

HOW TO CHANGE A REPEAT INDICATOR ON A COURSE IN BANNER SIS
Term Course Maintenance Form (SHAINST)
Section Dependent Course Maintenance (SHATCKS)

General:

The intent of the [Section Dependent Course Maintenance Form \(SHATCKS\)](#) is to capture and maintain the institutional course work on a term-by-term basis. To ensure recalculation of the GPA the form should be entered via the Term Course Maintenance Form (SHAINST) or the Course Summary Form (SHACRSE). This form can be used for various purposes, however this particular document is concerned only with the process of entering or changing a course's repeat indicator.

Typical users of this form:

- ❖ ARR
- ❖ Faculty Offices

Check List:

Before you proceed, you must have the following information:

- The student's 9-digit McGill ID number
- The term code number
- The Course Reference Number or subject and number of 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.

Access the "Section Dependent Course Maintenance Form" (SHATCKS) from the Term Course Maintenance Form (SHAINST)

- ❖ Enter the student's ID number
- ❖ Enter the term code Press F4 to access the Section Dependent Course Maintenance Form (SHATCKS) or click on [Course Maintenance](#) in the Navigation frame.

Numbers correspond to screenshot captured on right.

The screenshot shows the Banner2000 - TRNG interface for the Term Course Maintenance Form (SHAINST). The window title is "Banner2000 - TRNG" and the menu bar includes File, Edit, Block, Field, Record, Query, Help, and Window. The toolbar contains various icons for file operations and data management. The main window is titled "Term Course Maintenance Form SHAINST 4.3.3 (TRNG)".

On the left is a navigation frame with the following menu items: Options, Term Header Information, Cohort Information, Stored GPA By Term Calculation, Detailed Student Information, Course Maintenance (highlighted with callout 4), Grade Mailer Status Info, Appointments and Contacts, and System Data Summary.

The main content area contains the following fields and options:

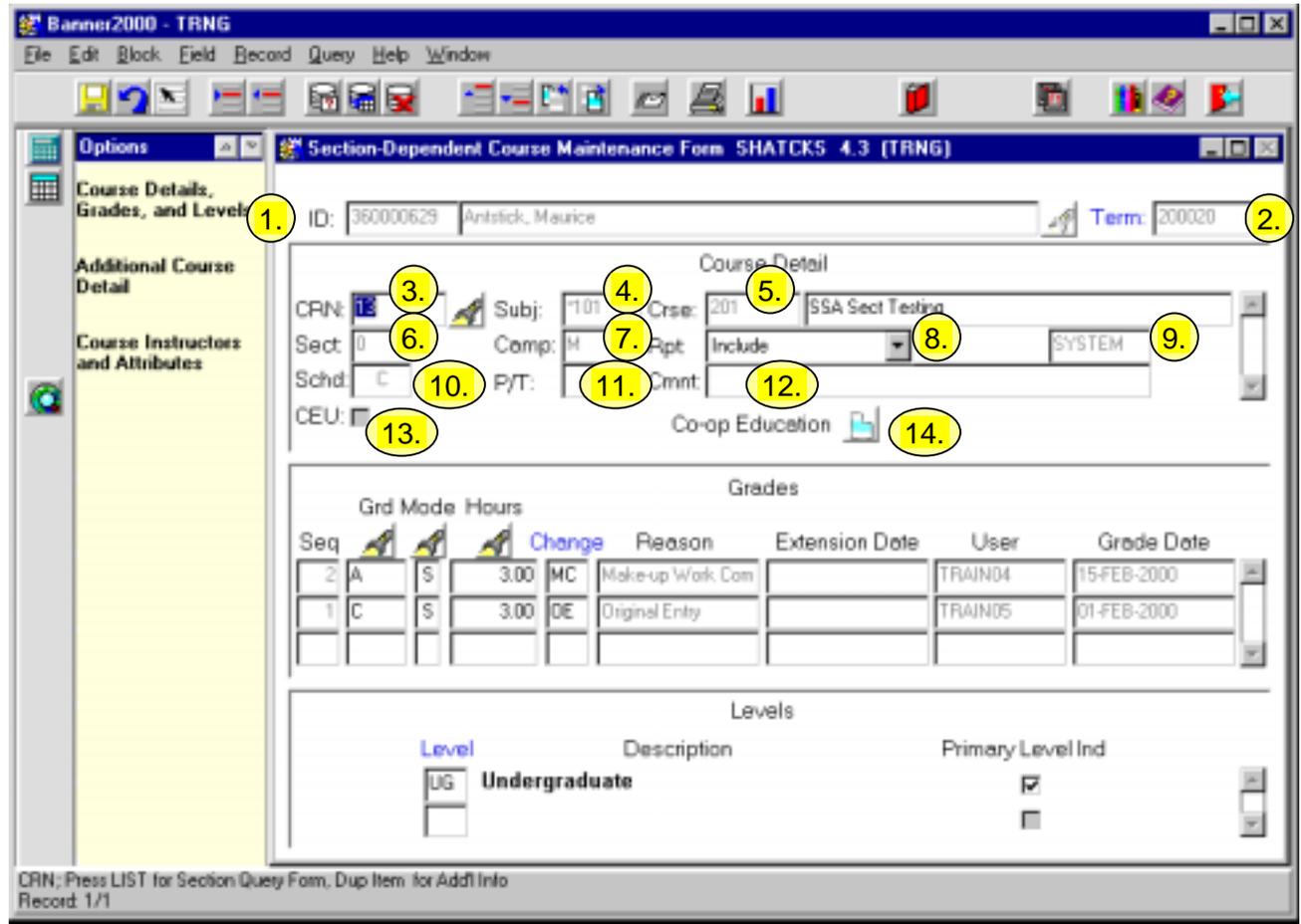
- ID: (callout 1)
- Term: (callout 2)
- Term Header section with checkboxes for "Data Added by:" and "Pre-Catalog Entry".
- Record Status: Date:
- EOT Academic Standing: Date:
- Dean's List Status: Date:
- Special Exam Credit:
- Withdrawal Reason:
- Transfer Institution:
- Checkboxes for "Duplicate Mailer Request", "Original Grade Mailer Date Sent", and "Revised/Duplicate Grade Mailer Date Sent", each with a corresponding date field.

