

HOW TO VIEW COURSE AND GPA INFORMATION BY TERM IN BANNER SIS Term Sequence Course History Form (SHATERM)

General:

The *Term Sequence Course History Form* is a query only form that permits the user to see the student's progress on a term-by-term basis. A general student record must exist for the individual in order to access this form.

It is not possible to enter or execute a query on this form. No changes can be made to any field.

Check List:

Before you proceed, you must have the following information:

- Student Identification Number
- Course Level (for the courses whose term & GPA information you intend to view)

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.

Accessing the "Term Sequence Course History Form" (SHATERM)

Type the name of the form **SHATERM** 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.

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).

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
✓	1.	ID	Enter the student's identification number, or search for it using the flashlight search.		Student Identification Number.	
✓	2.	Level	Enter the level or select it from a pick list by double	Only the courses for the level which is selected and the GPA	Level of the GPA that will be displayed.	

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			clicking in this field. If no academic history exists for the student, a level can not be selected.	for that level will be displayed.		
	3.	Start Term			If Start Term is left blank, then the student's course and term GPA information for all terms with academic history for the selected level will be displayed. If a Start Term is entered, then the student's course and term GPA information for the selected level will be displayed, beginning with the record for the start term. Information for later terms can be viewed but information for terms prior to the start term can not be viewed.	
✓			Proceed to the Next Block by clicking on the Next Block icon in your toolbar or by pressing Ctrl + Page down on your keyboard.			
Current Standing						
	4.	First Term Attended			Displays the first term attended. Not related to the	

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					start term.	
	5.	Last Term Attended			Displays the last term attended.	
	6.	Academic Standing			Displays the academic standing of the last term with academic history. If the academic standing for this term has not yet been recorded, the standing will be blank.	
	7.	Override			Displays the override academic status, if it exists, from the last term attended only.	
	8.	Progress Evaluation Standing			Not used at McGill.	
	9.	Progress Evaluation Override			Not used at McGill.	
	10.	Combined Academic Standing			Not used at McGill.	
	11.	Combined Acad Stand Override			Not used at McGill.	
	12.	Overall Institution GPA			Cumulative GPA for institutional courses for all terms with academic history.	
	13.	Overall Transfer GPA			Cumulative GPA for transfer courses for all terms. No GPA will be calculated at McGill for transfer courses. The transfer GPA values will always be	

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					0.00. The total earned transfer credits (hours) will be indicated.	
	14.	Overall GPA			Cumulative GPA for all courses (transfer and institutional) for all terms. Because no GPA will be calculated for transfer courses at McGill, the Overall GPA values and the values for the Overall Institution GPA will be the same. The total credits (hours) for institutional and transfer courses will be indicated.	
✓			Proceed to the Next Block by clicking on the Next Block icon in your toolbar or by pressing Ctrl + Page down on your keyboard.			

Term GPA and Course Detail Information

The lower block of this window changes depending on what is displayed in the **Inst/Trns** field of the **Term GPA** block. If an "I" is displayed then the Institutional Courses block appears. If a "T" is displayed, then the Transfer Courses block appears.

The screenshot shows a window titled "Term GPA and Course Detail Information" with the following components:

- Term GPA Section:** Includes a dropdown for "Term" (1), a field for "Inst/Trns" (2) with checkboxes for "Inst" (3) and "Trns" (4), and a "Term GPA" field (5). Below this are columns for "Passed Hours" (6), "Earned Hours" (7), "GPA Hours" (8), "Quality Points" (9), and "GPA" (10).
- Cumulative GPA Section:** A row of cumulative GPA values (11).
- Institutional Courses Table:** Headers include "Subj" (12), "Course" (13), "Title" (14), "Grade" (15), "Mode" (16), "Hours" (17), "Repeat" (18), and "Campus" (19). A row for "Keyboard Proficiency" is highlighted.
- Transfer Courses Table:** Headers include "Subj" (20), "Course" (21), "Title" (22), "Grade" (23), "Mode" (24), "Hours" (25), and "Count in GPA" (26). A row for "C'est Si Bon" is highlighted.

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).

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	1.	Term	Press the down arrow key to change the type (institutional or transfer) of course and GPA information	If both transfer and institutional courses exist for a term, the type of course will change. If only institutional or only	Start term from the previous block.	

