



# Ellucian Documentation

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# Academic History

This chapter discusses the Academic History reports and processes.

## Grade Roll to Academic History Process (SHRROLL)

This process is used to roll grades entered in Registration through the Class Roster Form (SFASLST) and the Attendance Roster Form (SFAALST) or online through Banner Faculty and Advisor Self Service into Academic History. (Grades may also be rolled online through SFASLST and SFAALST).

The grade roll creates a term header record in academic history and copies courses from registration into the Term Course Maintenance Form (SHAINST). The process also populates the term header record with the student centric period when the record is created during the roll process and the student has a student centric period associated with the term or a cycle designator in effect for the term.

## Grade Roll and Degree Records

The grade roll will create a degree record in academic history with a status of `SO` (Sought), if no degree record already exists.

The learner curriculum that is active for the term associated with the graded courses that are being rolled will become the sought outcome curriculum for the newly created degree record.

- If a degree record already exists with the status of `SO` (Sought) or any status where the Awarded Indicator (`STVDEGS_AWARD_STATUS_IND`) is set to `P` (Pending), and the student's learner curriculum (program, degree, level, and college) for the term in which the courses are registered, graded, and to be rolled matches the existing curriculum on the degree record with the status of `SO` or any status where the Awarded Indicator is set to `P`, the courses will be rolled into that existing, matching degree record.
- If the program, degree, level, and college in the learner and outcome curriculum records match, but the campus or active field of study data in the term being rolled differ, a new degree record will be created that includes the changed or new campus and field of study information.
- If the program, degree, level, and college are the same, but the major is different, the major on the existing degree record is updated to reflect the change in major information.
- If a degree record exists with the status of `SO` or any status where the Awarded Indicator is set to `P`, and the student's learner curriculum for the term in which the registered and graded courses to be rolled does not match the existing, active outcome curriculum values of program, degree, level, and college, a new degree record with status of `SO` will be created with the new curriculum information from the term being rolled.
- If a degree record exists with any status where the Awarded Indicator is set to `A` (Awarded), and additional courses are then graded and rolled, a new degree record with a status of `SO` will be created using the active learner curriculum, even if all curriculum information matches that of the awarded degree.

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## Grade Roll and the Curriculum Roll Indicator

The Roll Indicator (`SORLCUR_ROLL_IND`) on `SORLCUR` (Roll Learner radio group on `SOILCUR`) is only applicable to the General Student (Learner) module.

Therefore, the Roll Learner option group on `SGASTDN` and `SFAREGS` should be used to set the value of the Roll Indicator and to designate which learner curriculum records are to be rolled to history (outcome).

When the curriculum is rolled, the outcome record is created (`SHADEGR`), and the learner curriculum inserted for the outcome. A new outcome is not created if a previous outcome exists that has not been awarded and has a curriculum record with the same level, degree, college, and program. In this case, the curriculum is rolled to the existing outcome.

The Roll Learner radio group choices on `SOILCUR` are `Yes`, `No`, or `Default`. The default value originates first from the setting of the Primary (Indicator) or the Secondary (Indicator) on `SOACURR`. If a curriculum has not been defined, the default value then originates from the Create or Update Outcome Record with Primary Learner Curriculum radio group or the Create or Update Outcome Record with Secondary Learner Curricula radio group on `SOACTRL`.

- Select `Yes` to roll the learner record to academic history (outcome).
- Select `No` to not roll the learner record.
- Select `Default` to use the curriculum rules defined on `SOACURR` (Primary or Secondary checkboxes) and `SOACTRL` (Create or Update Outcome Record with Primary Learner Curriculum radio group or Create or Update Outcome Record with Secondary Learner Curricula radio group).

Note: All non-learner modules (Recruiting, Admissions, Academic History) will display a value of `No` in this field.

## Grade Roll and Section Dates

Section start and end dates are rolled to academic history when an enrollment is rolled, regardless of whether the section is a CEU section.

When information is rolled to academic history either online using the Class Roster Form (`SFASLST`) or the Class Attendance Roster Form (`SFAALST`) or in batch using the Grade Roll to Academic History (`SHRROLL`), the section start and end dates are rolled.

- If the schedule type of the section permits assignment of a CRN to a co-op activity, and the CRN is assigned to a co-op for the term, the start and end dates for the co-op are rolled.
- If no co-op exists or the section's type does not permit the assignment of a CRN to a co-op activity, then the section dates are rolled.

## Grade Roll and Components/Sub-components

The process will only roll components and sub-components when there is no value for the grade date. The grade update restrictions also apply to components and sub-components.

When a final grade is entered against an individual registration record, the grade date (SFRSTCR\_GRDE\_DATE) is not, as yet, updated. When SHRROLL is run in batch mode, those registration records containing a value in the Final Grade field (SFRSTCR\_GRDE\_CODE) and no value in the (Grade) Date are rolled to academic history. The existence of a date in this field prevents the batch grade roll process from performing any subsequent rolls to academic history. The presence of this date also prevents the final grade from being updated in either SFASLST or SFAALST.

The same grade update restriction is required for component and sub-component marks. Therefore, when the registration is rolled, the same date that is entered in the registration date field is also used to populate the roll date in the SHMRKS, SHRCMRK, and SHRSMRK tables for the applicable student.

## Grade Roll and Open Learning Courses/Part-of-Term

The start from and to dates are used to select all registration records in a range.

For traditional courses (which are assigned to a part-of-term), the part-of-term start date associated with the section is used to determine inclusion. For open learning courses, the start date of the original SFRAREG record for the student is used.

If you need to isolate a portion of a term for roll processing, enter either a valid term or a wildcard (%) to search all terms. The wildcard feature is only permitted if start from and to dates are also entered. In this instance, only registration records in a particular term matching the date range entered would be rolled.

Also, if a specific part-of-term is entered, records meeting the date requirements are rolled. A valid term must be entered to also have the associated part-of-term.

Term	Part-of-Term	Date Range	Results
Fall 2002			All graded registration records for the Fall 2002 term would be rolled.
Fall 2002	1		All graded registration records for the Fall 2002 term for sections assigned a part-of-term code of 1 would be rolled.
Fall 2002	%	01-SEP-2002 to 30-NOV-2002	All graded registration records with a registration start date between the date range (inclusive), for the Fall 2002 term, would be rolled.
%	1	01-SEP-2002 to 30-NOV-2002	Not permitted.

Term	Part-of-Term	Date Range	Results
Fall 2002	1	01-SEP-2002 to 30-NOV-2002	All graded registration records for the Fall 2002 term for sections assigned a part-of-term code of 1 with a registration start date between the date range (inclusive) would be rolled.
%	%	01-SEP-2002 to 30-NOV-2002	All graded registration records with a registration start date between the date range (inclusive) would be rolled.

Open learning information is rolled from SFRAREG to SHRTCKN for the number of extensions processed for a registration record, the original start date from the first SFRAREG record, and the most recent expected completion date. The instructor assignment from the SFRAREG record is rolled and is displayed in the Instructor Information block on SHATCKN.

## How Degree Attributes Move from Catalog to Academic History

1. Degree attributes are entered in the Catalog module (SCADETL).
2. A new schedule record is created in the Class Schedule module, and the catalog attributes populate the schedule attributes (SSADETL).  
 Note: This is the reason that degree attributes exist on the catalog record, so they can be defaulted into the schedule record.
3. A student registers for the section, and the section is graded and rolled to history.
4. For the first student that is rolled in the section, the schedule degree attributes are used to populate the history degree attributes (SHRATTC).
5. The History Course Section Attribute Table (SHRATTR), which is used in CAPP, is populated from SHRATTC.
6. Other students register for the section and have grades rolled. The contents of SHRATTC are used to populate the student's degree attributes.
7. You can view the rolled section degree attributes (SHRATTC) on SHADEGR and SHATCKN, although they are not updateable.
8. To customize the degree attributes on a student's record (SHRATTR), you can insert or delete data or do both from the SHRATTR block.

Parameter Name	Required?	Description	Values
Term Code	Yes	Enter the term code representing the term	Term Code Validation Form (STVTERM)



Parameter Name	Required?	Description	Values
		for which grades are to be rolled.	
Start From Date	No	Enter the registration start range from date for the records to be rolled.	
Start To Date	No	Enter the registration start range to date for the records to be rolled.	
Part of Term Code	Yes	Enter the code representing the part of term for which grades are to be rolled. Multiple values allowed. Enter % for all parts-of-term.	Part of Term Code Validation Form (STVPTRM)
Course Reference Number	Yes	Enter the CRN of the course(s) for which grades are to be rolled. Multiple values allowed. Enter % for all courses.	
User ID	Yes	When grades are rolled into academic history, each entry for each student is associated with the user ID responsible for the roll. Enter that user ID.	
Report Mode	Yes	Enter A for Audit mode or U for Update mode. Audit mode does not update the database. It produces a list of errors that can be corrected before the roll is performed in Update mode and the database is updated. If errors occur when Update mode is used, only the records for students with errors may not be completed by the	A - Audit mode U - Update mode

Parameter Name	Required?	Description	Values
		process. API errors are listed as APIERR, a record type on SOTPRNT.	
Print Selection	Yes	Enter <code>All</code> to print all grades rolled or <code>Error</code> to print only those grades which did not roll due to errors.  An error will be generated if the substitute grade information is not correctly established on the database.	A - All E - Error
Grade Term	No	Enter the term in which the course was graded.	Term Code Validation Form (STVTERM)
Roll Long Section Title	Yes	Enter <code>Y</code> to roll the long section title from the syllabus or <code>N</code> to not roll the long section title. The default is <code>N</code> .	Y - Roll long section title N - Do not roll long section title

## Calculate GPA Conversion Process (SHRCONV)

This process is used to calculate and store the campus GPAs by term and the level of the students.

It should be run before any of the other GPA calculation processes are executed. Academic History tables will be locked in exclusive mode to prevent problems from occurring while the process is running. Be certain no users are accessing Academic History before running this job. Due to the calculation of GPAs for all students in Academic History, this job may run for several hours.

No parameters are used with this process. The process is always run in Update Mode, and the GPAs are updated.

## Calculate GPA Report (SHRCGPA)

This process is used to calculate the GPA for the selected term and group of students.

You can use population selection or you can select all students for the term, students whose histories have been rolled, or students whose information has been fed to a collector file. The process also calculates a student's GPA by student centric period, level, and type (institutional, transfer credit, and overall) for terms that are part of a student centric period.

Institutions can calculate the GPA by Study Path to allow users to view the GPA which applies towards a Study Path or outcome. The term and level GPA will be calculated for all the Study Paths for the selected term and group of students

Note: The GPA calculation by Study Path will be processed only if the Process GPA by Study Path check box is selected in the SHACTRL page.

Parameter Name	Required?	Description	Values
Term	Yes	Enter the code representing the term for which the report is to be run.	Term Code Validation Form (STVTERM)
Select All, Rolled, or Collector	Yes	Enter <b>A</b> to select all the students from the term, <b>R</b> to select only those students whose academic histories have been rolled, or <b>C</b> to select those students whose information has been fed to a collector file.	A - All students R - Rolled students C - Collector file students
Selection Identifier	No	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.	Application Inquiry Form (GLIAPPL)

Parameter Name	Required?	Description	Values
		The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	
Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	

## GPA Recalculation Report (SHRGPAC)

This process is used to recalculate the GPA for all terms for each student. When terms have been recalculated, then all levels for each student are recalculated.

Students may be selected for GPA recalculation using one of three methods:

- The user has previously created a population selection file.
- The user enters a term, and if no population selection file exists, and the user does not select individual students, all students enrolled in the term will be processed.
- The user will be prompted for individual student IDs.

The process also recalculates a student's GPA by student centric period, level, and type (institutional, transfer credit, and overall) for terms that are part of a student centric period.

The recalculated GPA by Study Path is included in the SHRGPAC output file. The SHRGPAC output file displays the following:

- Along with the regular GPA calculation, the GPA calculation by Study Path is also printed
- The Study Path value displayed will be in the format that is configured in the Curriculum Rules Control (SOACTRL) page

Note: The GPA calculation by Study Path will be processed only if the Process GPA by Study Path check box is selected in the SHACTRL page. The Study Path calculations are not calculated for campus GPA and Student centric period and

hence, the output file will print/display only the term GPA and level GPA for all the Study Paths registered by the student.

Parameter Name	Required?	Description	Values
Process Term	Yes	Enter the code representing the term for which the report is to be run.	Term Code Validation Form (STVTERM)
Student ID	No	Enter the student IDs which are to be processed for recalculation.	
Selection Identifier	No	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
Creator ID	No	Enter the user ID of the person who created the population rules. All or none of	

Parameter Name	Required?	Description	Values
		the population selection parameters must be entered.	
Audit Trail Report Request	No	Enter Y to request the production of an audit trail report. Leave Null to not produce the audit trail report.	Y - Audit trail Null - No audit trail

## Calculate Academic Standing Report (SHRASTD)

This process is used to calculate the academic standing for the selected term and group of students.

The process will also calculate the academic standing of students by their study paths for the selected term if an Institution has study path turned on in Curriculum Rules Control page (SOACTRL) and Academic History Control page (SHACTRL).

You should run this process after the Repeat/Equivalent Course Check Report (SHRRPTS) but before the Grade Mailer Report (SHRGRDE). Records are selected and processed for the term requested for students having an SHRGCOL record.

The academic standing process uses a student's displayed GPA rather than the stored GPA when determining their academic standing. For example, if a student's GPA is calculated to be 1.987821, that is the value that will be stored. However, if the institution's GPA display rules are set up to round the GPA to three digits, the displayed GPA would be 2.000, and that is the value the SHRASTD process will use to evaluate the student's academic standing.

When running the report to calculate either academic standing or Dean's List standing, only that status which has been selected to be calculated will be updated. If both academic standing and Dean's List standing are to be calculated, both will be updated. The Dean's list standing for students is not specific to study paths and that calculation will not take study paths into account even if study paths are enabled. To update minimum/maximum hours, academic standing must also be updated. To calculate minimum/maximum registration hours, the Calculate Academic Standing parameter must also be set to Y. The students are selected for this report only if the record exists on the Grade Mailer Status/Error Correction Form (SHAGCOL).

The process also calculates academic standing by student centric period for students with an active student centric period for the term. The student is considered to have an active student centric period for the term when the Student Centric Period field on SHAINST (or the column in the SHRTTRM table) has a valid value. The Academic Difficulty Rules by Student Centric Period window on SHAACST is used to maintain academic standing hours and GPA rules by student centric period.

When academic standing is evaluated for the student for the final term of the student centric period, the new standing is based on the institutional hours and GPA from all the terms associated with the student centric period. When academic standing is evaluated for the student for an earlier

term in the student centric period, the most recent, previous academic standing calculated before the student centric period will be assigned as the new standing.

For a student, for all terms before the final term in a student centric period, the academic standing is rolled forward from the student's most recent term that is before the start of the current student centric period. This permits registration restrictions and maximum hours calculations to remain in effect throughout the student centric period. When a student who has an active student centric period does not enroll in the final term of the student centric period, and academic standing is calculated for the final term, the student's standing is evaluated based on the student centric period GPA totals, but the academic standing is stored in the highest or maximum existing term header record for the student centric period.

Note:

- When a student does not have an active student centric period assigned, the existing term based rules from SHAACST are used for the evaluation of academic standing.
- A student's standing for a student centric period will not be calculated based on specific study paths.

When a student does not have an active student centric period assigned, the existing term-based rules from SHAACST are used for the evaluation of academic standing.

Parameter Name	Required?	Description	Values
Term	Yes	Enter the code representing the term for which the report is to be run.	Term Code Validation Form (STVTERM)
Update Academic Standing	Yes	Enter <b>Y</b> to calculate the updated academic standing or <b>N</b> to not calculate the updated academic standing.	Y - Calculate academic standing N - Do not calculate academic standing
Update Dean's List Standing	Yes	Enter <b>Y</b> to calculate the updated Dean's List standing or <b>N</b> to not calculate the updated Dean's List standing.	Y - Calculate Dean's List standing N - Do not calculate Dean's List standing
Audit/Update Mode	Yes	Enter <b>A</b> for Audit mode to print a report of the calculated standings without updating the database or <b>U</b> for Update mode to update the records with the new standings.	A - Audit mode U - Update mode

Parameter Name	Required?	Description	Values
Calculate Min/Max Registration Hrs	Yes	Enter <b>Y</b> to compare the hours for the new academic standing codes to existing future registration. Enter <b>N</b> when no checking is needed.	Y - Compare hours N - No checking
Pre-registration Future Term	No	Enter the future term registration to be compared to the new academic standing minimum/maximum registration hours.	Term Code Validation Form (STVTERM)
Min/Maximum Hours Update/Audit	No	Enter <b>A</b> to print an audit report of the updated minimum/maximum hours, without actually updating the database. Enter <b>U</b> to update the future term to the new minimum/maximum hours.  The Audit/Update Mode parameter must also be set to <b>U</b> for update, if this parameter is set to <b>U</b> for update.	A - Audit updated hours U - Update future term
Update 'USER' Source New Value	Yes	Enter <b>Y</b> to override minimum/maximum hours, or <b>N</b> to not override minimum/maximum hours when the existing source for the hours from SFAMHRS is <b>USER</b> .	Y - Override minimum/maximum hours N - Do not override minimum/maximum hours for source <b>USER</b>
Process by Student Period	Yes	Enter <b>Y</b> to calculate the academic standing for student centric periods or <b>N</b> to not calculate the academic standing. The default is <b>N</b> .  • When this parameter is set to	Y - Calculate academic standing for student centric periods N - Do not calculate academic standing for student centric periods



Parameter Name	Required?	Description	Values
		<p>Y, the process considers students who are assigned to a cycle designator and student centric period using the rules for student centric period academic standing processing.</p> <ul style="list-style-type: none"> <li>When this parameter is set to Y, any students who are not assigned to a cycle designator for the term are processed using baseline term academic standing processing.</li> <li>When this parameter is set to N, only baseline term academic standing processing is performed.</li> </ul>	
SCPs to be processed	No	<p>Enter the student centric periods to be processed for academic standing. Values should be valid for the term entered in the Term parameter. When the Process by Student Period parameter is set to Y, this parameter must be entered.</p>	Student Centric Period Term Control Form (SOASCPT).

## Repeat/Equivalent Course Check Report (SHRRPTS)

The Repeat/Multiple Course Rules Form (SHARPTR) is used to define rules on handling grades and credits if students should exceed repeat limits when taking courses.

This process is run after the grade roll (SHRROLL) and before grade mailers (SHRGRDE) to check new courses rolled into history for repeats and equivalents. It will then look at the rules on SHARPTR to determine how they should be calculated into the student's record. Any course, including transfer courses, identified as a repeat or equivalent which should be excluded from the record's calculations of hours and GPA is accordingly flagged with an E (for excluded) on the transcript. The report will sort the output of students in alphabetical order by last name.

Parameter Name	Required?	Description	Values
Term Code	Yes	Enter the code representing the term for which repeat/ equivalent checking is to be run.	Term Code Validation Form (STVTERM)
Level Code	Yes	Enter the level for which you want to run the report. Multiple values are allowed.	Level Code Validation Form (STVLEVL)
Report or Update	Yes	Enter R to process the report in Audit mode, or enter U to update the database with the results.  After running in Update mode, the GPAs need to be recalculated using the Collector option in the Calculate GPA Report (SHRCGPA).	R - Report results in Audit mode  U - Report results in Update mode and update the database
Print Transfer Work	Yes	Enter Y to print transfer work on the report. Enter N to not print transfer work on the report.	Y - Print transfer work  N - Do not print transfer work
Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the	Application Inquiry Form (GLIAPPL)

Parameter Name	Required?	Description	Values
		people who will be processed in the load from the selection identifier and application code entered.	
Selection Identifier	No	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
User ID	No	Enter the user ID for the population selection. This is the ID of the user who selected the population of people. This may or may not be the same as the Creator ID. All or none of the population selection parameters must be entered.	
Print Repeated Courses Only	Yes	Enter Y to suppress printing of any courses that are not considered for repeat processing due to the repeat rules settings for the term being processed. Only repeated courses will be printed.	Y - Print repeated courses only N - Print all repeated courses and messages for non-repeated courses

Parameter Name	Required?	Description	Values
		<p>Enter <b>N</b> to print all repeated courses, including those courses not considered as the result of the settings in the repeat rules for the term being processed. These courses will have associated informational messages.</p> <p>The default is <b>N</b>.</p>	
Reset Repeat Indicator	No	<p>Enter <b>Y</b> to remove all repeat indicator messages from the report and update repeat indicators. Enter <b>N</b> to run as an incremental process. The repeat indicators are not updated.</p> <p>For the term and level, if the SHARPTR rule is changed to reflect a new selection rule and evaluation grade, the SHATCKN repeat status is updated (include/exclude). After changes have been made on SHARPTR, if the SHRRPTS process is run again, the new repeat status on the report is updated, and the SHATCKN repeat statuses for the evaluated courses are updated.</p> <p>The default is <b>N</b>.</p>	<p><b>Y</b> - Remove all repeat indicator messages</p> <p><b>N</b> - Run as an incremental process</p>

## Grade Mailer Report (SHRGRDE)

This process produces grade mailers for students for whom grades have been entered either manually or through the Grade Roll Process (SHRROLL).

