INTERNET NATIVE BANNER (INB) BANNER STUDENT GUIDE FOR FACULTY & ADVISORS
The Office of the Registrar takes great pride in developing and maintaining accurate academic records for the benefit of our students. You will be using a student information system, which is a significant part of this task. Specific, well defined, processes and procedures are required to do this.

While some of the daily tasks you perform will only be accomplished once or twice, others will be performed frequently throughout the semester. You can methodically enter information with the help of the standardized operating instructions in this manual.

Not all users can access all forms. Additionally, while some users might just be able to query certain forms, others might be able to maintain them. Different personnel will have access to the forms depending on the appropriate duties within the departments.

If you have any questions concerning the instructions, don't be afraid to reach out to the Office of the Registrar; we will do everything we can to assist.
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Family Educational Rights and Privacy Act (FERPA)

Specific Rights:

The Family Educational Rights and Privacy Act protects the privacy of student education records. It gives students the right to inspect and review their education records; the right to request the amendment of their education records that students believe are inaccurate or misleading; the right to consent to disclosure of personally identifiable information contained in the education records, except to the extent that FERPA authorizes disclosure without consent; and the right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. Ultimately, an institution’s failure to comply with FERPA can mean the withdrawal of federal funds by the Department of Education.

What are Education Records?

An education record is any record that contains information directly related to a student that is maintained by the institution. This includes, but is not limited to, grade information, disciplinary documentation, billing, financial aid data, and medical records.

FERPA regulations allow the release of “Directory Information” without the written consent of the student.

Except …
FERPA also gives students the right to restrict this information from the general public. ALWAYS check for confidentiality flags before releasing directory information. If you don’t have the means to verify confidentiality, please call the Office of the Registrar.

Directory Information Includes and IS LIMITED TO:

- Student’s Complete Name
- Telephone Numbers
- Addresses
- NSU E-mail Address
- Degrees and Awards Received
- Most Recent Classification and Curriculum
- Enrollment Status (full or part time)
- Term/Dates of Attendance (does not include specific daily Records or a student’s attendance pattern)
- Participation in Recognized Activities and Sport Photographs, Video or Other Electronic Image (released only in connection with official NSU publications)

Generally, all information not listed as Directory Information is considered Non-Directory and may not be released without the student’s written consent. Warning: All student information must be considered non-directory unless confirmed otherwise.
When accessing education records, University staff must have a “legitimate educational reason” to view those records. Curiosity is not a legitimate reason.

School officials, faculty, staff, student workers or any other member of our campus community are not permitted, by Law and Policy, to access student records for non-educational purposes.

Ensuring Our Students’ Privacy

• Be sensitive to student confidentiality.
• Keep confidential information, such as grades and schedules (whether on paper or computer screen), out-of-sight of passersby or office visitors.
• Remind students that they can access their own grade information through their NSUConnect.
• Use Student ID instead of a Social Security Number at all times.
• Shred confidential information.
• State clearly on your syllabus if group projects require meetings outside the classroom. Collaboration in the classroom is essential, but it is best to allow students to exchange this information among themselves.
• Use only the students NSU e-mail address when communicating with students.
• Always ask for proof of identification before providing information. Do not assume the identity of a student.
• Do not give confidential education information to parents unless the student has provided you with a release allowing such information to be shared with the parent. If you have a student release, provide only the type of information authorized in a release.
• Reminder: Rights belong to the student once he/she attends a post-secondary institution.
• Do not post grades on doors, bulletin boards, etc. using rosters, Social Security Number, Student ID, or partials of any ID numbers and any other identifiable information.
• Do not provide anyone with student schedules to assist anyone other than college employees in finding a student on campus.
• Do not leave graded tests in a stack for students to pick up. If students should come into an office to pick up graded items, have them show IDs to whoever is distributing graded items.
• Do not give grades or private information to anyone on the phone.
• Do not provide any Non-Directory information unless you have specific written consent from the student listing what information should be included and to whom the information may be given.
• Do not give information about disabilities.
• Do refer requests for student record information to the Registrar.
• Do check a student’s directory restriction on SPAIDEN before answering any questions.
• Do keep only those individual student records necessary for the fulfillment of your teaching or advising responsibilities.
• Do keep any personal records relating to individual students separate from their educational records. Private notes of a professor/staff member concerning a student that are intended for professor’s/staff member’s own use are not part of the student’s educational record.
• Do ask for only the last four digits of the CWID on exams and other documents, if
needed, to identify different students with the same name.
• Do maintain a record of all requests for access to Personally Identifiable Information,
whether those requests are honored or not.
• Do properly dispose of (shred) all papers and documents that contain the CWID/SSN.
• Do not release non-directory information such as: SSN/CWID, GPA, academic standing,
date of birth, religious preference, gender, race, ethnicity, grades, residency status,
billing, or financial aid data via the telephone.
• Do not disclose, confirm, or verify directory information by asking for non-directory
information, including, but not limited to, student’s SSN, CWID, place of birth, date of
birth, gender, race, residency status, class schedule, etc.
• Do not include the CWID in the subject line of an email message. In no case should the
students’ full Social Security Number be provided.
• Do not include the CWID on documents mailed by surface mail where the CWID is
visible on the outer document or in a window envelope.
• Do not display student scores or grades publicly in association with the student name,
CWID, social security number, or other personal identifier.
• Do not put paper or lab reports containing student names and grades in publicly
accessible places. Students may not have access to the scores or grades of others in the
class.
• Do not request information from the educational record custodian without a legitimate
educational interest and the appropriate authority to do so.
• Do not share student educational record information with other faculty or staff members
of the University unless their official responsibilities provide for a legitimate educational
interest.
• Do not ask for the SSN/CWID on any document that will be viewed by anyone other than
a University employee with an educational need to know.
• Examples:
  · On exams, homework assignments, and attendance rosters – if other
    students may view these documents.
  · On questionnaires, surveys, and other documents soliciting additional
    personal information.
  · On checks payable to the University or to the student.
  · On non-academic documents or an appointment sign-in sheet.
• Do not leave graded tests in a stack for students to pick up by sorting through the papers
of all students.
• Do not circulate printed class lists with student name and SSN/CWID or grades as an
attendance roster.
• Do not discuss the progress of any student with anyone other than the student (including
parents) without the consent of the student.
• Do not provide anyone with lists of students enrolled in your classes for any purpose.

