



Student records and course registration

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Looking up a general student record

Background

When you need to view a student's current and historical academic program information, you can query the student's academic curriculum record on SGASTDN.

How to query the General Student form SGASTDN

General Student SGASTDN 8.4 [1-14] (TBAN1)

ID: 260000723 Brown-Boivin, Alexia Student Summary Term: 200709 View Current/Active Curricula

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

General Learner

New Term: 200709 Fall 2007 From Term: 200709 To Term: 999999

Student Status: AS Active

Student Type: F New Admit Fall

Residence: I International

Fee Assessment Rate: []

Class: []

Full or Part Time: Full Time Part Time None

Additional Information

Block: []

Curricula Summary - Primary

Priority Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	200709 B Arts	200709	Undergraduate	Downtown Private	Faculty of Arts	Bachelor of Arts
End:	Outcome Key:	1	Admission Type:	Admission:	200709	

Field of Study Summary

Priority Term	Type	Field of Study	Department	Attached to Major
1	200709	Major	English	English

Steps

1. Access SGASTDN.
2. Enter student's ID and leave the **Term** blank in the **Key Block**.
3. Click **Next Block** to go to the **General Learner** block.
4. View the non- academic program information:
 - **New Term:** the effective term. When a student accepts the offer of admission for a term, a record is automatically created for that term. If in a future term, there are any changes to the student record (e.g. change of program or field of study), a new record is created with a new effective term. To create a new effective term with revised data (if there is no registration on the student's record), click on the dropdown arrow and select **New Effective Term**. Enter a term to match the key block term before modifying data in the other fields.



- **Student Status:** this field displays the student status for the effective term. It determines whether a student can register in that term. A student record may be active (allowing registration), or inactive due to a variety of reasons (specified in the description). A student status changes from active to inactive if the student does not register for a term. Once registration exists, the status must be updated on Student Term tab in SFAREGS.
 - **Student Type:** this field is populated by the students' admission information. It defines the registration period of the student. Student Type is "C" for all students continuing in a program.
 - **Residence:** this field identifies the residency status of the student for the effective term. It drives fee assessment and is populated after that the Proof of citizenship and/residency is provided to Enrolment Services. That information is entered via Minerva, but displayed here. The resident code indicates if the student is either a:
 - 1. Quebec resident
 - 2. An out of province Canadian resident
 - 3. An international student
 - 4. A non-Quebec resident, who by exemption may pay Quebec fees.
 - **Class:** This field displays the Class code. It refers to the academic year of undergraduate students (e.g. UG1, undergraduate year 1) and it drives fees for graduate students (e.g. CGCP = Per Credit). This field is generated by class attributes added to the student record in the Additional Student Information form SGASADD.
5. View a summary of the current academic program information:
- In the **Curriculum Summary** section: the base curriculum including **Program, Level, Campus, College** (faculty), **Degree** in the **Curricula Summary** block.
 - In the **Field of Study Summary** section: the majors, minors and concentrations in the **Field of Study Summary** block.



Looking up registration details

Background

To look up details of a student's registration, you can

- Access class lists in SFASLST.
- Look up a student's course registration records in SFAREGQ and see
 - The courses the student has registered for
 - Course days/ times of those courses
 - Building and room location of each course section
- Look up the registration audit trail for a student in SFASTCA on which all registration activity (including registration errors), whether by the student on Minerva or by staff on Banner, is tracked.

How to view class lists in Minerva

Steps

1. Go to **SR ADMIN** menu > **Catalog and Schedule** menu > **Class Lists**
2. Select a Term
3. Select a Subject or a Faculty
4. Optional: enter the Course Number in the **Course Number** field
5. Click **Get course Sections** button. The list of sections found will display.
6. Click the CRN of the appropriate course section.

Sections Found											
Business Law 2											
CRN	Subj	Crse	Sec	Type	Credits/CE Units	Title	Days	Time	Cap	Act	Rem
74	BUS2	365	001	Lecture	4.000	Business Associations	M	12:35 PM-02:25 PM	60	53	7
							W	09:05 AM-10:55 AM			
							T	12:35 PM-02:25 PM			
NOTES: Waitlist section. Note room changed 24 August.											
4462	BUS2	502	001	Lecture	3.000	Intellectual & Industrial Prop	TR	04:05 PM-05:25 PM	35	37	-2
							TR	04:05 PM-05:25 PM			
NOTES: Section restricted to undergraduate law students. Prereq: Common Law Property strongly recommended.											



How to view class lists in Banner

Steps

1. Access SFASLST.
2. Enter the **Term** and the **CRN** for the course section in the **Key Block**.
3. Click **Next Block** to access the class list.

The screenshot shows the 'Class Roster Form SFASLST 8.3.0.2 (TBAN2)' window. At the top, there is a menu bar with 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. Below the menu is a toolbar with various icons. The main form area contains the following fields:

- Term:** 201009 (dropdown), Fall 2010
- CRN:** 326 (dropdown), BIOL 360 001
- Roll:**
- Degree Award Status:** Select....

Below these fields is a table with the following columns: Sequence, ID, Name, Status, Status Date, Midterm Grade, Final Grade, Grade Mode, Incomplete Final Grade, Extension Date, and Hours. The first row of data is:

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date	Hours
3	////ZUU14	Lambert, Ginette S.	RW	21-OC1-2010			C			3.000

Below the table, there are two rows of input fields for 'Rolled' status and 'Grade Comment'.

How to view a student's schedule:

Steps

1. Access SFAREGQ.
2. Enter the **Term** and the **student's ID** in the **Key Block**.
3. Click **Next Block** to view the student's course registration records for the term.

The screenshot shows the 'Registration Query SFAREGQ 8.3 (TBAN2)' window. At the top, there is a menu bar with 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. Below the menu is a toolbar with various icons. The main form area contains the following fields:

- Term:** 201009 (dropdown)
- Registration From Date:** (calendar icon)
- Registration To Date:** (calendar icon)
- ID:** ////ZUU14 (dropdown), Lambert, Ginette S.

Below these fields is a table with the following columns: Term, CRN, Subject, Course, Section, Status, CEU, Cross List, Mon, Tue, Wed, Thu, Fri, Sat, Sun, Begin Time, and End Time. The first row of data is:

Term	CRN	Subject	Course	Section	Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
201009	326	BIOL	360	001	RW	N										

Below the table, there are several rows of input fields for registration details:

- Part of Term:** 1
- Grading Mode:** C
- Credit Hours:** 3.000
- Campus:** 1
- Building:** (empty)
- Room:** (empty)
- Start Date:** 01-SEP-2010
- End Date:** 03-DEC-2010
- Instructor:** (empty)
- Instructional Method:** A
- Primary:**

How to look up the registration audit trail for a student

Steps

1. Access SFASTCA.
2. Enter the **Term and the student's ID in the Key Block**.
3. Click **Next Block** to view the audit trail of the student.

