

All courses that transfer as core should be updated by Admissions with the proper core code. If, however, a course should count as core (per transcript or UTSA equivalent) but does not have a core code in SHATRNS, or if it was approved through a petition, a core code should manually be added to SHATRNS. **There should be no exceptions made for core classes in DegreeWorks.** Instructions for how to add a core code to SHATRNS are listed below.

If a student has an unusual UTSA course that has been approved to count as core, please send the student's name, Banner ID, UTSA course and part of core that should be satisfied to [DegreeWorks@utsa.edu](mailto:DegreeWorks@utsa.edu). Please also state the student's special circumstance. If proof is necessary (such as a petition approval) please be sure it is uploaded to SSC-Campus prior to sending an email.

### Adding Core Code in SHATRNS

From the transcript we can see that Language, Philosophy and Culture (040) has been satisfied through ENGL 2328.

010	COMMUNICATION	ENGL1301, ENGL1302	COMPLETED
020	MATHEMATICS	MATH1314	COMPLETED
030	LIFE & PHYS SC	BIOL1406, BIOL1407	COMPLETED
040	LANG, PHIL, CULTURE	ENGL2328	COMPLETED
050	CREATIVE ARTS	ARTS1301	COMPLETED

We will need to find that course in SHATRNS. To mark it, the appropriate core code will need to be added under Course Attributes. In this case we will add 040. Save.

Transfer Course Detail SHATRNS 8.5.0.5 (PROD)

Sequence Number: 14 Term: 201610  
 Subject: ENGL  
 Course Number(s): 2328  
 Hours: 3.000 Duplicate: Group: Primary:  
 Grade: A Title: American Literature II

Sequence Number	Level	Term	Count In GPA	Subject	Course	Hours	Grade	Grading Mode	Repeat	Repeat System	Title
14	01	201710	✓	ENG	2293	3.000	TA	T	(None)	(None)	American Literature II

**Course Attributes**

Attribute	Description
JCOL	Junior College

**Course Attributes**

Attribute	Description
JCOL	Junior College
040	Humanities & Arts/Literature

When you return to DegreeWorks, that class should pull in to the appropriate core requirement.

✓ Language, Philosophy, and Culture	ENG 2293 Satisfied by	American Literature II ENGL2328 - American Literature II - Cisco College	TA	3
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## Satisfying AIS or Core Science Requirement Using an Unusual UTSA Course

Codes have been added to Banner to have a UTSA course satisfy the AIS and Science requirements in DegreeWorks. These codes should only be used if an unusual course has been approved to count in these areas. If a student has transfer credit that can apply, add the proper core code in SHATRNS.

Advisors can choose to have the DegreeWorks team apply the attribute. If that is the case, please send the student's name, Banner ID, UTSA course and part of core that should be satisfied to [DegreeWorks@utsa.edu](mailto:DegreeWorks@utsa.edu). Please also state the student's special circumstance. If proof is necessary (such as a petition approval) please be sure it is uploaded to SSC-Campus prior to sending an email.

Go to SGASADD in Banner. Enter in the current term.

Under the Student Attribute section, enter **AISW** or **030W**, depending on which core component you would like to satisfy.

The screenshot shows the Banner SGASADD 8.3 (PROD) interface. At the top, there is a header bar with the text "Additional Student Information Form SGASADD 8.3 (PROD)". Below this, there are fields for "ID:" (a greyed-out box) and "Term:" (a dropdown menu set to "201710").

The main content area is divided into two sections:

- Student Cohort:** This section has a "From Term:" field set to "201710" and a "To Term:" field set to "999999". It includes a "Maintenance" icon. Below this are columns for "Cohort Code", "Description", "Inactive", and "Reason". The "Cohort Code" dropdown is set to "PC003553". The "Description" is "Cisco Junior College". There are five checkboxes in the "Inactive" column, all of which are unchecked. The "Reason" column has a dropdown menu and five empty text input fields.
- Student Attribute:** This section has a "From Term:" field set to "201710" and a "To Term:" field set to "999999". It includes a "Maintenance" icon. Below this are columns for "Attribute Code" and "Description". The "Attribute Code" dropdown menu is open, showing a list of codes: "ATMD", "PTK", "RVTR", "AISW", and an empty field. A red arrow points to the "AISW" code. The "Description" column lists: "Apply Texas-Pre-Med", "PHI THETA KAPPA - Yes", "Reverse Transfer-Yes", and "AIS Waiver" (which is highlighted in yellow).

<input checked="" type="checkbox"/> <b>Social and Behavioral Science</b>	<b>PSY 1013</b> Introduction To Psychology	TA	3	Fall 2016
	<b>Satisfied by</b> PSYC2301 - Introduction To Psychology - Cisco College			
<input checked="" type="checkbox"/> <b>Academic Inquiry</b>	<b>STA 1053</b> Basic Statistics (Q)	IP	(3)	Fall 2016
<input checked="" type="checkbox"/> <b>Component Area Option</b>	<b>MAT 1093</b> Precalculus	TA	3	Fall 2016
	<b>Satisfied by</b> MATH2412 - Precalculus - Cisco College			

DegreeWorks will pull in an available core course to satisfy the requirement.