# HOW TO ENTER A SUPPLEMENTAL COURSE AND ITS GRADE IN ACADEMIC HISTORY IN BANNER SIS
## (NO academic history exists for the data entry term)
## Term Course Maintenance Form (SHAINST)
## Section Dependent Course Maintenance Form (SHATCKS)

## General:

A Term Header Record is automatically created in academic history when grades are posted to the student's record via the Class Roster Form and then rolled to history using the Grade Roll Process.

A Term Header Record must exist in order to add course information to the database. When no Term Header Record exists for a student for the data entry term, the user must create the Term Header Record using the Term Course Maintenance Form (SHAINST) in order to add a course to the student's record.

The Section Dependent Course Maintenance Form (SHATCKS) is then used to enter the course and grade information.

## 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
- Student's standing for the previous term
- Course Reference Number (CRN)
- Student's grade for the course

---

**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.

---

Created on 10/29/2001 9:20 AM
Created by Rebecca Sinclair-Smith
SHAINST-history_addsuppcourse&grade .doc

Last edited on March 4, 2003
Last printed 3/4/2003 2:32 PM
Page 1 of 11

## Accessing the "Term Code Maintenance Form" (SHAINST)

Type the name of the form SHAINST in the Direct Access field and press {Enter}.
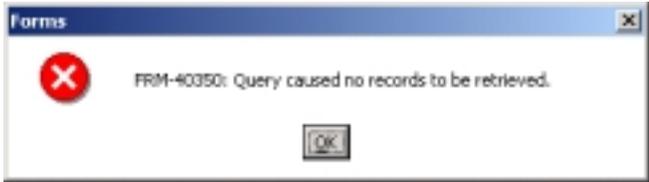The adjacent screen will appear:

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.

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).
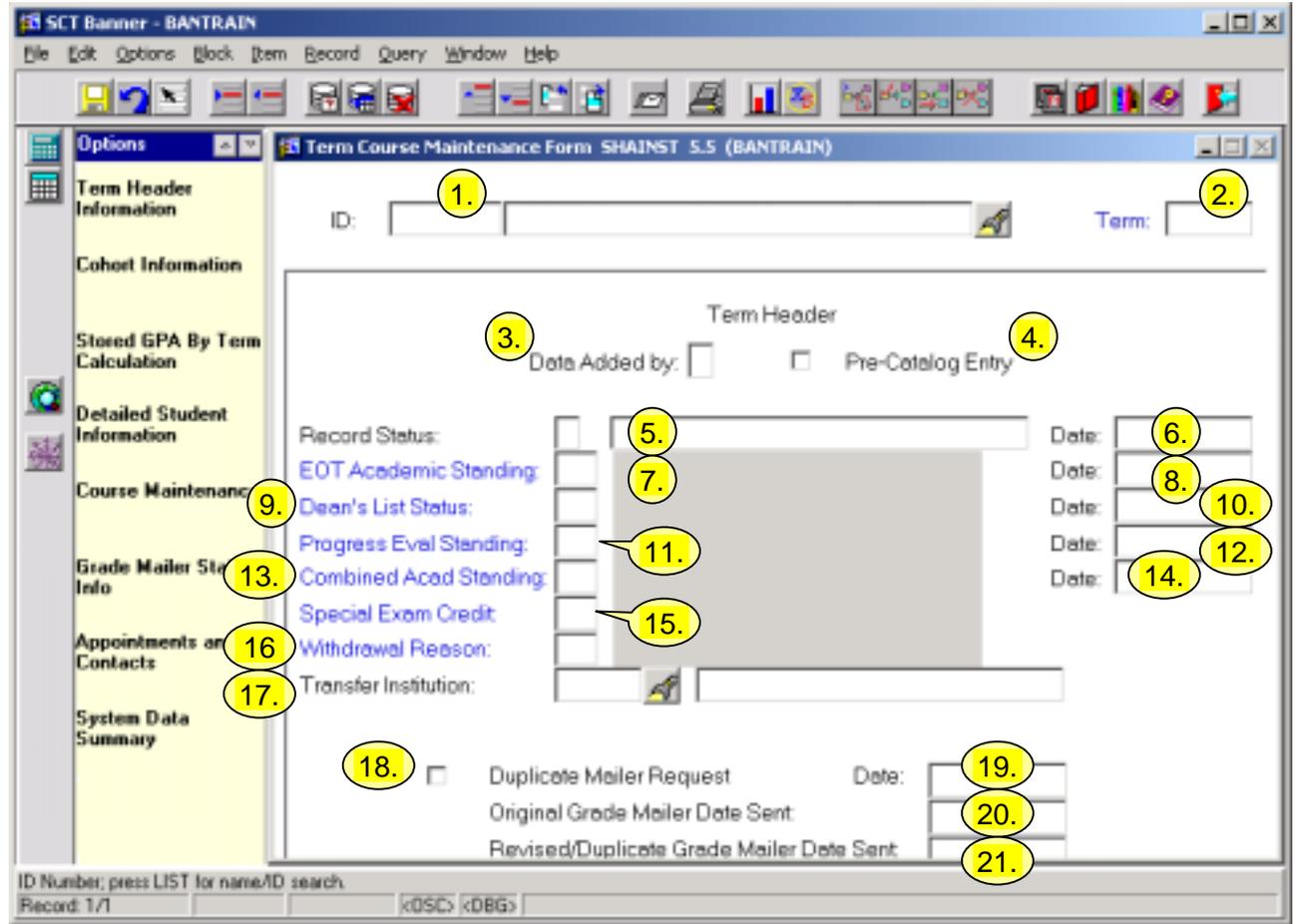
| Req'd | # | Field | Action | Reaction | Explanation/Description | Related Forms |
|-------|---|-------|--------|----------|-------------------------|---------------|
| ✔ | 1. | ID | Enter the ID of the student for whom you intend to enter course information **OR** Perform a search by clicking on the | | ID.  Required field | |