The screenshot shows the SFASTCA 8.3 (TBAN2) application interface. At the top, there is a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. Below the menu bar, the title bar reads "Student Course Registration Audit SFASTCA 8.3 (TBAN2)".

The main interface features a "Key Block" with the following fields:

- Term Code: 201009
- Registration From Date: [Empty]
- Registration To Date: [Empty]
- ID: ///20014
- Lambert, Ginette S.

Below the Key Block, there are two rows of registration data, each with a "Message" field:

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source	Course Status	Status Date	Add Date	Message	User	Activity Date	Error Flag
1	201009	933	ACCT	683	061	1	UG	C	0.000	3.000	3.000	TEMP	DW	21-OCT-2010	21-OCT-2010	Level Restriction	WWW_USER40E	21-OCT-2010 10:00:50	F
2	201009	933	ACCT	683	061	1	UG	C	0.000	3.000	3.000	TEMP	DW	21-OCT-2010	21-OCT-2010	Record deleted on 21-OCT-2010	WWW_USER40E	21-OCT-2010 10:00:51	F

- You can see the registration status for a CRN in the **Course Status** field (e.g. "RW" for web registration and "DW" for web drop)
- The **Message** box displays if a student had registration errors or if a record was deleted



Waitlisting Process

Background

A student might join a wait list in Minerva if:

- A course is full or closed.
- Waitlisting was set up for that course section in SSADETL ("RMWL" attribute added under **Degree Program Attributes**) and SSASECT (Waitlist Maximum number added to the **Section Enrollment Information**)

Students in all faculties except Law may place themselves on up to 3 wait lists over and above their regular limit of registered courses. The limit for Law students is one wait list.

A student joins a wait list by going to the **Registration** menu in Minerva and clicking the **Quick Add or Drop Course Sections** link. He must enter the CRN of the course section at the bottom of the form and click the **Submit** button.

A student can view their position on the wait list by going to **Student menu > Registration menu > Student Schedule by Course Section**. The list of all CRNs that he/she has registered for are all listed plus those that he/she is on the wait list for. Students need to pay attention to the **Status** field and the **Wait list Position** field.

Time	Days Where	Date Range	Schedule Type	Instructors
9:05 AM - 11:55 AM	T	Peel 3647 102 Jan 04, 2011 - Apr 08, 2011	Seminar	Sandra T. Hyde
Science and Civilization in Islam. - ISLA 345 - 001				
Associated Term:		Winter 2011		
CRN:		5743		
Status:		(Add(ed) to Waitlist) on Nov 17, 2010		
Waitlist Position:		1		
Notification Expires:		Oct 28, 2010 01:23 PM		
Assigned Instructor:		Anna Walsh, Ihsan Fazlioglu, Sally Ragep		
Grade Mode:		Standard McGill Grading		
Credits:		0.000		
Level:		Undergraduate		
Campus:		Downtown		
Scheduled Meeting Times				
Time	Days Where	Date Range	Schedule Type	Instructors
12:35 PM - 1:25 PM	MTR	Birks Building 017 Jan 04, 2011 - Apr 08, 2011	Lecture	Anna Walsh, Ihsan Fazlioglu, Sally Ragep
12:35 PM - 1:25 PM	F	Birks Building 017 Apr 08, 2011 - Apr 08, 2011	Lecture	Anna Walsh, Ihsan Fazlioglu, Sally Ragep



E-mail notifications

Since wait lists are now viewable in Minerva, there is only **one** type e-mail sent to students (as opposed to three previously).

Minerva will only prompt an e-mail notification when a student has been granted a permit to register because a space opens up in the course. The e-mail will stipulate the time frame the student has to use his/her permit (based on the rules set up by the faculty).

The e-mail notifications continue to take place overnight Sunday to Thursday for permit granting and e-mail notifications occur early in the morning Monday to Friday. At this time the process does not run on weekends or over Christmas holidays. Students who fail to take advantage of their time to register will be dropped from the wait list by the system. In addition, shortly after the last add/drop day has ended ALL remaining students on the wait lists will be removed.

Setting up Faculty Waitlist Rules

To set up faculty wait list rules, select the **SR ADMIN** menu > **Curriculum and Registration Controls** menu > **Waitlist Time Limit Maintenance Form**.

Each Faculty is free to determine its own notification rules. A general example is 3 days between June 14 and the end of July, 2 days during August, and 1 day during September add/drop, except the final add/drop day.

<i>Fall - Desautels Faculty Management</i>			
# Faculty/College	Start Date	End Date	Time Limit (in days)
1 Desautels Faculty Management	06/13/2011	07/08/2011	3

The final add/drop day in both the fall and winter terms **must** be set to “.05 days” so that the e-mail notification goes out several times during the day rather than once. Also note that the 3 day/2 day/1 day rule refers to the amount of time the system will give a student in the first position of a wait list to register for the course, but any student receiving a notification on the final day of add/drop will only have until midnight to register.

Important

The rules for both **fall** and **winter** semesters should be **set up at the same time** since wait lists can be added to both fall and winter courses, and add/drop for the winter terms continues throughout the fall term into January of the next year.

How to view students on the wait list in Minerva and look up their position on the wait list

Steps

1. Access the class list (see [“To view class lists in Minerva:”](#))
2. Click the **Wait List** link.

Course Information
[Science and Civilization in Islam. - ISLA 345 001](#)
CRN: 5743
Duration: Jan 04, 2011 - Apr 08, 2011
Status: Active
Type: Lecture
Location: BIRKS 017

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	3	2	1
Wait List:	2	2	2
Cross List:	0	0	0

Summary Class List

Record Number	Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Degree
1	0	Lees, Fiona McLean	150851052	Registered from Waitlist	Undergraduate	3.000	Bachelor of Arts *
2	0	Puccini, Giacomo Antonio Domenico Michele Secondo Maria	260431418	Web Registered	Undergraduate	3.000	Bachelor of Education

[Download Class List](#)

3. You will see all the students on the wait list with all the same details as registered students plus their position on the wait list and where applicable, the notification expiry information in the **Notification Expires** column.

