit the number of hours of a particular course that can count toward a degree or certificate program. We always populate the Maximum Hours field when creating a course, so that a three-hour course with a maximum hour setting of 3 may only be counted once toward a curriculum of which it is a part. We do not normally populate the Repeat Limit field, partly because variable-credit courses have so many combinations that it is impossible to define a particular number of enrollments that would be allowed. Maximum Hours is the more serviceable setting.

Repeat Details  
 Limit  Maximum Hours  Repeat Status

### 5.1.4 Course Level


This screen can be gotten to after looking at [5.1.3 Course Details](#), click on  at the bottom of the screen.

\*COURSE LEVEL  
 From Term: 000000 To Term: 999999  
 Level \* Description CEU  
 01 Undergraduate  
 10 of 1 Per Page Record

#### LEVEL (STVLEVL)

Code	Description	Explanation
00	Do Not Use	
01	Undergraduate	An undergraduate course.
02	Graduate	A graduate course
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.


### 5.1.5 Grading Mode

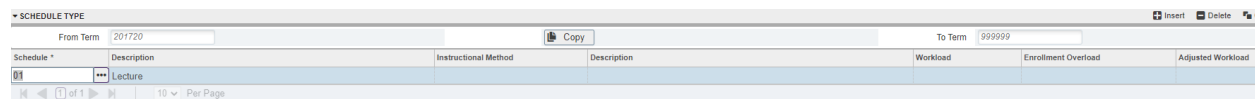
This screen can be gotten to after looking at 5.1.4 Course Level, click on  at the bottom of the screen. Most courses are setup with S (Standard), which is the default. The options shaded gray are no longer used. If a student is auditing a course, the registration record for the student will have the grade mode of A (Audit).

**SECTION GRADE MODE (STVGMOD)**

Code	Description	Code	Description
A	Audit	P	Pass/Fail
C	Complete	R	Credit/No Credit
E	Continuous Enrollment	S	Standard
N	No Report	T	Transfer

### 5.1.6 Schedule Type

This screen can be gotten to after looking at 5.1.5 Grading Mode, click on  at the bottom of the screen. The options shaded gray are no longer used.



**SCHEDULE TYPE (STVSCHD)**

Code	Description	Explanation
01	Lecture	Traditional course. This is a "default" if no other more specialized "schedule type" is in play.
02	Lecture/Laboratory	A Lecture course with regularly scheduled, related laboratory work.
03	Laboratory	Laboratory only.
05	Practice Teaching	"Student Teaching" (used only in the context of teacher education programs; a specialized form of internship).
06	Internship/Practicum	Do Not Use
08	Independent Study/Research	Also sometimes call "guided independent study."
10	Special Topics	A traditional course wherein the topic may change from term to term.

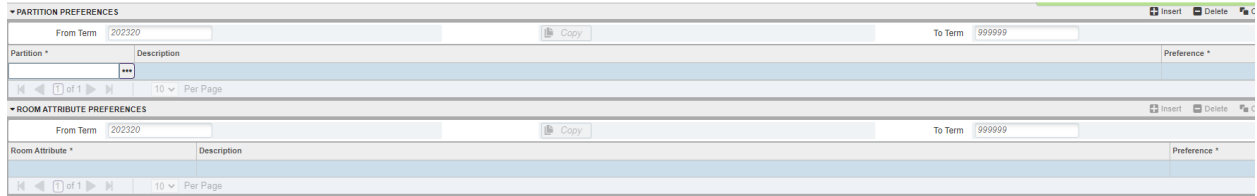
**COURSE INFORMATION**

12	Individual Lessons	Most commonly used in the context of a music program. Typically, One student, one teacher.
13	Applied Instruction	Frequently used in music programs for group instruction (ensembles), but used in other programmatic contexts as well.
15	Clinical Rotation	Used in programs related to the health professions: supervised experiential learning in various environments.
16	Studio Course	Typically used in Art and Design context, but some other arts disciplines use it as well. Practice in a "studio" setting.
17	Dissertation/Thesis Research	Used only at the graduate level for dissertation (doctoral) or thesis (master's) requirements.
18	Activity Course	Traditionally used in the context of physical education activities, but more recently extended to other contexts (e.g., ACAD, THEA).
19	Seminar	Usual definition: "a group of advanced students studying under a professor with each doing original research and all exchanging results through reports and discussions" (Merriam-Webster).
22	Internship	A practicum, in common usage, is likely to happen mostly within the program itself and to be directly supervised by the instructor of the course. An internship, in contrast, is more likely to take place (physically or virtually) in a workplace at some remove from the program's classrooms, labs, or studios and to involve a supervisor at that location who is not a faculty member within the program but more like an employer.
23	Practicum	
98	Other	Do Not Use
B	Lab	Do Not Use
C	Lecture/Lab	Do Not Use
I	Independent Study	Do Not Use
L	Lecture	Do Not Use
N	Internship	Do Not Use
W	Web-based	Do Not Use
WCT	WebCT	Do Not Use

## COURSE INFORMATION

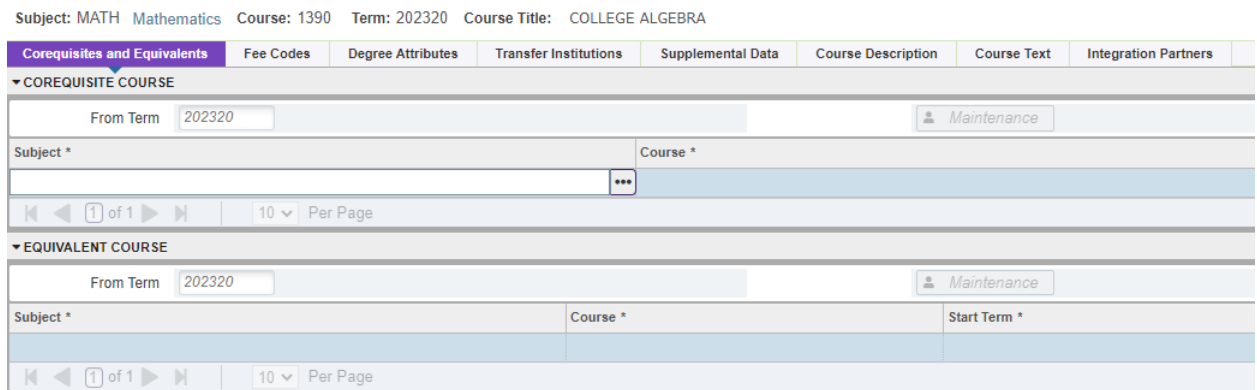
### 5.1.7 Partition Preferences / Room Attribute Preferences

This screen can be gotten to after looking at 5.1.6 Schedule Type, click on  at the bottom of the screen. No information is stored here.



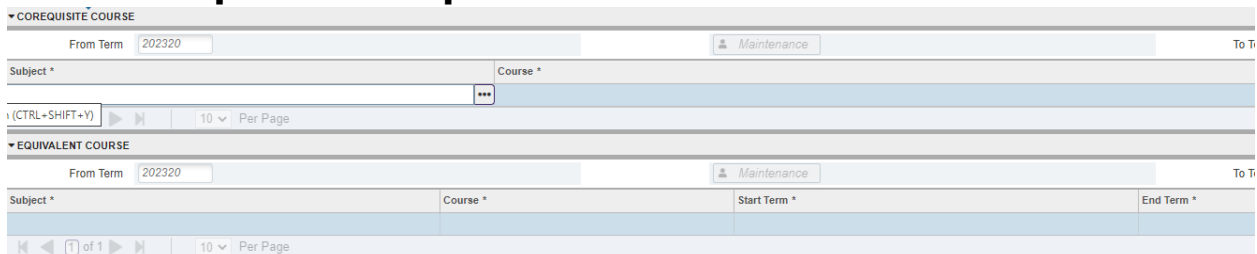
The screenshot shows two stacked tables. The top table is titled "PARTITION PREFERENCES" and has columns for "From Term" (202320), "To Term" (999999), "Partition \*", "Description", and "Preference \*". Below the table is a pagination control showing "1 of 1" and "10 Per Page". The bottom table is titled "ROOM ATTRIBUTE PREFERENCES" and has columns for "From Term" (202320), "To Term" (999999), "Room Attribute \*", "Description", and "Preference \*". It also has a pagination control showing "1 of 1" and "10 Per Page".

