

Academic History

Day-to-Day Forms and Set Up Needed

Purpose Use this table as a guide to the Academic History day-to-day forms and the set up forms needed for each.

Day-to-Day Form	Set Up Forms Needed
Class Roster Form (SFASLST)	<ul style="list-style-type: none"> Students must be enrolled in a course to populate this form.
Class Attendance Roster Form (SFAALST)	<ul style="list-style-type: none"> See above.
Term Course Maintenance Form (SHAINST)	<ul style="list-style-type: none"> Student must have received a grade to populate this form.
Student Type Update Process (SHRTYPE)	<ul style="list-style-type: none"> See above.
Basic Course Information Form (SCACRSE)	<ul style="list-style-type: none"> Repeat/Multiple Course Rules Form (SHARPTR).
Calculate GPA Report (SHRCGPA)	<ul style="list-style-type: none"> Grade Code Maintenance Form (SHAGRDE) Grade Code Substitution Form (SHAGRDS).
Calculate Academic Standing Process (SHRASTD)	<ul style="list-style-type: none"> Academic Standing Rules Form (SHAACST)
Transcript Request Form (SHARQTC)	<ul style="list-style-type: none"> Transcript Type Code Validation Form (STVTPRT) Transcript Type Rules Form (SHATPRT)
Grade Mailer Report (SHRGRDE)	<ul style="list-style-type: none"> Term Course Maintenance Form (SHAINST)
Grade Mailer Status/Error Correction Form (SHAGCOL)	<ul style="list-style-type: none"> Term Course Maintenance Form (SHAINST) Grade Mailer Report (SHRGRDE)
Degrees and Other Formal Awards Form (SHADEGR)	<ul style="list-style-type: none"> Term Course Maintenance Form (SHAINST)