***Call the Office of the University Registrar if you have questions about privacy or confidentiality of education records.***
NAVIGATING IN BANNER 9

BANNER 9 MAIN MENU

The Banner 9 main menu is the launching point for all forms and reports. Anytime you go into Banner 9 you will see this page. Also, when you “X” out of a form, you will be taken back to this page. The Main Menu includes the following components that are used to navigate through Banner.

- **Applications Box:** Offers options for navigating within Banner through its drop-down menus.
  - **Banner Menu/Folders:** Access to Banner forms through major form topics.
  - **My Banner:** User customized/shortcuts to areas of the Banner forms.
- **Recently Opened Forms/Reports:** Quick access to all forms/reports that have been recently opened.
- **Search Box (Direct Access):** Provides quick access to a form or report by its seven-character name. When a form name is entered, a brief description of the form will appear below the Search Bar, and information will self-populate as you type.
- **Sign Out:** Allows user to log out of Banner 9.
- **Help Button/Shortcut Keys:** Page Help Is activated only when you are in a Form; Keyboard Shortcut Key can be used when on the Main Menu page.

To begin using Banner 9, type the chosen form name in the Search Box; Enter.
## BANNER 9 FUNCTIONS – MAIN MENU

<table>
<thead>
<tr>
<th>Button Name</th>
<th>Button Image</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toggle Menu</td>
<td><img src="image1" alt="Toggle Menu" /></td>
<td>Opens descriptions for each icon below</td>
</tr>
<tr>
<td>Applications Button</td>
<td><img src="image2" alt="Applications Button" /></td>
<td>Allows user to search through Banner 9 and view the My Banner personal menu</td>
</tr>
<tr>
<td>Form Search Button</td>
<td><img src="image3" alt="Form Search Button" /></td>
<td>Allows the user to search for a particular form name by either description or 7-Letter Form Name</td>
</tr>
<tr>
<td>Recently Opened Forms Button</td>
<td><img src="image4" alt="Recently Opened Forms Button" /></td>
<td>Only shows up after the user has searched for the first form. This allows the user to see and select forms that have been viewed during the current login session.</td>
</tr>
<tr>
<td>Sign Out Button</td>
<td><img src="image5" alt="Sign Out Button" /></td>
<td>Allows the user to sign out of Banner 9</td>
</tr>
<tr>
<td>Search Box</td>
<td><img src="image6" alt="Search Box" /></td>
<td>Located in the center of the Home Screen page. This box allows the user to search for a particular form by either description or 7-Letter Form Name</td>
</tr>
<tr>
<td>Favorites Button</td>
<td><img src="image7" alt="Favorites Button" /></td>
<td>Add “Favorite” forms through the “My Banner” personal menu</td>
</tr>
<tr>
<td>Help Button/Keyboard Shortcuts Key</td>
<td><img src="image8" alt="Help Button/Keyboard Shortcuts Key" /></td>
<td>When this button is clicked, the Keyboard Shortcuts will be shown and may be used in any form in Banner 9</td>
</tr>
</tbody>
</table>

