

University System of Georgia Semester Conversion

Answers to Frequently Asked Questions

This list of frequently asked questions will be revised and updated as additional information becomes available. Questions that have been updated or added are labeled as such.

Policy Issues

Student System Issues

Accounts Receivable Issues

Financial Aid System Issues

Georgia Enhancement Issues

Policy Issues

Q1: Do colleges and universities have an option to convert all academic history from quarter hours to semester hours?

Q8: Will the Curriculum (CIR) and Room Utilization (RUR) extracts use the same Regents' term codes as used by SIRS? **(UPDATED 6/26/98)**

Q9: Will the Curriculum (CIR) extract be modified to accept the expanded 5-position course number field length? **(UPDATED 6/26/98)**

Q10: Will OIIT provide any scripts to correct records already entered using non-standard codes? **(UPDATED 6/26/98)**

Q11: Will the Board of Regents still collect utilization statistics from the second full week of Fall Term? If not, please define the window? **(QUESTION ADDED 6/26/98)**

Q12: Are any adjustments being made with respect to system reporting time tables under the semester time calendar?

(QUESTION ADDED 6/26/98)

Student System Issues

Q1: Will my curriculum rules (SOACURR) and all the program definitions need to be rewritten to include the new level? **(UPDATED 6/26/98)**

Q2: How will the summary strip information appear on grade mailers? Will the grade mailer program be rewritten to indicate both quarter hours and semester hours?

Q3: Must I create a new General Stude(n)2((m)10(ru)2(le)002 Tc.81(n)2(e)1(ra)1()002 Tc.8Te)-1(rsio)2(n)

Q9: What impact will semester conversion have on CAPP graduation requirements and program substitutions?

Q10: Will I need to inactivate all the courses in my quarter catalog? (UPDATED 9/22/98)

Q11: Should I include quarter-level information on my semester catalog and schedule restrictions?

Q12: Will I need to rewrite my Admissions Checklist Rules? (UPDATED 6/26/98)

Q13: We have a few programs that students may only enter in the summer and then must complete in sequence; this means that a set of students will begin this summer under quarter but then complete under semester. How will BANNER calculate this?

Q14: What forms related to General Student, Academic History, and Registration require review?

Q15: Are there any problems associated with transfer articulation? (UPDATED 6/26/98)

Q16: Why do you need new level codes for semester conversion? (QUESTION ADDED 6/26/98)

Q17: The instructions require the loading of the semester strip before any early registration for fall. We do not see that as a requirement. Why was this recommendation made? (QUESTION ADDED 6/26/98)

Q18: I have just started looking at the OIIT semester conversion scripts and noticed that the student record script (ZGBSTDN.SQL) always replaces the column SGBSTDN_LEVL_CODE_2 with sem_level_code when a student record is inserted. Should this column be populated if the student does not have a secondary curriculum? (QUESTION ADDED 6/26/98)

Q19: Is OIIT going to provide a script/direction on updating all transfer catalogs from quarter to semester? Maybe institutions could post catalogs somewhere so that information could be imported into appropriate tables? (QUESTION ADDED 6/26/98)

Q20: Will prerequisite checking take into consideration prior coursework taken at the quarter level? (QUESTION ADDED 6/26/98)

Q21: Is there a problem with using both quarter and semester courses in calculating the program GPA in CAPP? I have been entering and testing a program and noticed that the program GPA was 0.00 for my test student who has only quarter courses (level UG). The native level for the program is US. The manual states that program GPA uses only the native level for calculation. Therefore, instead of having an inflated GPA as anticipated,

our quarter courses are not being averaged into the GPA at all. **(QUESTION ADDED 6/26/98)**

Q22: How do we convert future quarter term codes to semester term codes that are already present on the BANNER database? We have miscellaneous tables and numerous recruiting and application records with term codes of 199809 and beyond. **(QUESTION ADDED 6/26/98)**

Q23: What is the transfer articulation process and what forms are required to complete it? **(QUESTION ADDED 6/26/98)**

Q24: How do I handle Fall 1/298 Semester Conversion-Transfer Credit? **(QUESTION ADDED 6/26/98)**

Accounts Receivable Issues

Q1: What are schools doing with detail codes for semesters? **(QUESTION ADDED 6/26/98)**

Q2: Are there any concerns regarding refunding and financial aid disbursement? **(QUESTION ADDED 6/26/98)**

Financial Aid System Issues

Q1: What changes need to be made in the 1998-99 Financial Aid rollover process to accommodate semester conversion? Specifically, can the RORROLL process be used?

