

Title	Description	Pg
Allied Health Program/Major Code Chart	Lists Program/Major Codes and the Descriptions for each	2
SFAREGF Student Course Registration	Student course enrollment (shows the classes a student is registered for in the selected term)	3
SFASRPO Student Registration Permit-Override	View, Enter or Remove overrides	3
SFASTCA Student Course Registration Audit	Shows course registration attempts and whatever error code a student received when trying to register	4
SGASADD Additional Student Information	Lists additional information on student's cohort and attribute	4
SGASTDN General Student Information	Used to see when student last attended & for viewing primary and secondary majors.	5
SHACRSE Course Summary	Shows what courses student has taken and when. Shows Grades for courses (including I & WD). Repeat column lets you know how repeated courses are affecting GPA	5
SHADEGR Degree and Other Formal Awards	Degree status - use to see when student graduated - displays prior degrees and/or certificates that students have earned	6
SHARQTC Transcript Request	1st step to running a transcript (To run a Transcript - use w/ SHRTRTC) also displays a student's institutional, transfer, and overall GPA	6
SHATERM Term Sequence Course History	Lists previous classes, grades, hours, GPA, term 1st attended & term last attended, current academic standing, dismissal, enrolled courses	8
SHRTRTC Academic Transcript	Academic Transcript/Transfer Articulation - Need to Run Transcript Request (SHARQTC) first.	9
SOAHOLD Hold Information	View, Enter or Remove holds	9
SOATEST Test Score Information	Test scores (ACT, SAT, etc.)	9
SPAIDEN General Person Identification	Biographical information such as address, maiden name, etc.	10
ZGJR0001 Accessible USA Jobs	List of Your available Z banner reports – Returns PDF that shows parameters available for each report.	10
ZSAR2010 Enrolled Students for Semester	Several columns of academic info - Can put in GPA Range	10
ZSFR0011 Active Students with Holds	List of active students w/holds (Our advising hold is AV)	11
ZSGR0040 Registered Stud by Prog/Conc	Registered students by college, program, concentration	11
ZSGR0096 Candidates for Graduation	Candidates for graduation by term (used to generate Graduation List & Check Sheets) – lists enrolled courses (up to 12)	12
ZSGR0132 Class Roll By Crse Sub Number	Class roll for specific semester. (Can be broken down by section once in excel)	12
ZSGR0155 Student Email by Coll and Class	Lists Students and Email & Mailing Addresses by College and Class	13
ZSGR0199 Course Enrollment Prog Details	Can be used to determine majors of students enrolled in specific course	13
ZSGR0355 Enrolled by Crse - Major/Prog	Can run a list of students in a particular course - Lists students, their enrolled section and description of their major.	13
ZSGR1044 Students Enrolled in Sel CRN	Lists students in selected CRN	14
ZSHR0004 Missing Grades Report	Lists instructors with missing final grades	14
ZSHR0056 Missing Midterm Grades	Displays a list of Missing Midterm Grades - Course Grade Status	15
Class Scheduling Guide	Class Scheduling Guide for Allied Health Secretaries by Jan Wilson	16

Allied Health Secretaries:

If you need assistance with a Banner report, please contact the CAHP Academic Records Specialist: Kathy Loring at ahpadvising@southalabama.edu or kloring@southalabama.edu.

Level	Program	Program Description	Major	Major Description
UG	AH_GEN_ST	Allied Health-General Studies	AHGS	Allied Health General Studies
UG	AH_ND_UG	Non-Degree Allied Health UG	0000	Undeclared
UG	BMD_BSBS	Biomedical Sciences BS	BMDS	Biomedical Sciences
UG	AH_EMS_BSEMS	Emergency Medical Services BS	EMSS	Emergency Medical Services
UG	AH_EMTP_CERT	EMT Paramedic Program Cert	EMPA	EMT Paramedic Program
UG	AH_HSC_BSPHS	Professional Health Sciences	HLSC	Health Sciences
GR	OT_MSOT	Occupational Therapy MSOT	OTGR	Occupational Therapy Graduate
GR	RS_OT_MSRS	Master Rehab Science/OT	RSOT	Rehab Science OT
GR	PA_MHS	Physician Asst Studies MHS	PYAS	Physician Assistant Studies
AP	PT_DPT_AP	Doctor of Physical Therapy	PTDR	Physical Therapy - Doctorate
GR	PT_MSPT	Master of Science in PT	MSPT	Physical Therapy - MSPT
UG	RAD_PREP_BSR	Radiologic Sciences Preprof	RADP	Radiologic Sciences Preprof
UG	RAD_PROF_BSR	Radiologic Sciences	RADS	Radiologic Sciences
UG	RAD_PROF_BSR	Radiologic Sciences	RADB	Radiologic Sciences
UG	RAD_ADM_CERT	Rad Admin Certificate	RADN	Radiologic Sciences Non-Degree
UG	RAD_RCT_CERT	Rad CT Certificate	RADN	Radiologic Sciences Non-Degree
UG	RAD_RUL_CERT	Rad Ultrasound Certificate	RADN	Radiologic Sciences Non-Degree
UG	RAD_RTH_CERT	Rad Therapy Certificate	RADN	Radiologic Sciences Non-Degree
UG	RAD_RMR_CERT	Rad MRI Certificate	RADN	Radiologic Sciences Non-Degree
UG	RAD_RMA_CERT	Rad Mammography Certificate	RADN	Radiologic Sciences Non-Degree
UG	RAD_RVR_CERT	Rad Interventional Certificate	RADN	Radiologic Sciences Non-Degree
AP	AUD_AUD_AP	Doctorate in Audiology	AUDD	Audiology
GR	COMM_SCI_PHD	Comm Sciences-Disorders PhD	CSDS	Comm Sciences and Disorders
GR	RS_SLP_MSRS	Master Rehab Sci/SLP	RSST	Rehab Science SLP
GR	SP_PTH_MSSLP	Speech-Language Path MSSLP	SLPT	Speech-Language Pathology
UG	SPCH_HRNG_BS	Speech and Hearing Sciences BS	SPHS	Speech and Hearing Sciences

Minor	Minor Description
BMDS	BMD Minor
EMSM	EMS Minor
SPHS	SHS Minor

BANNER REPORTS

Processes: used to get info on a specific student---usually begin with an S

Reports: used to get a list of students who meet certain criteria---usually begin with a Z

SFAREGF: Student Course Registration / Student course enrollment (shows the classes a student is registered for in the selected term)

Type in Term and Student ID and Hit Go

Term: 202010 Refund By Total: Refund Date:

ID: J00123456 Duck, Daffy

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Returns:

Term: 202010 Refund By Total Refund Date: ID: J00123456 Duck, Daffy

TERM ENROLLMENT SUMMARY

Status	EL	Percentage Tuition Refund	
Description	Eligible to Register	Percentage Fee Refund	
Status Date	07/08/2019		

TERM REGISTRATION SUMMARY

CRN	Subject	Course	Section	Credit Hours	Bill Hours	Level	Campus	Status	Status Date	Percent Tuition Refund	Percent Fee Refund	Message
10788	FIN	300	802	3.000	3.000	UG	WB	RW	07/08/2019			***Web Registered**
11436	EMS	320	801	3.000	3.000	UG	WB	RW	07/08/2019			***Web Registered**
12183	EMS	440	801	3.000	3.000	UG	WB	RW	07/08/2019			***Web Registered**
12899	EMS	110	101	3.000	3.000	UG	M	RW	07/08/2019			***Web Registered**
15460	EMS	401	702	3.000	3.000	UG	M	RW	07/08/2019			***Web Registered**

Total Credit Hours: 15.000 CEU Hours: 0.000
Total Bill Hours: 15.000

SFASRPO: Student Registration Permit-Override (View, Enter or Remove overrides)

Type in Term and Student ID and Hit Go – Will bring up screen to enter overrides.

ID: J00123456 Duck, Daffy Term: 202010 Fall Semester 2019

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN	Subject	Course Number	Section
COLLEGE	College Override	11051	IDL	641	101
INSTRUCT	Instructor Permission	17146	CSD	694	104
INSTRUCT	Instructor Permission	17178	CSD	694	106
INSTRUCT	Instructor Permission	17148	CSD	695	107
MAJOR	Major Override	11051	IDL	641	101

STUDENT SCHEDULE

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group	Campus	Schedule Type	Section Status
10521	1	IDE	620	501	7	0		<input checked="" type="checkbox"/>						1800	2030	O			M	LE	A
11045	1	GIS	501	101	17	0		<input checked="" type="checkbox"/>						1530	1700				M	RE	A
11051	1	IDL	641	101	12	0										O			M	LE	A
17148	1	CSD	695	107	1	0										O			M	EE	A
17178	1	CSD	694	106	1	0										O			M	DE	A

To Apply an Override:

1. In the Upper Right Corner (Under the Start Over Button) Click the + (Insert) Button to get a new line.
2. Click the button on the right side of the "Permit" box that looks like three dots. This gives you list of overrides to select from. Choose the appropriate override type (Type should be provided by the override requestor).
3. Once you've selected the type of override to apply, enter the CRN (XXXXX) in the "CRN" box (CRN should be provided by the override requestor). Once you enter the CRN, the "Subject", "Course Number", and "Section" box will populate with the other course info. Always check it to make sure it is the correct course you want an override for.
4. Once you've entered all the overrides needed, click save in the bottom right corner.