### Shortcut Keys

<table>
<thead>
<tr>
<th>Function</th>
<th>Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Applications</td>
<td>CTRL+M</td>
</tr>
<tr>
<td>Display Recently Opened</td>
<td>CTRL+Y</td>
</tr>
<tr>
<td>Display Dashboard</td>
<td>CTRL+SHIFT+X</td>
</tr>
<tr>
<td>Display Favorites</td>
<td>CTRL+O</td>
</tr>
<tr>
<td>Edit Favorites</td>
<td>CTRL+SHIFT+O</td>
</tr>
<tr>
<td>Help</td>
<td>CTRL+SHIFT+L</td>
</tr>
<tr>
<td>Search</td>
<td>CTRL+SHIFT+Y</td>
</tr>
<tr>
<td>Sign Out</td>
<td>CTRL+SHIFT+F</td>
</tr>
</tbody>
</table>

Also upon entering into a Form within Banner 9, there are more menu and button options to help you further navigate. Hover mouse over any key within a form to view the shortcut.
Once the form name has been entered, the key field will populate.

- Key the information in the fields as appropriate for the form entered.
  - Each form will have individually personalized information to enter, whether required or optional.
- Click Go to enter the information field.
- To return to the Banner 9 main page, click X (Exit).

**Tools** button allows the user to manipulate contents of a particular form

**Add/Retrieve Xtender** documents (if authorized to use this function)

Click **Go** to enter the Information Page on the chosen form

**Related** button allows user to view forms related to the current form

Enter required/optional information as needed for the chosen form
<table>
<thead>
<tr>
<th>Button Name</th>
<th>Button Image</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Button</td>
<td><img src="image" alt="X Button" /></td>
<td>Takes the user back either to a previously viewed form or to the Banner9 Home Screen if there is no previously viewed form</td>
</tr>
<tr>
<td>Go Button</td>
<td><img src="image" alt="Go Button" /></td>
<td>After entering in search criteria in the Key Information area at the top of the screen, this allows the user to proceed with a search on a particular form</td>
</tr>
<tr>
<td>Tools Menu Button</td>
<td><img src="image" alt="Tools Button" /></td>
<td>Allows the user to manipulate, print, export, etc… the contents of a particular form. These tools may change depending on the form being used.</td>
</tr>
<tr>
<td>Error Message Notification Window</td>
<td><img src="image" alt="Error Message" /></td>
<td>Notifies user of the status of the search, any tips and tricks, or any errors that may be present. To get the message to disappear, click on this Notification Window button and the message will minimize.</td>
</tr>
<tr>
<td>Related Menu Button</td>
<td><img src="image" alt="Related Button" /></td>
<td>Allows the user to link to other forms that may be relevant to the form currently being viewed – clicking on the Related tab and selecting a form from the provided list, the user will be taken to the newly selected form.</td>
</tr>
<tr>
<td>Add Menu Button</td>
<td><img src="image" alt="Add Button" /></td>
<td>Used by departments with scanning/document management (Xtender) capabilities – allows users with appropriate access to add an attached document to a record within Banner – Most users do not use this feature; only used by individuals responsible for processing Documents. (not currently in use)</td>
</tr>
<tr>
<td>Retrieve Menu Button</td>
<td><img src="image" alt="Retrieve Button" /></td>
<td>Used to view Banner Document Management files (Xtender) – Only available for those who have BDM installed and setup on their computers. (not currently in use)</td>
</tr>
<tr>
<td>Next or Previous Record/Section</td>
<td><img src="image" alt="Next or Previous Button" /></td>
<td>Allows the user to proceed or return to a section within the form.</td>
</tr>
<tr>
<td>Start Over Button</td>
<td><img src="image" alt="Start Over Button" /></td>
<td>Allows the user to roll back to the Key Information area in a form to input new data and start a new search with new search criteria.</td>
</tr>
</tbody>
</table>
The Tools Menu button allows the user to manipulate, print, export, etc... the contents of the form

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Box</td>
<td>This box is used to search for a function housed within the tools menu.</td>
</tr>
<tr>
<td>Refresh</td>
<td>Similar to the Start Over button; Will take the user back to the Key Information area to input new search criteria within the same form and perform a new search.</td>
</tr>
<tr>
<td>Export</td>
<td>Allows the user to export data in the Banner Form to an Excel spreadsheet.</td>
</tr>
<tr>
<td>Print</td>
<td>Allows the user to print a screenshot of what is viewable on the computer screen for various Forms. This is not the same as ePrint, and will not print the total data within the form</td>
</tr>
<tr>
<td>Clear Record</td>
<td>Clears selected record.</td>
</tr>
<tr>
<td>Clear Data</td>
<td>Clears selected data.</td>
</tr>
<tr>
<td>Item Properties</td>
<td>Provides a brief description of the Document Type Properties (not used frequently).</td>
</tr>
<tr>
<td>Exit Quickflow</td>
<td>Exits out of Tools menu or Exits out of Quickflow.</td>
</tr>
<tr>
<td>About Banner</td>
<td>Provides an update on the current version, release, and release date for the particular form being viewed.</td>
</tr>
<tr>
<td>Retrieve Documents</td>
<td>Used to view Banner Document Management files (Xtender). (not currently in use)</td>
</tr>
<tr>
<td>Add Documents</td>
<td>Used by departments with scanning/document management (Xtender) capabilities – allows users with appropriate access to add an attached document to a record within Banner. (not currently in use)</td>
</tr>
</tbody>
</table>
Common Banner Terms and Applications

**Banner Module:** Major grouping of Banner forms, each related to a specific department. Northwestern State University uses five groupings: Student, Finance, Human Resources, Financial, and General.

