



Ellucian Documentation

November 9, 2020

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General Student

This chapter discusses the General Student reports and processes.

Student Report (SGRSTDN)

This report is used to list student information by term in name or ID order for a selected population.

Parameter Name	Required?	Description	Values
Term - Optional	No	Enter the term code representing the term for which you want to list the student information.	Term Code Validation Form (STVTERM)
Report Sequence (N=Name, I=ID)	No	Enter I to print in ID number order; enter N to print in name order.	I - ID number order N - Name order
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	Application Inquiry Form (GLIAPPL)

Parameter Name	Required?	Description	Values
		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.	

Veteran Report (SGRVETN)

This report is used to list students with veteran information by term. It includes not only the student's veteran type and number, but also the certification hours and current schedule of classes. Schedule and veteran number data are required.

In order to produce this report, three components must exist in Banner.

- Information must be entered in the Veteran Information window of SGASTDN for the Veteran Type, Term, Certification Credit Hours, and Certification Date fields. Valid values for the veteran type code come from STVVETC. The term code is the term of veteran certification. The veteran certification credit hours for the term are entered in format 99.99. The veteran certification date is entered in format DD-MON-YYYY.
- The veteran file number must exist on the General Person Form (SPAPERS) in the Veteran File Number field.
- The student must be registered for courses on the Student Course Registration Form (SFAREGS).

The term code entered in the Veteran Information window of SGASTDN and on SFAREGS must match the term code entered in the Term parameter for the report.

Parameter Name	Required?	Description	Values
Term	Yes	Enter the term code representing the term for which you want to list the students' veteran information.	Term Code Validation Form (STVTERM)

HESA Course Session ID Process (SOPCSID)

This process allows you to do the following.

- Generates the Course Session ID for students for a student cohort.
- Generates the Course Session ID for each study path of the student, if study path is not mentioned in SGACHRT. If a study path is mentioned in the SGACHRT, then, the Course session ID is generated for the specific study path of the student.
- Checks whether the Course Session ID exists in the SOAPCDE page, and if exists, inserts/ updates the SOBSTCS (a specific engagement of a student with a Course Session) table with the newly generated Course session ID. This happens only if the Course session ID override indicator is set to Y in the SOBSTCS table.
- In case of any error, an appropriate error message is alerted to the users.

Parameter Name	Required?	Description
Student Cohort	Yes	Enter STVCHRT Cohort Code.
Report Sequence (N=Name, I=ID)	Yes	Enter GTVSQPR Process Code.

Note: This job will be used for the Higher Education Statistics Agency (HESA) regulatory processing in the UK.

Hold Purge (SGPHOLD)

This process will purge all expired holds based on the user-specified parameters of expiration date, activity date, and hold type. You can purge holds by expiration date or by hold activity date.

Parameter Name	Required?	Description	Values
Process Term	Yes	Enter the term code associated with the process.	Term Code Validation Form (STVTERM)
Purge Option	Yes	Choose a purge option. Enter 1 to purge holds by expiration date, or enter 2 to purge holds by hold activity date.	1 - Purge records by expiration date 2 - Purge records by activity date
Hold Expiration Date	Yes	Holds with end dates that are less than or equal to the date entered will be purged. Enter in date format DD-MON-YYYY.	

Parameter Name	Required?	Description	Values
		<p>This parameter is required if purge option 1, hold expiration date, is chosen.</p> <ul style="list-style-type: none"> If the Hold Expiration Date parameter has a value, the process purges holds with an expiration date (to date) that is less than or equal to the value in the parameter. If the Hold Expiration Date parameter is Null, the process purges holds with an activity date that is less than the value in the Hold Activity Date parameter. 	
Hold Activity Date	No	Holds with activity dates that are less than the date entered will be purged. Enter in date format DD-MON-YYYY.	
Exclude Hold Type	No	Hold types specified will be excluded from the purge process. Multiple requests are permitted.	Hold Type Code Validation Form (STVHLDD)
Run Mode	Yes	Enter A to produce a listing of all selected purge data without affecting the database. Enter U to update the database after purging the selected data.	<p>A - Audit mode</p> <p>U - Update mode</p>

General Student Purge (SGPSTDN)

This process purges general student records for students who have never registered for courses based on the user-specified parameters listed below.

You can purge general student records by term for those students who are not registered, or you can purge records by term and date. You can retain high school, prior college, guardian, test score, and hold information in the database if you choose.

General student information will not be purged when the following conditions exist.

- The student has active holds.
- The student has academic history information, such as the existence of a term course maintenance record in the SHRTRM table.

However, when the general student record is purged, the associated communication plan record, along with the person's contacts and outside interests, will also be purged.

The process checks if the SGBSTDN record is the last record for the PIDM and has a curriculum record with an associated graduation application that has not been rolled. In this case, the record will not be deleted. If the SGBSTDN record is not the last record for the PIDM, it still cannot be deleted if it has a current curriculum record with a graduation application that has not been rolled.

