HOW TO MAINTAIN CURRENT AND HISTORICAL INFORMATION ABOUT A STUDENT IN BANNER SIS
General Student Form (SGASTDN)

General:

The *General Student Form* is used to view and maintain current and historical information about a student. The information can only be initially created when a decision that a student has accepted an offer of admissions is entered on the Admissions Decision Form (**SAADCRV)** or when an applicant is admitted via the Quick Entry Form (**SAAQUIK**).

This form may not be deleted if registration or academic history exists for the term or if associated sports records exist.

Related Documentation:

- Legend of Classification and Attribute codes
- Student Program and Registration Forms Comparison of IMS Forms and Banner Forms

Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields, as it provides important information such as warnings and errors that do not necessarily block your progress.

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Accessing the "General Student Form" (SGASTDN)

Type the name of the form SGASTDN in the Direct Access field.

The adjacent screen will appear:

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

In the table below, text inside {} brackets refer to Banner functions that are performed with buttons, menu items, or keystrokes.

Fields that have a red check mark (✓) in the **Req'd** column are required fields and need to be filled in with the appropriate data (see **Explanation/Description** column for details).

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓	1.	ID	Enter a valid 9-digit ID number or {Search} for a person by clicking the flashlight. { This field will be returned when filling	Name will default in.	Student Identification number and name of the student being registered.	Form referenced: Person Search Form (GYASINS)

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
			in ID field and doing a search. If ID field left blank and a name is typed in you will be presented with the "ID and NAME EXTENDED SEARCH", (**GYASINS**), where you can use the pull down to see what names have been returned. This can be used if you know only part of a name you can type in the part of the name with a wild card (%). For example, if you know the name starts with "Sm" but don't know the rest then type "Sm%" this will return all names starting with "Sm….". There is also a feature of limiting the selection by city, birth date, sex and various other fields.}			
	2.	Name		Name defaults in when correct ID has been entered.		
	3.	Summary	Click flashlight for a list of all terms on		Lists all terms on a student's record.	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
			student's record.			
	4.	Term	Enter a valid 6-digit term code. Leave blank for all effective terms. Note: If there are several terms, the scroll bar becomes active.		Term codes consist of the calendar year and month when that term normally commences. For example, the term code for Fall 2002 will be 200209 (year 2002, month 09 September). **Warning: A general student record must exist for the term specified.**	Validation Table referenced: Term Code Validation Table (STVTERM)
✔			Proceed to the **Next Block** by clicking the icon or by pressing Ctrl + Page Down on your keyboard.			
✔	5.	New Term			This field is used to identify the effective term with the new general student record for use of Authorized staff only. To create a new effective term with revised data, double click in the New Term field, select New Effective Term, enter term to match key block term before revising data in the other fields.	
✔	6.	Status			View only except for ARR.	Double click the flashlight to select a defined

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					Student Status for the effective term. This code determines whether a student may register. A student record may be inactive due to graduation, expected date of graduation, or due to unsatisfactory academic standing. A student status will also be changed to inactive if they have not registered for a term. **Warning: Cannot update data once registration exists on this form, must be updated on Student Information Window of SFAREGS.**	Student Status code. Form referenced: Student Status Query Form (SFVSTST)
✔	7.	Catalog Term			Term of the academic catalog that outlines the curriculum requirements the student must meet in order to graduate. The catalog term is usually equal to the admission term.	Form referenced: Term Code Validation (STVTERM)
✔	8.	Level			Student level for which the student has or will register.	
✔	9.	Campus			View only except for ARR. Campus to which the student has or will register.	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					Warning: Cannot update data once registration exists on this form, must be updated on Student Information Window of SFAREGS.	
✔	10.	College	Enter the code if known or {double click in the College field} to get a list of valid faculties. A faculty must be entered.		2 character field
This refers to the faculty.

