

# RUNNING BANNER DEGREE AUDITS AND ENTERING EXCEPTIONS

Last Revised April 25, 2016

## SZADARQ: Audit Request

SGASTDN program displays; "Run Audit" if this is what you want. If you want a "What If," enter Degree/Program and Catalog Year (bottom of form)

Blank report option is normal. Pick **M** if you want to see "pseudo" titles. Pick **L** if you want to see all detail possible—all courses that fit a requirement or subrequirement will display

For a "What If" audit select Degree/Program and enter Catalog Year

1. Enter ID or name; enter current term, and Next Block (Ctrl + Page Down). If degree/major desired appears in the top "Default" area, simply select **"Run Audit"** (bottom right)
  - a. When running an audit for a student that has switched to the Extension program, check the "Audit" box to the right of the "Default" major you want the audit to run against.
  - b. When running an audit for a student with two majors, selecting "Run Audit" without an "Audit" box checked will run the audit against the major listed first. If you want to run an audit against the major listed second, check the "Audit" box to the right of the "Default" major you want the audit to run against.
2. If a "what if" audit with a different major is desired, select it using the **Degree/Program** drop down menu; then enter **Catalog Year Term**. Then **"Run Audit"** (bottom right)
3. After you run the Audit Request **"Run Audit,"** select **"Options"** (upper left) and **"View Audit"** (SZADARO)

## SZADARO: Audit View

| ID        | Student Name     | Degree Program                  | Catlyt | BinstId | BinstCd | RunDate    | RunTime  | NCol |
|-----------|------------------|---------------------------------|--------|---------|---------|------------|----------|------|
| 100000047 | Student, Test A. | BS Applied Mathematical Science | 200630 |         |         | 2009-03-20 | 17:25:04 | W    |
| 100084586 | Way, Old         | BS Physics                      | 200810 |         |         | 2009-03-20 | 17:24:34 | W    |
| 100084586 | Way, Old         | BA Literatures and Cultures     | 200610 |         |         | 2009-03-20 | 17:21:41 | W    |
| 100084586 | Way, Old         | BS Cognitive Sciences           | 200610 |         |         | 2009-03-20 | 17:21:40 | W    |
| 100086963 | Student, Example | BA Economics                    | 200830 |         |         | 2009-03-18 | 15:07:10 | W    |

1. Click on any field for student audit you are selecting, and select **"View Audit"** at bottom right. The audit will display. You can also double click on the highlighted student name or ID.

2. If the ID/name/date for the most recent audit you ran has not displayed yet, Rollback (Shift + F7) to refresh.

## **SZAEXCP: Entering Student Exceptions**

### **Overview:**

An exception is used to modify either the student record or the student's degree program to allow for a change in graduation requirements for an individual student. If an exception is routinely approved, please talk to Registrar's staff about making a blanket change to your School's encoded program. [Information about how to remove an exception can be found on the last page.](#)

### **To add an exception:**

1. Enter ID or Name and Next Block (Ctrl + Page Down).
2. InstID and InstCd fields will never be used. InstIDQ will always display 73; InstId, 001323.
3. Select Options (upper left) and "Add Exceptions" and options for exception type will appear. Double click on the desired option and the "detail" form pops up.
4. A list of all available exceptions is listed below.

**Information applying to all exceptions:**

**“Pseudo Name” field:** Find pseudo name by running audit with ListAll Option of M or L.

**Enter Notes/Memos of explanation or approval**

- A Note is used to explain changes on the student’s audit. A student can view a Note on the online audit and on the print version audit (see below). If a Note is not entered, no text will display at the (sub)requirement level on the audit.
- A Memo is used to record clarification/validation for allowing an exception that may include the situation in which the exception occurred. It displays in the SZAEXCP “Memo” field and displays on the bottom of the audit under Substitutions and Exceptions.

Memo field displays Memo text you enter on the “detail” form (see below)

**Use Auth Id and Auth Date for individual who authorized.**

These are different from Last Mod Date and User, although they could be the same.

