

Using Attributes for Past Due Holds

12/16/2016

The Ellucian-delivered process for holds that restrict registration is somewhat of a 'blunt instrument' that will prevent any add or drop registration activity. This is the current setup of a sample of our various Hold codes.

Code	Description	Registration	Enrollment Verification	Transcript	Graduation	Grade	A/R	Application	Compliance	Voice Message
E1	Associate Deg or Higher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E2	Not for Career Devt or Adv	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E3	>=60 Reg Accred Inst	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E4	Mandated for Employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E5	Special Admit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F1	F1 Student Hold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FA	Financial Aid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
FH	Abuse of Foothill Bus Pass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HS	Health Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
HU	Humanities Division	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
IT	IT Scripted Reg Attempt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LL	Library/Learning Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
NS	Natural Sciences Division	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
OR	Orientation Hold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PD	Fees Past Due	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
PE	Physical Education Division	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

When a hold is placed on a student, it is placed for a date range, irrespective of term. The following image shows a student with an active 'PD' hold. While we may desire to prevent a student from registering into an upcoming term, once the hold is placed, any registration activity (adds, drops) for the current term is prohibited. This prevents students from dropping a course (which could resolve the past due issue) or adding a course (which prevents them from attending labs where apportionment is collected).

Hold Information: SOAHOLD 8.2 (TEST)

ID: A01439319 Sample Test Student

Hold Details

Hold Type: OR Orientation Hold	Reason: Missing Orientation	Release Indicator: OAS_PUBLIC
Amount: .00	From: 18-NOV-2016 To: 29-NOV-2016	Origination Code: RLSE Release Assesment/Orientation
<hr/>		
Hold Type: LL Library/Learning Resources	Reason: Assumed lost library books	Release Indicator: LGARRETT
Amount:	From: 21-JUN-2010 To: 01-JUL-2010	Origination Code: MTRC Release Hold
<hr/>		
Hold Type: PD Fees Past Due	Reason: Past Due	Release Indicator: SCULROSS
Amount:	From: 14-JAN-2010 To: 18-JAN-2010	Origination Code:
<hr/>		
Hold Type: PD Fees Past Due	Reason: Past Due	Release Indicator: RHUGHES
Amount:	From: 12-DEC-2016 To: 31-DEC-2016	Origination Code:

Following is the message that students see in self-service when attempting to register for a class when they have a hold that prevents registration.

The screenshot shows a web interface with tabs for 'Personal Information', 'Student', 'Financial Aid', and 'Employee'. The 'Student' tab is active. Below the tabs is a search bar and a 'Go' button. To the right of the search bar are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. Below the search bar is a section titled 'Add or Drop Classes'. A red arrow points to a message: 'You may not add or drop classes due to holds on your record'. At the bottom, there are links for '[View Holds | Change Class Options | Registration Fee Assessment | View Student Schedule/Receipt]'. In the top right corner, it says 'A01439319 Sample T. Student Winter 2017 Dec 16, 2016 09:46 am'.


An alternate approach would be to create a 'Past Due' attribute that would be placed on the student's record at the same time that a 'Past Due' hold is entered for the student (and automatically removed when a 'Past Due' hold is removed or given an end date). The 'Past Due' hold would be a memo only. The placing of an attribute would be an automated, custom process that Mt. SAC IT would develop so no additional data entry would be required. Following is a list of our current attributes with a new 'PD' attribute code created.

The screenshot shows a window titled 'Student Attribute Validation STVATTS 8.5.4 [C3SC:8.7.0.2] (TEST)'. It contains a table with the following columns: 'Code', 'Description', 'BOGW Indicator', and 'Activity Date'. A red arrow points to the 'PD' attribute.

Code	Description	BOGW Indicator	Activity Date
ESL	English Second Language	<input type="checkbox"/>	09-JUL-2007
FINA	Financial Aid Recipient	<input type="checkbox"/>	13-FEB-2008
FSTR	Foster Youth	<input type="checkbox"/>	21-APR-2009
HON	Honors	<input type="checkbox"/>	09-JUL-2007
HSO	High School Outreach	<input type="checkbox"/>	09-JUL-2007
NCRE	Non Credit Student	<input type="checkbox"/>	17-MAR-2008
NCVT	Non Credit Veteran Student	<input type="checkbox"/>	26-JAN-2012
NSLC	Do Not Report to Clearinghouse	<input type="checkbox"/>	25-JUN-2009
NURS	Nursing	<input type="checkbox"/>	09-JUL-2007
NVET	Applied as Veteran	<input type="checkbox"/>	09-OCT-2008
PD	Past Due Hold Student	<input type="checkbox"/>	14-DEC-2016
PROT	Prototypes	<input type="checkbox"/>	09-JUL-2007
PSYT	Psychiatric Technician	<input type="checkbox"/>	09-JUL-2007

