

HOW TO VIEW AN AUDIT TRAIL FOR A GENERAL STUDENT'S GENERAL STUDENT RECORD IN BANNER SIS
General Student Audit Form (SYIGSTA)

General:

The *General Student Audit form* is used to log changes made to the SGBSTDN table. All academic program information is stored in SGBSTDN.

Check List:

Before you proceed, you must have the following information:

- ❖ McGill ID

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 "General Student Audit Form" (SYIGSTA)

Type the name of the form SYIGSTA 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.

In the table below, text inside {} brackets refer to Banner functions that are performed with buttons, menu items, or keystrokes.

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).

The screenshot shows the 'General Student Audit Form SYIGSTA 5.2' in the SCT Banner system. The form is titled 'Update' and shows a comparison of data between 'BEFORE' and 'AFTER' states. The 'BEFORE' state shows a student with ID 260011826, Term Code 200405, and various codes. The 'AFTER' state shows the same student but with changes indicated by red asterisks (*) next to 'BEDKIN' and 'FIT' in the 'Majr Code 1' field. Callouts provide instructions: 1. ID field, 2. Action Type dropdown, 3. Action Date, 4. Username, 5. and 6. scroll bar buttons, and a general note about the form's length and scroll bar usage.

Req'd	#	Field	Action	Reaction	Explanation/Description
<p>Key Block: This form is made up of 2 blocks. The first block is referred to as the Key block and is used to enter query information. The ID is the only required field; all the other fields are optional and can be used to narrow your search results.</p>					
✓	1.	ID	Enter a valid 9-digit ID number or Search for a person by clicking on	Name will default in.	Student Identification number and name of the student.

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>
			the flashlight.		
	2.	Action Type			This field can be used to search for a specific action that was taken. e.g. All fields that have been deleted. Options are: All = displays all actions Insert = displays records where information has been inserted Update = displays records where information has been modified Delete = displays records where information has been deleted
	3.	Action Date			Date the change was made. Display only.
	4.	Username			Source of the change. Could be a staff userid, the student via the web, a feed etc. Display only. You can search on a particular userid.
✓			Proceed to the Next Block by clicking on the icon or by pressing Ctrl + Page Down on your keyboard.		
	5.	Before column			The record prior to being modified.
	6.	After column			The record after being modified. The action type located at the top of the form along with the fields highlighted in red and marked with an asterix, indicate how the "after" record was modified.
	7.	Term Code Eff			Effective term associated with the general student record. Term codes consist of the calendar year and month when that term normally commences. For example, the term code for Fall 2002 will be 200209 (year 2002, month 09 September).
	8.	Stst Code			Status associated with the student for the effective term. e.g. AS = Active IS = Inactive This code determines whether a student is eligible to register or not.

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	9.	Levl Code			Student level for which the student has or will register for the effective term. e.g. UG = Undergraduate
	10.	Styp Code			1 character field. Student Type for the effective term.
	11.	Term Code Matric			Effective term of matriculation.
	12.	Term Code Admit			Term the student was first admitted to McGill.
	13.	Exp Grad Date			Date the student is expected to graduate.
	14.	Camp Code			Campus location associated with the student for the effective term.
	15.	Full Part Ind			Identifies whether the student is a full or part-time student.
	16.	Sess Code			Session the student is attending for the effective term.
	17.	Resd Code			Residency status of the student for the effective term. The residence code indicates if the student is either a: <ul style="list-style-type: none"> 1. Quebec resident (Q) <u>or</u> 2. An out of province Canadian resident (C) <u>or</u> 3. An international student (I) <u>or</u> 4. A non-Quebec resident, who by exemption may pay Quebec fees (X)
	18.	Coll Code 1			Faculty associated with the primary curriculum for the effective term.
	19.	Degc Code 1			Degree within the primary curriculum for the effective term. Includes degrees, diplomas, certificates, etc. awarded by the university. It may also contain non-degree goals.
	20.	Majr Code 1			Primary major within the primary curriculum for the effective term.
	21.	Majr Code Minr 1			Primary minor within the primary curriculum for the effective term.
	22.	Majr Code Conc 1			Primary concentration within the primary curriculum for the effective term.
	23.	Majr Code Conc 1 2			Secondary concentration within the primary curriculum for the effective term.

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					curriculum for the effective term.
	24.	Majr Code Conc 1 2 3			Third concentration within the primary curriculum for the effective term.
	25.	Coll Code 2			Faculty within the secondary curriculum for the effective term.
	26.	Degc Code 2			Degree within the secondary curriculum for the effective term.
	27.	Majr Code 2			Primary Major within the secondary curriculum for the effective term.
	28.	Majr Code Minr 2			Primary Minor within the secondary curriculum for the effective term.
	29.	Majr Code Minr 2 2			Secondary Minor within the secondary curriculum for the effective term.
	30.	Majr Code Conc 2			Primary concentration within the secondary curriculum for the effective term.
	31.	Majr Code Conc 2 2			Secondary concentration within the secondary curriculum for the effective term.
	32.	Majr Code Conc 2 3			Third concentration within the secondary curriculum for the effective term.
	33.	Orsn Code			Orientation session assigned to the student for the effective term.
	34.	Prac Code			Practical training experience of the student for the effective term.
	35.	Advr Pidm			Internal identification number for the advisor assigned to the student for the effective term.
	36.	Grad Credit Appr Ind			Eligibility of the student to take graduate courses for credit for the effective term.
	37.	Capl Code			Career plan of the student for the effective term.
	38.	Leav Code			Reason of student's leave of absence for the effective term.
	39.	Leav From Date			Begin date of student's leave of absence for the effective term.
	40.	Leav To Date			End date of student's leave of absence for the effective term.
	41.	Astd Code			Academic standing override for a student for the effective term.

