HOW TO CREATE OR MAINTAIN BACKGROUND INSTITUTION CODES IN BANNER SIS
Background Institution Code Validation Form (STVSBGI)

General:

The *Background Institution Code Validation Form* is used to create, update, insert, and delete source/background institution codes (i.e., Vanier College, Concordia University, etc.). Several forms in the Recruiting, Academic History, Admissions and Course Catalogue modules use this form to validate the source/background institution codes. In addition, Human Resources use this form to validate institution codes that are added to staff records.

Check List:

Before you proceed:

- Do a thorough school search on SOISBGI to ensure that the institution does not exist. This form allows you to search on additional field data such as city or state/province. It is also recommended that you search using wild cards (%).
- Ensure that you have the full name and address of the institution.

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.

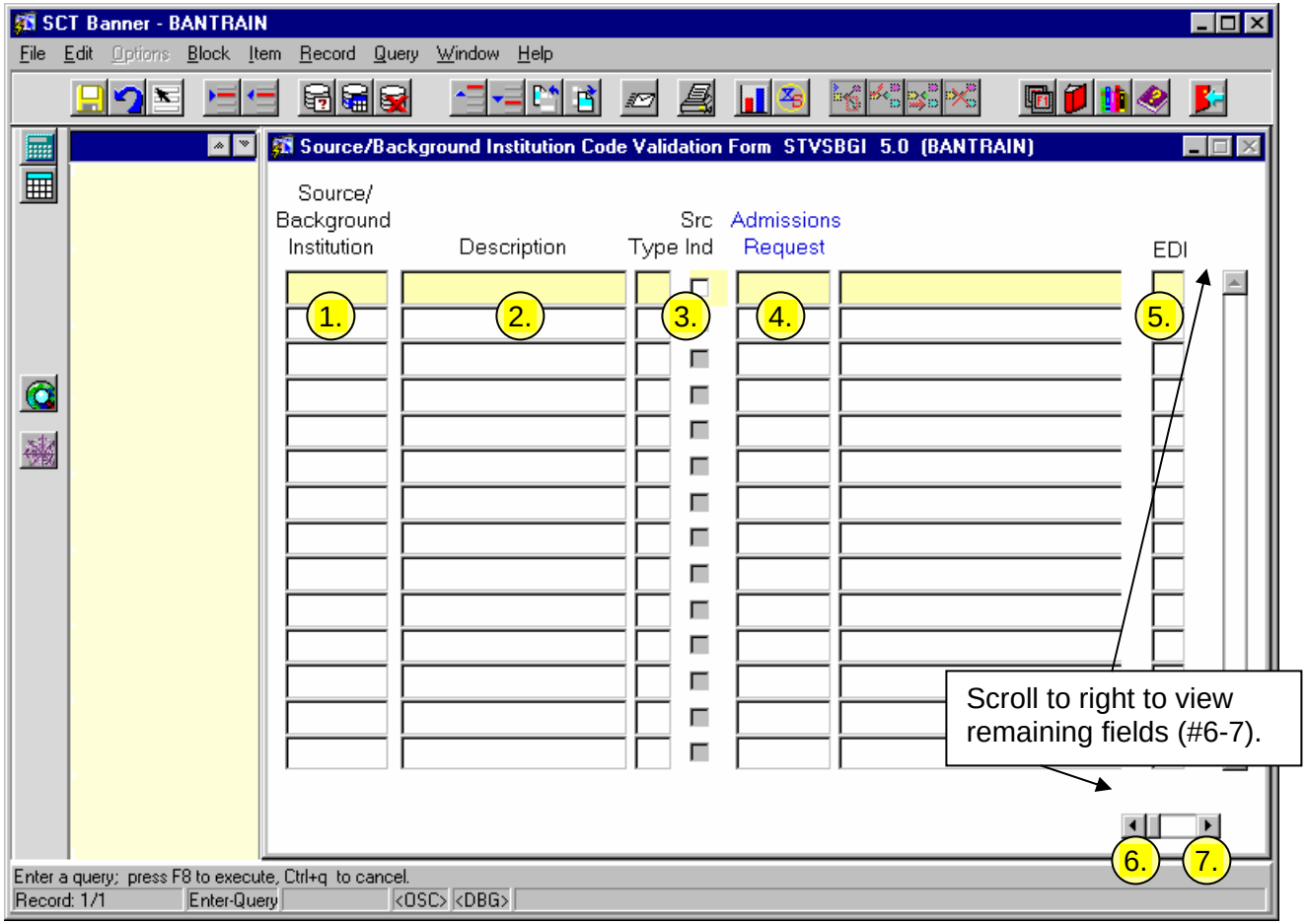
Accessing the " Source/Background Institution Code Validation Form" (STVSBGI)