- Last Mod Date and User: automatically populated based on banner user entering/modifying the exception and date the exception was entered/modified. These fields do not appear on audit.
- Auth ID and Auth Date: fields are entered manually by banner user entering exception. Any Auth ID can be entered, so the user could enter the Dean or Faculty name who authorized the exception. The Auth Date field is also manual. It is recommended the date be entered in MM/DD/YY format.

**How the substitution and Note text display in the online and printed audit:**

Note line displays Note text you enter on the “detail” form (see above)

**How the substitution displays at the bottom of the online and printed audit:**

Description displays Memo text you enter on the “detail” form (see above)

AUTH ID and AUTH Date text you enter on the “detail” form (see above)

| Type                                                           | Code                      | When to Use                                                                                                                                                                                                                                                                                                                                                                                | Example                                                                                                                                             |
|----------------------------------------------------------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#"><u>A. Requirement Adjustment</u></a>               | <a href="#"><u>RA</u></a> | To adjust a course to a requirement or subrequirement list and/or to adjust required counts, units, gpa.                                                                                                                                                                                                                                                                                   | ENGR 050 fulfills ENGR 065 for a student in one subrequirement                                                                                      |
| <a href="#"><u>B. Requirement Deletion</u></a>                 | <a href="#"><u>RD</u></a> | To delete a course from a requirement or subrequirement list and/or to adjust required counts, units, gpa.                                                                                                                                                                                                                                                                                 | Remove CHEM 010 not required for a student                                                                                                          |
| <a href="#"><u>C. Requirement Modification</u></a>             | <a href="#"><u>RM</u></a> | Requirement modification that can replace existing accept and reject codes.                                                                                                                                                                                                                                                                                                                | Allow *****99 course to meet requirement where all courses with 'i' condition code are rejected                                                     |
| <a href="#"><u>D. Requirement Substitutions</u></a>            | <a href="#"><u>RS</u></a> | Course swapping/substitutions within one requirement.                                                                                                                                                                                                                                                                                                                                      | Allow one course to meet requirement, instead of another course                                                                                     |
| <a href="#"><u>E. Course Substitution</u></a>                  | <a href="#"><u>CS</u></a> | To substitute a course for an in-progress or completed course. It can also be used to add or remove a course condition code (i.e. B condition code for graduate courses to allow an S grade to meet requirement).<br><b>Caution: A CS exception is global, essentially changing the course to be a completely different course! It also remains in effect after a major/school change.</b> | CSE 020 becomes CSE 005 for a student.                                                                                                              |
| <a href="#"><u>F. Course Substitution with Title Match</u></a> | <a href="#"><u>CT</u></a> | Course substitution with course title match; course serves as another course. <b>Caution: A CT exception is global, essentially changing the course to be a completely different course! It also remains in effect after a major/school change.</b>                                                                                                                                        | EAPE 101, taken while abroad, becomes PSY 160 for a student                                                                                         |
| <a href="#"><u>G. Transfer Student</u></a>                     | <a href="#"><u>TO</u></a> | To remove transfer student message if desired.                                                                                                                                                                                                                                                                                                                                             | Message display: "Since you are a transfer student, your coursework may not be reflected accurately. Please see your advisor to adjust your audit." |
| <a href="#"><u>H. Transfer Student</u></a>                     | <a href="#"><u>TR</u></a> | To display transfer student message if desired. Sets system condition code for message display on any student audit.                                                                                                                                                                                                                                                                       |                                                                                                                                                     |
| <a href="#"><u>I. \$PLAN</u></a>                               | <a href="#"><u>MK</u></a> | To specify a \$PLAN                                                                                                                                                                                                                                                                                                                                                                        | Add the IGQB-MSII Plan to student audit                                                                                                             |
| <a href="#"><u>I. Force Course Sharing into Minor</u></a>      | <a href="#"><u>FC</u></a> | Used to force a course into a subrequirement                                                                                                                                                                                                                                                                                                                                               | To force a course to be the shared course between two minors                                                                                        |

|                                                |                  |                                                                    |                                                                                         |
|------------------------------------------------|------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <b><u>K. Force Course with Title Match</u></b> | <b><u>FT</u></b> | Used to force a course, with specific title, into a subrequirement | EAPE 101 allowed to meet SSHA-REQ2, when EAPE 101 was taken twice with different titles |
| <b><u>L. Note</u></b>                          | <b><u>NT</u></b> | Note to appear at the bottom of audit.                             |                                                                                         |