**Banner Forms:** Online documents/templates that are used to add information to Banner or can be used to look up information from within the Banner System. Forms are referred to by their form name, such as “SPAIDEN.”

**Key Section:** Where you start on a form in which a unique code (ex: Student ID number) is used to search and return information. The Key Block determines what is entered or displayed on the rest of the form. All information on the form refers to the Key Block.

**Information Section:** Section of information that relates to what was entered in the Key Block.

**Fields:** Areas on a form where you can enter, query, change, and display specific information. A field is sometimes called an item.

**Record:** A set of related fields; Information provided within a Banner form. If a section has multiple records, the records often appear in rows and columns.

**Query:** Information provided in a Banner form that cannot be changed.

**Maintenance:** Information in a Banner form that can be changed.

**Scroll Bars:** Display overflow information when a form has more information than can be displayed at once. They also indicate that a form has an unlimited number of repeating records. Scroll Bars can be **horizontal** (located directly under the window) and **vertical** (located directly to the right of the rows).

**Ellipses:** Used to select a field value from a list of pre-defined values. Ellipses in the right side of the field indicates the field has a pull-down list.

**Quickflow:** Automatically access forms that are linked in a chain. When you exit the form, the next form automatically opens.

**Enabled:** You can put the cursor in the field.

**Disabled:** You cannot put the cursor in the field. **Enterable:** You can enter information in the field.

**Display Only:** You cannot enter information in the field.

**Percent (“%”): For running job parameters (reports)** - The “%” is used to replace required characters when running reports (Ex: when running a report requiring course level, type UG for undergraduate or GR for graduate, or “%” for all).
SPAIDEN

SPAIDEN contains personal contact information. This includes name, address, phone number, emergency contact, birth date, gender, age, etc. This form indicates whether a student has marked their Directory Information as Confidential.

- Type SPAIDEN in the Search Box; Enter.
- Type Student ID number (Alert: If “Confidential”, is noted to the right of the ID number, student information cannot be shared with a third party without the student’s consent, including student name); Click Go.

  Student ID field. If you do not know the ID number, click on the ellipses to the right of the field, and you will be given search options.

- The student’s ID and name will appear in the top left of the form.
- Click on the tab desired for specific student information.

  “X” (Exit) to return to “Banner main page

  Click “Start Over” to view next student on current form

  Click Start Over to view next student or X (Exit) to return to Banner main page.
SPACMNT

SPACMNT is a form to enter general personal student comments. Any comments concerning student advising need to be entered here. This form can be read as a book with each saved as a page. The last comment entered will be the first page shown.

If no comment record exists:

- Type SPACMNT in the Search Box; Enter.
- Type ID number to view; Click Go.
- Use Ellipses to select Comment Type. General comment is “G.”
- Type college or department code in Originator Box, or click Ellipses.
- Type notes in the Comments section. This section has limited capacity. Use Narrative Comments for a larger capacity.
- Click Save.
If a comment record already exists:

- Type SPACMNT in the Search Box; Enter.
- Type ID number to view; Click Go.
- Scroll bar can be used to view previous comments. Do not type over existing comments.
- Click Insert. A new Comments page will appear.
- Click Ellipses to select Comment Type. General comment is “G.”
- Type code in Originator Box, or use Ellipses.
- Type notes in the Comments section.
- Click Save.

- Activity Date and Last Updated By comment appears to the right of the screen for entry being viewed.
- Number of records can be found in bottom right of screen (ex: record 1 of 2)
- Individual pages can be navigated by clicking on the arrows on bottom left of page. Click Start Over or X (Exit) to return to Banner main page.
SGASTDQ

SGASTDQ is a student summary form. It shows standing and major field of study for each term.

- Type SGASTDQ in the Search Box; **Enter**.
- Type the ID; Click **Go**.
- The student’s academic information shows status, student type, residency, major(s) and standing for each term enrolled.
- Highlight each term to view any possible changes to the curriculum. The major field of study changes in the lower field (Curricula Summary – Primary section) as you move through the terms.

Click **Start Over** or **X (Exit)** to return to Banner main page.
SOAHOLD shows academic holds that may prevent a student from registering for classes;

- Type SOAHOLD in the Search Box; Enter.
- Enter student’s ID number; Click Go.
- You will be able to view holds students have on their accounts. See below for common reason codes. The department that placed the hold will have greater knowledge regarding the reason.

