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# **Student Information System for Graduate School Users**

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November 1, 2001

Registrar Systems  
The University of Georgia  
Athens, Georgia

**Student Information System for Graduate School Users**  
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**IMS SIGN-ON PROCEDURE**

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## Beginning the Session

```
The University of Georgia  
      IBM Services  
To select a desired service, enter the corresponding  
letter followed by the ENTER key (Carriage Return).  
O OASIS          T TSO          F FINANCIAL & STUDENT SYSTEMS  
  
===> F
```

Type “F” at the arrow and press <Enter>.

**Note:** Do not use the “O” OASIS option to access Course Offerings. The O option is used by students to access registration.

## Entering User ID and Password

```
*****  
**          IMS System Entry          **  
** Access to IMS is restricted to Faculty/Staff) **  
*****  
  
1.  Enter Your User ID:XYZ000  
2.  Enter Your Password:  
3.  Press ENTER  
  
Node = TCP01061  Date = 10/01/01  Time = 11:08:20  
  
If you wish to exit now and return to the IBM Services  
Screen, press F3.  
  
F1=HELP  F3=EXIT
```

Enter your User Id and Password then press <Enter>.

## Access Acknowledged

Congratulations! You are signed on to IMS.

If you wish to display the FSIS Application Menu,  
press F12 or ENTER

If you wish to change your password, press F5

If you wish to exit and return to the IBM Services  
Screen, press F3

If you wish to exit and sign on with a different  
User ID, press F4

F3=Exit F4=Sign-On F5=Change Password F12=FSIS Menu

Press <Enter> or F12 to continue.

**Note:** IMS is the data base management system (software) which was used to develop the Financial and Student Information System. Because of this close relationship, the terms IMS and FSIS are used interchangeably in this manual and on your terminal screens.

### Financial and Student Information Systems Menu

```
HUSP330      ***** Financial and Student Information Systems *****      HUSM3301
Oct  1,01                      - Menu -                                11:46 AM

      Select  Application
      -----
      -       Admissions - Graduate (PFAG00)
      -       Course History System
      -       OASIS
      -       Student Records System (F7ST)

                *** End of Menu Items ***

Color (Y/N)?
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help          quit                          bkwrdr frwr
```

The FINANCIAL AND STUDENT INFORMATION SYSTEMS (FSIS) menu lists the various applications to which you have been granted access. To select an application, tab to the field that is to the left of the desired application, type an "S" and press <Enter>.

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**THE STUDENT RECORDS SYSTEM (F7ST)**

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### Requesting the Student Records System (F7ST)

```
HUSP330      ***** Financial and Student Information Systems *****      HUSM3301
Oct  1,01                      - Menu -                                     11:46 AM

      Select  Application
      -----  -----
      _       Admissions - Graduate (PFAG00)
      _       Course History System
      _       OASIS
      S       Student Records System (F7ST)

                *** End of Menu Items ***

Color (Y/N)?
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help          quit                          bkwrđ frwrđ
```

At the FSIS menu screen, type an “S” in the *STUDENT RECORDS SYSTEM (F7ST)* field and press <Enter>.

## Secondary Option Selection Screen

```
                S E C O N D A R Y   O P T I O N   S E L E C T I O N           PAGE:    1
ACTION:                (C=RETURN TO PRIMARY MENU; Q=EXIT TO SIGNON)
RETRIEVE  MODE: 6 SELECT: AU
KEY:

99 - FSIS MENU                CO - COURSE TITLE SEGMENT
AE - AREA OF EMPHASIS        CP - COURSE TAUGHT SEGMENT
AE - AREA OF EMPHASIS        CQ - TERM SUMMARY
AG - GRADUATE COMMENTS       CR - COURSE RECORD
AI - HIGH SCHOOL             CS - SHORT COMMENT
AM - ADDRESS MAINTENANCE     CT - COURSE TITLE
AP - ADMISSIONS APPLICATION  CU - COURSE DISCIPLINE SEGMENT
AR - GRADUATE REQUIREMENTS   CV - COURSE RELATED SEGMENT
AU - ADMISSIONS APPLICATION  CW - COURSE HISTORY COMMENT ROOT
AZ - COURSE HISTORY, A TO Z  CY - COURSE HISTORY COMMENT ROOT
CA - CLEARED ADVISEMENT     DA - DEGREE AUDIT REQUEST
CE - CREDENTIAL EVALUATING   DB - DEGREE AUDIT REQUEST
CG - GRADE SUMMARY          DC - SCHEDULE COURSE
CH - COURSE HISTORY ROOT     DD - DEGREE PROGRAM TABLE
CI - COURSE IDENT SEGMENT    DM - DEGREE REQUIREMENT MEMBERSHIP
CJ - COURSE OFFERED SEGMENT  DO - DECENTRALIZED ORDER
CL - LONG COMMENT           DP - DEGREE PROGRAM
CM - COURSE MAINTENANCE     DQ - DEGREE REQUIREMENT TABLE
```

The SECONDARY OPTION SELECTION screen displays transactions which the user is eligible to access in the retrieve mode. The transaction names shown are determined by the user's sign-on profiles.

To select a transaction, enter its two-character **SELECT** code (SR in this example) and its corresponding **KEY** and press <Enter>.

The ability to scroll through the list of transactions is determined by a user's keyboard configuration. A common configuration requires the user to click the PA1 key to scroll forward. This type of configuration does not provide for backwards scrolling so users must continue to scroll forward until they have returned to the desired point in the list. Another less common configuration allows users to press the Page Up key to scroll forward and the Page Down key to scroll backwards. If you cannot locate the keys mentioned above or if the above mentioned options fail to scroll your list of transactions, contact your computer support person.

**Note:** The **MODE:** field is prefilled with the number 6 (retrieve). The 6 must be changed to a 5 (update) to make changes in the selected transaction's screen.

## Primary Key Selection Screen

```
                COMPREHENSIVE STUDENT ACADEMIC RECORD SYSTEM
                P R I M A R Y   K E Y   S E L E C T I O N   S C R E E N
RETRIEVE                TRANSACTION: ADMISSIONS APPLICATION
OPTION:   TRX: 6AU     KEY:
                ** ENTER THE FOLLOWING KEY INFORMATION **
                SOC. SEC. NO.:
                TERM BEGINNING:
                BILLING SUBDIV.:
                ACAD. PRG. LEVEL:
                KEY SEQUENCE NO.:
```

If the **KEY** is not entered when trying to access a particular screen, the **PRIMARY KEY SELECTION** screen will be displayed. This screen prompts for the entry of **KEY** information. At each level in the data base one or more items of data are needed to enable the system to construct a full segment **KEY**.

The key information needed to access the AU is a student's social security number, a term, a billing subdivision code, the academic level of the student and a sequence number. To move on to the AU screen, enter the requested information and press <Enter>.

