



UNIVERSITY OF MANITOBA

Aurora Student

Reinstating Students: Inactive & Suspended

BANNER 8

General Information

Students who are away from the university for more than one year will become inactive (IS). To reinstate **inactive** students, follow **Steps 1 and 2**.

Students who have been **suspended** will need an academic assessment overridden. To reinstate **suspended** students, follow **Steps 1 through 6**.

1 – Load SGASTDN

- Enter student ID; Next block.
- Check *effective term*.

Internet Native Banner - ba8next with webutil: Open > SGASTDN

General Student SGASTDN 8.3X (BA8NEXT)

ID: 007673526 Banderas, Antonio G. Student Summary Term: [] View Current/Active Curricula

General Learner

New Term: 200990 Fall 2009

Student Status: IS Inactive

Student Type: A New

Residence: C Canadian Citizen

Fee Assessment Rate: REG Regular Student

Class: []

Full or Part Time: Full Time Part Time None

Additional Information

Site: []

Session: []

Block: []

Citizenship: []

2 – Update Effective Term

- Select the arrow beside New Term and choose “Create New Effective Term”.

Internet Native Banner - ba8next with webutil: Open > SGASTDN

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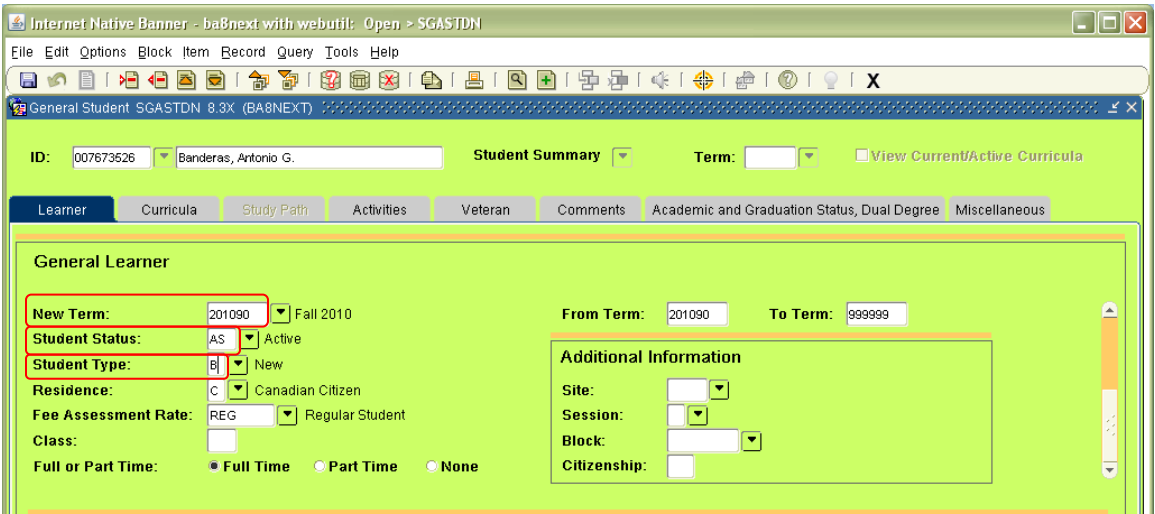
Option List