The process should be run after the Grade Roll (SHRROLL), the Repeat Checking Process (SHRRPTS), the Calculate GPA Process (SHRCGPA), and after the Academic Standing Process (SHRASTD). Grade mailer status is maintained in the Term Header Block of the Term Course Maintenance Form (SHAINST). A grade mailer must be pending for persons selected through population selection for a grade mailer to be generated.

Four types of grade mailers exist:

- Original - produced as a result of a new institutional grade record created in academic history. When grades are rolled, original grade mailers are produced.
- Duplicate - requested through the Term Header Block of the Term Course Maintenance Form (SHAINST). Will produce a duplicate grade mailer.
- Mid-term - produced by entering mid-term grades through the use of the Class Roster Form (SFASLST). (Mid-term grades are not rolled to academic history.)
- Revised - produced as a result of grade change through the use of the Course Detail Information Form (SCAETL) from the Term Course Maintenance Form (SHAINST).

### GPA and Academic Standing by Study Path

- The Academic Standing and GPA calculation by Study Path will be processed only if the Process GPA by Study Path check box is selected in the Academic History Control (SHACTRL) page.
- The Study Path column and the associated Study Path values associated with the courses will be printed only if the Process GPA by Study Path check box is selected in the Academic History Control (SHACTRL) page.
- Institutions can view the calculated GPA by Study Path in the SHRGRDE output report file.
- Institutions can view Academic Standing by Study Path in the SHRGRDE output report file.

<b>Four types of grade mailers exist</b>
--

**Original** - produced as a result of a new institutional grade record created in academic history

When grades are rolled, original grade mailers are produced.

**Duplicate** - requested through the Term Header Block of the Term Course Maintenance Form (SHAINST)

Will produce a duplicate

Four types of grade mailers exist

Mid-term	grade mailer. No
Print Expanded Quality Pts/ GPA	Yes

Parameter Name	Required?	Description	Values
Term Code	Yes	Enter the term code which represents the term for which grade mailers are to be run. Single value only.	Term Code Validation Form (STVTERM)
Grade Mailer Type	Yes	Enter the code representing the grade mailer(s) to be produced. Enter <b>O</b> for Original, <b>D</b> for Duplicate, <b>R</b> for Revised, or <b>%</b> for a combination of those three codes. Enter <b>M</b> for Midterm. The value <b>M</b> is not included in the <b>%</b> value. Single value only.	O - Original D - Duplicate R - Revised % - All three (O, D, R) M - Midterm
Print Academic Standing Y/N/O	Yes	Do you want academic standing to print on grade mailers? Enter <b>Y</b> to print the academic standing. Enter <b>N</b> to not print the academic standing. Enter <b>O</b> to print the override standing.	Y - Print standing N - Do not print standing O - Print override standing
Print Dean's List (Y/N)	Yes	Enter <b>Y</b> to print the Dean's List on the grade mailer or <b>N</b> to not print the Dean's List on the grade mailer.	Y - Print Dean's List N - Do not print Dean's List
Print Headings (Y/N)	No	Enter <b>Y</b> to print headings that identify the subject, course,	Y - Print headings

Parameter Name	Required?	Description	Values
		section, title, etc. Enter N to not print the headings, such as when pre-printed forms are used that already contain column headings.	N - Do not print headings
Address Selection Date	No	Enter the address effective for this date to be printed on the grade mailer in format DD-MON-YYYY. Leave this parameter blank to default today's date.	
Address Type	Yes	Enter the address type to be printed on the grade mailer. Multiple requests are permitted and must be entered in priority sequence.  For example, 1MA 2PR will first print the mailing address, and if none is found, will print the permanent address.	Address Type Code Validation Form (STVATYP)
Level Code	Yes	Enter the level code representing the population for which grade mailers are to be run (single value only), or % may be entered for all.	Level Code Validation Form (STVLEVL)
Campus Code	Yes	Enter the campus code representing the campus for which grade mailers are to be run (single value only) or % may be entered for all.	Campus Code Validation Form (STVCAMP)
Campus Process Request	Yes	Enter a Y to indicate that a specific course campus will be used in processing the grade mailers. Enter N to indicate that no special course	Y - Use specific campus  N - No special campus used

Parameter Name	Required?	Description	Values
		campus processing is to be used.	
Campus To Be Processed	Yes	Enter the course campus code representing the campus of the course for which grade mailers are to be run (single value only).  This parameter is required if the Campus Processing Requested parameter is set to Y.	Campus Code Validation Form (STVCAMP).
Print Transfer GPA (Y/N)	No	Enter Y to have the students' transfer GPAs printed on the grade mailers. Enter N to prevent students' transfer GPAs from printing on the grade mailers. If this value is Null, the transfer GPA will not print on the grade mailers.	Y - Print transfer GPA  N - Do not print transfer GPA
Term Description Print Option	No	Enter a Y to indicate that the full term description is to be printed on the grade mailer following the level description. Enter N to if you do not want the full term description to be printed on the grade mailer.	Y - Print full term description  N - Do not print full term description
Print Ungraded Sections	Yes	Enter Y to print the ungraded sections on the grade mailer or N to not print ungraded sections.  Ungraded sections will appear on the grade mailer after the list of graded courses.	Y - Print ungraded sections  N - Do not print ungraded sections



Parameter Name	Required?	Description	Values
		Only those courses with a course registration status that is gradable will print on the student's grade mailer.	
Ungraded Section Indicator	No	Enter a value of up to three characters to print in the grade field of the ungraded sections (that is, UNG for ungraded courses). This is a free format field that is not validated against a validation form.	
Selection Identifier	No	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.  A person included in the population must meet all other grade mailer criteria to have a grade mailer produced. For example, if original grade mailers are requested and population selection is used, no mailer will be produced for people in the population who have no original grade mailer pending.	Population Selection Inquiry Form (GLISLCT)
Application Code	No	Enter the code that identifies the general area for which the	Application Inquiry Form (GLIAPPL)

Parameter Name	Required?	Description	Values
		<p>selection identifier was defined. All or none of the population selection parameters must be entered.</p> <p>The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.</p>	
Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
Print Expanded Fields (Y/N)	Yes	<p>Enter <b>Y</b> to print a modified grade mailer with a five position course number and quality points in format 9999.99.</p> <p>Enter <b>N</b> to print the standard grade mailer. This is the default for the parameter.</p> <p>If pre-printed forms are used, be sure to test mailers with expanded field data before using this option for production runs.</p>	<p>Y - Print modified mailer</p> <p>N - Print standard mailer</p>
Sort by Name (N) or ZIP Code (Z)	No	Enter <b>N</b> to sort the output by the student's last name. Enter <b>Z</b> to sort the output by the	<p>N - Last name sort</p> <p>Z - ZIP code sort</p>

Parameter Name	Required?	Description	Values
		student's ZIP/Postal Code. The default is Z.	
		Sorting by ZIP code sorts mailers first by nation description (if nation codes exist on the address), then by ZIP code in ascending order, and then alpha by last name order. Grade mailers with no address are grouped at the end, in alpha by last name order.	
Print Expanded Quality Pts/GPA	Yes	Enter Y to print quality points and GPA up to their maximum sizes. Enter N to print quality points as 999.99 and GPA as 9.99. The default is N.	Y - Expanded maximum quality points N - Regular quality points

## Student Type Update Report (SHRTYPE)

This process updates the existing student type for each learner that is maintained on the General Student Form (SGASTDN) to the next student type, which is maintained on the Student Type Code Validation Form (STVSTYP).

The process uses the rules on the Continuant Terms Rule Form (SOACTRM) to identify terms and student types which should be updated. For example, the next student type for a "new" student might be Continuing. An academic history record in the Term Course Maintenance Form (SHAINST) for user-specified terms will trigger the system to change the student type to the next status based on the fact that the student was enrolled.

This process also reviews all current and active curricula and processes the student type, if available, on the curriculum record (SORLCUR). It displays the learner curriculum sequence number for the learner curriculum that contains the status type that is selected by the update process. For example, if a student has a current and active curriculum for the processing term with a sequence number of 6 and a status type of A, and the SOACTRM rules determine that status type A moves to status type B for continuant term processing, then SHRTYPE is run with the Process Curriculum parameter set to Y, and SHRTYPE prints a learner curriculum sequence number of 6 in the column after the updated student type information. The process also copies the graduation application sequence number to the new curriculum record if the degree to which the curriculum was rolled has not been awarded.

Note: This process should be run after the Grade Roll to Academic History (SHRROLL).

The process has an option to use student centric period rules to determine student type. This allows you to update student type based on a student's enrollment in a student centric period, instead of enrollment by term. The student type in effect on the general student record (SBGSTDN) for the first term in the student centric period will be used for reporting for the duration of the student centric period.

Parameter Name	Required?	Description	Values
Rules Term	Yes	Enter the term code for which there must be academic history to be updated. This term should be the same as the key term on the Continuant Terms Rule Form (SOACTRM).	Term Code Validation Form (STVTERM)
Update Term	Yes	Enter the term code for which the new student type should be effective.	Term Code Validation Form (STVTERM)
Mode	Yes	Enter <b>A</b> (Audit mode) to print a report of all students affected, their current student type, and what would be changed, without actually updating their database. Enter <b>U</b> (Update mode) to update records with the next status.	A - Audit mode U - Update mode
Process Curriculum	No	Enter <b>Y</b> to process the student type for the learner curriculum record. Enter <b>N</b> to process only the student type for the general student record (SGBSTDN).	Y - Process student type for learner curriculum record N - Process student type for general student record
Process by Student Period	No	Enter <b>Y</b> to use student centric period rules when determining the student type or <b>N</b> to not use student centric period rules. The default is <b>N</b> .	Y - Process student centric period rules N - Do not process student centric period rules

Parameter Name	Required?	Description	Values
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See notes below.

- When this parameter is set to **Y** and the student has a cycle designator (general student record) or student centric period (academic history record) in effect for the update term, the SOACSCP rules are used to evaluate whether the student type should be updated to the next student type defined on STVSTYP.
- When this parameter is set to **Y** and the student does not have a cycle designator or student centric period in effect for the update term, the SOACTRM rules are used to evaluate whether the student type should be updated to the next student type defined on STVSTYP.
- When this parameter is set to **N**, the current SOACTRM rules are used, even if the student has a cycle designator or student centric period in effect for the update term.

## Transcript Population Creation Process (SHRTPOP)

This process is used to select a population of students for whom you want to have the transcripts printed. Electronic transcripts can be sent in EDI or XML format.

When you use the population selection parameters, the record is only processed if the student in the population selection has an SHADEGR record that is effective for the term value entered in the Selection Term parameter. When you use the population selection parameters, the parameters for Student ID, Level(s), Advisor ID, Degree Code, Degree Status, Degree Graduation Date, College, and Major are bypassed.

Parameter Name	Required?	Description	Values
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Purge Parameter	No	Enter <b>Y</b> if you want the population from the previous transcript purged if the selection file already exists. If you don't enter <b>Y</b> , and a population already exists, the run will be aborted. Enter <b>N</b> to not	Y - Purge previous transcript population N - Do not purge
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Parameter Name	Required?	Description	Values
		purge the population. The default is N.	
Selection Term	No	Enter the code representing the term for which the report is to be run. Enter % to cause all students with any academic history to be selected. Students must be registered for the requested term and have some academic history (no specific term), or students must have academic history for the requested term. At least one of these conditions must exist for the student to be selected.	Term Code Validation Form (STVTERM)
Student ID	No	Enter the ID(s) for the selected student(s) for whom you want the transcript to run, or enter % or a Null value to select all the students.	
Level(s)	No	Enter the level(s) for which you want to run the transcripts, or enter % or a Null value to select all the levels.	Level Code Validation Form (STVLEVL)
Advisor ID	No	Enter the ID(s) number of the advisor(s) to whom the transcript is to be restricted, or enter % or a Null value if there are no restriction. Only those students assigned to the requested advisor(s) will be selected.	

Parameter Name	Required?	Description	Values
Degree Code	No	Enter the degree code(s) for which the transcript is to run, enter % for all degree codes, or enter a Null value to bypass the degree code restrictions, so that degrees are not even considered.	Degree Code Validation Form (STVDEGC)
Degree Status	No	Enter the degree status(es) to which the transcript is to be restricted. Enter % to select all degree statuses, or enter a Null value if there are no restrictions.	Degree Status Validation Form (STVDEGS)
Degree Graduation Date	No	Enter the date after which the student must have graduated to receive a transcript.	
College	No	Enter the college code(s) for the transcript, or enter % or a Null value to select all the colleges.	College Code Validation Form (STV COLL)
Major	No	Enter the major code(s) selected for the transcript, or enter % or a Null value to select all the majors.	Major, Minor, Concentration Code Validation Form (STVMAJR)
Transcript Type	No	Enter the type of transcript requested. If null, all transcript types are selected for processing. Enter % or a Null value to select a transcript displaying all data that may be printed on the Transcript Type Rules Form (SHATPRT).	Transcript Type Code Validation Form (STVTPRT)
Billing Term	No	Enter the term during which the student's transcript fee is to be billed. If no term is	Term Code Validation Form (STVTERM)

Parameter Name	Required?	Description	Values
		entered, no transcript fee will be processed.	
Billing Code	No	Enter the detail code associated with the transcript fee for which the student is to be billed. If no code is entered, no charge is made.	
Billing Description	No	Enter a free-format description associated with the transcript fee.	
Billing Amount	No	Enter the amount the student is to be billed for the transcript.	
Issued to Institution Code	No	This parameter is required for EDI use. Enter the institution code for the institution where the transcript will be sent.  These institutions should be designated as EDI Capable on STVSGBI.	Source/Background Institution Code Validation Form (STVSBGI)
Send Electronic	No	Use this parameter if you have the ability to send an electronic transcript.  Enter <b>P</b> to select the PESC/XML transcript format, <b>E</b> to select the EDI TS130 format, or <b>N</b> or blank to select the paper transcript format.	P - PESC/XML transcript  E - EDI TS130 transcript  N - Paper transcript
Issued to Name	No	Enter the name of the person or department to whom the transcript was issued. When running through the Host, if a Null value is entered, the system will proceed to the In-	



Parameter Name	Required?	Description	Values
		Progress Term parameter.	
Issued Street 1	No	Enter the first line of the street address of the person or department to whom the transcript was issued.	
Issued Street 2	No	Enter the second line of the street address of the person or department to whom the transcript was issued.	
Issued Street 3	No	Enter the third line of the street address of the person or department to whom the transcript was issued.	
Issued City	No	Enter the city of the issued address.	
Issued State	No	Enter the state of the issued address.	State/Province Code Validation Form (STVSTAT)
Issued Zip	No	Enter the ZIP code for the issued address.	
Issued Country	No	Enter the country code for the country of the issued address.	Nation Code Validation Form (STVNATN)
In-Progress Term	No	Enter the cutoff term for future registration. Courses from history to selected term will be printed.	Term Code Validation Form (STVTERM)
Selection Identifier	No	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population	Population Selection Inquiry Form (GLISLCT)

Parameter Name	Required?	Description	Values
		selection parameters must be entered.	
Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
User ID	No	Enter the user ID for the population selection. This is the ID of the user who selected the population of people. This may or may not be the same as the Creator ID. All or none of the population selection parameters must be entered.	

## Academic Transcript Process (SHRTRTC)

This process is run to produce the Banner paper transcript from the system.

A transcript must have been requested through the use of the baseline Transcript Request Form (SHARQTC), Banner Student Self-Service transcript request processing, or a baseline transcript population for a transcript identified through the Transcript Population Creation Process (SHRTPOP), to be produced through this process.

SHARQTC sends the request to a collector file which is read by this process and then printed. Transcripts may be produced for an individual with a pending request, or for all requests which have been sent to the collector file. The type of information that displays on the transcript is controlled by the transcript type specified on the request. The Transcript Type Rules Form (SHATPRT) is used to define the options and create the rules associated with the transcript type.

Note: The process checks the value in the `SHTTRAN_TYPE` field. A `Null` value indicates the paper transcript should be printed. Values of `E` (EDI), `P` (PESC/XML), or `D` (PDF) are ignored, and a transcript is not printed if those electronic values exist.

The transcript also displays course history information and GPA totals by term within student centric periods. All terms with a specific student centric period on the term header record (SHRTTRM) are grouped between a student centric header line and student centric GPA statistics section on the report output. This allows an institution to provide totals for both the student centric period and terms within the student centric period. This information is displayed when the Student Centric Period Statistics check box is selected on the Transcript Type Rules Form (SHATPRT).

You can select continuous pagination or pagination by course level when printing transcripts for students with multiple levels of coursework. Page numbering can be reset for each course level, which is printed on a new Page 1. When the transcript type rule on SHATPRT is set to `Y`, regular continuous page numbering is used for the transcript. When the rule is set to `N`, pagination by course level is used.

SHRTRTC can be used with eTranscripts processing. When a paper transcript is requested from the vendor, and the transcript order has been run, and the paper transcript has been generated in Banner, a record is inserted into the SHRTEOS table with a status of `FO - Offline Record Sent`. Refer to the eTranscripts Processing section in the Academic History chapter of the Banner Student User Guide for more information on eTranscripts.

Parameter Name	Required?	Description	Values
Transcript Population File	No	Enter <code>Y</code> if the population for which the transcript(s) are to be printed has previously been selected through the Transcript Population Process (SHRTPOP).  Enter <code>N</code> if the population has not been pre-selected.  The default is <code>N</code> .	<code>Y</code> - Population pre-selected by SHRTPOP  <code>N</code> - Population not pre-selected

Parameter Name	Required?	Description	Values
ID and Seq as XXXXXXXXXX/000	No	<p>Enter % or a Null value to select all IDs and sequences.</p> <p>To select a specific ID, enter the nine character ID number (XXXXXXXXXX) for the student.</p> <p>Enter the three character sequence number (000) after the ID to select a specific transcript request. Multiple IDs may be entered.</p> <p>The default is %.</p> <p>The sequence number is derived from the Request (Number) field on the Transcript Request Form (SHARQTC). When multiple requests exist for a transcript, you may select the specific one you want by entering that sequence number after the student's ID.</p>	

When SHRTRTC is run manually for an eTranscript request, the format XXXXXXXXXXXX/000 must be used, such as 12345/09, 123456789/01, or N00014401/11.

- Positions one through nine (XXXXXXXXXX) are available for the ID number. The ID number may not use the entire nine digits. It can be shorter than nine digits.
- The next position (/) is a separator. This position will float, depending on the ID length.
- The next positions (000) are available for the sequence number or transcript request number. The transcript request number may not use all three positions. It can be shorter than three digits. These positions will also float based on the length of the ID and the position of the separator.

Transcript Type	No	Enter the type of transcript(s) requested. Enter % or	Transcript Type Code Validation Form (STVTPRT)
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Parameter Name	Required?	Description	Values
		a Null value to select all transcript types. The default is %.	
Transcript Printer	No	If a specific printer is requested, only those students requested through that printer will be printed.  Enter % or a Null value to select all printers.  The default is %.	
Address Selection Date	No	Enter the date (format DD-MON-YYYY) for which you want to retrieve an active address record of the student for whom the transcript is being printed.	
Address Priority and Type	Yes	Enter the priority number and address type code (format 1MA) for the address selection.	
Official Transcript Request	No	Enter Y if the transcript request is official  Enter N or a Null value if the request is considered unofficial.  The default is N.	Y - Official request N - Unofficial request
Campus Selection Indicator	No	Enter Y if only the courses associated with the campus selected are to be printed. An N will include all course campus codes on the transcript.  The default is N	Y - Print courses for selected campus N - Print courses for all campuses

Parameter Name	Required?	Description	Values
Campus Selected	Yes	(Required if Campus Selection Indicator is set to Y). Enter the course campus code representing the campus of the courses which are to be included on the transcript.	Campus Code Validation Form (STVCAMP)
Control Report	No	Enter Y to generate a control report  Enter N or a Null value to suppress printing of the control report.	Y - Print control report  N - Do not print control report
Page Alignment	No	Enter Y to generate one page of alignment N or a Null value to suppress alignment.	Y - Print with alignment  N - Do not print with alignment
Run in Sleep/Wake Mode	No	Enter Y to begin the sleep/wake cycling for this process and printer or N to not use sleep/wake processing.	Y - Use sleep/wake  N - Do not use sleep/wake
Enter Sleep Interval	No	Enter the time (in seconds) this process is to pause before resuming execution. The default is 60.	
Substitute In Progress Title	No	Enter the value that you would prefer to print on the transcript if the default title "IN PROGRESS WORK" is not desirable. A title of up to 30 alpha numeric characters may be entered.	
Sort Order	Yes	Enter the number that corresponds with the sort order for the transcript: 1 - College,	1 - College  2 - Dept.