SFASTCA: Student Course Registration Audit (Need to use Student's ID) - Shows course registration attempts and whatever error code a student received when trying to register - Tracks student's registration activity. This helps to see when students register for the wrong courses (CA 100, CAS 100, CA 110, etc.)

Enter Student's ID and Term then hit Go

Returns:

ellucian Student Course Registration Audit SFASTCA 9.3.6 (PROD) ADD RETRIEVE RELATED TOOLS

ID: J00 123456 Duck, Daffy Term Code: 201730 Registration From Date: Registration To Date: Start Over

Registration Audit Registration Error Message

STUDENT COURSE REGISTRATION AUDIT

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source	Course Status	Status Date	
1	201730	31021	SY	109	802	WB	UG	S		3.000	3.000	3.000	TEMP	RW	04/14/2017
2	201730	31021	SY	109	802	WB	UG	S	3.000	3.000	3.000	BASE	RW	04/14/2017	
3	201730	30573	HY	135	801	WB	UG	S		3.000	3.000	TEMP	RW	04/14/2017	
4	201730	30573	HY	135	801	WB	UG	S	3.000	3.000	3.000	BASE	RW	04/14/2017	
5	201730	31071	EMS	210	801	WB	UG	S		3.000	3.000	TEMP	RW	04/14/2017	
6	201730	31071	EMS	210	801	WB	UG	S	3.000	3.000	3.000	BASE	RW	04/14/2017	
7	201730	30573	HY	135	801	WB	UG	S	0.000	0.000	0.000	TEMP	DW	04/14/2017	
8	201730	30573	HY	135	801	WB	UG	S	0.000	0.000	0.000	BASE	DW	04/14/2017	
9	201730	30573	HY	135	801	WB	UG	S	0.000	0.000	0.000	TEMP	DW	04/14/2017	
10	201730	31071	EMS	210	801	WB	UG	S	3.000	3.000	3.000	BASE	RW	04/14/2017	
11	201730	31021	SY	109	802	WB	UG	S	3.000	3.000	3.000	BASE	RW	04/14/2017	

Record 1 of 11

Course Registration Status Code Validation STVRSTS - Status Code Description

AC..... Audit - No Credit *Reg	CW..... Withdrawn Student D/A	RW..... **Web Registered**
AF..... Administrative Full-100%-ESTS	DD..... Drop/Delete-Void *Reg	SE..... Special Exception - DO NOT USE
AH..... Administrative Half-50%-ESTS	DW..... Drop/Delete-Web	UN..... Unofficial Withdrawal - ESTS
AL..... Administrative 100% - Course	LD..... Late Drop *Reg*	WC..... Drop Course
AU..... Audit - No Credit	MC..... Military Course Withdrawal	WL..... Wait Listed
AW..... Administrative Withdrawal-ESTS	MI..... Military Withdrawal-ESTS	WS..... Withdrawn Student - ESTS
AX..... Administrative 50% - Course	MW..... MD Administrative Withdrawal	
CE..... Credit by Examination	RE..... **Registered**	

SGASADD: Additional Student Information - Lists additional information on student's cohort and attribute.

Must enter Student ID and Term

ellucian Additional Student Information SGASADD 9.3.16 (PROD) ADD RETRIEVE RELATED TOOLS

ID: J00123456 Daffy Duck Term: 202020 Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Returns

ellucian Additional Student Information SGASADD 9.3.16 (PROD) ADD RETRIEVE RELATED TOOLS

ID: J00123456 Daffy Duck Term: 202020 Start Over

STUDENT COHORT

From Term	To Term	Maintenance
201910	999999	

Cohort Code *	Description	Inactive	Reason
1819FSFALL	New FR In the Fr Sem 201910	<input type="checkbox"/>	
1819UGFR	New Undergrad Freshmen 201910	<input type="checkbox"/>	
LC2018	Learning Community Fall 2018	<input type="checkbox"/>	

Record 1 of 3

STUDENT ATTRIBUTE

From Term	To Term	Maintenance
201920	999999	

Attribute Code *	Description
FLRG	Temp Exclusion for fall Regist
FRSM	Freshman Seminar
PPH	Preprofessional Pharmacy

Record 1 of 3

SGASTDN: General Student Information (Need to use Student's ID) - To view Primary and Secondary majors, do not enter the term, then go to Curricula and page through to check - used to see when student last attended & for viewing primary and secondary majors.

Returns:

General Student SGASTDN 9.3.13 (PROD)

ID: J00123456 Duck, Daffy Term: View Current/Active Curricula: Start Over

Curricula

GENERAL LEARNER

From Term 201730 To Term 999999

New Term 201730 Summer Semester 2017 Residence 0 Out of State Resident Student Centric Cycle

Student Status AS Active Fee Assessment Rate Full or Part Time Full Time Part Time None

Student Type C Continuing Class SR Senior

Additional Information Site Block Session Citizenship Y Citizen

Record 1 of 3

CURRICULA SUMMARY - PRIMARY

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission
1	201730	Professional Heal...	201710	Undergraduate	Main	Covey College of Alli...	Bach of Sci Prof ...			1 Freshman with Previous...	201610

Record 1 of 1

FIELD OF STUDY SUMMARY

Attached to Major Details

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201730	Major	Health Sciences		
1	201730	Concentration	Health Management		Health Sciences

Record 1 of 2

General Student SGASTDN 9.3.13 (PROD)

ID: J00123456 Duck, Daffy Term: 201730 View Current/Active Curricula: Start Over

Curricula

Curriculum / Field of Study

CURRICULUM

Replace Update Duplicate Roll to Outcome Apply to Graduate

Current	Activity	Key Sequence	Term	Term Description	End Term	End Term Description	Catalog Term	Catalog Term Description
<input checked="" type="checkbox"/>	ACTIVE	99	201730	Summer Semester 2017			201710	Fall Semester 2016

Record 1 of 7

Curriculum Status Details

Program AH_HSC_BSPHS Professional Health Sciences College AH Covey College of Allied Health

Level UG Undergraduate Degree BSPHS Bach of Sci Prof Hlth Sciences

Campus M Main Start Date End Date

FIELD OF STUDY

Attached Concentrations Inactivate

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201730	MAJOR	Major		1 201710	
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201730	CONCENTRATION	Concentration		1 201710	

Field of Study

Field of Study HLSC Health Sciences Start Date

Department End Date

Attached to Major Rolled

Full or Part Time

Record 1 of 2

SHACRSE: Course Summary (Need to use Student's ID) Shows what courses student has taken and when. Shows Grades for courses (including I & WD). Repeat column lets you know how repeated courses are affecting GPA.

Returns:

Course Summary SHACRSE 9.3.6 (PROD)


ID: J00123456 Duck, Daffy Term: 201930 Start Over

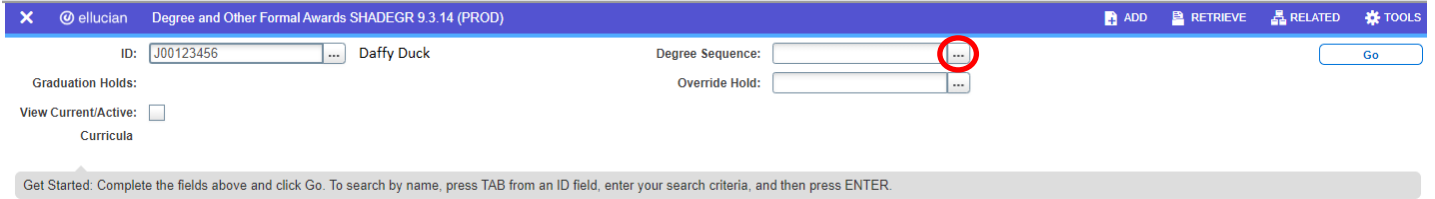
COURSE SUMMARY

Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Grading Mode	Repeat	Course Title
<input type="checkbox"/>	201930	1	M	UG	30902	BLY	301	101	3.000		D S	A	Cell Biology
<input type="checkbox"/>	201930	1	M	UG	31875	BLY	302	501	3.000		F S		Genetics
<input type="checkbox"/>	201930	1	M	UG	30903	BLY	303	101	3.000		C S		Ecology and Evolution