Course Information
[Science and Civilization in Islam. - ISLA 345 001](#)
CRN: 5743
Duration: Jan 04, 2011 - Apr 08, 2011
Status: Active
Type: Lecture
Location: BIRKS 017

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	2	1	1
Wait List:	4	2	2
Cross List:	0	0	0

Summary Wait List

Waitlist Position	Student Name	ID	Reg Status	Level	Credits	Degree	Program	Major	Class	Telephone	Email	Notification Expires
0	Beethoven, Ludwig v.	260431405	(Add(ed) to Waitlist)	Undergraduate	0.000	Bachelor of Music	B Mus Theory Honours	Music Theory - Hon	Undergraduate Non-Degree	N/A	N/A	Nov 12, 2010 12:01 PM
0	Walsh, Anna	150090821	(Add(ed) to Waitlist)	Undergraduate	0.000	Bachelor of Arts	B Arts	East Asian Studies - Con *	UG Level Year 2	(514) 639-6217	anna.walsh@mcgill.ca	Nov 18, 2010 03:45 PM

[Return to Previous](#)

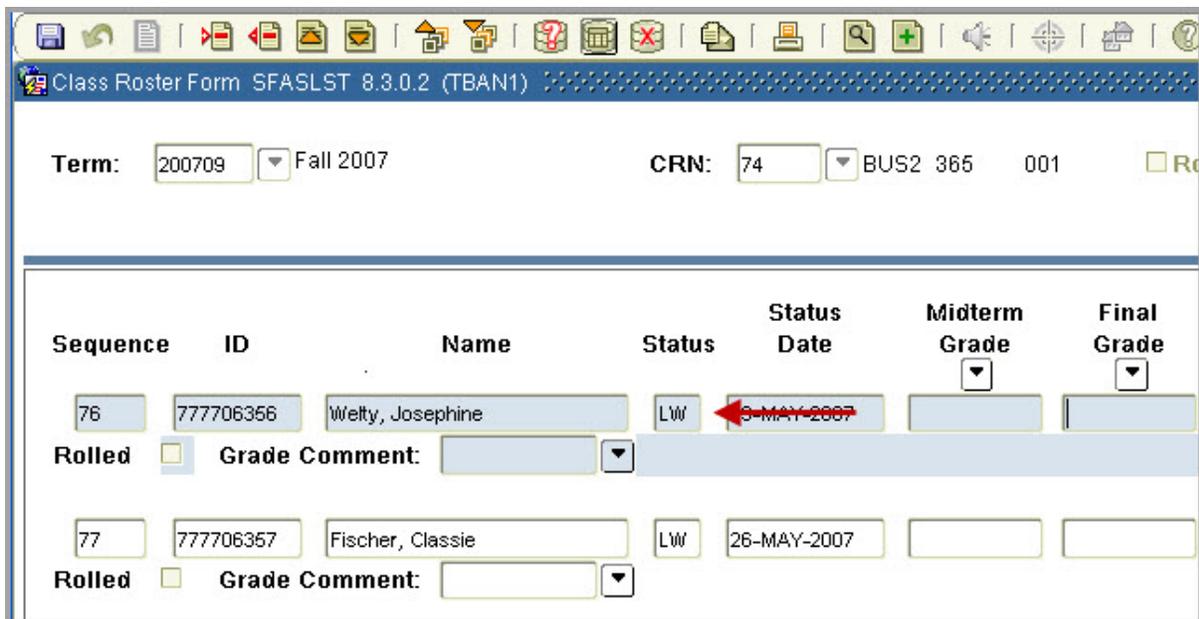
Note Students who have received an invitation to register will have a **Waitlist Position** of **0**.

Students who are still on the wait list have a position number of 1 and up with no information in the **Notification Expires** column.

Note Academics can view students who are on a wait list via the **Faculty** menu, searching through either **Course Section** or **Class List**.

To view students on the wait list in Banner:

1. Access SFASLST.
2. Enter the **Term** and the **CRN** for the course section in the **Key Block**.
3. Click **Next Block** to access the class list.
4. Click the **Enter Query** icon (or F7).
5. Enter "LW" in the **Status** field to search for students on the wait list or "RL" for students who have registered from the wait list.
6. Click the **Execute Query** icon (or F8).



How to update student curricula

Background

In some faculties, students can make curriculum changes in Minerva such as program changes (e.g. change a BA-H program to a BA program) or changes to their majors, minors or concentrations. They must go to the **Student Menu > Student Records Menu > Change Your Primary Curriculum (1st degree)** or **Change Your Secondary Curriculum (2nd degree)**.

In some cases, Faculty or Enrolment Services may need to do the curriculum changes.

How to make curriculum changes in Minerva

Steps

1. Go to **SR Administration Menu > Curriculum and Registration Controls Menu**
2. Select either **Change Primary Curriculum (1st degree)** or **Change Secondary Curriculum (2nd degree)**. The **Change Curriculum** form opens.
3. Enter the **McGill ID** and click **Submit**.
4. Select the **Term** and click **Submit**. If the change must be done for a future term, the future term has to be created in Banner first. View the section [“Creating a new effective term in Banner” on page 14](#)
5. Change the program if required and click the **Continue** button.

Search

Change Curriculum

Do one of the following:

- Use the dropdown lists below to change the curriculum information; click **Continue** to proceed.
- OR
- Click **Continue** to go to the next screen to change the field of study (majors, minors, or concentrations)

All changes remain pending until you are prompted to save. Consult the Advising Transcript as necessary (the [Advising Transcript](#))

Student: Kimberly Campbell, 777720009

Primary Curriculum
Status: Active
From Term: 200909 - Fall 2009
To Term: 201001 - Winter 2010

	Current record	Desired changes
Campus:	Downtown	1 - Downtown
Degree:	Bachelor of Education	
Program:	B Ed Kindergarten/Elementary	BED KIND - B Ed Kindergarten/Elementary
1st Major	Kindergarten & Elementary Ed (Major)	
1st Conc		
2nd Conc		
3rd Conc		



6. The next screen allows to change the majors and the minors. Do the required changes or skip this screen: click the **Continue** button.
7. The next screen allows to change the concentrations.
8. Click the **Save** button.

	Don't forget!
Note	The Continue button does not save the changes. To save a change, you must go to the last screen and click the Save button



Creating a new effective term in Banner

Background

You need to create a new effective term in Banner when you are making a curriculum change to a future term. This is because a future term will not appear in Minerva until it has been added to the student's record in Banner- only terms the student has registered for appear in Minerva. Use SGASTDN to create a new effective term for any student who has not registered. Use SFAREGS if the student has registered.

How to create a new effective term before registration

Steps

1. Access SGASTDN.
2. In the **Key Block**:
 - a. Enter the student ID.
 - b. Enter the future term where program change is applicable.
 - c. Click **Next Block** to go to the General Learner block.
3. In the **General Learner** block, click the arrow next to **New Term**.
4. From Options, select **Create New Effective Term**.