Prior to registration for each term, IT would schedule a process to place this attribute on the Schedule Restriction screen for each Credit course, which will exclude from registration anyone with this attribute on their student record. Following is an example of the 'PD' attribute exclusion on CRN 30745 (BUSL 19) in Winter 2017 (term code 201630).

The screenshot shows a window titled 'Schedule Restrictions SSARRES 8.9 (TEST)'. It has fields for 'Term: 201630', 'CRN: 30745', 'Subject: BUSL', 'Course: 19', and 'Title: Advanced Business Law'. Below these fields are tabs for 'Department and Field of Study', 'Class and Level', 'Degree and Program', 'Campus and College', and 'Student Attribute and Cohort'. The 'Student Attribute and Cohort' tab is active. Under the heading 'Student Attribute Restrictions', there are radio buttons for 'Include' and 'Exclude', with 'Exclude' selected. Below this is a table with columns 'Attribute' and 'Description'. The first row shows 'PD' in the 'Attribute' column and 'Past Due Hold Student' in the 'Description' column. A red arrow points to the 'PD' attribute.


Additional Student Information
SGASADD 8.3 (TEST)

ID:

Term:

Student Cohort

From Term:

Maintenance

To Term:

Cohort Code	Description	Inactive	Reason
<input type="button" value="v"/>			<input type="button" value="v"/>
<input type="text"/>		<input type="checkbox"/>	<input type="text"/>
<input type="text"/>		<input type="checkbox"/>	<input type="text"/>
<input type="text"/>		<input type="checkbox"/>	<input type="text"/>
<input type="text"/>		<input type="checkbox"/>	<input type="text"/>
<input type="text"/>		<input type="checkbox"/>	<input type="text"/>
<input type="text"/>		<input type="checkbox"/>	<input type="text"/>

Student Attribute

From Term:

Maintenance

To Term:

Attribute Code	Description
<input type="button" value="v"/>	
<input type="text" value="PD"/>	Past Due Hold Student
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

Personal Information	Student	Financial Aid	Employee
Search <input type="text"/>	<input type="button" value="Go"/>	RETURN TO MENU SITE MAP HELP EXIT	
Add or Drop Classes			
Click here to Register to Vote			
Before attempting to register for a class, check to make sure the class is open (and the wait list is not filled) at the class schedule search page (https://prodssb.mtsac.edu/prod/pw_sigscsch_acceptable_use_policy.htm) prohibits intentionally or negligently performing an act that places an excessive load on a computer that other users may be denied service. Use of scripts or excessive, repeated unsuccessful registration attempts may result in the placement of a temporary hold on your account.			
To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.			
Without petitioning, students may enroll in up to 18 units each semester and up to 7 units each summer and winter intersession. Students who have completed a minimum of 15 college units in a given semester at least 3.0 and have a minimum cumulative grade point average of at least 3.0 may petition for permission to enroll in units above the maximum. Students wishing to exceed the maximum number of units allow Office (X-4380).			
MAXIMUM NUMBER OF UNITS ENROLLED			
Term	Good Standing	Probation Standing	
Spring/Fall	18	12	
Winter/Summer	7	4	
Current Schedule			
Status	Action	CRN	Subj Crse Sec Level Cred Grade Mode Title
Web Registered on Nov 30, 2016	<input type="text" value="None"/>	30878 PHIL 9 02	Credit 3.000 Standard Letter Grade Crit Thinking/Writing
Total Credit Hours:	3.000		
Billing Hours:	0.000		
Minimum Hours:	7.000		
Maximum Hours:			
Date:	Dec 16, 2016 09:56 am		
Add Classes Worksheet			
CRNs			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Banner gives us an ability to create a custom message for each error message that a student may encounter during registration. Here we have created a custom message for the 'Attribute' error, which could now also indicate that fees are past due.