Q2: Are there any adjustments to the HOPE Scholarship or book money that need to be addressed now?

quarter hours to semester hours, how will BANNER calculate these tiers beginning fall semester? (**QUESTION ADDED 6/26/98**)

Q6: Standards of progress for financial aid eligibility are an issue since we will not be calculating quarter hours to semester hours. How will BANNER handle the calculation of a combination of quarter to semester hours to determine eligibility in regards to standards of progress? (**QUESTION ADDED 6/26/98**)

Q7: How do I set up semester level records for students in ZHAHOPE? (**QUESTION ADDED 6/26/98**)

Q8: Once this setup is complete, how do I process HOPE records? (**QUESTION ADDED 6/26/98**)

Georgia Enhancement Issues

Q1: Which Georgia Enhancement forms must be reviewed?

Policy Issues

Q1: Do colleges and universities have an option to convert all academic history from quarter hours to semester hours?

A1: No, the University System of Georgia will NOT be converting quarter hour credit histories. Per a memorandum to Registrars and2(is)1(t2(l)-2(N)7(Ohis)1(t)1(t2(l)-001 Tw [(E)2(n)1(h)6(an)

a decimal number, semester conversion hours should be rounded to the nearest whole number.

(Source: Barry Fullerton, Board of Regents)

Q3: Will the STVTERM, STVSUBJ, and STVLEVL tables be populated by OIIT with the standardized values? (UPDATED 6/26/98)

A3: Originally, OIIT planned to release the standardized values. With most institutions already using the new codes, no release is planned.

STVTERM - Term Code Validation Form

YYYY02 - Winter/Spring Semester

YYYY05 - Summer Semester

YYYY08 - Fall Semester

Such as:

199808 - Fall 1998

199902 - Winter 1999

199905 - Summer 1999

STVLEVL - Level Code Validation Form

UG - Quarter System Undergraduate

US - Semester System Undergraduate

GR - Quarter System Graduate

GS - Semester System Graduate

CE - Continuing Education

The Semester Conversion Level Code Translation Table (ZOBSCLV) and the Semester Conversion Level Code Translation Form (ZOASCLV) were delivered in the March release. This new form/table is used to translate each institution's quarter level codes to the new semester level codes. This file is located on the ftp.peachnet.edu server in the following location:

/Sw-Dist/banner/prod/gamod/21/semester/semester_conv.tar

(Source: SIS Committee)

Q4: Have other standardized codes been mandated? (UPDATED 6/26/98)

A4: Yes. The SIS Committee approved all the following codes:

STVCLAS - Class Code Validation Form

NOTE: The use of the following codes will require the use of attributes to calculate class standing properly.

BANNER Code	Equivalent SIRS code
FR - Freshman	10
SO - Sophomore	20
JR - Junior	30
SR - Senior	40
JE - Joint Enrolled from High School	11
VT - Vocational/Technical	05
TU - Unclassified Undergraduate (Transient)	50
SU - Unclassified Undergraduate (Other) Non-Degree	51
AU - Auditor Only	52
SG - Post Baccalaureate (bachelor's degree required)	60
GR - Graduate	70
MS - Graduate Masters	70
DR - Graduate PHD	70
PA - First Professional A	80
PB - First Professional B	81
MD - Medical/Dental/Vet/Intern/Resident	90

STVRESID - Residence Code Validation Form

- 0 - Undeclared/Unknown
- R - Georgia Resident
- N - Non-Resident

STVSTST - Student Status Code Validation Table

- AS - Active Student
- IS - Inactive Student

STVCITZ - Citizen Type Code Validation Table

- R - Resident Alien
- C - Born US Citizen
- N - Naturalized US Citizen
- A - Alien Non-Resident