The screenshot shows the Banner SGASTDN 8.4 [1.14] (TBAN2) interface. At the top, the student ID is 777720006 and the name is Clinton, William. The 'General Learner' block is active, and the 'New Term' field is set to 201001 (Winter 20). An 'Option List' pop-up is displayed, showing the 'Create New Effective Term' option selected with a red arrow. Other fields in the 'General Learner' block include Student Status (AS Active), Student Type (A New Admit Fall C), Residence (Q Quebec resident), Fee Assessment Rate, Class (Full Time), and Full or Part Time (Full Time selected).

5. In the **New Term** field, enter the new term.
6. **Save (F10)**.

How to create a new effective term after registration

Steps

To create a new effective term:

1. Access SFAREGS.
2. Exit **Distribution Parameters Block** (if required).
3. In the **Key Block**:
 - a. Enter the future term where program change is applicable.
 - b. Enter the student ID.
 - c. Click **Next Block** to go to the **Enrollment Information** block.
4. Select the **Student Term** tab.

Student Course Registration SFAREGS 8.4 [1.25] (TBAN2)

Term: 201001 ID: 777720006 Clinton, William

View Current/Active Curricula Print E

Registration **Student Term** ← Curricula Study Path Time Status

Student Status: AS Active Class:

Student Type: A New Admit Fall CEGEP Advisor:

Residence: Q Quebec resident

Fee Assessment Rate:

Last Term Attended: 200909 Fall 2009

Full or Part Time: Full Time Part Time None

Block Schedule:

Effective Term: 201001 Winter 2010

5. Save (F10).

Registering a student in a course using SFAREGS

Background

Most students register through Minerva, but staff may have to register a student in a course using SFAREGS when the student has missed the registration dates and/or has special permission to take a course.

Steps

1. Access the SFAREGS form.
2. Exit **Distribution Parameters** block (if required).
3. Enter the **Term** and the student's ID.

Note: The **Date** field defaults in Today's date.

4. **Next Block** to the **Enrollment Information** block. If the student has a hold (Y in the **HOLD** field in the key block), it will not be possible to go to the next block.
5. Verify the enrolment **Status**. This status code determines whether a student is eligible to register or not. EL = eligible, WU = withdrawn from university.
6. **Next Block** to the **Course Information** block.
7. Access the next available record and enter the CRN for the course in the **CRN** field.

Student Course Registration SFAREGS 8.4 [1.25] (TBAN2)

Term: 201001 ID: 777720006 Clinton, William Date: 26-NOV-2010 Holds:

View Current/Active Curricula Print Bill Print Schedule

Registration Student Term Curricula Study Path Time Status

Enrollment Information

Status: **EL** Eligible to Register Reason:

Process Block: Minimum: .000 Maximum: 17.000

Status Date: 14-APR-2009 Delete All CRNs

Course Information

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction
1047	MGCR	341	002	C	3.000	3.000	RW	UG	<input type="checkbox"/>		1	A
1597	ECON	295	001	C	3.000	3.000	RW	UG	<input type="checkbox"/>		1	A
1174	MGCR	382	071	C	3.000	3.000	RW	UG	<input type="checkbox"/>		1	A
1180	MGCR	472	002	C	.000	.000	DD	UG	<input type="checkbox"/>		1	A
1046	MGCR	331	002	C	3.000	3.000	RW	UG	<input type="checkbox"/>		1	A

8. To override restrictions, select “Yes” in **Override** field. Do NOT select “All”. It has to be done for each restriction.

Applies to the following restrictions:

- CO-PRE-REQ: used to override Co and Pre Requisite restrictions.
- CAPACITY: overrides seating capacity restriction.
- PROGRAM: overrides Program, Level, College, Degree, Major and Class restrictions.

9. To grant approval (required to register in the course) check the **Approval Recd** check box.

Applies to the following restrictions:

- Instructor Approval
- Placement Test
- Advisor Approval
- Department Approval restrictions

10. Click **Save**..

11. Once in the **Fee Assessment** block (the lower section of the screen), **Save** again.

12. Click OK when you receive that Fee Assessment Process prompt. Note: If SOADEST has been set up for you to print invoices, save again to submit Print job.

Note	<p>Backdating a registration</p> <p>In certain circumstances you may need to backdate a registration or withdrawal to exempt a student from late fee charges. To do so, update the Date field in the Key block to reflect a date before the add/drop deadline. This is to be done ONLY with permission from Enrolment Services and must be done before the GDEU deadlines. After the GDEU deadline, the change can be made by Enrolment Services only.</p>
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Assigning a course permit

Background

A permit is an official authorization that allows individual students to register for restricted course sections on Minerva. Departments/ faculties can override these registration restrictions through the use of Permit Overrides.

There are four different types of permits:

- Approval
 - Override any of the approval code registrations in SSASECT (e.g. Departmental, Instructor, Advisor, Placement Test).
- Co-Pre-Req
 - Override course pre-requisite or co-requisite requirements.
- Capacity
 - Override the enrolment limit of a course or a specific course section.
- Program
 - Override program registration restrictions for a specific course or a specific course section.

Steps

1. Access the SFASRPO form.
2. Enter the **Term** and the student's ID in the **Key Block**.
3. Click **Next Block** and click on the **Search** icon above the **Permit** field.
4. Select the appropriate permit code, then click **OK**.
5. Enter the **Subject** code and the **Course Number**.
6. **Save**.



Student Registration Permit-Override SFASRPO 8.3 (TBAN2)

ID: 777720006 Clinton, William Term: 201001 Winter 2010

Student Permits and Overrides

Permit	CRN	Subject	Course Number	Section	User	Activity Date
CO-PRE-REQ	MGCR	MGCR	271		pm_crt_permit_overrides	05-JUN-2009

Student Schedule

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
1046	1	MGCR	331	002	0	0		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				1135	1255
1047	1	MGCR	341	002	0	0			<input checked="" type="checkbox"/>					1435	1725
1174	1	MGCR	382	071	0	0			<input checked="" type="checkbox"/>					1805	2055
1697	1	ECON	295	001	82	0		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				1606	1725

@
Note

Permits for waitlisted courses

Permit overrides may be granted to students for courses that have active waitlists.

- If the permit is granted to a student who is **NOT** on the wait list, he should be advised to use the permit as soon as possible by using the “Quick Add” feature in Minerva. The other students on the wait list may have to wait longer for a vacancy to occur in the course. The students who have already received an invitation to register will be unaffected.
- If a permit is granted to a student who **IS** on the wait list, he should be advised to select the action “register from Waitlist” from the dropdown list attached to the CRN in his **Registration Menu** in Minerva.