Message Code	Sequence Number	Baseline Message	Custom Message	System Required	User ID	Activity Date
ACST	6	Your Combined Academic Standing is %01% which prevents registration.		<input checked="" type="checkbox"/>	SATURN	16-APR-2011
ACST	7	Your Combined Academic Standing is %01% which permits registration.		<input checked="" type="checkbox"/>	SATURN	16-APR-2011
ATTS	1	Student Attribute Restriction	Fees Past Due or Student Attribute Restriction	<input checked="" type="checkbox"/>	RHUGHES	16-DEC-2016
CAMP	1	Campus Restriction		<input checked="" type="checkbox"/>	SATURN	28-MAY-2010
CAPP	1	CAPP		<input checked="" type="checkbox"/>	SATURN	28-MAY-2010
CHRT	1	Cohort Restriction		<input checked="" type="checkbox"/>	SATURN	28-MAY-2010
CLAS	1	Class Restriction		<input checked="" type="checkbox"/>	SATURN	28-MAY-2010
CLOS	1	Closed Section %1%		<input checked="" type="checkbox"/>	SATURN	28-MAY-2010

The following screen shows us an example of the student attempting to register for a course where the 'Past Due' attribute excludes the student from registering into the course.

Search Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Add or Drop Classes

[Click here to Register to Vote](#)

Before attempting to register for a class, check to make sure the class is open (and the wait list is not filled) at the class schedule search page (<https://prodssb.mtsac.edu/governance/trustees/apbp/AP3720.pdf>) prohibits intentionally or negligently performing an act that places an exc that other users may be denied service. Use of scripts or excessive, repeated unsuccessful registration attempts may result in the placement of a temporary hold on

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Without petitioning, students may enroll in up to 18 units each semester and up to 7 units each summer and winter intersession. Students who have completed a minimum of 15 coll at least 3.0 and have a minimum cumulative grade point average of at least 3.0 may petition for permission to enroll in units above the maximum. Students wishing to exceed the m: Office (X-4380).

MAXIMUM NUMBER OF UNITS ENROLLED

Term	Good Standing	Probation Standing
Spring/Fall	18	12
Winter/Summer	7	4

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Nov 30, 2016	None	30878	PHIL	9	02	Credit	3.000	Standard	Letter	Grade Crit Thinking/Writing

Total Credit Hours: 3.000

Billing Hours: 3.000

Minimum Hours: 0.000

Maximum Hours: 7.000

Date: Dec 16, 2016 10:16 am

Add Classes Worksheet

CRNs

30745

Submit Changes

Class Search

Reset

Now the student receives a registration add error with our custom 'Fees Past Due or Student Attribute Restriction' message.

Personal Information

Student

Financial Aid

Employee

Search

Go

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Add or Drop Classes

[Click here to Register to Vote](#)

Before attempting to register for a class, check to make sure the class is open (and the wait list is not filled) at the class schedule search page (<https://prodssb.mtsac.edu/prod/acceptable-use-policy>) (<http://www.mtsac.edu/governance/trustees/apbp/AP3720.pdf>) prohibits intentionally or negligently performing an act that places an excessive load on that other users may be denied service. Use of scripts or excessive, repeated unsuccessful registration attempts may result in the placement of a temporary hold on your account.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Without petitioning, students may enroll in up to 18 units each semester and up to 7 units each summer and winter intersession. Students who have completed a minimum of 15 college units in a giv at least 3.0 and have a minimum cumulative grade point average of at least 3.0 may petition for permission to enroll in units above the maximum. Students wishing to exceed the maximum number Office (X-4380).

MAXIMUM NUMBER OF UNITS ENROLLED

Term	Good Standing	Probation Standing
Spring/Fall	18	12
Winter/Summer	7	4

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Nov 30, 2016	None	30878	PHIL	9	02	Credit	3.000	Standard Letter Grade	Crit Thinking/Writing

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 7.000
Date: Dec 16, 2016 10:17 am

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Fees Past Due or Student Attribute Restriction	30745	BUSL	19	01	Credit	3.000	Standard Letter Grade	Advanced Business Law

In summary, this approach will

1. Allow Mt. SAC to prevent registration in credit courses when students have a 'Fees Past Due' (PD) hold and attribute;
2. Allow students to drop courses as necessary regardless of the existence of a PD hold; and
3. Allow students to register into non-credit courses (such as the writing center), an activity that is important for student success and has no impact on fees.