## Secondary Key Selection Screen

S E C O N D A R Y   K E Y   S E L E C T I O N													
RETRIEVE            TRANSACTION: ADMISSIONS APPLICATION													
OPTION:            TRX: 6AU    KEY: 00000000													
SELECTION:            *** ENTER A SELECTION NUMBER FROM THIS SCREEN ***													
	TERM	SUB	PGM	SEQ	APP	ADD	ORIG	TERM	CON	OR		SCH/	
	BEGN	DIV	LVL	NO.	TYP	ST.	ST.	CHNG	ACC	CD	DEPT	MAJOR	COL
1	199902	1	30	1	N	1		*	E		211	0575	09
2	199905	1	30	1	N	M	9				211	0575	09
3	200105	1	30	1	R	1			A		211	0575	09

A SECONDARY KEY SELECTION screen is displayed when a matching key is not found. To proceed to the desired transaction screen, type a selection number in the *SELECTION:* field and press <Enter>.

### Switching from Student Records to another Application

```

      S E C O N D A R Y   K E Y   S E L E C T I O N

RETRIEVE      TRANSACTION: ADMISSIONS APPLICATION
OPTION:       TRX: 699   KEY: 000000000
SELECTION:    *** ENTER A SELECTION NUMBER FROM THIS SCREEN ***
      TERM  SUB  PGM  SEQ  APP  ADD  ORIG  TERM  CON  OR  SCH/
      BEGN  DIV  LVL  NO.  TYP  ST.  ST.  CHNG  ACC  CD  DEPT  MAJOR  COL
1     199902 1    30    1    N    1          *    E    211  0575  09
2     199905 1    30    1    N    M    9          211  0575  09
3     200105 1    30    1    R    1          A    211  0575  09

```

To exit Student Records and switch to another IMS application, type "699" in the **TRX:** field of any screen and press <Enter>.

```

                                ADF to NATURAL Switch

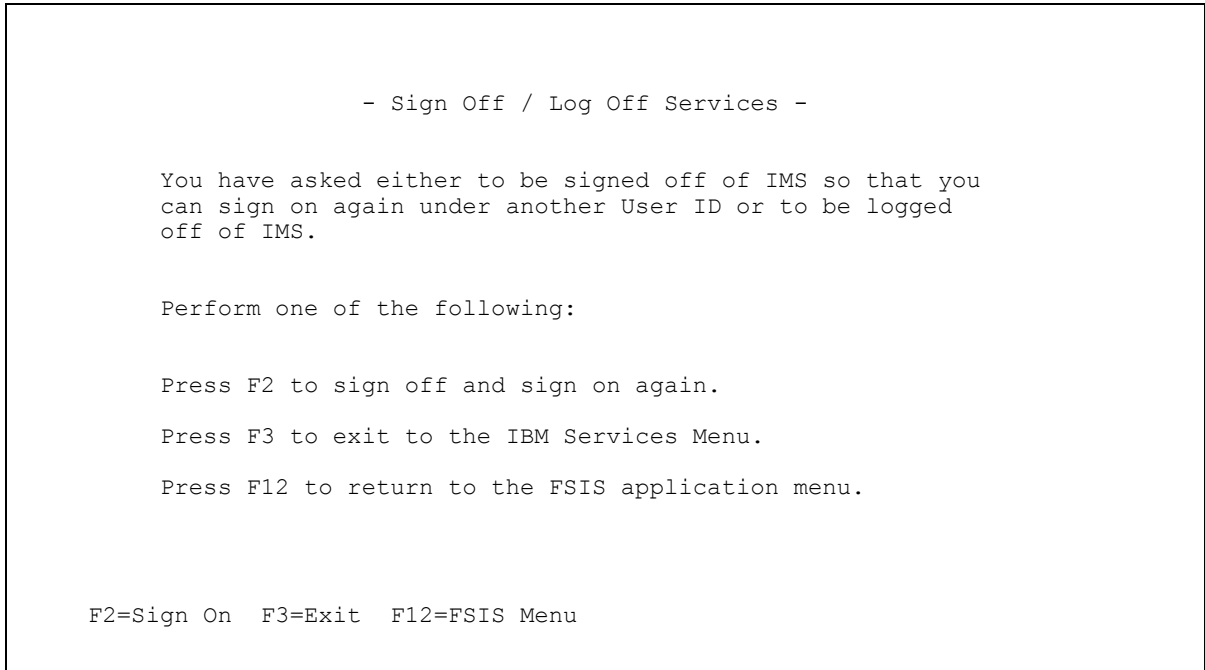
                                Switch in progress - Press <ENTER> to continue

                                Switching to Transaction MENU      and passing the following data

```

Press <Enter> again to return to the FSIS menu screen.

## Exiting Student Records



After switching to the FSIS menu screen (see page 13), press the F3 key. The above screen will be displayed.

Press F3 again to exit to the IBM SERVICES screen.

**AG SCREEN**

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### AG SCREEN - Graduate Admissions Comments

```
TCP00797          A D M I S S I O N S   S Y S T E M          10/02/01
DATABASE:  ADMISSIONS          TRANSACTION: GRADUATE COMMENTS (AG)  15:24:52
OPT:      TRX: 6AG  KEY:  0000000002001081301

SSN:  509 06 7224          NAME:  WASHINGTON, GEORGE
APP KEY:  2001081301

          CODE          C O M M E N T

                          PRIOR TO REGISTRATION, MUST SHOW PROOF OF
                          GRADUATE DEGREE.
```

The AG screen displays any special conditions of admission which are applicable to a student's acceptance into the Graduate School. These conditions will be printed on the acceptance letter.

The **KEY:** field for the AG screen consists of:

- the student's social security number
- a term code
- a billing subdivision
- program level
- a sequence number. The sequence number is used primarily by Graduate Admissions for students who may be applying to multiple departments.

**Note:** If the SSN is the only information entered into the **KEY:** field, you will be taken to the AG SECONDARY KEY SELECTION screen (see page 12).