**A. Requirement Adjustment (RA):** RA to adjust a course and/or required counts, units, gpa.

Requirement Modification SZAEXCP 7.4 (PROD)

InstCd  CtlCd RA  Processing Order 1

Dprog

Pseudo Name ANTH-MAJR2 Dpmask  Val 0

Reqsrq/Reqct 0 ReqHrs  ReqName  UseCt/MaxCT 0

AC1/AC2  Assignc  ReqGPA  Date 10/20/09

Maxhrs 0. Maxhrsck  RC1/RC2  Auth Id LHERBRAND

Last Mod Date 27-OCT-2009

User EWEBB2

Note ECON 001 Approved

Memo ECON 001 was approved to meet the Quantitative Methods requirement for the ANTH major.

| S.No | Course  | RCourse | MatchCtl | EffDate |
|------|---------|---------|----------|---------|
| 1    | ECON001 |         |          |         |
|      |         |         |          |         |
|      |         |         |          |         |

Exception Courses

1. "Pseudo Name" field: Enter pseudo name of subrequirement or requirement.
2. Make needed adjustments (if any) to required count, required hours, required gpa. No values are changed above, since no counts, hours, or gpa requirements are changing).
3. Enter information in Note, Memo, Auth ID, and Date fields.
4. Enter added (approved) course(s) in the Exception Courses block.
5. Save (F10).

**A2. Course Level Adjustment (RA):** RA to adjust course level (UG taking GR, UG taking EX, etc.)

Requirement Modification SZAEXCP 7.4 (PROD)

InstCd  CtlCd RA  Processing Order

Dprog  Val

Pseudo Name REQLEVELG Dpmask  UseCt/MaxCT

Reqsrq/Reqct  ReqHrs  ReqName  Date

AC1/AC2  Assignc  ReqGPA

Maxhrs  Maxhrsck  RC1/RC2  Auth Id

Last Mod Date  User

Note

Memo

| S.No | Course  | RCourse | MatchCtl | EffDate |
|------|---------|---------|----------|---------|
| 1    | CHEM200 |         |          |         |
|      |         |         |          |         |
|      |         |         |          |         |

Exception Courses

1. "Pseudo Name" Field: Enter "REQLEVELG"
2. Enter information in Note, Memo, Auth ID, and Date fields.
3. Enter approve course(s) in the Exception Courses block.
4. Save (F10).

**B. Requirement Deletion (RD):** RD to delete a course from a requirement or subrequirement list and/or to adjust required counts, units, gpa.

Requirement Modification SZAEXCP 7.4 (PROD)

InstCd  CtlCd  Processing Order

Dprog  Val

Pseudo Name  Dpmask

Reqsrq/Reqc  ReqHrs  ReqName  UseCt/MaxCT

AC1/AC2  Assignc  ReqGPA  Date

Maxhrs  Maxhrsck  RC1/RC2

Auth Id

Note  Last Mod Date  User

Memo

| S.No | Course  | RCourse | MatchCtl | EffDate |
|------|---------|---------|----------|---------|
| 1    | CHEM010 |         |          |         |
|      |         |         |          |         |
|      |         |         |          |         |

1. "Pseudo Name" field: Enter pseudo name of subrequirement or requirement.
2. Make needed adjustments (if any) to required count, required hours, required gpa. Note that "-1" adjustment is entered in the required count field (one fewer course is required).
3. Enter information in Note, Memo, Auth ID, and Date fields.
4. Enter deleted (removed) course(s) in the Exception Courses block.
5. Save (F10).