Warning: Cannot update data once registration exists on this form, must be updated on Student Information Window of SFAREGS. | |
| ✔ | 11. | Degree | | | 6-character field.
Enter the degree code if known or double click in this field to get a list of valid degrees. Includes degrees, diplomas, certificates, etc. awarded by the university. It may also contain non-degree goals. | |
| ✔ | 12. | Student Type | Enter Student Type. For all students continuing in a program, student type is "C". For newly admitted students double click in Student Type to select the appropriate | | 1 character field. | |

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					category.	
✔	13.	Residence			This field is used for view only on this form, because it affects fees and requires proof it will be updated centrally through other forms This field identifies the residency status of the student for the effective term. The resident code indicates if the student is either a: 1. Quebec resident <u>or</u> 2. An out of province Canadian resident <u>or</u> 3. An international student <u>or</u> 4. A non-Quebec resident, who by exemption may pay Quebec fees.	
✔	14.	Rate			*To be updated later.*	
✔	15.	Class			Class code. 2-character code indicating for undergraduate students their academic year. For graduate students this field drives fee assessment by codes, which reflect flat rate, or per credit assessment. This field is display only	Form referenced: Student Classification Rules Form (SGACLSR) And Classification Code Validation Form (STVCLAS)

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					and is generated by class attributes on the student's record.	
✓	16.	From Term			Date ranges for effective dates. If an expiration date exists, it can be used in a process to purge addresses.	
✓	17.	To Term			Display only. Ending module control effective term. A value of 999999 (end of time) is system generated until a new effective term is created; then the effective term for the new rule becomes the To Term for the old rule.	
	18.	Enter Dual Degree			McGill will not be using this field. Field appears on ARR form only.	
	19.	Dual Degree?			McGill will not be using this field. Field appears on ARR form only.	
	20.	Program	To select a Program code, double click in the Program field for Options List, select All Program Codes.		Program. When the Program field is changed, the fields attached to Program such as Level, College, Degree, the appropriate fields will	List referenced: All Program Codes Curriculum Rules Form (SOACURR)

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					default into those fields. **Warning: Cannot update data once registration exists on this form, must be updated on Student Information Window of SFAREGS.**	
	21.	Primary			Select to access Primary Curriculum Window.	
	22.	Secondary			Select to access Secondary Curriculum Window.	
	23.	Admit Term			Display Only. **Warning: This field displays the primary curriculum data when initially accessing the SGASTDN form or from returning from the Primary Curriculum Window.** **This data will display the Secondary Curriculum data when returning from the Secondary Curriculum window.**	
	24.	Admit Type			Display only. **Warning: This field displays the primary curriculum data when initially accessing the SGASTDN form or from**	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					returning from the Primary Curriculum Window. **This data will display the Secondary Curriculum data when returning from the Secondary Curriculum window.**	
	25.	Major			Major code. Code which identifies the first major within a curriculum. Display only. **Warning: This field displays the primary curriculum data when initially accessing the SGASTDN form or from returning from the Primary Curriculum Window. This data will display the Secondary Curriculum data when returning from the Secondary Curriculum Window.**	Validation Table referenced: Major, Minor, Concentration Validation Form (STVMAJR)
	26.	Department			Department. Code which is attached to the first major. Display only. **Warning: This field displays the primary curriculum data when initially accessing the**	Validation Table referenced: Department Validation Table (STVDEPT)

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					SGASTDN form or from returning from the Primary Curriculum Window. **This data will display the Secondary Curriculum data when returning from the Secondary Curriculum window.**	
	27.	Concentration			Concentration. Code which is attached to the first major. Display only. **Warning: This field displays the primary curriculum data when initially accessing the SGASTDN form or from returning from the Primary Curriculum Window.** **This data will display the Secondary Curriculum data when returning from the Secondary Curriculum window.**	Validation Table referenced: Major, Minor, Concentration Validation Form (STVMAJR)
	28.	Minor			Minor. Code which identifies the first minor. Display only. **Warning: This field displays the primary curriculum data when initially accessing the**	Validation Table referenced: Major, Minor, Concentration Validation Form (STVMAJR)

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					SGASTDN form or from returning from the Primary Curriculum Window. This data will display the Secondary Curriculum data when returning from the Secondary Curriculum window.	

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Click on the Primary icon to access the Primary Curriculum Window.