## 5.2 Course Detail Information (SCADETL)



The screenshot shows the "Course Detail Information (SCADETL)" screen. At the top, it displays "Subject: MATH Mathematics Course: 1390 Term: 202320 Course Title: COLLEGE ALGEBRA". Below this are several tabs: "Corequisites and Equivalents" (selected), "Fee Codes", "Degree Attributes", "Transfer Institutions", "Supplemental Data", "Course Description", "Course Text", and "Integration Partners". The "COREQUISITE COURSE" section shows a table with columns for "From Term" (202320), "Subject \*", "Course \*", and "Maintenance". The "EQUIVALENT COURSE" section shows a table with columns for "From Term" (202320), "Subject \*", "Course \*", "Start Term \*", and "Maintenance". Both sections have pagination controls showing "1 of 1" and "10 Per Page".

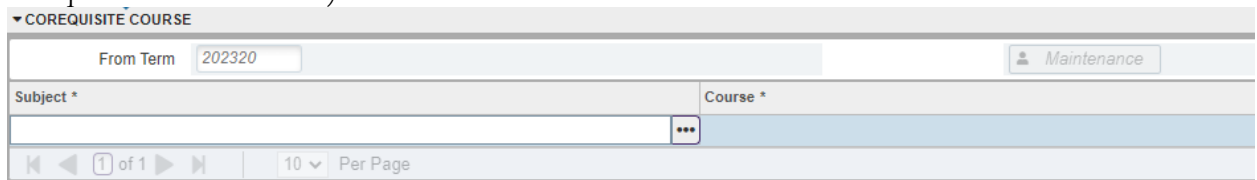
### 5.2.1 Corequisites and Equivalents tab



The screenshot shows the "Corequisites and Equivalents" tab. It displays two sections: "COREQUISITE COURSE" and "EQUIVALENT COURSE". The "COREQUISITE COURSE" section has columns for "From Term" (202320), "Subject \*", "Course \*", and "Maintenance". The "EQUIVALENT COURSE" section has columns for "From Term" (202320), "Subject \*", "Course \*", "Start Term \*", "End Term \*", and "Maintenance". Both sections have pagination controls showing "1 of 1" and "10 Per Page".

#### 5.2.1.1 Corequisite Course

This area is used when a course is designed to be concurrently with another course. (example: UNIV courses, transitionals, are to be taken with their undergraduate level counterpart. UNIV 0390 has a corequisite of MATH 1390)



The screenshot shows the "COREQUISITE COURSE" section. It has columns for "From Term" (202320), "Subject \*", "Course \*", and "Maintenance". The "Subject \*" and "Course \*" fields are currently empty. There is a pagination control at the bottom showing "1 of 1" and "10 Per Page".

## COURSE INFORMATION

### 5.2.1.2 Equivalent Course

Information is added here to indicate when another course is equivalent to the course queried. The equivalent course indicated is generally an inactive course. (example: query MATH 1486 (active) and MATH 1580 (Inactive) is noted as an equivalent course and the term the course went inactive (end term) is also noted.

Subject *	Course *	Start Term *	End Term *
-----------	----------	--------------	------------

### 5.2.2 Fee Codes tab

This tab is not currently used.

Detail *	Description	Amount *	Fee Type *	Duration Unit
----------	-------------	----------	------------	---------------

### 5.2.2.1 Fee Codes

This area was used in the past, but no information is stored here currently.

Detail *	Description	Amount *	Fee Type *	Duration Unit
----------	-------------	----------	------------	---------------

### 5.2.2.2 Student Curriculum

No information has been stored here.

Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Admission Term	Curricula Student Type	Curricula Rate	Curricula
-------	--------	---------	--------	---------	---------------------	---------------------	------------	----------------	------------------------	----------------	-----------

### 5.2.2.3 Student

No information has been stored here.

Residency	Student Attribute	Student Rate	Student Type	Cohort	Class	Visa Type
-----------	-------------------	--------------	--------------	--------	-------	-----------

### 5.2.3 Degree Attributes tab

This is used to note attributes assigned at the course level. These attributes will inform various places/systems depending on what the attribute is. Largely they are used to assign fees and note how a course can be applied to a student's degree audit. Attributes are maintained in the validation table

## COURSE INFORMATION

STVATTR.

Corequisites and Equivalents	Fee Codes	Degree Attributes	Transfer Institutions	Supplemental Data	Course Description	Course Text	Integration Partners
▼ DEGREE ATTRIBUTES							
From Term <input type="text" value="201410"/>				Maintenance			
Attribute *			Description				
1101			*** LD UCA Core Quantitative				
CNCF			Natural Sci & Math Course Fee				
<div style="display: flex; justify-content: space-between;"> <span>1 of 1</span> <span>10 Per Page</span> </div>							

### 5.2.4 Transfer Institutions tab

No information is stored here.

Corequisites and Equivalents	Fee Codes	Degree Attributes	Transfer Institutions	Supplemental Data	Course Description	Course Text	Integration Partners
▼ TRANSFER INSTITUTIONS							
From Term <input type="text" value="202320"/>				Maintenance			
Source *			Description				
***			***				
<div style="display: flex; justify-content: space-between;"> <span>1 of 1</span> <span>10 Per Page</span> </div>							

### 5.2.5 Supplemental Data tab

The Supplemental Data Tab is where we indicate (with a DE or an HY) that a course has been approved for online (DE is derived from "distance education") or hybrid delivery. That is the only use made of this tab at this time.

Corequisites and Equivalents	Fee Codes	Degree Attributes	Transfer Institutions	Supplemental Data	Course Description	Course Text	Integration Partners
▼ SUPPLEMENTAL DATA							
From Term <input type="text" value="202210"/>				Maintenance			
To Term <input type="text" value="999999"/>							
Taxonomy of Program		Occupational Course		Classification		Cooperative Education <input type="checkbox"/>	
***		***		***		Course Identifier <input type="text"/>	
						Credit Category <input type="text"/>	
Institutional Reporting				Description			
Element 1	<input type="text" value="DE"/>	***		Distance Ed Approved	Element 4	<input type="text"/>	***
Element 2	<input type="text"/>	***			Element 5	<input type="text"/>	***
Element 3	<input type="text"/>	***			Element 6	<input type="text"/>	***

### 5.2.6 Course Description tab

The course description stored here should be identical to the course description in the in the Undergraduate Bulletin or Graduate Bulletin.