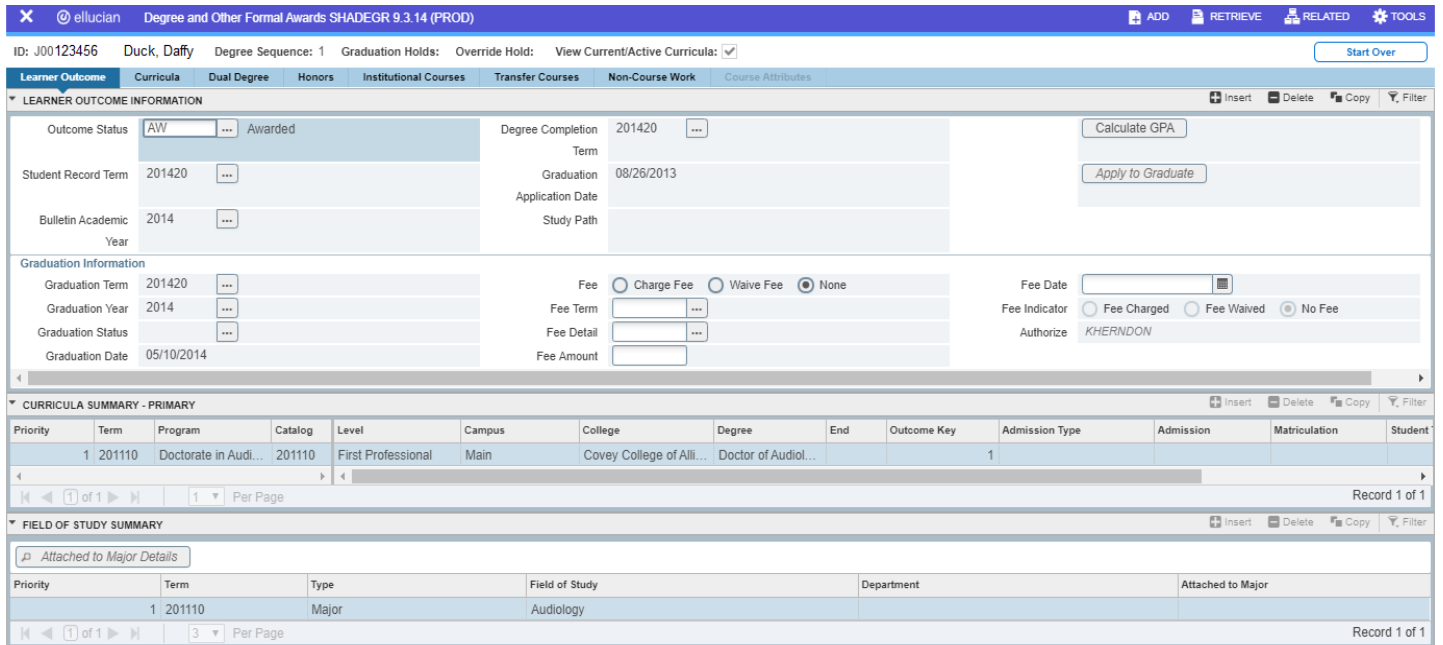
Record 1 of 3

SHADEGR: Degree and Other Formal Awards (Need to use Student's ID) - Degree status - Use to see when student graduated - Displays prior degrees and/or certificates that students have earned (helpful for the Admission Process) – Will show if Pending Graduation

Degree sequence=1 override hold=Y (if necessary) Click the  button on the right side of the “Degree Sequence” box that looks like three dots

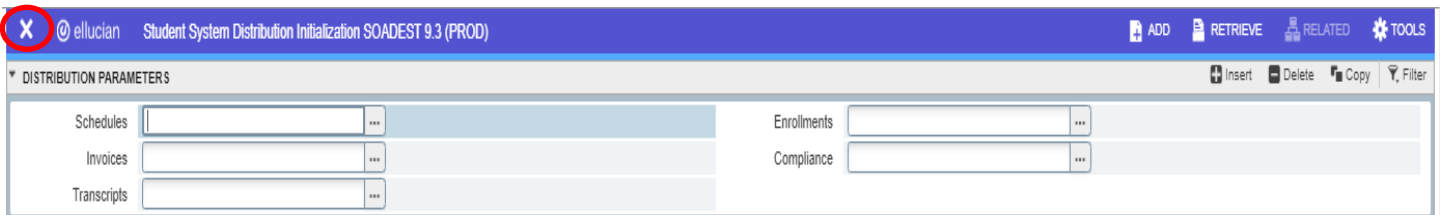


Returns:

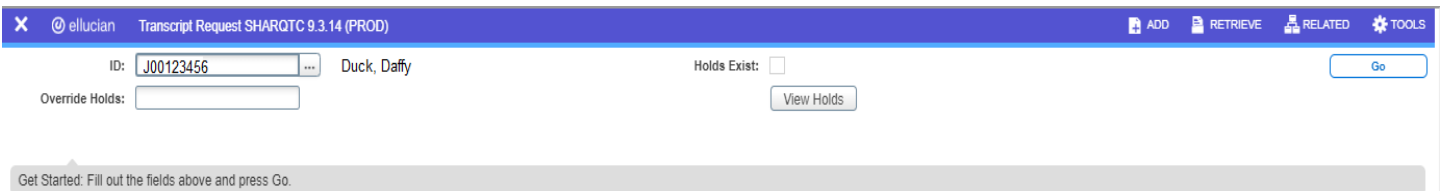


SHARQTC: Transcript Request - 1st step to running a transcript (To Run a Transcript - use w/ SHTRRTC), but also displays a student's institutional, transfer, and overall (combined) GPA

If the following window comes up, click the X in the Upper Left Corner to close.



Enter Student ID Override Holds=Y (if necessary)



SHARQTC (Cont.):

If it is showing a prior Transcript Request:

In the Upper Right Corner (Under the Start Over Button) Click the + (Insert) Button

Level=AP, GR, UG (AL for All) Transcript Type=AH

ellucian Transcript Request SHARQTC 9.3.10 (PROD) ADD RETRIEVE RELATED TOOLS

ID: J00 123456 Duck, Daffy Holds Exist: Override Holds: Start Over

Transcript Request Issue Information Current Student Status

TRANSCRIPT REQUEST Insert Delete Copy Filter

Request Number: []
Level: **UG** Undergraduate
Request Date: 07/09/2019
Transcript Type: **AH**
Number of Copies: 1

Official
Billing Term: 202010 Fall Semester 2019
Detail: []
Amount: []
Student Information: 201930 Summer Semester 2019
Term: []

Receipt Number: []
In-Progress Cutoff Term: 202010 Fall Semester 2019
Transcript Sent Date: []
Transcript Print Date: []

Hold Processing
 Hold for Grades Hold for Degrees

Electronic Transcript Status
Run Date: [] Status Date: []
Status: []

Self-Service Request Details
Self Service Option: [] Payment Option: []

Record 1 of 1

Next – Go to: Issue Information Tab - Issued to=Requester's Initials (then Save & Run SHRTRTC if needing Transcript)

ellucian Transcript Request SHARQTC 9.3.10 (PROD) ADD RETRIEVE RELATED TOOLS

ID: J00 123456 Duck, Daffy Holds Exist: Override Holds: Start Over

Transcript Request **Issue Information** Current Student Status

TRANSCRIPT DESTINATION Insert Delete Copy Filter

External Institution: [] Code: [] Output Type: []
Student Address: [] Type: []
Street Line 1: [] Street Line 2: [] Street Line 3: []
Phone code: [] Phone number: []

Forward to Internal: []
College: []
Issued To: **KL**
City: []
State or Province: []
ZIP or Postal Code: []
 Address Verified
 Skip Address Verify
Nation: []
Extension: []
International Access: []

NAME HIERARCHY Insert Delete Copy Filter

Sequence Number	Source	Source Description	Name Type	Name Type Description	Degree Sequence Number

Record 1 of 1

Can also view info on student:

ellucian Transcript Request SHARQTC 9.3.10 (PROD) ADD RETRIEVE RELATED TOOLS

ID: J00 123456 Duck, Daffy Holds Exist: Override Holds: Start Over

Transcript Request Issue Information **Current Student Status**

CURRENT STUDENT STATUS Insert Delete Copy Filter

Level: **UG** Last Term: 201920
First Term: 201810 Academic Standing: CL

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution	56.000	43.000	43.000	46.000	138.00	3.00
Transfer	0.000	0.000	0.000	0.000	.00	.00
Overall	56.000	43.000	43.000	46.000	138.00	3.00

Record 1 of 1

SHATERM: Term Sequence Course History (Use Student ID) Lists previous classes, grades, hours, GPA, term 1st attended & term last attended, current academic standing, dismissal, enrolled courses - Used to check transfer hours, overall GPA, and grade replacements.

Enter Student ID and Course Level Code (click on the 3 dots at right of Course Level Codes for options for selected student) Then hit Go

ellucian Term Sequence Course History SHATERM 9.3.13.1 (PROD) ADD RETRIEVE RELATED TOOLS

ID: J00123456 Duck, Daffy Course Level Codes: [] by Person Start Term: [] Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Returns:

ellucian Term Sequence Course History SHATERM 9.3.13.1 (PROD) ADD RETRIEVE RELATED TOOLS

ID: J00123456 Duck, Daffy Course Level Codes by Person: UG Start Term: 201730 Start Over

Current Standing Term GPA and Course Detail Information Student Centric GPA and Course Information

CURRENT STANDING Insert Delete Copy Filter

First Term Attended	201610	Progress Evaluation	**	No Progress Evaluation		
Last Term Attended	201920	Progress Evaluation Override				
Academic Standing	CL Clear	Combined Academic Standing Override				
Academic Standing Override		Combined Academic Standing	**	No Combined Academic Standing		

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution	115.000	108.000	108.000	108.000	370.00	3.43
Transfer	4.000	4.000	4.000			
Overall	119.000	112.000	112.000			

ellucian Term Sequence Course History SHATERM 9.3.13.1 (PROD) ADD RETRIEVE RELATED TOOLS

ID: J00123456 Duck, Daffy Course Level Codes by Person: UG Start Term: 201730 Start Over

Current Standing Term GPA and Course Detail Information Student Centric GPA and Course Information

TERM GPA Insert Delete Copy Filter

Term	201730					
Transfer Number	Attendance Period					

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institutional	6.000	6.000	6.000	6.000	24.00	4.00
Cumulative	72.000	65.000	65.000	65.000	235.00	3.62

1 of 4 Per Page Record 1 of 4

INSTITUTIONAL COURSES Insert Delete Copy Filter

Subject	Course	Title	Grade	Mode	Hours	Repeat	Repeat System	Campus
EMS	210	Medical Terminology		A S	3.000			WB
SY	109	Introductory Sociology		A S	3.000			WB

1 of 1 Per Page Record 1 of 2

SHRTRTC: Academic Transcript / Transfer Articulation - Need to Run Transcript Request (SHARQTC) first.