Created on 10/29/2001 9:20 AM
Created by Rebecca Sinclair-Smith
SHAINST-history_addsuppcourse&grade .doc

Last edited on March 4, 2003
Last printed 3/4/2003 2:32 PM
Page 2 of 11

| Req'd | # | Field | Action | Reaction | Explanation/Description | Related Forms |
|---|---|---|---|---|---|---|
| | | | flashlight. | | | |
| ✔ | 2. | Term | Enter the term code of the term to which you intend to add a course. | | Term code.  Required field. | |
| ✔ | | | Proceed to the Next Block by clicking on the next block icon in the toolbar or by pressing Ctrl + Page down on your keyboard. | | | |
| ✔ | | The following message box will pop up: Forms FRM-40350: Query caused no records to be retrieved. OK  This occurs because no academic history exists for the data entry term. Click on **OK**, and {Tab} to the EOT Academic Standing field. | | | | |
| *Term Header* | | | | | | |
| | 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 | |

Created on 10/29/2001 9:20 AM
Created by Rebecca Sinclair-Smith
SHAINST-history_addsuppcourse&grade .doc

Last edited on March 4, 2003
Last printed 3/4/2003 2:32 PM
Page 3 of 11

| Req'd | # | Field | Action | Reaction | Explanation/Description | Related Forms |
|---|---|---|---|---|---|---|
| | | | | | based on the Banner catalog.<br>*Checked* – pre catalog<br>*Unchecked* – current catalog | |
| | 5. | Record Status | | | Field is display only.<br>After a term header record is generated, the record status will indicate any messages relating to a grade mailer.<br>McGill will not be using grade mailers. Ignore any grade mailer messages in this field. | |
| | 6. | Date | | | Field is display only.<br>Date that the term header record is generated by the system or a user. | |
| ✓ | 7. | EOT Academic Standing | Enter the appropriate Academic Status code<br>**OR**<br>Double click in the field and choose a code from the picklist. | | EOT Academic Status (End of Term Academic Standing Code).<br>Calculated based on the academic standing rules. May also be directly entered.<br>The following error message will appear if you enter an incorrect standing code.<br>Error Message: "Invalid code, press list for valid codes". | Validation form referenced:<br>Academic Standing Code Validation Form (STVASTD) |
| ✓ | | | 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 | | | **Not currently used at McGill** | |
| | 10. | Date | | | **Not currently used at McGill** | |