Click Start Over or X (Exit) to return to Banner main page.
To view additional Hold Codes, type STVHLDD in the Banner Main Menu Search Box; Enter.
SGAADVR

SGAADVR allows the user to view, add, or end advisors in a student’s profile.

Adding an Advisor:

- Type SGAADVR in the Search Box; Enter.
- Type ID and appropriate term; Current or future term must be used to add advisor; Click “Go.”
- All current advisors will appear.
- To add advisor when no advisor exists:
  - In the first ID field under Advisor Information, enter the advisor’s username or Banner ID. The name will auto-populate.
  - Enter “Advisor Type,” or click Ellipses to choose Advisor type.
  - If the advisor being entered is the primary advisor, check the Primary Indicator box. One primary indicator must be indicated before processing; Click Save.
- To add advisors if other advisors already exist:
  - If the Maintenance button is highlighted, click it to activate Maintenance. The Option List dialog box will appear. Click Copy Advisor. If the Maintenance button is not highlighted, maintenance is already activated. You are only required to click the Maintenance button if making changes for a term that is not yet “active.” The term is considered active when changes/additions have previously been made for that student and term.
  - Click Insert to add advisor.
  - In the empty ID field under Advisor Information, enter the advisor’s ID. The name will auto-populate.
  - Enter “Advisor Type,” or click Ellipses to choose Advisor type.
  - If the advisor being entered is the primary advisor, check the Primary Indicator box. One primary advisor must be indicated before processing; Click Save.

Click “Insert” to add new advisor

An empty box will appear to enter Advisor’s ID
Clicking on the “Maintenance” button (if highlighted) creates this dialog box. Click “Copy Advisor”
Advisor Type
Click “Save” when updates have been completed
Ending an Advisor:

- Type SGAADVR in the Search Box; Enter.
- Type ID and appropriate term; Current or future term must be used to end advisor. Click Go.
- Associated advisors for that term will appear.
- If the Maintenance button is highlighted, click it to activate Maintenance (see example above):
  - The Option List dialog box will appear. Click Copy Advisor.
  - Highlight the advisor to be removed. Click Delete. You must click Delete for each advisor being removed; Click Save.
- If the Maintenance button is not highlighted, Maintenance is already activated:
  - Highlight the advisor to be removed. Click Delete. You must click Delete for each advisor being removed; Click Save.

Click “Delete” to remove advisor

Click Save when updates have been completed

Click Start Over or X (Exit) to return to Banner main page.
SPAAPIN

SPAAPIN is used to access, modify, or assign a student’s Alternate PIN for registration transactions. Alternate PINs are semester based access codes, and students can only register for classes if no pin exists, or the assigned PIN is used.

- Type SPAAPIN in the Search Box; Enter.
- Enter the Registration Term in the From Term field and the student’s ID in the ID field; Click Go.
SFASRPO

SFASRPO allows viewing of course override information. With maintenance access, the user can create permit/override approvals for the student.

1. Type SFASRPO in the Search Box; Enter.
2. Type the ID number and term; Click Go.
3. Any overrides entered for the student and term can now be viewed under “Student Permits and Overrides.”
4. The bottom section, Student Schedule, allows the user to see courses already registered.
5. If maintenance access:
   - Under Permit, if no permit already exists, click the ellipses and choose the appropriate option. If a permit already exists, first click Insert to open new permit description box. The description will populate.
   - Enter the appropriate CRN number. The subject and course number will populate; Click Save.
   - The restriction is overridden and the student may register for the course.

Click Start Over to view next student or X (Exit) to return to Banner main page.
SSASECQ

Use the Schedule Section Query Form (SSASECQ) to display all sections currently in the system. The form is run in query-only mode, and no changes can be made to any fields. This is a stand-alone query form, which may be accessed from the menu.

1. In the Search box on the landing page, type “SSASECQ” and press Enter.
2. CRN Search - If you are searching for the enrollment for a specific section and know the CRN, enter the term, and then enter the CRN in the CRN field. Click Go or press F8.
3. Subject Search – To search for all sections of a specific subject, enter the term. Then select the Add Another Field dropdown and choose Subject. Type the course prefix (for example, SCI or MATH) in the Subject field. Click Go or press F8.
4. Course Search – To search for all sections of a specific course, enter the term. Then use the Add another Field dropdown to add the Subject and Course fields. Type the course prefix in the Subject field (for example, SCI), and type the number of the course in the Course field (for example, 1010). Click Go or press F8.
5. Section Search – To search for a specific section without the CRN, enter the term. Then use the Add Another Field dropdown to add the Subject, Course, and Section fields. Type the course prefix in the Subject field (for example, ESCI), and type the number of the course in the Course field (for example, 1010). Type the section number in the Section field (for example, 01N). Click Go or press F8.
6. To search for another subject, course, or section, click Filter Again.
SSAMATX

To view building and room schedules to determine what classes are being taught in a particular building or room.