**AU SCREEN**

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## AU SCREEN - Admission Application

```
TCP00729          A D M I S S I O N   S Y S T E M          10/02/01
DATABASE:  ADMISSION          SEGMENT:  APPLICATION  09:29:29
OPT:      TRX:  6AU  KEY:  000000002001081301

SSN:  000 00 0000  BIRTHDAY:  07/21/1971  NAME:  WASHINGTON, GEORGE
ST SEG STATUS:  AP          INACT SOURCE:  0          UNDERGRAD SOURCE:  1
ETHNIC ORIGIN:  B          BASE SOURCE:  1          GRADUATE SOURCE:  1
TERM BEGINNING:  200108    OVERA UGRAD GPA:  2.81    MODS:  344A
BILLING SUBDVS:  1          OVERA GRAD GPA:  3.23    SCHOOL/COLLEGE:  04
PROGRAM LEVEL:  30          1:  GREQ          640 199808    MAJOR:  0344 FOOD SCIENCE
KEY SEQ NUMBER:  1          2:  GREV          450 199808    DEG APPLIED FOR:  PHD
TERM CHG FLAG:  HGH SCH:  YR:  0    DEPT:  FOOD SCIENCE & TEC
APP TYPE CODE:  R          GPA  WGT  TOTL  G  PGPA  ENROLLMENT CLSS:  05
ADMISS STATUS:  1  BY:  .00  .00  .00  .00  MAJOR AREA:
COND OF ACCEPT:  A  TA:  E:  M:  C:  .00  CITIZENSHIP CD:  C
SEGMENT STATUS:  A  L CL:  F001598  DT 200008  VISA CODE:
DATE AP LOADED:  01/19/2000  GPA  HRS  SYS  GPS  LEVL  COUNTRY OF CIT:  US
DATE AP UPDATE:  08/14/2000  3.31  0  Q  0  M  GA RESIDENCE CD:  R
ADM STA CHGED:  02/29/2000  ORIENTATION CD:  CURR ST OF RES:  GA
SPEC PROCESS:  CAMPUS/CENTER  CURR GA CNTY CD:  029
REQUEST COMM?:  COMM TYPE CODE:  ADVISORY PROGRAM:
FED:  1  PE:  2  HIST:  1  GA:  1  ESSY:  7  READ:  7  ENG101:  9  ENG102:  9  PROB:
STUDENT AFFAIRS:  GREA          320  199808  GREV          450  199808
                   GREQ          640  199808
```

The AU screen displays admissions related data, e.g., school/college, degree objective and major, residence status, admissions status, etc... This screen also displays data from Test Score segments and Previous Education segments.

The **KEY**: field for the AU screen consists of:

- the student's social security number
- a term code (anticipated matriculation date)
- a billing subdivision
- a program level
- a sequence number. The sequence number is used primarily by Graduate Admissions for students who may be applying to multiple departments.

**Note:** If the SSN is the only information entered into the **KEY**: field, you will be taken to the AU SECONDARY KEY SELECTION screen (see page 12).

**Field Descriptions for the AU screen**

**ADMISS STATUS - *Admission Status***

This one-position code indicates the admission status of the student.

Valid Graduate School Codes: 0 -  
1 - Accepted  
2 - Rejected  
3 -  
4 -  
6 -  
7 -  
8 -  
9 -

**APP TYPE CODE - *Application Type Code***

A one-position code designating the type of admission application that was submitted.

Valid Codes:

G - At the graduate level, this code indicates new at this level. Formerly enrolled at another level.  
At the undergraduate level, this code indicates a readmission application.  
N - New student at this level. Not previously enrolled (graduate only).  
R - Graduate admission application. Formerly enrolled as UGA graduate in a different degree program.  
Z - Graduate readmission application. Formerly enrolled as UGA graduate student in the same degree program.

**BILLING SUBDVS - *Billing Subdivision***

These codes are used to distinguish the DAY program from those offered by the Georgia Center for which funding is separate.

Valid Codes:

1 - UNIV Day School  
INSV In-Service  
REGT (Studies Abroad)  
3 - EVCL Evening (obsolete)  
4 - CEEEX Co-Op Extn (obsolete)  
5 - CORR Correspond (Independent Study)

**CITIZENSHIP CD - *Citizenship Code***

This one-character code identifies the student's status with regard to USA citizenship. (If code is "A" then must have visa code.)

Valid Codes:

C - U.S. Citizenship  
A - Alien, Non-resident -- Not admitted to U.S. for permanent residence  
R - Alien, Resident -- Non-citizen admitted for permanent residence  
N - Naturalized, U.S. Citizen

**COND OF ACCEPT - *Condition of Acceptance***

This one-position code is used to ensure that all conditions of acceptance have been met prior to registration. Any student who has been accepted with an outstanding condition will be shown accepted, but will not be allowed to register until the specified conditions have been cleared.

Valid Codes:

- A - No conditions of Acceptance
- E - Conditions exist but do not stop 1st semester registration. See AG screen.
- J - 1st semester registration is stopped. Student must provide proof of degree.
- S - 1st semester registration is stopped. See AG screen for conditions.

**DEG APPLIED FOR - *Degree Applied For***

An abbreviation for the degree objective for which the student has applied.

**DEPT - *Department***

An abbreviation for the department that is offering the degree shown in the **DEGREE APPLIED FOR:** field.

**ENROLLMENT CLSS - *Enrollment Class***

A two-position code which indicates the student's class standing.

Valid Codes:

- 01 - Freshman
- 02 - Sophomore
- 03 - Junior
- 04 - Senior
- 05 - Graduate
- 06 - Professional
- 14 - SONAT
- 15 - Developmental Studies
- 16 - Evening Division (obsolete)
- 17 - Independent Study
- 18 - In-Service (obsolete)
- 77 - Irregular
- 88 - Transient

**KEY SEQ NUMBER - *Key Sequence Number***

This one-position sequence number is used for students who may be applying to multiple departments.

**MAJOR - *Major***

A four-position code which identifies the student's major.

**PROGRAM LEVEL - *Program Level***

A two-position code which indicates the student's current academic program level.

Valid Codes:

- 10 - Undergraduate
- 30 - Graduate

**SCHOOL/COLLEGE - *School/College***

A two-position code which identifies the student's UGA school or college.

Valid Codes:

01 -	Arts & Science
02 -	Business
03 -	Journalism
04 -	Agriculture
05 -	Law
06 -	Education
07 -	Home Economics
08 -	Forest Resources
09 -	Vet. Medicine
10 -	Pharmacy
11 -	Graduate
12 -	Social Work
13 -	Env. Design
14 -	SONAT
15 -	Dev. Studies
16 -	Evening Division (obsolete)
17 -	Indep. Study Div.
18 -	In-Service Educ.
30 -	Academic Affairs (Curriculum Only)
51 -	Military (Curriculum Only)

**SSN - *Social Security Number***

A number which uniquely identifies a student's record. In most cases it is the number assigned to the student by the Social Security Administration. Identification numbers may be assigned by the Admissions Office (usually for foreign students) in the 059-00-XXXX, 777-00-XXXX, 777-98-XXXX, 777-99-XXXX, or 888-88-XXXX range. Foreign Students should obtain a legal social security number during their first semester of attendance (required if on an assistantship).

**TERM BEGINNING - *Beginning Term***

A six-position code for the academic term associated with a particular AU screen.

Valid Codes:

YYYY01	Spring Semester
YYYY05	Summer Semester
YYYY08	Fall Semester

**VISA - *VISA Code***

A two-character code which describes the official visa status of non-resident aliens students. This field should be blank for USA citizens. Most foreign graduate students enroll with a F1 student visa or a J1 visiting scholar visa.