Printer=EMAIL 02=Student ID 03=AH 05=Current Date

Process Submission Controls GJAPCTL 9.3.10 (PROD)

Process: SHRTRTC Academic Transcript Parameter Set: Start Over

PRINTER CONTROL

Printer: EMAIL
 Special Print: -z1 -Y0 -p15 -w159 -l7
 Lines: 52
 Submit Time:
 MIME Type: None
 PDF Font:
 PDF Font Size:
 Delete After Days:
 Delete After Date:

PARAMETER VALUES

Number *	Parameters	Values
01	Transcript Population File	N
02	ID and Seq as XXXXXXXXXX/000	J00123456
03	Transcript Type	AH
04	Transcript Printer	%
05	Address Selection Date	08/01/2019
06	Address Priority and Type	1MA
07	Official Transcript Request	N
08	Campus Selection Indicator	N
09	Campus Selected	
10	Control Report	N

Record 9 of 23
 LENGTH: 3 TYPE: Character O/R: Optional M/S: Single
 If campus selection requested, this is the campus to be processed.

SUBMISSION

Save Parameter Set as
 Name: Description:
 Hold / Submit: Hold Submit

SOAHOLD: Hold Information - View, Enter or Remove holds – Enter Student ID and hit Go

Hold Information SOAHOLD 9.3.8 (PROD)

ID: J00123456 Daffy Duck Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Returns:

Hold Information SOAHOLD 9.3.8 (PROD)

ID: J00123456 Daffy Duck Start Over

HOLD DETAILS

Hold Type *	Hold Type Description	Reason	Amount	From *	To *	Origination Code	Origination Code Description	Created User
TR	Traffic	Traffic Ticket(s) Hold	40.00	09/12/2019	12/31/2099	PARK	Parking	SCRIPTS
MD	Missing Documents	Offi Fnl Bishop ST CC Trans		02/20/2019	05/28/2019	ADMS	Admissions	DPIGG
MD	Missing Documents	Offi Fnl Bishop ST CC Trans		02/05/2019	02/19/2019	ADMS	Admissions	DPIGG
MD	Missing Documents	Offi Fnl Amer Pub Univ Trans		02/05/2019	02/12/2019	ADMS	Admissions	DPIGG
HM	Immunization	See Student Health		01/23/2019	03/27/2019	HLTH	Health Services	CBUTLER
TR	Traffic	Traffic Ticket(s) Hold	80.00	01/07/2019	01/24/2019	PARK	Parking	SCRIPTS

Record 1 of 6

SOATEST: Test Score Information (Use Student ID) - Test scores (ACT, SAT, GRE, etc.)

Returns:

Test Score Information SOATEST 9.3.12 (PROD)

ID: J00123456 Duck, Daffy Start Over

TEST SCORE INFORMATION

Test Code *	Description	Test Score *	Test Date *
A01	ACT English	16	10/01/2013
A02	ACT Math	19	10/01/2013
A03	ACT Reading	13	10/01/2013
A04	ACT Science Reasoning	19	10/01/2013
A05	ACT Composite	17	10/01/2013
A06	ACT Sum of Standard Score	067	10/01/2013
SAG	ACT Subscore Alg/Geometry	11	10/01/2013
SAL	ACT Subscore Arts/Literature	06	10/01/2013
SEA	ACT Subscore Elem Algebra	09	10/01/2013
SGT	ACT Subscore Plane Geom/Trig	10	10/01/2013

Record 1 of 18

Test Scores (1) Test Scores (2) Test Scores (3)

Admission Request:
 Source: TAPE Test Score Tape Equivalency Indicator
 Revised or Recentered:

PERCENTILES

Percentile	Percentile Type	Description	Percentile Date
30	ANN	ACT National Norm Cumulative Percent	

Record 1 of 1

Percentiles are for test score: A01 taken on: 10/01/2013

DETAILS

Test Code	Score	Characters in Range	Score
A01	16	01 - 36	

SPAIDEN: General Person Identification (Use Student ID) - Biographical information such as address, email, maiden name, etc. Click on Alternate Identification Tab for prior names.

Returns:

General Person Identification SPAIDEN 9.3.13 (PROD)

ID: J00123456 Duck, Daffy

Current Identification | Alternate Identification | Address | Telephone | Biographical | E-mail | Emergency Contact | Additional Identification

IDENTIFICATION

ID: J00123456 Name Type: ...

PERSON

Last Name: Duck Prefix: Ms.
 First Name: Daffy Suffix: ...
 Middle Name: ... Preferred First Name: ...
 Full Legal Name: ...

NON-PERSON

Name: ...

ID AND NAME SOURCE

Last Update

Origin: SPAIDEN

Original Creation

User: VICTORFINKLEY Create Date: 06/17/2019

ZGJR0001: Accessible USA Jobs – Returns a PDF list of your available Z Banner reports & shows the parameters available for each. HINT: Save emailed PDF to your Desktop then you can use Alt+E then F to search for reports within the PDF.

Printer=EMAIL

Process Submission Controls GJAPCTL 9.3.10 (PROD)

Process: ZGJR0001 Accessible USA Jobs Parameter Set:

PRINTER CONTROL

Printer: EMAIL Submit Time: ... PDF Font Size: ...
 Special Print: '-z0 -Y1' MIME Type: None Delete After Days: ...
 Lines: 80 PDF Font: ... Delete After Date: ...

PARAMETER VALUES

Number *	Parameters	Values
1		

Record 1 of 1

SUBMISSION

Save Parameter Set as Hold / Submit: Hold Submit

Name: ... Description: ...

ZSAR2010: Enrolled Students for Semester

Printer=EMAIL 01=Start Term-End Term 03=Level 05=AH 06=Program (See list on Page 2)

Process Submission Controls GJAPCTL 9.3.10 (PROD)

Process: ZSAR2010 Enrolled Students for Semester Parameter Set:

PRINTER CONTROL

Printer: EMAIL Submit Time: ... PDF Font Size: ...
 Special Print: '-z1 -Y1 -p17' MIME Type: None Delete After Days: ...
 Lines: 60 PDF Font: ... Delete After Date: ...

PARAMETER VALUES

Number *	Parameters	Values
01	Term Range	201930-201930
02	Current Admit	
03	Level	UG
04	Admit Type	
05	College	AH
06	Program	AH_HSC_BSPHS
07	Citizenship	
08	Student Type	
09	Prev USA Student	
10	Sort	N

Record 10 of 14

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
 (C)ollege, (P)rogram, (N)ame, ACT/SAT (S)core

SUBMISSION

Save Parameter Set as Hold / Submit: Hold Submit

Name: ... Description: ...

ZSFR0011: Active Students with Holds – includes GPA

Printer=Email 01=Term 02=Hold Type 05=AH 08=Enter Your Major (See Page 2)

ellucian Process Submission Controls GJAPCTL 9.3.10 (PROD) ADD RETRIEVE RELATED TOOLS

Process: ZSFR0011 Active Students with Holds Parameter Set: Start Over

PRINTER CONTROL Insert Delete Copy Filter

Printer: EMAIL Submit Time: PDF Font Size: Special Print: -z1 -Y1 -p17 MIME Type: None Delete After Days: Lines: 60 PDF Font: Delete After Date:

PARAMETER VALUES Insert Delete Copy Filter

Number *	Parameters	Values
01	Term	201930
02	Type	PB
03	Sort1	C
04	Sort2	S
05	College	AH
06	Status	AS
07	Outcome Status Code	
08	Major	HLSC
09	Email	@southalabama.edu
10	Mode	S

Record 10 of 11

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Email (S)ummary or (D)etail Report. Summary is by student and ticket type.