Dropping/ withdrawing a course section from a student's registration record

Background

Staff may have to drop or withdraw a student from a course using SFAREGS when the student has missed the drop/ add deadline dates.

The screenshot shows the SFAREGS software interface. The 'Record' menu is open, and the 'Remove' option is highlighted with a red arrow. The main window displays the student's registration record for Dan Brown, dated 30-NOV-2010. The 'Enrollment Information' section shows the student's status as 'EL' (Eligible to Register) and a reason of '00'. The 'Course Information' table lists three course sections: PHGY 209 (CRN 749), ANAT 261 (CRN 738), and CHEM 222 (CRN 390). The 'Status' field for the first row (PHGY 209) is set to 'DD' (Dropped), and a red arrow points to this field.

CRN	Subject	Course	Section	Grade	Credit Hours	Bill Hours	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction
749	PHGY	209	001	C	3.000	3.000	DD	UG	<input type="checkbox"/>		1	A
738	ANAT	261	001	C	4.000	4.000	RW	UG	<input type="checkbox"/>		1	A
390	CHEM	222	001	C	4.000	4.000	RW	UG	<input type="checkbox"/>		1	A

Steps: dropping a course section from a student's registration record

1. Access SFAREGS.
2. Enter the **Term** and the student's ID in the **Key Block**.
3. Click **Next Block** twice to the **Course Information** block.
4. Select the course section to be dropped and <Tab> to the **Status** field.
5. Type 'DD' and click **Record > Remove**.
6. **Save** (F10).
7. Once in the **Fee Assessment** block (the lower section of the screen), **Save** again.
8. Click **OK** when you receive the **Fee Assessment Process** prompt.



Steps: withdrawing a course section record (past drop/add dates)

1. Access SFAREGS.
2. Enter the **Term** and the student's ID in the **Key Block**.
3. Click **Next Block** twice to the **Course Information** block.
4. Select the course section to be withdrawn and <Tab> to the **Status** field.
5. Enter a status code of 'WC' and **Save** twice.

	Refunds
Note	It is possible in extenuating circumstances to withdraw a course section from a student's record and issue the student a full refund even after the full refund deadline has passed. Simply change the Date in the Key block to a date within the withdrawal (with refund) period.

Adding non-transcript curricula to new students

Background

The McGill Conservatory of Music and the Centre for Continuing Education offer non-transcript courses to individuals new to the University, and to current and past students.

SAAQUIK is the name of the form used to add students to their non-transcript program.

Steps

1. Access SAAQUIK.
2. In the **Key Block**:
 - a. Enter the student **ID**.
 - b. In **Term**, enter the non-transcript term where the program change is applicable.
 - c. Click the drop-down arrow next to **Level** and select “NY - Non-Transcript” by double-clicking on it.
 - d. Click **Next Block** to go to the **Quick Admit** block.
3. Click the **Student Type** drop-down arrow, and select “N - Non-Transcript”.

4. For **Student Status**, select "AS - Active".
5. Under **Application and Recruit Information**, click the **Admission Type** drop-down arrow to enter the appropriate code from the drop-down list.

Note: Do not save yet!

6. Next block to the **Curriculum** block.
7. If you are updating a current student, go **Record > Insert** (or F6). If not, proceed to next step.

The non-transcript term will appear by default in **Term**.

8. Tab to **Catalog Term** (the term will automatically appear).
9. Enter a **Priority** of 1.
10. Click on the drop-down arrow next to **Program**.

11. Select "Change Curriculum".

12. Click OK when prompted that base curriculum items will be replaced.

13. From the list, select the appropriate program code.

14. Save (F10).

You can now access SFAREGS and register the new student in his or her non-transcript courses for the active, non-transcript term.



Saving in SAAQUIK

In SAAQUIK, if you save your non-academic information and save before updating the **Curriculum** block, you will not be able to update the program information in this form for this term. You will need to update the curricula information in SGASTDN or SFAREGS.



Registering a student in a repeated course

Background

Usually, credits are granted only once for a repeated course regardless of the passing grade, and all results are included in the GPA calculation. There are exemptions, however, so the **Status** code of a repeated course indicates whether the student will receive credit and whether the grade will be included in the student's GPA.

The status codes for repeated courses are:

- RR (Repeated Course — credit once)
 - To indicate that the student will receive credit once.
- RI (Registered — include GPA and credit)
 - To indicate that the course should count when normally it would not.
- RX (Registered in Extra Course)
 - To indicate that the course should not count.
- RA (Registered — no credit, include GPA)
 - To indicate that the student receives no credit, but the course should count in the GPA.

Steps

1. Access SFAREGS.
2. Enter the **Term** and the student's ID in the **Key Block**.
3. Click **Next Block** twice to the **Course Information** block.
4. Select the course section that requires the repeat code to be attached and <Tab> to the **Status** field.
5. Type the appropriate repeat status code (i.e. 'RR', 'RX', 'RA', 'RI') and **Save** twice.



Adding a registration (EXTL) course section to a student's record

Background

EXTL registration courses are used to keep track of a student who is away from campus for a course, an entire term or more. There are five types of EXTL registration courses:

- TA (Term Away)
 - Student independently pursues studies at another university which has no formal agreement with McGill.
 - No billing hours or credits are attached to the course.
- LA (Leave of Absence)
 - Student is away due to health reasons, parenting reasons, or maternity leave.
 - No billing hours and no credits are attached to the course.
- EX (Exchange Student)
 - Student spends a semester studying at a university that has a bilateral student exchange with McGill.
 - Each faculty has a section 015 with 15 billing hours assigned to it. Graduate Studies has a section 012 with 12 billing hours to be used for the MBA program.
- IU (Inter-University Transfer)
 - Student takes a course at another Quebec university (member of CRÉPUQ).
 - Each faculty has 9 sections (001-009), and the billing hours match the section numbers.
- IP (Internship)
 - Student works one or more terms in industry as part of his academic program.
 - Available only for the Faculty of Arts & Science and the Faculty of Engineering.
 - Each faculty has 2 sections: Section 001 has a \$700 administrative charge attached to it, and is used for the student's 1st internship term; Section 002 has no charge attached to it, and is used for subsequent internship terms, for the same student.



Steps

1. Access SFAREGS.
2. Enter the **Term** and the student's ID in the **Key Block**.
3. **Next Block** to the **Enrollment Information** block to verify the enrolment status (EL).
4. **Next Block** a second time to **Course Information**.
5. Enter the CRN of the EXTL course to register. <Tab> to default the remaining course section information.
6. Click **Save** twice. The first saves the added course and second generates the fee assessment associated with the registration.

