



Transfer Articulation Using Banner 7

Job Aid: Adding a New Institution

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Purpose

The Source/Background Institution Code Validation Form (STVSBGI) is used to create, update, insert, and delete source/background institution codes. Several other modules use this form to validate these codes.

Note: This form already has the necessary seed data input in the system and only needs to be reviewed. If a new institution needs to be added, follow the procedure shown below.

Banner form

Source or Background Institution	Description	Type	Source Indicator	Admissions Request	EDI	FICE	Voice Response Message Number
000003	Bryn Mawr	C	<input checked="" type="checkbox"/>	CLT1 College Transcript	Y	12345	
002078	Loyola College in MD	C	<input checked="" type="checkbox"/>	CLT1 College Transcript	<input type="checkbox"/>		
002631	Rutgers State Univ - NJ	C	<input checked="" type="checkbox"/>	CLT1 College Transcript	<input type="checkbox"/>		
003754	Virginia Poly Intst & St Univ	C	<input checked="" type="checkbox"/>	CLT1 College Transcript	Y		
0462	Athens Area Technical List	C	<input checked="" type="checkbox"/>	CLT1 College Transcript	<input type="checkbox"/>		
0929	Houston Community College	C	<input checked="" type="checkbox"/>	CLT1 College Transcript	Y		
1005	Auburn University	C	<input checked="" type="checkbox"/>	CLT1 College Transcript	Y	123456	
1008	Alcorn State University	C	<input checked="" type="checkbox"/>	CLT1 College Transcript	<input type="checkbox"/>		
102	Univ of Alaska - Fairbanks	C	<input checked="" type="checkbox"/>	CLT1 College Transcript	<input type="checkbox"/>		
1028	Austin Peay State University	C	<input checked="" type="checkbox"/>	CLT1 College Transcript	<input type="checkbox"/>		
1036	Auburn Univ at Montgomery	C	<input checked="" type="checkbox"/>	CLT1 College Transcript	<input type="checkbox"/>		
10461	Fordham University	C	<input checked="" type="checkbox"/>	CLT1 College Transcript	<input type="checkbox"/>		
1051	Ball State University	C	<input checked="" type="checkbox"/>	CLT1 College Transcript	<input type="checkbox"/>		
1060	Berea College	C	<input checked="" type="checkbox"/>	CLT1 College Transcript	<input type="checkbox"/>		
10866	Carpe Diem University	C	<input checked="" type="checkbox"/>	CLT1 College Transcript	<input type="checkbox"/>		
1094	University of Colorado	C	<input checked="" type="checkbox"/>	CLT1 College Transcript	<input type="checkbox"/>		
10975	Harvard University - Extension	C	<input checked="" type="checkbox"/>	CLT1 College Transcript	<input type="checkbox"/>		
11275	University of Toronto	C	<input checked="" type="checkbox"/>	CLT1 College Transcript	<input type="checkbox"/>		
11315	Mount Saint Vincent	C	<input checked="" type="checkbox"/>	CLT1 College Transcript	<input type="checkbox"/>		
11354	Vista Community College	C	<input checked="" type="checkbox"/>	CLT1 College Transcript	<input type="checkbox"/>		

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Source/Background Institution Code Validation Form (STVSBGI).
2	Perform an Execute Query function.
3	Review the data.
	<u>Note:</u> If you do not need to add an institution, you can click the Exit icon now.



Transfer Articulation Using Banner 7

Job Aid: Adding a New Institution (Continued)

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Procedure, continued

Step	Action
4	Perform an Insert Record function.
5	Enter a code in the Source/Background Institution field. <u>Example:</u> For practice, enter your initials.
6	Enter a description of the code in the Description field.
7	Enter <i>C</i> (for college) in the Type field.
8	Click the Source Indicator checkbox if the institution is a recruiting source.
9	Select <i>CLTI</i> (College Transcript) in the Admissions Request field to add this items to the admissions checklist.
10	Enter <i>Y</i> for Yes or <i>N</i> for No in the EDI field to indicate whether the institution is capable of receiving transcript information electronically via EDI.
11	Enter a number in the FICE field. <u>Note:</u> The FICE field is used for the Federal Interagency Commission on Education (FICE) Number assigned to each institution. If the FICE code is used as the Source/Background Institution Code, it does not need to be entered in the FICE field. A valid FICE code is required to send transcripts electronically via EDI to those institutions which are capable of receiving them. If a value exists in the FICE field, then this number will be used in the EDI process.
12	Enter a number in the Voice Response Message Number field to assign a number to the recorded message that describes the source/background institution code for telephone applications.
13	Click the Save icon.
14	Click the Exit icon.