**C. Requirement Modification (RM):** RM that can replace accept and reject codes.

Oracle Fusion Middleware Forms Services: Open > SZAEXCP

File Edit Options Block Item Record Query Tools Help

Requirement Modification SZAEXCP 7.4 (PROD)

InstCd  CtlCd  Processing Order

Dprog

Pseudo Name  Dpmask

Reqsrq/Reqct  ReqHrs  ReqName  Val

AC1/AC2  Assignc  ReqGPA  UseCt/MaxCT

Maxhrs  Maxhrsck  RC1/RC2  Date

Auth Id

Last Mod Date

User

Note

Memo

| S.No | Course  | RCourse | MatchCtl | EffDate |
|------|---------|---------|----------|---------|
| 1    | PSY 195 |         |          |         |
| 2    | PSY 199 |         |          |         |
|      |         |         |          |         |

1. "Pseudo Name" field: Enter pseudo name of subrequirement or requirement.
2. Make needed adjustments (if any) to required count, required hours, required gpa. No values are changed above, since no counts, hours, or gpa requirements are changing).
3. Place a # in the "AC1" or "RC1" field. This will force a blank and allow the previously accepted/rejected course condition code.
4. Enter information in Note, Memo, Auth ID, and Date fields.
5. Enter added (approved) course(s) in the Exception Courses block.
6. Save (F10).

**D. Requirement Substitution (RS):** Course swapping/substitutions within one requirement.

Oracle Fusion Middleware Forms Services: Open > SZAEXCP

File Edit Options Block Item Record Query Tools Help

Requirement Modification SZAEXCP 7.4 (PROD)

InstCd  CtlCd  Processing Order

Dprog

Pseudo Name  Dpmask

ReqHrs  ReqName  Val

ReqCt/ReqGPA  UseCt/MaxCT

AC1/AC2  Assignc  ReqGPA  Date

Maxhrs  Maxhrsck  RC1/RC2

Auth Id

Last Mod Date

Note  User

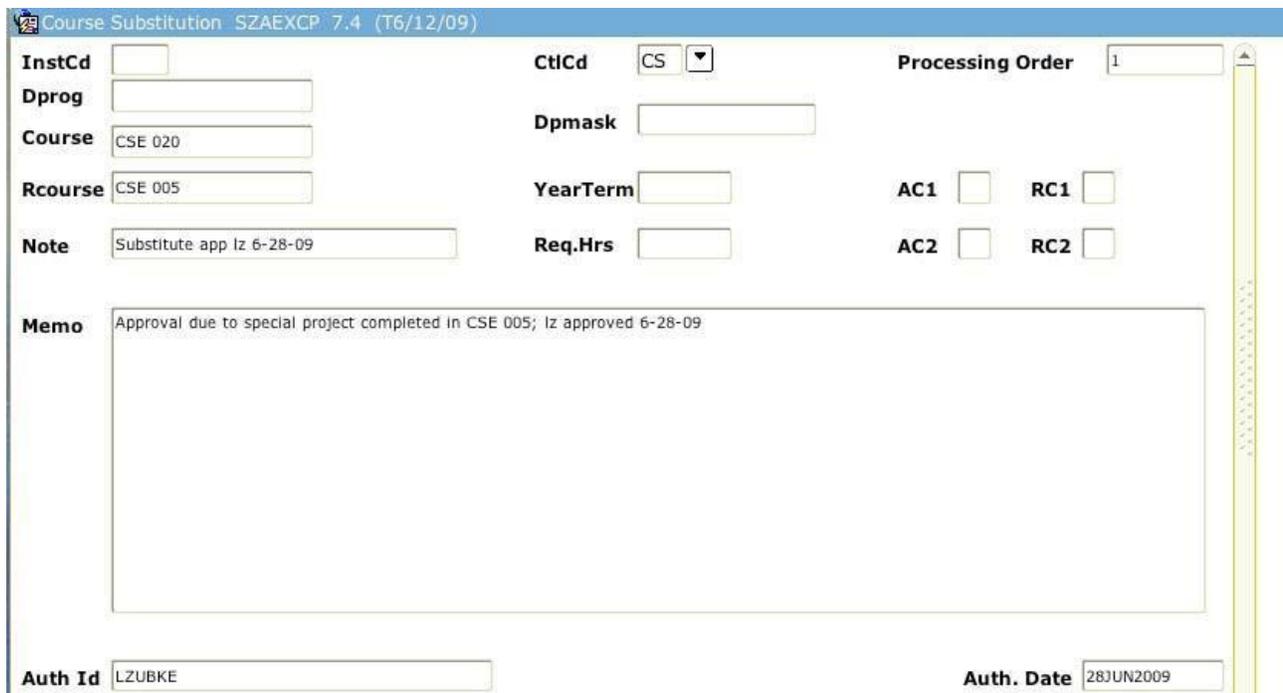
Memo

| S.No | Course  | RCourse | MatchCtl | EffDate |
|------|---------|---------|----------|---------|
| 1    | BIO 153 | BIO 124 |          |         |
|      |         |         |          |         |
|      |         |         |          |         |