**AZ SCREEN**

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**AZ SECONDARY KEY SELECTION SCREEN - Course History, A to Z**

S E C O N D A R Y   K E Y   S E L E C T I O N											
RETRIEVE            TRANSACTION: COURSE HISTORY, A TO Z SCREEN											
OPTION: F    TRX: 6AZ    KEY: 00000000>											
SELECTION:            PRESS ENTER TO VIEW ADDITIONAL SELECTIONS											
	SSN	COURSE ID	CQ KEY	HRS	GR	RP CRS IN TYP	-----SWITCHES-----				
							AVG	ERN	ATT	ENR	RES
1	000000000	AVMD6100	200002S30	3.0	A		*	*	*	*	*
2	000000000	AVMD6800	199905S30	3.0	A		*	*	*	*	*
3	000000000	AVMD7060	199902S30	3.0	A		*	*	*	*	*
4	000000000	AVMD7060L	199902S30	1.0	A		*	*	*	*	*
5	000000000	AVMD8050	199908S30	3.0	A		*	*	*	*	*
6	000000000	AVMD8050L	199908S30	1.0	A		*	*	*	*	*
7	000000000	BCMB6000	200008S30	3.0	B		*	*	*	*	*
8	000000000	MMIB6100	199908S30	3.0	B		*	*	*	*	*
9	000000000	MMIB6500	199902S30	3.0	A		*	*	*	*	*
10	000000000	MMIB7300	200002S30	1.0	S			*	*	*	*
11	000000000	MMIB7300	200005S30	3.0	S			*	*	*	*
12	000000000	MMIB7300	200008S30	3.0	S			*	*	*	*
13	000000000	MMIB8160	200102S30	1.0	A		*	*	*	*	*
14	000000000	MMIB8200	200002S30	5.0	B		*	*	*	*	*
15	000000000	MMIB8210	200102S30	4.0	A		*	*	*	*	*
16	000000000	MMIB8500	200008S30	3.0	A		*	*	*	*	*
17	000000000	MMIB8900	199905S30	2.0	A		*	*	*	*	*

Use the AZ SECONDARY KEY SELECTION screen to browse a student's course records.

The **KEY:** field for the AZ SECONDARY KEY SELECTION screen consists of:

- the student's social security number
- a greater than symbol (>)

Courses are listed alphabetically by course id. To scroll through the courses, press <Enter>. To return to the beginning of the list of courses, tab to the **OPTION:** field, type in an "R", and press <Enter>. To begin browsing at a particular course id, tab to the **KEY:** field, position your cursor behind the last number of the SSN, type in the desired course id followed by a greater than symbol (>), and press <Enter>.

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**CM SCREEN**

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**CM SCREEN - Course Maintenance**

F7SCM	COMPREHENSIVE STUDENT ACADEMIC RECORD SYSTEM											10/02/01			
	MAINTENANCE SCREEN														
OPT:	TRX:	6CM	KEY:	000000000200108S30											
SSN	000	00	0000	NAME	WASHINGTON, GEORGE							TERM	200108	PGLV	30
SOURCE:	ACTIVE	1	INACT	0	UGRAD	ADM	1	GRAD	ADM	1	GRDATION	1	CREATED:	03/05/1996	
COURSE ID	HOURS	GRD	LOC	RPT	TYPE	CHANGE	AVG	ERN	ATT	ENR	RES	TI	BSD	CPC	I/F
FDST6110	2.0	B				/ /	*	*	*	*	*				1
FDST8040	3.0	A				/ /	*	*	*	*	*				1
FDST9000	4.0	S				/ /		*	*	*	*				1
	.0					/ /									
	.0					/ /									
	.0					/ /									
	.0					/ /									
	.0					/ /									
	.0					/ /									
	.0					/ /									
	.0					/ /									
	.0					/ /									
	.0					/ /									
TERM	HRS	5.0	QPTS	18.00	GPA	3.60	ATT	9.0	ER	9.0	P/D	OVERALL AV			
CUM	HRS	51.0	QPTS	178.00	GPA	3.49	ATT	85.0	ER	85.0	P/D	.00			

The CM screen is used to maintain course work which has been completed.

The **KEY:** field for the CM screen consists of:

- the student's social security number
- a term code
- a term type code
- a program level

**Note:** If the SSN is the only information entered into the **KEY:** field, you will be taken to the CM SECONDARY KEY SELECTION screen (see page 12).

Displayed are all the courses (up to 14) taken in a given term. If more than 14 courses have been posted to the term then the CR screen must be used to view the courses one at a time.

At the bottom of the screen, summaries are displayed for the referenced term as well as the current cumulative grade data for the referenced academic program level.

### **Field descriptions for the CM screen**

#### ***ATT - Add to Attempted Switch***

A one-position code which indicates if the credit hours carried should be counted as hours attempted. Excludes grades of AU, ER, I, IP, NR, V, W.

Valid Codes:

BLANK - Omit  
\* - Include

#### ***AVG - Add to Average Switch***

A one-position code which indicates if the grade in the referenced course is to be included in the student's average. Excludes grades of AU, ER, I, IP, K, NR, S, U, V, W.

Valid Codes:

BLANK - Omit from Average  
\* - Add to Average

#### ***BSD - Billing Subdivision***

These codes are used to distinguish the DAY program from those offered by the Georgia Center for which funding is separate.

Valid Codes:

1 - UNIV Day School  
INSV In-Service  
REGT (Studies Abroad)  
3 - EVCL Evening (obsolete)  
4 - CEEEX Co-Op Extn (obsolete)  
5 - CORR Correspond (Independent Study)

#### ***CHANGE - Grade Change Date***

The latest date a change of grade was made to the referenced course.

#### ***CUM ATT - Cumulative Hours Attempted***

The sum of the hours carried in courses at the referenced academic program level for which the student attempted to earn credit.

#### ***CUM ER - Cumulative Hours Earned***

The sum of the credit hours earned at the referenced academic program level. Excludes grades of AU, ER, F, I, NR, V, W, and WF.

#### ***CUM HRS - Cumulative Hours for Average***

The sum of the hours carried at the referenced academic program level which are to be included in the calculation of the student's grade point average. Excludes grades of AU, ER, F, I, IP, K, NR, S, U, V, W, and WF.

#### ***CUM GPA - Cumulative Grade Point***

The sum of the individual grade points earned at the referenced academic program level. Excludes Developmental Studies courses.

**ENR - Add to Enrolled Switch**

A one-position code which indicates if the credit hours carried for the referenced course should be counted for certification of enrollment status. For this flag to be set the credit hours carried must be greater than zero. Excludes grades of "V" and "W". Includes Independent Study non-resident credit.