Note: Child records of general student records are deleted when the purge is run. Sport information is not a child record of the general student record. Therefore, sport records are not deleted when general student records are deleted. Sport records can only be deleted from SGASPRT.

Parameter Name	Required?	Description	Values
Process Term	Yes	Enter the term code for which records are to be purged.	Term Code Validation Form (STVTERM)
Purge Option	Yes	Choose a purge option. Enter 1 to purge general student records for those students who are not registered by term, or enter 2 to purge general student records by term and date.	1 - Purge records without term registration 2 - Purge records by term and date
Effective Term	No	General student records without registration whose effective terms are less than or equal to the effective term entered will be purged.	Term Code Validation Form (STVTERM)

Parameter Name	Required?	Description	Values
Activity Date	No	General student records with activity dates that match the date entered will be purged. Enter in date format DD-MON-YYYY.	
Purge High School Information	No	Enter: <ul style="list-style-type: none"> Y to purge the general student record but retain the high school information for a student N to avoid purging the general student record 	Y - Purge but retain high school N - Do not purge
Purge Prior College Information	No	Enter: <ul style="list-style-type: none"> Y to purge the general student record but retain the prior college information for a student N to avoid purging the general student record 	Y - Purge but retain prior college N - Do not purge
Purge Guardian Information	No	Enter: <ul style="list-style-type: none"> Y to purge the general student record but retain the guardian information for a student N to avoid purging the general student record 	Y - Purge but retain guardian information N - Do not purge
Purge Test Score Information	No	Enter: <ul style="list-style-type: none"> Y to purge the general student record but retain 	Y - Purge but retain test scores N - Do not purge

Parameter Name	Required?	Description	Values
		the test score information for a student	
		<ul style="list-style-type: none"> N to avoid purging the general student record 	
Purge Hold Information	No	Enter Y to purge the general student record but retain the hold information for a student or N to avoid purging the general student record.	Y - Purge but retain holds N - Do not purge
Run Mode	Yes	Enter A to produce a listing of all selected purge data without affecting the database. Enter U to update the database after purging the selected data.	A - Audit mode U - Update mode

Cooperative Education Purge (SGPCOOP)

This process is used to purge all the cooperative education data for all students.

Parameter Name	Required?	Description	Values
Process Term	Yes	Enter the term code representing the term for which you want to delete all the cooperative education data.	Term Code Validation Form (STVTERM)
Process Option	Yes	Enter 1 to purge all records with effective term less than or equal to the specified term; enter 2 to purge all records with an activity date less than or equal to the specified date.	1 - Purge records with effective term less than or equal to specified term 2 - Purge records with activity date less than or equal to specified date
Effective Term	No	Enter the term code representing the term	Term Code Validation Form (STVTERM)

Parameter Name	Required?	Description	Values
		before which you want to delete all the cooperative education data.	
Activity Date	No	Enter the date before which you want to purge all the information (use date format DD-MON-YYYY).	
Run Mode	Yes	Enter A to run the report without updating the database (Audit mode); enter U to update the database after running the purge process (Update mode).	A - Audit mode U - Update mode

Student Block Load Process (SGPBLCK)

This process associates a group of students defined through population selection to a block code for an effective term. The block code on the General Student Form (SGASTDN) is not updated when the process is run in 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	Application Inquiry Form (GLIAPPL)

Parameter Name	Required?	Description	Values
		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.	
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 in headers and student selection.	Term Code Validation Form (STVTERM)
Effective Term	Yes	Enter the effective term of the general student record to be updated with a block code.	Term Code Validation Form (STVTERM)
Block Schedule Code	Yes	Enter the block schedule code to be posted to the selected student records.	Block Code Validation Form (STVBLCK)

Cohort Load Process (SGRCHRT)

This process is used to assign cohort codes to a group of persons selected through population selection and permits you to assign the population cohort codes in the person's recruiting, admissions, general student, and academic history records for an effective term.

When new cohorts are inserted for students, users have the option to copy existing cohort records to the new effective term. If a student has existing cohort records that are effective for an earlier

term than the term entered for processing, those records will be copied to the new effective term if the Copy all cohorts to term? Y/N parameter is set to **Y**.

If you only want to assign new cohort codes to students for a new effective term:

- Enter the cohort code(s) to be added
- Set the Copy all cohorts to term. Y/N parameter to **N**

If you want to assign new cohort codes to students for a new effective term and copy any current existing cohort codes to that term:

- Enter the cohort code(s) to be added.
- Set the Copy all cohorts to term? Y/N parameter to **Y**.