Corequisites and Equivalents	Fee Codes	Degree Attributes	Transfer Institutions	Supplemental Data	Course Description	Course Text	Integration Partners
▼ COURSE DESCRIPTION							
From Term <input type="text" value="202310"/>				Maintenance			
Description *							
<p>This course satisfies the general education aims of the university by providing a solid foundation of algebraic concepts. The course includes the study of functions, relations, graphing, and problem solving, and provides a knowledge of how to apply these concepts to real problem situations. Lecture/demonstration format. Placement in this course is guided by the university's Mathematics, Reading, and Writing Placement policy. [ACTS index number MATH1103]</p>							

### 5.2.7 Course Text tab

Corequisites and Equivalents	Fee Codes	Degree Attributes	Transfer Institutions	Supplemental Data	Course Description	Course Text	Integration Partners
▼ TEXT							
From Term <input type="text" value="202320"/>				Maintenance			
Course Text *							
<div style="display: flex; justify-content: space-between;"> <span>1 of 1</span> <span>10 Per Page</span> </div>							

### 5.2.8 Integration Partners tab

Corequisites and Equivalents   Fee Codes   Degree Attributes   Transfer Institutions   Supplemental Data   Course Description   Course Text   **Integration Partners**

INTEGRATION PARTNERS

From Term: 200920   Maintenance   To Term: 999999

Integration Partners \*   Description

WebCT   WebCT Campus Edition / Vista

1 of 1   10 Per Page

## 5.3 Catalog Prerequisite and Test Score Restrictions (SCAPREQ)

### 5.3.1 Course Prerequisite Information tab

Subject: MATH Mathematics   Course: 1390   Term: 202320   Course Title: COLLEGE ALGEBRA

Course Prerequisite Information   Course Prerequisite Restrictions

COURSE INFORMATION

From Term: 202320   Copy   To Term: 999999

Course Title: COLLEGE ALGEBRA   Prerequisite Check Method:  Basic or None    CAPP    DegreeWorks

### 5.3.2 Course Prerequisite Restrictions tab

Subject: MATH Mathematics   Course: 1390   Term: 202320   Course Title: COLLEGE ALGEBRA

Course Prerequisite Information   **Course Prerequisite Restrictions**

COURSE TEST SCORE AND PREREQUISITE RESTRICTIONS

From Term: 202320   Maintenance   To Term: 999999

And/Or *	Test Code	Prerequisite Test Score	Prerequisite Subject	Prerequisite Course	Prerequisite Level	Prerequisite Grade	Concurrency
(	USCPA	3300					(None)
Or	1B	22					(None)
Or	AB	22					(None)
Or	S12	530					(None)
Or	AS12	530					(None)
Or	ANGQ	249					(None)
Or			UNIV	0390	UV		D Yes

10 Per Page

COURSE AREA PREREQUISITE RESTRICTIONS

From Term: 202320   Maintenance   To Term: 999999

Area   Description

10 Per Page

#### 5.3.2.1 Course Test Score and Prerequisite Restrictions

This part of the screen stores the test score restrictions and course prerequisites. The test scores are housed on SOATEST, and you can review that information in 2.3 Test Score Information (SOATEST). **If information is incorrect on this screen for a course, please contact the Registrar’s Office.**

COURSE TEST SCORE AND PREREQUISITE RESTRICTIONS

From Term: 202320   Maintenance   To Term: 999999

And/Or *	Test Code	Prerequisite Test Score	Prerequisite Subject	Prerequisite Course	Prerequisite Level	Prerequisite Grade	Concurrent
(	HSGPA	3300					(None)
Or	1B	22					(None)
Or	AB	22					(None)
Or	S12	530					(None)
Or	AS12	530					(None)
Or	ANGQ	249					(None)
Or			UNIV	0390	UV		D Yes

10 Per Page

#### 5.3.2.2 Course Area Prerequisite Restrictions

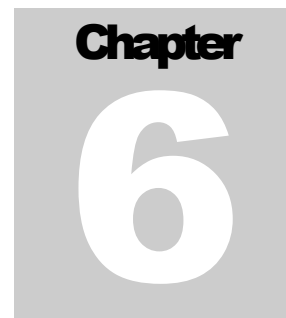
No information is stored here.



# COURSE INFORMATION

▼ COURSE AREA PREREQUISITE RESTRICTIONS

From Term	<input type="text" value="202320"/>	<input type="text" value="Maintenance"/>	To Term	<input type="text" value="999"/>
Area	Description			
1 of 1				
10 Per Page				



## Section Information

Section information is created from the course tables when the section is created. A bit of the course information can be modified to be unique for each section.

### 6.1 Schedule (SSASECT)

#### 6.1.1 Course Section Information Tab

The tab includes course section information, the part of term, and credit hours.

##### 6.1.1.1 Course Section Information

This area house basic information such as subject code, course number, section tile, etc.

COURSE SECTION INFORMATION				Insert	
Subject	MATH *** MATHEMATICS	Campus *	M *** Main	Grade Mode	S *** Standard
Course Number	1390 ***	Status *	A *** Active	Session	***
Title	COLLEGE ALGEBRA	Schedule Type	01 *** Lecture	Special Approval	***
Section *	0 ***	Instructional Method	TRAD *** Traditional	Duration	***
			*** Blackboard Learn 9.1	<input type="checkbox"/> Override Duration	

#### Subject

See 5.1.1 Subject

#### Course Number

See 5.1.2 Course Number

#### Title

By default the course title will populate from SCACRSE (See 5.1.3.1 Course Title), but this field can be updated to be section specific. If a unique course title is needed, the Registrar's Office has documentation on how to update this field.

Title

#### Section

The default for this field is 0. There is no relevant information stored in this field.

**SECTION INFORMATION**

Section \*

**Campus**

The campus codes in gray are no longer used. The uses of this field are currently being examined.

Campus \*   Acad Outreach Non-Eligible FA

**CAMPUS CODE (STVCAMP)**

Code	Description	Code	Description
AN	Acad Outreach Non-Eligible FA	M	Main
AO	Academic Outreach FA Eligible	MCC	Minton Comuter College
ARC	STEM Residential College	MRC	Minton Residential College
BER	Bear Hall	MSC	Mid-South Community College
BIZ	Business Residential College	O	Off-campus
BRC	Baridon Residential College	RC	Residential College
CCM	UACCM Campus	SAM	Satellite Minton
CON	Conway Hall	SDC	Short/Denney Residential Coll
CR	Carmichael Hall	SRC	State Residential College
DMO	Demonstartion	STB	Study Abroad
EDU	College of Education	STR	Stars Residential College
EPC	Epic Residential College	SYE	Sophomore Year Experience
ERC	EDGE Residential College	TLC	Traditional Learning Community
HC	Honors College	TWC	The Washington Center
HPW	HPaW Residential College	UC	University College
HRC	Hughes Residential College	UCO	UCA Online

**Status**

Only active course sections roll, when the Registrar's Office rolls courses from term to term.

Status \*   Inactive

## SECTION INFORMATION

### SECTION STATUS (STVSSTS)

Code	Description	Allow Reg	Active/Inactive
A	Active	Y	A
C	Cancelled	N	I
I	Inactive	N	I
R	Reserved	N	A

### Schedule Type

See 5.1.6 Schedule Type.

Schedule Type \*   Lecture

### Instructional Method

The instructional method of a class identifies the setting in which instruction is delivered. Instruction is defined as the portion of the teaching, learning, and assessment that occurs during traditional, face-to-face class meetings, or the online equivalent, and does not include coursework completed outside of class (i.e., “homework”). There are four types of instructional methods: traditional (TRAD), online (DEAS or DESY), hybrid (HYBR), and OTHER.

A traditional class (TRAD) meets face-to-face on a synchronous schedule, with little to no planned instruction occurring online (less than 25%). Online coursework may be assigned to be completed outside of class meetings.

Instructional Method   Traditional

In an online class, 100% of the total instruction occurs online, either synchronously (DESY) or asynchronously (DEAS). Online classes that include both synchronous and asynchronous instruction should be designated as synchronous (DESY). Online instruction must include regular and substantive interactions between the instructor(s) and students that are provided throughout the course and are primarily instructor-initiated. (See the definition of “regular and substantive interaction” below.) Although all instruction occurs online, the instructor may assign asynchronous coursework that requires students to be physically present at specific locations relevant to the course goals, such as field or clinical experiences. Because all instruction occurs online, the instructor must ensure that the total amount of instruction and other coursework is equal in terms of approximate time and rigor to an equivalent traditional class that regularly meets face-to-face.