Type the name of the form STVSBGI 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.
This form is automatically in query mode when you open it. Enter full or partial search criteria in any of the fields and press F8 to execute the query. If you would like to view all records simply press **F8** without entering any information.

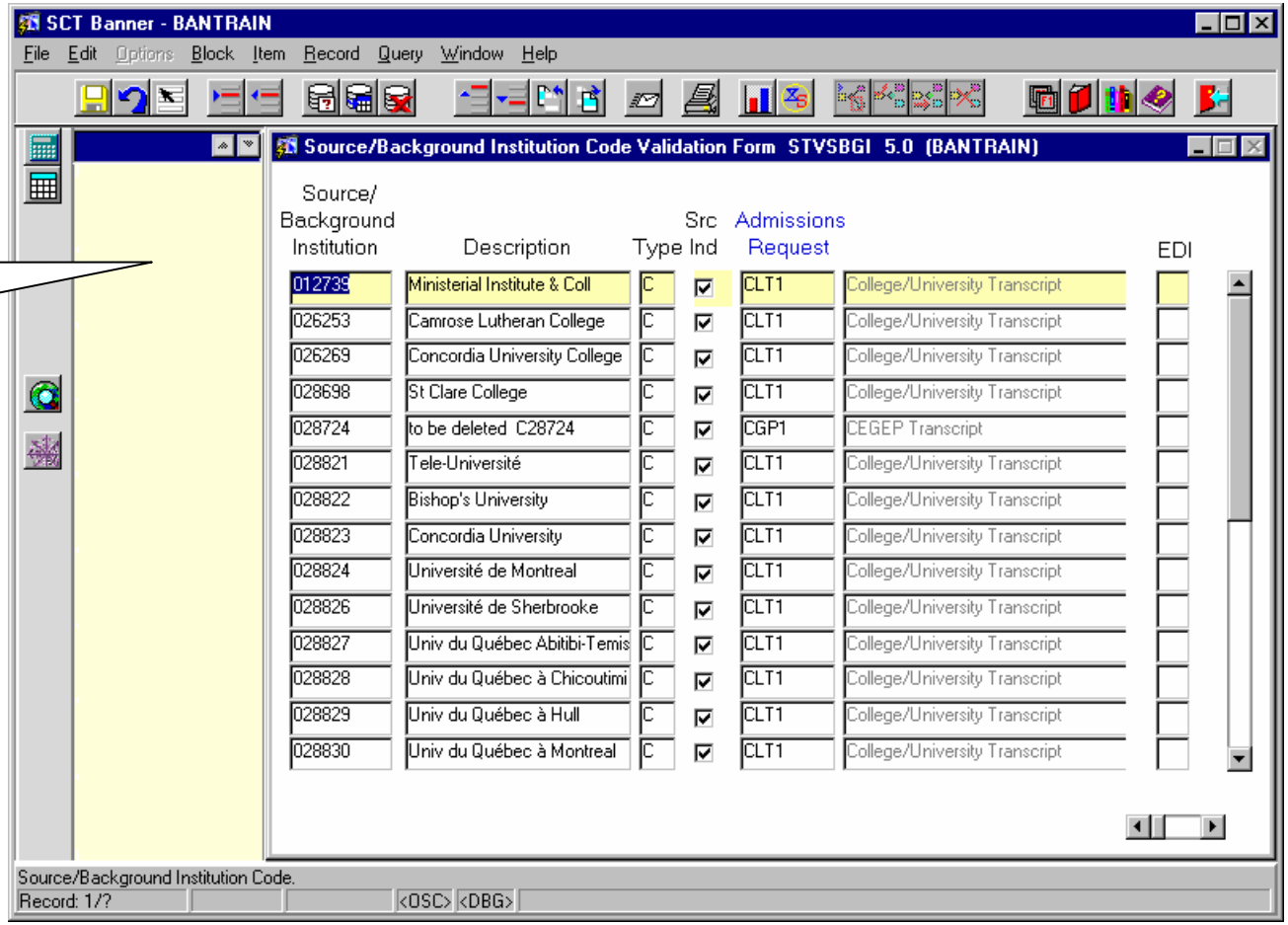
Tip: use wildcards (%) in search.
Example: if you are searching for a school with the word 'Paris' in the name you can type %Paris% in the description field and all schools that have this word in the description will appear.