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			displayed for the term and to change the term itself.	transfer courses exist, the term will change.		
	2.	Inst/Trns			Indicates whether the information being displayed is term institutional or term transfer course information. Determines what information will be displayed in the next block. I = Institutional T = Transfer	
	3.	Trns No			Transfer institution number as displayed on the Transfer Course Form (SHATRNS) if transfer course information is displayed	
	4.	Inst Attnd			Transfer attendance period number for the transfer institution number indicated as displayed on the Transfer Course Form (SHATRNS). The earned transfer credits for one institution for one term and one attendance period for that institution are displayed.	
	5.	Attmptd Hours			Displayed for the term specified in the term block for institutional or transfer courses. Term transfer course information is displayed for <u>each</u> institution and attendance period for transfer	
	6.	Passed Hours				
	7.	Earned Hours				
	8.	GPA Hours				
	9.	Quality Points				

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	10.	GPA			courses in a term.	
	11.	Cumulative GPA			Displays the cumulative GPA and credit information up to and including the term displayed in the term field for both institutional and transfer courses.	
✓			Proceed to the Next Block by clicking on the Next Block icon in your toolbar or by pressing Ctrl + Page down on your keyboard.			

Institutional Courses: This block displays if an "I" indicator is displayed in the Ins/Trns field in the previous block.

	12.	Subj	Press the down arrow key to view all courses for the term (if there are more than five courses).		Identifies the subject of the course.	
	13.	Course			Course numbers. Valid course numbers are 3 (single term courses) or 5 characters (spanned courses) in length.	
	14.	Title			Course Title.	
	15.	Grade			Course Grade.	
	16.	Mode			Grade mode associated with this course.	
	17.	Hours			Credit hours associated with the course..	

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	18.	Repeat			Repeat indicator.	
	19.	Campus			Campus code.	
<p>Transfer Courses: This block displays if a "T" indicator is displayed in the Ins/Trns field in the previous block.</p>						
	20.	Subj	Press the down arrow key to view all courses for a transfer attendance period.		Identifies the subject of the transfer course as entered on the Transfer Course Form (SHATRNS).	
	21.	Course			Course numbers. Valid course numbers are 3 (single term courses) or 5 characters (spanned courses) in length.	
	22.	Title			Course Title as entered on the Transfer Course Form (SHATRNS).	
	23.	Grade			Course Grade as entered on the Transfer Course Form (SHATRNS).	
	24.	Mode			Grade mode associated with this course as entered on the Transfer Course Form (SHATRNS).	
	25.	Hours			Credit hours associated with the course as entered on the Transfer Course Form (SHATRNS).	
	26.	Count in GPA			Indicates whether the course should count towards the student's credit total. Transfer courses, if entered on the Transfer Course Form	

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					(SHATRNS) should always be checked to count.	

SHATERM

Field	Action	Reaction	Correction
ID	<ul style="list-style-type: none"> entered invalid student ID 	*ERROR* ID does not exist; press LIST for name/ID search.	<ul style="list-style-type: none"> click on the flashlight of the 'ID' field for access to SOAIDEN
Level	<ul style="list-style-type: none"> entered invalid level for student 	*ERROR* G2 is invalid. LIST for valid choices.	<ul style="list-style-type: none"> double-click on field for a list of valid levels associated with the student
Start Term	<ul style="list-style-type: none"> entered invalid term code 	*ERROR* Invalid code; press LIST for valid codes.	<ul style="list-style-type: none"> double-click on field for a list of valid codes
	<ul style="list-style-type: none"> entered a term exceeding the 'Last Term Attended' & next blocked 		<ul style="list-style-type: none"> to view the 'Term GPA and Course Detail Information' enter a term that is between the 'First' and 'Last Term Attended' or before the 'First Term Attended' to view all subsequent terms
First Term Attended	<ul style="list-style-type: none"> attempting to change 'First Term Attended' 	FRM-40200: Field is protected against update.	<ul style="list-style-type: none"> field is display only
	<ul style="list-style-type: none"> attempting to click on Record->Clear, Record->Remove, Record->Insert, Record->Duplicate, Record->Lock 	*ERROR* Invalid function; press SHOW KEYS for valid functions.	<ul style="list-style-type: none"> functions are invalid for this field
Term GPA and Course Detail Information Window			
Term	<ul style="list-style-type: none"> attempting to change or delete 'Term' 	FRM-40200: Field is protected against update.	<ul style="list-style-type: none"> field is display only
	<ul style="list-style-type: none"> attempting to click on Record->Clear, Record->Remove, Record->Insert, Record->Duplicate, Record->Lock 	*ERROR* Invalid function; press SHOW KEYS for valid functions.	<ul style="list-style-type: none"> functions are invalid for this field
Subj	<ul style="list-style-type: none"> attempting to change or delete 'Subj' 	FRM-40200: Field is protected against update.	<ul style="list-style-type: none"> field is display only

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	<ul style="list-style-type: none"> attempting to click on Record->Clear, Record->Remove, Record->Insert, Record->Duplicate, Record->Lock 	<pre>*ERROR* Invalid function; press SHOW KEYS for valid functions.</pre>	<ul style="list-style-type: none"> functions are invalid for this field