Parameter Name	Required?	Description	Values
		2 - Dept., 3 - Major, 4 - College, Dept., Major, 5 - Name, 6 - Degree, Major.  Sort options 1, 2, 3, 4, and 6 sort the information based on the first primary curriculum record (minimum priority number).  The alpha sort option cannot be used for last name, first name, and then middle name, if the diploma or legal names are selected to be printed on the transcript. The last name is not separated from the first name in these two instances.	3 - Major  4 - College, Dept., Major  5 - Name  6 - Degree, Major
Process rqsts awaiting grades?	Yes	Use this parameter to process requests that learners want held until end of term grades are rolled to academic history. Enter <b>Y</b> to process requests waiting for end of term grades. Enter <b>N</b> to process requests that are not waiting for end of term grades. The default is <b>N</b> .	Y - Process requests waiting for end of term grades  N - Process requests that are not waiting for end of term grades
Process rqsts awaiting degrees?	Yes	Use this parameter to process requests that learners want held until their degrees are posted to SHADEGR. Enter <b>Y</b> to process requests waiting for degrees to be posted. Enter <b>N</b> to process requests that are not waiting for degrees to	Y - Process requests waiting for degrees to be posted  N - Process requests that are not waiting for degrees to be posted

Parameter Name	Required?	Description	Values
		be posted. The default is N.	
Web Self-Service Options	No	Use this parameter to process requests that learners submitted through Banner Student Self-Service with Web self-service options selected.	Web Self Service Options Validation Form (STVWSSO)
Web Payment Options	No	Use this parameter to process requests that learners submitted through Banner Student Self-Service with Web payment options selected.	Web Payment Options Validation Form (STVWPYO)
Print Expanded Hours Formats	Yes	Enter Y to print the credit or points or both and GPA in the expanded format or N to not print using the expanded formats.	Y - Print expanded formats N - Do not print expanded formats
Print Expanded Issued To	Yes	Enter the number of characters to print for the Issued To field. The range is 30 - 185 characters. The text will wrap after the seventy-fourth character.  The default is 30.	
Print Expanded Address	Yes	Enter the number of characters to print for the address. The range is 30-75 characters.  The default is 30.	
Print Formatted Current Name	No	Enter the order in which the full name is printed. Values are FMIL (prints in first, middle, last name order) or LFMI (prints	FMIL - First, middle, last name order LFMI - Last, first, middle name order



Parameter Name	Required?	Description	Values
		in last, first, middle name order).	
		For example, a student's name is Jane Doe Smith. If the parameter is set to LFMI, the full name is printed as Smith, Jane Doe.	

## Academic Transcript Request Purge (SHPTRTC)

This process must be run to purge the Banner transcript requests from the system.

Transcript requests are defined as official, unofficial, or both. Within this criteria, several purge options are available. You can purge transcript requests by request date, level, or transcript type. A transcript must have been requested through the Transcript Request Form (SHARQTC) to be purged using this process.

Parameter Name	Required?	Description	Values
Report Term	No	Enter the term to be used in the heading of the report (has no effect on the purge).	
Option	Yes	Enter 1 to purge by date, 2 to purge by level, or 3 to purge by transcript request type.	1 - Purge by date 2 - Purge by level 3 - Purge by transcript request type
Official Determination	Yes	Enter Y if only official transcripts are to be purged; N if only unofficial transcripts are to be purged; or enter % if both types of transcripts are to be purged.	Y - Purge official transcripts N - Purge unofficial transcripts % - Both
Purge Date	No	If option 1 was selected in the Option parameter, enter date before which data will be purged.	

Parameter Name	Required?	Description	Values
Purge Level	No	If option 2 was selected in the Option parameter, enter level from which data will be purged. Enter % to select all levels.	Level Code Validation Form (STVLEVEL)
Purge Transcript Type	No	If option 3 was selected in the Option parameter, enter transcript type for which data will be purged.	Transcript Type Code Validation Form (STVTPRT)
EDI Transcript Purge Option	No	Enter Y to purge selected EDI transcripts by EDI transcript status. Enter N if no EDI transcripts are to be purged. Enter % to purge all selected EDI transcripts. The default is N.	Y - Purge by EDI transcript status N - Do not purge EDI transcripts % - Purge all selected EDI transcripts
EDI Transcript Status	No	This parameter is required if the EDI Transcript Purge Option parameter is set to Y. Enter the statuses of the EDI transcripts that are to be purged.	Electronic Status Code Validation Form (STVEDIS)
Mode	Yes	Enter A (Audit mode) to print a report of all transcript requests purged, without actually updating the database. Enter U (Update mode) to update the database.	A - Audit mode U - Update mode

## Degree Status Update Report (SHRDEGS)

This report updates the existing degree status code to a new user-defined degree status.

Optionally, the student status maintained on the General Student Form (SGASTDN) may also be updated for a user-defined effective term. The process will push the field of study curriculum

status to the new status based on values on STVSTST. This report may be run in Audit or Update mode.

Parameter Name	Required?	Description	Values
Selection Identifier	No	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
Report Term	Yes	Enter the code representing the term for which the report is to be run. This is the term that will be used	Term Code Validation Form (STVTERM)

Parameter Name	Required?	Description	Values
		in headers and student selection.	
Audit or Update Mode	Yes	Enter <b>A</b> for Audit mode to print a report of the degree statuses, without actually updating the database. Enter <b>U</b> (Update mode) to update records with the new degree status. The default is <b>A</b> .	A - Audit mode U - Update mode
Current Degree Status Code	Yes	Enter the current degree status code to be used in the selection for the report.	Degree Status Code Validation Form (STVDEGS)
New Degree Status Code	Yes	Enter the new degree status code to be applied to the selected degrees.	Degree Status Code Validation Form (STVDEGS)
Graduation Term	No	Enter the graduation term to be used in the selection. Multiple values may be entered. If entered, only those students whose graduation term matches the user entered term will be selected for the update. If blank, all graduation terms are processed.	Term Code Validation Form (STVTERM)
Graduation Year	No	Enter the year to be used in the selection. If blank, all years are processed.	Academic Year Validation Form (STVACYR)
Graduation Status	No	Enter the graduation status to be used in the selection. If blank, all graduation statuses are processed.	Graduation Status Validation Form (STVGRST)
Degree Code	No	Enter the degree code to be used in the selection. Multiple values may be entered. If blank, all	Degree Code Validation Form (STVDEGC)

Parameter Name	Required?	Description	Values
		degree codes are processed.	
Campus	No	Enter the campus code to be used in the selection. If blank, all campus codes are processed.	Campus Code Validation Form (STVCAMP)
Level	No	Enter the level code to be used in the selection. Multiple values may be entered. If blank, all levels are processed.	Level Code Validation Form (STVLEVL)
New Student Status	No	Enter the student status for updating if the student record is to be updated. If blank, no update of student status occurs. If a value is entered, and this value differs from the selected student's student status in the General Student module, a new General Student record will be created with the new student status for the student status effective term.	Student Status Code Validation Form (STVSTST)
Student Status Effective Term	No	Required, if the New Student Status parameter has a value. Enter the new effective term if the student status is to be updated.	Term Code Validation Form (STVTERM)

## Commencement Report (SHRCOMM)

This report produces a list of students by degree award status code, their degrees, majors, and any institutional or departmental honors associated with the degree.

It prints by student in last name alpha order. The report prints students within a certain date range as specified in the parameters, and a graduation date must exist in the Graduation Date field on the Degrees and Other Formal Awards Form (SHADEGR) to be included in the report.

Parameter Name	Required?	Description	Values
Degree Status Code Selection	Yes	Enter the degree status code which represents the population for which the report is to be generated. Enter a single value only, or enter % for all.	Degree Status Code Validation Form (STVDEGS)
Graduation Begin Range	Yes	Enter the begin date for the date range for which the report is to be generated. Enter in format YYMM where Y=year and M=month. Enter month as 01 for January through 12 for December. The default value is 0000.	
Graduation End Range	Yes	Enter the end date for the date range for which the report is to be generated. Enter in format YYMM where Y=year and M=month. Enter month as 01 for January through 12 for December. The default value is 9999.	
Graduation Term Code Selection	No	Enter the graduation term code which represents the population for which the report is to be generated. Multiple values may be entered, or enter % for all.	Term Code Validation Form (STVTERM)
Graduation Year Selection	No	Enter the graduation year for which the report is to be generated.	Academic Year Validation Form (STVACYR)
Graduation Status Code	No	Enter the graduation status code which represents the population for which the report is to be generated. Multiple values may be	Graduation Status Validation Form (STVGRTS)

Parameter Name	Required?	Description	Values
		entered, or enter % for all.	
Print Graduation Holds	No	Enter <b>Y</b> to print students with active graduation holds. Leave <b>Null</b> to not print students with holds,	Y - Print students with holds  Null - Do not print students with holds

## Commencement Attendance Report (SHRCATT)

This report produces a list of attendees by ceremony type and term, in addition to information on cap, gown, and hood ordering, pickup, and return.

Parameter Name	Required?	Description	Values
Ceremony Type	Yes	Enter the ceremony type code which indicates the ceremony to be attended. Enter % for all ceremony types.	Ceremony Type Validation Form (STVCERT)
Term	Yes	Enter the term in which the ceremony will occur. Enter % for all term codes.	Term Code Validation Form (STVTERM)
Students, Non-Students, or All?	No	Enter <b>S</b> to print only students, <b>N</b> to print non-students, or leave <b>Null</b> to print all students and non-students.	S - Print students N - Print non-students Null - Print both
Print Cap/Gown/Hood Detail?	No	Enter <b>Y</b> to print detail of cap, gown, and hood information for the attendees. Leave <b>Null</b> to not print the detail.	Y - Print cap, gown, hood detail  Null - Do not print detail.
Print Cap/Gown/Order Totals?	No	Enter <b>Y</b> to print totals of caps, gowns, and hoods ordered by the attendees. Leave <b>Null</b> to not print the totals.	Y - Print cap, gown, hood totals  Null - Do not print totals

Parameter Name	Required?	Description	Values
List All With No Cap/ Gown Information	No	Enter Y to list only those attendees with no cap, gown, or hood information available. Leave Null to not print attendees without this information.	Y - Print attendees without cap, gown hood Null - Do not print attendees without this information
List All With No Pickup Date	No	Enter Y to list only those attendees who have not picked up their order for cap, gown, or hood. Leave Null to not print attendees who have not picked up their items.	Y - Print attendees for non-pickup Null - Do not print non-pickup
List All With No Return Date	No	Enter Y to list only those attendees who have not returned their cap, gown, or hood. Leave Null to not print attendees who have not returned their items.	Y - Print attendees for non-return Null - Do not print non-return

## Transfer Equivalency Catalog (SHRTECA)

This report provides a listing used to review the transfer courses entered for each institution.

Parameter Name	Required?	Description	Values
Report Term	Yes	Enter the term code which represents the term for which the catalog is to be produced.	Term Code Validation Form (STVTERM)
Process Term	Yes	Enter the effective term for which the course catalog is to be viewed. A term of 9999999 will produce all effective terms.	Term Code Validation Form (STVTERM)
Institution to Process	No	Enter the institution code for which you want the transfer	Source/Background Institution Code



Parameter Name	Required?	Description	Values
		equivalency catalog created, or enter % to select all institutions in the database.	Validation Form (STVSBGI)
Program Code	No	Enter the selected program code for which you want to review the transfer equivalency catalog, or enter % to select all program codes.	
Level Code	No	Enter the level code for which you want to create the transfer equivalency catalog. Enter % for all levels.	Level Code Validation Form (STVLEVL)
Active/Inactive Indicator	No	Enter A to select only active catalog transfer courses, I to select only inactive catalog transfer courses or % to select all courses, active and inactive. The default is %.	A - Active courses I - Inactive courses % - All courses
Print Course Comments	No	Enter Y if you want the course comments printed in the Transfer Equivalency Catalog. Enter N to suppress the printing of the comments.	Y - Print course comments N - Do not print course comments
Print Equivalent Courses	No	Enter Y if you want the equivalent courses printed in the Transfer Equivalency Catalog. Enter N to suppress the printing of the equivalent courses.	Y - Print equivalent courses N - Do not print equivalent courses
Print Equiv Course Comments	No	Enter Y if you want the comments for the equivalent courses printed in the Transfer Equivalency Catalog. Enter N to suppress the printing of the equivalent course comments.	Y - Print equivalent course comments N - Do not print equivalent course comments

## Transfer Equivalency Worksheet (SHRTAEQ)

This worksheet is used to review the Transfer Equivalency information for a student.

Parameter Name	Required?	Description	Values
Report Term	Yes	Enter the term code which represents the term for which the report is to be run.	Term Code Validation Form (STVTERM)
Selected Student ID Number	Yes	Enter a specific student ID(s) for which the worksheet is to be created, or enter % to run the worksheet for all students for the selected term.	
Selected Transfer College	Yes	Enter the college(s) for which you want the transfer equivalencies worked out for the student(s), or enter % for all the colleges for the student(s).	
Selection Identifier	No	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be	Application Inquiry Form (GLIAPPL)

Parameter Name	Required?	Description	Values
		used to review the people who will be processed in the load from the selection identifier and application code entered.	
Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	

## Transfer Articulation Purge (SHPTAEQ)

This process is used to purge the transfer articulation information for a student. The user may want to purge this information for those students who do not register or attend class.

Parameter Name	Required?	Description	Values
Report Term	Yes	Enter the term code which represents the term from which the transfer articulation information is to be purged.	Term Code Validation Form (STVTERM)
Purge ID	No	Enter an ID for which the purge is to be processed, or enter % or a Null value to select all students with no registration.	
Purge Institution	No	Enter an institution within a selected population for which the purge is to be processed. Enter % or a Null value to select all institutions. Valid values should be selected from the Source or Background Institution Base Form (SOASBGI).	Source or Background Institution Base Form (SOASBGI)

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Parameter Name	Required?	Description	Values
Run Mode	Yes	Enter <b>A</b> (Audit mode) to print a report of all transfer articulation request information which will be purged, without actually updating the database. Enter <b>U</b> (Update mode) to update the database.	A - Audit mode U - Update mode

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## IPEDS First Time Residency Report (SHRIRES)

This report is used to report all students who are first time students, by state, which is determined by the students' address type.

Students are categorized based on the award category of their degree in their student record. First-time students (where student type matches requested type) who are registered in the requested term and whose general student level matches the requested level, will be reported by state, which is determined by the student's address type.

A population of students is selected using the following criteria:

- Student validly registered for the term being processed.
- Student has a general student record with an effective term that is less than or equal to the term being processed and which has a degree code that is valid on the Degree Code Validation Form (STVDEGC), and the category code on the STVDEGC matches the category code(s) you requested. The general student level must match your requested level code(s). Student must have a student type which matches your requested first-time freshman code(s) and cumulative credit hours which do not exceed the parameter limit you have set.

The Degree Award Category Code Validation Table (STVACAT) is used to classify degree codes (i.e., B.A. = Bachelor of Arts) into award categories. Required codes for the STVACAT Table are included in the table definitions and should be used. Use the parameter selection to specify which Degree Award Categories are to be used for the report.

The Degree Code Validation Form (STVDEGC) uses the Degree Award Category Code Validation Form (STVACAT) to identify the category that the degree code belongs to, such as Bachelor's, Master's, Doctoral.

Students are counted in the HS Grad/Year column if they have a high school graduation date on the High School Information Form (SOAHSCH) that falls within the user-specified parameter dates.

Transfer hours are used in the calculation of student classification. For example, if a student has 60 transfer credits and 20 institutional credits, then 80 credits will be used to determine their class standing.

Note: The IPEDS File Generation Process Report (SHRIPDS) must be run before this report, as it produces the IPEDS Extract File used in this report.

## Web upload for SHRIRES

The Report Format parameter is used to create hardcopy output only, a comma-delimited file only, or both formats during the same run. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file.

The Report Format parameter is required.

- Enter 1 to produce hardcopy output.
- Enter 2 to produce output in a Web upload file format.
- Enter 3 to produce both formats.

3 is the default.

Note: When running this report from job submission, the Web upload file name will be in the format `shrires_wu_#####.txt`, where ##### is the run sequence number.

Before uploading this file to the website, you must convert it to a text (.txt file).

Parameter Name	Required?	Description	Values
Report Term	Yes	Enter the term code representing the term for which the report is to be run. For report heading only.	Term Code Validation Form (STVTERM)
HS Graduation From Date	Yes	Enter the beginning date range for graduation for students who are to be counted in report.  The system is looking for a high school graduation date on SOAHSCH, the High School Information Form. Any person who has a graduation date between the from and to dates will be counted in the HS Grad/Year column of the report.	

Parameter Name	Required?	Description	Values
HS Graduation To Date	Yes	<p>Enter the end date range for graduation for students who are to be counted in report.</p> <p>The system is looking for a high school graduation date on SOAHSCH, the High School Information Form. Any person who has a graduation date between the from and to dates will be counted in the HS Grad/Year column of the report.</p>	
Address Selection Date	Yes	<p>Which address, effective on this date, do you want to use for residency reporting? Leave blank for today or enter in date format DD-MON-YYYY.</p>	
Address Type	Yes	<p>Enter the address type to be used in determining the residency status of the student (the state code is what the system is looking for). Multiple requests are permitted and must be entered in priority sequence.</p> <p>For example, 1MA 2PR will first print the mailing address, and if none is found, will print the permanent address.</p> <p>Enter each parameter then hit return for the next prompt. Returning with a null value will move you on to parameter 06. If a</p>	Address Type Code Validation Form (STVATYP)

Parameter Name	Required?	Description	Values
		student doesn't have the specified address type(s), the state of residence will be reported as unknown.	
Report Format	Yes	Enter 1 to produce hardcopy output.  Enter 2 to produce output in a Web upload file format.  Enter 3 to produce both formats.  3 is the default.	1 - Hardcopy output  2 - Web upload file  3 - Both

## IPEDS Total Activity Report (SHRIACT)

In the SHRIACT report, both credit hours attempted in a 12-month period and unduplicated headcount of students are generated in the grand totals for the report. All students with at least one course recorded for credit will be counted for the period specified by the parameters.

This report looks at the information maintained in Academic History, not in Registration. Therefore, if a course has not yet been rolled to history, it will not be reported. For each course that falls within the period specified by the parameters, total credit hours and contact hours will be reported in the grand totals. If there is no enrollment in a course, the course will not be reported in the grand totals.

Note: Race/ethnicity categories that have been optional from Fall 2008 are now required for 2012-2013 reporting.

This report is used with student centric period processing. You can enter multiple values in the Effective Terms of Fall Cohort parameter and the Retention Terms of Fall Cohort parameter. This allows your institution to process multiple effective terms and multiple retention terms by student centric period.

Contact hours are calculated by adding the term contact hours together (lecture, lab, and other hours), as defined on the Basic Course Information (SCACRSE) page, and by multiplying that number by the number of students enrolled in the course, and multiplying the number of weeks.

Contact Hours = (Lecture Hours + Lab Hours + Other Hours) x number of students enrolled in course x number of weeks

The unduplicated headcount is calculated by taking those students who have at least one degree credit course in their academic history record (SHACRSE). Students are reported according to

their student level. If a student has more than one level during a year, the student is counted by the level the student is in the last term of the report, based on the user-defined parameters.

Total activity reporting (SHRIACT) includes Part E - Retention Data of First Time Undergraduates from Fall to Fall, which requires that schools report the percentage number of full-time, first-time undergraduates who are retained from one fall term to the next. (Part-time percentage is determined separately.) Retention is counted as fall to fall only. This data is reported with the spring submission, and is no longer included with the 12-month enrollment data submitted in the fall (see below).

A person in the full-time cohort does not have to remain full-time to be counted as retained. For example, if Cohort A is enrolled in fall 2003 as full-time but is part-time in fall 2004, that student is counted as retained. Institutions are required to report the percent of students who are in a fall, full-time, first-time undergraduate cohort who have subsequently enrolled in the next fall term. Institutions must report the same data for the fall, part-time, first-time undergraduate cohort. Part E is also included in the Web Upload File, to report first-time fall cohorts who returned the following fall.

The NCES does not collect the First Year Retention data with the same submission as the 12-Month Enrollment Report or the Unduplicated Count and Instructional Activity Report, both of which are produced using SHRIACT. Because SHRIACT generates the required data for both reports, it is necessary to run SHRIACT in the fall and spring to produce the different data that is required.

Beginning with the Fall 2007 submissions, the Unduplicated Count and Instructional Activity data is collected in the Fall. To generate the report for the Fall, run SHRIACT with the parameters used for first-year retention data set to `NULL`, thus producing no retention data. These parameters are: Effective Term of Fall Cohort, Retention Term of Fall Cohort, Full-time Fall Cohort Code, and Part-time Fall Cohort Code.

The First Year Retention Rate will be collected in the Winter (optional) and Spring submissions beginning in 2008. The actual cohort values and number of exclusions will be reported, and the retention percentages will be calculated by the NCES system. To generate the report for the Winter and Spring, run SHRIACT with the first-year retention parameters populated with your institution's values to produce the first year retention data. These parameters are: Effective Term of Fall Cohort, Retention Term of Fall Cohort, Full-time Fall Cohort Code, and Part-time Fall Cohort Code.

Note: You need to include any level codes that were formerly used for First-Professional in the list of level codes for Graduate.

Multiple values can be entered in the Effective Terms of Fall Cohort parameter and the Retention Terms of Fall Cohort parameter. This allows your institution to process multiple effective terms and multiple retention terms by student centric period.