A hybrid class (HYBR) incorporates both traditional (face-to-face) and online instructional settings distributed over the course of the term, with the online portion ranging from approximately 25% to 75% of the total instruction. The online instruction in a hybrid class must include regular and substantive interactions between the instructor(s) and students that are provided throughout the course and are primarily instructor-initiated. (See the definition of “regular and substantive interaction” below.) Instructors

## SECTION INFORMATION

of hybrid classes avail themselves of the most effective features of both online and face-to-face teaching and learning, integrating approaches so they complement and augment, rather than duplicate, content.

Other classes (OTHER) that do not fit the instructional methods above may include internship, practicum, fieldwork, clinical rotations, independent study, thesis work, and dissertation work.

The “emergency events” instructional methods codes HYEY and DEEV are reserved for university-declared emergencies, usually of at least a full semester in duration.

---

### INSTRUCTIONAL METHOD (GTVINSM)

Code	Description	Traditional	Online	Hybrid	Other	Emergency Event
DEAS	Online (Asynchronous DE)		X			
DEEV	Online (DE Emergency Event)		X			X
DESY	Online (Synchronous DE)		X			
EXTS	Extended Study	No longer used.				
HYBR	Hybrid (Online/Trad Blended)			X		
HYEV	Hybrid (Emergency Event)			X		X
OTHER	Other Instructional Method				X	
TRAD	Traditional	X				

**Regular and Substantive Interaction** adapted from the [Higher Learning Commission \(HLC\) definition](#)

An institution ensures **regular** interaction between a student and an instructor or instructors by, prior to the student's completion of a course,

1. Providing the opportunity for substantive interactions with the student on a *predictable and scheduled* basis commensurate with the length of time and the amount of content in the course; *and*
2. Monitoring the student’s academic engagement and success and ensuring that an instructor is responsible for *promptly and proactively* engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.

**Substantive** interaction is engaging students in teaching, learning and assessment, consistent with the content under discussion, and also includes at least two of the following:

1. Providing direct instruction;
2. Assessing or providing feedback on a student's coursework;

**SECTION INFORMATION**

- 3. Providing information or responding to questions about the content of a course;
- 4. Facilitating a group discussion regarding the content of a course; or
- 5. Other instructional activities approved by HLC or the program's accrediting agency.

Note: Courses that do not include regular and substantive interaction between students and the instructor are considered correspondence courses. UCA is not authorized by its accreditor (HLC) to offer correspondence courses.

**Grade Mode**

See 5.1.5 Grading Mode.

Grade Mode   Standard

**Session**

A student can search by this field when they are planning their class schedule.

Session

---

**SESSION (STVSESS)**

Code	Description
A	Afternoon
C	Conference & Seminar
D	Day
E	Evening

Code	Description
M	Morning
S	Self paced
W	Weekend

**Special Approval**

If this field is populated, a student can not register themselves in the section.

Special Approval

---

**SPECIAL APPROVAL (STVSAPR)**

Code	Description
AA	Advisor
DC	Department Chair

Code	Description
HC	Honors College Admin Assistant
IN	Instructor

**SECTION INFORMATION**

DE	Dean
----	------

**6.1.1.2 Class Type**

The class type stores the part of term for a course or the begin and end date of a course that does not fit in a part of term.

CLASS TYPE Insert Delete Copy Print  
 Traditional Class  
 Part of Term: 1 01/12/2023 05/05/2023 16  
 Open Learning Class  
 Registration Dates: \_\_\_\_\_  
 Start Dates: \_\_\_\_\_  
 Maximum Extensions: 0

**Traditional Class - Part of Term**

The part of term options are set up for each term on SOATERM. Part of terms highlighted in gray are no longer used. Use the academic calendar for guidance regarding the part of term start and end dates.

**Traditional Class**  
 Part of Term: 2H 10/17/2022 12/16/2022 8

**PART OF TERM (STVPTRM)**

Code	Description
1	Full Term
10	Ten Week
1H	First Half of Term
1R	Full Term Restricted
2H	Second Half of Term
5W1	First 5-Weeks
5W2	Second 5-Weeks
5W3	Third 5-Weeks
8	Eight Week
A	August Intersession

Code	Description
AO	Academic Outreach
C	Combined Parts of Term
F	Fall Term
M	May Intersession
S	Spring Term
S1	Summer I
S2	Summer II
S3	Summer III
W	Winter Intersession

**Open Learning Class**

This area will be populated if a section does not have a part of term selected. The registration dates, as well as the dates of the course, are shown in this section.

## SECTION INFORMATION

Open Learning Class

	First	Last
Registration Dates	08/24/2023	12/15/2023
Start Dates	08/24/2023	12/15/2023
Maximum Extensions	0	

Once this area is populated, the duration period will populate at the top part of the screen.

+ Insert - Delete Co

Grade Mode	S	Standard
Session		
Special Approval		
Duration	44.00	WEEK Weeks
<input type="checkbox"/>	Override Duration	

Insert

### 6.1.1.3 Credit Hours

This field comes over from SCACRSE, but it can be updated for each section if it is a variable credit course. If the “To” is chosen in the credit hours section, then this area can be updated. Credit hours and billing hours must be equal. See 5.1.3.14 Hours.

▼ CREDIT HOURS

Credit Hours	3.000		Lecture	
Credit Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or		Lecture Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or
Billing Hours	3.000		Lab	
Billing Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or		Lab Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or
Contact Hours			Other	
Contact Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or		Other Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or

### 6.1.1.4 Class Indicators

Do not update anything in this section. High School concurrent courses will have the Voice Response and Self-Service Available checked so that other students can not view these courses. Tuition and Fee waiver should never be checked unless it is a high school concurrent course.

▼ CLASS INDICATORS

Prerequisite Check Method	<input checked="" type="radio"/> Basic or None <input type="radio"/> CAPP <input type="radio"/> DegreeWorks	Daily Contact Hours	<input type="checkbox"/> Long Title
Link Identifier	<input type="text"/>	<input checked="" type="checkbox"/> Print	<input type="checkbox"/> Comments
Attendance Method	<input type="text"/>	<input checked="" type="checkbox"/> Gradable	<input type="checkbox"/> Syllabus
Weekly Contact Hours	<input type="text"/>	<input type="checkbox"/> Tuition and Fee Waiver	
		<input type="checkbox"/> Voice Response and Self-Service Available	



**SECTION INFORMATION**

**6.1.2 Section Enrollment Information Tab**

Course Section Information		Section Enrollment Information		Meeting Times and Instructor		Section Preferences	
Enrollment Details		Reserved Seats					
▼ ENROLLMENT DETAILS <span style="float: right;">Int</span>							
Maximum *	<input type="text" value="0"/>	Waitlist Maximum *	<input type="text" value="0"/>	Projected *	<input type="text" value="0"/>		
Actual	0	Waitlist Actual	0	Prior	0		
Remaining	0	Waitlist Remaining	0	<input type="checkbox"/> Reserved			
Registered		Waitlisted					
Pending Finalization		Pending Finalization					
<input type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours		0.000			
Census One							
Enrollment Count	0	Freeze Date	<input type="text" value="01/22/2024"/>				
Census Two							
Enrollment Count	0	Freeze Date	<input type="text"/>				
Add Authorization Registration Dates							
Calculated Section	<input type="text" value="01/11/2024"/>	Add Authorization	<input type="text"/>	Waitlist Notification	<input type="text"/>		
Start Date		Start Date		Ending Date			

**6.1.2.1 Enrollment Details**

Enrollment Details		Reserved Seats					
▼ ENROLLMENT DETAILS <span style="float: right;">Int</span>							
Maximum *	<input type="text" value="0"/>	Waitlist Maximum *	<input type="text" value="0"/>	Projected *	<input type="text" value="0"/>		
Actual	0	Waitlist Actual	0	Prior	0		
Remaining	0	Waitlist Remaining	0	<input type="checkbox"/> Reserved			
Registered		Waitlisted					
Pending Finalization		Pending Finalization					
<input type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours		0.000			
Census One							
Enrollment Count	0	Freeze Date	<input type="text" value="01/22/2024"/>				
Census Two							
Enrollment Count	0	Freeze Date	<input type="text"/>				
Add Authorization Registration Dates							
Calculated Section	<input type="text" value="01/11/2024"/>	Add Authorization	<input type="text"/>	Waitlist Notification	<input type="text"/>		
Start Date		Start Date		Ending Date			

**Maximum**

This field shows the maximum enrollment for the section

**Waitlist Maximum**

This field shows the maximum number of student allowed to be waitlisted for the section

**Projected**

Anticipated enrollment in the section. We are currently not using this field for anything. This field is used for information only and controls no system processes.