When you are in Meeting Times and Instructor TAB, go to RELATED at the top-right corner of the screen and choose SSAMATX (or you may enter SSAMATX at the main Banner Go To… menu).

Enter the parameters that you want to search for in ‘Add Another Field’. You will always need to enter the Term and then anything else that will help you see what is in the room/s or building. Then click on ‘Go’. This would be one example of a search:

![Building/Room Schedule SSAMATX 9.3.5 (PRD)](image)

This shows all the classes with their CRN’s that are using the room, plus their time and days. If you get a Room Conflict Error, look here to find the conflicting class. To do another search, click ‘Filter Again’.

Some classes will not have a day, time, or room (such as Directed Readings classes) and the instructor will ‘arrange’ a time to meet with the students.

IF YOUR COURSE IS A LEC, LAB, COMBINATION, YOU MUST ASSIGN A BUILDING AND ROOM BEFORE SCHOOL STARTS! IF YOU ARE NOT TEACHING IN A CLASSROOM, THEN CHOOSE ANOTHER ‘SCHEDULE TYPE’ (such as INV) OR CALL THE REGISTRAR’S OFFICE TO ADD ANOTHER ‘SCHEDULE TYPE’ FOR THE COURSE.

Get the dates of the semester by tabbing twice to pull over the dates from the Part of Term that you entered in the Course Section Information Tab.

Leave the ‘Days’ and ‘Start and End Times’ blank.
Registration Status will update for each student in the roster. See status codes below:

- **RW** = Student registered on the web
- **RE** = Staff registered the student

SFASLST

SFASLST reflects all students enrolled in or on the waitlist for the course.

- Type SFASLST in the Search Box; Enter.
- Type the term and CRN number. Make sure the course name and number match the CRN; Click Go.
- This form includes students enrolled in a class and those waitlisted.
- While waitlisting is active, students will be listed in the sequence they registered or waitlisted for the course. When waitlisting ends, the sequence number will remain the same for each student, but the order will then become alphabetical.
- This form also shows midterm and final grades (including “NR” and “IP”), as entered by the instructor. *If a grade change is made after grades roll, the original grade only will show on this form.*

Midterm and Final Grades will be entered here

Click Start Over to view next Term/CRN, or X (Exit) to return to Banner main page.
SOAPCOL

ID is the only required search field in the keyblock section. Click on … next to field to view list of acceptable search options.

Click the OK button then click the Go button.

1. Keyblock information. Notice the “Confidential” flag at the end.
2. PRIOR COLLEGE block. Displays the name of the student’s prior school(s) and when Northwestern received the most recent transcript.
3. Toggle area to view all prior colleges.
4. DEGREE DETAILS block. Displays the student’s degrees earned from prior schools and degree date.
5. Toggle area to view all awarded degrees from prior schools.
SOATEST

The Banner Admin page SOATEST displays test scores on a student’s record, such as ACT scores, Placement scores, and PRAXIS scores. Test scores may be entered here as well. Advisors may also view scores in the Banner Advisor self-service in the Advisee Student Profile under Prior Education and Testing.

Find the Student
Enter the Student ID and click ‘Go’.

If you do not know the Student ID, click the ellipsis (…) to open the Person Search.

- Please note: % is still the wildcard
- Enter search info and Click ‘Go’
- Double-click the ID number of the record you want to select and click ‘Go’
**View Test Scores**

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Description</th>
<th>Test Score</th>
<th>Test Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A04</td>
<td>ACT Science Reasoning</td>
<td>18</td>
<td>04/15/2012</td>
</tr>
<tr>
<td>A05</td>
<td>ACT Composite</td>
<td>18</td>
<td>04/15/2012</td>
</tr>
<tr>
<td>A01</td>
<td>ACT English</td>
<td>15</td>
<td>10/01/2011</td>
</tr>
<tr>
<td>A02</td>
<td>ACT Math</td>
<td>15</td>
<td>10/01/2011</td>
</tr>
<tr>
<td>A03</td>
<td>ACT Reading</td>
<td>17</td>
<td>10/01/2011</td>
</tr>
<tr>
<td>A04</td>
<td>ACT Science Reasoning</td>
<td>19</td>
<td>10/01/2011</td>
</tr>
<tr>
<td>A05</td>
<td>ACT Composite</td>
<td>17</td>
<td>10/01/2011</td>
</tr>
<tr>
<td>A01</td>
<td>ACT English</td>
<td>13</td>
<td>06/01/2011</td>
</tr>
<tr>
<td>A02</td>
<td>ACT Math</td>
<td>17</td>
<td>06/01/2011</td>
</tr>
</tbody>
</table>

**Add Test Scores**

The information entered below will depend on the test score information and parameters required by your department.