Valid Codes:

BLANK - Omit  
\* - Add

**ERN - Add to Earned Switch**

A one-position code which indicates if the credit hours carried in the referenced course should be counted as earned. Excludes grades of AU, ER, F, I, IP, NR, U, V, W, WF.

Valid Codes:

BLANK - Omit  
\* - Add

**GRD - Grade**

A symbol which represents an evaluation of the student's achievement in the referenced course.

Valid Codes:

A - Excellent  
B - Good  
C - Satisfactory  
D - Passing  
F - Failing  
AU - Audit (obsolete).  
ER - Error in reporting. ER's not removed by the end of the semester subsequent to their assignment will be converted to grades of "WF".  
I - Incomplete. If an "I" is not satisfactorily removed after two semesters, the symbol "I" will be changed to the grade "F".  
K - Credit by examination program; e.g. AP.  
NR - Grade was not received by the Registrar's Office in time for processing. The "NR" symbol will be replaced by a grade upon receipt of an official grade change form from the instructor.  
S - Satisfactory. Credit is included in hours earned. The grade is not included in the academic average.  
U - Unsatisfactory. No credit is given. The grade is not included in the academic average.  
V - Audit. No credit is given. The grade is not included in the academic average.  
W - Withdrawal, passing.  
WF - Withdrew, failing. Withdrawal from a course under these circumstances is equivalent to a failure. This grade is included in the academic average.

**I/F - I to F Extension**

A one-position field used to record extensions granted for the removal of incomplete grades.

Valid Codes:

BLANK - No Extension  
1 - one additional term allowed for removal  
of "I" grade  
2 - 8 - number of additional terms allowed  
9 - indefinite extension approved by  
Educational Affairs Committee

**RES - Add to Residence Switch**

A one-character code which indicates if the credit hours carried in the referenced course should be counted as resident credit. UGA Independent Study courses may be taken for either resident or non-resident credit. Students must specify option at registration. For this flag to be set, the credit hours carried must be greater than zero and the hours earned switch turned on. Residence credit is awarded for Advanced Placement (AP), Occupational Competency (OC), and CLEP (CE) credit even though these courses are posted under type "F" (transfer) CQ segments. Residence credit is not awarded for Developmental Studies and Regents remedial courses.

Valid Codes:

BLANK - Omit  
\* - Add

**RPT - Repeat Indicator**

A code which indicates if the course appears again on the record under a later term. This field is set during end-of-term processing (check is for courses posted during grade processing - not a cumulative check). In addition, a nightly program checks courses added during the day (transfer and UGA) for repeats. Courses with a grade of "V" or "W" posted in the second attempt are not processed in the repeat logic, i.e., the prior attempt is not flagged as repeated.

**Note:** By registering for and receiving a grade in a course for which credit hours have already been granted, either by work at the University or by transfer, a student forfeits the previous credits in that course. All grades, however, will be included in the student's UGA cumulative average, if UGA credit, and in the overall average.

**TERM ATT - Term Hours Attempted**

The number of hours attempted during the referenced term and program level.

**TERM ERN - Term Hours Earned**

The number of hours earned during the referenced term and program level. Excludes grades of AU, ER, F, I, NR, V, W, and WF.

**TERM HRS - Term Hours**

The number of the hours carried during the referenced academic term and program level which are to be included in the calculation of the student's grade point average. Excludes grades of AU, ER, F, I, IP, K, NR, S, U, V, W, and WF.

**TERM GPA - *Term Grade Point Average***

The number of the individual grade points earned at the referenced term and academic program level. Excludes Developmental Studies courses.

**TYPE - *Course Type Indicator***

A two-position code which indicates the type of course offering.

Valid Codes:

BLANK	-	UGA Athens (Day Classes)
AP	-	Advanced Placement
C	-	Indep Study Non-resident credit
CE	-	CLEP
CT	-	CLEP/Transfer
E	-	Course Challenge
G	-	Indep Study Resident credit
H	-	Honors Program substitution (degree audit)
IS	-	In-Service
N	-	Evening Division (obsolete)
R	-	Regents Study
X	-	Exempt by department

**DC SCREEN**

November 1, 2001

**DC SCREEN - Schedule Course**

```

TCP00696          R E G I S T R A T I O N   S Y S T E M          10/05/01
DATABASE:  REGISTRATION          SEGMENT:  SCHEDULE COURSES    09:21:40
OPT:      TRX: 5DC KEY: 000000000200105130
          *** ENTER DATA FOR UPDATE ***
SSN: 000 00 0000 NAME: WASHINGTON, GEORGE

BEGINNING TERM: 200105 BILLING SUBDIVISION: 1 DIVISION OF ELIGIBILITY: 30

                                LIST ACTIVE COURSES ONLY:  _

  CALL  COURSE  SEQ  SEGM  DATE      DATE      CR.  AC  GR  DES  R  IN  S  ST  CURR
NUMBER  ID.     NO   TY ST  APPLIED  TERMED.  HRS. CD RC CD. C CD S CPC PGM
-----
70419  PARA8080L  01  A  D  05/09/2001 05/10/2001 3.0   SD           A  UNIV
21655  STAT6220   02  C  D  05/10/2001 05/10/2001 3.0   SD           C  UNIV
01654  STAT6220   03  C  A  05/10/2001 / /         3.0   A           A  UNIV
00740  MMIB9000   04  C  A  05/14/2001 / /         6.0   S           01 A UNIV
  
```

The DC screen displays courses in which the student is or has been enrolled.

The **KEY:** field for the DC screen consists of :

- the student's social security number
- a beginning term code
- a billing subdivision code
- a program level

**Note:** If the SSN is the only information entered into the **KEY:** field, you will be taken to the DC SECONDARY KEY SELECTION screen (see page 12).

Up to ten course entries are listed on each DC screen. If a student has more than 10 entries, the message "WOULD YOU LIKE TO SEE MORE COURSES? \_" will be displayed. To view the additional entries, you must be in the "5" transaction mode (5DC instead of 6DC in the **TRX:** field). Type a "Y" in the action field of the message and press <Enter>. To return to the beginning of the list of course entries, type an "R" in the "ENTER R TO RESTART:" action field that will be displayed and press <Enter>.

To view only the courses in which the student is enrolled, you must be in the "5" transaction mode (5DC instead of 6DC in the **TRX:** field). Tab to the "LIST ACTIVE COURSES ONLY: \_" action field and type a "Y". Press <Enter>. To list all course entries again, space out the "Y" that the you entered in the "LIST ACTIVE COURSES ONLY: \_" action field and press <Enter>.

To scroll to the next term's DC screen, type an "N" in the **OPT:** field and press <Enter>.

