# Student Record Update Form

**October 2013**

## FORM DISPLAY

**Student Record Update**

<table>
<thead>
<tr>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mailing</strong></td>
</tr>
</tbody>
</table>
| 123 Aloha Ave.  
Honolulu, HI 96822 |
| **Permanent** |
| 111 Richardson Lane  
New York, NY 10002 |

### VETERAN STATUS

**Are you a veteran of the United States Armed Forces?**

- **Yes**
- **No**

If yes, and you know your active duty separation date, enter the month and year. If you do not know it at this time, please be prepared to enter it next term.

**EDUCATIONAL GOALS**

**No current educational goals on file**

- **Required**
  - Your immediate educational goal
  - Your highest educational goal
- **At:**
  - Select highest goal institution

- **Required**
  - Your career interest

Submit

## SECTIONS

### I. Address

- **Mailing** – displays student’s current mailing address in SPAIDEN. If no current MA address exists, the form will display “No current mailing address on file” in **red**, and require the student to enter a mailing address.
- **Permanent** - displays student’s current permanent address in SPAIDEN. If no current PR address exists, the form will display “No current mailing address on file” in **red**. The **UH Admissions and Records Office** link will take students to the individual campus contacts page in the MyUH tutorials, [http://myuhinfo.hawaii.edu/page/studentservices.html](http://myuhinfo.hawaii.edu/page/studentservices.html).

### II. Veteran Status

- Information will pull and populate veteran’s fields in SPAPERS.
- The following FAFSA definition of “veteran” will display when the cursor hovers over the word in **blue**.

> *Have engaged in active duty in the U.S. Armed Forces (Army, Navy, Air Force, Marines, or Coast Guard), or are a National Guard or Reserve enlistee who was called to active duty for other than state or training purposes, or were a cadet or midshipman at one of the service academies, and were released under a condition other than dishonorable*
• Students will be required to verify their veteran status, but will not be required to enter their separation date. If and when the student responds that they are a veteran and provides a separation date, this section of the form will not appear for subsequent terms.

III. Educational Goals
• Student’s Educational Goals will display if they have an existing SZAEGOL record for their current home campus within the last year.
• Required fields will be based on the student’s primary home campus and program of study.

<table>
<thead>
<tr>
<th>Data</th>
<th>MAN</th>
<th>HIL, WOA</th>
<th>HAW, HON, KAP, KAU, LEE, WIN</th>
<th>MAU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Goals</td>
<td>All students (classified and unclassified)</td>
<td>All students (classified and unclassified)</td>
<td>All students (classified and unclassified)</td>
<td>All students (classified and unclassified)</td>
</tr>
<tr>
<td>Career Interest</td>
<td>All students (classified and unclassified)</td>
<td>General or General A&amp;S majors Unclassified Students</td>
<td>All students (classified and unclassified)</td>
<td>All students (classified and unclassified)</td>
</tr>
<tr>
<td>Pre-Major</td>
<td>General or General A&amp;S majors Unclassified students</td>
<td>General or General A&amp;S majors Unclassified Students</td>
<td>Liberal Arts majors Unclassified Students</td>
<td>All students except for ABIT, ENGT and SSM majors</td>
</tr>
</tbody>
</table>

• Career Interest and Pre-Major are VPDI so the drop-down choice will be dependent on the student’s home campus. Career Interest will pull from SZACAIN and Pre-Major will pull from SZAPMAJ. These forms will be maintained by Banner Central but can be viewed by campus registrars and admissions officers.

DATA COLLECTION
• Data will be collected for all terms except any summer terms (ending in 40, 43, or 45)
• All students will be presented with the form, however, only students noted in the above chart will be presented with the Ed Goals section.
• The form will trigger when the student selects a registration-related link in the portal that requires them to select a term. Once a term is selected, the process will check the student’s records in the new form SZAPRRU. SZAPRRU simply records when a student successfully submits the Student Record Update Form for a specified term. If the student already submitted the form for the selected term and home campus, the form will not display for that same term again.

IMPLEMENTATION
• This new form will launch in October 2013 for pilot campuses Mānoa and Maui. The form will be activated for the remaining campuses in March 2014 for fall 2014 registration. At that time, the Ed Goal pop-up will cease to exist.