SUBMISSION Insert Delete Copy Filter

Save Parameter Set as Hold / Submit Hold Submit

Name: Description:

SAVE

ZSGR0040: Registered Stud by Prog/Conc - Registered students by college, program, concentration

01=Term Needed 02=AH 03=Level Needed 04=(C)ollege, (P)rogram, (M)ajor, (S)tatus, or (G)PA - **Must have Sort**
05= Enter Your Major (See Page 2)

ellucian Process Submission Controls GJAPCTL 9.3.10 (PROD) ADD RETRIEVE RELATED TOOLS

Process: ZSGR0040 Registered Stud by Prog/Conc Parameter Set: Start Over

PRINTER CONTROL Insert Delete Copy Filter

Printer: EMAIL Submit Time: PDF Font Size: Special Print: -z0 -Y1 MIME Type: None Delete After Days: Lines: 80 PDF Font: Delete After Date:

PARAMETER VALUES Insert Delete Copy Filter

Number *	Parameters	Values
01	Term	202010
02	College	AH
03	Level	UG
04	Sort	G
05	Major	BMDS
06	Program	

Record 5 of 6

LENGTH: 4 TYPE: Character O/R: Optional M/S: Multiple
Enter Major(s) or leave blank for all major

SUBMISSION Insert Delete Copy Filter

Save Parameter Set as Hold / Submit Hold Submit

Name: Description:

ZSGR0096: Candidates for Graduation (by term) - Used to generate Graduation List & Check Sheets – Lists enrolled courses (up to 12)

Printer=EMAIL 01=Term Range (ex. 201910-201920) 02=Award Status (A)warded, (P)ending, (B)oth 03 = AH 04=MAJR

Process: ZSGR0096 Candidate for Graduation Parameter Set: Start Over

PRINTER CONTROL

Printer: EMAIL
Special Print: -z1 -Y1 -p17
Lines: 60

Submit Time:
MIME Type: None
PDF Font:

PDF Font Size:
Delete After Days:
Delete After Date:

PARAMETER VALUES

Number *	Parameters	Values
01	Term Range	202020-202020
02	Award Status	P
03	College	AH
04	Sort 1st	MAJR
05	Sort 2nd	
06	Sort 3rd	
07	Sort 4th	
08	Sort 5th	
09	Sort 6th	
10	Sort 7th	N

Record 9 of 15

LENGTH: 4 TYPE: Character O/R: Optional M/S: Single
'COLL' or 'DEGC' or 'LEVL' or 'MAJR' or 'MINR' or 'CONC' or 'PROG'

SUBMISSION

Save Parameter Set as

Name: Description:

Hold / Submit: Hold Submit

Go to Page 2 14=GR or UG *There is no selection for Major or Program – PDF will sort by Major. Excel spreadsheet will still need to be sorted.

Process: ZSGR0096 Candidate for Graduation Parameter Set: Start Over

PRINTER CONTROL

Printer: EMAIL
Special Print: -z1 -Y1 -p17
Lines: 60

Submit Time:
MIME Type: None
PDF Font:

PDF Font Size:
Delete After Days:
Delete After Date:

PARAMETER VALUES

Number *	Parameters	Values
11	from_app_date	
12	to_app_date	
13	Band Members Only	
14	Level	UG
15	Show DegreeWorks	N

Record 14 of 15

LENGTH: 2 TYPE: Character O/R: Optional M/S: Single
Enter the level code of the student. Leave blank for all.

SUBMISSION

Save Parameter Set as

Name: Description:

Hold / Submit: Hold Submit

ZSGR0132: Class Roll By Crse Sub Number - Class roll for specific semester. (Can be broken down by section once in Excel)

01=Term Needed 02=Subject & Course # (No Space)

Process: ZSGR0132 Class Roll By Crse Sub Number Parameter Set: Start Over

PRINTER CONTROL

Printer: EMAIL
Special Print: -z1 -Y1
Lines: 60

Submit Time:
MIME Type: None
PDF Font:

PDF Font Size:
Delete After Days:
Delete After Date:

PARAMETER VALUES

Number *	Parameters	Values
01	Term	202010
02	Course	BMD251

Record 2 of 2

LENGTH: 7 TYPE: Character O/R: Required M/S: Multiple
Enter the Sub and Crse Num, ex. HY101

SUBMISSION

Save Parameter Set as

Name: Description:

Hold / Submit: Hold Submit

ZSGR0155: Student Email by Coll and Class (FR, SO, JR, SR)

Printer=EMAIL 01=AH 02=Class Needed (FR, SO, JR, SR - can leave blank for all)

03= **Must include Sort** (N) Student Name, (I) Student ID, (C) Student Class 04=Term Needed (**Must put Term Needed**)

07=**Must fill Registered Only** (Y) Students that are registered for the term or (N) All Active Students

06=Enter Your Major (See Page 2)

Process: ZSGR0155 Student Email by Coll and Class Parameter Set: Start Over

PRINTER CONTROL

Printer: EMAIL
Special Print: ~z0 -Y1
Lines: 80

Submit Time:
MIME Type: None
PDF Font:

PDF Font Size:
Delete After Days:
Delete After Date:

PARAMETER VALUES

Number *	Parameters	Values
01	College	AH
02	Class	FR
03	Sort	C
04	Term	202010
05	Program	
06	Major	BMDS
07	Registered Only	Y

Record 7 of 7

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Y = Students that are registered for the term. N = All Active Students.

SUBMISSION

Save Parameter Set as

Name: Description:

Hold / Submit: Hold Submit

ZSGR0199: Course Enrollment Prog Details - Can be used to determine majors of students enrolled in specific course

01=Term Needed 02=AH 03=Your Department (leave blank if using Course)

04=**Must have Sort Code** (C)rn or (S)subject 05=Course Needed (can leave blank if using Department)

Process: ZSGR0199 Course Enrollment Prog Details Parameter Set: Start Over

PRINTER CONTROL

Printer: EMAIL
Special Print: ~z1 -Y1
Lines: 60

Submit Time:
MIME Type: None
PDF Font:

PDF Font Size:
Delete After Days:
Delete After Date:

PARAMETER VALUES

Number *	Parameters	Values
01	Term	202010
02	College	AH
03	Dept	
04	Sort	C
05	Course	BMD251

Record 5 of 5

LENGTH: 9 TYPE: Character O/R: Optional M/S: Multiple
Enter Course(s) that you want spelled out- w/ no spaces ie: BLY101 or CIS230

SUBMISSION

Save Parameter Set as

Name: Description:

Hold / Submit: Hold Submit

ZSGR0355: Enrolled by Crse - Major/Prog - Can run a list of students in a particular course - Lists students, their enrolled section and description of their major.

Printer=EMAIL 01=Term 02=Course Subject & Number (no space)

Process: ZSGR0355 Enrolled by Crse - Major/Prog Parameter Set: Start Over

PRINTER CONTROL

Printer: EMAIL
Special Print: ~z0 -Y1
Lines: 80

Submit Time:
MIME Type: None
PDF Font:

PDF Font Size:
Delete After Days:
Delete After Date:

PARAMETER VALUES

Number *	Parameters	Values
01	Term	202020
02	Courses	PA505

Record 1 of 2

LENGTH: 6 TYPE: Character O/R: Optional M/S: Single
Enter the Term Code

SUBMISSION

Save Parameter Set as

Name: Description:

Hold / Submit: Hold Submit

ZSGR1044: Students Enrolled in Sel CRN - Lists students in selected CRN.

01 = Term 02 = Course (CRN #)

ellucian Process Submission Controls GJAPCTL 9.3.10 (PROD) ADD RETRIEVE RELATED TOOLS

Process: ZSGR1044 Students Enrolled in Sel CRN Parameter Set: Start Over

PRINTER CONTROL Insert Delete Copy Filter

Printer: EMAIL Submit Time: PDF Font Size:
 Special Print: '-z1 -Y1 -p17' MIME Type: None Delete After Days:
 Lines: 60 PDF Font: Delete After Date:

PARAMETER VALUES Insert Delete Copy Filter

Number *	Parameters	Values
01	Term	202020
02	Course	25682
03	Sort	C
04	Major	
05	Block Code	N

Record 2 of 5

LENGTH: 5 TYPE: Character O/R: Required M/S: Multiple
 Course number (check with Schedule of Classes from Specific Term)

SUBMISSION Insert Delete Copy Filter

Save Parameter Set as Hold / Submit Hold Submit

Name: Description:

ZSHR0004: Missing Grades Report - Lists instructors with missing final grades - Course Grade Status NONE means None of the grades have been submitted – Course Grade Status MISSING means some of the grades have been submitted. (If ALL grades for class have been submitted the class will not show on report)

01=Current Term 02=AH 03=Department 04 = Part of Term (or % for all)

ellucian Process Submission Controls GJAPCTL 9.3.10 (PROD) ADD RETRIEVE RELATED TOOLS

Process: ZSHR0004 Missing Grades Report Parameter Set: Start Over

PRINTER CONTROL Insert Delete Copy Filter

Printer: EMAIL Submit Time: PDF Font Size:
 Special Print: '-z1' MIME Type: None Delete After Days:
 Lines: 60 PDF Font: Delete After Date:

PARAMETER VALUES Insert Delete Copy Filter

Number *	Parameters	Values
01	Term	202010
02	College	AH
03	Department	RAD
04	Part of Term	%
05	Email	dduck@southalabama.edu
06	Exclude Dual Courses	Y

Record 3 of 6

LENGTH: 4 TYPE: Character O/R: Required M/S: Multiple
 Single Dept. Code, Multiple Dept. Codes (separate lines) or % for all Depts.