The adjacent screen will appear:

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	Admit Term			View only in primary curriculum.	
	2.	Admit Type			Can be updated centrally.	
	3.	Create Update Academic History Record			If checked yes, a degree record for primary curriculum will be created. Checked yes defaulted if primary curriculum is set as	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					yes on Curriculum Rules Control Form (SOACTRL).	
	4.	Dual Degree			McGill is not using this field. Field appears on ARR form only.	
	5.	Major 1	To select Attached Major/Department codes, {double click in the Major 1 field and select from the Option List.} To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.		Major 1. **Warning: Cannot update data once registration exists on this form, must be updated on Student Information Window of SFAREGS.** **Warning: Do not select All Major Codes, select only those codes attached to the Major/Department from the Option List.** **Warning: If change is not accepted the first time, double click and select from the pick list a second time before saving.**	
	6.	Dept 1	To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.		Department attached to Major. Department defaults from Major code, as defined by the curriculum rules.	
	7.	Major 2	To select Attached Major/Department		Major 2.	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
			Major/Department codes, double click in the Major 2 field and select from the Option List. To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.		**Warning: <u>Do not</u> select All Major Codes, select only those codes attached to the Major/Department from the Option List.** **Warning: The second Major may be changed on this form in spite of existing registration. However, if change is not accepted the first time, double click and select from the pick list a second time before saving.** **To change 1st major when second major exists and registration has occurred: you must first delete the second major from SFAREGS. To then re-add the second major you must return to the SGASTDN form.**	
	8.	Dept 2	To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.		Department defaults from Major code, as defined by the curriculum rules.	
	9.	Minor	To select Minor double click in the Minor field and		Minor. Code attached to Program. Minor can be updated regardless of	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
			select Attached Minor from the Options List.		existing registration. **Warning: Select only attached minors. If this option is not available, then no minor can be added**	
	10.	Conc1	To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.		Concentration 1 is attached to Major 1. Concentrations can be changed in SGASTDN in spite of existing registration. **Warning: When updating the major field, the system will not force you to add required concentrations. Remember to keep this in mind when requesting updates from a central office.**	
	11.	Conc2	To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.		Concentration 2 is attached to Major 1. Concentrations can be changed in SGASTDN in spite of existing registration. **Warning: When updating the major field, the system will not force you to add required**	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					concentrations. **Remember to keep this in mind when requesting updates from a central office.**	
	12.	Conc3	To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.		Concentration 3 is attached to Major 1. Concentrations can be changed in SGASTDN in spite of existing registration. **Warning: When updating the major field, the system will not force you to add required concentrations. Remember to keep this in mind when requesting updates from a central office.**	
	13.	Conc1	To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.		Concentration 1 is attached to Major 2. Concentrations can be changed in SGASTDN in spite of existing registration. **Warning: When updating the major field, the system will not force you to add required concentrations. Remember to keep this**	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					in mind when requesting updates from a central office.	
	14.	Conc2	To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.		Concentration 2 is attached to Major 2. Concentrations can be changed in SGASTDN in spite of existing registration. **Warning: When updating the major field, the system will not force you to add required concentrations. Remember to keep this in mind when requesting updates from a central office.**	
	15.	Conc3	To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.		Concentration 3 is attached to Major 2. Concentrations can be changed in SGASTDN in spite of existing registration. **Warning: When updating the major field, the system will not force you to add required concentrations. Remember to keep this in mind when requesting updates from a central**	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					office. **To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.**	
	16.	Minor				
		Return	Select return if you wish to return to the General Student Form Window of SGASTDN.			

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Click on the Secondary icon to access the Secondary Curriculum Window.

The adjacent screen will appear:

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	Admit Term			Display Only.	
	2.	Catalog Term			Term of the academic catalog that outlines the curriculum requirements the student must meet in order to graduate. The catalog term is usually equal to the admission term.	
	3.	Campus			View only except for ARR. Campus to which the student has or will register. **Warning: Cannot update data once registration**	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					exists on this form, must be updated on Student Information Window of SFAREGS.	
	4.	Degree			6 character field. Displays Degree. When updating: Enter the degree code if known or double click in this field to get a list of valid degrees. Includes degrees, diplomas, certificates, etc. awarded by the university. It may also contain non-degree goals.	
	5.	Admit Type			Display only.	
	6.	Level			Student level for which the student has or will register.	
	7.	College			2 character field This refers to the faculty. **Warning: Cannot update data once registration exists on this form, must be updated on Student Information Window of SFAREGS.**	
	8.	Program	To select a Program code, double click in the Program field for Options List, select		Program. When the Program field is changed, the fields attached to Program such as Level, College, Degree, the	List referenced: All Program Codes Curriculum Rules Form