## FTE Calculation

Graduate level credit hour activity and Doctor Degree Professional credit hours and FTEs are reported in Part B - Instructional Activity.



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Because the NCES collects the FTE for the Doctor's Degree Professional practice separately, and each institution has a different method for calculating an FTE, and Banner does not calculate FTEs while producing the total activity data, users need to manually calculate the FTE on the form for this piece of data. To assist users in reporting the FTE for the Doctor Degree - Professional Practice, the report calculates and uploads the total credit hour activity. When the data is uploaded, the user needs to make the FTE calculation, or alternatively, revise the Web upload value before performing the upload.

SHRIACT separates out the credit hour activity for students at the graduate level whose degrees use the STVACAT code of 45 (Doctor's Degree - Professional). The raw total value of all the credit hour activity is reported in the Web upload file for the purpose of manually calculating the FTE for these courses.

The calculation used is: Credit Hour Activity of a Course = Course Credit Hour Value \* Number of Students Enrolled for Credit.

This value is not an FTE value. It is reported only for this segment of the graduate level hours.

When SHRIACT is run, an RDOCFTE field is passed in the Web upload file. It contains a number that represents the total of the credit hour activity for STVACAT level 45 students. This is not the FTE calculation. You will still need to convert this raw credit hour value to an FTE value, based on how FTEs are calculated at your institution. You can either perform the calculation and then edit the Web upload file or upload the value and manually convert it on the form.

For example:

```
UNITID=123456, SURVSECT=E1D, PART=B, CREDHRSU=23100., CONTHRS=3700., CREDHRSG=1200.,  
RDOCFTE=160
```

You can either perform the calculation and then edit the Web upload file or upload the value and manually convert it on the form.

Here is an example of this scenario.

- You have ten students working at the Doctor's Degree - Professional level.
- Ten students, with each student in four, four credit hour courses, equals 160 total credit hour activity.
- The FTE calculation is based on a semester, 4-1-4 plan, or other calendar type.
- The FTE calculation is: Graduate total credit hour activity divided by 24.
- (FTE calculations for different institutional practices are available on the NCES/IPEDS reporting website.)
- You must convert the 160 credit hour total activity to  $160/24 = 6.667$ .
- Do not leave the RDOCFTE value as passed in the Web upload file.

## File Parts for Reporting

The SHRIACT Web Upload File contains three parts: A, B, and C.

- Part A — Unduplicated Count by Student Level, Gender, and Race/Ethnicity.

Part A is used for reporting of student by Race/Ethnicity and Gender, based on the following Student Level table:

Undergraduate is further divided into the following categories:

- 1 — Full-time, first-time degree/certificate-seeking undergraduate
- 2 — Full-time, transfer-in degree/certificate-seeking undergraduate
- 3 — Full-time, continuing degree/certificate-seeking undergraduate
- 7 — Full-time, non-degree/certificate-seeking undergraduate
- 15 — Part-time, first-time degree/certificate-seeking undergraduate
- 16 — Part-time, transfer-in degree/certificate-seeking undergraduate
- 17 — Part-time, continuing degree/certificate-seeking undergraduate
- 21 — Part-time, non-degree/certificate-seeking undergraduate

Graduate has the following category:

- 99 — Total graduate

For example:

```
UNITID=121234, SURVSECT=E1D PART= A, SLEVEL=1, RACE=9, SEX=1, COUNT
=5
```

SLEVEL= 1 stands for Full-time, first-time degree/certificate-seeking undergraduate. The above line states that for level 1 and Race 9, the total number of Male (SEX=1) is COUNT of 5. The same applies to level, race and sex combination.

- Part B — Instructional Activity and Full-Time Equivalent Enrollment. Reports the total clock hour activity or the credit hour activity or both activities attempted during the 12-month period.
- Part C — Distance Education. Reports the number of undergraduate degree/certificate-seeking, undergraduate non-degree/certificate-seeking, and graduate students on the following criteria:
  - Enrolled exclusively in distance education courses
  - Enrolled in at least one but not all distance education courses

When either the Campus Code, Schedule Type, or Instructional Method or all of those parameters are used, distance education is processed for reporting.

SHRIACT looks at the SSBSECT tables where the courses contain one of the report parameter values for schedule type, instructional method, or campus. If all the student's courses being processed contain one of those codes (campus, schedule type, instructional method), the student is flagged as being exclusively enrolled in distance education. If some, but not all, of the courses for the student contain the codes selected, the student is flagged as being enrolled in some distance education.

Refer to the table in Web upload for SHRIACT to see details of the parameters used.

- Part E — Retention Data of First Time Undergraduates from Fall to Fall. Requires that schools report the percentage number of full-time, first-time undergraduates who are retained from one fall term to the next.

## Web upload for SHRIACT

The report produces a control page with the parameter values and the number of records processed, and a comma-delimited file for the Web upload. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file.

Note: When running this report from job submission, the Web upload file name will be in the format `shriact_wu_#####.txt`, where ##### is the run sequence number.

Before uploading this file to the website, you must convert it to a text (.txt file).

The SHRIACT Temporary Table (SHRTACT) is used internally within SHRIACT to accumulate data for the Web upload file creation. When the process is completed, the contents of this table are deleted.

Parameter Name	Required?	Description	Values
Start Date of Report Period	Yes	Enter the first day of the 12-month period covered by the report. Enter in date format, DD-MON-YYYY.	
End Date of Report Period	Yes	Enter the last day of the 12-month period covered by the report. Enter in date format, DD-MON-YYYY.	
Undergraduate Level Code	Yes	Enter the undergraduate level to be shown on the report. Multiple values may be entered.	Level Code Validation (STVLEVL) page
Graduate Level Code	No	Enter the graduate level to be shown on the report. Multiple values may be entered.	Level Code Validation (STVLEVL) page
No Longer Used (Professional Level Code)	Inactive, do not use	Values entered in this parameter will not be processed.	
Effective Terms of Fall Cohort	No	Enter the cohort effective term for report Part G.  Multiple term values can be entered to process multiple effective terms and multiple retention terms by student centric period.	Term Code Validation (STVTERM) page
Retention Terms of Fall Cohort	No	Enter the cohort retention term for report Part G.	Term Code Validation (STVTERM) page

Parameter Name	Required?	Description	Values
		Multiple term values can be entered to process multiple effective terms and multiple retention terms by student centric period.	
Full-time Fall Cohort Code	No	Enter the full-time, first-time, cohort code for report Part G.	Cohort Code Validation (STVCHRT) page
Part-time Fall Cohort Code	No	Enter the part-time, first-time, cohort code for report Part G.	Cohort Code Validation (STVCHRT) page
No Longer Used (Report Format)	Inactive, do not use	Values entered in this parameter will not be processed.	
Full Time Undergraduate Hours	Yes	Number of credits which constitute full-time undergraduate.	Enter full-time graduate hours
Freshman Credit Hour Limit	Yes	Limit of credit hours from first term to find classification.	Enter freshman credit hours
1st Time Freshman Student Type	Yes	Enter 1st time freshman type for a student. Validated against STVSTYP.	Student Type Code Validation (STVSTYP) page
Freshman Class Code		Enter freshman class code.	Class Code Validation (STVCLAS) page
Transfer Student Type	Yes	Enter transfer student type.	Student Type Code Validation (STVSTYP) page
Undergraduate Category	Yes	Enter undergraduate category type.	Degree Award Category Code Validation (STVACAT) page
Campus		Enter campus type.	Campus Code Validation (STVCAMP) page
Schedule type		Enter schedule type.	Schedule Type Code Validation (STVSCHD) page
Instructional method		Enter instructional method.	Instructional Method Validation (GTVINSM) table

Parameter Name	Required?	Description	Values
Create Detail File		Enter detail file type.	Enter Y to create student detail file.

## IPEDS Completion Report (SHRICIP)

The SHRICIP report provides degree and award information on degrees conferred by the institution within the user-specified time frame. These degrees are broken down by degree level.

Only degrees with a degree status on the Degree Status Code Validation Form (STVDEGS) with an Awarded Indicator of A (for awarded) are reported are included in the Web upload file.

The following degree award categories are included:

Award Category in Banner (STVACAT)	Description	IPEDS Equivalent
21	Less than one year certificate (less than 300 clock hours)	1A
21	Less than one year certificate (300-899 clock hours)	1B
22, 25	At least one but less than four-year certificate	2, 4
23	Associate's Degree	3
24	Bachelor's Degree	5
41, 43	Post Baccalaureate and Post Master's Certificate	6, 8
42	Master's Degree	7
44, 45, 46	Doctor's Degree	17, 18, 19

Note: All designated CIP Codes are included in the file.

The following age categories are used:

- Under 18
- 18-24
- 25-39
- 40 and above
- Age unknown

The report also indicates whether the program is available to be completed entirely through distance education. This information is collected by the CIP code and award level.

The following degrees are excluded from SHRICIP:

- 
- degrees and awards conferred by branches of your institution located in foreign countries
  - honorary degrees and awards

The report is split to provide count of certificates of less than one academic year in length into two award level categories as follows:

- Post-secondary award, certificate, or diploma of (less than one academic year):
  - less than 300 clock hours, or
  - less than 9 semester or trimester credit hours, or
  - less than 13 quarter credit hours
- Post-secondary award, certificate, or diploma of (less than one academic year):
  - 300-899 clock hours, or
  - 9-29 semester or trimester credit hours, or
  - 13-44 quarter credit hours

## File Parts for Reporting

The SHRICIP Web Upload File contains four parts: A, B, C, and D.

### Part A: Completions — CIP Data

This section produces specified CIP data for the degree award categories.

### Part B: Completions — Distance Education

This section is used to report whether the CIP code and award level are being reported for a distance education program. On the Completions form, check boxes with values of `All`, `Some`, and `None` are used for this determination. (The field label is This program is offered as a distance education program.) SHRICIP will produce the web upload file with this field set to `No`. However, you can remove this value from the web upload file if having it set to `No` is not useful.

Note: SHRICIP passes a value that sets this field to `No` for all CIP codes being reported. You must manually change those records that qualify as distance education.

This determination of what constitutes distance education will vary from institution to institution. Banner does not contain a specific field for this data or a rule for degree completion that specifies if a degree with a CIP code and level qualifies as distance education.

When setting the check box, consider the following information from the NCES:

- If the program for the award level is offered for completion exclusively through distance education, respond `Yes`.
- If more than one program is reported under a CIP code by award level, and any of those programs are offered as distance education, respond `Yes`.
- If the option exists for students to complete the program exclusively through distance education by CIP code and award level, but no students used the option, respond `Yes`.

### Part C — All Completers

This section reports totals for all completers by race and gender.

Note: Each student is only counted one time even if the student is awarded multiple times.

### Part D — Completers by Level

This section reports all completers by level, race/ethnicity, and gender. It includes a field for the number of students who are completers, based on their age at the time the degree/certificate was awarded.

- If the student's race/ethnicity is unknown, the student is counted in the race/ethnicity unknown grouping.
- If the student does not have the gender populated, the student's degree is not counted.
- If the student does not have an age calculated, the student is counted in the age unknown grouping.

The age at time of completion is calculated as the difference between the graduation date in the degree record on SHADEGR (degree sequence number for the curriculum with the major for the degree) and the student's date of birth.

If completions have been reported in a prior reporting year, and no completions exist for that CIP code in the current year, and the program is still offered at the same award level, the record must be submitted using zeros.

Note: The file produced by SHRICIP will not produce any data for CIP codes when no completions exist for the date range in which the report is run. These records will need to be manually updated.

### Completers by Level

Completers level in Banner (STVACAT)	Description	IPEDS Equivalent
21	Less than one year certificate (less than 300 clock hours)	8
21	Less than one year certificate (300-899 clock hours)	9
22, 25	At least one but less than four-year certificate	2, 4
23	Associate's Degree	3
24	Bachelor's Degree	5
41, 43	Post Baccalaureate and Post Master's Certificate	6, 8
42	Master's Degree	7
44, 45, 46	Doctor's Degree	17, 18, 19

## Web upload for SHRICIP

The report produces a control page with the parameter values and the number of records processed, in addition to a comma-delimited file for the Web upload. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file.

The Web upload is processed as follows:

- For the first major (MAJORNUM1), the report reflects those students who have completed their studies toward a particular certificate or degree and have been denoted as awarded (SHRDGMR\_DEGS\_CODE is set to AW) in Academic History. (These translate to NCES Award Levels 1, 2, 3, 4, 5, 6, 7, 8, 9, 17, 18, 19.)
- For the second major (MAJORNUM2), file entries are created for students who have been awarded an Associate Degree, Bachelors Degree (or equivalent), Masters Degree, or Doctoral Degree. (These translate to NCES Award Levels 3, 5, 7, 17, 18, 19.) The second degree can be recognized by the secondary major in the curriculum record.

Note: When running this report from job submission, the Web upload file name will be in the format shricip\_wu\_#####.lis, where ##### is the run sequence number.

Note: Before uploading this file to the website, you must convert it to a text (.txt file).

Parameter Name	Required?	Description	Values
Report Term	No	Enter the term code representing the term for which the report is to be run. Used in report heading only.	Term Code Validation (STVTERM) page
Degree From Date	Yes	Enter the beginning date range for the graduation date (maintained on SHADEGR, the Degrees and Other Formal Awards Form) for the population to be reported.	
Degree To Date	Yes	Enter the end date range for the graduation date for the population to be reported.	
Foreign Campus Code	Yes	Enter the campus code for the foreign campus to be used. Multiple values may be entered.	Campus Code Validation (STVCAMP) page



Parameter Name	Required?	Description	Values
Break by 1st Two CIP Positions	Yes	<p>Enter <b>Y</b> to cause a break on the report output followed by racial/ethnic breakdown on the first two CIP codes.</p> <p>Enter <b>N</b> to have the report output print in its normal format.</p>	<ul style="list-style-type: none"> <li>• Y - Break output with CIP code information, first two codes</li> <li>• N - Normal format</li> </ul>
Break by Entire CIP Code	No	<p>Enter <b>Y</b> to cause a break on the report output followed by racial/ethnic breakdown on entire CIP codes.</p> <p>Enter <b>N</b> to have the report output print in its normal format.</p>	<ul style="list-style-type: none"> <li>• Y - Break output with CIP code information, entire codes</li> <li>• N - Normal format</li> </ul>
No Longer Used (Report Format)	Inactive, do not use	Values entered in this parameter will not be processed.	
Program	No	Allows multiple programs to be added. Validates against SMRPRLE. Optional field.	<p>Program Validation (SMRPRLE) page.</p> <p>See the notes following this table for more details on how the Program parameter is used.</p>
Major	No	Allow multiple Majors to be added. Validates against STVMAJR. Optional field.	<p>Major Validation (STVMAJR) page</p> <p>See the notes following this table for more details on how the Major parameter is used.</p>
Create Detail File	Yes	Will default to 'N'.	<ul style="list-style-type: none"> <li>• Y - For valid values set the parameter</li> </ul>

Parameter Name	Required?	Description	Values
			to 'Y' to create detail file. • N - Normal format

**Notes on Program and Major parameters**

The Program and Major parameters are used to separate Post-secondary award, certificate, or diploma of (less than one academic year) into two levels — 'Less than 1-year certificates (less than 300 clock hours)' and 'Less than 1-year (300-899 clock hours)'. Both Levels have award category 21.

The following rules apply here:

1. The student's degree record data is matched against either Program or Major parameters – depending on the user input.
2. If the student's degree Program or Major matches with the parameter Program or Major, the student falls into Completers level 1, that is 'Less than 1-year certificates (less than 300 clock hours)', else into '2-less than 1-year (300-899 clock hours)'.
3. If both Program and Major parameters are not entered, all the students who have a award category of 21 will be counted against award level 1b less than 1-year (300-899 clock hours).
4. If a student has a degree record without a program; in this case, if parameter Major is entered the logic compares based on major code as explained above. But if the institution has entered a program code, and the student does not have one, then the logic counts the student in the category for less than 1-year (300-899 clock hours).

Parameter Create Detail File is used to produce a csv/excel file to show a user detailed list of student information (like Student ID, Award level, Race, Sex etc.) that would be included as Counts within the SHRICIP Web Upload file.

## IPEDS File Generation Process (SHRIPDS)

This extract process allows you to select the parameters used to run the IPEDS Summary by Age Report (SHRIAGE), the IPEDS Race/Ethnic Status Report (SHRIETH), and the IPEDS First Time Residency Report (SHRIRES).

A file of individual and communal statistics is created which is used by SHRIAGE, SHRIETH, and SHRIRES. SHRIPDS, which creates a table, must be run before running any of these reports. A control report, which lists the parameters used, is also produced from this process.

These three reports retrieve data needed for the Fall Enrollment Report:

Report	Part	Description
SHRIETH	Parts A and D	Enrollment Summary by Racial/Ethnic Status

Report	Part	Description
	Part G	Enrollment Summary by Distance Education
SHRIAGE	Part B	Enrollment Summary of Students by Age
SHRIRES	Part C	Enrollment Summary by First-Time Residency (Freshman)

A population of students is selected by SHRIPDS using the following criteria:

- Student is validly registered for the term being processed.
- Student has a general student record with an effective term that is less than or equal to the term being processed and which has a degree code that is valid on the Degree Code Validation Form (STVDEGC).

For each student retrieved, a record is created and inserted into the SHRIPDS file for later use by the associated reports.

IPEDS rules dictate that a student may only be counted one time in the ethnicity section if the student is a non-resident alien. A check is made to determine if this is the case, and if it is, the ethnicity is set to reflect this condition.

The student's sex indicator is captured. The student's age is calculated using the student's birthday and user-entered date (default today's date), and the appropriate age column is determined.

The process gathers first year, second year, third year, and fourth year statistics based either upon credit ranges or calculated student classification. Parameters allow entry of one or more student classification codes which, when using online job submission, are validated against the Class Code Validation Form (STVCLAS). When class code values are entered in these parameters, the specified class codes determine which row a student will be reported in, in the IPEDS Web upload file. The credit hour parameters which have been used to control the first year, second year, etc., determination are still required. However, if values are entered in any class code parameters for a given year, the class code instead of the credit hour value is used to determine the row in which a student is reported.

A calculation is done to determine whether or not the student is full-time or part-time based on the following criteria:

Valid undergraduate registered hours for the process term are equal to or greater than the credit hours designated as full-time undergraduate (parameter for Full-Time Undergraduate Hours).

Graduate full-time or part-time hours are calculated the same way. Use the Graduate level parameters to count all student levels and categories that were formerly counted in First-Professional. First-Time First-Professionals must now use the student type code for First-Time Graduate.

Additionally, data is gathered and indicators set if the student is enrolled in all remedial courses, all foreign campuses, all off-campus, or all audit courses or all of the three. All of a student's registered courses are examined for remedial attributes (those supplied through a parameter).

Reporting counts are broken down by undergraduate, non-degree/certificate seeking undergraduate, and graduate levels, and are then further subdivided by whether the students are enrolled exclusively in distance education or only in some courses that are considered to be distance education. They are also separated into groups by location, such as in-state, out-of-state, and outside the United States.

The IPEDS reports work the same as other Banner reports. If run through job submission, editing of data with system table ties is done. If run interactively, no system table editing done.

## Campus Codes

The process looks at the student's individual registered courses when considering the parameters for Foreign Campus Code and Off-Campus Code. Schools won't necessarily build courses that are offered at a foreign campus, but the student might be assigned to a foreign campus.

Each user is allowed to decide for themselves which (if any) of their campus(es) meet the criteria, and enter them through this parameter. If all the courses in which a student is registered match the parameter supplied data, then an appropriate switch is set. This works the same way for the off-campus codes.

## Student Centric Periods

SHRIPDS processes information based on terms that are part of student centric periods. SHRIPDS is run by term using the Process Term parameter.

When the Process by Student Period parameter is also used, the process checks the rules on SOASCPT to determine which student centric period includes the value entered in the Process Term parameter as the last term. All term codes that are part of the student centric period are considered, as is the order in which the terms fall within the student centric period.

After the student centric period and the associated terms have been identified, each student record that shows enrollment in any term in the student centric period is read for reporting.

- If the student is registered in all terms of the student centric period, the following occurs:
  - Enrollment hours are summed from all terms in the student centric period in which the student is enrolled, using the existing rules in base SHRIPDS processing.
  - Student centric period rules for time status are used and combine the enrollment hours for all the terms in the student centric period.
  - The general student record is used for the lowest term in the student centric period in which the student has registration. The process reports the student's class, type, level, and category.
  - Registration records for all terms in the student centric period are used to determine remedial courses, foreign campus courses, off-campus courses, audit grade mode courses, and audit registration status courses.
  - Academic standing status rules are used. If the student is new, the system assumes a standing of 00. For continuing students, the system pulls the standing from the previous term's academic standing in the End of Term Academic Standing field in the Term Header block on SHAINST. (If there is no standing, the system assumes 00.) If an override standing has been entered for the term on SGASTDN, the system will use the override standing.

