

How to view a student's course summary

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How to view a student's course summary



The Course Summary form (SHACRSE) lets you view a list of a student's courses for one term or all terms, and view the details for any course in the list.

Note You can view most of this information (and more) on Minerva for Faculty and Staff, if you have access to the **Student Records Administration** menu, and its **Student Advising Transcript (Unofficial)** option.

How to view the course summary


You will need the McGill ID number of the student.

- 1 Enter SHACRSE in the **Go** field of the **Main Menu**, or choose the **Student Fast Track Menu > Academic History Fast Track Menu > SHACRSE**.

| Sel | Term | PT | Camp | Lvl | CRN | Subject | Course | Sect | Hours | Grade | Md |
|-----|------|----|------|-----|-----|---------|--------|------|-------|-------|----|
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How to view the course summary



- 2 Enter the student's McGill ID, if known, or double-click on  beside **ID** to access GYASINS and search for the student.
- 3 Leave **Term** blank and click Next Block to display a list of all the student's courses over all terms.


or



Enter the **Term**, such as 200209, and click Next Block to view only the courses for the 200209 term.

Result: The course list is displayed according to your Term selection. If no matches are found for the specified **ID** and **Term**, the **Autohint** lines informs you.


The following screen shots show all fields in SHACRSE when you scroll horizontally.






Course Summary SHACRSE 6.0 (BANTRAIN)

1 ID: 260000441 Athena, Serena  2 Term: 200209

| 3 Sel | 4 Term | 5 PT | 6 Camp | 7 Lvl | 8 CRN | 9 Subject | 10 Course | 11 Sect | 12 Hours | 13 Grade | 14 Md |
|---|--------|------|--------|-------|-------|-----------|-----------|---------|----------|----------|-------|
|  | 200209 | 1 | 2 | UG | 2808 | ABEN | 251 | 001 | 3.000 | A | C |
|  | 200209 | 1 | 1 | UG | 3390 | ANTH | 201 | 001 | 3.000 | A | C |

Course Summary SHACRSE 6.0 (BANTRAIN)

ID: 260000441 Athena, Serena  Term: 200209

| Sel | Term | PT | Camp | Lvl | CRN | Subject | 15 Rpt? | 16 Course Title |
|---|--------|----|------|-----|------|---------|---------|----------------------------|
|  | 200209 | 1 | 2 | UG | 2808 | ABEN | | Microcomputer Applications |
|  | 200209 | 1 | 1 | UG | 3390 | ANTH | | Prehistoric Archaeology |
|  | 200209 | 1 | 1 | UG | 667 | BIOL | | Herpetology |
|  | 200209 | 1 | 1 | UG | 3470 | HIST | | United States to 1865 |
|  | 200209 | 1 | 1 | UG | 265 | MECH | | Fluid Mechanics 1 |

How to view the course summary



Filter the course list

You can filter the list by entering query mode and selecting at least one search criterion.

- 1 Enter Query (F7) to clear the list.
- 2 Select one or more search criteria and Execute Query (F8).

| To view only ... | Do this ... |
|----------------------------------|---|
| Full term courses | Double-click in PT (Part of Term) and choose the code for full term courses. |
| Undergraduate courses in History | Double-click in Lvl , select the code for Undergraduate. Double-click in Subject , and select the code for History. |


Note

You cannot enter anything directly in the fields. Instead, double-click to select from a List of Values.

How to view the course details



How to view the course details

To view the details of a course, double-click **Sel**  beside the course listing to display the related Course Maintenance form.

A view-only version of Course Maintenance. Do not make any changes here.

| Seq | Grade | Mode | Hours | Change | Reason | Extension Date | Grade Date |
|-----|-------|------|-------|--------|----------------|----------------|-------------|
| 1 | A | C | 3.000 | OE | Original Entry | | 04-NOV-2002 |

| Level | Description | Primary Level Ind |
|-------|---------------|-------------------------------------|
| UG | Undergraduate | <input checked="" type="checkbox"/> |

Banner displays one of the following Course Maintenance forms:

- The Section-Dependent Course Maintenance form (SHATCKS) if the course was entered on a student's record using an existing CRN.
- The Pre-Catalog Course Maintenance form (SHATCKP) if the course was converted into Banner from legacy.

Note Do not make any changes to the Course Maintenance form here. The correct way to make changes to a Course Maintenance form — such as changing a grade — is to access the SHAINST form and click on **Course Maintenance** in **Options**.

Related tasks and forms



Related tasks and forms

| Use this form ... | To do this ... |
|-------------------|--|
| SHATCKS | View a course record created after 200209 |
| SHATCKP | View a course record created before 200209 |



SHACRSE field descriptions

| | Item | Description |
|---|--------------------------------|---|
| 1 | ID (Required) | The 9-digit McGill identification number of the student. |
| 2 | Term | The term for which you wish to view the student's courses. If you do not enter a term, all courses for all terms will be displayed. |
| <div style="border: 1px solid black; padding: 5px;"> <p>Note Once the student's course list is displayed, you can filter the list using one or more following fields as search criteria. See "Filter the course list" on page 3 for instructions. You cannot enter any field directly; double-click in the field and select a code from the List of Values.</p> </div> | | |
| 3 | Sel | Allows you to access the course details (Course Maintenance form) for the corresponding course in the list. |
| 4 | Term | The term during which the student took the course. Can be used as a search criterion. |
| 5 | PT | Part of Term. A 1-character code used to define the start and end dates for a section. Can be used as a search criterion. |
| 6 | Camp | A 1-digit code for the Campus at which the course was offered. Can be used as a search criterion. |
| 7 | Lvl | A 2-character code for the level at which the course was offered, such as UG for Undergraduate. Can be used as a search criterion. |
| 8 | CRN | The 4-character Course Reference Number for the course section. This number is unique to the section and term. Display only. |
| 9 | Subject | A 4-character code for the course subject, such as HIST. Can be used as a search criterion. |
| 10, 11 | Course, Sect | Course number (e.g 201) and section number (e.g. 001). Display only. |
| 12 | Hours | Credit hours associated with the course. Display only. |
| 13 | Grade | Grade the student received for the course. |
| 14 | Md | Grade mode for the course, such as C for Common Grading mode (the McGill standard grading mode). Display only. |

SHACRSE field descriptions



| | Item | Description |
|----|---------------------|---|
| 15 | Rpt? | Repeated Course Indicator. Display only. If blank, the course is included in credits and GPA calculation. I — Course was included (manually) in earned hours (credits) and GPA E — Course is excluded from earned hours (credits) and GPA A — Course is excluded from earned hours but included in the GPA |
| 16 | Course Title | Full title of the course. Display only |