HOW TO RECORD YEARLY INFORMATION FOR A BACKGROUND INSTITUTION IN BANNER SIS
Background Institution Year Form (SOABGIY)

General:

The *Background Institution Year Form* is used to record **yearly** information about a source or background institution. All of the data are dependent on year, providing a historical record of the information. The Background Institution Base Form (SOASBGI) must be established prior to using this form. Use this form to record school characteristics and degrees or diplomas offered.

Related Documentation:

How to Record General Information for a Background Institution in Banner (SOASBGI)
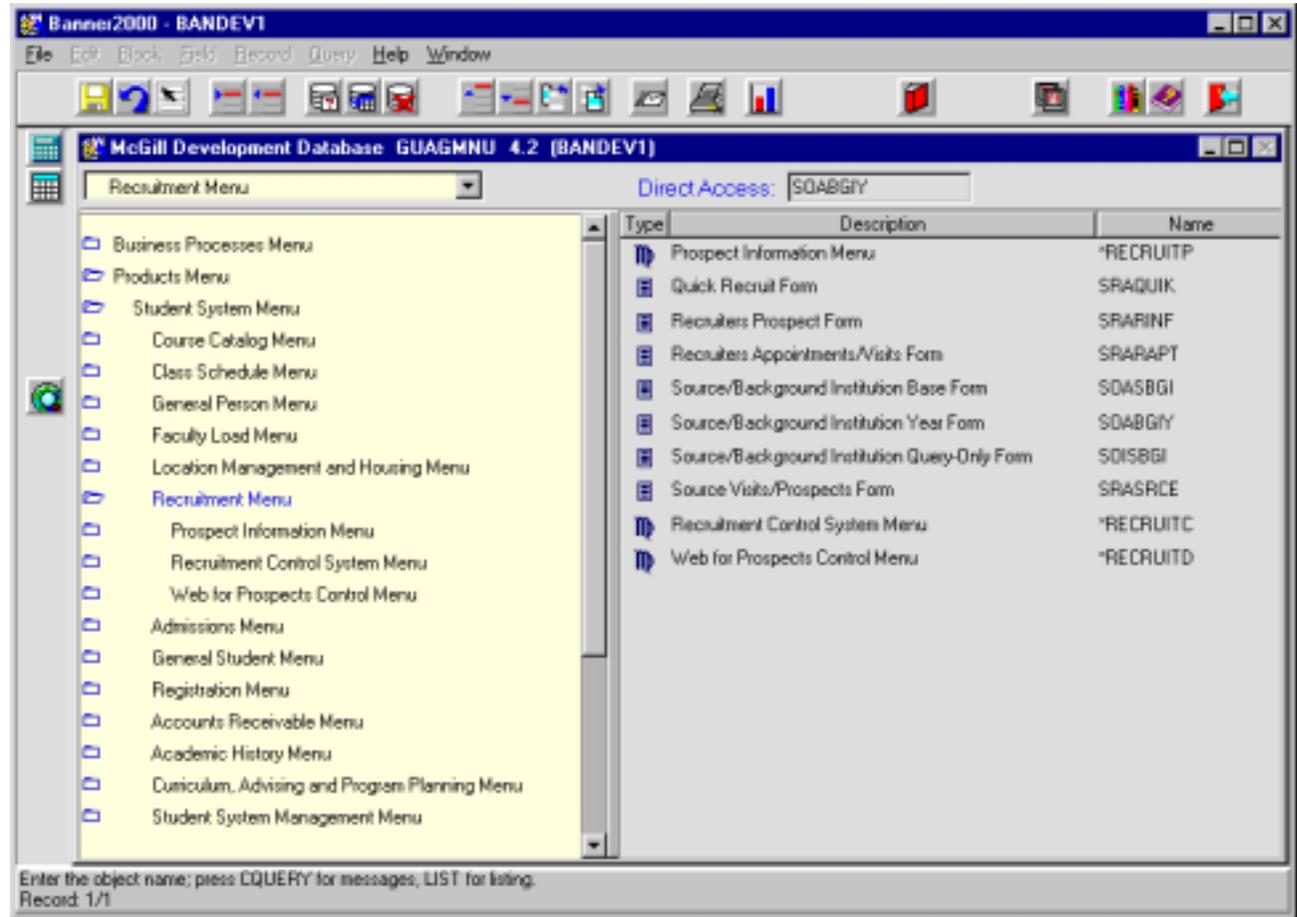
Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems.

