Banner 9

Student

Course Substitutions

Updated February 2017
Confidential Business Information

This learning guide is based upon SunGard Higher Education Banner documentation. This document is for use at Stephen F. Austin State University for the purpose of training; the information contained is considered confidential.

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OVERVIEW

Session Overview

Introduction
Under certain circumstances, advisors may find it necessary to pull in a course that is currently not required on the degree evaluation for an individual student.

Course Substitutions allow replacement of a required course subject and number for another course subject and number in order to satisfy a specific area requirement.

Course Substitutions are entered on a student-by-student basis and should not replace curriculum changes.

Prerequisites
The following are prerequisites for completing this session:
- Navigational Training

Expected Outcomes
At the end of this session, participants will be able to enter, update, remove course substitutions to satisfy degree (or area) requirements for a student.

Learning Guide Icons

In this Banner training manual, watch for these icons to highlight important information.

- Indicates an important trap to avoid.
- Indicates a shortcut or tip.
- Indicates an important warning regarding the form or data entry.
- Indicates hands-on exercise or activity.

Training Information

Banner INB Forms

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Entering a Course Substitution

1. Log in to Banner 9.

2. Access the Student Targets, Waivers, and Substitutions Form SMASADJ.

3. In the ID field, enter student ID. Or if you do not know the ID number, you can perform a name search.

4. In the Term field, enter 000000. You do not enter anything in the Catalog field. Click ‘Go.’

5. You may be asked to add the student to the Student Adjustments Library. Click Add.

If the student has a record or appears on the Student Adjustments Library, the Forms window (see below) will not open. Skip to step 8.
6. You will be taken to a subform of Student Adjustments Library SMASLIB. The student's name and ID number will automatically appear.

Save the student to the SMASLIB form. Click the Return button in the top left corner.

The student will not have a record in the library and you cannot make any course substitutions until you Save the student to the Student Adjustments Library.

You are taken to the SMASLIB form which lists all students in the Student Adjustments Library.
Your student will appear on the list. No adjustments have been made to your student so no boxes will be check marked.

7. Exit the SMASLIB form by clicking on the white X in your tool bar.

8. You have now returned to the SMASADJ form. Click 'Go.'

9. Click on the Substitutions icon.

A second form will appear entitled Substitutions.
10. In the Substitutions block, enter the Course Subject and Course Number for the course that is REQUIRED by the degree under the Requirements Subject and Course fields.

11. Enter the Course Subject and Course Number for the course that is REPLACING the required course under the Substitutions Subject and Course fields.

12. Enter the Action code in the Action field. You will only be able to enter a code of SUB for Substitutions. If you click on the down arrow under “Action,” the SUB code will automatically be entered.
13. Do NOT enter the number of credit hours that are being substituted. Even though no hours are entered, ONLY substitute like hours for like hours. If there is a difference in the hours or if the course is a variable credit course, you will need to submit a request for an adjustment to Graduation@sfasu.edu.

14. Hit Save to save the substitution you just entered.

Click the Return button in the lower right hand corner to return to the original SMASADJ form.

You have completed entering the Substitution.

You will need to run a Degree Evaluation (CAPP) in SSB Banner for the student to make sure that the Substitution takes effect appropriately.

IF the substitution does not appear to be working STOP and contact the Degree Audit Specialist or Graduation Specialist for help.
All Tracking

Tracking Audit Trails are automatically created when adjustments (like a Substitution) are made to a student’s record. You can manually add text to these entries. Tracking is a way to make notes on the Substitutions you have made. You may also see other Tracking notes made by other departments for the selected student.

The student will not have Tracking Audit Trails unless an adjustment has been made to the student’s record.

You cannot add or delete Tracking Audit Trail Records. You can, however, add, change, or delete the Tracking text.

Tracking text does NOT appear on the degree evaluation.

1. On the SMASADJ form, click on the icon next to All Tracking.

A second form will appear entitled Other Adjustments Tracking.

You can use your Up and Down Arrow keys to view other Tracking notes/messages.
2. Select the Tracking Audit Trail Record you want to add text to by using the Up and Down Arrow keys. Be sure to select the Tracking Audit Trail Record that has the appropriate Table, Term, User, and Activity Date.

The Table field will have one of three options:

- **OVERALL** Overall Tracking Record
  - Where general notes are made regarding the student’s adjustments/degree plan.

- **SMTSSUB** Student Adjustment Substitution
  - Created when a substitution is created.

The Term field will have the term you made the Substitution effective.

Your user name will appear in the User field.

The Activity Date field will show the date the Substitution was made.

3. **Click** in the Text Tracking block. Add text in the field under Text Tracking.

⚠️ There is limited space within the text fields. If you keep typing in the same text field NOTHING will appear. You will need to Arrow Down to the next line.
4. Click **Save** to save your text/note.