Exception Courses

1. "Pseudo Name" field: Enter pseudo name of subrequirement or requirement.
2. Make needed adjustments (if any) to required count, required hours, required gpa. No values are changed above, since no counts, hours, or gpa requirements are changing).
3. Enter information in Note, Memo, Auth ID, and Date fields.
4. "Exception Courses" block: Enter deleted (replaced) course(s) in the "Course" field and added (approved) course in the "RCourse" field.
5. Save (F10).

**E. Course Substitution (CS):** CS substitutes a course (either in progress or completed) for another course. It can also be used to add or remove a course condition code (i.e. B condition code for graduate courses to allow an S grade to meet requirement). **Caution: A CS exception is global, essentially changing the course to be a completely different course! It also remains in effect after a major/school change.**



Course Substitution SZAEXCP 7.4 (T6/12/09)

InstCd  CtICd  Processing Order

Dprog  Dpmask

Course  YearTerm  AC1  RC1

Rcourse  Req.Hrs  AC2  RC2

Note

Memo

Auth Id  Auth. Date

1. "Course" field: Enter course that will be taken to substitute for another
2. "Rcourse" field: Enter the required course that the substituted course will fulfill (In above example CSE 020 will be changed in MyAudit to be CSE 005)
3. Enter information in Note, Memo, Auth ID and Auth Date fields.
4. Save (F10).

**F. Course Substitution with Title Match (CT):** Like the CS exception, except the CT allows for further control by title. Substitutes a course (either in progress or completed) for another course, with title match. **Caution: A CT exception is global, essentially changing the course to be a completely different course! It also remains in effect after a major/school change.**

Oracle Fusion Middleware Forms Services: Open > SZAEXCP

File Edit Options Block Item Record Query Tools Help

Course Substitution SZAEXCP 7.4 (PROD)