Enter the following fields at a minimum:

- Test Code = XXX
- Test Score = XXX
- Test Date = Exam Date
- Source = MANL
Please note: The Test Code (…) look up feature above will also display the following information for each Test Code that has been set up:

- Maximum number of positions for test score (i.e. 3 positions holds 0-999)
- Test score min and max range for applicable test code
- Voice Response Message Number is the minimum passing score, and when achieved will display on the Student’s Banner Web Self-Service Record as ‘Passed’

<table>
<thead>
<tr>
<th>Maximum Number of Positions</th>
<th>Data Type *</th>
<th>Minimum Score</th>
<th>Maximum Score</th>
<th>Admissions Choc...</th>
<th>System Required</th>
<th>MS</th>
<th>Assessment Data</th>
<th>Voice Response Message Number</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td>✔</td>
<td>100</td>
<td>200</td>
<td>PPX2</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>✔</td>
<td>100</td>
<td>200</td>
<td>PPX2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>5</td>
<td>✔</td>
<td>100</td>
<td>200</td>
<td>PPX2</td>
<td></td>
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<tr>
<td>3</td>
<td>✔</td>
<td>000</td>
<td>999</td>
<td>PPX2</td>
<td></td>
<td></td>
<td></td>
<td>167</td>
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</tbody>
</table>
Building and updating courses in SSASECT

SSASECT allows a course to be created, modified, or cancelled. To change the capacity of a class:

- Type SSASECT in the Search Box Enter.
- Type Term Code and CRN; Click Go.
- Click *Section Enrollment Information* tab.
- Update *Maximum Enrollment*; Click *Save*.

To update Instructor and Days/Times met (if no students are enrolled):

- To update Days/Times met:
  - Type SSASECT in the Search Box Enter.
  - Type Term Code and CRN; Click Go.
  - Click *Meeting Times and Instructor* tab.
  - To change the meeting times, check/uncheck the days under the Meeting Time section; Change Start Times and End Times; click *Save*.

- To update Instructor:
  - While in the *Meeting Times and Instructor* tab, under Instructor section, click in the ID number field. Change/update ID (either the ID number or GID may be used), then tab. The new instructor will populate.
  - Multiple instructors can be added by clicking *Insert* under the Instructor section, then adding the ID for the additional instructor. If using multiple instructors the percentages must equal 100%, and one of the instructors must be listed as primary. Only the primary instructors can input grades.
Change days/times met

Change instructor (s). Be sure if multiple instructor, change percentages and check the appropriate Primary Indicator. If there is a time conflict for the instructor and both classes are being taught together, check the override indicator to override the time conflict.

To create a new course:

- Type SSASECT in the Search Box; Enter.
- Type Term code, then click “Create CRN.”

- The Course Section Information page will now appear.
- Fill out the information as highlighted in the example below (Subject, Course Number, Title will auto fill, Section, Campus, Status, Schedule Type, Integration Partner, Part of Term); Click Save.
The CRN will show “ADD” until information is saved; Once saved the new CRN number will populate here

- The new CRN number will be in the CRN box at the top of the page.

- Click Section Enrollment Information tab (be sure subtab is on Enrollment Details).
- Update enrollment and add waitlist maximum if desired; Click Save.

- Click Meeting Times and Instructor tab.
- There are two options to populate days/times for classes:
  1. With curser on Meeting Time box, tab through the boxes and add the days and start/end times (start date & end date will self-populate).
  2. With curser in Meeting Time box, click on ellipses. The standard class schedule will appear. Double-Click on the code for the correct day/time, and the information will self populate in Banner.
- Click the ID box under Instructor.
- Type instructor’s ID number; tab to populate the information. If multiple instructors are to be added, follow instructions on changing instructor above.
• If instructor has a time conflict with another class, but both classes meet together (same day/time/room), check the override box to override the conflict.
• Once Meeting Times and Instructor have been updated, click Save.

After clicking ellipses under Meeting Time, choose the code for the day/time for your class, then double-click on the code. The information will populate in Banner

To delete/cancel a class (no students):

  o Click Meeting Times and Instructor tab, Meeting Dates subtab. The instructor must be deleted, then saved before removing days/times.
  o If Instructor is entered, highlight Instructor; click Delete; Save.
  o With cursor under Meeting Time, click Delete; Save.

• Click Section Enrollment Information, zero Maximum Enrollment; click Save.
• Click **Course Section Information** tab.
• Click **Status** and *Cancel or Inactivate* course.
  - Changing the status to I (Inactive) ends the course and it will not roll the next year.
  - Changing the status to C (Cancel) cancels the course, but it will roll to 
    the same term next year. You can view it by searching the 
    subject/course in SSASECT. When the course rolls, it will still show 
    cancelled, but the user can update the status to A, and it will be active.