At the bottom of the window, it says "ID Number; press LIST for name/ID search." and "Record: 1/1".

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

Key actions are 1, 2, 3, 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.



Req'd	#	Field	Action	Reaction	Explanation/Description	Related Forms
✓	1.	ID			Required field. 9-digit Identification number. You will have already entered the students McGill ID in SHAINST. It will default in from there and cannot be changed.	
✓	2.	Term			Required field. Term code. You will have already entered the term code in the Term Course Maintenance Form (SHAINST). It will default in from there and cannot be changed.	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
✓			Proceed to next block (Ctrl + Page Down, or Next Block icon on toolbar).			
✓	3.	CRN	Locate the correct CRN by using the up or down arrow keys when in the Course Detail Block.	Course Detail Information is displayed for the CRN.	Course Reference Number. Display only.	Flashlight accesses the Schedule Section Query Form (SSASECQ) .
	4.	Subj			Course subject. Display only.	
	5.	Crse			Course number. Display only.	
	6.	Sect			Course section. Display only.	
	7.	Camp			Course campus. Display only.	
✓	8.	Rpt	Tab to the Rpt: field. Click on the grey arrow to view the repeat indicators. Use the down and up arrow keys or the mouse to choose the correct repeat indicator. Click on the indicator that you wish to select.		Repeat course indicator. 4 options to choose from: <i>Include</i> – grade is included in earned hours (CEUs or credits) & GPA (used when a course is excluded from earned hours and GPA and you want to include it) <i>Exclude</i> – grade is excluded from credits and GPA <i>Include GPA</i> – grade is included in GPA but not credits <i>None</i> – no change	
	9.	Unlabeled field.			Display only. “System” indicates that the repeat indicator was system generated. Manual indicates that the repeat indicator was entered manually or at the time of conversion of records to Banner.	
	10.	Schd			Schedule type. Display only.	
	11.	P/T			Part of term. Display only.	
	12.	Cmnt			Comment. Will print with the course on the student's transcript	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Forms</i>
					course on the student's transcript. Must not be used or modified by a system user.	
	13.	CEU			Continuing Education Units. Display only. Checked if a course has Continuing Education Units.	
	14.	Co-op Education			Re-coop Ed. Use not yet determined.	
✓			Save your changes by pressing F10 or clicking on the save icon.			
✓			To change a repeat indicator on a new Course Reference Number (CRN) ensure that the changes are saved , and Tab to the CRN field. Locate the correct CRN by using the down or up arrow keys.			
✓			IMPORTANT: Exit this form by clicking on the exit icon on the toolbar or pressing Ctrl + Q on your keyboard. This action causes the student's GPA to be recalculated.	After exiting the form you will be able to view the recalculated GPA and any changes in earned hours in SHAINST.		

Grades Block: Indicates grading information for the course section

Levels Block: Indicates the level to which the course is applied