



UNIVERSITY  
OF MANITOBA

Registrar's Office

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# **Reinstating Inactive Or Suspended Students Banner 9**

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May 2018

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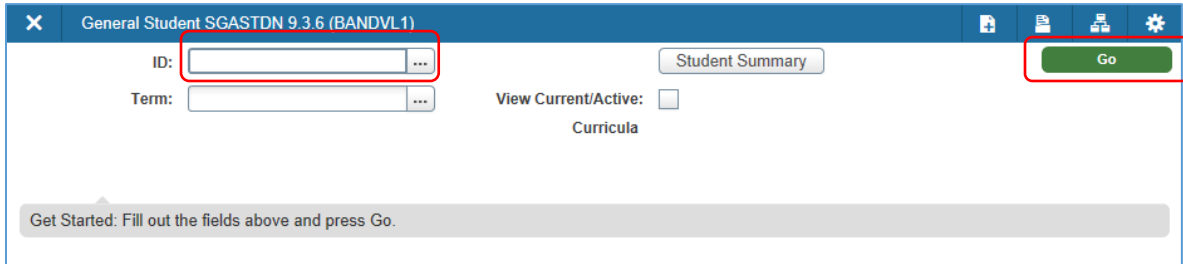
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## General Information

- Students away from the University of Manitoba for more than one year become inactive (IS).
- Suspended students will need an academic assessment override.

## Reinstating Inactive Students

1. In SGASTDN, enter the **student number** in the ID field, leave the TERM field blank, and click GO.



General Student SGASTDN 9.3.6 (BANDVL1)

ID:  ...

Term:  ...

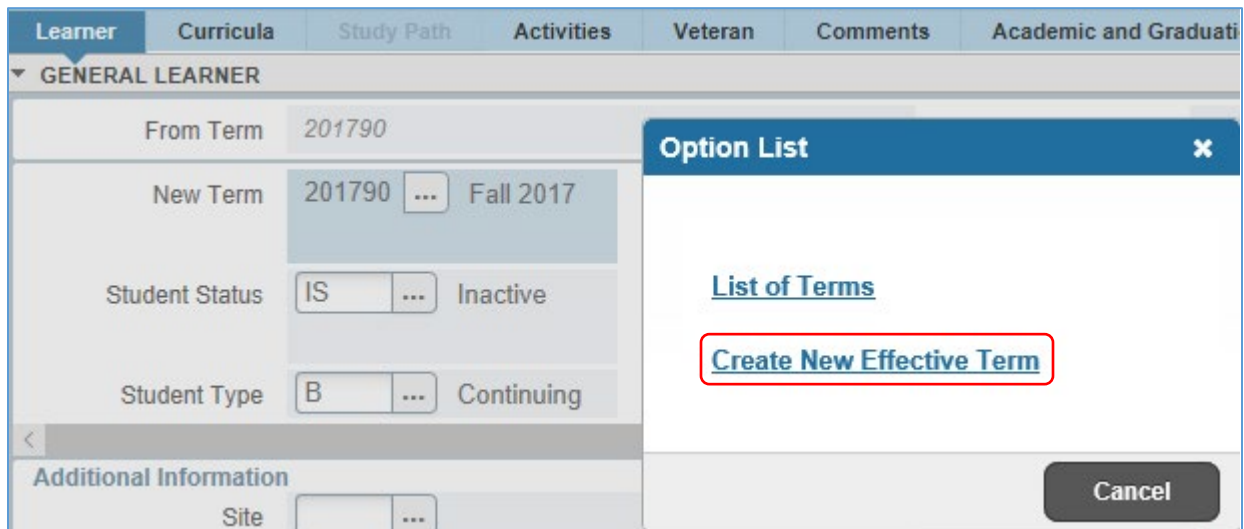
View Current/Active:  Curricula

Student Summary

Go

Get Started: Fill out the fields above and press Go.

2. Click the LOOKUP [. . .] button beside the NEW TERM field, and select CREATE NEW EFFECTIVE TERM from the Option List.



GENERAL LEARNER

From Term 201790

New Term 201790 ... Fall 2017

Student Status IS ... Inactive

Student Type B ... Continuing

Additional Information

Site  ...

Option List

List of Terms

Create New Effective Term

Cancel

3. Enter the **term** the student will return in the NEW TERM field.
4. Enter **AS** in the STUDENT STATUS field.
5. Updated the STUDENT TYPE field if necessary.
  - a. If the STUDENT TYPE was previous **A** (New) and they are now **B** (Continuing), the STUDENT TYPE must be updated accordingly.

Learner	Curricula	Study Path	Activities	Veteran
▼ GENERAL LEARNER				
From Term	201850			
New Term	201850 ...	Summer 2018		
Student Status	AS ...	Active	Fee	
Student Type	B ...	Continuing		
Additional Information				
Site	...			
Session	...			
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6. Select the CURRICULA tab.
7. Click UPDATE; the TERM will update automatically.
  - a. If needed, update the CATALOG TERM field in the CURRICULUM section and the CATALOG field in the FIELD OF STUDY SECTION.