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
			All Program Codes.		appropriate fields will default into those fields. **Warning: Cannot update data once registration exists on this form, must be updated on Student Information Window of SFAREGS.**	(SOACURR)
	9.	Create/Update Academic History Record			If checked yes, a degree record for secondary curriculum will be created. Checked yes defaulted if secondary curriculum is set as yes on Curriculum Rules Control Form (SOACTRL).	
	10.	Major 1	To select Attached Major/Department codes, {double click in the Major 1 field and select from the Option List.} To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.		Major 1. **Warning: Do not select All Major Codes, select only those codes attached to the Major/Department from the Option List.** **Warning: If change is not accepted the first time, double click and select from the pick list a second time before saving.** **To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.**	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	11.	Dept 1	To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.		Department attached to Major. Department defaults from Major code, as defined by the curriculum rules.	
	12.	Conc1	To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.		Concentration 1 is attached to Major 1. Concentrations can be changed in SGASTDN in spite of existing registration. **Warning: When updating the major field, the system will not force you to add required concentrations. Remember to keep this in mind when requesting updates from a central office.**	
	13.	Conc2	To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.		Concentration 2 is attached to Major 1. Concentrations can be changed in SGASTDN in spite of existing registration. **Warning: When updating the major field, the system will not force you to add required concentrations. Remember to keep this in mind when requesting updates from a central office.**	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	14.	Conc3	To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.		Concentration 3 is attached to Major 1. Concentrations can be changed in SGASTDN in spite of existing registration. **Warning: When updating the major field, the system will not force you to add required concentrations. Remember to 15.keep this in mind when requesting updates from a central office.**	
	15.	Major 2	To select Attached Major/Department codes, double click in the Major 2 field and select from the Options List. To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.		Major 2. **Warning: <u>Do not</u> select All Major Codes, select only those codes attached to the Major/Department from the Option List.** **Warning: If change is not accepted the first time, double click and select from the pick list a second time before saving**.	
	16.	Dept 2	Department defaults from Major code, as defined by the curriculum rules.			

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
			To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.			
	17.	Conc1	To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.		Concentration 1 is attached to Major 1. Concentrations can be changed in SGASTDN in spite of existing registration.

Warning: When updating the major field, the system will not force you to add required concentrations. Remember to keep this in mind when requesting updates from a central office. | |
| | 18. | Conc2 | To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete. | | Concentration 2 is attached to Major 1. Concentrations can be changed in SGASTDN in spite of existing registration.

Warning: When updating the major field, the system will not force you to add required concentrations. Remember to keep this in mind when requesting updates from a central office. | |