**6.1.1.2 Reserved Seats**

This area should only be used for FOUP and FOGP.

Enrollment Details		Reserved Seats																										
▼ RESERVED SEATS DETAILS <span style="float: right;">Insert Delete Copy</span>																												
Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Curricula	Class	Attribute	Cohort	Admission Term	Matriculation Term	Graduation Term														
<div style="display: flex; justify-content: space-between;"> <span>1 of 1</span> <span>3 Per Page</span> <span>Rec</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Overflow</th> <th>Reserved Maximum *</th> <th>Reserved Actual</th> <th>Reserved Remaining</th> <th>Waitlist Maximum *</th> <th>Waitlist Actual</th> <th>Waitlist Remaining</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="text" value="0"/></td> <td>0</td> <td>0</td> <td><input type="text" value="0"/></td> <td>0</td> <td>0</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>1 of 1</span> <span>3 Per Page</span> <span>Rec</span> </div>															Overflow	Reserved Maximum *	Reserved Actual	Reserved Remaining	Waitlist Maximum *	Waitlist Actual	Waitlist Remaining	<input type="checkbox"/>	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0
Overflow	Reserved Maximum *	Reserved Actual	Reserved Remaining	Waitlist Maximum *	Waitlist Actual	Waitlist Remaining																						
<input type="checkbox"/>	<input type="text" value="0"/>	0	0	<input type="text" value="0"/>	0	0																						
▼ RESERVED SEAT TOTALS <span style="float: right;">Insert Delete Copy</span>																												
Delete Reserved Data																												
		Maximum		Actual		Remaining																						
Total Reserved		<input type="text" value="0"/>		<input type="text" value="0"/>		<input type="text" value="0"/>																						
Total Waitlist		<input type="text" value="0"/>		<input type="text" value="0"/>		<input type="text" value="0"/>																						

## SECTION INFORMATION

### 6.1.3 Meeting Times and Instructor Tab

Course Section Information											
Section Enrollment Information											
Meeting Times and Instructor											
Section Preferences											
Times and Instructors											
Scheduler Preferences											
Meeting Dates											
Meeting Location and Credits											
SCHEDULE											
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time
*** CLAS				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

INSTRUCTOR							
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	
01					<input type="checkbox"/>	<input type="checkbox"/>	

#### 6.1.3.1 Times and Instructors

This area shows the days and times that a section is meeting, with the instructor information.

Course Section Information													
Section Enrollment Information													
Meeting Times and Instructor													
Section Preferences													
Times and Instructors													
Scheduler Preferences													
Meeting Dates													
Meeting Location and Credits													
SCHEDULE													
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
*** CLAS				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

INSTRUCTOR							
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01					<input type="checkbox"/>	<input type="checkbox"/>	

### Meeting Dates

Course Section Information													
Section Enrollment Information													
Meeting Times and Instructor													
Section Preferences													
Times and Instructors													
Scheduler Preferences													
Meeting Dates													
Meeting Location and Credits													
SCHEDULE													
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
*** CLAS				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

### Meeting Location and Credits

Course Section Information											
Section Enrollment Information											
Meeting Times and Instructor											
Section Preferences											
Times and Instructors											
Scheduler Preferences											
Meeting Dates											
Meeting Location and Credits											
SCHEDULE											
Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details			
***			L	0.00		3.000	<input type="checkbox"/>	<input type="checkbox"/>			

INSTRUCTOR							
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01					<input type="checkbox"/>	<input type="checkbox"/>	

### Instructor

INSTRUCTOR							
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01					<input type="checkbox"/>	<input type="checkbox"/>	

## SECTION INFORMATION

### 6.1.3.2 Scheduler Preferences

Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences
Times and Instructors	Scheduler Preferences		
▼ SCHEDULE			
Meeting Code			<input type="checkbox"/> Thu
Start Date	01/12/2023		<input type="checkbox"/> Fri
End Date	05/05/2023		<input type="checkbox"/> Sat
	<input checked="" type="checkbox"/> Mon		<input type="checkbox"/> Sun
	<input type="checkbox"/> Tue	Start Time	1500
	<input checked="" type="checkbox"/> Wed	End Time	1615
▼ PARTITION PREFERENCES			
Code	Description	Preference Number	
	***		
10 Per Page			
▼ ROOM ATTRIBUTE PREFERENCES			
Code	Description	Preference Number	
10 Per Page			

### Schedule

▼ SCHEDULE			
Meeting Code			<input type="checkbox"/> Thu
Start Date	01/12/2023		<input type="checkbox"/> Fri
End Date	05/05/2023		<input type="checkbox"/> Sat
	<input checked="" type="checkbox"/> Mon		<input type="checkbox"/> Sun
	<input type="checkbox"/> Tue	Start Time	1500
	<input checked="" type="checkbox"/> Wed	End Time	1615

### Partition Preferences

▼ PARTITION PREFERENCES		
Code	Description	Preference Number
	***	
10 Per Page		

### Room Attribute Preferences

▼ ROOM ATTRIBUTE PREFERENCES		
Code	Description	Preference Number
10 Per Page		

### 6.1.4 Section Preferences Tab

No information is currently stored here.

Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences
▼ PARTITION PREFERENCES			
Code	Description	Preference Number	
	***		
10 Per Page			
▼ ROOM ATTRIBUTE PREFERENCES			
Code	Description	Preference Number	
10 Per Page			

### 6.1.4.1 Partition Preferences

No information is stored here.

▼ PARTITION PREFERENCES		
Code	Description	Preference Number
	***	
10 Per Page		

## SECTION INFORMATION

### 6.1.4.2 Room Attribute Preferences

No information is currently stored here.

ROOM ATTRIBUTE PREFERENCES		
Code	Description	Preference Number
1 of 1		

## 6.2 Schedule Detail (SSADETL)

### 6.2.1 Section Links and Corequisites

Section Links and Corequisites	Section Fees	Degree Program Attributes	Contract and Block Schedule Information
SECTION LINKS			
Link Connector *			
1 of 1			
COREQUISITES			
CRN *		Subject *	
1 of 1			

#### 6.2.1.1 Section Links

This field is not currently being used.

SECTION LINKS	
Link Connector *	
1 of 1	
COREQUISITES	

#### 6.2.1.2 Corequisites

This field is not currently being used.

COREQUISITES			
CRN *	Subject *	Course *	Section *
1 of 1			

### 6.2.2 Section Fees

Section Links and Corequisites	Section Fees	Degree Program Attributes	Contract and Block Schedule Information
SECTION FEES			
Level	Detail Code *	Description	Amount *
			Fee Type *
			Duration Unit
1 of 1			
STUDENT CURRICULUM RULES			
Level	Campus	College	Degree
			Program
			Field of Study Type
			Field of Study Code
			Department
			Admission Term
			Curricula Rate
			Curricula Student Type
			Curricula
1 of 1			

## SECTION INFORMATION

### 6.2.2.1 Section Fees

Fees are added here that are not part of the fee assessment process. The fee assessment process uses course attributes.

Section Links and Corequisites						Section Fees	Degree Program Attributes	Contract and Block Schedule Information
SECTION FEES						Insert	Delete	Copy
Level	Detail Code *	Description	Amount *	Fee Type *	Duration Unit			

### 6.2.2.2 Student Curriculum

No information is currently stored here.