SUBMISSION Insert Delete Copy Filter

Save Parameter Set as Hold / Submit Hold Submit

Name: Description:

ZSHR0056: Missing Midterm Grades - Displays a list of Missing Midterm Grades - Course Grade Status NONE means None of the grades have been submitted – Course Grade Status MISSING means some of the grades have been submitted. (If ALL grades for class have been submitted the class will not show on report). If a list of students that are missing grades are needed for a particular class, please contact the CAHP Academic Records Specialist at ahpadvising@southalabama.edu

01=Current Term 02=AH 03=Department 04 = N

X @ ellucian Process Submission Controls GJAPCTL 9.3.10 (PROD)
ADD RETRIEVE RELATED TOOLS

Process: ZSHR0056 Missing Midterm Grades Parameter Set: Start Over

PRINTER CONTROL Insert Delete Copy Filter

Printer: <input type="text" value="EMAIL"/>	Submit Time: <input type="text"/>	PDF Font Size: <input type="text"/>
Special Print: <input type="text" value="*-z1 -Y1"/>	MIME Type: <input type="text" value="None"/>	Delete After Days: <input type="text"/>
Lines: <input type="text" value="60"/>	PDF Font: <input type="text"/>	Delete After Date: <input type="text"/>

PARAMETER VALUES Insert Delete Copy Filter

Number *	Parameters	Values
01	Term	202020
02	College	AH
03	Department	BMD
04	Exclude Dual Courses	N

1 of 1 | 10 Per Page
Record 4 of 4

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
 Y - To Exclude Dual Courses N - Will Include Them

SUBMISSION Insert Delete Copy Filter

Save Parameter Set as
 Hold / Submit
 Hold Submit

Name: Description:

Class Scheduling Guide:

Processes: used to get the Part of Term for a course

Reports: used when the Curriculum Action Form (CAF) is originated

SOATERM: Term Control

Type in Term and click Go

Term: 202220 Spring Semester 2022 Copy From Term: [] Go

Click the fourth tab-Part of Term and Web Registration Controls

Registration Registration Error Checking Web Processing Controls **Part of Term And Web Registration Controls** Structured Registration Projected Registration

This report gives you the Part of Term by the Start and End Date

Part of Term *	Description *	Start Date	End Date *	Number of Weeks *	Census One Date *	Census Two Date	Incomplete Extension Date	Section Override	Faculty Web Midterm Grade
002	First 8 Weeks	01/10/2022	03/10/2022	8	01/17/2022		07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
003	Second 8 Weeks	03/14/2022	05/05/2022	8	01/17/2022		07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
004	First 5 Weeks	01/10/2022	02/11/2022	5	01/17/2022		07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
005	Second 5 Weeks	02/14/2022	03/25/2022	5	01/17/2022		07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
006	Third 5 Weeks	03/28/2022	04/29/2022	5	01/17/2022		07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
009	Third 4 Weeks	01/10/2022	02/04/2022	4	01/17/2022		07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
010	Fourth 4 Weeks	02/07/2022	03/04/2022	4	01/17/2022		07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
019	First 10 Weeks	01/10/2022	03/25/2022	10	01/17/2022		07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
020	Second 10 Weeks	02/14/2022	04/29/2022	10	01/17/2022		07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
022	Acc Nurs 1	01/10/2022	03/03/2022	9	01/17/2022		07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
023	Acc Nurs 2	03/07/2022	04/25/2022	4	01/17/2022		07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
024	Acc Nurs 3	04/11/2022	06/02/2022	8	01/17/2022		07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
025	Acc Nurs 4	04/26/2022	05/20/2022	4	01/17/2022		07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
031	AUD 1	01/10/2022	04/08/2022	13	01/17/2022		07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
035	Acc BC Nurs 2	02/14/2022	03/11/2022	4	01/17/2022		07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
036	Acc BC Nurs 3	03/14/2022	05/29/2022	12	01/17/2022		07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
037	Acc BC Nurs 4	01/03/2022	05/06/2022	18	01/17/2022		07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
051	First 3 Weeks	03/07/2022	03/25/2022	3	01/17/2022		07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
052	First 7 weeks	04/18/2022	06/06/2022	7	01/17/2022		07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>
053	First 15 weeks	01/03/2022	04/15/2022	15	01/17/2022		07/01/2022	<input type="checkbox"/>	<input type="checkbox"/>

Processes: used to get the Catalog Course Listing

Reports: used to review course information once the Curriculum Action Form (CAF) has been approved

ZSCR9901: Catalog Course Listing

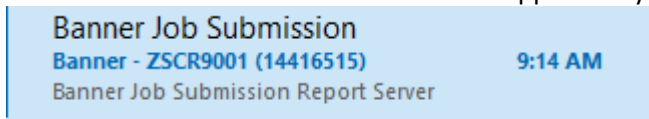
Click Go

Under Parameter Values type in the Term Code (202220), College Code (AH), Subject Code (%), Department (initials for departments: BMD EMT OT PA PT RAD SPA), Course Status (%), Sched Info (Yes). Under Submission click the Save Parameter Set box. Remember to click Save.

Number *	Parameters	Values
01	Term Code	202220
02	College Code	AH
03	Subject Code	%
04	Department	BMD
05	Course Range	
06	Course Status	%
07	Sched Info	Yes

Once you click the Save Parameter box and click Save the report will generate to your email.

This is what the email will look like when it appears in your inbox.



When you open the email the following will appear.
Banner Job Submission Report Server

User Name: KJWILSON
Job Name: ZSCR9001
Job Number: 14416681
Instance: PROD

Log File: https://banreports.usouthal.edu/banreports/21260U4TUX/zscr9001_14416681.log

Report File: https://banreports.usouthal.edu/banreports/21260U4TUX/zscr9001_14416681.pdf

These files will only be available for the next 7 days.

Click on the Report File: https://banreports.usouthal.edu/banreports/21260U4TUX/zscr9001_14416681.pdf

You will be prompted to Sign in. Click Sign In and open the PDF. The Catalog Course Listing will appear. Scroll to see all courses within your department. This info comes from the approved Curriculum Action Plan (CAF).

Report: ZSCR9001	University of South Alabama		Page: 1
User: KJWILSON	Catalog Course Listing		Date: 9/17/2021
Term: 202220			Time: 9:14 AM
AHP101 Freshman Sem in Allied Health			Status: Active
HOURS	Low	High	Course Level
CEU/Cred:	2		UG Undergraduate
Billing:	2		Grading Mode Default
Lecture:	2		S Standard Letter Y
Lab:			Schedule Wkload
Other:			Lab-Web Hybrid 2
Contact:	2		Lab-Web-Enhanced Remote 2
Repeat	99		Course
Max	2		Lecture/Lab-Web Hybrid 2
			Lecture/Lb-Web Enhanced 2
			Remote
			Directed Studies-Web Hybrid 2
			Dir Stds-Web Enhanced 2
			Remote
			Research-Web Hybrid 2
			Research-Web Enhanced 2
			Class-Web Hybrid 2
			Class-Web Enhanced 2
			Field Work-Web Enhanced 2
			Remote
			Test-Web Hybrid 2
			Test-Web Enhanced Remote 2
			Preceptorship-Web Hybrid 2
			Precept-Web Enhanced 2
			Remote
			Independent Study-Web 2
			Hybrid
			Ind Study-Web Enhanced 2

Test Scores & Pre-requisite		Fee Codes	
Co-Requisite	Equivalent Course	Degree Attributes	
	HSC101 From: 201610	Allied Health Prof Tuition Freshman Seminar	
College Restrictions	Class Restrictions	Degree Restrictions	
Include Covey College of Allied Health			
FOS Restrictions	Level Restrictions	Program Restrictions	
Dept Restrictions	Cohort Restrictions	Campus Restrictions	
Transfer Institutions		Attribute Restrictions	

Course Text	
<p>A course for first-time students that assists with motivation to achieve academic success and to adjust responsibility to the individual and interpersonal challenges presented by college life. Through the course, students will gain an understanding of the nature of higher education with special emphasis on health-related disciplines. Appropriate reading and writing assignments will be required.</p>	

Processes: used to obtain and make changes to the schedule
Reports: used to review and make changes to the schedule

SSASECT: Schedule

Type in the Term, CRN number and Click Go

ellucian Schedule SSASECT 9.3.22 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 202220 CRN: 24485 Go

Subject: AUD Course: 613 Title: Psychoacoustics

Create CRN Copy CRN

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

The only time you can make changes in SSASECT is during the Open Scheduling Period which is located on the Production Time Table.

The first tab Course Section Information is used to make changes to the schedule for Course Section Information and Credit Hours as defined on the approved Curriculum Action Form (CAF). This information is already populated. Use the drop down menu on each section to make changes. Remember to click Save if you make changes.

ellucian Schedule SSASECT 9.3.22 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 202220 CRN: 24485 Subject: AUD Course: 613 Title: Psychoacoustics Start Over

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

COURSE SECTION INFORMATION

Subject: AUD AUDIOLOGY (AUD) Campus: M Main Grade Mode: S Standard Letter

Course Number: 613 Status: A Active Session: D Day

Title: Psychoacoustics Schedule Type: LE Lecture-Web Enhanced Special Approval:

Section: 101 Instructional Method: WE Web-Enhanced Course Duration:

Cross List: Integration Partner: C Canvas

CLASS TYPE

Traditional Class

Part of Term: 031 01/10/2022 04/08/2022 13

Open Learning Class

Registration Dates: First Last Processing Rules

Start Dates:

Maximum Extensions: 0

CREDIT HOURS

Credit Hours: 3.000 Lecture: 3.000

Credit Hours: None To Or Lecture Indicator: None To Or

Billing Hours: 3.000 Lab:

Billing Hours: None To Or Lab Indicator: None To Or

SAVE

The only time you can make changes in SSASECT is during the Open Scheduling Period which is located on the Production Time Table.