STVETHN - Ethnic Code Validation Table

- A - Asian or pacific islander
- B - Black (non-Hispanic)
- H - Hispanic
- I - American Indian/Alaskan Native
- M - Multi-racial
- W - White (non-Hispanic)

STVSSTS - Section Status Code Validation Table

- A - Active

I - Inactive
C - Cancelled

STVCSTA - Course Status Code Validation Table

A - Active
I - Inactive
P - Pending Curriculum Committee/Academic Affairs Approval

STVTEC - Test Code Validation Form

Add the codes:
PX1R - Praxis 1 Reading
PX1W - Praxis 1 Writing
PX1M - Praxis 1 Math

STVNCST - Non-Course Requirements Status Code Validation Form

Add the code:
S2 - CPC requirement satisfied by SAT II test

(Source: SIS Committee)

Q5: When, and how often, should the conversion process developed by OIIT be run? (UPDATED 6/26/98)

A5: The OIIT process to create the summary strip should be run before Fall Semester registration. If you plan on preregistering for Fall Semester during Spring Quarter, you should run the summary strip calculation process during each end-of-term processing for the prior quarter terms; specifically, you should run after Spring Quarter and after each Summer Quarter part of term.

Database triggers for automatically recalculating quarter to semester grade or credit hour changes will execute on SHRLGPA whenever an insert or update is made on the table. The triggers will first check if it is a quarter level being updated. Then the triggers will update or insert the converted data to the record in SHRTGPA using the translated semester level record from table ZOBSCLV. The triggers will also cause the semester level SHRLGPA records to be recalculated.

Because of performance reasons, you should disable these triggers when any batch process is run to recalculate GPAs, such as SHRGPA or SHRGRDE.

Your DBA should disable the triggers using the following commands:

```
ALTER TRIGGER zt_shrlgpa_cnv_row disable
```

```
ALTER TRIGGER zt_shrlgpa_cnv_stm disable
```

(Source: OIIT)

Q6: What steps must be performed by institutions electing to preregister for Fall Semester during the Spring? (UPDATED 6/26/98)

A6: Below is an outline of the minimum setup required:

Table changes

STVTERM - Term Code Validation Form

YYYY02 - Winter/Spring Semester

YYYY05 - Summer Semester

YYYY08 - Fall Semester

Such as:

199808 - Fall 1998

199902 - Winter 1999

199905 - Summer 1999

STVLEVL - Level Code Validation Form

UG - Quarter System Undergraduate

US - Semester System Undergraduate

GR - Quarter System Graduate

GS - Semester System Graduate

CE - Continuing Education

Academic History

- x Leave quarter history "as is"
- x Convert totals from quarter hours to semester hours
(Multiply quarter hour quality points and hours by 2 and divide by 3)
- x Process Semester Hours Summary line to SHAPCMP

NOTE: OIIT has delivered a process (zhrcgpa.shl) for conversion of summary totals and population of SHAPCMP.

This script should be run according to the following timeline:

- x Before Fall Semester preregistration
- x After Spring Quarter
- x After each Summer Quarter part of term

See discussion of triggers in answer to previous question.

Student Record Data

- x Leave old SGASTDN records alone
- x Create new SGASTDN/SGBSTDN records for first semester term at the equivalent semester level (only required for all "active" student records)

Catalog

- x STVSUBJ - Add new Subject codes as necessary
- x Build new semester catalog
- x Add new levels and level restrictions (if applicable)
- x Inactivate quarter courses

Schedule

- x Check levels and level restrictions (if applicable)

Admissions

- x SAACHKB - Admissions checklist rules should be reviewed in case term or level specific

General Student

- x SOACURR - Curriculum rules should be reviewed and potentially modified
- x

(Source: Cathie Hudson, Board of Regents)

Q9: Will the Curriculum (CIR) extract be modified to accept the expanded 5-position course number field length? (UPDATED 6/26/98)

A9: Yes.

