

Student Adjustments How to Target a Course Step-by-Step Instructions

NOTE: It is always a good idea to generate a degree evaluation report prior to entering a student adjustment in the Banner client.

1. At the GO: (direct access) Enter **SMASADJ** and **press Enter**. (*Your cursor is now flashing in the **ID** field.*)
2. **Enter** the ID, **Tab**.
3. **Enter Term**. Enter the term of admission to the degree.
4. **Next Block**.

If the student does not exist in the Student Adjustment Library, a message will pop up; **ID must exist in Student Library**.

- **Select Add to access library**.
- **Save**. The student is now added to the Student Adjustment Library.
- **Exit** to return to **SMASADJ**.

5. **Click** on the **Target Courses** link on the Navigation frame.
6. **Enter** the **Subject Code** and **Course Number** of the course to be targeted.

Note: Leave the Attribute field blank. All adjustments dealing with attributes will be made by the Degree Evaluation Unit.

7. **Enter** the **Area** (required) for which the course is to be used. The Area is displayed on the Minerva Degree Evaluation Report. Or you can **click** on the **magnifying glass** to search for it.
8. **Save**.
9. **Click** on **Adjustment Tracking** in the options menu to type in reason for change or other notes in the Tracking Text field for audit trail purposes.
10. **Save**.
11. **Click** on the **Return** button.
12. To ensure the student adjustment is working correctly, generate a new degree evaluation report.