

HOW TO MAKE STUDENT PROGRAM ADJUSTMENTS IN BANNER SIS

Student Program Adjustment Form (SMASPRG)

Student Adjustment Library Form (SMASLIB)

General:

A student can modify their program or area requirements using the student adjustment forms. Student adjustments are program specific and student specific. Student adjustments have the ability to change minimum number of credits, grade requirements, course requirements, and so on. This "how-to" describes the forms and procedures used to make CAPP adjustments.

There are two main forms used for student program adjustments:

- Student Program Adjustment Form (SMASPRG)
This form is used to:
 - Adjust the overall program requirements for an individual student (minimum program credits & course grades)
 - See p. 2-7 for details
- Student Adjustment Library Form (SMASLIB)
This form is used to:
 - Add a student to the student adjustment library
 - Query a student and view his/her adjustment history
 - See p. 8-10 for details

Check List:

Before you proceed, you must have the following information:

- ID number of the student(s) whose program you want to adjust
- The program/area code(s) to be adjusted for the student

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.

How to Adjust Overall Program Requirements using the Student Program Adjustments Form (SMASPRG)

This form will be used to adjust program requirements that affect the overall program – for example, the total minimum credit requirement to complete the program and lowest minimum grade that can be used within the program. Area-specific requirements must be changed within the individual areas.

Accessing the “Student Program Adjustments Form” (SMASPRG)

Type the name of the form **SMASPRG** in the Direct Access field.

Or click on “Student Program Adjustment” in the Navigation bar in SMASLIB.

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.

You can click on the icons in the navigation frame to adjust the student's program requirements.

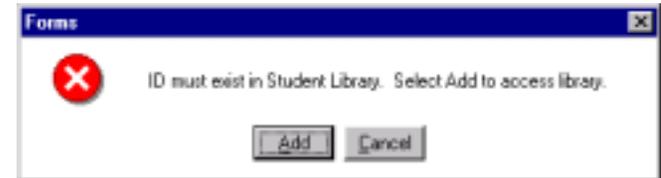
<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>
✓	1.	ID	Enter ID if known . If the ID is unknown , you may perform a search by clicking on the flashlight, entering the name and	If the student has previously been added to the Student Adjustment Library their name will appear. If they do not exist in the Student Adjustment	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>
			<p>Executing Query (F8).</p> <p>*If you have previously selected a student in SMASLIB, their ID will already be displayed in this field.</p>	<p>Library, go to SMASLIB to add the student. (See p. 3-5 of this How-to for further instructions)</p>	
✓	2.	Term	<p>Enter the effective term for which program adjustments will begin.</p>	<p>The Catalogue term will automatically appear.</p>	<p>This is the beginning term for the new set of adjusted program requirements.</p>
✓	3.	Program	<p>Enter the program you wish to adjust (this could either be the program that the student is currently enrolled in, or a program you wish to run compliance for. The program is not required to be on the student's record to be adjusted).</p> <p>You can also search for a program by double-clicking the field.</p>	<p>The student level and course level fields will automatically appear.</p> <p>If no adjusted requirements exist for the specified combination, the "Default All Information" selection is enabled.</p> <p>If adjustments already exist for this combination, the "Default All Information" selection will be inaccessible.</p>	<p>If the "Default All Information" selection is inaccessible, skip step 4.</p>
✓		<p>Proceed to the Next Block by clicking the icon, or by pressing Ctrl +</p>			

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>
		Page Down on your keyboard.			

*If the ID does not exist in the Student Adjustment Library, this message will appear:
(if this message does not appear, continue with step 4 in the table below).

- 1) Click on **Add** (This will bring you to the Student Adjustment Library Form).
- 2) **Save** (F10).
- 3) Click on the **Return** button.
The student has been added to the Student Adjustments Library.
- 4) Click on **Exit** to return to the Student Program Adjustments Form (SMASPRG).



For more information on the Student Adjustments Library Form (SMASLIB), see page 8.