- If the student is not registered in all terms of the student centric period, the student's registration records are reported for terms included in the student centric period using these rules:
  - The general student record is used for the lowest term in the student centric period in which the student has a registration record. This determines time status, student class, type, level, and category.
  - Student registration records are used for all terms of the student centric period. This determines remedial courses, foreign campus courses, off-campus courses, audit grade mode courses, and audit registration status courses. See the following example.  
A student is registered in a term that falls within a student centric period.
  - Student centric period 2009A is composed of terms 200910 and 200920.
  - The student is not included in the student centric period, but is registered in two terms (200910 and 200930), and term 200910 is included in student centric period 2009A.
  - Registration is reported for term 200910, because term 200910 is included in student centric period 2009A.
  - Registration in term 200930 is not reported, because term 200930 is not included in student centric period 2009A.

## Distance Education Codes

When either the Campus Code, Schedule Type, or Instructional Method or all of those parameters are used, distance education is processed for reporting.

SHRIPDS looks at the enrolled students by level for existing courses in the SFRSTCR and SSBSECT tables where the courses contain one of the report parameter values for schedule type, instructional method, or campus. If all the student's courses for the term being processed contain one of those codes (campus, schedule type, instructional method), the student is flagged as being exclusively enrolled in distance education. If some, but not all, of the courses for the student contain the codes selected, the student is flagged as being enrolled in some distance education.

Also, when at least one of the parameters is used (Campus Code, Schedule Type, or Instructional Method, or all of them), the Address Type, State or Province, and Nation Code parameters are required. The process looks for the settings of the Address Type, State or Province, or Nation Code parameters that indicate whether a student is an in-state resident or a United States resident, and then flags the student in the table accordingly to report the residency of students enrolled in distance education.

If the Campus Code, Schedule Type, or Instructional Method or all of those parameters are not used, the Address Type, State or Province, and Nation Code parameters are skipped, and an error is recorded in the log file for the report.

```
TO PROCESS DISTANCE EDUCATION, ADDRESS TYPE, STATE AND NATION ARE  
REQUIRED
```

```
lp: Error - no default destination available
```

Here is a processing example with the following settings:

- Campus Code parameter set to D, Distance
- Schedule Type parameter set to W, Web

- Instructional Method parameter set to ONL, Online

Courses in the SFRSCTR table are used to determine whether they are counted or not counted as distance education by SHRIPDS. These are OR conditions. If more than one parameter is used for defining the distance education courses, there are multiple ways a course can be considered as a distance education course.

Course	Number	Description	Campus	Schedule Type	Instructional Method	Count as Distance Education
ARTH	200	Art History	D	L	Null	Yes
MATH	200	Math I	M	L	ONL	Yes
ECON	200	Micro Economics	M	W	Null	Yes
PSYC	200	Psychology I	D	W	ONL	Yes
HIST	200	History	M	L	Null	No

When enrolled students are found through SHRIPDS, the process then determines if the students are enrolled exclusively in distance education, enrolled in some distance education courses, or not enrolled in any distance education courses. The Web upload file created using SHRIETH displays these conditions as ENROLL\_EXCLUSIVE, ENROLL\_SOME, or NOTENROLL. The course must have an STVRSTS code that is set to count in enrollment for the PIDM and term. The CRN must have a value from SSBSECT defined in the Campus Code, Schedule Type, or Instructional Method parameters qualifies as a distance education course.

Counts are defined by level for undergraduate degree seeking students, undergraduate non-degree seeking students, and graduate students. Information for enrollment for distance education courses appears in Part G of the Web upload file for SHRIETH.

## Student Location

When a student has been defined as having exclusive enrollment in distance education courses, processing then determines the student's location based on an address hierarchy and address date.

Students can be in-state, out-of-state but within the U.S., have an unknown state within the U.S., or be outside of the U.S. The Web upload file displays these conditions as INUS, INUS\_NOTPPS, INUS\_UNKNOWN\_STATE, or OUTSIDEUS. The Address Selection Date, Address Type, State or Province, and Nation Code parameters are used for this data.

The Address Selection Date parameter allows for reporting for a date within an enrollment period. Therefore the address for the student should be current as of the date specified in the parameter.

The Address Type parameter allows for a hierarchy of address types the process can search for. If a student does not have any of the address types entered, or the student does not have any addresses in the SPRADDR table, the record is populated into the location unknown row on the IPEDS form/Website so the enrollment counts for distance education will still be accurate. When

the state for the student is unknown but the nation code is known, the student is reported as state unknown, located in the United States.

When a student has an address type but the nation code is Null, the address is assumed to be in the United States. When the nation for the address type is equal to the value in the Nation Code parameter, the address is considered to be in the United States. When the nation for the address type is not equal to the value in the Nation Code parameter, the address is considered to not be in the United States.

A student can have an address record with a state/province value, and still be in a non-United States location such as Canada. Therefore, when the nation code is populated in student address data, it is best to define the nation code or codes that would be considered to be in the United States, and so avoid errors in processing this information for the report.

Parameter Name	Required?	Description	Values
Purge IPEDS File Option	No	Enter <b>Y</b> to purge an existing IPEDS table. If you enter <b>N</b> , and a table already exists, the process will be terminated.	Y - Purge table N - Do not purge table
Process Term	Yes	Enter the code representing the term for which the report is to be run.	Term Code Validation Form (STVTERM)
Full-Time Undergraduate Hours	Yes	Enter the minimum number of credits required to be considered a full-time undergraduate student.	
Full-Time Graduate Hours	Yes	Enter the minimum number of credit hours required to be considered a full-time graduate student.	
No Longer Used (Full-Time Professional Hours)	Inactive, do not use	Values entered in this parameter will not be processed.	
Freshman Credit Hour Limit	Yes	Enter the undergraduate credit hour limit for a student to be considered a freshman. Students must have a number of cumulative credit hours in academic history that is less than the maximum freshman credit hour	

Parameter Name	Required?	Description	Values
		<p>limit entered in this parameter, to be considered a freshman.</p> <p>If a value is entered in the Freshman Class Codes parameter, the calculated class, rather than hours, is used to determine placement in IPEDS reports.</p>	
<p>Second Year Credit Hour Limit</p>	<p>Yes</p>	<p>Enter the undergraduate credit hour limit for a student to be considered a second year student. Students must have a number of cumulative credit hours in academic history that is less than the maximum second year credit hour limit entered in this parameter.</p> <p>They must also have a number of credits that is greater than or equal to the maximum freshman credit hour limit entered in the previous parameter, to be considered a second year student.</p> <p>If a value is entered in the Second Year Codes parameter, the calculated class, rather than hours, is used to determine placement in IPEDS reports.</p>	



Parameter Name	Required?	Description	Values
Third Year Credit Hour Limit	Yes	<p>Enter the undergraduate credit hour limit for a student to be considered a third year student. Students must have a number of cumulative credit hours in academic history that is less than the maximum third year credit hour limit entered in this parameter.</p> <p>They must also have a number of credits that is greater than or equal to the maximum second year credit hour limit entered in the previous parameter, to be considered a third year student. Students with cumulative credit hours greater than the maximum third year limit are counted as fourth year students.</p> <p>If a value is entered in the Third or Fourth Year Class Codes parameters, the calculated class, rather than hours, is used to determine placement in IPEDS reports.</p>	
1st Time Freshman Student Type	Yes	Enter the student type codes representing first-time freshman students. Multiple values may be entered.	Student Type Code Validation Form (STVSTYP)

Parameter Name	Required?	Description	Values
Unclassified Student Type	Yes	Enter the student type codes representing unclassified students. Multiple values may be entered.	Student Type Code Validation Form (STVSTYP)
1st Time Transfer Student Type	Yes	Enter the student type codes representing first-time transfer students. Multiple values may be entered.	Student Type Code Validation Form (STVSTYP)
1st Time Graduate Student Type	Yes	Enter the student type codes representing first-time graduate students. Multiple values may be entered.	Student Type Code Validation Form (STVSTYP)
No Longer Used (1st Time Professional Student Type)	Inactive, do not use	Values entered in this parameter will not be processed.	
Undergraduate Level Code	Yes	Enter the level code representing undergraduate students. Multiple values may be entered.	Level Code Validation Form (STVLEVEL)
Graduate Level Code	Yes	Enter the level code representing graduate level students. Multiple values may be entered.	Level Code Validation Form (STVLEVEL)
No Longer Used (Professional Level Code)	Inactive, do not use	Values entered in this parameter will not be processed.	
Undergraduate Category	Yes	Enter the degree award category code representing undergraduate degrees. Multiple values may be entered.	Degree Award Category Code Validation Form (STVACAT)
Graduate Category	Yes	Enter the degree award category code representing graduate level degrees. Multiple values may be entered.	Degree Award Category Code Validation Form (STVACAT)

Parameter Name	Required?	Description	Values
No Longer Used (1st Professional Category)	Inactive, do not use	Values entered in this parameter will not be processed.	
Birth Date	No	Enter a date which will be used to determine the age of a person relative to the date the report is being processed. The system date is the default.	
Remedial Course Attributes	No	Enter the valid course attribute code that indicate which course sections are remedial. Multiple values may be entered.	Attribute Validation Form (STVATTR)
Foreign Campus Code	No	Enter a valid campus code to select students who are taking courses on foreign campuses. Multiple values may be entered. Students taking all of their courses at a foreign campus are excluded.	Campus Code Validation Form (STVCAMP)
Off Campus Code	No	Enter a campus code to select students who are enrolled exclusively in off-campus or extension centers. Multiple values may be entered.	Campus Code Validation Form (STVCAMP)
Audit Grade Mode	No	Enter the grading mode which identifies an audit-only registration. Multiple values may be entered.	Grading Mode Code Validation Form (STVGMOD)
Audit Registration Status	No	Enter the course registration status code which applies to the course being	Course Registration Status Code Validation Form (STVRSTS)

Parameter Name	Required?	Description	Values
		taken. Multiple values may be entered.  Students taking all audit courses are excluded from the four reports.	
Freshman Class Code	No	Enter a class code which represents first year class standing. Multiple values may be entered. If entered, class standing, rather than the freshman year credit hour limit, will be used to determine first year students.	Class Code Validation Form (STVCLAS)
Second Year Class Code	No	Enter a class code which represents second year class standing. Multiple values may be entered. If entered, class standing, rather than the second year credit hour limit, will be used to determine second year students.	Class Code Validation Form (STVCLAS)
Third Year Class Code	No	Enter a class code which represents third year class standing. Multiple values may be entered. If entered, class standing, rather than the third year credit hour limit, will be used to determine third year students.	Class Code Validation Form (STVCLAS)
Fourth Year Class Code	No	Enter a class code which represents fourth year class standing. Multiple values may be entered. If entered, class standing, rather than the fourth year credit hour limit, will be	Class Code Validation Form (STVCLAS)

Parameter Name	Required?	Description	Values
		used to determine fourth year students.	
Process by Student Period	No	Enter <b>Y</b> to process by a student centric period or <b>N</b> to not process by a student centric period. The default is <b>N</b> .	Y - Use student centric period  N - Do not use student centric period
Campus Code	No	Enter the campus code for distance education reporting.	Campus Code Validation Form (STVCAMP)
Schedule Type	No	Enter the schedule type code for distance education reporting.	Schedule Type Code Validation Form (STVSCHD)
Instructional Method	No	Enter the instructional method code for distance education reporting.	Instructional Method Validation Form (GTVINSM)
Address Selection Date	No	Enter the address selection date for reporting. This date should be for the enrollment term being reported.	
Address Type	No	Enter the address priority and address type, such as <b>1MA</b> to establish an address hierarchy for reporting.  When the Campus Code, Schedule Type, or Instructional Method parameters are used, this parameter is required.	Address Type Code Validation Form (STVATYP)
State or Province	No	Enter the state or province code for an in-state student.  When the Campus Code, Schedule Type, or Instructional Method parameters are used, this parameter is required.	State/Province Code Validation Form (STVSTAT)

Parameter Name	Required?	Description	Values
Nation Code	No	Enter the nation code for the United States.  When the Campus Code, Schedule Type, or Instructional Method parameters are used, this parameter is required.	Nation Code Validation Form (STVNATN)

## IPEDS Summary by Age Report (SHRIAGE)

This report generates student counts by age, gender, and full-time/part-time status according to CIP Code. It also creates Part B of the EF Survey Section.

The output provides a breakdown of registered students by CIP Code within the Department of Education age categories. The CIP Code associated with the student is derived from the student's major code (STVMAJR) from SORLCUR and SORLFOS. The information on this report coincides with the data on the Enrollment Summary by Racial/Ethnic Status (SHRIETH). The information is broken down as follows:

Undergraduate Degree Seeking	Rows	01-06	of SHRIETH for full-time students
All Other Credit Undergraduates	Row	07	of SHRIETH for full-time students
Graduate Students	Rows	11-13	of SHRIETH for full-time students

Note: The IPEDS File Generation Process Report (SHRIPDS) must be run before this report, as it produces the IPEDS Extract File used in this report.

## Web upload for SHRIAGE

Use the Report Format parameter to create hardcopy output only, a comma-delimited file only, or both formats during the same run. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file. The Report Format parameter is required.

- Enter 1 to produce hardcopy output.
- Enter 2 to produce output in a Web upload file format.
- Enter 3 to produce both formats.

3 is the default.

Note: When running this report from job submission, the Web upload file name will be in the format `shriage_wu_#####.txt`, where ##### is the run sequence number.

Before uploading this file to the website, you must convert it to a text (.txt file).

Parameter Name	Required?	Description	Values
Term Code	Yes	Enter the code representing the term for which the report is to be run.	Term Code Validation Form (STVTERM)
CIP Codes	Yes	Enter the CIP codes for which you want to run the report; enter % for all CIP codes. Multiple values may be entered.	CIPC Code Validation Form (STVCIPC)
Grand Total Only	No	Enter Y to print just the grand total pages.  Enter N to print all the detail pages.	Y - Print total pages N - Print detail pages
Report Format	Yes	Enter 1 to produce hardcopy output.  Enter 2 to produce output in a Web upload file format.  Enter 3 to produce both formats.  3 is the default.	1 - Hardcopy output 2 - Web upload file 3 - Both

## IPEDS Race/Ethnic Status Report (SHRIETH)

This report generates the racial/ethnic breakdown of the selected students and may be used to complete Part A of the Enrollment Summary Report.

Statistical information is generated on the race/ethnic background of students by CIP code. The text file reports statistics only on the CIP codes specified and provides data for Part A of the EF Survey Section and Part D, for the total number of students enrolled.

Undergraduate students are classified by student type, degree category, and level. For example, if a first time undergraduate freshman has a degree category of Masters of Business, then that

freshman will be counted in the Undergraduates Enrolled for Credit, because the freshman's degree category does not meet the parameter specified undergraduate degree categories.

For the Ethnic Status Report, students must be registered in the requested term. Subject areas for the students are determined by the CIPC code on the CIPC Code Validation Form (STVCIPC) for each student's major, which is in the student's learner curriculum record. These major codes are defined on the Major, Minor, Concentration Code Validation Form (STVMAJR).

The ethnic category for a student is determined by the New Ethnicity Code value maintained on the General Person Form (SPAPERS). The `SPBPERS_ETHN_CDE` value is used to track ethnicity for hispanic, non-hispanic, or non-resident alien ethnicities. Race categories are defined on the Race Rules Form (GORRACE) using the Regulatory Race (Code) value that is associated with the Institution Race (Code) value. The `GORRACE_RRAC_CODE` value is used to report race categories.

If a student is a non-resident alien, then only the alien status is counted, and race is disregarded. The non-resident alien status is determined by the current visa type established on the International Information Form (GOAINTL), where the current visa type code on the Visa Type Code Validation Form (STVVYP) has the Non-Resident (Indicator) checked (set to Y), and where the visa Start Date and End Date values from GOAINTL are current as of the creation of the IPEDS data.

The Degree Award Category Code Validation Table (STVACAT) is used to classify degree codes (i.e., B.A. = Bachelor of Arts) into award categories. Required codes for the STVACAT Table are included in the table definitions and should be used.

Students are categorized by the user-specified parameter selections.

**For example:**

- Full-time versus part-time hours for undergraduates and graduates is a parameter selection.
- Undergraduate and graduate degree categories are user selected. Unlimited categories are available. Graduate categories should include those categories formerly used for First-Professional, in addition to all Doctoral categories.
- First-Time students are determined by user-selected student types for undergraduates and graduates. Unlimited student types are available.
- Level codes for undergraduates and graduates are user specific. Unlimited level codes are available.
- The credit hour range for a first year student is user-defined.
- You may specify the student types used for unclassified students.

The Degree Code Validation Form (STVDEGC) uses the Degree Award Category Code Validation Form (STVACAT) to identify the category that the degree code belongs to, such as Bachelor's, Master's, Doctoral.

## Student Type Classification

Students are classified by type as follows by the Student Type Validation Form (STVSTYP).



- First-Time Freshmen are students classified as freshman when their category matches the user-entered category, and their level matches a freshman, user-entered, undergraduate level.
- Other First Year students are classified as transfer-in, degree or certificate-seeking undergraduates.
- Sophomores are classified as students who have more than the maximum number of freshman hours and less than the maximum number of hours designated for a sophomore through the parameter selection of second year credit hours.
- Students whose earned credit hours are greater than or equal to the user-specified freshman credit hours and less than the user-specified sophomore credit hours are counted as sophomores.
- Juniors are classified as students who have more than the maximum number of sophomore hours and less than the maximum number of hours designated for a junior through the parameter selection of third year credit hours.
- Seniors are classified as students who have more than the maximum number of hours designated for a third year student.
- Unclassified students are students that have a student type equal to the parameter selected as unclassified student type.

Transfer hours are used in the calculation of student classification. For example, if a student has 60 transfer credits and 20 institutional credits, then 80 credits will be used to determine their class standing.

Those students who have dropped or withdrawn from all of their classes will not be included in the file. The process examines the Count in Enrollment box on the Course Registration Status Code Validation Form (STVRSTS). If all of the course statuses are flagged as `Do not count in enrollment` (Count in Enrollment is not selected), then the student is not included in the file.

The totals for full-time degree/certificate-seeking undergraduate students and part-time degree/certificate-seeking undergraduates are reflected in the counts.

Part D is used to generate a new record for the number of students enrolled. Only one record is required.

Part G is used to report the number of students enrolled in distance education courses.

Note: The IPEDS File Generation Process (SHRIPDS) must be run before this report, as it produces the IPEDS Extract File used in this report.

## Web upload for SHRIETH

The report produces a control page with the parameter values and the number of records processed, and a comma-delimited file for the Web upload. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file.

Note: When running this report from job submission, the Web upload file name will be in the format `shrieth_wu_#####.txt`, where `#####` is the run sequence number.

Before uploading this file to the website, you must convert it to a text (.txt file).

Parameter Name	Required?	Description	Values
Term Code	Yes	Enter the code representing the term for which the report is to be run.	Term Code Validation Form (STVTERM)
CIP Codes	Yes	Enter the CIP codes for which you want to run the report; enter % for all CIP codes. Multiple values may be entered.	CIPC Code Validation Form (STVCIPC)
No Longer Used (Grand Total Only)	Inactive, do not use	Values entered in this parameter will not be processed.	
No Longer Used (Report Format)	Inactive, do not use	Values entered in this parameter will not be processed.	

## Graduation Rate Survey Report (SHRIGRS)

This IPEDS report collects data on the numbers of undergraduate students entering an institution as full-time, first-time, degree/certificate seeking students.

The GRS requires institutions to collect and generate data on a particular cohort code. The GRS applies only to those institutions that are eligible for Federal student financial assistance and enroll full-time, first-time, degree/certificate seeking undergraduate students. Reporting is by race/ethnicity and gender, length of time to completion, number still persisting, and number transferred to other institutions. The report requires an institution to take a snapshot of these students for a particular year (cohort) and then again after 150% of normal time has elapsed.

Beginning with the Spring 2008 submissions, the NCES has eliminated Sections V and VI that collected data on students who received athletically related student aid. (The related parameters are no longer used and should not be populated.) Institutions are no longer required to report this data to IPEDS, but are still required to disclose this data, as specified in the Student Assistance General Provision Regulations (34 CFR 668) which implemented the Student Right-to-Know Act. An item has been added for the URL which can be used to report this disclosure.

The GRS is published in four versions:

Version	Institution
GRS1	4-year institutions
GRS2	2-year public institutions
GRS2A	2-year private institutions

Version	Institution
GRS3	less than 2-year institutions

Refer to the IPEDS Report Procedures section of the "Academic History" chapter in the Banner Student User Guide for detailed setup instructions for this report. You need to set up cohort codes, cohort reason codes, and withdrawal reason codes and associate students with a cohort code for an effective term. You also need to track students who have withdrawn from the institution due to transfer or study-related job and students who are in good academic standing.

Note: This IPEDS report is standalone. You do not need to run the IPEDS File Generation Process (SHRIPDS) before running SHRIGRS.

## Student Centric Periods

The following parameters can be used with student centric periods.

- Start Term parameter - Enter the minimum start term of the student centric period to be processed.
- End Term parameter - Enter the maximum end term of the student centric period to be processed.
- Enrollment Terms parameter - The maximum enrollment term is used to select students to be reported for the student centric period. Students enrolled in any terms up to the maximum enrollment term will be reported.