List of Terms

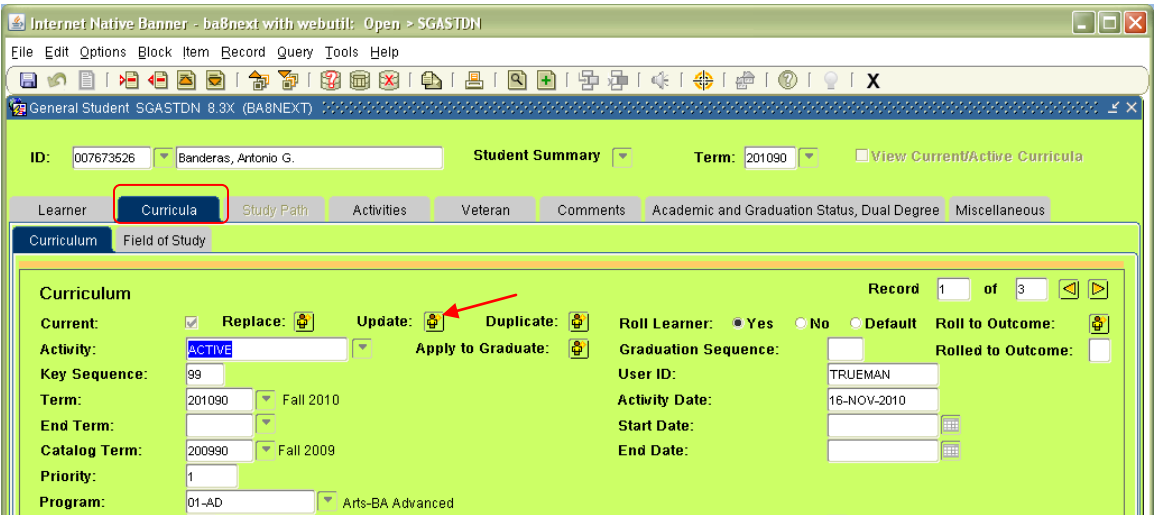
Create New Effective Term

Cancel

- Enter the term in which student returns.
- Enter the Student Status AS (Active).
- Update the Student Type, if necessary.
 - If the Student Type was previously A, or New (most commonly a U1 student), and they are now continuing, the Student Type code must be updated to B, Continuing.



- Click on Curricula Tab, click on Update (term and catalog term will update to the appropriate effective term).
- **SAVE.**



If REINSTATING SUSPENDED STUDENTS, continue with steps 3 through 6 below.

3 – Update Academic Status

- Click on Academic & Graduation Status Tab.
- Note the existing Suspension *Academic Status*.
- Enter the *Academic Standing Override* of RE (Reinstated).
- Enter the *Academic Status Override Term* (ie. current term).
- **Save.**

The screenshot shows the 'Academic and Graduation Status, Dual Degree' tab in the SGASTDN system. The 'Academic Status' section is highlighted with a red box and contains the following fields: 'Academic Term' (200990), 'Academic Status' (S1 Suspension for 1 Year), 'Academic Standing Override' (RE Reinstated), and 'Academic Status Override Term' (201090). A red arrow points to the 'Academic Term' field. The 'Graduation Status' section is also visible, with fields for 'Expected Graduation Date', 'Graduation Term', and 'Graduation Year'.

4 – If Applicable Update SGASTDN Record for Winter Term

Note: Normally, a new SGASTDN record is not created for students who are returning and continuing in the same program, major, minor, etc. However, because the Academic Standing override done in the Fall Term does not affect the existing Winter Term Academic Status, an Academic Status override will also be required for that future term to allow for registration in that term. To do this, a new SGASTDN record for that term must be created.

- Roll Back. Leave Term blank; Next Block.
- Select the arrow beside New Term and choose “Create New Effective Term”.
- Enter the term that follows the current term to make it the effective term for the SGASTDN record.
- Click on Curricula Tab, click on Update (term and catalog term will update to the appropriate effective term).
- **Save.**

The screenshot shows the 'General Learner' tab in the SGASTDN system. The 'New Term' field is highlighted with a red box and contains the value '201110' with a dropdown arrow pointing to 'Winter 2011'. Other fields include 'Student Status' (AS Active), 'Student Type' (B Continuing), 'Residence' (C Canadian Citizen), 'Fee Assessment Rate' (REG Regular Student), 'Class' (empty), and 'Full or Part Time' (radio buttons for Full Time, Part Time, None). The 'Additional Information' section includes fields for 'Site', 'Session', 'Block', and 'Citizenship'.

5 – If Applicable Update Academic Status for Winter Term

- Click on Academic & Graduation Status Tab.
- Note the existing Suspension *Academic Status*.
- Enter the *Academic Standing Override* of RE (Reinstated).
- Enter the *Academic Status Override Term* (ie. the next term).
- **Save.**

The screenshot shows the SGASTDN web application interface. At the top, the student ID is 007673526 and the name is Banderas, Antonio G. The term is set to 201110. The 'Academic and Graduation Status, Dual Degree' tab is selected. In the 'Academic Status' section, the 'Academic Term' is 200990, the 'Academic Status' is S1 (Suspension for 1 Year), and the 'Academic Standing Override' is RE (Reinstated) for the 'Academic Status Override Term' of 201110. The 'Graduation Status' section includes fields for 'Expected Graduation Date', 'Graduation Term', and 'Graduation Year'.

6 - Bring Forward Procedures

Keep a record for yourself to update the student's record after the end of the revision period for the winter term.

For students reinstated in 20XX90 and wanting to register in both fall and winter terms, remove the Academic Status override in the 20XX10 term **AFTER** the **end of the 20XX10 term voluntary withdrawal date**, thereby allowing the student to drop courses up to and including the voluntary withdrawal date.

The academic standing override for winter term is removed so that the academic assessment for the winter term will be calculated correctly. The winter term academic assessment will then be based on the academic standing at the end of fall term rather than on the academic standing override that was given for winter term.

- Go to SGASTDN.
- Enter student ID and effective term, ie. the term following reinstatement (ex. 20XX10); Next Block.
- Go to the Academic and Graduation Status tab.
- Delete the Academic Standing Override (RE) and the Override Term (20XX10).