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>
	4.		Click on Default All Information to copy the standard requirements for the entire program. Enter the program name and effective term from which you want to copy the standard requirements. Click on Process Default.	This will bring up the "Default All Program Information Form" (SMQSPDF).	You can also enter all of the program information manually. If you do this, you can skip this step and go to the next block.
			Proceed to the Next Block by clicking the icon, or by pressing		

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			Ctrl + Page Down on your keyboard.		
	5.	General Requirements Icon	<p>Click on the General Requirements icon.</p> <p>ADJUSTING A PROGRAM'S MINIMUM CREDITS: Enter a new numerical value in the Total Required Credits field.</p> <p>ADJUSTING THE OVERALL MINIMUM COURSE GRADE: Enter a new letter grade in the Minimum Course Grade field.</p> <p>Save (using the Save icon or pressing F10).</p>	The student will now have a new program credit requirement or minimum course grade.	<p>The adjustments made in this form affect the program requirements only for the student being adjusted.</p> <p>AUDIT TRAIL: The changes you made, the date and your user name are recorded. Click on Text Track to view the record. It is strongly recommended that a description or reason for the adjustments being made be entered in the Tracking Text field.</p>
	6.	Text Icon	You can modify the text description for the program.		<i>This feature is not currently being used at McGill.</i>
	7.	Non-Course Requirements Icon	<p>ADJUSTING THE NON-COURSE CODE: Double-click the field to select the appropriate non-course code.</p> <p>ADJUSTING THE NON-COURSE YEAR</p>	When you enter a non-course code, its description appears in the "description" field.	<p>All non-course requirements are identified by a McGill-defined code. This code must first be entered in the validation table STVNCRO.</p> <p>For Example, if a student is allowed to pursue a CPR Certificate for no more than 2 years, the McGill-defined code for a CPR Certificate is "CPR", and you would write 2 in the Non-Course Year Limit field.</p> <p>The Action Codes is used to define codes for the</p>

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>
			<p>LIMIT: Enter the desired length of years for the non-course requirements to remain valid.</p> <p>ACTION CODE: Choose the appropriate action code by double-clicking the field.</p> <p>Save (using the Save icon or pressing F10).</p>		types of student adjustment actions an institution may perform. Institutions can define the codes and description according to their own needs. The Action Code is a three-digit long field.
	8.	Additional Levels Icon	<p>You can include or exclude levels of courses to be used in compliance.</p> <p>Double-click the Level field to select the appropriate code. Enter the minimum grade and the maximum credit value for that level.</p> <p>Save (using the Save icon or pressing F10).</p>	When you enter the level, a description appears in the "description" field.	CAPP includes courses with the LEGACY designation (ZZ) in this form for conversion purposes. **Please do not delete the ZZ level information. If this is deleted, courses that the student took prior to implementation of Banner (prior to 200209) will not be used in CAPP compliance.
	9.	Required Attributes Icon			<i>This feature is not currently being used at McGill.</i>
	10.	Restricted Subjects/ Attributes Icon	You can limit the maximum credits to be used in specified	The new limits on the maximum credit values will be	

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			<p>course subjects or course attributes.</p> <p>For course subjects, enter the subject, course number or low/high, and maximum number of credits.</p> <p>For course attributes, enter the attribute code and the maximum number of credits.</p> <p>Save (using the Save icon or pressing F10).</p>	considered when running compliance.	
	11.	Restricted Grades Icon	<p>You can add grade restrictions by entering the grade, maximum credits and the appropriate action code.</p> <p>You can also adjust or delete existing grade restrictions.</p> <p>Save (using the Save icon or pressing F10).</p>	The new grade restrictions will be considered when running compliance.	
	12.	Attached Areas Icon	For captive programs, you can add, delete or change the attached areas and/or it's priority.	The new attached areas and/or new priorities will be considered when running compliance.	For a captive program, the compliance being run for this student will only take into consideration the new set of attached areas, rather than the original program requirements.