**Field descriptions for the DC screen**

**Note:** DC screens are not maintained indefinitely after grades are posted. The data is periodically purged. The CM screen should be used as the official source of work completed in prior terms. The DC screen should be used to review courses currently in progress and those pre-scheduled for future terms.

**CALL NUMBER - *Course Call Number***

The call number associated with the course in which the student is or has been registered.

**COURSE ID. - *Course Identification***

The course in which a student is or has been registered.

**CR. HRS. - *Credit Hour***

The number of credit hours carried by the associated course.

**CURR PGM - *Curricular Program***

Valid Codes:

ADLT -	Adult College
CORR -	Correspondence
GUC -	Gwinett University Center
INSV -	In-Service
REGT -	Studies Abroad/Field Experience
UNIV -	Regular University

**DATE APPLIED - *Date Applied***

The date in which the student registered for the associated course.

**DATE TERMED. - *Date of Termination***

The withdrawal or drop date of the associated course. If the status code is an "A" and a termination date is entered, this will indicate that the student withdrew from the course with the date being the last date of attendance as indicated on the withdrawal form.

**GRADE - *Grade Received***

Values shown in this field either represent the grade earned in the associated course or a code which explains why a student was dropped/moved from the associated course.

Valid Drop Codes:

AA -	Acad. Assistant drop
AR -	Accts Receivable drop
AD -	Administrative (on dismissal)
CC -	Course Canceled
DM -	Dept. Move
DS -	Dev. Studies drop
DD -	Dept. drop
LF -	Loan Funds drop
RG -	Regents drop
RN -	Student not returning
RR -	Registrar's Record drop
SD -	Student drop



**IN CD - *Instructor Code***

A two-position code used to identify the instructor that has been linked to the student in course sections where instructors interact with one or more but not all students in that section.

**SEGMT ST - *Segment Status***

This one-position code identifies the student's enrollment status in the associated course.

Valid Codes:

- A - Active enrollment
- D - Dropped from associated course

**SEGMT TY - *Segment Type***

This one-position code identifies the registration phase in which the student registered for the associated course. It also identifies course sections in which the student gained access by way of an Access List.

Valid Codes:

- A - Added via Access List
- C - Regular registration - Phase I or Phase II
- R - Added during Phase III

**SS - *Session***

This one-position code identifies the registration session in which the student registered for the associated course.

Valid Codes:

- A - Normal
- B - 1st Summer
- C - 2nd Summer
- L - Law
- M - May

**DO SCREEN**

November 1, 2001

### DO SCREEN - Decentralized Order

```
F7SDO1          T R A N S C R I P T   O R D E R   S Y S T E M          10/08/01
                    D E C E N T R A L I Z E D   O R D E R
OPT:            TRX: 5DO KEY: 000000000
*** ENTER DATA FOR UPDATE ***
SSN: 000 00 0000 NAME: WASHINGTON, GEORGE          BDATE: 04/06/1964
TERM LAST ENR UGA: 200105
ACTIVE: 1 INACTIVE: 0 MICRO DATE:                DECEASED/CONTENTION:   OVR: N

ACTIVE STUDENT DATA =====
                    SCHOOL/COLLEGE: VET. MEDICINE
                    DEGREE OBJECTIVE: PHD
                    MAJOR: MEDICAL MICROBIOLOGY

INTERNAL TRANSCRIPT REQUEST =====
ENTER PRINTER NAME: _____
ENTER NUMBER OF COPIES: _____
INTERNAL FORMAT?: Y

ALL TRANSCRIPTS PRODUCED MUST BE FOR OFFICIAL UNIVERSITY USE ONLY
AND SHOULD NOT BE RELEASED TO STUDENTS OR EXTERNAL USERS.

REFER ALL OTHER TRANSCRIPT NEEDS TO THE REGISTRAR.
```

The DO screen can be used to print unofficial transcripts for administrative use. These transcripts must be treated with utmost confidentiality.

The **KEY:** field for the DO screen consists of:

- the student's social security number

To print a transcript (you must be in the “5” transaction mode (5DO instead of 6DO in the **TRX:** field):

- tab to the **ENTER PRINTER NAME:** field and type in your printer node name
- enter the desired number of copies to print in the **ENTER NUMBER OF COPIES:** field
- press <Enter>

**Note:** The printer name must be a valid IMS printer node name. The print device must be capable of printing 132 columns and 66 rows of data.

**DP SCREEN**

November 1, 2001

### DP SECONDARY KEY SELECTION SCREEN - Degree Program Maintenance

```

      S E C O N D A R Y   K E Y   S E L E C T I O N

UPDATE          TRANSACTION: DEGREE PROGRAM
OPTION:         TRX: 6DP   KEY: 00000000>
SELECTION:      *** ENTER A SELECTION NUMBER FROM THIS SCREEN ***
      EFF              MAJOR      MAJOR
      TERM            DEGREE      NUM      LITERAL      SCHL  STATUS
1     199902         MS           0575     MED-MICROBIOL  09  GRADUATED
2     200102         PHD           0575     MED-MICROBIOL  09  ENDED
3     200105         MA            0281     ENGLISH        01  ACTIVE
2     200108         MS           0115     BIOLOGY        01  ACTIVE

```

Use the DP SECONDARY KEY SELECTION screen to quickly ascertain a student's active degree program.

The **KEY:** field for the DP SECONDARY KEY SELECTION screen consists of:

- the student's social security number
- a greater than symbol (>)

**Note:** The above example shows a student in a Graduate Dual Degree Program, pursuing two graduate degrees concurrently. The example below is of a student in a combined degree program, pursuing both graduate and undergraduate degrees concurrently.

```

      S E C O N D A R Y   K E Y   S E L E C T I O N

UPDATE          TRANSACTION: DEGREE PROGRAM
OPTION:         TRX: 6DP   KEY: 000000001
SELECTION:      *** ENTER A SELECTION NUMBER FROM THIS SCREEN ***
      EFF              MAJOR      MAJOR
      TERM            DEGREE      NUM      LITERAL      SCHL  STATUS
1     199009         BBA            0004     ACCOUNTING     02  ACTIVE
2     199101         MACC           0004     ACCOUNTING     02  ACTIVE