If you want existing cohorts to be copied to a new effective term but you don't want to add any new cohorts, then you'll need to be careful about the population you use for the process:

- Use a population who are all in the same existing cohort for an earlier term.
- Use that cohort code for the Cohort Code(s) parameter.
- Set the Copy all cohorts to term? Y/N parameter to **Y**.
- Students will get that specific cohort code copied to the new effective term.
- If students have other cohort codes, those will be copied to the new effective term.

The .lis output file displays the number of cohort codes copied for each student and in total.

Note that these records must exist to have cohort codes added; the process will not create records if one does not exist. This process accepts an input file from the population selection process to create cohort information. Refer to the Banner General User Guide to review the method used to create a population selection.

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	Application Inquiry Form (GLIAPPL)

Parameter Name	Required?	Description	Values
		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.	
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.	Term Code Validation Form (STVTERM)
Effective Term	Yes	Enter the term code representing the effective term for which the cohort code is to be loaded.	Term Code Validation Form (STVTERM)
Cohort Code	Yes	Enter the cohort code for which the population is being loaded. All persons in the file will be loaded with this cohort code, if one exists. Multiple cohort codes may be entered.	Cohort Code Validation Form (STVCHRT)
Module	Yes	Enter the module information to which the cohort codes are to be loaded. Valid values are R - Recruiting, A - Admissions, G -	R - Recruiting A - Admissions G - General Student H - Academic History

Parameter Name	Required?	Description	Values
		General Student, and H - Academic History.	
		Note that the persons selected through population selection must have an existing record in the module selected to be loaded. The process will not create a record for a person if one does not already exist.	
Copy all cohorts to term. Y/N	Yes	Enter Y to copy all existing cohort codes to new term for each student	Y – copy cohort codes N – do not copy cohort codes

Student Right to Know Report (SGRKNOW)

This process is used to produce data that will assist your institution in calculating graduation and completion rates by cohort and optionally by sport codes.

If sport reporting is utilized, those students who receive athletically based financial aid may be specifically selected to be processed by sport. This report also processes information based on terms that are part of a student centric period.

This report will print a summary page for each cohort processed, and if sport reporting is utilized, the report will produce a summary page per cohort, in addition to a summary page for each cohort and sport combination specified by parameter selection.

If the Print Detail Report Indicator parameter is set to Y, in addition to each summary page, a detailed list of those students in each category will also be produced.

The print order of the report output is as follows: summary of cohort, detail breakdown of the cohort, summary of cohort/sport combination, detail of cohort/sport combination, and so on until all combinations of cohort and sport are selected, summarized, and detailed.

If no students fall into a category on the summary page (the category has all zeros on the summary page), this category will not print on the detail page. All categories print on the summary page.

Parameter Name	Required?	Description	Values
Report Term	Yes	Enter the report term for heading of the report.	Term Code Validation Form (STVTERM)
Cohort Start Term	Yes	Enter the start term for the cohorts to be processed. Only cohorts with this start term will be processed.	Term Code Validation Form (STVTERM)
Enrollment Term	No	Enter the enrollment term if a persistence rate is to be calculated for the cohort. Students must be enrolled in the term to be counted as persists. If no enrollment term is entered, no students will ever fall into the persists category.	Term Code Validation Form (STVTERM)
Cohort Code	Yes	Enter the cohort code for the cohorts to be processed. Multiple values may be entered. Enter to select all report inclusion cohort codes for processing. Only cohorts with start terms matching the Cohort Start Term parameter selection will be processed. If a wildcard () is entered, only those cohorts with start terms matching the Cohort Start Term parameter or having a Print Indicator that is checked (set to Y) on the Cohort Code Validation Form (STVCHRT) will be processed.	Cohort Code Validation Form (STVCHRT)

Parameter Name	Required?	Description	Values
Sport Activity Code	No	Enter the sport activity code(s) to be processed for each cohort code. Enter % to select all possible sport activity codes for processing. Multiple values may be entered.	Banner Student Activity Code Validation Form (STVACTC)
Degree Level	Yes	Enter the degree level code for the cohorts to be processed. Enter % to select all possible degree levels for processing. Multiple values may be entered. This parameter will allow the user to specify the cohorts to be processed by degree level.	Degree Level Code Validation Form (STVDLEV)
Athletic Aid Indicator	No	Enter Y to limit sport reporting to those athletes within the cohort and sport code who have received athletic aid. Enter N or leave blank if reporting all athletes. This indicator works in conjunction with the sport code and athletic aid indicator setting associated with the athlete.	Y - Athletic Aid N - All athletes (also Null)
Print Detail Report Indicator	No	Enter Y to produce a detailed breakdown of student information in each category. Enter N or leave blank to suppress the detail pages. A summary page will always print for a cohort with students belonging to it.	Y - Detailed student information by category N - Suppress detail pages (also Null)

Parameter Name	Required?	Description	Values
Process by Student Period	Yes	Enter Y to process a student centric period for right to know reporting or N to not process a student centric period. The default is N.	Y - Process student centric period N - Do not process student centric period