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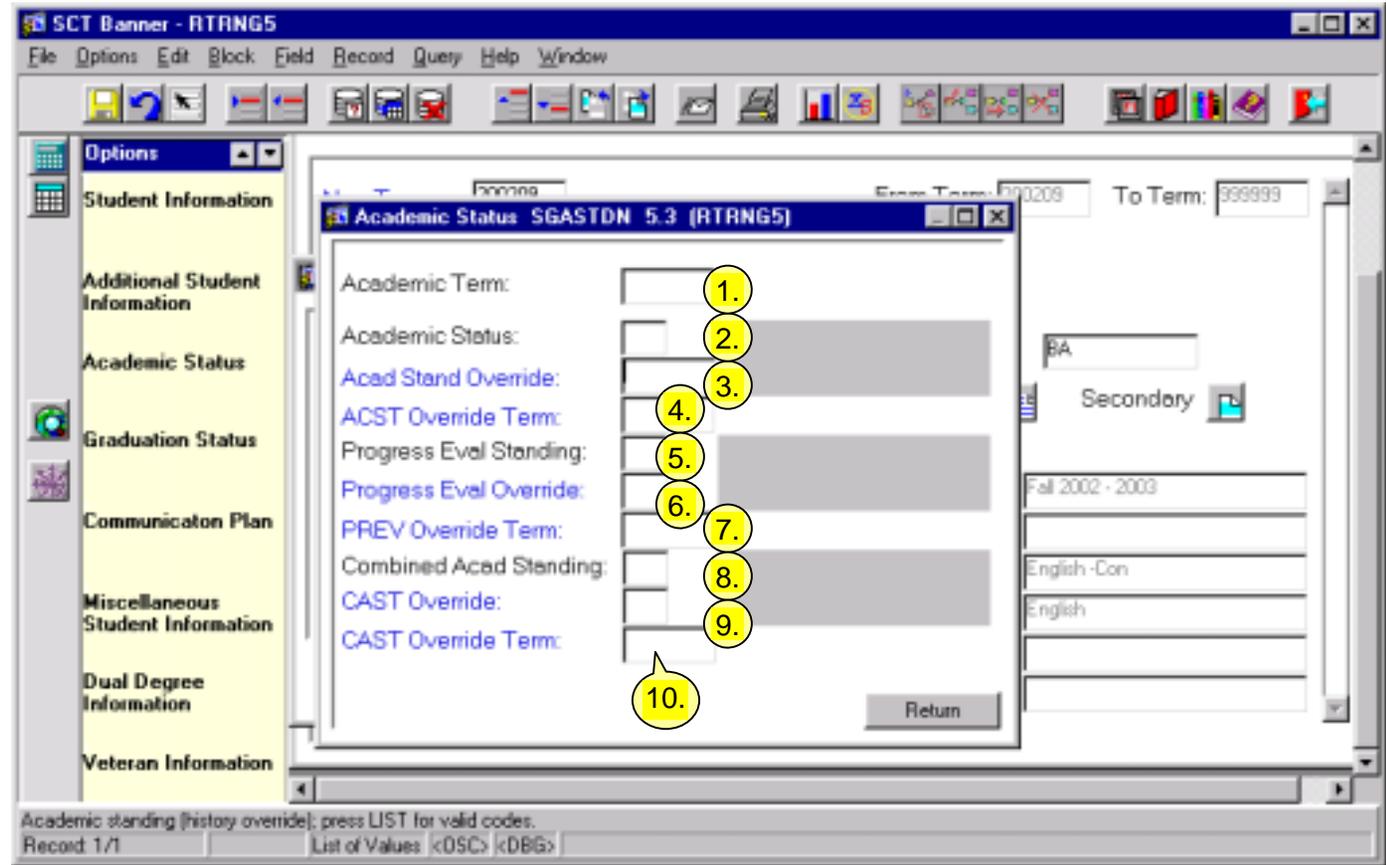| Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	19.	Conc3	To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.		Concentration 3 is attached to Major 1. Concentrations can be changed in SGASTDN in spite of existing registration. **Warning: When updating the major field, the system will not force you to add required concentrations. Remember to keep this in mind when requesting updates from a central office.**	
	20.	Minor	To select Minor double click in the Minor field and select Attached Minor from the Options List. To delete data, go to Field in the toolbar and select clear, or highlight data with cursor and delete.		Minor. Code attached to Program. Minor can be updated regardless of existing registration. **Warning: <u>Do not</u> select All Minors from the Options List. select only Attached Minors from the Option List.**	
	21.	Minor	To select Minor double click in the Minor field and select Attached Minor from the Options List. To delete data, go to		Minor. Code attached to Program. Minor can be updated regardless of existing registration. **Warning: <u>Do not</u> select All Minors from the Options List. select only**	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
			Field in the toolbar and select clear, or highlight data with cursor and delete.		**Attached Minors from the Option List.**	
	22.	Clear Secondary Curriculum			Clears all fields in the secondary curriculum.	
	23.	Return	Select return if you wish to return to the General Student Form Window of SGASTDN.			

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Academic Status (SGASTDN)

To access this window click on Academic Status item in the Navigation Frame.

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	Academic Term				
	2.	Academic Status				
	3.	Acad Stand Override			This field identifies the academic standing override for a student for the effective term.	
	4.	ACST Override Term			This field identifies the term associated with the	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
					academic standing override.	
	5.	Progress Eval Standing				
	6.	Progress Eval Override				
	7.	Prev Override Term				
	8.	Combined Acad Standing				
	9.	Cast Override				
	10.	Cast Override Term				

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Student Comment (SGASTDN)

To access this window click on the student comment on the Navigation Frame.

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	Term			This term identifies the term associated with each comment for each student.	
	2.	Comment			The comment field identifies the comment text associated with the student.	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	3.	Activity Date			This field identifies the most current date the record was created or updated.	

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