

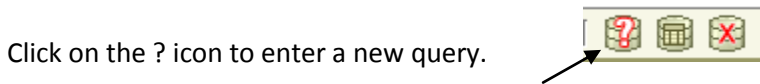
Ithaca College Office of the Registrar HomerAdmin Documentation: Query Data on a Form: SFASTCA, SHASTAT, SCACRSE

Knowing how to enter and execute a query can help you find information faster. If you know some piece of the information you are looking for, this function will allow you to only see what records contain that piece of data.

SFASTCA: Registration information for a student by term.

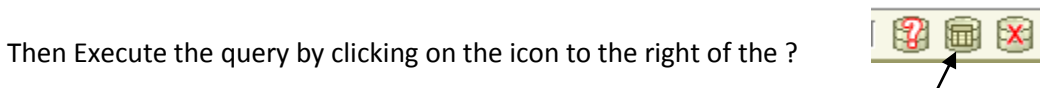
We often get requests for what date/time a student attempted to add or drop a course. This table holds all of that information, but can be difficult to read. First, each transaction is first recorded in a temporary table, then, if successful, is recorded in a base table. So, depending on what you're looking for, you can eliminate records by entering either TEMP or BASE in the Source field on the right side of the form. Unsuccessful registration attempts would appear in the TEMP tables and the Registration Error message the student received would appear in the Message field on this table. Successful registration transactions appear in both the TEMP and the BASE tables, so if you only want to see what a student was successful in registering for or dropping, you would type BASE in the Source field.

Enter the Term Code and Student ID number in the key block and then Next Block.



Enter data in the fields to show only those transactions you wish to review.

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="BASE"/>
Course Status	Status Date	Add Date	Message					User	Activity Date	Error Flag		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					<input type="text"/>	<input type="text"/>	<input type="text"/>		



The query below was executed with no restrictions to show examples:

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source
<input type="text" value="5"/>	<input type="text" value="201120"/>	<input type="text" value="21448"/>	<input type="text" value="MATH"/>	<input type="text" value="11100"/>	<input type="text" value="07"/>	<input type="text" value="ITH"/>	<input type="text" value="UG"/>	<input type="text" value="S"/>	<input type="text" value="4.000"/>	<input type="text" value="4.000"/>	<input type="text" value="4.000"/>	<input type="text" value="BASE"/>
Course Status	Status Date	Add Date	Message					User	Activity Date	Error Flag		
<input type="text" value="RVV"/>	<input type="text" value="30-JUN-2010"/>	<input type="text" value="30-JUN-2010"/>	<input type="text"/>					<input type="text" value="WWWV_USER"/>	<input type="text" value="30-JUN-2010 08:37:33"/>	<input type="text"/>		
Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source
<input type="text" value="6"/>	<input type="text" value="201120"/>	<input type="text" value="21106"/>	<input type="text" value="PHYS"/>	<input type="text" value="16000"/>	<input type="text" value="01"/>	<input type="text" value="ITH"/>	<input type="text" value="UG"/>	<input type="text" value="S"/>	<input type="text" value="0.000"/>	<input type="text" value="3.000"/>	<input type="text" value="3.000"/>	<input type="text" value="TEMP"/>
Course Status	Status Date	Add Date	Message					User	Activity Date	Error Flag		
<input type="text" value="DVV"/>	<input type="text" value="30-JUN-2010"/>	<input type="text" value="30-JUN-2010"/>	<input type="text" value="Closed Section"/>					<input type="text" value="WWWV_USER"/>	<input type="text" value="30-JUN-2010 08:38:24"/>	<input type="text" value="F"/>		

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SHASTAT: Academic Status Information

In the key block, you can narrow the list considerable by selecting level, campus, college (school), degree, program, or major.

Once you've narrowed the list in the key block and perform Next Block, you will see a list of students that meet the criteria entered in the key block.

You can scroll down the list to see further information in the bottom block on each student, or you can perform another query in the block to narrow the list further.

Term: 201040 Spring 2010
 Level: UG
 Campus:
 College: CO
 Degree:
 Program: JOUR-BA
 Field of Study Type:
 Field of Study Code:

Academic Standing					
Status	Date	Last Name	First Name	Middle Initial	ID
CS	20-MAY-2010	VanDusen	Vincent	Ho	454545454

Curricula Summary - Primary

Priority	Term	Program	Catalog	Student Type:	Level	Campus	Rate:	College	Degree	
1	201020	Journalism	201020	Undergraduate		Ithaca		Park School of Communic	Bachelor of Arts	
End:		Outcome Key:		Admission Type:	Regular Admission		Admission:	200920	Matriculation:	200920

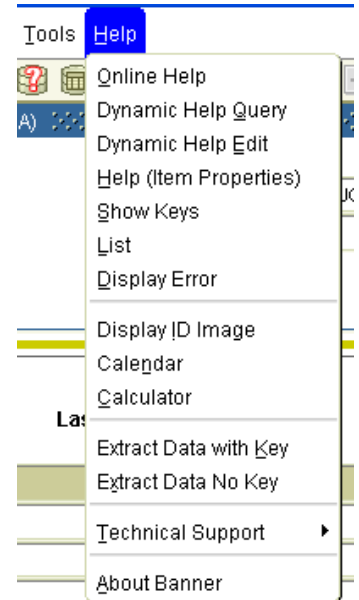
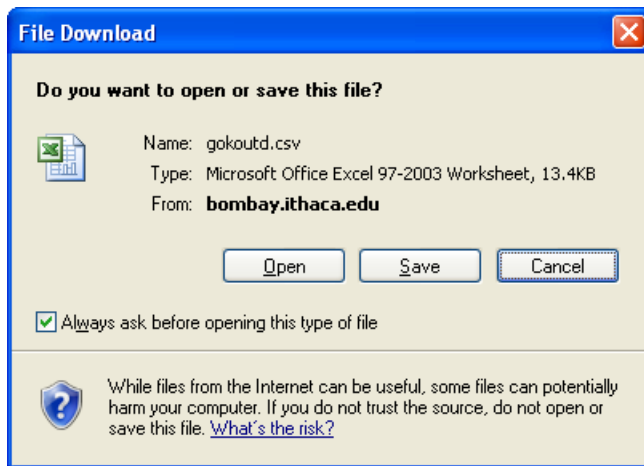
Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201020	Major	Journalism	Journalism	
1	201020	Minor	Speech Communication		