The screenshot displays a software interface with several tabs: Learner, **Curricula**, Study Path, Activities, Veteran, Comments, Academic and Graduation Status, Dual Degree, and Miscellaneous. The **Curricula** tab is active, showing a 'Curriculum / Field of Study' section. Below this, there are buttons for 'Replace', **Update**, 'Duplicate', 'Roll to Outcome', and 'Apply to Graduate'. The 'Update' button is highlighted with a red box. Below the buttons is a table with columns: Current, Activity, Key Sequence, Term, Term Description, End Term, End Term Description, and Catalog Term. The first row is checked and contains: ACTIVE, 99, 201850, Summer 2018, and 201690. The 'Catalog Term' field is highlighted with a red box. Below the table is a 'Curriculum Status Details' section with fields for Program (10-JD), Level (UG), Campus (M), College (10), Degree (1002), and Start/End Dates. Below this is the 'FIELD OF STUDY' section, which includes a table with columns: Current, Activity, Status, Term, Type, Type Description, Priority, and Catalog. The first row is checked and contains: ACTIVE, INPROGRESS, 201850, MAJOR, Major, and 1 201690. The 'Catalog' field is highlighted with a red box. Below the table is a 'Field of Study' section with fields for Field of Study (045), Department, and Start/End Dates.

8. SAVE (bottom right corner).

## Reinstating Suspended Students

1. Complete steps 1-8 as indicated in the [Reinstating Inactive Students](#) section.
2. Click on the ACADEMIC & GRADUATION STATUS, DUAL DEGREE tab.

Note the ACADEMIC STATUS field indicates SU (Suspension).

3. Enter **RE** (Reinstated) in the ACADEMIC STANDING OVERRIDE field.
4. Enter the current term in the ACADEMIC STATUS OVERRIDE TERM field.
5. SAVE.

The screenshot shows the 'Academic and Graduation Status, Dual Degree' tab selected. The 'ACADEMIC STATUS' section is expanded, displaying the following fields:

Academic Term	201810	Progress Evaluation		Combined Academic Standing	
Academic Status	SU	Progress Evaluation Override	[...]	Combined Academic Standing Override	
Academic Standing Override	RE Reinstated	Progress Evaluation Override Term	[...]	Combined Academic Standing Override Term	
Academic Status Override	201810				

At the bottom right, there is a **SAVE** button.

If applicable, repeat all steps to update the SGASTDN record for Winter Term. Normally, a new SGASTDN record is not created for students who are returning and continuing in the same program, major, minor, etc. However, if the Academic Standing Override is done in the Fall Term, the existing Academic Status for Winter Term is not affected. The status for Winter Term is still **SU**. An Academic Standing Override for Winter Term will be required to allow registration. A new SGASTDN record will need to be created.

## Bring Forward Procedures

Keep a record of changes to update student records after the end of revision period for Winter Term.

Remove Academic Status Override in 20XX10 term after 20XX10 Voluntary Withdrawal Date for students reinstated in 20XX90 wanting to register in both Fall Term and Winter Term. Thus, allowing student to drop courses up to and including the Voluntary Withdrawal Date.

The Academic Standing Override for Winter Term is removed to allow Academic Assessment for Winter Term to be properly calculated. The Winter Term Academic Assessment will 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.

In SGASTDN, enter the **student number** in the ID field and the **effective term** subsequent to reinstatement in the TERM field; click GO.

The screenshot shows the 'General Student SGASTDN 9.3.6 (BANDVL1)' form. The 'ID' field is empty and the 'Term' field contains '201810'. Both fields are highlighted with red boxes. A 'Go' button is also highlighted with a red box. The form includes a 'Student Summary' button and a 'View Current/Active: Curricula' checkbox. A message at the bottom reads: 'Get Started: Fill out the fields above and press Go.'

Select the ACADEMIC AND GRADUATION, DUAL DEGREE tab.

Delete the Academic Standing Override (RE) and the OVERRIDE TERM (20XX10).

SAVE.

The screenshot shows the 'Academic and Graduation Status, Dual Degree' tab. The 'ACADEMIC STATUS' section is expanded, showing a table with columns for 'Academic Term', 'Academic Status', 'Academic Standing Override', and 'Academic Status Override Term'. The 'Academic Standing Override' row shows 'RE' and 'Reinstated', and the 'Academic Status Override Term' row shows '201810'. Both are highlighted with red boxes. A 'Delete' button is also highlighted with a red box. The bottom of the form shows 'Activity Date 05/04/2018 09:27:00 AM', 'Activity User CARREIRO', and a 'SAVE' button highlighted with a red box.