## Web upload for SHRIGRS

The report produces a control page with the parameter values and the number of records processed, and a comma-delimited file for the Web upload. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file.

Note: When running this report from job submission, the Web upload file name will be in the format `shrigrs_wu_#####.txt`, where ##### is the run sequence number.

Note: Before uploading this file to the website, you must convert it to a text (.txt file).

Parameter Name	Required?	Description	Values
GRS Version Number - 1, 2, 2A, or 3	Yes	Enter the version number representing the type of institution for which the graduation rate survey is to be run. Enter 1 for four year, 2 for two year public, 2A for two year private, or 3 for less than two years.	1 - 4 year 2 - 2 year public 2A - 2 year private 3 - less than 2 years

Parameter Name	Required?	Description	Values
Cohort Type - F or Y	Yes	<p>Enter the cohort type for the cohort you want to include in the report. Enter <b>F</b> for a Fall Cohort or <b>Y</b> for a Full Year Cohort.</p> <ul style="list-style-type: none"> <li>• Use the Fall Cohort if your institution is standard term-based.</li> <li>• Use the Full Year Cohort if your institution is not predominantly term-based.</li> </ul>	<p>F - Fall Cohort Y - Full Year Cohort</p>
Start Term	Yes	<p>Enter the starting term for the cohort you want to include in the report.</p> <p>For student centric periods, enter the minimum start term of the student centric period to be processed.</p>	Term Code Validation Form (STVTERM)
End Term	Yes	<p>Enter the ending term to be used for the Cohort Type chosen in the Cohort Type parameter.</p> <ul style="list-style-type: none"> <li>• For the Full Year Cohort, use the end term for the first full year of the Full Year Cohort.</li> <li>• For the Fall Cohort, use the term that is the same as the Start Term.</li> <li>• For student centric periods, enter the maximum end term of the student</li> </ul>	Term Code Validation Form (STVTERM)

Parameter Name	Required?	Description	Values
		centric period to be processed.	
Enrollment Terms	Yes	<p>Enter the term in which the student must be enrolled to be counted as a persister. Multiple terms can be entered.</p> <p>The maximum enrollment term is used to select students to be reported for the student centric period. Students enrolled in any terms up to the maximum enrollment term will be reported.</p>	Term Code Validation Form (STVTERM)
Full-time Cohort Code	Yes	<p>Enter the cohort code for full-time students that will be processed for those specified with a matching start term for Fall cohorts. Multiple codes can be entered.</p> <p>For the Full Year cohort, cohorts with a start term that is between the Start and End terms for the first full year will be processed.</p> <p>A wildcard (%) will process all cohort codes with a matching start term for the Fall cohort and a start term that is between the Start and End terms for the first full year, and includes cohorts with a Print Indicator which is</p>	Cohort Code Validation Form (STVCHRT)

Parameter Name	Required?	Description	Values
		checked (set to Y) on STVCHRT.	
Excl Code -- Disabled/ Deceased	Yes	Enter the code used to indicate cohort exclusion for death or disability in IPEDS reporting. Multiple codes may be entered.	Cohort Reason Code Validation Form (STVCREA)
Exclusion Code -- Armed Forces	Yes	Enter the code used to indicate cohort exclusion for armed forces service in IPEDS reporting. Multiple codes may be entered.	Cohort Reason Code Validation Form (STVCREA)
Excl Code -- Foreign Service	Yes	Enter the code used to indicate cohort exclusion for foreign aid services in IPEDS reporting. Multiple codes may be entered.	Cohort Reason Code Validation Form (STVCREA)
Excl Code -- Church Mission	Yes	Enter the code used to indicate cohort exclusion for church missions service in IPEDS reporting. Multiple codes may be entered.	Cohort Reason Code Validation Form (STVCREA)
Part-time Cohort Code	No	Enter the cohort codes for part-time students for Section IV. Multiple codes may be entered. This parameter is only used to GRS2 schools.	Cohort Code Validation Form (STVCHRT)
Offer Athletic Aid? (Y or N)	Inactive, do not use	Values entered in this parameter will not be processed.	
Sport Code -- FOOTBALL	Inactive, do not use	Values entered in this parameter will not be processed.	
Sport Code -- BASKETBALL	Inactive, do not use	Values entered in this parameter will not be processed.	

Parameter Name	Required?	Description	Values
Sport Code -- BASEBALL	Inactive, do not use	Values entered in this parameter will not be processed.	
Sport Code -- XCOUNTRY/TRACK	Inactive, do not use	Values entered in this parameter will not be processed.	
Fall Term for Sport Sec. V	Inactive, do not use	Values entered in this parameter will not be processed.	
End Term for Sport Sec. V	Inactive, do not use	Values entered in this parameter will not be processed.	
Undergraduate Level for Sec. V	Inactive, do not use	Values entered in this parameter will not be processed.	
Full-time Hours for Sports	Inactive, do not use	Values entered in this parameter will not be processed.	
Transfer Out Code - <2 yr Inst	No	Enter the reason code the student is transferring out to a school of less than two years. Multiple codes may be entered.	Withdrawal Reason Code Validation Form (STVWRSN)
Transfer Out Code - 2 yr Inst	No	Enter the reason code the student is transferring out to a two year school. Multiple codes may be entered.	Withdrawal Reason Code Validation Form (STVWRSN)
Transfer Out Code - 4 yr Inst	No	Enter the reason code the student is transferring out to a four year school. Multiple codes may be entered.	Withdrawal Reason Code Validation Form (STVWRSN)
Left for job in their field	No	Enter the reason code the student is transferring out to a job in their field. Multiple codes may be entered.	Withdrawal Reason Code Validation Form (STVWRSN)
Code - Good Academic Standing	No	Enter the code used to indicate a good academic standing. Multiple codes may be	Academic Standing Code Validation Form (STVASTD)

Parameter Name	Required?	Description	Values
		entered. This parameter is only used for GRS2 and GRS2A schools.	
No Longer Used (Print Details?)	Inactive, do not use	Values entered in this parameter will not be processed.	
No Longer Used (Report Format)	Inactive, do not use	Values entered in this parameter will not be processed.	

## Outcome Measures Report (SHRIOMS)

This IPEDS report collects data for award completion and enrollment status from degree granting institutions.

Data is required for four undergraduate cohorts and eight undergraduate sub-cohorts at three points in time: four years, six years, and eight years after the students entered the reporting institution.

The first submission of this report will be for the entering cohort year of 2009-2010. The four year status date for the 2009-2010 cohort year is August 31, 2013. The six year status date for the 2009- 2010 cohort year is August 31, 2015. The eight year status date for the 2009-2010 cohort year is August 31, 2017. Beginning with the 2017-2018 reporting year, the NCES requires all institutions to report on a full year cohort only. Additionally, institutions must report the number of students who received a Pell Grant award during the covered period of July 1, 2009 through June 30, 2010. Students who receive a Pell Grant during the covered period will be included in the Pell Grant Recipients sub-cohort within their respective Cohort. Students who do not receive a Pell Grant during the covered period will be included in the Non-Pell Grant Recipients sub-cohort within their respective Cohort. Each student will be counted only once.

The four cohorts and their respective sub-cohorts of degree/certificate seeking undergraduates are:

- First-Time, full-time entering (FTFT)
  - Pell Grant Recipients
  - Non-Pell Grant Recipients
- First-time, part-time entering (FTPT)
  - Pell Grant Recipients
  - Non-Pell Grant Recipients
- Non-first-time, full-time entering (NFTFT)
  - Pell Grant Recipients
  - Non-Pell Grant Recipients
- Non-first-time, part-time entering (NFTPT)
  - Pell Grant Recipients
  - Non-Pell Grant Recipients



You can enter multiple cohorts. SHRIOMS will use the start date for the cohort, as listed on STVCHRT, for the Start Term, unless you have entered a term in the Summer Term parameter. If you have entered a Summer Term, SHRIOMS will use the start date of the Summer Term as the starting point to collect the pell/cohort information. It will use the last day of the End Term entered in the End Term parameter as the end point for collecting the pell/cohort data.

The summer term parameter is available for reporting schools where summer begins an academic year. Students who begin in the summer, and are assigned a cohort code will be included in respective cohort and sub-cohort counts when this parameter is populated.

You can also create a detail output file that contains the Banner ID, Student Name, Cohort Code, Pell Recipient (Y/N), Exclusion Code, Transfer Out Code, Student Status, Highest Degree Earned at 4 Years, Award Date at 4 Years, Highest Degree Earned at 6 Years, Award Date at 6 years, Highest Degree Earned at 8 Years, and the Award Date at 8 Years.

Refer to the IPEDS Report Procedures section of the "Academic History" chapter in the Banner Student User Guide for detailed setup instructions for this report. You must set up cohort codes, cohort reason codes, and withdrawal reason codes, and associate students with a cohort code for an effective term. The cohort codes determine which students are included for reporting.

Note: This IPEDS report is standalone. You do NOT need to run the IPEDS File Generation Process (SHRIPDS) before running SHRIOMS.

## Student Centric Periods

The following parameters can be used with student centric periods.

- Start Term parameter - Enter the minimum start term of the student centric period to be processed.
- End Term parameter - Enter the maximum end term of the student centric period to be processed.
- Enrollment Terms parameter - The maximum enrollment term is used to select students to be reported for the student centric period. Students enrolled in any terms up to the maximum enrollment term will be reported.

Note: A student will be reported when that student has a cohort code that matches the parameter values entered, and an SFBETRM enrollment record or SHRTGPA institutional academic history record for terms between the term entered in the Start Term parameter and the term entered in the End Term parameter.

## Web upload for SHRIOMS

The report produces a control page with the parameter values, and a comma-delimited file for the Web upload. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file.

You have the option to produce a file of detailed records for the students contained in the web upload file. This can be used to review the data before uploading the file.

Note: When running this report from job submission, the Web upload file name will be in the format `shrioms_#####.txt`, where ##### is the run sequence number. The detail file name will be in the format `shrioms_#####.csv`, where ##### is the run sequence number.

Parameter Name	Required?	Description	Values
Cohort Type - F or Y	Yes	<p>Enter the cohort type for the cohort you want to include in the report. Enter <code>F</code> for a Fall Cohort or <code>Y</code> for a Full Year Cohort. The default is <code>F</code>.</p> <p>Use the Fall Cohort if your institution is standard term-based. Use the Full Year Cohort if your institution is not predominantly term-based.</p>	<p>F - Fall Cohort</p> <p>Y - Full Year Cohort</p>
Start Term	Yes	<p>Enter the starting term for the cohort you want to include in the report.</p> <p>For student centric periods, enter the minimum start term of the student centric period to be processed.</p>	Term Code Validation Form (STVTERM)
End Term	Yes	<p>Enter the ending term to be used for the cohort type chosen in the Cohort Type parameter.</p> <ul style="list-style-type: none"> <li>For the Full Year Cohort, use the end term for the first full year of the Full Year Cohort.</li> <li>For the Fall Cohort, use the term that is the same as the Start Term.</li> </ul>	Term Code Validation Form (STVTERM)

Parameter Name	Required?	Description	Values
		<ul style="list-style-type: none"> <li>For student centric periods, enter the maximum end term of the student centric period to be processed.</li> </ul>	
Enrollment Terms	Yes	<p>Enter the term in which the student must be enrolled to be counted as still enrolled. Multiple terms can be entered.</p> <p>The maximum enrollment term is used to select students to be reported for the student centric period. Students enrolled in any terms up to the maximum enrollment term will be reported.</p>	Term Code Validation Form (STVTERM)
Full-Time First-Time Cohort	No	<p>Enter the cohort code for full-time, first-time students that will be processed for those specified with a matching start term for Fall cohorts. Multiple codes can be entered.</p> <p>For the Full Year cohort, cohorts with a start term that is between the Start and End terms for the first full year will be processed.</p>	Cohort Code Validation Form (STVCHRT)
Part-Time First-Time Cohort	No	<p>Enter the cohort code for part-time, first-time students that will be processed for those specified with a matching start term for Fall cohorts. Multiple codes can be entered.</p>	Cohort Code Validation Form (STVCHRT)

Parameter Name	Required?	Description	Values
		For the Full Year cohort, cohorts with a start term that is between the Start and End terms for the first full year will be processed.	
Full-Time Non-First-Time Chrt	No	Enter the cohort code for full-time, non-first-time students that will be processed for those specified with a matching start term for Fall cohorts. Multiple codes can be entered.  For the Full Year cohort, cohorts with a start term that is between the Start and End terms for the first full year will be processed.	Cohort Code Validation Form (STVCHRT)
Part-Time Non-First-Time Chrt	No	Enter the cohort code for part-time, non-first-time students that will be processed for those specified with a matching start term for Fall cohorts. Multiple codes can be entered.  For the Full Year cohort, cohorts with a start term that is between the Start and End terms for the first full year will be processed.	Cohort Code Validation Form (STVCHRT)
Excl Code -- Disabled/ Deceased	Yes	Enter the code used to indicate cohort exclusion for death or disability. Multiple codes may be entered.	Cohort Reason Code Validation Form (STVCREA)

Parameter Name	Required?	Description	Values
Excl Code -- Armed Forces	Yes	Enter the code used to indicate cohort exclusion for armed forces service. Multiple codes may be entered.	Cohort Reason Code Validation Form (STVCREA)
Excl Code -- Foreign Service	Yes	Enter the code used to indicate cohort exclusion for foreign aid services. Multiple codes may be entered.	Cohort Reason Code Validation Form (STVCREA)
Excl Code -- Church Mission	Yes	Enter the code used to indicate cohort exclusion for church missions service. Multiple codes may be entered.	Cohort Reason Code Validation Form (STVCREA)
Transfer Out Reason Code	No	Enter the reason code for which the student is transferring out of the school. Multiple codes may be entered.  Per NCES IPEDS requirements for outcome measures, institutions should only use reason codes which indicate that a student has transferred to a separate institution, and that institution has confirmed the student's subsequent enrollment.	Withdrawal Reason Code Validation Form (STVWRSN)
Four Year Status Date	Yes	Enter the four year status date for reporting.	
Six Year Status Date	Yes	Enter the six year status date for reporting.	
Eight Year Status Date	Yes	Enter the eight year status date for reporting.	
Create Detail File	Yes	Enter Y to create a detail file or N to	Y - Detail file

Parameter Name	Required?	Description	Values
		suppress the detail file. The default is N.  The detail file includes the ID, Student Name, Cohort code, Pell Recipient (Y/N), Exclusion code, Transfer Out code, Student Status, Highest Degree Earned at 4 Years, Award Date at 4 years, Highest Degree Earned at 6 years, Award Date at 6 years, Highest Degree Earned at 8 Years, and the Award Date at 8 Years.	N - No detail file
Pell Grant Code	Yes	The Pell Grant detail code(s) used to award students a Pell Grant. Multiple codes can be entered.	Detail Code Control Form (TSADETC)
Summer Term	No	Input the summer term(s) IF your school treats summer term(s) as the beginning of an academic year. Students with a cohort code that meets the Cohort Code parameter and start in a summer term provided will be included in the report output.	Term Code Validation Form (STVTERM)

## Electronic Data Interchange Reconciliation (SHREDIR)

The Electronic Data Interchange Reconciliation (SHREDIR) reconciles the disposition file returned from EDI.Smart with the transcript requests in the Transcript Request Collector Table (SHTTRAN).

The disposition file will contain a record for each transcript generated by the Electronic Data Interchange Extract (SHREDIY), from the Transcript Request Form (SHARQTC), and sent to EDI.Smart.

Each record contains the request number, status of the transcript request in the EDI.Smart process, and the date the status was applied. The Electronic Data Interchange Reconciliation (SHREDIR) reads the disposition records and attempts to match each one to a request in the Transcript Request Collector Table (SHTTRAN).

To accomplish this matching, SHREDIR will use the request number assigned and stored by SHREDIY, on SHTTRAN and passed to EDI.Smart through the control file, when the transcript was generated. If a match is found, SHREDIR will update the SHTTRAN record with the status and status date. The user can then view the status, status date, and status description on the Transcript Request Form (SHARQTC), for the student. If no match is found, an error will be printed on the report showing the student ID, sequence number, recipient/SBGI ID, request number, status, and status description, along with the error message.

Parameter Name	Required?	Description	Values
Mode	Yes	Enter <b>A</b> for Audit mode, to create a report of reconciliation records or errors or both with no database changes. Enter <b>U</b> for Update mode, to create a report of reconciliation records or errors or both with status code and status date updated to the database.	A - Audit mode U - Update mode
Print Errors Only	No	Enter <b>Y</b> to create a report of only those records that cannot be reconciled. Enter <b>N</b> to create a report of all records in the Disposition file and their status. The default value is <b>N</b> .	Y - Report unreconciled records N - Report all records
Reconciliation File	Yes	Enter the path and file name for the disposition file. For example, /u02/s7s80/jobsub/d.txt.	
Signal File	Yes	Enter the path and file name for the signal file. For example, /u02/	

Parameter Name	Required?	Description	Values
		s7s80/jobsub/ 1.txt.	

## Electronic Data Interchange Institutions (SHREDII)

The Electronic Data Interchange Institutions (SHREDII) updates the Source/Background Institution Code Validation Form (STVSBGI) with institution information.

Obtain a file from the host containing the FICE code, institution name, and EDI capable flag. SHREDII will read this file and attempt to match the FICE code to the source/background institution code if the institution FICE code is `Null`. If a match is found, SHREDII will update the EDI capable flag and activity date. If no match is found, and the user requested `Y` for input parameter Add New Institutions, SHREDII will add the institution using the FICE code as the source/background institution code, institution name, EDI capable flag, activity date, and `C` (College) as the source/background institution type. If no match is found and the user requested `N` for input parameter Add New Institutions, SHREDII will print the institution information and a `Not Found` message on the report.

Parameter Name	Required?	Description	Values
Mode	Yes	Enter <code>A</code> for Audit mode to create a report of EDI capable institution records and errors with no database changes. Enter <code>U</code> for Update mode to create a report of EDI capable institution records and errors and update information to the database.	A - Audit mode U - Update mode
Add New Institutions	No	Enter <code>Y</code> to add institutions that do not currently exist in Source/Background Institution Code Validation Form (STVSBGI) using the FICE code as the Source/Background Institution Code. Enter <code>N</code> to ignore institutions that do not exist in STVSBGI and print a message. The default value is <code>N</code> .	Y - Add institutions not on STVSBGI N - Ignore institutions not on STVSBGI



Parameter Name	Required?	Description	Values
Print Only Not Found	No	Enter Y to create a report of only those institutions that were not found in Source/ Background Institution Code Validation Form (STVSBGI). Enter N to create a report of all institutions found in the EDI Capable Institution file. The default value is N.	Y - Report institutions not on STVSBGI N - Report institutions in EDI file

## Electronic Transcript Upload Purge Process (SHRETRP)

This process is used to purge electronic transcript data in EDI or PESC/XML format. This would be done after electronic transcripts have been processed to their final step (usually transfer articulation) in the Banner Student System. Also, storage of a large number of records may negatively impact online processing.

EDI.Smart users should keep in mind that EDI.Smart includes archiving capability, so that if any future questions might arise about a previously received, articulated, and purged transcript, the original data would still be available through EDI.Smart. XML transcript data is purged from the appropriate tables (SHREPTD/SHRIPTD) based on the SHBHEAD\_DCMT\_SEQNO value for the XML import and export log tables.

Note: An electronic transcript will not be for purged unless a routing status code exists for the transcript that has the Archive Status Indicator set to Y on the Electronic Document Status Code Validation Form (STVDSTS).

<b>The report control information will optionally include two sections as follows</b>
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Section One	Transcripts to be purged, or actually purged, depending on Run Mode, and if Suppress Report Detail is N.
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Section Two	Transcripts with no Archive status, but are older than or equal to the Transcript Received Purge Date, if Print Transcripts Not Eligible for Purge is Y.
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Note: If the transcript record has been matched to an existing person in Banner, the ID and name information will be printed as they exist in Banner (information from the SPRIDEN record). It is possible that a transcript that has not been matched to a existing person in Banner may be updated with an archive routing status. In this case, the ID and name information will be printed as they were received in the electronic transcript (SHBHEAD and SHRIDEN).

In addition, the report control information will provide summary totals of the number of transcripts by sending institution code, and an overall total for both transcripts to be purged or actually

purged, and transcripts not eligible to be purged. Totals will be printed even if report detail printing is not selected.