Adding a registration confirmation course to a student's record

Background

All Graduate and Postdoctoral Studies students are required to register to a registration confirmation course on Minerva. This prevents students from dropping out or withdrawing without contacting GPS. Students are not considered registered for a term unless there is at least 1 course on their record, and this fulfils that minimum when a student pursuing research or writing a thesis is not enrolled in any other course.

Registration confirmation courses are not true courses; there are no credits granted and no fees assessed. A dummy grade is entered, but the course will not appear on the student's transcript. They exist to create a registered session and an audit trail to indicate the student did actually register.

Most registration confirmation courses have a subject code of REGN, but there are some exceptions:

- Medical residency: GMED MRES (section number = number of residency weeks)
- Clinical fellow research fellow: GMED CFRF
- Dental residency: GDEN DRES (section number = number of residency weeks)
- Postdoctoral fellows: PDOC PDOC (section number = number of registration weeks)

Steps

1. Access SFAREGS.
2. Enter the **Term** and the student's ID in the **Key Block**.
3. **Next Block** to the **Enrollment Information** block to verify the enrolment status (EL).
4. **Next Block** a second time to **Course Information**.
5. Enter the CRN of the confirmation course.
6. Click **Save** twice. The first saves the added course and second generates the fee assessment associated with the registration.



Block registration

Background

The Faculties of Medicine, Law, Dentistry, and Physical and Occupational Therapy register students in a group (block) of courses, based on the where they are in their program.

The block registration process works as follows:

- Course sections (including Registration Confirmation course) are created.
- Course blocks with appropriate sections are created in SSABLCK.
- In Minerva, the student registers for a Registration Confirmation course.
- The block code is added to student's record in SFAREGS.
- Courses appear on student transcript as registered courses.

Steps: creating course blocks in SSABLCK

CRN	Multiple Block	Course Number	Section	Status	Part of Term	Credit Hours	Billing Hours	Grade Mode	Special Approval
10894	<input type="checkbox"/>	500	001	A	1	1.000	1.000	C	Y

Before you begin, the course sections must have been created in SSASECT, with a part of term - X (prevent course add/drop).

To create a block:

1. Access SSABLCK, enter the **Term**.
2. Enter the block code, or click on the arrow next to **Block**, click on **Block List** and select the appropriate block code.
3. Click **Next Block**.
4. Enter the CRN of the first section that you would like to add and hit <Tab>.
5. Select **Record >Insert** to add another section.



6. Repeat steps 4 and 5 for each section you are adding.
7. **Save** (F10).

Steps: processing block registration

Student Course Registration SFAREGS 8.4 [1.25] (TBAN1)

Term: 201009 ID: 777720007 Brown, Dan Date: 30-NOV-2010 Holds

View Current/Active Curricula Print Bill Print Schedule

Registration Student Term Curricula Study Path Time Status

Enrollment Information

Status: EL Eligible to Register Reason: []

Process Block: Status Date: 21-OCT-2010 Delete All CRNs

Minimum: [] Maximum: 999999.999

Hours Source

Hours: [] Source: MHRS

Hours: [] Source: MHRS

Course Information

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Bill Hours	Status	Level	Appr Recd	Override	Part of Term	Method of Instruction
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]

1. Access SFAREGS.
2. Enter the **Term** and the student's ID in the **Key Block**.
3. **Next Block** to the **Enrollment Information** block.
4. Select the **Process Block** check-box.
5. Click **Save** twice. The first saves the added courses and second generates the fee assessment associated with the registration.

Steps: if the block code is missing from the Process Block field of the student's record

Student Course Registration SFAREGS 8.4 [1.25] (TBAN1)

Term: 201009 ID: 777720007 Brown, Dan Date: 30-NOV-2010

View Current/Active Curricula Print Bill Print Schedule

Registration Student Term **Process Block** Study Path Time Status

Student Status: AS Active Class:

Student Type: F New Admit Fall Advisor:

Residence: C Canadian or permanent resident

Fee Assessment Rate:

Last Term Attended: 201001 Winter 2010

Full or Part Time: Full Time Part Time None

Block Schedule: MED1 Medicine First Year Block

Effective Term: 200909 Fall 2009

1. In SFAREGS, access **Student Term** tab
2. Click on the drop down arrow next to the **Block Schedule** field, select **Block List**.
3. Select the appropriate block code (e.g. MED1).
4. **Save** (F10) and proceed with the steps above.



Appendices

Appendix A - Academic program types

Programs are structured around degrees. Because students apply for admission to a degree program and are audited for graduation from that program, a minimum of one program exists for each degree code. In many cases there is the need to create more than one program per degree code in order to handle admissions separately for different majors within the degree or due to differing degree audit requirements (e.g. different GPA or credit requirements). Whenever admissions is handled separately, or overall degree requirements are quite different, you will usually find separate programs. Sample flavours of program structures follow:

1. A one-to-one relationship between a program and a degree. This usually occurs with Certificates and Diplomas. Normally there is only one major valid for the degree.
 - e.g. Certificate in Proficiency in English
 - e.g. Diploma in Public Accountancy
2. A one-to-one relationship between a program and each major code within a degree. There is more than one major valid for the degree and each combination of degree and major is a separate program.

In the example below B Eng Electrical and B Eng Electrical Honours each have a unique major code and thus separate program codes to indicate separate degree audit requirements.

- e.g. Individual programs for B Eng Civil, B Eng Elec, B Eng Elec Honours etc.
3. A one-to-many relationship between a program and choice of many majors within a degree where there are similar general requirements such as GPA and total credits.
 - e.g. one program B Arts with a choice of many major codes
 - e.g. a separate program for B Arts Honours with a choice of many honours codes

Note that in the example above, although there are many majors attached to each program, a BA degree does require two programs BA and BA Honours to handle very different degree audit requirements (i.e. BA Honours program requires a higher GPA).

4. Each faculty has one Non-Degree program with majors of Special, Visiting, Quebec Exchange (IUT students), and Non-Quebec Exchange. The latter two categories are separated from the major of Visiting to permit separate tracking of students and processing of fee exemptions.



Appendix B - Standards for searching for categories of programs

These standards facilitate searching for categories of programs. For example, one can search for all honours programs or all diploma programs.