Created on 10/29/2001 9:20 AM
Created by Rebecca Sinclair-Smith
SHAINST-history_addsuppcourse&grade .doc

Last edited on March 4, 2003
Last printed 3/4/2003 2:32 PM
Page 4 of 11

| Req'd | # | Field | Action | Reaction | Explanation/Description | Related Forms |
|-------|---|-------|--------|----------|------------------------|---------------|
|  | 11. | Progress Eval Standing |  |  | **Not currently used at McGill** |  |
|  | 12. | Date |  |  | **Not currently used at McGill** |  |
|  | 13. | Combined Acad Standing |  |  | **Not currently used at McGill** |  |
|  | 14. | Date |  |  | **Not currently used at McGill** |  |
|  | 15. | Special Exam Credit |  |  | **Not currently used at McGill** |  |
|  | 16. | Withdrawal Reason |  |  | **Not currently used at McGill**. |  |
|  | 17. | Transfer Institution |  |  | **Not currently used at McGill**. |  |
|  | 18. 19. 20. 21. | Duplicate Mailer Request, Date, Original Grade Mailer Date Sent, Revised/Duplicate Grade Mailer Date Sent |  |  | **Not currently used at McGill** |  |
| ✔ |  |  | Click on **Course Maintenance** in the navigation frame. | The Section Dependent Course Maintenance form (SHATCKS) will open. |  |  |

Created on 10/29/2001 9:20 AM
Created by Rebecca Sinclair-Smith
SHAINST-history_addsuppcourse&grade .doc

Last edited on March 4, 2003
Last printed 3/4/2003 2:32 PM
Page 5 of 11

The student's information would default in automatically. See adjacent Screen shot.

Key actions are **1**, **2**, **3**, **5**, **6**, **7**, **8**, **Save** and **Exit**.

**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.

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).