Parameter Name	Required?	Description	Values
Sending Inst Code to Purge	Yes	Enter the code for the sending institution to be purged, or enter % for all. Multiple codes may be entered to purge groups of institutions.	Source/Background Institution Code Validation Form (STVSBGI)
Transcript Recd Purge Date	Yes	Enter the received date for the transcript to be purged. Transcripts marked with a received date on SHAEDIS that is less than or equal to the date entered for the parameter will be purged.	
Report Sorting Order	Yes	<p>Enter <b>N</b> for Name order, to list output alphabetically by last, first, middle initial of student name. This is the default order.</p> <p>Enter <b>S</b> for Sending institution order to list output alphabetically by sending institution code, and student name within each sending institution.</p> <p>Enter <b>I</b> for ID order, to list output in ID order. A page break will occur for each new sending institution when ID order is selected.</p> <p>Output for Name or ID order will be continuous; page breaks occur with line limit feed to the next page of output.</p>	<p>N - Name order</p> <p>S - Sending institution order</p> <p>I - ID order</p>

Parameter Name	Required?	Description	Values
Suppress Report Detail	Yes	Enter <b>Y</b> to have summary statistics only included in the report control output. Enter <b>N</b> to print report detail. <b>N</b> is the default.	Y - Print summary N - Print detail
Print (Transcripts) Not Eligible for Purge	Yes	This controls optional printing of the Transcripts Without Archive Status For Purge Date section of the report output.  Enter <b>N</b> to suppress the printing of this section. This is the default for this parameter.  Enter <b>Y</b> to list transcripts that exist with a Received Date less than or equal to the Transcript Received Purge Date specified, but do not have an Archive routing status.	Y - Print transcripts not eligible for purge N - Don't print transcripts not eligible for purge
Run Mode - Audit or Update	Yes	Enter <b>A</b> to audit or list the transcripts to be purged. This is the default value for this parameter,  Enter <b>U</b> to update the database by performing the purge and listing the transcripts that were purged, depending on the options selected for the two preceding parameters.	A - Audit mode U - Update mode

## Upload of EDI Transcript Process (SHREDIP)

This process is used to load transcript data into interim Oracle tables in Banner, after the FLAT130 file produced by EDI.Smart has been uploaded to the host where Banner resides.

Parameter Name	Required?	Description	Values
Data File	Yes	Enter the data file name with the complete path included.	
Test Flag	Yes	Enter <b>Y</b> to use a test flag or <b>N</b> to not use a test flag.	Y - Use test flag N - Do not use test flag
Upload Student RAP Segments	Yes	Enter <b>Y</b> to upload Student RAP segments or <b>N</b> to not upload Student RAP segments.	Y - Upload Student RAP segments N - Do not upload Student RAP segments
Upload Course RAP Segments	Yes	Enter <b>Y</b> to upload Course RAP segments or <b>N</b> to not upload Course RAP segments.	Y - Upload Course RAP segments N - Do not upload Course RAP segments

Note: There is no output produced by this process.

## Electronic Data Interchange Extract (SHREDIY)

The Electronic Data Interchange Extract (SHREDIY) must be run in to produce Banner transcripts to be sent through EDI.Smart. A transcript must have been requested through the use of the Transcript Request Form (SHARQTC) or the Transcript Population Creation Process (SHRTPOP) to be produced through this process.

SHREDIY reads the requests from the collector file and generates the flat file entries for the transcripts along with control and log file entries. Only transcript requests with a send type of **E**, for EDI, will be processed. Transcripts may be produced for an individual with a pending request, or all requests which have been sent to the collector file. The Academic Transcript (SHRTRTC) must be run to produce Banner paper transcripts for those institutions who are not capable of receiving EDI transcripts. The Transcript Request Form (SHARQTC) will not allow an EDI transcript request to be made for an institution that is not EDI capable.

When each transcript is generated, SHREDIY will update the EDI sent date and assign each transcript request a request number on the Transcript Request Collector Table (SHTTRAN). The request number is a sequential number stored in the Sequence Number Base table (SOBSEQN) and updated by SHREDIY. The request number is sent to EDI.Smart in the control record for the generated transcript.

Parameter Name	Required?	Description	Values
Transcript Population File	No	Enter <b>Y</b> if the population for which the transcript(s) are to be generated has previously been selected through the Transcript Population Creation Process (SHRTPOP). Enter <b>N</b> if the population has not been pre-selected. The default is <b>N</b> .	Y - Population has been pre-selected by SHRTPOP  N - Population has not been pre-selected
ID and [Sequence if Desired]	No	Enter <b>%</b> or a <b>Null</b> value to select all IDs and sequences.	
Transcript Type	No	Enter the type of transcript requested.	Transcript Type Code Validation Form (STVTPRT)
Address Selection Date	No	Enter the date (format DD-MON-YYYY) for which you want to retrieve an active address record of the student for whom the transcript is being generated.	
Address Priority and Type	Yes	Enter the priority number and address type code (format 1MA) for the address selection.	
Campus Selection Indicator	No	Enter <b>Y</b> to select courses to be included on the transcript, which are associated with the campus codes entered. An <b>N</b> will include all course campus codes on the transcript. The default value is <b>N</b> .	Y - Include courses associated with campus codes entered  N - Include all course campus codes

Parameter Name	Required?	Description	Values
Campus Selection	Yes	(Required if Campus Selection Indicator is set to Y) Enter the course campus code representing the campus of the courses which are to be included on the transcript.	Campus Code Validation Form (STVCAMP)
GPA Format	No	Enter R to print rounded GPAs or T to print truncated GPAs. The default value is R.	R - Round GPAs T - Truncate GPA
Process Rqsts Awaiting Grades	Yes	Use this parameter to process requests that learners want held until end of term grades have been rolled to academic history.  Enter Y to process requests waiting for end of term grades or N to process requests that are not waiting for end of term grades. The default value is N.	Y - Process requests - waiting for grades N - Process requests - not waiting for grades
Process Rqsts Awaiting Degrees	Yes	Use this parameter to process requests that learners want held until their degrees have been posted to SHADEGR.  Enter Y to process requests waiting for degrees to be posted or N to process requests that are not waiting for degrees to be posted. The default value is N.	Y - Process requests - waiting for degrees N - Process requests - not waiting for degrees

## Degree Verification Process (SHRDEGV)

This process is used to collect data relating to the degrees a student has completed at an institution and supply the information to the National Student Clearinghouse.

The initial transmission from an institution to the NSC for degree verification requests all degree records. After this first transmission, records are submitted on a term-by-term basis.

SHRDEGV reports up to four majors and four minors with associated CIP codes. The curriculum information is pulled from the concurrent curricula tables in place of the backfill tables.

- The Birth Date field on SPAPERS is used by this report and must have a valid value.
- The SSN/SIN/TIN field on SPAPERS is not required. Degrees may be reported to the Clearinghouse without SSNs. If no SSN value exists, the requested wording `NO SSN` is printed and is padded with spaces (to nine characters) in the field, before being printed on the report.
- The Graduation Date field in the Graduation Information on SHADEGR is used by this report and must have a valid value. The program information is also required.
- The degree information is created when grades are rolled to history from SGASTDN. Make sure the Create or Update Degree with Primary Curriculum field on SOACTRL is set to `Yes`, in addition to the Create or Update Degree with Secondary Curriculum field, if that is applicable.

SHRDEGV uses codes from the Degree Award Category Code Validation Form (STVACAT) to process degree levels. These codes are defined within the process and are not related to the field on STVACAT.

Parameter Name	Required?	Description	Values
Processing Term	Yes	Enter the code for the degree awarded term, or enter % to select all terms. The initial transmission from an institution to the Clearinghouse for degree verification requests all degree records. After the first transmission, records are submitted on a term-by-term basis.  This must match the value in the Graduation Term field in the Graduation Information on SHADEGR for the graduation term.	Term Code Validation Form (STVERM)

Parameter Name	Required?	Description	Values
Degree Status Code	Yes	Enter the code for the status of the awarded degree. This must match the value in the Outcome Status field in the Outcome Information on SHADEGR. Multiple values may be entered in this parameter.	Degree Status Code Validation Form (STVDEGS)
Degree Period	Yes	Enter the description of the period when the degree was awarded (i.e., Spring, 2001). This is a free format description of up to 15 characters.	
Run Mode	Yes	Enter the mode in which you want to run the report. Enter 1 to produce a report of missing data or data that is not valid and the error encountered during processing. Enter 2 to produce a report of students who have been processed. Enter 3 to produce a delimited extract file to be transmitted to the Clearinghouse using EDI.	1 - Missing data / data not valid 2 - Students processed 3 - EDI file
Sort Order	No	Enter the order in which the process should sort the data. Enter 1 for sorting by Last Name. Enter 2 for sorting by Level/Last Name. Enter 3 for sorting by Degree/Last Name. The default sort order is by Last Name.	1 - Last Name 2 - Level/Last Name 3 - Degree/Last Name
Hold Codes to be Excluded	No	Enter the hold codes used to exclude students from being reported to the Clearinghouse. Hold	Hold Type Code Validation Form (STVHLDD)



Parameter Name	Required?	Description	Values
		codes must be active on SOAHOLD for the student for the dates that encompass the term.	
Banner ID	No	Enter Y to include the Banner ID in the output or leave Null to not include the Banner ID.	Y - Include Banner ID Null - Do not include Banner ID

## Progress Evaluation Process (SHRPREV)

This process is used to determine progress evaluation and combined academic standing codes and print a report of the results.

This process can also calculate the progress evaluation code and combined academic standing code of students specific to study paths if the institution uses study paths. It will calculate each student's maximum registration hours allowed based upon their combined academic standing code. The process can be run in Update or Audit mode.

Before running this process, make sure valid codes have been set up on STVPREV and STVCAST, and that valid rules have been set up on SHAACST (for the SHRCAST, SHRPREV, and SHRPRGE blocks) and that the Minimum Percentage Controls value on SHACTRL has been reviewed and set up. The Calculate Academic Standing Report (SHRASTD) should be run at least one time in Update mode for the term code being processed before SHRPREV is run. This is to make certain that student academic standing codes have been assigned. Process GPA by Study Path check box must be selected in the Academic History Control (SHACTRL) page for the study path specific standings to be calculated.

Parameter Name	Required?	Description	Values
Term Code	Yes	Enter the term code for the term to be processed.	Term Code Validation Form (STVTERM)
Determine Progress Evaluation	Yes	Enter Y to determine the progress evaluation, or enter N to exclude this information.	Y - Progress evaluation N - No progress evaluation
Determine Combined Academic Standing	Yes	Enter Y to determine the combined academic standing, or enter N to exclude this information.	Y - Combined academic standing N - No combined academic standing

Parameter Name	Required?	Description	Values
Update/Audit Mode	Yes	Enter <b>A</b> to run the report in Audit mode, or enter <b>U</b> to update the database. The default is <b>A</b> .	A - Audit mode U - Update mode
Calculate Max Reg. Hours	Yes	Enter <b>Y</b> to compare the new combined academic standing code's hours to future existing registrations, or enter <b>N</b> to not check this information.	Y - Compare code hours N - No comparison
Pre-registration Future Terms	No	Enter the term code for the future term to be used in the comparison of future term registration to the new combined academic standing code's registration hours.  This parameter may only be used when the Calculate Max Reg. Hours parameter is set to <b>Y</b> .	Term Code Validation Form (STVTERM)
Maximum Hours Update/Audit	No	Enter <b>U</b> to update future terms to new maximum hours, or enter <b>A</b> to audit this information. The default is <b>A</b> .  This parameter may only be set to <b>U</b> when the Calculate Max Reg. Hours parameter is set to <b>Y</b> .	U - Update maximum hours  A - Audit maximum hours
Student ID	No	Enter a specific student ID or enter <b>%</b> for all.  This parameter should not be used if the following population	

Parameter Name	Required?	Description	Values
selection parameters are used.			
Selection Identifier	No	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
User ID	No	Enter the user ID for the population selection. This is the ID of the user who selected the	

Parameter Name	Required?	Description	Values
		population of people. This may or may not be the same as the Creator ID. All or none of the population selection parameters must be entered.	
Print Detail	Yes	Enter <b>Y</b> to print detail lines, or enter <b>N</b> to only print error messages and total pages. The default is <b>N</b> .	Y - Print detail N - Print error messages

## PESC/XML Transcript Export Process (SHRPESE)

This Java process is used to create electronic transcripts in XML format by producing a `.xml` file that can be read by the receiving institution.

It also produces `.lis` and `.log` file entries. It uses the file transfer protocol information on SOASBGA to send the transcript to an institution. The process reads XML transcript requests from the collector records and extracts those with a transcript type of `P` (`PESC/XML`) from the Electronic field on STVSBGI and a transcript type of `XML` on SHATPRT.

To use this process, a transcript must have been requested through SHARQTC or SHRTPOP (using population selection), or online using self-service. SHRPESE reads the requests from the collector file and generates the XML for the transcripts along with control and log file entries. Only official transcript requests with a send type of `P` will be processed.

Transcripts may be produced for an individual with a pending request or for all requests which have been sent to the collector file. When each transcript is generated, SHRPESE will update the Status and Status Date fields in the Electronic Transcript Status information on SHARQTC. If no errors have occurred, the Run Date value will also be populated.

Name	Required?	Description	Values
Transcript Population File?	Yes	Enter <b>Y</b> if the transcript population was previously selected using SHRTPOP or <b>N</b> if no transcript population file exists. The default is <b>N</b> .	Y - Transcript population exists from SHRTPOP N - Transcript population does not exist
ID and Seq No as XXXXXXXXX000	No	Enter the ID number as the first nine characters (XXXXXXXX) and the sequence number	

Name	Required?	Description	Values
		as the last three characters (000). Enter % or leave the parameter value blank to select all IDs and sequence numbers. The default is %.	
Transcript Type	Yes	Enter the transcript type. Multiple values are allowed. The default is % for all types.	Transcript Type Code Validation Form (STVTPRT)
Address Selection Date	No	Enter the date used to select the appropriate address in format DD-MON-YYYY.	
Address Priority and Type	Yes	Enter the address priority followed by the address type, such as 1MA for a first priority mailing address.	
Campus Selection Identifier	No	Enter Y to select a campus or N to not select a campus. The default is N.	Y - Select campus N - Do not select campus
Campus Selected	No	If you entered Y in the Campus Selection Identifier parameter, enter the campus code for the campus to be processed.	Campus Code Validation Form (STVCAMP)
GPA Format	No	Select the GPA format for the transcript. Enter R for the rounded GPA format or T for the truncated GPA format. The default is R.	R - Rounded GPA T - Truncated GPA
Run in Sleep/Wake Mode	Yes	Enter Y to run the process in sleep/wake mode or N to not use this option. The default is N.	Y - Run in sleep/wake mode N - Do not use sleep/wake
Sleep/Wake Interval	Yes	Enter the time in seconds for the sleep/wake interval. Valid	

Name	Required?	Description	Values
		values are 0 - 99999. The default is 60.	
XML Document Process Code	Yes	Enter <code>TEST</code> to run create output for a test environment or <code>PRODUCTION</code> to create output for a production environment. The default is <code>TEST</code> .	TEST - Test environment  PRODUCTION - Production environment
Self-Reported Test Source	Yes	Enter the value for self-reported test scores. The default is <code>STDN</code> .	Admission Test Score Source Code Validation Form (STVTSRC)
Domestic Address Nation Code	Yes	Enter the nation code for the domestic address. Multiple values are allowed. The default is <code>US</code> .  The nation code description is printed on the report. So while 157 is the nation code, <code>US</code> is the nation code description that is used for the default.	Nation Code Validation Form (STVNATN)
Email Type Hierarchy	Yes	Enter the email type to be used (such as <code>1CAMP</code> for first priority campus email) if no preferred email address exists. Multiple values are allowed.	E-mail Address Type Validation Form (GTVEMAL)

## PESC/XML Transcript Import Process (SHRPESI)

This Java process is used to import XML transcript files into an institution from other institutions. It reads files from a server, loads them to a temporary table, renames the files (`.old`), and then loads the data to Banner using rules set up on `STVDSTS`.

The process checks for duplicate records in Banner. The duplicate records will be noted in the `.lis` file by file name, document ID, Banner document sequence number, and the message:

Document has already been processed. New records will be loaded with the same information as above, but the message will read Transcript Document Imported.

New records can be viewed and routed on SHAEDIS before they are imported. Matched records can be processed and verified using GOAMTCH and then articulated using SHATAEQ. The decision to load transcripts can also be made on SHATAEQ.

Note: Data is imported into existing Banner EDI tables. Additional UDE (User-Defined Extensions) data is imported into new tables based on code written by the institution.

Parameter Name	Required?	Description	Values
Run in Sleep/Wake Mode	Yes	Enter <b>Y</b> to run the process in sleep/wake mode or <b>N</b> to not use this option. The default is <b>N</b> .	Y - Run in sleep/wake mode N - Do not use sleep/wake
Sleep/Wake Interval	Yes	Enter the time in seconds for the sleep/wake interval. Valid values are 0 - 99999. The default is 60.	
XML File Directory	No	Enter the name of the absolute directory from which the XML files are pulled. The \$DATA_HOME directory is used if no value is entered.	

## Transfer Catalog Data Import Process (SHRTCIM)

This Java process is used to import an XML extract file of course catalog data into a Banner database.

After entering the input file name and other default values, the user can choose between running the process in Audit Mode or Update Mode. In Audit Mode, the process compares the records in the incoming data file with transfer course records that already exist in the system. Records in the incoming data file that are found to match existing records will be identified as partial or exact matches.

When run in Audit Mode, the process calls the `SB_TRANSFER_COURSE` API for matching logic.

- If an incoming transfer course does not match any existing transfer courses based on the institution ID plus the subject plus the course number plus the transfer level, then it will be identified as a new record.

- If an incoming transfer course matches an existing transfer course based on institution ID, plus the program, plus the transfer level, plus the subject, plus the course number, plus the effective term, plus the group, then it will be identified as an exact match (even though values in the Title, Credit Hours Low, Credit Hours High, Minimum Grade, Catalog Year, and Course Description fields may differ).

Note: Existing transfer courses that have been entered with a value in the Program or Group or both fields will not match incoming transfer course records. As such, many incoming transfer course records that do match existing records based upon institution ID, plus transfer level, plus the subject, plus the course number, plus the effective term will fall into the next category.

- If an incoming transfer course does not satisfy the criteria to be identified as new or an exact match, then it will be flagged as a partial match.

After the input file has been processed in Audit Mode, users can review those courses identified as exact matches to see if any data exists in the Title, Credit Hours Low, Credit Hours High, or Course Description or all of those fields that should be added to the system. If not, you can check the Protect from Import field for the existing transfer courses in the Transfer Institution Catalog Entry Form (SHATATC) or the Transfer Course Articulation Form (SHATATR). Those courses will not be updated when the input file is processed again in Update Mode.

Similarly, after the input file has been processed in Audit Mode, users can review those courses identified as partial matches to see if any data exists in the Title, Credit Hours Low, Credit Hours High, or Course Description or all of those fields that should not be added to the system. If so, the Protect from Import field can be checked for those records, and those courses will not be updated when the input file is processed again in Update Mode.

When the process is run in Update Mode, new records from the input file are imported into the SHBTATC and SHRTCAT tables. Records identified as exact matches will update the existing records unless the Protect from Import field is checked. Records identified as partial matches will update existing records if the matched fields are the institution ID, effective term, transfer level, subject, and course number, unless the Protect from Import field is checked. Otherwise, the partial matches will be loaded as new courses.