Fields that have a red check mark (3) in the **Req'd** column are required fields and need to be filled in with the appropriate data (see **Explanation/Description** column for details).

Req'd	#	Field	Action	Reaction	Explanation / Description	Related Documentation
3			**To search:** Enter search criteria. Press **F8** or select execute query **icon** to execute query.	Query results will appear.		

Once you execute the query, your query results fill in the fields. Your screen should look similar to the one captured here.



Req'd	#	Field	Action	Reaction	Explanation / Description	Related Documentation
3			**To update:** Press CtrlQ or select cancel query **icon** to cancel query. Select *Records* on the Menu, then select *Insert*.	Insert line will appear to enter data in the following fields.		
	1.	Source/Background			The codes that were used in legacy have been maintained	

Req'd	#	Field	Action	Reaction	Explanation / Description	Related Documentation
		Institution Code			in Banner with the exception of Quebec CEGEPs (which begin with 'C') and Quebec high schools (which begin with 'H'). We will assign a code using a search system for the last code assigned. Remember to start the code with a 'C' if it is CEGEP or 'H' if it is a Quebec high school.	
	2.	Description			Description of the Source/Background Institution code (ie. school name). Enter the name in upper and lower case characters. Enter french accents where required. This name will display on the web application.	
	3.	Type			Type field is used to identify if the source is a high school (H), college (C), or non-school source (S). CEGEPs are classified as type (C). Non-school sources (S) are used for generic school codes such as 'Advanced Placement' for the purpose of recording transfer credits. It will also be used by Recruiting to record visits that are not school specific, such as school fairs. Schools with type 'H' will appear in the school search used by the High School Information Form (SOAHSCH) and in the high	

Req'd	#	Field	Action	Reaction	Explanation / Description	Related Documentation
					school picklist for the web application; schools with type 'C' will appear in the school search used by the Prior College Form (SOAPCOL) and in the university picklist for the web application.	
	4.	Src Ind			A check in the Source Indicator box allows the institution to appear in the search used by the Admissions Application Form (SAAADMS) for school source (the equivalent of admissions institution). This box should not be checked for type 'S' institutions.	
	5.	Admissions request			This code (established in STVADMR) identifies the required admission request checklist item associated with an institution. When the institution is selected in either the High School Information Form (SOAHSCH) or the Prior College Form (SOAPCOL) the associated checklist item will default in.	Validation form referenced: Admission Request Code Validation (STVADMR)
	6.	EDI			The EDI Capable indicator is used to specify that the institution is capable of receiving transcripts electronically via EDI. It is an optional field which will default	

Req'd	#	Field	Action	Reaction	Explanation / Description	Related Documentation
					to blank (i.e. not yes). **DO NOT USE THIS FIELD.**	
	7.	FICE			The FICE (Federal Interagency Commission on Education) code is used to record the value (number) assigned by the US government to each institution and is used in the EDI process. **DO NOT USE THIS FIELD.**	
	8.	VR Message			The Voice Response Message Number is used to specify a voice response message which describes the source/background institution code. **DO NOT USE THIS FIELD.**	