Scroll to the right to see the rest of the fields.
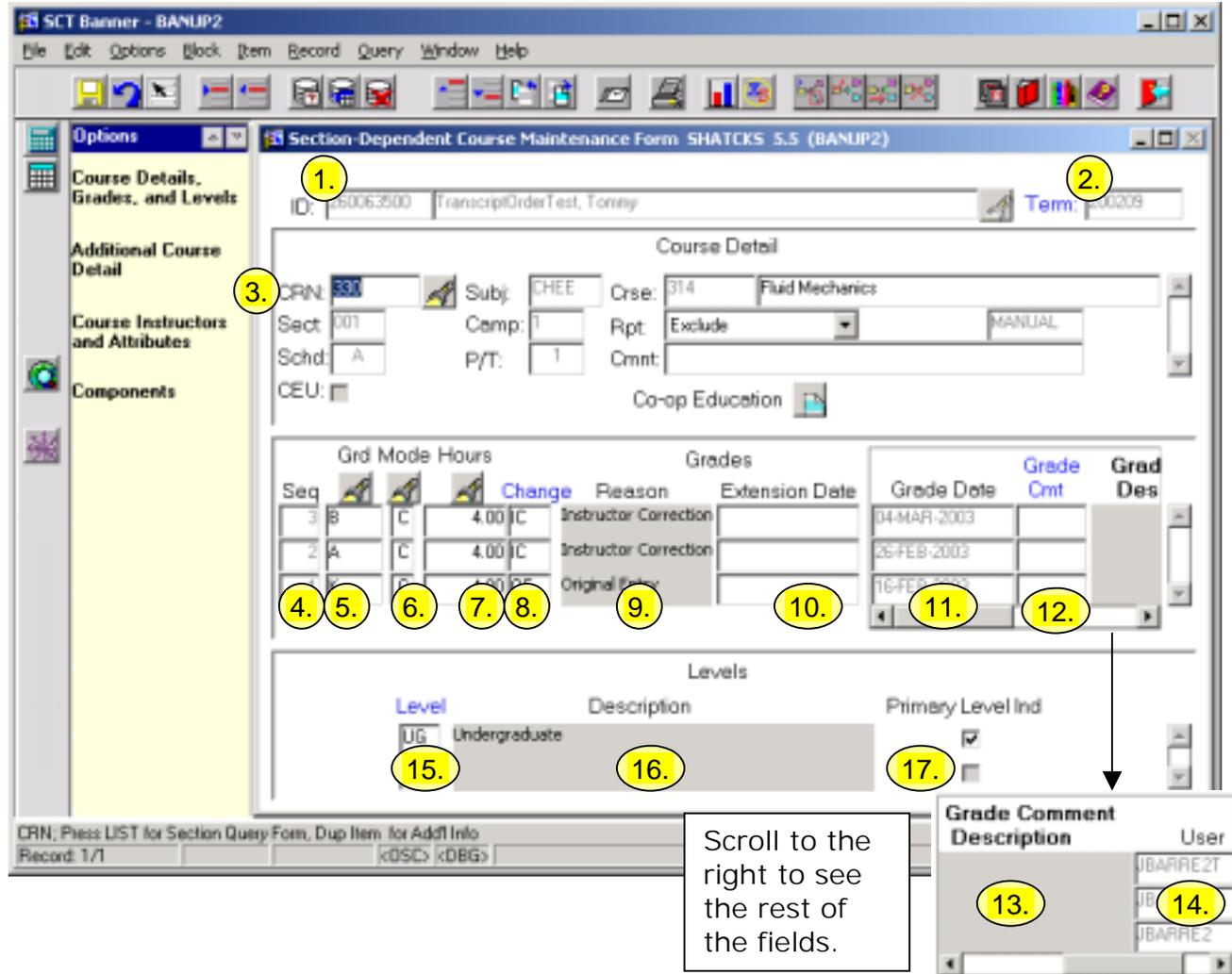
| Req'd | # | Field | Action | Reaction | Explanation/Description | Related Forms |
|---|---|---|---|---|---|---|
| | 1. | ID | You will have already entered the students McGill ID in SHAINST. It will default in from there and cannot be | | Required field. 9-digit Identification number. | |

Created on 10/29/2001 9:20 AM
Created by Rebecca Sinclair-Smith
SHAINST-history_addsuppcourse&grade .doc

Last edited on March 4, 2003
Last printed 3/4/2003 2:32 PM
Page 6 of 11

| Req'd | # | Field | Action | Reaction | Explanation/Description | Related Forms |
|---|---|---|---|---|---|---|
| | | | changed. | | | |
| | 2. | Term | You will have already entered the term code in SHAINST. It will default in from there and cannot be changed | | Required field.  Term code. | |
| ✔ | | *Next Block* | Proceed to the **Next Block** by clicking on the icon or by pressing Ctrl + Page Down on your keyboard. | | | |
| **Course Detail Block** - Provides detailed information about the course | | | | | | |
| ✔ | 3. | CRN | Enter the correct CRN and press {Tab}. | Course Detail Information is displayed for the CRN. | Course Reference Number. | Form referenced: Schedule Section Query Form (SSASECQ) |
| | 4. | Seq | | | Sequence number. System generated when the grade change is saved. | |
| ✔ | 5. | Grd | Enter the student's grade as a new record in a blank line and press {Tab}. | | Required field.  Grade. | Flashlight accesses the Grade Code Maintenance Form (SHAGRDE). |
| ✔ | 6. | Mode | Enter the appropriate grade mode. (Normally a grade mode of C) Press {Tab} | | Required field.  Grading mode associated with the grade of the course. | Flashlight accesses *Grading Mode Codes:* Grade Code Maintenance Form (SHAGRDE) |

Created on 10/29/2001 9:20 AM
Created by Rebecca Sinclair-Smith
SHAINST-history_addsuppcourse&grade .doc