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If you wish to extract data from this form into a spreadsheet in order to create a list of students that meet specific criteria, follow these steps:

- 1) Enter the criteria for the population you wish to retrieve in the key block, then perform a Next Block.
- 2) In the Menu above the row of icons, click on Help, then click Extract Data with Key from the drop-down menu.
- 3) A new window will pop up asking you if you wish to open, save or cancel the worksheet. If you open the worksheet, the data from that block of the form will populate the spreadsheet with the criteria entered in the top row.
- 4) You now can save, sort, and filter the data in the spreadsheet for your purpose.



NOTE: Not all forms allow Extraction of Data. If the option is “grayed out”, then you may not use this feature for that particular form. You may also need to change your pop-up settings in order for this feature to work on your computer.

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SCACRSE: Course information. How to determine if a course number is available to create a new course.

Go to SCACRSE and enter the Subject Code you are looking for a course number for.



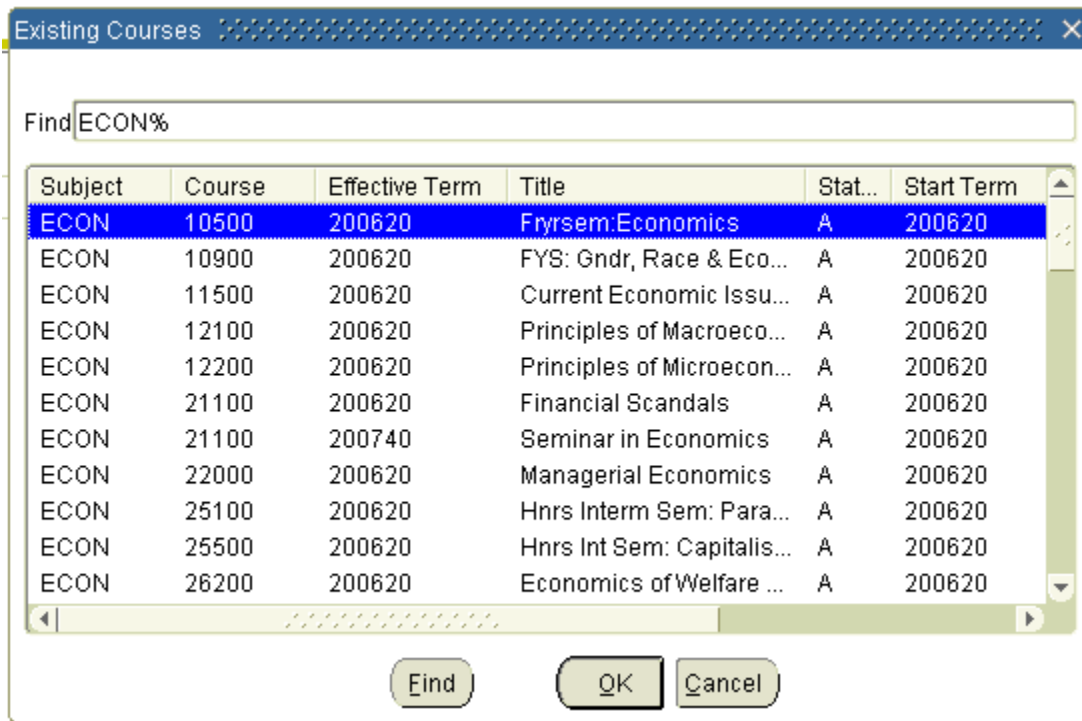
Basic Course Information SCACRSE 8.2.1 (SISQA)

Subject: Course: Term:

Course Title:

Tab to the Course field and click the LOV (List Of Values) button to bring up a list of existing courses.

This will bring up a search window of existing courses and titles. Click and drag the corner of the window to expand it so that it is easier to read and then scroll down the list to see what has not been used.



Existing Courses

Find

Subject	Course	Effective Term	Title	Stat...	Start Term
ECON	10500	200620	Fyrsem: Economics	A	200620
ECON	10900	200620	FYS: Gndr, Race & Eco...	A	200620
ECON	11500	200620	Current Economic Issu...	A	200620
ECON	12100	200620	Principles of Macroeco...	A	200620
ECON	12200	200620	Principles of Microecon...	A	200620
ECON	21100	200620	Financial Scandals	A	200620
ECON	21100	200740	Seminar in Economics	A	200620
ECON	22000	200620	Managerial Economics	A	200620
ECON	25100	200620	Hrs Interm Sem: Para...	A	200620
ECON	25500	200620	Hrs Int Sem: Capitalis...	A	200620
ECON	26200	200620	Economics of Welfare ...	A	200620

If a course number is listed in this window, it is not available to use for a new course.

When you are finished, click the Cancel button to return to the Key Block to conduct another search, or close out of the SCACRSE form altogether.