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Accessing the "Background Institution Year Form" (SOABGIY)

Type the name of the form SOABGIY in the Direct Access field.
(OR)

Use the Menu Selection:
1) *Access* Products Menu
2) *Select* Student System Menu
3) *Select* Recruitment Menu
4) *Select* Source/Background Institution Year Form (SOABGIY)

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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.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✔	1.	Source/Background Institution	A known code can be entered in the source field or a search can be initiated.			Query form referenced: Source/Background Institution Query-only form (SOISBGI)
✔	2.	Year			Must be in range 1900-2100. The first year populated is **2002**. The default year is the current year so **you must select 2002 to view the data.**	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✔			Proceed to the **Next Block** by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.			

Academic Information:

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	3.	State Approval Ind			**Not used by McGill.**	
	4.	Accreditation			Identifies the type of accreditation the source has. **Not used by McGill.**	
	5.	Credit Transfer Value			Identifies value at McGill for each credit earned at the source. **Not used at this time.**	
	6.	Calendar Type			Identifies type of calendar under which a source operates – semester, quarter etc**. Not used at this time.**	
✔			Proceed to the **Next Block** by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.			

Demographic Information:

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	7.	Total Enrolment			Total enrolment at the source for the specified year. **Not used by McGill.**	
	8.	Number of Seniors			Number of seniors enrolled at the source for the specified year. **Not used by McGill.**	

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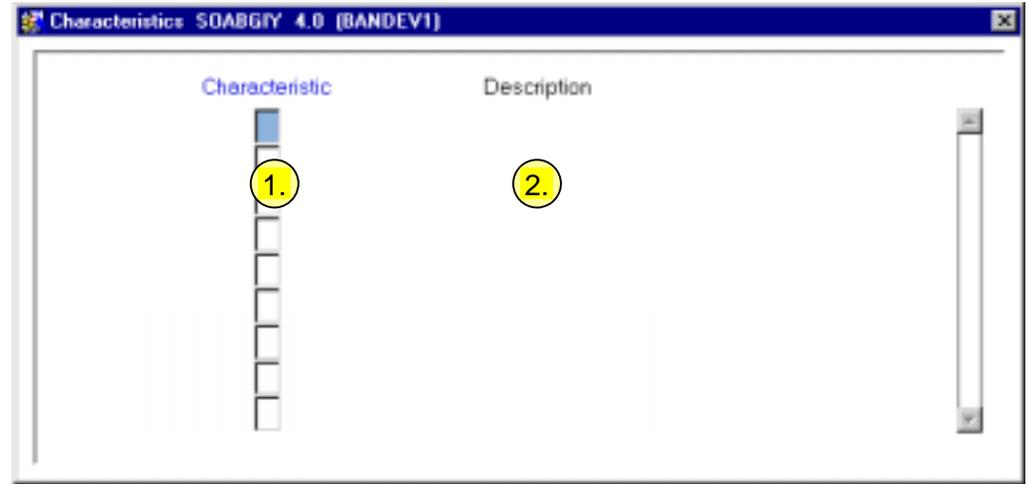|					
	9.	Percent College Bound			Percent of students enrolled at the source who intend to pursue a college education. **Not used by McGill.**	
	10.	Mean Family Income			Mean family income of students enrolled at the source for the specified year. **Not used by McGill.**	
✔			Proceed to the **Next Block** by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.			

Ethnic Make-Up:

	11.	Ethnic			**Not used by McGill.**	
	12.	Percentage			Percentage of ethnic background **Not used by McGill.**	

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Characteristics Window

This block is used to enter and maintain information regarding school characteristics.
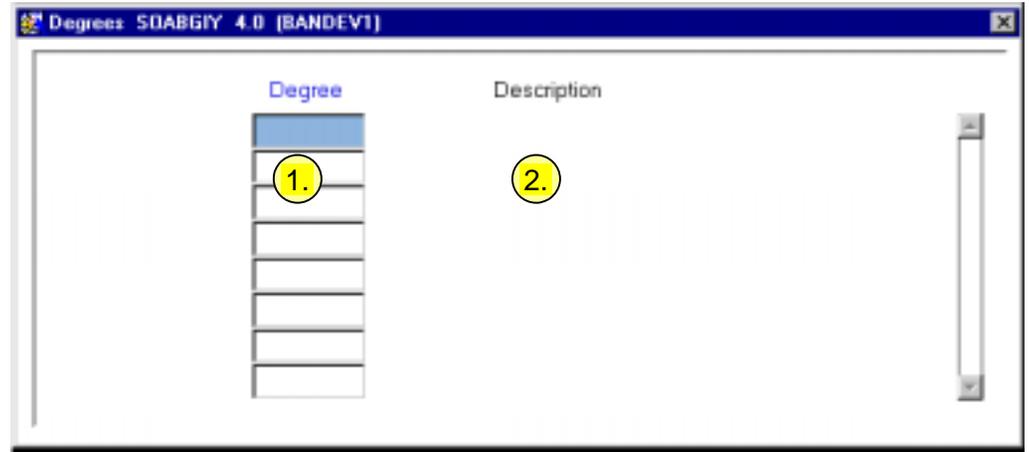The following values have been transferred from the legacy school database:
1 Private
2 Public
C School Closed
E English Instruction
F French Instruction
X Exchange Institution

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	Characteristic			School characteristics. Multiple characteristics can be entered.	Validation form referenced: Background Institution Characteristics Validation Form (STVBCHR)
	2.	Description			Characteristic description.	
✔			Proceed to the **Next Block** by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.			

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Degrees Window

This block is used to enter and maintain information regarding degrees offered by the source institution.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	Degree			Degrees offered by the source institution.	Validation form referenced: Degree Code Validation (STVDEGC)
	2.	Description			Degree description.	
✔			Proceed to the **Next Block** by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.			

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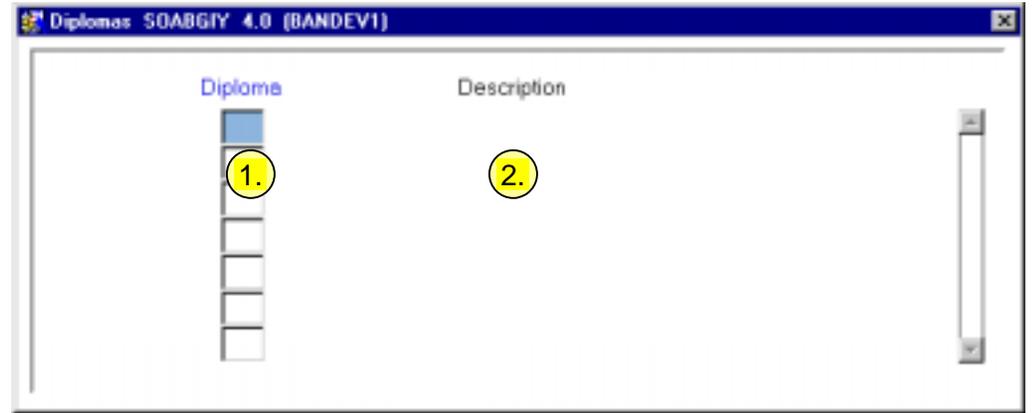Last printed 11/7/2001 3:36 PM
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Diplomas Window

This block is used to enter and maintain information regarding diplomas offered by the source institution.

The following values have been transferred from the legacy school table:
HS High School Diploma
FB French Baccalureate Diploma
IB International Baccalaureate Diploma

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	Diploma			Diplomas offered by the source institution.	Validation form referenced: Diploma Type Validation (STVDPLM)
	2.	Description			Diploma description.	
✔			Proceed to the **Next Block** by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.			

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Test Results Window

This block is used to enter the source institution's mean test scores. The information in Current Test, Scores Must be, Length, Type, and Range is generated automatically from data recorded in STVTESC.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	Test			**Not used at this time.**	Validation form referenced: Test Code Validation (STVTESC)
	2.	Test Name			**Not used at this time.**	
	3.	Mean Test Scores			**Not used at this time.**	
	4.	Current Test			**Not used at this time.**	
Scores Must be:						
	5.	Length			**Not used at this time.**	
	6.	Type			**Not used at this time.**	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
Range:						
	7.	From			From range. **Not used at this time.**	
	8.	To			To range. **Not used at this time.**	
✔			Proceed to the **Next Block** by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.			

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