```

**FA SCREEN**

November 1, 2001

**FA SCREEN - Fee Assessment**

TCP00608		R E G I S T R A T I O N		S Y S T E M		14:54:42		10/08/01	
OPT:	TRX:	6FA	KEY:	000000000200108130					
*** ENTER DATA FOR UPDATE ***									
SSN:	000 00 0000	NAME: WASHINGTON, GEORGE							
BEGINNING TERM..	200108	2001	FALL	FULL FEE INDIC:					
SCHOOL CODE.....	09	VET. MEDICINE	UNDERLOAD:		OVERLOAD:		---		
DEG OBJ CLASS.	PHD	05	GRADUATE	EXT FEE-DATE:		/ /		CODE: ---	
DEPT.....	MMB 211	MED MICRO &		DATE GENERATED:		08/09/2001			
MAJOR.....	0575	MED-MICROBIOL		FEE HISTORY CNT:		03			
RESIDENT STATUS.	2 ZZ 999	NON-RESIDEN		----- ASSESSMENT		-----		WAIVER	
HRS ENRL: 9.0		W: .0	WF: .0	V: .0	NON-RESIDENT		3564.00	4	
WITHDRAWAL: 00/00/0000		CD: %	.000		MATRICULATION		25.00		
				TRANSPORTATION FEE		53.00			
				TECHNOLOGY		75.00			
----- COURSE SCHEDULE		-----		PACKAGE: ACTIVITY		38.00			3
CALL	HRS	COURSE	OFFC	GR	SES	ATHLETIC	38.00	3	
55201	3.0	GENE8920			A	HEALTH	139.00	3	
30756	6.0	MMIB9000			A	RAMSEY	50.00	3	
				TR MATR WAIVER		.00			.0
				LATE REGISTRATION		.00			
				LATE PAYMENT		.00			
				CREDITED AMOUNT		153.00			
				REFUND DUE		.00			
				TOTAL DUE		.00			

The FA screen is used to display the fees assessed for the hours of course work in which a student is registered during the associated term.

The **KEY:** field for the FA screen consists of:

- the student's social security number
- a term code
- a billing subdivision
- a program level

**Note:** If the SSN is the only information entered into the **KEY:** field, you will be taken to the FA SECONDARY KEY SELECTION screen (see page 12).

**Field descriptions for the FA screen**

**Note:** FA screens are not maintained indefinitely after grades are posted. The data is periodically purged. The CM screen should be used as the official source of work completed in prior terms. The FA screen should be used to review assessed fees currently in progress and those pre-scheduled for future terms.

**ASSESSMENT - *Fee Assessment Categories***

An itemized list of the categories for which a student may be assessed a fee. If a fee has been assessed for a particular category, the assessed amount is shown.

**CD - *Withdrawal Reason Code***

A two-position code which indicates the reason for withdrawal from the University.

Valid Codes:

- 01 - Personal
- 02 - Academic
- 03 - Military
- 04 - Death
- 05 - Disciplinary
- 06 - University error
- 11 - Illness
- 12 - Accident
- 13 - Illness in family
- 14 - Medical
- 15 - Employment
- 16 - Transferring
- 17 - Financial
- 18 - Course cancellation
- 20 - Other
- 47 - Loan funds cancel
- 48 - Non-payment
- 49 - Acct. Rec. cancel
- 50 - Partial paid
- 60 - Overpayment

**COURSE SCHEDULE - *Confirmed Course Schedule***

The student's confirmed schedule for the referenced term. Course information provided: call number, course hours, course id, off campus code (if applicable), grade, and session.

**DATE GENERATED - *Date Generated***

The date in which the latest fee assessment was generated.

Valid Format:

MM/DD/YYYY

**FEE HISTORY CNT - *Latest Fee Sequence Number***

A count of the number of fee history segments associated with the schedule summary segment.



**FULL FEE INDIC - Full Fee Indicator**

This field is used to request fee assessment in excess of the number of hours scheduled.

Valid Codes:

Blank or 00 -	Assess hours scheduled
01 - 11 -	Assess hours indicated in this field or hours scheduled (whichever is greater)
12 -	Assess full fees
41 -	Assess for 1 hour (temporary)
42 -	Assess for 2 hours (temporary)
43 -	Assess for 3 hours (temporary)
44 -	Assess for 4 hours (temporary)
45 -	Assess for 5 hours (temporary)
46 -	Assess for 6 hours (temporary)
47 -	Assess for 7 hours (temporary)
48 -	Assess for 8 hours (temporary)
49 -	Assess for 9 hours (temporary)
50 -	Assess for 10 hours (temporary)
51 -	Assess for 11 hours (temporary)
52 -	Assess for 12 hours (temporary)
62 -	Assess full fees (used for outgoing National Student Exchange only)

**OVERLOAD - Hours Overload**

A two-position code which indicates the maximum number of credit hours in which a student may enroll.

**UNDERLOAD - Hours Underload**

A two-position code which indicates the minimum number of credit hours in which a student may enroll.

**WAIVER - Fee Waiver Codes**

Valid Codes:

A -	Academic Common Market
B -	Consular Office/Depend
C -	GA military personnel
D -	Sponsored foreign student
E -	International exchange
F -	Senior citizen
G -	Grad asst emp by Grad Sch
H -	Off campus
I -	Industry/Trade/Tourism (added 06/02/99)
J -	Full-time employee
K -	GBLA-Grad Bus Law assist
L -	Other administrative
M -	Sum-grad asst SP 4,5,6
N -	Graduate asst to be
O -	Regents superior undg
P -	Public teacher/dependent
Q -	Quarter stu taking semester c
R -	Terminated prior to mid
S -	Semester stu taking qtr c
T -	Dependent of GA resident
U -	Univ system employee
V -	***** not used *****
W -	Termed asst after midpt
X -	Asst trm by withdrawal
Y -	Regents law
Z -	Grad res or coop deg prgm

Continued on next page

- 0 - Reset to not waived
- 1 - Less than 33% grad assnt
- 2 - Program internal use
- 3 - Stu - less than 6 hours
- 4 - Less than 50% grad assnt
- 5 - FDIG - fac dev in GA
- 6 - More than 50% grad assnt
- 7 - 100% UGA employee
- 8 - Regents waiver
- 9 - Spouse 100% employee

***WITHDRAWAL - Withdrawal date***

The effective date of withdrawal from the University. Note that this date is associated with a complete withdrawal from the curricular program (billing subdivision) associated with the referenced term.

Valid Format:

MM/DD/YYYY

***% - Refund percentage***

The percentage of refund authorized for withdrawal. The amount authorized is determined by the number of class days expired at the time the student officially withdraws through the Office of Student Affairs.