InstCd  CtId  Processing Order

Dprog  Dpmask

Course  YearTerm  AC1  RC1

Rcourse  Req.Hrs  AC2  RC2

Note

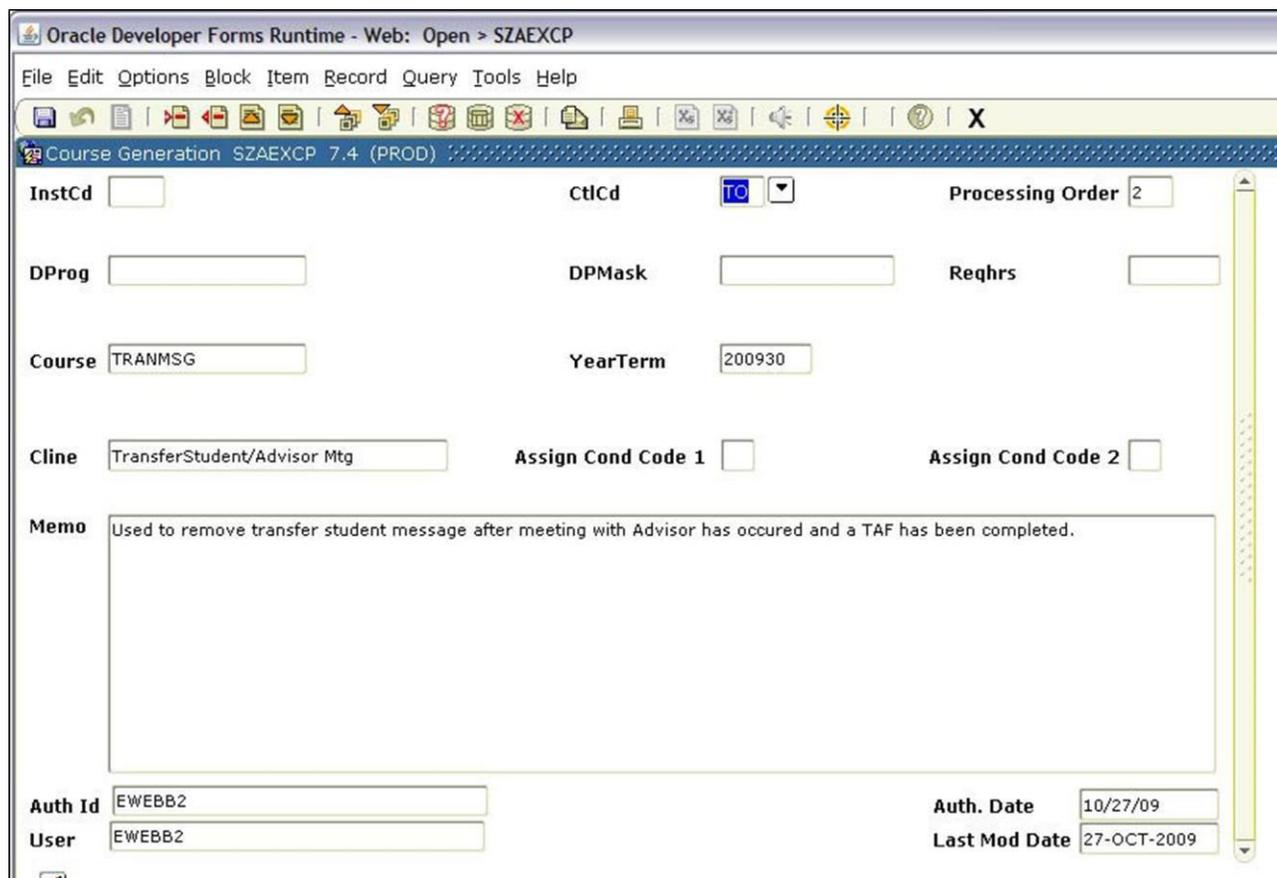
Memo

Auth Id  Auth. Date

User  Last Mod Date

1. "Course" field: Enter course that will be taken to substitute for another
2. "Rcourse" field: Enter the required course that the substituted course will fulfill (In above example EAPE101 will be changed in MyAudit to be PSY 160)
3. "Note" field: this is where the title information is entered. Use an asterisk, and then list the exact course title from Banner. In this example, the course title is "Eur Business Cultur)
4. Enter information in Memo, Auth ID and Auth Date fields.
5. Save (F10).

**G. Transfer Student (TO):** To remove transfer student message if desired. Message display: “Since you are a transfer student, your coursework may not be reflected accurately. Please see your advisor to adjust your audit.”



Oracle Developer Forms Runtime - Web: Open > SZAEXCP

File Edit Options Block Item Record Query Tools Help

Course Generation SZAEXCP 7.4 (PROD)

InstCd  CtId  Processing Order

DProg  DPMask  Reqhrs

Course  YearTerm

Cline  Assign Cond Code 1  Assign Cond Code 2

Memo

Auth Id  Auth. Date

User  Last Mod Date

1. “Course” field: Enter TRANMSG
2. “Cline” field: Enter “Transfer Student/Advisor Msg
3. Enter information in Memo, Auth ID and Auth Date fields.
4. Save (F10).

**H. Transfer Student (TR):** To display transfer student message if desired. Sets system condition code for message display on any student audit. Message display: “Since you are a transfer student, your coursework may not be reflected accurately. Please see your advisor to adjust your audit.”

System Condition Code SZAEXCP 7.4 (PROD)

InstCd  CtlCd  Processing Order

DProg  DPMask

Set System Condition Code

Remove System Condition Code

Memo  
Sets system condition code for message on transfer student audits

Auth Id  Auth. Date

User  Last Mod Date

1. “Set System Condition Code” field: Enter a T
2. Enter information in Memo, Auth ID and Auth Date fields.
3. Save (F10).

