SGASTDN maintains current and historical information pertaining to students admitted or enrolled at Eastern. This form is populated with the student information when a student has accepted Eastern’s offer of admission and the acceptance is entered on SAADCRV or a quick entry form, SAAQUIK, is used to admit the student.

Why use this form?

Use SGASTDN to view current information about a student including their status, level (undergraduate, graduate), college (i.e. Social Behavior, Business, etc), primary and secondary programs, class-level attributes, admit term and type, major, department, concentration, minor, residency, student type, and veteran information.

This form is automatically populated upon the student’s admission to the university. This form may not be deleted if registration or academic history exists for the term or if associated sports records exist.
What is the difference between EagleNET and this form?

- Some of the information found on SGASTDN can be viewed in EagleNET by students, faculty, or advisors.
- Information maintained in SGASTDN cannot be changed in EagleNET.
- The information that can be viewed from EagleNET is shown in the General Student Information graphic to the right.
- To view a different term in EagleNET requires the term to be selected each time, whereas in SGASTDN you can view other terms by clicking on Next Record from within the form.

Who should use this form?

This form may be used by Faculty, department personnel, Student Financial Services, Admissions, Advising, Veteran Affairs, or Records and Registration. Some examples include:

- Reviewing a student’s Primary Curricula Summary and field of study.
- Identifying the Catalog Term the student was admitted under.
- Determining a student’s residency status for the purpose of tuition assessment.
How to use this form.

1. Type SGASTND in the Go To field of the main menu and press Enter.

1. Type the individual’s ID number into the ID field of the key block or search for the person using the search function.

   ID: [ID]

2. Click Next Block 📝
   OR

2. Tab to field and type in the students last name, first name in this order. If there is more than one student satisfying the search the SGASTDN form displays. Select the students name from the Person Search Detail list or from the search arrow next to the Search Results field by double clicking on it. Press Next Block 📝 to display the students data.

3. To view only the current or active curriculum records click select the View Current / Active Curricula check box. Selecting this will limit the information displayed in the Curricula Summary, Field of Study and the Curricula tabs to the most recent record for the student. The number of records displayed in the General Learner block will include all the term records for the learner.
Click **Next Block** to advance through the tabbed sections.

The **SGASTDN Learner** tab is divided into three sections:

1. **General Learner** – shows term, status, student type, residence, fee assessment rate, and classification, FT or PT. This block displays all records for the student, from their enrollment to present. Click **Next Record** to advance through each record.

SGASTDN Quick Reference
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2. **Curricula Summary** – defines the records as primary or secondary, program details, catalog term. If **View Current** is selected in the Key Block only the most recent record for the student will display.

3. **Field of Study** – Major, Minor, and Concentration (in this order). Not all learners will have all three types displayed. If **View Current** is selected in the Key Block only the most recent record for the learner will display.

**Note:** The Auto Hint / Status line indicates the number of records available for the student that will be displayed in the **Learner** tab.
Curricula Tab

The Curricula tab is used to enter and view curriculum details for the recruit, applicant, learner, or learner outcome record.

- The learner’s record in the figure below included all records, which resulted in 12 records being retrieved. If the View Current / Active Curricula check box had been selected only the most recent record display.

- The data displayed extracts from Admissions (SAAADMS) or from the Learner Curriculum Query Form (SOILCUR), depending on which form the learner information was initially accessed from.

- The curriculum records includes transfer (if applicable) and high school information.

Field of Study Tab
This tab is used to enter and view the field of study details for the recruit, applicant, learner or learner outcome. This screen displays certain fields from the curriculum record as well as the fields located in the field of study. The Field of Study detailed screen can only be accessed from the Curricula tab.

The number of learner records available is controlled by the View Current / Active Curricula check box. If the box is selected, only the most recent record for the student displays. If there is no check mark in the box, all records for the student can be accessed.
When a student’s record has been retrieved, additional information not contained within SGASTDN maybe available by selecting Options from the menu bar.

Some of the items listed are links to areas in SGASTDN

OR

Other forms associated with or related to the data contained with SGASTDN

NOTE: The permission your Banner account has been granted determines which forms you can access.

SGASTDN Additional Tabbed Blocks

The other tabs in SGASTDN include:

- **Activities** – this screen is used to maintain learner activity information
- **Veterans** – this screen is used to maintain veteran information
- **Comments** – enter comments about a learner here. Term codes can be assigned to comments entered. This field can hold 4000 characters and will auto wrap text. Use the comments edit button for easier entering, editing and searching of text.
- **Academic and Graduation Status, Dual Degree** – within this screen are three blocks that focus on academic and graduation status’ and learner outcomes.
o **Academic Status** – view academic status, progress evaluation, and combined academic standing. You can also enter override information for the student.

o **Graduation Status** – enter or view graduation information for the student.

o **Dual Degree Block** – if a student has or is working towards dual degrees that information can be viewed or updated from this screen.

o **Miscellaneous** - this window is used to view or enter miscellaneous information about the learner, such as practical training or leave information.

<table>
<thead>
<tr>
<th>Terminology</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Learner</strong> – represents both the traditional student pursuing a degree, as well as those pursuing additional education for work or personal fulfillment.</td>
</tr>
<tr>
<td><strong>Outcome</strong> – identifies the result a learner expects to obtain after their educational experience with the university (e.g. degree, certification).</td>
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<table>
<thead>
<tr>
<th><strong>General Learner Block</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Student Status</strong> – student’s current status – Active (AS), Inactive (IS), Withdrawn (WD), Inactive due to Graduation (IG), or Dismissed (AD).</td>
</tr>
<tr>
<td><strong>Residence</strong> – indicates the residency status of the learner</td>
</tr>
<tr>
<td><strong>Fee Assessment Rate</strong> – the fee rate the student is being charged.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Curricula Summary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Catalog</strong> – term of catalog used for assessing degree requirements</td>
</tr>
<tr>
<td><strong>Level</strong> – student’s standing: undergraduate, graduate, post baccalaureate . . .</td>
</tr>
<tr>
<td><strong>College</strong> – for the current curriculum record</td>
</tr>
<tr>
<td><strong>Degree</strong> – degree for current curriculum record</td>
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</table>

<table>
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<tr>
<th><strong>Field of Summary</strong></th>
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</thead>
<tbody>
<tr>
<td><strong>Type</strong>- this is the type code for the learner field of study. It identifies whether the row is for a major, minor or concentration.</td>
</tr>
<tr>
<td><strong>Field of Study</strong>- the learners declared field of study for type.</td>
</tr>
<tr>
<td><strong>Department</strong>- represents the department the field of study is from</td>
</tr>
<tr>
<td><strong>Attached to Major</strong>- is only displayed when the type is defined as concentration.</td>
</tr>
</tbody>
</table>
Curricula Block

**Current Field** – keeps a history of changes and indicates a current record with “Y”. “N” indicates the record is not current.

**Priority Field** – first curriculum is assigned Priority 1; second curriculum is assigned Priority 2.

**Activity Field** – options include Active or Inactive. The combination of Y in Current Field and Active in this field means a current record for the learner.