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	42.	Term Code Astd			Term associated with the academic standing override
	43.	Rate Code			Specific assessment rate of the student for the effective term.
	44.	Activity Date			Most current date the record was created or updated.
	45.	Majr Code 1 2			Secondary Major within the primary curriculum for the effective term.
	46.	Majr Code 2 2			Secondary Major within the secondary curriculum for the effective term.
	47.	Edlv Code			Indicates the highest level of education the student has completed.
	48.	Incm Code			Income range of the student.
	49.	Admt Code			Admissions type from the admissions application.
	50.	Emex Code			General student employment expectation code.
	51.	Aprn Code			General student apprenticeship code.
	52.	Trcn Code			General student transfer center code.
	53.	Gain Code			Employment and training code of the student for the effective term.
	54.	Voed Code			General student vocation education status code.
	55.	Bclk Code			Block schedule code.
	56.	Term Code Grad			Term the student intends to graduate.
	57.	Acyr Code			Year the student intends to graduate.
	58.	Dept Code			Department code.
	59.	Site Code			Site code.
	60.	Dept Code 2			Department code for second curriculum.
	61.	Egol Code			Educational goal code.
	62.	Degc Code Dual			McGill will not be using this field.

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	63.	Levl Code Dual			McGill will not be using this field.
	64.	Dept Code Dual			McGill will not be using this field.
	65.	Coll Code Dual			McGill will not be using this field.
	66.	Majr Code Dual			McGill will not be using this field.
	67.	Bskl Code			Student basic skills code.
	68.	Prim Roll Ind			Indicates whether the primary curriculum should be rolled to academic history.
	69.	Program 1			Curriculum 1 Program code.
	70.	Term Code Ctlg 1			Curriculum 1 catalog term code.
	71.	Dept Code 1 2			Curriculum 1 – Department 2.
	72.	Majr Code Conc 1 2 1			Concentration code 1 on second Major of first curriculum.
	73.	Majr Code Conc 1 2 2			Concentration code 2 on second Major of first curriculum.
	74.	Majr Code Conc 1 2 3			Concentration code 3 on second Major of first curriculum.
	75.	Secd Roll Ind			Indicates whether the secondary curriculum should be rolled to academic history.
	76.	Term Code Admit 2			Admission term code associated with the secondary curriculum.
	77.	Admt Code 2			Admission type code associated with the secondary curriculum.
	78.	Program 2			Curriculum 2 program code.
	79.	Term Code Ctlg 2			Curriculum 2 catalog term code.
	80.	Levl Code 2			Curriculum 2 level code.
	81.	Camp code 2			Curriculum 2 campus code.
	82.	Dept Code 2 2			Curriculum 2 – Department 2.
	83.	Majr Code Conc 2 2 1			Concentration 1 on second Major of second curriculum.

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	84.	Majr Code Conc 2 2 2			Concentration 2 on second Major of second curriculum.
	85.	Majr Code Conc 2 2 3			Concentration 3 on second Major of second curriculum.
	86.	Curr Rule 1			Curriculum 1 rule reference.
	87.	Cmjr Rule 1 1			Curriculum 1 Major 1 rule reference.
	88.	Ccon Rule 11 1			Concentration 1, Major 1, Curriculum 1 rule reference.
	89.	Ccon Rule 11 2			Concentration 2, Major 1, Curriculum 1 rule reference.
	90.	Ccon Rule 11 3			Concentration 3, Major 1, Curriculum 1 rule reference.
	91.	Cmjr Rule 1 2			Major 2, Curriculum rule reference.
	92.	Ccon Rule 12 1			Concentration 1, Major 2, Curriculum 1 rule reference.
	93.	Ccon Rule 12 2			Concentration 2, Major 2, Curriculum 1 rule reference.
	94.	Ccon Rule 12 3			Concentration 3, Major 2, Curriculum 1 rule reference.
	95.	Cmnr Rule 1 1			Minor 1, Curriculum 1 rule reference.
	96.	Cmnr Rule 1 2			Minor 2, Curriculum 1 rule reference.
	97.	Curr Rule 2			Curriculum 2 rule reference.
	98.	Cmjr Rule 2 1			Major 1, Curriculum 2 rule reference.
	99.	Ccon Rule 21 1			Concentration 1, Major 1, Curriculum 2 rule reference.
	100.	Ccon Rule 21 2			Concentration 2, Major 1, Curriculum 2 rule reference.
	111.	Ccon Rule 21 3			Concentration 3, Major 1, Curriculum 2 rule reference.
	112.	Cmjr Rule 2 2			Major 2, Curriculum 2 rule reference.
	113.	Ccon Rule 22 1			Concentration 1, Major 2, Curriculum 2 rule reference.

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	114.	Ccon Rule 22 2			Concentration 2, Major 2, Curriculum 2 rule reference.
	115.	Ccon Rule 22 3			Concentration 3, Major 2, Curriculum 2 rule reference.
	116.	Cmnr Rule 2 1			Minor 1, Curriculum 2 rule reference.
	117.	Cmnr Rule 2 2			Minor 2, Curriculum 2 rule reference.
	118.	Prev Code			Progress evaluation code.
	119.	Term Code Prev			Progress evaluation term. Term for which the progress evaluation code override becomes effective.
	120.	Cast Code			Combined academic standing code.
	121.	Term Code Cast			Combined academic standing term. Term for which the combined academic standing code override becomes effective.