(Source: Cathie Hudson, Board of Regents)

Q10: Will OIIT provide any scripts to correct records already entered using non-standard codes? (UPDATED 6/26/98)

A10: Yes. Institutions should continue to use already established local codes until scripts are provided by OIIT to convert the local values to University System standards. No date has been set for the availability of these scripts.

(Source: OIIT)

Q11: Will the Board of Regents still collect utilization statistics from the second full week of Fall Term? If not, please define the window. (UPDATED 6/26/98)

A11: Due dates for collection of SIRS and CIR for 1998 ½1999 will be as follows:

SIRS and CIR Census and Due Dates for 1998 ½1999

Term	SIRS and CIR Census Dates	SIRS Due Dates	CIR Due Dates
Summer Quarter	July 27, 1998	August 3, 1998	August 10, 1998
Fall Semester	September 28, 1998	October 5, 1998	October 12, 1998
Spring Semester	February 22, 1999	March 1, 1999	March 8, 1999

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Fall 1998

Major/Department Rules and Minor Rules are attached directly to Base Rules. In a Major Attachment Rule, major is required, and department is optional. When department is not

Enter only programs that are curriculum-dependent (the Curriculum Dependent checkbox for the program is checked on SMAPRLE).

Base curriculum rules can be defined without program codes, and the program code can be updated from blank to a value in an existing base curriculum rule.

Level. Enter the level appropriate for the base curriculum rule. If a program code is assigned to a base curriculum rule, the level of the program rule (from SMAPRLE) must agree with the level in the base curriculum rule.

Campus. Enter the campus appropriate for the base curriculum rule, if the base rule is restricted to a specific campus. If the base curriculum is valid on all campuses, you can leave the field blank, and campus is treated as a wildcard value. A base rule with no campus entered is valid for any campus.

College. Enter the college appropriate for the base curriculum rule. If a program code is assigned to a base curriculum rule, the college of the program rule (from SMAPRLE) must agree with the college in the base curriculum rule.

Degree. Enter the degree appropriate for the base curriculum rule. If a program code is assigned to a base curriculum rule, the degree of the program rule from (SMAPRLE) must agree with the degree in the base curriculum rule.

Term. Enter the term in which the base program rule becomes effective.

Primary. Check the primary curriculum indicator if degree records should be created or updated when the base curriculum values are present in a student 1/2s primary curriculum. When a new base curriculum rule is built, the value will default from the value currently maintained on the Curriculum Rules Control Form (SOACTRL). This checkbox can be changed at any time.

Secondary. Check the secondary curriculum indicator if degree records should be created or updated when the base curriculum values are present in a student 1/2s secondary curriculum. When a new base curriculum rule is built, the value defaults from the value currently maintained on the Curriculum Rules Control Form (SOACTRL). This checkbox can be changed at any time.

Locked. Check the lock indicator when the curriculum rule has been

rules checking goes into effect for all users immediately, based upon the curriculum rules

Q2: How will the summary strip information appear on grade mailers? Will the grade mailer program be rewritten to indicate both quarter hours and semester hours?

A2: For Fall 199808 Semester, the grade mailers will show the term data in semester

- x Regarding advisement, one five-credit course in a three-course sequence, for example, would not qualify as meeting a prerequisite requirement. For the most part, the answer to this one is, "It all depends." Students should check (and double check) with their academic advisors.

(Source: Barry Fullerton, Board of Regents)

End-of-Term Processing

- x End-of-term processing should not take place until all academic history rule forms and validation tables have been examined and modified as necessary. The only way a semester-level course would be considered a repeat of a quarter-level course is if the quarter-level course were identified as an equivalent course on SCADETL. This situation could present a problem because there is no and/or logic associated with the e44(s)-1y(,)5(ia)-1(l)-2(s)-1(e)n (s)e-1((t)-2(he)-)-2(e)4(m)-2()5(c)-s-20

will be entered in the semester level ZORHTGA Block. To work around this, the amounts will have to be zeroed out (manually updated) and not deleted, so that they will not be pulled in again. ZORHGPA should then be run to accumulate and determine if checkpoints and eligibility have been affected for the quarter undergraduate level work.

use the overall level GPA (as stored in shr1gpa) as a criterion. Since the level GPA includes the converted quarter level hours, that GPA will be correct.