Student Curriculum											Student			
STUDENT CURRICULUM RULES											Insert	Delete	Copy	Filter
Level	Campus	College	Degree	Program	Field of Study Type	Field of Study Code	Department	Admission Term	Curricula Rate	Curricula Student Type	Curricula			

### 6.2.2.3 Student

No information is stored here.

Student Curriculum											Student
STUDENT RULES											
Residency	<input type="text"/>	***						Cohort	<input type="text"/>	***	
Student Attribute	<input type="text"/>	***						Class	<input type="text"/>	***	
Student Rate	<input type="text"/>	***						Visa Type	<input type="text"/>	***	
Student Type	<input type="text"/>	***									

### 6.2.3 Degree Program Attributes

The attributes assigned to each section either deals with a fee or groups the course to meet a course requirement in Degree Works. Some of these are hardcoded to feed in from SCADETL.

Section Links and Corequisites		Section Fees	Degree Program Attributes		Contract and Block Schedule Information	
DEGREE PROGRAM ATTRIBUTES						
Attribute *	Description					
CHNC	Nursing Course fee					
CHNL	Nursing Lab fee					
NURA	Nurse Clinical Assessment fee					

#### ATTRIBUTE (STVATTR)

Code	Description	Code	Description
1A01	LD UCA Core Fine Arts	EDEF	COE Early Field Activities
1C01	LD UCA Core Writing Foundation	EDI1	COE Internship I/Practicum
1C02	LD UCA Core Research/Writing	EDJB	COE Junior Block
1C03	LD UCA Core Oral	EDML	COE Mobile Learning Initiative

**SECTION INFORMATION**

	Communication
1D01	LD UCA Core Div Creative Works
1D02	LD UCA Core Div World Cultures
1F01	LD UCA Core First-Year Seminar
1H01	LD UCA Core Humanities
1I01	LD UCA Core Quantitative
1I02	LD UCA Core Nat Sci-Physical
1I03	LD UCA Core Nat Sci-Life
1I04	LD UCA Core I-A US Hist/Gov
1I05	LD UCA Core I-A Social Science
1I06	LD UCA Core I-A Fine Arts/Hum
1P01	P LDiv Physical Science
1R01	LD UCA Core Responsible Living
1S01	LD UCA Core Social Science
2C01	UD UCA Core C-Communication
2D01	UD UCA Core D-Diversity
2I01	UD UCA Core I-Critical Inquiry
2R01	UD UCA Core R-Responsible Liv
2Z01	UD UCA Core Z-Capstone
5I01	Supplemental Instruction
5R01	Reacting to the Past
5S01	Service-Learning Course

ELAN	English Language
EMPA	Epistemology & Metaphysic Phil
ENEL	English Elective
ENGF	English Figure Course
ENGG	English Genre Course
ENGL	English Language Course
ENGP	English Period Course
ENML	ENGL Elective ML
EOCC	Emphasis on Core Concepts
EOEB	Emphasis on Environmental Biol
EOHB	Emphasis on Human Biol
EPHY	Special Problems - Physics
ESPA	Envr Sci Plan-Admin Elective
EXCC	NSE Host Pay (UCAA)
EXCD	NSE Home Pay (UCAB)
FACC	Family & Consumer Sci - CTF
FACN	Family & Consumer Sci - N & F
FACS	Family & Consumer Sci-General
FREN	French Elective
GEOG	Geography Elective
GERM	German Elective

**SECTION INFORMATION**

AAMM	Afr/African Amer Minor elect.
ACCT	Accounting Elective
AFAM	African American Major
AGPA	American Gov & Public Admin
ANCC	Acad Out Concurrent Section
ANEF	Acad Out Ext Study Fees
ANEG	Acad Out Ext Study Grad Tui
ANEU	Acad Out Ext Study UG Tuition
ANNC	AN No Charge
AOAS	Acad Out Access & Security Fee
AODF	Acad Outreach Dept Fee
AOGR	Acad Outreach Grad Tuition
AOHS	Acad Outreach Health Svcs Fee
AONC	Acad Outreach No Charge
AOND	Acad Outreach No Dept Fees
AONL	Acad Outreach No Lab Fees
AONO	Acad Outreach No OS Fees
AOOG	Acad Out OS Grad Tuition
AOOT	Acad Outreach On-Line Tech Fee
AOOU	Acad Out OS UG Tuition
AORS	Acad Outreach Remote Site Fee
AOSF	AO Student Facilities Fee
AOST	Acad Outreach Student Tech Fee
AOUG	Acad Outreach UG Tuition
ART	Art Elective

GSBI	Gender Studies Biological
GSHM	Gender Studies Humanities
GSMN	Gender Studies electives
GSSB	Gender Studies Soc & Behavior
HED1	Health Sciences Electives
HIST	History Elective
HSAP	HS Concurrent with AP
HSCC	HS Concurrent
HSCE	HS Concurrent Enrollment
HSCS	Statistics for Health Sciences
HSCT	HS Concurrent Enrollment CTE
HUMC	Humanities Core
IMBA	Intern'l MBA Elective
IPDT	Intern Politics and Diplomacy
IPED	Intern Politics Economy & Dev
IPRS	Intern Politics Region Studies
IRCP	Intern'l Relations & Comp Poli
KPED	Kinesiology Elective
LATS	Latin American Studies
LD	Lower Division
LING	Linguistics Electives
MARK	Arkansas emphasis
MATH	Math Elective
MGTM	Management Minor elective
MKTG	Marketing Elective

**SECTION INFORMATION**

ARTE	Art Studio Elective
ARTH	Art History
ARTS	Studio Art
ASMN	Asian Studies Minor Elective
ASTL	Advanced Studies Teach & Learn
ATMN	Anthropology Minor Elective
BBAC	BBA Computer Application
BBAW	BBA Writng Intensive
BIOE	Biology Electives
BLAB	Biology Lab Classes
BPRQ	BBA Progression Requirement
BSAF	Biol Structure & Function
CAAS	Visual Studio Arts Fee
CACF	CAHSS Course Fee
CAFC	FILM Course Fee
CAIC	IDSN Course Fee
CAIL	IDSN Lab Fee
CAJO	JOUR Technology Fee
CAMA	Applied Music Fee
CAMC	Biol Cell & Molec Concepts
CAMR	Music Recording Fee
CAPR	PR Technology Fee
CATC	THEA Course Fee
CAWF	Windgate Facility Fee
CBCF	COB Course Fee
CELT	Leadership Studies INT/PRC Fee

MKTM	Marketing Minor elective
MNRT	Med/Nuc Med/Rad Tech
MPRL	Public Relations
MSCO	Speech Communications
MSPC	Southern emphasis
MUS	Music Elective
NURA	Nurse Clinical Assessment fee
OSTS	Statistics for OT
PAPL	Public Planning
PAPM	Public Management
PAPP	Public Policy
PHI1	PHIL Gateways
PHI2	PHIL Logic/Science/Language
PHI3	PHIL Historical Traditions
PHI4	PHIL Ethics and Values
PHI5	PHIL Capstone
PHIL	Philosophy Elective
PHYS	Physic Chemistry Options
PSCI	Political Science Elective
PSEL	Psychology Elective
PSYC	Psychology Course fee
PSYL	Psychology Lab fee
PSYT	Psychology Testing Fee
PTDD	Physical Therapy Dissertation
PTMH	Political Theory & Methods
PTRS	Physical Therapy Research