- Program codes begin with the degree code wherever possible.
- Within the program code there should be no dashes within the degree part of the code but, if possible, there should be one following the degree code and other characters (e.g. BED-PHYS-ED) or between multiple degree codes (e.g. BCL-LLB-MBA).
- Codes for Honours programs end in “-H” and the descriptions end in “Honours”.
 - e.g. BA-H B Arts Honours
- Special and Visiting students can be found under Non-Degree Programs by faculty.
 - e.g. code of “NO-DEG-ARTS”
- Certificate and diploma codes in the Centre for Continuing Education begin with “C-”, “D-”, “GC-”, or “GD-” dependent upon whether the degree description is Certificate, Diploma, Graduate Certificate, or Graduate Diploma.
- All certificate and diploma codes in the “College” of Graduate Studies begin with a “C-” or “D-”. Their descriptions begin “Gr Cert” or “Gr Dip”.
- All masters or doctorate program codes and descriptions must end in “-T” for Thesis or “-N” for Non-thesis.
- All qualifying programs in Graduate Studies are programs whose code starts with “QUAL.” There is no more than one qualifying program per degree with multiple attached majors. A concentration of “Qualifying” must be attached to each major.
- All ad personal programs in Graduate Studies are programs whose codes start with the degree name followed by “AD-PER. A concentration of “Ad personam” is attached to each major.



Appendix C - Legend for major and minor codes and their descriptions

The major field is a generic field for subjects attached to programs. The subjects may be majors, honours, etc. as listed below. The coding and description standards facilitate the identification of specific categories of major codes.

Please note that a search can be done for one category of majors within a program. For example, to search for all joint honours component subjects within a program, use %2 in the major code field or -HC in the description field.

4th character of Code	Description ends with	Translation
Blank		Major
1	-Hon	Honours
2	-HC	Jt honours component
3	-FP	Faculty program
4	-T	Thesis
5	-N	Non-thesis
8	-Conc	Major or minor concentration

E.g. Major codes for Anthropology attached to BA programs:

Code	Description	Full description
ANT1	Anthropology -Hon	Honours Anthropology
ANT2	Anthropology -HC	Jt Honours Component Anthropology
ANT8	Anthropology -Conc	Major Concentration Anthropology*

* ANT8 translates as Minor Concentration Anthropology when it appears in the minor field on a student's record.

E.g. Major codes for Anthropology attached to MA or Ph D programs:

Code	Description	Full description
ANT4	Anthropology -T	Anthropology Thesis
ANT5	Anthropology -N	Anthropology Non-Thesis

Appendix D - Legend of classification codes and attributes

Student category	Attr. code	Description	Comments
Students in CE non-grant programs	CCCE	Continuing Ed - Non-grant	Generate class which requires no year indication
Students in CEGEP programs (e.g. FMT)	CCO1	Collegial Year 1	Generate class based on year
	CCO2	Collegial Year 1	
	CCO3	Collegial Year 1	
Faculty of Dentistry	CDE0	Dentistry Non-Degree	Generate class which requires no year indicator
	CDE1	Dentistry Year 1	
	CDE2	Dentistry Year 2	
	CDE3	Dentistry Year 3	
	CDE4	Dentistry Year 4	
	CDEX	Dentistry Non-Degree	
Postdocs	CFLA	Postdoctoral Leave of Absence	
	CFPD	Postdoctoral	
Graduate Students	CGCF	Per Credit & Flat Rate	Generate class which requires no year indicator
	CGCP	Per Credit	
	CGCX	Per Credit Non-Thesis Extension	
	CGLA	G1 & G2 Leave of Absence	
	CGNE	G1 & G2 Non- Resident Exchange	
	CGNR	G1 & G2 Non- Resident	
	CGTA	Thesis Additional Session	
	CGTC	Thesis Continuing	
	CGTF	Thesis Full-time	
	CGTH	Thesis Half-time	
	CGVA	Visiting Additional Session	
	CGWD	G1 & G2 Wd with Refund	

Student category	Attr. code	Description	Comments
Faculty of Law	CLW0	Law Non-Degree	Generate class (based on year) used in reg. restrictions
	CLW1	Law Year 1	
	CLW2	Law Year 2	
	CLW3	Law Year 3	
	CLW4	Law Year 4	
	CLWX	Law Non-Degree	
Faculty of Medicine	CMD0	Medicine Non-Degree	Generate class (based on year) used in reg. restrictions
	CMD1	Medicine Year 1	
	CMD2	Medicine Year 2	
	CMD3	Medicine Year 3	
	CMD4	Medicine Year 4	
	CMDX	Medicine Non-Degree	
	CPGM	Post Grad Medical Ed	
UG Level students	CUG0	Undergraduate Level Year 0	Generate class (based on year) used in reg. restrictions
	CUG1	Undergraduate Level Year 1	
	CUG2	Undergraduate Level Year 2	
	CUG3	Undergraduate Level Year 3	
	CUG4	Undergraduate Level Year 4	
	CUGX	Undergraduate Non-Degree	
	CULA	UG & UP Leave of Absence	
	CUNR	UG & UP Non-Resident	

Student category	Attr. code	Description	Comments
Entered as a secondary attribute for Graduate Students to keep track of year	YR00	Year 0	
	YR01	Year 1	
	YR02	Year 2	
	YR03	Year 3	
	YR04	Year 4	
	YR05	Year 5	
	YR06	Year 6	
	YR07	Year 7	
	YR08	Year 8	
	YR09	Year 9	
Other Attributes	DCS	Student completed DCS/ DEC	
	MCM1	Conservatory - Camp 1	
	MCM2	Conservatory - Camp 2	
	MCM3	Conservatory - Camp 3	
	PB01	PBCSE Bursary - Winter	
	PB05	PBCSE Bursary - Summer	
	PB09	PBCSE Bursary - Fall	
	PHDD	PhD-Direct Entry MEQ criteria	
	PHDM	PhD-Direct Entry No MEQ criteria	
PHDP	PhD- Year 1 of PhD program		

Appendix E - Student attributes and time status

Student attributes

Students are assigned attribute codes on SGASADD as follows:

1. Students are assigned a class attribute code. These are attribute codes for the Student Attribute Validation table, which begin with the character "C". These attributes dynamically generate a classification code on to student's general record, viewable on SGASTDN. Classification codes can drive registration restrictions and fee assessment.

Students in undergraduate level programs and programs in Medicine/ Dentistry/ Law have class attributes based on these attributes can be used to drive registration restrictions as well as fee assessment (the latter in the case of Medicine, Dentistry and Law).

Students in graduate level programs, (i.e. graduate level certificates and diplomas, qualifying, masters, doctorates, graduate non-degree programs) have class attributes based on fee assessment rules and not on year. These codes are divided into ones for thesis programs (i.e. thesis full-time, thesis half-time, thesis additional session, and thesis continuing) and others for all other programs (i.e. per credit, per credit and flat rate, per credit non-thesis extension). The resulting classes are used for fee assessment but are not used for registration restrictions.