(Source: SCT)

Q10: Will I need to inactivate all the courses in my quarter catalog? (UPDATED 9/22/98)

A10: The preferred method is to end the course on SCABASE. This can be done in batch via an SQL script to update the SCBCRKY_TERM_CODE_END field to be equal to the last term the quarter catalog was used. OIIT has developed a script, zcbrky.sql, to terminate the quarter catalog once the semester conversion is complete. The scripts to terminate the quarter catalog are available on the ftp.peachnet.edu server in the /banner/beta/gamod/21/2111 directory.

The .shl file executes zcbrky.sql & zcbrky_out.sql in that order. The first .sql updates zcbrky_term_code_end and zcbrky_activity_date in the zcbrky table where the zcbrky_term_code_start is less than an inputted term value. The second .sql creates a list (zcbrky.lis) file from the zcbrky table of what was updated by the first .sql.

When you are confident that you have used the quarter catalog for the last time, probably after end-of-term processing for the term before conversion, the data base administrator should run zcbrky.sql to close out the catalog to prevent future use and errors.

WARNINGS: Make sure that ALL catalog information is converted before running zcbrky.sql. ONCE THE QUARTER CATALOG IS TERMINATED, IT CANNOT BE REGENERATED.

- Grade Code Substitution Form
Rules should be built for semester course level
STVTLVL -
Transfer Level Code Validation Form
Rules should be built for semester-level codes
STVCALD -
Calendar Type Code Validation Form
Review multiplier definitions
(Source: OIIT/SCT)

Q15: Are there any problems associated with transfer articulation? (UPDATED 6/26/98)

A15: On the Transfer Articulation Institution Form (SOABGTA), you should set the

Q21: Is there a problem with using both quarter and semester courses in calculating

(Transfer Course Form) - This form is used to enter the student's transfer institution and transfer attendance information. The Transfer Institution block and the Transfer Attendance Period block must be completed prior to a successful roll of articulated courses.

be entered on SHATATC. This is the only form that allows entry and maintenance of equivalent course data. The "and/or" parameters can be used to indicate how courses are articulated. NOTE: the institution must be on STVSBGI and SOABGTA. Data entered here is used in SHATAEQ (see below) for evaluating the Transfer Articulation.

x SHATRTA

(Transfer Articulation Attributes Form) - This form maintains course attributes. Courses must have been articulated. Attributes default in from the catalog when articulation is performed on SHATAEQ (see below). If attributes do not exist in the catalog, they can be entered. Attributes will roll to Academic History. Transfer institution information must be built in SHATRNS. Courses will not show on this form after they are rolled to Academic History from SHATAEQ.

x SHATAEQ

(Transfer Articulation Evaluation Form) - This form is the one in which the articulation process occurs. The transfer institution and attendance period information must be on the transfer course form SHATRNS prior to articulation. If courses from the sending institution exist on the SHATRNS form prior to an articulation, they must be removed by deleting them back to the evaluation form.

Semester Undergraduate/Graduate Level Codes

½US ½ = Undergraduate (Semester)

½GS ½ = Graduate (Semester)

Creation of semester hour courses w/ semester hours applied

i.e.: English 101 = 3 semester hours for the ½US ½ level vs. English 1011 = 5 quarter hours for the ½UG ½ level. The hours will default from the catalog into the schedule section, then through the Grade Roll process into Academic History, creating the permanent transcript record where the appropriate course level and semester hours are calculated into term and cumulative totals.

x Transfer Articulation

Multiplier (found in STVCALD-Calendar Validation Table) is critical! If the sending institution is a quarter-hour institution, calendar code for the sending institution must be quarter to semester hour. If the sending institution is a semester-hour institution, then the calendar code must be semester to semester hour.

x Term totals

Beginning with the Fall 1998 term, Georgia state institutional courses

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CAPP program GPA calculations are based on 1/2 native 1/2 course level (1/2US 1/2), set up in the Program Definition Rules Form (SMAPROG). The overall GPA in CAPP is pulled in from the Academic History cumulative total.