**I. Adding the \$PLAN Marker:** To specify a \$plan. Used by graduate group coordinators.

Conditional Requirement SZAEXCP 7.4 (PROD)

InstCd  CtlCd  Processing Order

DProg  DPMask

Marker

PSName  Replacement Name

Yeartm  Replacement Type

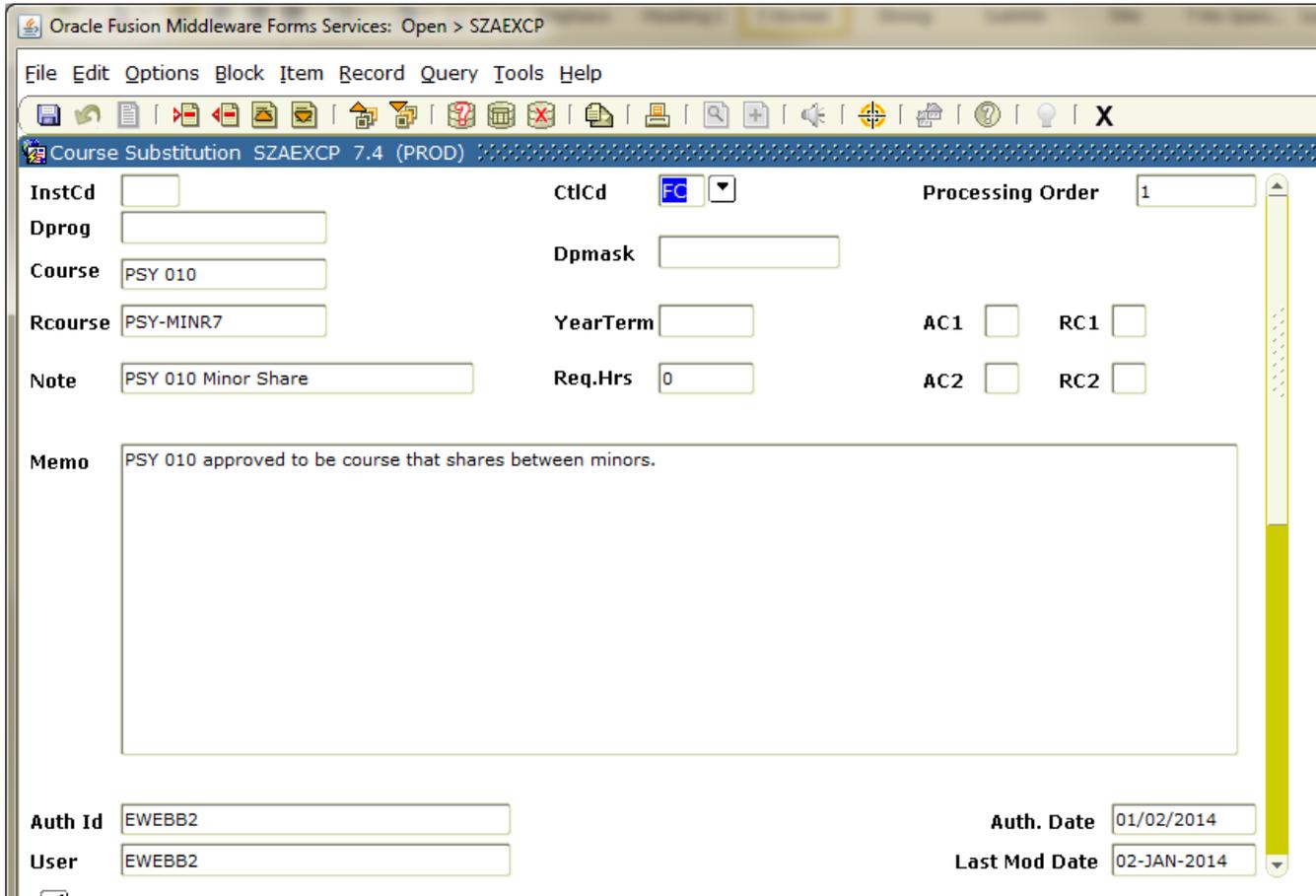
Memo

Auth Id  Auth. Date

User  Last Mod Date

1. "Marker" field: Insert \$marker requirement you are replacing. (i.e. \$PLAN)
2. "Replacement Name" field: Enter the name of the requirement to replace \$marker (i.e. IGQB-MSI)
3. "Replacement Type" field: Enter a R
4. Enter information in Memo, Auth ID and Auth Date fields.
5. Save (F10).