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>
			<p>To attach an area, insert the area code.</p> <p>To change an area's priority, enter the new priority in the Priority field.</p> <p>Save (using the Save icon or pressing F10).</p>		<p>For a dynamic program, the areas are usually unattached.</p> <p>To waive or add an area, attach that area and enter the appropriate action code.</p>
✓	13.	All Tracking Icon	Click on the All Tracking icon to view any previous program adjustments made for this student.	This form lists previous program adjustments, the user who made them and the date they were made.	All adjustments are recorded so that you can keep track of what changes have been made. It is necessary to enter a description of the adjustments in the Tracking Text field.

The Student Adjustments Library Form (SMASLIB)

This library is used to store information on all student adjustments. All students must first be entered in the Student Adjustments Library before any adjustment can be made to their program requirements.

Accessing the "Student Adjustment Library Form" (SMASLIB)

Type the name of the form **SMASLIB** 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.

How to use this form:

Before making any adjustment, the student must exist in the student adjustment library.

To search for a student, you can search by ID or by name. If the student does not exist in the library, you can add their ID by clicking on ADD ID in the Navigation bar.

From there you can adjust the student's program requirements, area requirements, target courses, waivers and/or substitutions.

ID	Name
11982074	Abdo, Nadim Y
119821750	Aides, Christine
260011797	Admit, Capp
119827607	Anderson, Natalie L
260010958	Applegate, Abby
119824549	Barr, Sara Mari
260010623	Bosboo, Zoo
119823880	Brainard, Spencer
260010109	Byrne, Bronwyn S
260010108	Byrne, Butlercath S
260010174	Byrne, Diodagh S
119380236	Bullhog, May Rena

Program	Area	Group	Target
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>
HOW TO QUERY THE STUDENT ADJUSTMENT LIBRARY FORM					
	1.		<p>Click on the Execute Query icon (or press F8).</p> <p>OR</p> <p>If you wish to search for a particular student, you can press F7 and enter all, or part of the name or ID number in the appropriate fields, and press F8</p> <p>* It is recommended that you surround your search criteria with % signs as a wildcard, if entering part of the name or number.</p>	<p>A list of IDs that exist in the student adjustment library pops up. The Navigation bar will also become active.</p> <p>A list of Ids that match the criteria entered will appear.</p>	<p>The student you wish to adjust must exist in the adjustment library. If the student does not exist in the library, you must click on Add IDs in the Options menu (see below, step 2).</p>
HOW TO ENTER A STUDENT IN THE STUDENT ADJUSTMENT LIBRARY					
	2.		<p>On the Options menu, click on Add IDs.</p> <p>Enter the student's ID in the ID field or click on the flashlight to search for the student number.</p>	<p>After the student number has been entered, the student's name will appear.</p>	<p>This is the student who you will add to the Student Adjustments Library. You can now apply adjustments to this student.</p>

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>
			<p>Save (using the Save icon on the toolbar or pressing F10).</p> <p>Hit the Return button.</p>		

HOW TO MAKE ADJUSTMENTS TO THE STUDENT'S RECORD

	3.		<p>Select the ID of the student for whom you wish to make an adjustment.</p> <p>3a. Click on "Student Program Adjustment" in the navigation bar to adjust the student's overall program requirements.</p> <p>3b. Click on "Student Area Adjustment" to adjust a specific area requirement.</p> <p>3c. Click on Student Group Adjustment" to adjust a specific group requirement.</p> <p>3d. Click on Student Adjustment for targets, waiver and</p>	<p>This will bring up the "Student Program Adjustment Form" (SMASPRG).</p> <p>This will bring up the "Student Area Adjustment Form" (SMASARA).</p> <p>This will bring up the "Student Group Adjustment Form" (SMASGRP)</p> <p>This will bring up the "Student Adjustment for Targets, Waivers and Subs form" (SMASADJ)</p>	<p>Note: Groups are not currently being used very much at McGill.</p>
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<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>
			substitutions to make these adjustments.		
	4.	Adjustments			<i>This field is for display only. Any adjustments to a student's program, area, etc. will be checked off here.</i>