The first tab Section Enrollment Information is used to add or decrease class size. Remember to click Save if you make changes.

ellucian Schedule SSASECT 9.3.22 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 202220 CRN: 24485 Subject: AUD Course: 613 Title: Psychoacoustics Start Over

Course Section Information **Section Enrollment Information** Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

ENROLLMENT DETAILS Insert Delete Copy Filter

Maximum *	22	Waitlist Maximum *	0	Projected *	0
Actual	0	Waitlist Actual	0	Prior	8
Remaining	22	Waitlist Remaining	0	<input type="checkbox"/> Reserved	
<input type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours 0.000			

Census One Enrollment Count 0 Freeze Date 01/17/2022

Census Two Enrollment Count 0 Freeze Date

Add Authorization Registration Dates

Calculated Section	01/10/2022	Add Authorization		Waitlist Notification	
Start Date		Start Date		Ending Date	

The only time you can make changes in SSASECT is during the Open Scheduling Period which is located on the Production Time Table.

The third tab Meeting Times and Instructor is used to edit times and instructors. Under Schedule you can make changes to the start and end dates, day and time and location of a course. Remember to click Save if you make changes.

Under Instructor you will need the instructor's J#, percent of responsibility and who the Primary Indicator will be. Schedulers can make changes anytime to the Instructor section. Remember to click Save if you make changes.

ellucian Schedule SSASECT 9.3.22 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 202220 CRN: 24485 Subject: AUD Course: 613 Title: Psychoacoustics Start Over

Course Section Information Section Enrollment Information **Meeting Times and Instructor** Section Preferences

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE Settings Insert Delete Copy Filter

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time
	CLAS	01/10/2022	04/08/2022	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300

1 of 1 Per Page Record 1 of 1

INSTRUCTOR Settings Insert Delete Copy Filter

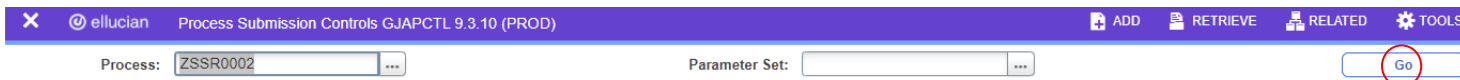
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	J00595004	Rishiq, Dania	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

1 of 1 Per Page Record 1 of 1

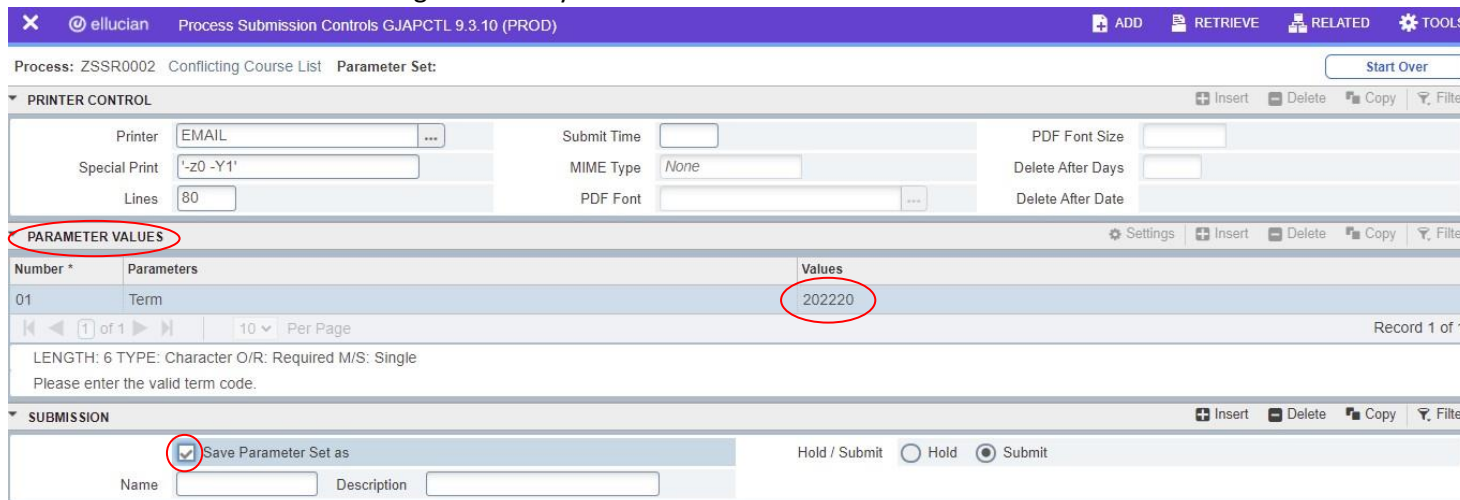
Processes: used to review conflicts on the schedule with room, date/time, instructor
Reports: used to review and make changes to the schedule

ZSSR0002: Conflicting Course List

Click Go



Under Parameter Values, Values type in the term (202220). Under Submission click the check box Save Parameter Set as. Remember to click Save. This will generate to your email.



Number *	Parameters	Values
01	Term	202220

This is what the email will look like when it appears in your inbox.

Banner Job Submission
Banner - ZSSR0002 (14417005) 10:43 AM
Banner Job Submission Report Server

When you open the email the following will appear.

Banner Job Submission Report Server

User Name: KJWILSON
Job Name: ZSSR0002
Job Number: 14417005
Instance: PROD

Report File: https://banreports.usouthal.edu/banreports/21260KjBh9/zssr0002_14417005.lis

Log File: https://banreports.usouthal.edu/banreports/21260KjBh9/zssr0002_14417005.log

Report File: https://banreports.usouthal.edu/banreports/21260KjBh9/zssr0002_14417005.pdf

Excel XML Spreadsheet: https://banreports.usouthal.edu/banreports/21260KjBh9/zssr0002_14417005.xml

These files will only be available for the next 7 days.

Click on Excel XML SpreadSheet: https://banreports.usouthal.edu/banreports/21260KjBh9/zsr0002_14417005.xml

You will be prompted to Sign in. Click Sign In and open the Excel document. You will need to go through the report and delete all the lines that are not pertinent to your department. I look at the instructor and if it is not one of mine I delete. Once you have done this you will get a clearer understanding of what may be causing the conflict.

Term	Bldg.	Room	CrseID	Instructor	Subj	Crse	Sect	Class Times	Class Dates	Days	XLST	Grp
202220	S	0206	21762	Beltran, Javier A.	MS	102	103	1445 - 1645	10-JAN-22 - 05-MAY-22	R		
202220	AHS	0206	20174	Beltran, Javier A.	MS	102	102	1445 - 1645	10-JAN-22 - 05-MAY-22	R		
202220	AHS	0206	20175	Sullivan, Michael T.	MS	202	101	1445 - 1645	10-JAN-22 - 05-MAY-22	R		
202220	AHS	0206	20176	Beltran, Javier A.	MS	202	102	1445 - 1645	10-JAN-22 - 05-MAY-22	R		
202220	AHS	0206	26559	Sturgis, Brigg D.	MS	202	103	1445 - 1645	10-JAN-22 - 05-MAY-22	R		
202220	AHS	0207	20177	Potocki, Joseph M.	MS	302	101	1445 - 1645	10-JAN-22 - 05-MAY-22	R		
202220	AHS	0207	20178	Potocki, Joseph M.	MS	402	101	1445 - 1645	10-JAN-22 - 05-MAY-22	R		
202220	AHS	0231	21831	Stephens Jr., Paul	AS	102L	102	1430 - 1630	10-JAN-22 - 05-MAY-22	W		
202220	AHS	0231	21832	Clemmons, Troy A.	AS	202L	101	1430 - 1630	10-JAN-22 - 05-MAY-22	W		
202220	AHS	0231	21833	Stephens Jr., Paul	AS	302L	101	1430 - 1630	10-JAN-22 - 05-MAY-22	W		

Processes: used to define semester dates of importance issued by the Registrar's Office

Reports: used to determine dates to make changes to the schedule

Production Timetable: <https://www.southalabama.edu/departments/registrar/> Click Registration tab, Click Faculty Schedule Building tab, Click Schedule Production Timetable

The Production Time Table is issued by the Registrar's Office. It gives you the day/time pertinent information is due regarding the schedule for a specific term.

Spring 2022 (202220)

EVENT	DAY/DATE
PREVIOUS YEAR'S SCHEDULE ROLLED	Monday 4/26/21
OPEN SCHEDULING PERIOD Academic areas will begin to update the previous year's schedule by adding new sections and revising existing sections. DO NOT use an Override "O" to add your class into a room that is already occupied.	Monday 5/3/21
FIRST REVIEW by Registrar's Office (Maintenance Access will Remain Open)	Monday-Friday 6/7/21-6/11/21
CONTINUED OPEN SCHEDULING PERIOD Academic areas will continue to build and revise the schedule.	Monday 6/14/21
SECOND REVIEW by Registrar's Office (Maintenance Access Removed by 9:00 a.m.) Academic areas should have completed additions and revisions to the class schedule by the end of the Second Review.	Monday-Friday 7/19/21-7/23/21
CLOSED SCHEDULING PERIOD (Maintenance Access Removed by 9:00 a.m.) ALL changes and additions to rooms will require the submission of Schedule Maintenance Forms to the Registrar's Office. The Registrar's Office will be responsible for alerting each department of room conflicts, while coordinating with those departments to resolve those conflicts.	Monday 8/9/21
FINAL CLEAN-UP before Registration After the end of Final Clean-Up, changes to the schedule will be restricted to the addition of new sections. The Registrar's Office will be responsible for alerting each department of room conflicts, while coordinating with those departments to resolve those conflicts.	Monday-Friday 8/9/21-8/13/21
SCHEDULE AVAILABLE ON PAWS Students can view the schedule in PAWS and begin planning for their advising appointment.	Monday 8/16/21
REGISTRATION BEGINS for ALL Students	Monday 10/25/21

Processes: used to send schedule changes to the Registrar's Office outside of the Open Scheduling Period
Reports: used to make changes to the schedule through the Registrar's Office


Schedule Maintenance Form: USA eForms

When the scheduler is outside the Open Scheduling Period changes to the schedule are completed on a Schedule Maintenance Form (SMF) and forwarded to the Registrar's Office. It usually takes about 24 hours for the Registrar's Office to make the changes and return them to you. It is very important to try to get all schedule changes complete in the Open Scheduling Period otherwise putting them on an SMF could entail a lot of work for the scheduler. Each field has to be entered.