**GA SCREEN**

November 1, 2001

## GA SCREEN - Graduation Application

F7SGA1	COMPREHENSIVE STUDENT ACADEMIC RECORD SYSTEM	10/09/01
DATABASE: GRADUATION	SEGMENT: APPLICATION	
OPT:	TRX: 6GA KEY: 0000000001	
SSN: 000 00 0000	NAME: WASHINGTON, GEORGE	BIRTHDAY: 04/06/1964
SOURCE: ACTIVE 1	INACT 0 UGRAD ADM 0	GRAD ADM 1 GRDATION 1
	CREATED: 10/20/1999	
APPLICATION STATUS: G	GRADUATED	EXPECTED GRAD TERM: 200102
DATE REQMENTS COMPLETED:	05/12/2001 (MM/DD/YYYY)	
DEG OBJ: MS	MAJOR1: 0575 MED-MICROBIOL	SCHL: 09 VET ACADEMIC LVL: 30
	MAJOR2:	DATE RECD CREATED: 08/05/2000
DT APPLIED: 08/16/2000	DATE UPD: 05/17/2001	UPDT BY: XYZ000
ADVISOR/M PROFESSOR	SSN: 111 11 1111	WASHINGTON, MARTHA
DIPLOMA NAME:		(LAST NAME, FIRST)
DIPLOMA ADDRESS: 04/03/2001	ADDR RESTRICTION CODE: N	ADDRESS TYPE: D
	STREET : 000 COLLEGE STATION RD	
	CITY : ATHENS	STATE: GA
	ZIP CD : 30602 0000	COUNTRY: US PHONE:
REPRINT CHECKSHEET?	DIPLOMA ORDERED? YES	DATE ORDERED? 05/23/2001
ADDITIONAL APPLICATIONS? Y	SUPRESS DIPLOMA MAJOR? N	

The GA screen is used to manage the graduation system.

The **KEY:** field for the GA screen consists of:

- the student's social security number
- an application number

**Note:** If the SSN is the only information entered into the **KEY:** field, you will be taken to the GA SECONDARY KEY SELECTION screen (see page 12).

**Field Descriptions for the GA screen**

**APPLICATION STATUS - *Status of Graduation Application***

Valid Codes:

- A - Active
- D - Deactivated
- F - Frozen (still active)
- G - Graduated
- I - Inactive - student did not graduate as anticipated and did not notify the Graduate School for two successive terms as to the new graduation date. The student is notified and must reapply to graduate.
- P - Pending - a computer-generated application has been mailed to the student, but the application has not been returned.

**DATE REQMENTS COMPLETED - *Date Requirements Completed***

The actual date the final requirement is reported to the Graduate School. The date used is usually the graduation date of the term. An earlier date in the term may be entered for students who are cleared before the end of the term (prior to the last day of classes).

Valid Format:

MM/DD/YYYY

**EXPECTED GRAD TERM - *Expected Graduation Term***

The anticipated final term prior to graduation (200205 = August 2002 graduation).

**SK SCREEN**

November 1, 2001

**SK SCREEN - Checklist Segment**

TCP00357		S T U D E N T S Y S T E M				10/09/01				
DATABASE: STUDENT		SEGMENT: CHECKLIST SEGMENT				12:18:27				
OPT: TRX: 5SK KEY: 000000000		*** ENTER DATA FOR UPDATE ***								
SSN: 000 00 0000 BIRTHDAY: 01/24/1980		NAME: WASHINGTON, GEORGE								
CITIZENSHIP CD: C		INACT SOURCE: 0		UNDERGRAD SOURCE: 1						
FOREIGN WAIVER:		BASE SOURCE: 1		GRADUATE SOURCE: 0						
*** NEEDS MMR ***										
R	DEPT	CHECKLISTING	DEPT	ADDED	EFFECTIVE	TERM	USERID	ENDED	CODE	L
	FF24	HEALTH SERVICES	F	08/25/2001	08/25/2001		NIJ140	00/00/0000		I
-	F266	LOAN FUNDS		09/26/2000	09/26/2000		AMS031	11/02/2000	H	I
				/ /	/ /			/ /		-
				/ /	/ /			/ /		-
				/ /	/ /			/ /		-
				/ /	/ /			/ /		-
				/ /	/ /			/ /		-
				/ /	/ /			/ /		-
				/ /	/ /			/ /		-
				/ /	/ /			/ /		-
				/ /	/ /			/ /		-
				/ /	/ /			/ /		-
				/ /	/ /			/ /		-
				/ /	/ /			/ /		-
				/ /	/ /			/ /		-
				/ /	/ /			/ /		-

The SK screen is used to maintain checklist segments (flags).

The **KEY:** field for the SK screen consists of:

- the student's social security number

Flags are in effect until the date in the **ENDED** field is reached. A blank end date means the flag is active. The **CODE** field is a four-position field that departments can use to summarize why a flag was put on a student's record. For instance, a Graduate School flag which has "POD" in this field could mean that "Proof of Degree" is required before the flag will be lifted..

**Note:** Some flags are located above the field headings - these flags will be highlighted.

International Students (citizenship code = A) are automatically flagged for insurance verification until a waiver is entered by the Office of International Education. These waivers will have an expiration term code after which the student must clear again.

**Note:** Graduate Coordinators should be aware of the methods used to hold the registration of new graduate students with conditions of admission. The AU screen displays "COND OF ACCEPT" which is a hold that must be cleared prior to the student's first registration as a graduate student. No flag code will appear on the SK screen for these students. If the code FB16 appears on the SK screen, it indicates a second term flag - the student is allowed to register for the first term but is then held from all future registrations until the flag is removed by the Graduate Records Office. Caution - some students may have both types of hold on their registration.

**VE SCREEN**

November 1, 2001



**VE SCREEN - Previous Education**

```

TCP00357           S T U D E N T   S Y S T E M                10/09/01
DATABASE:  STUDENT                     SEGMENT:  PREVIOUS EDUCATION   15:09:01
OPT:      TRX:  6VE  KEY:  000000000

SSN:  000 00 0000 BIRTHDAY:  04/06/1964 NAME:  WASHINGTON, GEORGE
STUDENT STATUS:  AP           INACT SOURCE:  0  UNDERGRAD SOURCE:  0  MATR:
FEE PAID: P HSTR:          BASE SOURCE:  1  GRADUATE SOURCE:  1  MATR: 199902
  DATE      DEG      INSTITUTION     PREV  HOURS  TRANS      SRC TRMS CAMP
  YYYYMM PND DEGREE  LEV CODE      NAME    GPA  ERN BASE RECEIVED  G/U ATTD CODE
198802  C  FORP      P F900996 U PEDRO H U  .00   0  Q    /  /      G
200105  C  MS        M F001598 UNIV. OF GA  3.67  0  Q    /  /      G
                                     /  /
                                     /  /
                                     /  /
                                     /  /
                                     /  /
                                     /  /
                                     /  /
                                     /  /
                                     /  /
                                     /  /

```

The VE screen displays a student's previous educational experiences. Data is sequenced by date of last attendance at the referenced institution.

The **KEY:** field for the VE screen consists of:

- the student's social security number

**Note:** Degrees which have not been confirmed with official transcripts are loaded in the **PND** field of the associated school with codes of "P" (pending). Earned degrees are coded in the **PND** field of the associated school with codes of "C" (confirmed).

**Undergraduate Admissions**

Data is displayed for the last high school and all colleges attended. GPAs and hours are entered.

**Graduate Admissions**

Only those institutions from which degrees have been or will be earned are entered. GPAs and hours are not entered.