**I. Force Course (FC):** Used to force a course into a certain subrequirement.



Oracle Fusion Middleware Forms Services: Open > SZAEXCP

File Edit Options Block Item Record Query Tools Help

Course Substitution SZAEXCP 7.4 (PROD)

InstCd  CtlCd  Processing Order

Dprog  Dpmask

Course  YearTerm  AC1  RC1

Rcourse  Req.Hrs  AC2  RC2

Note

Memo

Auth Id  Auth. Date

User  Last Mod Date

1. "Course" field: Enter the course you want to place into a specific subrequirement (i.e. enter the course you want to share between two minors).
2. "Rcourse" field: Enter the pseudo name for subrequirement affected.
3. Enter information in Note, Memo, Auth ID and Auth Date fields.
4. Save (F10).

\* If using exception to allowing sharing between two minors, you must also enter an additional FC exception for the other location (minor sub-requirement) you want to the shared course to count. Follow the steps above.

**K. Force Course with Title Match (FT):** Used to force a course, with specific title, into a subrequirement.

Oracle Fusion Middleware Forms Services: Open > SZAEXCP

File Edit Options Block Item Record Query Tools Help

Course Substitution SZAEXCP 7.4 (PROD)

InstCd  CtId  Processing Order

Dprog  Dpmask

Course  YearTerm  AC1  RC1

Rcourse  Req.Hrs  AC2  RC2

Note

Memo

Auth Id  Auth. Date

User  Last Mod Date

1. "Course" field: Enter the course you want to place into a specific subrequirement (i.e. EAPE 106).
2. "Rcourse" field: Enter the pseudo name for subrequirement affected.
3. "Note" field: this is where the title information is entered. Use an asterisk, and then list the exact course title from Banner. In this example, the course title is "Child Development)
4. Enter information in Memo, Auth ID and Auth Date fields.
5. Save (F10).

**L.Note:** Note to appear at the bottom of a student audit.

The screenshot shows a web browser window titled "Oracle Fusion Middleware Forms Services: Open > SZAEXCP". The browser's address bar displays "System Condition Code SZAEXCP 7.4 (PROD)". The form interface includes a menu bar with "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". Below the menu is a toolbar with various icons. The form fields are as follows:

- InstCd**: An empty text input field.
- ctId**: A dropdown menu currently showing "NT".
- Processing Order**: A text input field containing the number "3".
- Memo**: A large text area containing the text "Adding a note to the bottom of a student's audit." and a vertical scrollbar on the right side.
- Auth Id**: A text input field containing "EWEBB2".
- User**: An empty text input field.
- Auth. Date**: A text input field containing "01/14/2014".
- Last Mod Date**: An empty text input field.

1. "Memo" field: Enter the information you want to appear at the bottom of a student audit.
2. Enter information in Auth ID and Auth Date fields.
3. Save (F10).

## SZAEXCP: Removing Student Exceptions

To remove an exception in SZAEXCP, enter the student's ID and Next Block. Highlight the exception to be removed and double click. When the detailed page opens, click Record and Remove. Then SAVE.

**M. Updating non-course requirements to Audit:** Utilize SHANCRS to update non-course requirements.

| Paper | Committee | Event | Level | Complete By | CAPP Non-Course Requirement | Status | Status Date | Satisfied | Advisor |
|-------|-----------|-------|-------|-------------|-----------------------------|--------|-------------|-----------|---------|
|       |           |       |       |             | QUAL                        | AP     | 18-APR-2016 | Y         |         |
|       |           |       |       |             |                             |        |             |           |         |
|       |           |       |       |             |                             |        |             |           |         |
|       |           |       |       |             |                             |        |             |           |         |

| Number | Code |
|--------|------|
|        |      |
|        |      |
|        |      |
|        |      |

1. Go to BANNER screen SHANCRS
2. Add the non-course requirement, update status. Non-course requirement codes can be found by running an audit with ListAll of "M."
3. Save (F10)