When completing an SMF you will need to add the Term (202220 Spring), College (Allied Health), Subject (Department).

Action tab use drop down box to determine what is needed for the course. Use only A, U, X. Add the course CRN. You will need to add the Course and Section numbers and anything else that is changing with the course.

Complete the very last line Prepared by, Date, Phone, Email.



University of South Alabama
Schedule of Classes Maintenance Form

Term _____
 College _____
 Subject _____

Action	Course Number	Section Number	Session (D)ay (E)vening (W)weekend	Day Codes (Check meeting days-space provided for additional meeting times)							Begin Time (24 hour format)	End Time (24 hour format)	Building	Room	Max Cap	Schedule Type	Instructional Method	Instructor (Last Name, First Name and Jag Number)
				U	M	T	W	R	F	S								
CRN				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								J00
Is this a variable hour course?				Variable Title (If Applicable)								Special Permission (Yes or No)		Special Permission Approval (I)Instructor / (C)hair / (D)ean				
<input type="checkbox"/> Yes <input type="checkbox"/> No												<input type="checkbox"/> Yes <input type="checkbox"/> No						
Variable Hours	Comments											Full Term (Yes or No)		Part of Term				
												<input type="checkbox"/> Yes <input type="checkbox"/> No						

Action	Course Number	Section Number	Session (D)ay (E)vening (W)weekend	Day Codes (Check meeting days-space provided for additional meeting times)							Begin Time (24 hour format)	End Time (24 hour format)	Building	Room	Max Cap	Schedule Type	Instructional Method	Instructor (Last Name, First Name and Jag Number)
				U	M	T	W	R	F	S								
CRN				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								J00
Is this a variable hour course?				Variable Title (If Applicable)								Special Permission (Yes or No)		Special Permission Approval (I)Instructor / (C)hair / (D)ean				
<input type="checkbox"/> Yes <input type="checkbox"/> No												<input type="checkbox"/> Yes <input type="checkbox"/> No						
Variable Hours	Comments											Full Term (Yes or No)		Part of Term				
												<input type="checkbox"/> Yes <input type="checkbox"/> No						

Action	Course Number	Section Number	Session (D)ay (E)vening (W)weekend	Day Codes (Check meeting days-space provided for additional meeting times)							Begin Time (24 hour format)	End Time (24 hour format)	Building	Room	Max Cap	Schedule Type	Instructional Method	Instructor (Last Name, First Name and Jag Number)
				U	M	T	W	R	F	S								
CRN				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								J00
Is this a variable hour course?				Variable Title (If Applicable)								Special Permission (Yes or No)		Special Permission Approval (I)Instructor / (C)hair / (D)ean				
<input type="checkbox"/> Yes <input type="checkbox"/> No												<input type="checkbox"/> Yes <input type="checkbox"/> No						
Variable Hours	Comments											Full Term (Yes or No)		Part of Term				
												<input type="checkbox"/> Yes <input type="checkbox"/> No						

Prepared By _____ Date _____ Phone Number _____ Email _____

Revised 03/2018

Processes: used to determine Schedule Type and Instructional Method

Reports: used to determine Schedule Type and Instructional Method as defined on the Curriculum Action Form (CAF)

Schedule Type and Instructional Method

With each course the Schedule Type and Instructional Method is defined when the Curriculum Action Form (CAF) is created. The list below is a guide of what each type and method mean.

SCHEDULE TYPE & INSTRUCTIONAL METHOD

SCHEDULE TYPE (SD)	DESCRIPTION	INSTRUCTIONAL METHOD
B	Lab-No Web Component	NW *do not use
BB	Lab-Blended	WB
BE	Lab-Web Enhanced	WE
BH	Lab-Web Hybrid	WH
BRE	Lab Web-Enhanced Remote Course	WR
C	Lecture/Lab-No Web Component	NW
CB	Lecture/Lab-Blended	WB
CE	Lecture/Lab-Web Enhanced	WE
CH	Lecture/Lab-Web Hybrid	WH
CRE	Lecture/Lb-Web Enhanced Remote	WR
D	Dir Studies-No Web Component	NW
DB	Directed Studies-Blended	WB
DE	Directed Studies-Web Enhanced	WE
DH	Directed Studies-Web Hybrid	WH
DRE	Dir Stds-Web Enhanced Remote	WR
E	Research-No Web Component	NW
EE	Research-Web Enhanced	WE
EH	Research-Web Hybrid	WH
ERE	Research-Web Enhanced Remote	WR
F	Clinical-No Web Component	NW
FB	Clinical-Blended	WB
FE	Clinical-Web Enhanced	WE
FH	Clinical-Web Hybrid	WH
FRE	Clinical-Web Enhanced Remote	WR
FW	Field Work-No Web Component	NW
FWE	Field Work-Web Enhanced	WE
FWR	Field Work-Web Enhanced Remote	WR
G	Test-No Web Component	NW
GE	Test-Web Enhanced	WE
GH	Test-Web Hybrid	WH
GRE	Test-Web Enhanced Remote	WR
H	Preceptorship-No Web Component	NW
HE	Preceptorship-Web Enhanced	WE
HH	Preceptorship-Web Hybrid	WH
HRE	Precept-Web Enhanced Remote	WR
I	Ind Study-No Web Component	NW
IB	Independent Study-Blended	WB

SCHEDULE TYPE (SD)	DESCRIPTION	INSTRUCTIONAL METHOD (INSM)
IE	Independent Study-Web Enhanced	WE
IH	Independent Study-Web Hybrid	WH
IRE	Ind Study-Web Enhanced Remote	WR
J	Co-op-No Web Component	NW
JE	Co-op-Web Enhanced	WE
JH	Co-op-Web Hybrid	WH
JRE	Co-op-Web Enhanced Remote	WR
L	Lecture-No Web Component	NW
LB	Lecture-Blended	WB
LE	Lecture-Web Enhanced	WE
LH	Lecture-Web Hybrid	WH
LRE	Lecture-Web Enhanced Remote	WR
NB	Internship-Blended	WB
NE	Internship-Web Enhanced	WE
NH	Internship-Web Hybrid	WH
NO	Internship-Online	WO
NRE	Internship-Web Enhanced Remote	WR
O	Externships-No Web Component	NW
OE	Externships-Web Enhanced	WE
OH	Externships-Web Hybrid	WH
ORE	Externship-Web Enhanced Remote	WR
P	Practicum-No Web Component	NW
PB	Practicum-Web Blended	WB
PE	Practicum-Web Enhanced	WE
PH	Practicum-Web Hybrid	WH
PRE	Practicum-Web Enhanced Remote	WR
QE	Suppl Instruction-Web Enhanced	WE
QH	Suppl Instruction-Web Hybrid	WH
QRE	Supp Instr-Web Enhanced Remote	WR
R	Recitation/Discuss-No Web Comp	NW
RE	Recitat/Discuss-Web Enhanced	WE
RH	Recitat/Discuss-Web Hybrid	WH
RRE	Recit/Disc-Web Enhanced Remote	WR
S	Self-paced-No Web Component	NW
SE	Self Paced-Web Enhanced	WE
SH	Self Paced-Web Hybrid	WH
SM	Seminar-No Web Component	NW
SMB	Seminar-Blended	WB
SME	Seminar-Web Enhanced	WE
SMH	Seminar-Web Hybrid	WH
SMR	Seminar-Web Enhanced Remote	WR
SRE	Self Paced-Web Enhanced Remote	WR
T	Thesis-No Web Component	NW
TE	Thesis-Web Enhanced	WE
TH	Thesis-Web Enhanced	WH

SCHEDULE TYPE (SD)	DESCRIPTION	INSTRUCTIONAL METHOD (INSM)
TRE	Thesis-Web Enhanced Remote	WR
W	Web-based	WO
WH	Web Hybrid	WH
WK	Workshop-No Web Component	NW
WKE	Workshop-Web Enhanced	WE
WKH	Workshop-Web Hybrid	WH
WKR	Workshop-Web Enhanced Remote	WR
X	Study Abroad-No Web Component	NW
XE	Study Abroad-Web Enhanced	WE
XH	Study Abroad-Web Hybrid	WH
XRE	Std Abroad-Web Enhanced Remote	WR
Y	Activity Course-No Web Comp	NW
YE	Activity Course-Web Enhanced	WE
YH	Activity Course-Web Hybrid	WH
YRE	Act Course-Web Enhanced Remote	WR
Z	Dissertation-No Web Component	NW
ZE	Dissertation-Web Enhanced	WE
ZH	Dissertation-Web Hybrid	WH
ZO	Dissertation-Fully Online	WO
ZRE	Dissertat-Web Enhanced Remote	WR