x Recommended Method for Posting

Transfer Course Form (SHATRNS) must be complete before articulation or direct entry can take place. In Transfer Attendance Period block, "Apply to Level" field must be 1/2US. 1/2 In the Equivalent Course Detail block, 1/2US 1/2 level is also required for either direct entry or articulated courses. Once subject and course # are entered, system will validate back to the catalog & the valid 1/2US 1/2 level courses in catalog. If the course is found, hours and course title will default from the catalog information.

x If quarter hours have already been posted,

- o Same as above.

The SOABGTA, SHATGRD, SHATATC, SHATATR, SHATAEQ, and SHATRNS forms are required to produce the valid quarter or semester hour results in the appropriate quarter- and semester-hour academic history

Then, in SHATRNS, for AP one (1), delete the AP information with the quarter-hour effective term and ½UG ½ level, and re-create the AP information with the new semester hour effective term and ½US ½ level.

Return to SHATAEQ and delete the previously articulated courses and save.

Then, re-create the courses with the new effective term, articulate the courses, and roll the courses to SHATRNS. The result should show semester hour course(s) in the equivalent course block.

and has quarter hour course(s) in a quarter hour term and a correction is required in the quarter hour term?

From SHARAEQ, delete the previously articulated coursework from SHATRNS back into the evaluation form. Then, add any additional course(s) and/or correct the previous course(s), re-articulate all of the courses, and roll the courses to SHATRNS. The result should show the quarter hour courses in the equivalent course block.

Accounts Receivable Issues

Q1: What are schools doing with detail codes for semesters? (QUESTION ADDED 6/26/98)

A1: Most of the schools indicated that they are using the same detail codes and changing the description.

(Source: A/R Subcommittee)

Q2: Are there any concerns regarding refunding and financial aid disbursement? (QUESTION ADDED 6/26/98)

A2: During summer term 1999, most institutions will have semesters with many terms.

Refunds have not been working correctly with parts of terms in the past. There are supposed to be corrections to this process, which currently have not been tested. The problem with disbursement is that it will pay the financial aid to a student who is registered but not yet attending class because the student is expected to attend in a later part of term for the semester. If that student never attends the class for which money has been disbursed, the student is not eligible for the money.

(Source: A/R Subcommittee)

Financial Aid System Issues

Q1: What changes need to be made in the 1998-99 Financial Aid rollover process to accommodate semester conversion? Specifically, can the RORROLL process be used?

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(Source: OIIT)

Q6: Standards of progress for financial aid eligibility are an issue since we will not be calculating quarter hours to semester hours. How will BANNER handle the calculation of a combination of quarter to semester hours to determine eligibility in regards to standards of progress? (QUESTION ADDED 6/26/98)

A6: The process is in development and will be coded to look at level and the conversion of quarter to semester hours will happen "on the fly" in the background processing.

(Source: OIIT)

**Q7: How do I set up semester level records for students in ZHAHOPE?
(QUESTION ADDED 6/26/98)**

A7: Use the following steps to set up semester-level records.

- 1. A script will be available that will create semester-level records for**

(Source: OIIT)

Q8: Once this setup is complete, how do I process HOPE records? (QUESTION ADDED 6/26/98)

A8: Use the following steps to process HOPE records.

- 1. Run transfer recalculation for quarter level.**
- 2. Run transfer recalculation for semester level.**
- 3. View semester transfer records to ensure that they are in chronological order. If not, you will need to zero out the information that is out of order and re-enter that information under the appropriate quarter level term so the information will be evaluated in the correct sequence. If the information is out of order, the checkpoints may not be calculated correctly.**
- 4. Run accumulation for semester. The runtime parameters will include an option to set this process to run quarter accumulation before running**

- **CPC Fulfilling Courses Rules Form and ZOALHCF**
- **History/Constitution Fulfilling Courses Rules Form**
 Establish rules using semester course detail and hours
- **ZOASLVL**
- **Regents' Student Level Rules Form**