**SECTION INFORMATION**

CHCF	DoNotUse- Hlth&BehavSciCrseFee
CHEC	H ED/HLTH Course fee
CHEL	H ED/HLTH Lab fee
CHEM	Chemistry Elective
CHFC	FACS Course fee
CHFL	FACS Lab fee
CHKC	EXSS Course fee
CHKL	EXSS Lab fee
CHLF	DoNotUse- Hlth&BehavSciLabFee
CHNC	Nursing Course fee
CHNL	Nursing Lab fee
CHOC	OT Course fee
CHOL	OT Lab fee
CHPC	PT Course fee
CHPL	PT Lab fee
CHSC	H SC Course fee
CHSL	H SC Lab fee
CNCF	Natural Sci & Math Course Fee
CNLF	Natural Sci & Math Lab Fee
COIL	Global Classroom
CSPF	Computer Science Program Fee
CSSC	Sequence Science Course CSCI
CWFO	CRWR Forms Course
CWRT	Creative Writing Elective
CWTO	CRWR Topics Course
CWWO	CRWR Workshop Course

RELA	Religious Studies Art
RELE	Religious Studies English
RELH	Religious Studies History
RELP	Religious Studies Philosophy
RELR	Religious Studies Religion
RELS	Religious Studies Sociology
RSEC	Religious Studies Elective Crs
RSME	Religious Studies Minor elect.
SAGR	Study Abroad Graduate
SHIS	Science History
SAUG	Study Abroad Undergraduate
SLMA	School Leadership Internship
SOC	Sociology Elective
SPAC	Intl Programs SPACE Program
SPAN	Spanish Elective
SPCH	Communication Electives
SPPA	Social & Political Philosophy
SPSY	Dissertation School Psychology
SPTC	CSD Course fee
SPTL	CSD Lab Fee
STAT	Introductory Statistics Course
TECF	Teacher Ed Candidate Fee
THEA	Theatre Elective
UD	Upper Division
USHT	U.S. History
USP	University Scholars Program

**SECTION INFORMATION**

DMNC	Demonstration No Charge
DNPC	Dr Nurse Practice Course Fee
DOOR	Biol Diversity & Organisms
EAEB	Ecology & Evolutionary Biol
EC01	Social Studies Elective (GR)
EC02	Science Content Elective (GR)
ECOF	BS Economics Elective
ECON	Economics Elective
EDEF	COE Early Field Activities
EDI1	COE Internship I/Practicum

UVM1	Transitional Math
UVR1	Transitional Reading
UVW1	Transitional Writing
VPPA	Values Philosophy Area
WCML	World Cultural Trad ML
WCTE	World Cultural Traditions
WLAN	World Languages Elective
WRLD	World History
WRTG	Writing Electives
XPHL	Limited Philosophy Elective

**6.2.4 Contract and Block Schedule Information**

This section is no longer used.

**6.2.4.1 Section Contracts**

**6.2.4.2 Block Schedules**

BLOCK SCHEDULES	
Block *	Description
FY1	First-Year #1

Navigation: 1 of 1, 10 Per Page

## 6.3 Schedule Prerequisite and Test Score Restrictions (SSAPREQ)

For this screen, you enter term and CRN then select “Go” to see the course and test score restrictions on each course.

### 6.3.1 Section Information

This screen shows what prerequisite check method the university is using: (1) Basic or None, (2) CAPP, or (3) DegreeWorks. The institutions only uses *Basic or None*.

### 6.3.2 Section Test Score and Prerequisite Restrictions

And/Or	T	Test Code	Test Score	Subject	Course Number	Level	Grade	Concurrency	
	(	1B	19					(None)	)
Or		S12	510					(None)	
Or		ANGQ	249					(None)	
Or				UNIV	0390			Yes	)

#### 6.3.2.1 Section Test Score and Prerequisite Restrictions

Test score requirements, which are housed on SOATEST, for a student to be enrolled in a course. Course pre-requisites are listed here. A student’s course history is housed on SHATERM.

And/Or	T	Test Code	Test Score	Subject	Course Number	Level	Grade	Concurrency	
	(	1B	19					(None)	)
Or		S12	510					(None)	
Or		ANGQ	249					(None)	
Or				UNIV	0390			Yes	)

#### 6.3.2.2 Section CAPP Area Prerequisite Restrictions

No information is stored here.

## SECTION INFORMATION

SECTION CAPP AREA PREREQUISITE RESTRICTIONS	
Area *	Description

Navigation: 1 of 1, 10 Per Page

## 6.4 Schedule Restrictions (SSARRES)

For this screen, you enter term and CRN then select “Go” to see the restrictions on each course.

elucian Schedule Restrictions SSARRES 9.3.11 (PROD)

Term: [ ] CRN: [ ]

Subject: [ ] Course: [ ]

Title: [ ]

### 6.4.1 Department of Field of Study

Department and Field of Study Class and Level Degree and Program Campus and College Student Attribute and Cohort

DEPARTMENT RESTRICTIONS

Include/Exclude (I/E)  Include  Exclude

Department	Description

Navigation: 1 of 1, 10 Per Page

FIELD OF STUDY RESTRICTIONS

Include/Exclude (I/E)  Include  Exclude  All Field of Study Types Type [ ]

Code	Description

Navigation: 1 of 1, 10 Per Page

#### 6.4.1.1 Department Restrictions

This restriction looks at the department assigned to a student under field of study. See 1.4.4.3 Department.

DEPARTMENT RESTRICTIONS

Include/Exclude (I/E)  Include  Exclude

Department	Description

Navigation: 1 of 1, 10 Per Page

#### 6.4.1.2 Field of Study Restrictions

This restriction looks at the major, minors, and concentrations assigned to a student under field of study. See 1.4.4 Field of Study.

FIELD OF STUDY RESTRICTIONS

Include/Exclude (I/E)  Include  Exclude  All Field of Study Types Type [ ]

Code	Description
13L0	FCS Education
19A0	Family and Consumer Science
19A1	Family and Consumer Science
19B0	Nutrition
19C0	Community Nutrition
51T0	Dietetics

Navigation: 1 of 1, 10 Per Page

## 6.4.2 Class and Level

▼ CLASS RESTRICTIONS	
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude	
Class	Description
1 of 1   10 Per Page	
▼ LEVEL RESTRICTIONS	
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude	
Level	Description
1 of 1   10 Per Page	

### 6.4.2.1 Class Restrictions

If “Include” is selected, then the student must have this classification for the term enrolling in. If “Exclude” is selected, then students can not have the classification listed for the term enrolling in. See \*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.

Department and Field of Study	Class and Level	Degree and Program	Campus and College	Student Attribute and Cohort
▼ CLASS RESTRICTIONS				
Include/Exclude (I/E) <input checked="" type="radio"/> Include <input type="radio"/> Exclude				
Class	Description			
GR	Graduate			
1 of 1   10 Per Page				

### 6.4.2.2 Level Restrictions

If “Include” is selected, then the student must have this student level for the term enrolling in. If “Exclude” is selected, then students can not have the student level listed for the term enrolling in. See 1.4.2.2 Level.

▼ LEVEL RESTRICTIONS	
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude	
Level	Description
1 of 1   10 Per Page	

## 6.4.3 Degree and Program

Department and Field of Study	Class and Level	Degree and Program	Campus and College	Student Attribute and Cohort
▼ DEGREE RESTRICTIONS				
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude				
Degree	Description			
1 of 1   10 Per Page				
▼ PROGRAM RESTRICTIONS				
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude				
Program	Description			
1 of 1   10 Per Page				

### 6.4.3.1 Degree Restrictions

If “Include” is selected, then the student must have this degree code for the term enrolling in. If “Exclude” is selected, then students can not have the degree code listed for the term enrolling in. See 1.4.2.3 Degree.

## SECTION INFORMATION

▼ DEGREE RESTRICTIONS	
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude	
Degree	Description
BSHE	BS in Health Education
◀ ◁ 1 of 1 ▷ ▶	
10 ▼ Per Page	

### 6.4.3.2 Program Restrictions

If “Include” is selected, then the student must have this program for the term enrolling in. If “Exclude” is selected, then students can not have the program listed for the term enrolling in. See 1.4.2.1 Program (SMAPRLE).

