HOW TO ENTER OR CHANGE A STANDING DECISION IN BANNER SIS
Term Course Maintenance Form (SHAINST)

General:

The information on this form can be created in two ways. The Term Header Record is created when grades are posted to the student's record via the Class Roster Form in the Roll to History Process.

The second method of capturing information is via data entry by the user for the purpose of modifying existing data, or for adding new information to the database.

Typical Users of this Form:

❖ ARR
❖ Faculty Offices

Check List:

Before you proceed, you must have the following information:

❖ Student number
❖ Term for which information is being entered

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.

Accessing the " Term Code Maintenance Form" (SHAINST)

Type the name of the form SHAINST in the Direct Access field.
(OR)

Use the Menu Selection:
1) *Access* Products Menu
2) *Select* Student System Menu
3) *Select* Academic History Menu
4) *Select* Term Course Maintenance Form (SHAINST)

The adjacent screen will appear:

Key actions are **1**, **2**, **7** and **Save**

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 not only describes what a user needs to enter in each individual field but also defines or explains the field's purpose.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
✔	1.	ID	Enter the ID of the student whose standing you intend to enter or change **OR** Perform a search by clicking on the flashlight.		ID. Required field	
✔	2.	Term	Enter the term code of the term whose standing you intend to enter or		Term code. Required field.	

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
			change.			
✓			Proceed to the Next Block by clicking on the next block icon in the toolbar or by pressing Ctrl + Page down on your keyboard.			

Term Header

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
	3.	Data Added by			Indicates how the term header record was created S – system created during grade roll process U – user created	
	4.	Pre-Catalog Entry			Specifies if the term course information is based on the existing Banner catalog or if it is conversion data which is not based on the Banner catalog. *Checked* – pre catalog *Unchecked* – current catalog	
	5.	Record Status			Field is display only. After a term header record is generated, the record status will indicate any messages relating to a grade mailer. McGill will not be using grade mailers. Ignore any grade mailer messages in this field.	
	6.	Date			Field is display only. Date that the term header record is generated by the system or a user.	
✓	7.	EOT Academic Standing	Tab to the EOT Academic Standing field. Enter the EOT Academic Status code **OR** Double click in the field		EOT Academic Status (End of Term Academic Standing Code). Calculated based on the academic standing rules. May also be directly entered. The following error message will	Validation form referenced: Academic Standing Code Validation Form (STVASTD)

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
			and choose a code from the picklist.		appear if you enter an incorrect standing code. Error Message: "Invalid code, press list for valid codes".	
✔			Save your changes by pressing F10 on your keyboard or clicking on the save icon in your toolbar.			
	8.	Date			Date the standing is entered on the student's record.	
	9.	Dean's List Status			Deans List Status. *Use at McGill to be determined.*	
	10.	Date			Date. Date the dean's list status is entered.	
	11.	Special Exam Credit			Special Exam Credit. NOT USED BY MCGILL. For information only.	
	12.	Withdrawal Reason			Withdrawal reason. NOT USED BY MCGILL. Tracks the reason the student is leaving the institution.	
	13.	Transfer Institution			Transfer Institution. NOT USED BY MCGILL. Tracks the institution to which the student is transferring.	
	14. 15. 16. 17.	Duplicate Mailer Request, Date, Original Grade Mailer Date Sent, Revised/Duplicate Grade Mailer Date Sent			NOT USED BY MCGILL. Fields track the grade mailing process which McGill will not use.	