University Registrar's Office

Friday, September 29, 2023

Spring 2024 Term Roll Preparation

Dear Colleagues,

The Banner fall-to-spring term roll will run on Monday, October 9, to establish Spring 2024 records for returning students.

Before October 9, please make sure your students' Fall 2023 data are correct by running the "VW_Term Roll" report in Jaspersoft. If data are missing, student term records will not be created for Spring 2024. The following are a few specific areas to check.

- Leaves: For students recorded as being on a Leave of Absence, be sure that "From" and "Through" dates are recorded in SGASTDN under the "Miscellaneous" tab.
- Data consistency: The Degree, Program, Major, and Graduation Term fields should match between the Fall 2023 SGASTDN record and the SHADEGR record. Discrepancies will be flagged by the "VW_Term Roll" report.
- Graduation term: Please verify that students' expected graduation terms are correct.
- Joint degree students: Please remember that the term roll does not include joint degree students. These must be updated manually before October 23.
- No fees or tuition should be manually added before October 23.

Thank you in advance.

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