▼ PROGRAM RESTRICTIONS	
Include/Exclude (I/E) <input checked="" type="radio"/> Include <input type="radio"/> Exclude	
Program	Description
MS-NUTR	MS, Nutrition 5194
◀ ◁ 1 of 1 ▷ ▶	
10 ▼ Per Page	

### 6.4.4 Campus and College

Department and Field of Study	Class and Level	Degree and Program	Campus and College	Student Attribute and Cohort
▼ CAMPUS RESTRICTIONS				
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude				
Campus	Description			
◀ ◁ 1 of 1 ▷ ▶				
10 ▼ Per Page				
▼ COLLEGE RESTRICTIONS				
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude				
College	Description			
◀ ◁ 1 of 1 ▷ ▶				
10 ▼ Per Page				

#### 6.4.4.1 Campus Restrictions

This field is not currently used.

▼ CAMPUS RESTRICTIONS	
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude	
Campus	Description
◀ ◁ 1 of 1 ▷ ▶	
10 ▼ Per Page	

#### 6.4.4.2 College Restrictions

This restriction looks to see what college the student’s program is assigned to. See 1.4.2.1 Program (SMAPRLE).

▼ COLLEGE RESTRICTIONS	
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude	
College	Description
◀ ◁ 1 of 1 ▷ ▶	
10 ▼ Per Page	

## 6.4.5 Student Attribute and Cohort

Department and Field of Study	Class and Level	Degree and Program	Campus and College	Student Attribute and Cohort
▼ STUDENT ATTRIBUTE RESTRICTIONS				
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude				
Attribute				Description
FOGP				Fully Online Graduate Program
FOUP				Fully Online Undergrad Program
⏪ ⏩ 1 of 1 ⏪ ⏩   10 ▾ Per Page				
▼ COHORT RESTRICTIONS				
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude				
Cohort				Description
⏪ ⏩ 1 of 1 ⏪ ⏩   10 ▾ Per Page				

### 6.4.5.1 Student Attribute Restrictions

If “Include” is selected, then the student must have this attribute for the term enrolling in. If “Exclude” is selected, then students can not have the attribute listed for the term enrolling in. See 2.1.2 Student Attribute.

▼ STUDENT ATTRIBUTE RESTRICTIONS				
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude				
Attribute				Description
FOGP				Fully Online Graduate Program
FOUP				Fully Online Undergrad Program
⏪ ⏩ 1 of 1 ⏪ ⏩   10 ▾ Per Page				

### 6.4.5.2 Cohort Restrictions

This field is not currently used.

▼ COHORT RESTRICTIONS				
Include/Exclude (I/E) <input type="radio"/> Include <input checked="" type="radio"/> Exclude				
Cohort				Description
⏪ ⏩ 1 of 1 ⏪ ⏩   10 ▾ Per Page				

## 6.5 Section Comment (SSATEXT)

Use SSATEXT to list additional information or requirements that pertain to a specific section of a course. Anything entered into this form will display in self-service below the CRN detail screen.

## SECTION INFORMATION

✕ @ ellucian Section Comment SSATEXT 9.3 (TEST)


Term: 202410 CRN: 27283 Subject: ACAD Course: 1101 Title: EXPLORATION OF CAREERS

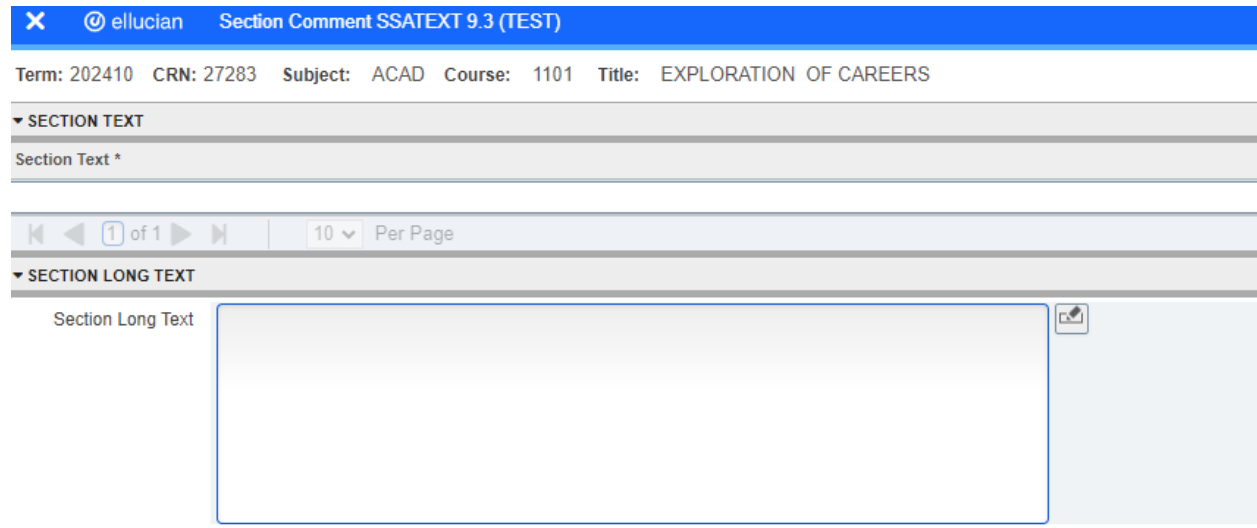
▼ SECTION TEXT

Section Text \*

1 of 1 10 Per Page

▼ SECTION LONG TEXT

Section Long Text 



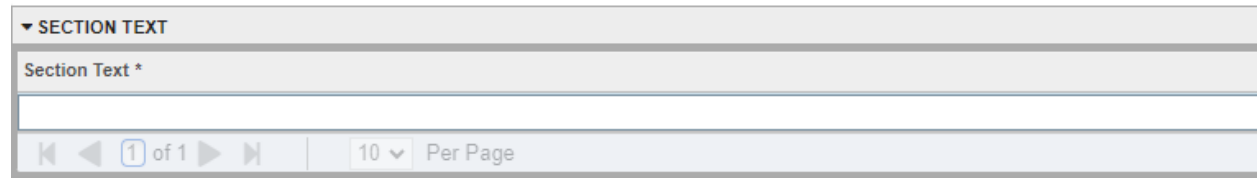
### 6.5.1 Section Text

This section of SSATEXT is viewable in self-service and can provide additional information to the student. This area will show only when there is nothing in 6.5.2 Section Long Text.

▼ SECTION TEXT

Section Text \*


1 of 1 10 Per Page

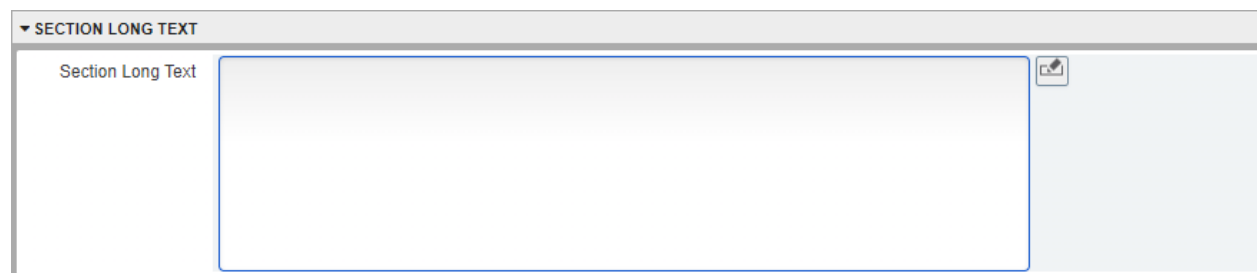


### 6.5.2 Section Long Text

If something exists in this section the 6.5.1 Section Text will not display in self-service.

▼ SECTION LONG TEXT

Section Long Text 







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