Last edited on March 4, 2003
Last printed 3/4/2003 2:32 PM
Page 7 of 11

| Req'd | # | Field | Action | Reaction | Explanation/Description | Related Forms |
|---|---|---|---|---|---|---|
| | | | | | | -Only the grading information for the highlighted grade is displayed. *Section Query:* Academic History Section Query Form (SHOSECT) Displays information about the course section *Catalog Query:* Academic History Catalog Query Form (SHQSUBJ) Displays information about the course in the course catalogue. |
| ✓ | 7. | Hours | Enter the credit hours for the course {Tab}.<br><br>**Important**<br>**These are the number of credits that will appear on the transcript and that the student will be granted.** | | Required field. | Flashlight accesses *Section Query:* Academic History Section Query Form (SHOSECT) Displays information about the course section. *Catalog Query:* Academic History Catalog Query Form (SHQSUBJ) Displays information about the course in the course catalogue. |

Created on 10/29/2001 9:20 AM
Created by Rebecca Sinclair-Smith
SHAINST-history_addsuppcourse&grade .doc

Last edited on March 4, 2003
Last printed 3/4/2003 2:32 PM
Page 8 of 11

| Req'd | # | Field | Action | Reaction | Explanation/Description | Related Forms |
|---|---|---|---|---|---|---|
| ✔ | 8. | Change | Enter a grade change reason {Tab}. | | Grade change code. Required for any change to be saved. | |
| | 9. | Reason | | | Change reason. System generated when a grade code is entered. | |
| | 10. | Extension Date | | | Incomplete extension date. This field can be used to record an extension date for an incomplete grade. **Not used at McGill for processing.** | |
| | 11. | Grade Date | | | System generated with date of change. | |
| | 12. | Grade CMT | | | Grade comment code. | |
| | 13. | Grade Comment Description | | | Long description of comment code. | |
| | 14. | User | | | Username of the person who made the changes. System generated. | |
| ✔ | | *Next Block* | Proceed to the **Next Block** by clicking on the icon or by pressing Ctrl + Page Down on your keyboard. | | | |
| ✔ | 15. | Level | Enter the level code and press {Tab}. | | Level code. | |
| | 16. | Description | | | Level description. Defaults in with level code. | |
| ✔ | 17. | Primary Level Indicator | Check this box by clicking in it with your mouse. | | Primary Level Indicator. | |
| ✔ | | | **Save** your changes by pressing F10 or | The sequence number for the grade will be | | |

Created on 10/29/2001 9:20 AM
Created by Rebecca Sinclair-Smith
SHAINST-history_addsuppcourse&grade .doc

Last edited on March 4, 2003
Last printed 3/4/2003 2:32 PM
Page 9 of 11

| Req'd | # | Field | Action | Reaction | Explanation/Description | Related Forms |
|---|---|---|---|---|---|---|
| | | | clicking on the save icon. | displayed when the course is saved. Note: The grade with the highest sequence number (last grade entered and saved) will appear on transcripts and other Banner forms and, depending on the grade, will be calculated in the GPA. | | |
| ✔ | | | To enter a new Course Reference Number (CRN) ensure that the changes are **saved.** You will be returned to SHAINST. Click on **Course Maintenance** in the Navigation Frame. Then insert a record by selecting **Record**, then **Insert** from the menu bar, or click on the insert record icon. The screen clears and you can enter the new CRN and press {Tab}. | | | |
| ✔ | | | After exiting the form you will be able to view the recalculated GPA | **Note:** Overnight repeat processing/checking will adjust the credits | | |

Created on 10/29/2001 9:20 AM
Created by Rebecca Sinclair-Smith
SHAINST-history_addsuppcourse&grade .doc

Last edited on March 4, 2003
Last printed 3/4/2003 2:32 PM
Page 10 of 11

| Req'd | # | Field | Action | Reaction | Explanation/Description | Related Forms |
|-------|---|-------|--------|----------|------------------------|---------------|
|       |   |       | and any changes in earned hours in SHAINST. | as needed. |  |  |

Created on 10/29/2001 9:20 AM
Created by Rebecca Sinclair-Smith
SHAINST-history_addsuppcourse&grade .doc

Last edited on March 4, 2003
Last printed 3/4/2003 2:32 PM
Page 11 of 11