Banner Table	Table Column	Additional Information
SHBTATC		Transfer Course Information
	SBGI_CODE	Institution ID parameter
	PROGRAM	Defaults to . . . . .
	TLVL_CODE	Comes from <CourseLevelCode>
		Value must be defined on STVTLVL and be valid for the institution ID on SOABGTA.
	SUBJ_CODE_TRNS	Comes from <CourseSubjectAbbreviation>



Banner Table	Table Column	Additional Information
		Value is not validated by Banner.
	CRSE_NUMB_TRNS	Comes from <CourseNumber>
	TERM_CODE_EFF_TRNS	Effective Term parameter
	ACTIVITY_DATE	Defaults to system date
	TRNS_TITLE	Comes from <CourseShortTitle>
	TRNS_LOW_HRS	Comes from <CourseCreditMinimumValue>
	TRNS_HIGH_HRS	Comes from <CourseCreditMaximumValue>
	TRNS_REVIEW_IND	Defaults to N
	TAST_CODE	Status Code parameter
	TRNS_CATALOG	Catalog Year parameter
	TGRD_CODE_MIN	Minimum Grade parameter
	GROUP	Defaults to NULL
	GROUP_PRIMARY_IND	Defaults to NULL
	CRSE_DESC	Comes from <CourseDescription>
	USERID	Defaults to user ID of person running the process
	DATA_ORIGIN	Defaults to either SHATATC, SHATATR, or SHRTCIM
	PROTECT_IND	Defaults to N
SHRTCAT		Transfer Course Attributes
	SBGI_CODE	Institution ID parameter
	PROGRAM	Defaults to "....."
	TLVL_CODE	Comes from <CourseLevelCode>
		Value must be defined on STVTLVL and be valid for institution ID on SOABGTA.
	SUBJ_CODE_TRNS	Comes from <CourseSubjectAbbreviation>
		Value is not validated by Banner.
	CRSE_NUMB_TRNS	Comes from <CourseNumber>

Banner Table	Table Column	Additional Information
	TERM_CODE_EFF_TRNS	Effective Term parameter
	ATTR_CODE	Comes from <RAPCode>  Value is not validated by Banner.
	ATTR_DESC	Comes from <RAPName>
	USERID	Defaults to user ID of person running the process
	ACTIVITY_DATE	Defaults to system date
	DATA_ORIGIN	Defaults to SHRTCIM

Parameter Name	Required?	Description	Values
Input File	Yes	<p>Enter the name of the file that contains the incoming records.</p> <p>For example: catalogexport_&lt;oneup&gt;.xml</p> <p>The process retrieves the input file from the directory defined for FILE_PATH="- Dxml.file.path=" in the shell file that launches the program. As delivered, this directory is defined as \$DATA_HOME; however, your institution can designate a different directory if desired.</p>	
Run Mode	Yes	Enter A for Audit Mode (compares incoming records to existing ones) or U for Update Mode (imports the data into Banner). The default is A.	A - Audit Mode U - Update Mode
Institution ID	Yes	Enter the source/background institution code to be loaded as the institution ID for the incoming records.	Source/Background Institution Code Validation Form (STVSBGI)

Parameter Name	Required?	Description	Values
		In Audit Mode, this value is used to select existing records for comparison. In Update Mode, this value is loaded into the SHBTATC table for each incoming transfer course record.	
Effective Term	Yes	Enter the effective term to be loaded for the incoming records.	Term Code Validation Form (STVTERM)
		In Audit Mode, this value is used to select existing records for comparison. In Update Mode, this value is loaded into the SHBTATC table for each incoming transfer course record.	
Level Code	No	Enter the transfer course level codes to be loaded for the incoming records. If an incoming record has multiple levels associated with it, only those matching the values entered in the parameter will be processed.	Level Code Validation Form (STVLEVL)
Status Code	Yes	Enter the status code to be loaded for the incoming records. In Audit Mode, this value will not be used to select existing records for comparison.	Transfer Articulation Course Status Validation Form (STVTAST)
Minimum Grade	No	Enter the minimum grade code (SHATGRD) to be loaded for the incoming records. In Audit Mode, this value will not be used to	

Parameter Name	Required?	Description	Values
		select existing records for comparison.	
Catalog Year	No	Enter the catalog year to be loaded for the incoming records. In Audit Mode, this value will not be used to select existing records for comparison.	
Load Course Attributes	Yes	Enter Y to load course attributes or N to not load course attributes. The default is Y.	Yes - Load attributes No - Do not load attributes
Report Type	Yes	Enter D to create a detailed report or S to create a summary report. The default is S.	D - Detail S - Summary
Sort Order	Yes	Enter 1 to sort the output by load status and then by subject and course number or 2 to sort the output by subject and course number only. The default is 1.	1 - Sort by load status 2 - Sort by subject and course number
Display Full Subject	Yes	Enter Y to display the full, 60 character subject name on the line below the course data or N to not display the subject name. The default is N.  Currently, the entire length of 10 characters that is allowed for the subject code will be displayed on the report, even if this parameter is set to N. As such, you will not need to set it to Y. However, if the PESC schema that is adopted as a standard allows for a value of	Yes - Display full subject name No - Do not display subject name

Parameter Name	Required?	Description	Values
		60 characters (as the EDI standard does), you may want to set this parameter to Y to see the entire value.	
Display Full Course Number	Yes	Enter Y to display the full, 60 character course number on the line below the course data or N to not display the course number. The default is N.  Currently, the entire length of 15 characters that is allowed for the course number will be displayed on the report, even if this parameter is set to N. As such, you will not need to set it to Y. However, if the PESC schema that is adopted as a standard allows for a value of 60 characters (as the EDI standard does), you may want to set this parameter to Y to see the entire value.	Y - Display full course number  N - Do not display course number
Display Course Description	Yes	Enter Y to display the course description text or N to not display the course description. The default is N.	Y - Display course description  N - Do not display course description

## Incomplete Grade Process (SHRCINC)

This process is used to automatically update incomplete grades to final grades. If an incomplete grade is found on Academic History for any course within the specified terms, and its grade extension date is less than or equal to the current system date, it is selected for processing.

Note: The process scans only Academic History records. All grades on the class roster that have not yet been rolled are still considered to be in-process.

The grade code values that are displayed on SFAALST, SFASLST, and in Banner Faculty and Advisor Self-Service are only those grade codes that were last entered on the class roster. Any grades that have been subsequently updated in history are not reflected in the roster.

This process can be run by term in either Audit or Update Mode and includes reason codes for the grade changes, and grade comments for the grade entries. You can restrict the process selection by level or CRN or both. You can include student IDs on the output and calculate GPAs in Update Mode if you want to do so. The incomplete grade code value that is selected and the final replacement grade are also printed in the output. If grade substitution is needed, you can choose to have the grade substitution grade code printed on the report.

The grade extension date for incomplete grades is compared against the system date to determine whether a grade change needs to occur. If a grade change is needed, a new grade entry is created for the course in the student's academic history. If the system date is greater than the incomplete extension date, then a new grade entry is inserted, but with the final grade code changed from the incomplete grade entry to the replacement final grade. The process also performs checking for grade substitution. Grade substitution can replace the updated grade with a substitute grade, based upon the grade mode associated with the student that was taking the course. A GPA recalculation is then performed when the Calculate GPA parameter is set to `Y`, and the process is run in Update Mode.

The process can be run in Audit Mode to forecast automated grade change results for upcoming grade conversions. The Future Date parameter can be used to forecast future results. No GPA calculation is performed in Audit Mode.

The process can be run Update mode (Run Mode = 'U'pdate) and if the Calculate the GPA parameter is set to 'Y'es, then this process calculates the GPA by Study Path. The process will not perform any GPA calculation by Study Path if the process is run in 'A'udit Mode. The Study Path calculations are not calculated for campus GPA and Student Centric Period.

Note: This process does not use sleep wake processing.

## Grade Conversion and Substitution

The process creates a new grade revision entry in the SHRTCKG table.

The existing, current, incomplete entry is maintained in Academic History. This update is processed as a non-destructive grade change. The new entry is added as the next sequence number, and the final grade code is extracted from the incomplete final grade of the prior entry. The extension date is cleared for the new entry. The reason code comes from the Reasons Code parameter, and the current system date is used as the grade date. If a grade code comment is specified, it will be added to the new grade entry.

The default, incomplete, final grade is the assigned final grade of the new grade change entry. That may cause a second grade change entry to be posted for the grade substitution. The processing for the grade substitution is automatically invoked at the time the first grade change is posted. The reason code on the grade substitution entry (if one is needed) uses `SG` (substitute grade) as the reason code, and no grade comment code will appear on that entry. `SG` is a system-

defined reason code used for substituted grade change entries. A second entry will be printed on the report output for the substitute grade change (by default) unless the Print Grade Substitutions parameter is set to **N**.

If grade substitution is needed for the incomplete final grade, then the substitution grade value must be reconciled to exist before the first grade change entry is posted. A final grade cannot be changed to a grade value that is inconsistent with the grade mode for which the student is taking the course, except when the grade is immediately replaced with a substitute grade value.

If grade substitution is required and a substitute grade is not on file, then neither grade change will be posted, and an error message will be displayed in the output. When the grade substitution is complete, the GPA recalculation can take place, if the Calculate GPA parameter is set to **Y**.

Parameter Name	Required?	Description	Values
Term Code	Yes	Enter the term codes for automated processing of incomplete grades.	Term Code Validation Form (STVTERM)
Level Code	No	Enter the level codes for automated processing of incomplete grades.	Level Code Validation Form (STVLEVL)
Course Reference Number (CRN)	No	Enter CRNs for courses for automated processing of incomplete grades, if you want to restrict the processing to only these CRNs within the term.	
Reason Code	Yes	Enter a user-defined reason code to be stored with grade change entries that indicates the reason or justification for the grade change.	Grade Change Code Validation Form (STVGCHG)
Print Student ID	Yes	Enter <b>I</b> to include/print the student ID or <b>E</b> to exclude/not print the ID. The default is <b>I</b> .	I - Print student ID E - Do not print student ID
Page Break	Yes	Enter <b>T</b> to break the output by change of term, <b>C</b> to break the output by change of course within term, or <b>N</b> to have no forced	T - Page break by term C - Page break by course N -No forced page break

Parameter Name	Required?	Description	Values
		page brake. The default is T.	
Run Mode	Yes	Enter A to run the process in Audit Mode and forecast automated grade change results or U to run the process in Update Mode and update the database. The default is A.	A - Audit Mode U - Update Mode
Future Date	No	Enter a date in the future (DD-MON-YYYY format) to compare to extension dates of entries on file. This date takes the place of the system date. This parameter can only be used in Audit Mode.	
Grade Comment	No	Enter a grade comment code to be stored with grade change entries. You may want to define a grade comment code to reflect that this grade change entry is the result of automated incomplete grade processing.	Grade Comment Code Validation Form (STVGCMT)
Calculate GPA	Yes	Enter Y to calculate the GPA for each student that is processed or N to not calculate the GPA. The default is N.	Y - Calculate GPA N - Do not calculate GPA
Print Grade Substitutions	Yes	Enter Y to print grade substitutions or N to not print grade substitutions. The default is Y.	Y - Print grade substitutions N - Do not print substitutions
User ID	Yes	Enter the user ID to be stored with the grade records.	



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## Roll Learner to Outcome Process (SHRROUT)

This process is used to roll learner curriculum records to the outcome curriculum and then insert new degree sequence records.

This process does not replace or duplicate SHRROLL, which examines all learner records and only creates new outcome records when one does not exist for the curriculum being processed. This process is intended to assist users who do not regularly roll learner curricula to outcome when rolling grades.

This assists users by allowing the degree and outcome to be created when a degree or certificate is ready to be awarded. You can select a group of students using population selection or enter individual Banner IDs. The process will read the population, find the current curriculum record for the effective term, and roll that data to the outcome for any curricula that have not been rolled. When SHRROUT is run, the curriculum records will be rolled, even when the Roll Learner radio group is set to `No`.

Note: The setting of the Roll Learner radio group is not considered if the process is submitted manually using the Roll to Outcome button on SGASTDN or SFAREGS. The Roll Learner radio group can be set to `No`, and the user can still roll the curriculum manually. The grade roll (SHRROLL) will only roll the learner curriculum record if the Roll Learner radio group is set to `Yes`.

If neither a population selection group or Banner IDs are entered, the graduation application term, graduation application status to and from dates, or graduation application status must be entered. When graduation information is entered, the graduation application is selected along with all of the associated curriculum data. If the graduation application has an associated outcome curriculum, only those records will be selected, and the outcome will be updated with graduation application data, providing the outcome has not been awarded. If no graduation information is entered, the unrolled, current, active learner curriculum is selected for the learner effective term and is rolled.

You can run the process in Audit or Update Mode so records can be reviewed before they are rolled and committed to the database. Using Audit Mode will execute all the necessary processes except the SHKROLS procedure. The degree information returned from SHKROLS will not be printed on the output until the process is run in Update Mode.

You also have the option to produce a detailed report or a summary of totals. The detailed report shows the primary and any secondary curriculum data (program, level, college, campus, primary majors, and so on) that will be created in the SHADEGR record and the degree sequence number that will be associated with the curriculum, application number, status, and date.

The process provides an option to apply all existing graded and rolled courses (transfer and institutional) to the degree sequence that is created, as long as the courses have not been already applied to a degree with an awarded status. If graduation application selection criteria are entered and the degree already exists for the graduation application, the degree and diploma records are updated with data from the graduation application (graduation date, term, year, graduation status, and outcome completion term). The graduation application status exist, but the graduation application term and dates can be left blank. The application that is found must have an active status. The graduation application date range is selected from the date in the SHBGAPP table, not the date stored in the SHRDGMR table.

The process populates the Roll to Outcome field in SGASTDN, SFAREGS, and SOILCUR to show that the curriculum record has been used to create a degree and an outcome record. It also inserts the graduation application sequence number for the curriculum in the SORLCUR and SHADEGR records.

Diploma data (diploma name and address) can be inserted into SHBDIPL for the degree sequence number if the diploma data exists in SHBGAPP when the roll is executed. Indicators in the Diploma Name/Address Options window in SHAGADR are used to insert diploma data when the self-service application is submitted.

Note: This roll is independent of the Grade Roll to Academic History (SHRROLL).

Parameter Name	Required?	Description	Values
PopSel Application	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
PopSel Selection ID	No	Enter the code that identifies the population with which you want to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
PopSel Creator ID	No	Enter the user ID of the person who created the population rules. All or none of	

Parameter Name	Required?	Description	Values
		the population selection parameters must be entered.	
PopSel User ID	No	Enter the user ID for the population selection. This is the ID of the user who selected the population of people. This may or may not be the same as the Creator ID. All or none of the population selection parameters must be entered.	
Banner ID	No	Enter a valid SPRIDEN ID for the student to be rolled. Multiple IDs can be entered.	Person Search Form (SOAIDEN)
Graduation Application Status	No	Enter the graduation application status code. Multiple codes can be entered.	Graduation Application Status Validation Form (STVGAST)
Grad Appl Status From Date	No	Enter the from date for the graduation application status.	
Grad Appl Status To Date	No	Enter the to date for the graduation application status.	
Graduation Application Term	No	Enter the term code for the graduation application. Multiple terms can be entered.	Term Code Validation Form (STVTERM)
Graduation Year	No	Enter the academic year code for the graduation year. Multiple years can be entered.	Academic Year Validation (STVACYR)
Effective Term Code	Yes	Enter the term code for the effective term from which the learner curriculum should be selected.  This parameter is required if no	Term Code Validation Form (STVTERM)

Parameter Name	Required?	Description	Values
		graduation application information has been entered in SGBSTDN for the effective term.	
Apply Courses	No	Enter <b>Y</b> to apply courses to a new degree or <b>N</b> to not apply courses. The default is <b>Y</b> .  If left blank, the setting of the Award Graded Courses to New Degree check box on SHACTRL will be used.	<b>Y</b> - Apply courses to new degree  <b>N</b> - Do not apply courses
Run Mode	Yes	Enter <b>A</b> to run the process in Audit Mode or <b>U</b> to run the process in Update Mode and update the database. The default is <b>A</b> .	<b>A</b> - Audit Mode  <b>U</b> - Update Mode
Print Mode	Yes	Enter <b>D</b> to produce a detailed report or <b>S</b> to only print totals. The default is <b>S</b> .	<b>D</b> - Detailed output  <b>S</b> - Summary output of totals

## eTranscript Export Process (SHRETRN)

The eTranscript Export Process (SHRETRN) is used to produce the transcript order output in PDF format.

This is a Java process that can be run from job submission (for exception processing only) by ID and sequence number, transcript type, address selection date, address priority and type, and Order ID. It is also run when a request is sent to the queue by the order status package to process the transcript request.

Exception processing refers to when an error occurs during the PDF generation, but the SHTTRAN record is updated. You can create a duplicate record and run SHRETRN to send the PDF manually.

SHRETRN produces XML and PDF output. The XML output is not PESC compliant and is used for the PDF generation only. It contains Banner values instead of the PESC values produced by

the SHRPESE process. 50 user-defined elements are provided to accommodate the data elements from the SHATPRT print option rules.

This process is called by the SHKEORS order status package when the status of the order is `RG` - Ready to Generate. The order status package inserts a record into the SHTRAN transcript request table, and then calls the SHKEBLD package, which sends a request to the queue for processing. SHRETRN can also be run from job submission.

SHRETRN uses SFTP transfer to automatically send the electronic PDF output to the vendor drop box. If the SFTP process fails, an automatic number of retries is built in. Three retries are attempted, each 60 seconds apart. When the retries fail, the eTranscript SFTP Transmission Resend Form (SHASFTP) displays the errors and allows you to attempt a manual resend of the files individually or in a group. A record is written to the SHRSFTP table, and the generated PDF is stored in a BLOB column.

The following files are used with this process.

- shretrn.jar
- shretrn.shl
- shretrn.pl
- shretrn\_template.xsl

A baseline PDF template is delivered for use with SHRETRN. An Adobe Formatting Objects Processor (FOP) tool is used to create a style sheet for the transformation of the data to XML. Data elements (print options) from SHATPRT are included in the template. You can create your own templates and link them to Banner transcript types.

The eTranscript PDF Printer Rule Form (SHRPDFT) is used to map the Banner transcript type to specific PDF templates for electronic PDF transmission and to specific printers for paper (hardcopy) transcripts. Banner transcript types must be defined on SHATPRT to be used on SHRPDFT.

Parameter Name	Required?	Description	Values
ID and Sequence Number	Yes	Enter the combined ID and sequence number for the transcript. The ID is the first nine characters. The sequence number is the last three characters,	
Transcript Type	Yes	Enter the transcript type to be processed.	
Address Selection Date	No	Enter the date used to select the appropriate address.	
Address Priority and Type	Yes	Enter the address priority and address type, such as 1MA.	

Parameter Name	Required?	Description	Values
		Multiple values can be entered.	
Order ID	Yes	Enter the unique transcript order/suborder number assigned by the vendor.	
Domestic Address Nation Code.	Yes	Enter the nation code of the institution as defined in STVNATN.	
Note: This parameter is applicable to EDI and XML transcripts only. Institutions using PDF transcripts do not require this parameter.			

## eTranscript Listener Start Up Process (SHRQINI)

This process initializes the SHRADVQ listener process to be run in the background, where it listens for Oracle advanced queue calls to execute eTranscripts processing. It can be run from job submission.

Parameter Name	Required?	Description	Values
Number of Listeners to Start	Yes	Enter the number of advanced queue listeners to be started from SHRADVQ. The default is 10.	

## eTranscript Advanced Queue Process (SHRADVQ)

This process is a listening agent for Oracle advanced queue processing. It tells advanced queuing to perform eTranscripts processing. Run the SHRQINI process to start the SHRADVQ process. There are no job submission parameters for this process.

### GTVSDAX rules with SHRADVQ

This GTVSDAX rule can be used with advanced queue processing for eTranscripts.

Internal Code	Internal Code Group	External Code	Description
QUEUEETIME	QUEUEETIMEOUT	300	SFRADVQ/SHRADVQ timeout in seconds

The `QUEUEETIME` rule is used to change the timeout period for the advanced queue process. The delivered default timeout period is 300 seconds (five minutes). You need to set the rule to the timeout value you choose for the queue to work with the advanced queuing. The SOKADVQ package uses the `QUEUEETIME` rule.

The `QUEUEETIME` rule is equivalent to the `PIPETIME` GTVSDAX rule. The `QUEUEETIME` rule states the amount of time the user is willing to wait for a response for eTranscripts processing while using the advanced queuing option, while the `PIPETIME` rule denotes the amount of time the user is willing to wait for a response for the compliance processing while using pipes processing.

Advanced queuing is a requirement of eTranscripts processing. The GTVSDAX rule is not delivered with the Banner Student 8.6.2 release and must be verified during the upgrade process.

## eTranscript Cloud Post Process (SHRPOST)

This process is called when paper and PDF transcripts are initiated, and it sends an order status update to the Ellucian Cloud.

It is a Java process that is run automatically. The notification is sent based on the order status when the status is changed to `TF` - Transmission Failed, `FF` - Order Fulfilled, or `FO` - Offline Record Sent. SHRPOST receives the order status in the form of PESC Transcript Response (XML) and posts the XML to the Ellucian Cloud through a RESTful Web Service call.

After an order is processed by SHRETRN or SHRTRTC, the order is saved to a queue to be picked up by the SHRPOST process. This sends the order statuses of `FF`, `FO`, and `TF` to the Ellucian Cloud and `FF` and `FO` to the vendor.

The following files are used with this process:

- `shrpost.jar`
- `shrpost.shl`
- `shrpost.pl`

Parameter Name	Required?	Description	Values
Order ID	Yes	Enter the unique transcript order and suborder number assigned by the vendor.	

## Drop Roster Status List Process (SFRROST)

This report was created to support the Drop Roster functionality and is used to view the CRNs that will be affected by the drop roster rules established on the Drop Rules Roster (SFARORL) page.

The output lists all of the CRNs that match the job parameters and the drop rosters related to each CRN based on the matching drop roster rules or history. The details listed include the type(s) of drop rosters available for each CRN, the date ranges of availability, and the date the roster was last submitted.

Parameter Name	Required?	Description	Values
Term	Yes	Code of the term for which you want to view a drop roster status list.	Term Code Validation (STVTERM) page
District ID	No	ID of the district or college.  If you want to select all District IDs, enter %.	District/Division Code Validation (GTVDICD) page
Part of Term	No	Part of term code for which you want to view a drop roster status list.  If you do not want to limit selection by this parameter, enter %. If you want a specific part-of-term's CRNs, enter the part-of-term code.	Part of Term Code Validation (STVPTRM) page
Primary Instructor ID	Yes	ID of the primary instructor of a course for which you want to view a drop roster list.  If you want to select all faculty IDs, enter %.	
Drop Roster Type	Yes	Type of drop roster.	?: All types (default)



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Parameter Name	Required?	Description	Values
			TR: Total
			OR: Opening day
			CR: Census
			WR: Withdrawal grade
Unsubmitted Rosters Only	Yes	Indicates whether only unsubmitted rosters are to be included.	Y: List only Rosters that are not yet submitted.  N: List all CRNs and Rosters
Sort Option	Yes	Indicator for the order into which you want the records sorted.	1: Sort by ID code first, then by CRN (default)  2: Sort by CRN only  3: Sort by part-of-term term code first, then by CRN

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