2. Students in graduate level, post doctoral and graduate Medicine programs are also assigned a second attribute to reflect their year. This is necessary because their classification code does not include their year (see note #1 above). Because students may be assigned only one class code, this is not a class attribute (i.e. it does not begin with a "C"). It does not display on SGASTDN and may be viewed on the student's record only on SGASADD.
3. Students in concurrent programs will have a second attribute displayed on their record on SGASADD. This attribute will begin with a '2' will be used as a flag indicating that a second program exists on the student's record and will not be used by the system to drive fees for the second program. It is yet to be determined whether fees for the second program will be calculated manually or by batch program.

Time status information

Time status (full-time or part-time status) for undergraduate students is viewable in The Student Term Tab of SFAREGS.

For students in Graduate Studies thesis programs, their full-time or additional session information is viewable in the classification field on SGASTDN, as an attribute that was added in SGASADD. For all other students, the full-time or part-time status is available on SFAREGS.



Appendix F: Protocol for assigning Course Permits in Banner

This protocol is based on the premise that a student's progress through his/ her McGill Career is in partnership with his/ her home faculty.

1. The responsibility for entering a "permit" onto a student's record rests with the student's home faculty.
2. It is incumbent upon the student's faculty/ department to ensure that appropriate approval has been obtained from the faculty administering the course for which a permit is being added.
3. In order to facilitate the timely processing of requests, the exchange, of emails between interested parties will be considered to be appropriate, thus reducing the amount of time that students have to walk around campus looking for necessary approvals.
 - The student requiring a permit should consult their home SAO to ensure it is legitimate for them to make the request. If necessary the SAO will inquire of the appropriate academic authority.
 - The SAO will then consult the SAO of the Faculty Administering the course.
4. Whether approved or not, the permit can be added to the student's record and the student so informed or the student informed that permission has not been granted.



Appendix E - Definitions of terms

Activity

Defines whether a curricula record is active or inactive.

- Activity = ACTIVE
 - Means that this record is either still a part of the student's current curricula (then Current=Y), or was replaced by another curricula (then Current=N).
- Activity = INACTIVE
 - Means that this record was inactivated (i.e. "deleted" from a student's current program information) and not replaced by another record.

Attached to Major

Displays the Major that the Concentration is attached to.

- i.e. if Type = Concentration, upon saving the Attached to Major field is auto-populated with the Major to which the Concentration is attached.
- Example: Type = Concentration, Attached to Major = ENG8.

Campus

3-character code (McGill is using 2 of the 3 characters) with a 30-character description. It is an optional field on program. The field is used to indicate true physical campus sites such as downtown campus, Macdonald Campus, off-campus or distance. Because it can be used to drive fee assessment, the campus may also be a pseudo campus to indicate deregulated (i.e. private) programs. Because the use of such campus codes usually depends on the residency status of the student rather than on the program itself, the campus code usually entered on the student's record rather than on the program itself. In these cases a campus would not appear on the program table.

- Example: for most undergraduate programs held downtown, Canadian students are listed with a campus code 1 "Downtown" while international students in the same program would be listed with a campus code of 51 "Downtown Private". Only in the cases of private programs which do not depend on the residency of the student and thus always have the same campus on every student record (e.g. MM Manufacturing Management) could a campus be assigned directly to the program.

College

2-character code with a 30-character description and includes codes for McGill's faculties, schools, Graduate Studies and the Centre for Continuing Education.

Concentration

4-character code with a 30-character description that is a specialization with a major. In a curriculum rules a concentration must be attached to one or more specific majors in order for it to be used. There can be up to 3 allowable concentrations per major on a student's record. It is expected that currently there may be usually one concentration attached to a student's major, more rarely two concentrations and no situations yet where 3 concentrations would be attached to a major on a student's record. Although concentrations are attached to majors in curriculum rules in order to be available to add to a student record, Banner client forms do not force such concentrations to be added; their use is optional.

Note: do not mix up the Banner field of concentration with the Major and Minor concentrations in the Faculty of Arts. This latter terminology appears in the major field. Thus a student can have a major field of 'Major concentration English' with a concentration in "Cultural Studies".

Current

Not enterable. Y or N appears once you update a record.

Y indicates the record is the last updated version; N indicates this is not the latest updated record (i.e. history).

Note: As of Banner 7, student records are non-destructive. Records are not removed, only inactivated. As Programs or Fields of Study are added or replaced, only the latest record is Current AND Active.

Curriculum

Consists of a base curriculum which has a set of curriculum rules attached to it. A base curriculum would be a program with a number of characteristics which would include level, college, degree and very occasionally campus. The curriculum rules indicate which fields of study (i.e. majors, concentrations, and minors) that may be associated with the base curriculum as noted below.

Degree

Consists of a 6-character code with a 30-character description and is equivalent to McGill's degree.

Department

4-character code with a 30-character description. Each major is associated with a department. The department table is based on the University Planning Office's (UPO) Administrative Unit table. When a new or revised department code is required, the UPO must be consulted.

Field of Study

A 4-character code for the Major, Minor or Concentration specified in Type.

- Example: Type = Major, Field of Study = ANT8 (Anthropology - Con).
- When Type = Major, Priority 1 = first Major and Priority 2 = second Major (these appear first and second on the transcript).
- When Type = Minor, Priority 1 = first Minor, Priority 2 = second Minor (these appear first and second on the transcript)
- When Type = Concentration, Priority may be 1 - 6, in no order of precedence.
- When adding new concentrations, assign a priority number not already in use by another current and active Concentration (in this case, it would replace the one with the same number).

Level

2-character code with a 30-character description.

The field is used to drive a number of processes such as GPA, credit counting, some registration restrictions, grade modes and fee assessment. Levels have been created and programs have been assigned a level based on balancing the needs of these various processes. For example, most undergraduate faculties have been assigned the same level (UG Undergraduate) except Medicine, Dentistry and Law, which have been assigned one separate level. However, due to fee assessment needs, programs administered by Graduate Studies have been divided into several different levels. See the Level Code Validation form STVLEVL for the full list of levels.

Major

4-character code with a 30-character description and is equivalent to McGill's subject. Every program is required to have a minimum of one attached major. A student must have a minimum of one and may have two of a program's allowable majors. This generic field includes separate codes for majors, honours, joint honour components, faculty programs, thesis programs, non-thesis programs. See naming standards for majors below.

Minor

4-character code with a 30-character description. Minors are attached to programs but not to majors. A major code and minor code are usually the same if the translation is the same. TA student could have up to 2 allowable minors.

Priority for Curriculum

Priority 1 = Primary Program and Priority 2= Secondary Program.

Type

Can be Major, Minor, or Concentration.

Examples: Priority 1, Type Major indicates 1st Major.

Priority 2, Type Major indicates 2nd Major.

Priority 1 through 6, Type Concentration. A Concentration must be attached to a Major.