How to delete or cancel a course when students *ARE* enrolled:

• Course may not be cancelled after registration, unless due to low enrollment.
• Email the entire section to notify students the course will not make. Next, un- 
  enroll students and delete/cancel as described on previous page.

Variable Credit Courses:

A variable credit course can be anywhere from 1 to 10 credit hours. Those hours are 
 determined by the professor. You can register the student and issue the desired amount 
 of credit on SFAREGS OR, if each student will receive the same amount of credit, you 
 can place those hours under **CREDIT** and **BILLING** hours on SSASECT. This 
 information is found on the **Course Section Information** tab under the **Credit Hours** 
 section.

![Variable Credit Course](image)

Adding pre-requisites:

If you need to add a pre-requisite, it is best to add at the catalog level in SCACRSE. If 
 necessary to add a prerequisite to a particular section, this can be added at the CRN level 
 in SSAPREQ. Type SSAPREQ in the Search Box; **Enter**.

• Enter term and CRN; click **Go**.
• Click **section Test Score and Prerequisites Restrictions** tab.
• Add prerequisites; Click **Save**.

Looking up a CRN number:

• Type SSASECT in the Search Box; **Enter**.
• Type Term, then click on ellipses beside the CRN box.
• Click Add Another Field.

• Choose the criteria as shown below by continuing to click Add Another Field. For each field, enter the criteria you are searching for (Note: the more fields you choose, the narrower the search field will be). Once you select the criteria (see example in read box below), click Go.

• The criteria chosen will now be available to view. Note the example below only shows one CRN, because the Section was chosen. If you choose only Term, Subject, and Course, multiple CRNs may be visible. The one highlighted will reflect the enrollment information/waitlist information farther below.

1. Academic departments are responsible for developing course schedules by the deadlines posted by the Office of the Registrar. Schedules should include the name of the planned instructor of course sections. By the date of student registration for an upcoming term, it is expected that the instructors will have been identified for most sections and that their names will be included in the Banner record.
2. Once courses have been scheduled and students are enrolling, the time and days assigned to a course must not be altered, as this causes scheduling problems for students.
3. Careful observance to these guidelines by department heads and deans will provide the Registrar's Office with a maximum opportunity to create semester class schedules that both meet the needs of students and faculty and address concerns for ideal use of university facilities.
SCACRSE shows course catalog information, including course title, start and end terms, credit hours, and maximum repeatable hours.

- Type SCACRSE in the Search Box; Enter.
- Type the course code and course number, along with term; Click Go.
- You can now view the course catalog information.

Click Start Over to view next course or X (Exit) to return to Banner main page.
EXTRACTING DATA FROM BANNER TO EXCEL

This process is useful for extracting data for class rolls, class grades, etc…. Not all Banner forms allow extracting data through this process.

- Use the Banner form you are requesting data from (example below is from SFASLST)
- Type selected data (in this case type Term and CRN). Click Go.
- Click on Tools.
- A drop down box will appear; Click on Export.
- Another box will open (see example below), where you will click Open.
- The data will appear in an Excel spreadsheet.

Once you click Tools, then Export, the pop-up below will appear to open the file. Click open to view in Excel
TERM CODES

Term codes for each academic year are coded using a 6-character sequence. The first 4 characters indicate the academic year, e.g. 2016. The last 2 characters indicate the semester or term:

10 = Fall
20 = Spring
30 = Summer

Examples of Term Code definitions for the Academic Year:

201810 = Fall 2017  202110 = Fall 2020
201820 = Spring 2018  202120 = Spring 2021
201830 = Summer 2018  202130 = Summer 2021
201910 = Fall 2018  202210 = Fall 2021
201920 = Spring 2019  202220 = Spring 2022
201930 = Summer 2019  202230 = Summer 2022
202010 = Fall 2019  202310 = Fall 2022
202020 = Spring 2020  202320 = Spring 2023
202030 = Summer 2020  202330 = Summer 2023

Banner Term designation

Part of Term definitions:

- 1 Full Term (regular & summer)
- 41 1st 4-Weeks Session (Summer)
- 42 2nd 4-Weeks Session (Summer)
- 81 1st 8-Weeks Session (A Term)
- 82 2nd 8-Weeks Session (B Term)
- 83 1st 8-Weeks Session (Summer)
- O Other - Extended Term
- S Special Offering
### UNDERGRADUATE CLASSIFICATIONS

#### STUDENT STANDINGS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD</td>
<td>Academic Dismissal</td>
</tr>
<tr>
<td>AP</td>
<td>Admitted on Probation</td>
</tr>
<tr>
<td>CP</td>
<td>Probation Continued</td>
</tr>
<tr>
<td>CX</td>
<td>Probation Continued</td>
</tr>
<tr>
<td>CZ</td>
<td>Probation Continued</td>
</tr>
<tr>
<td>DL</td>
<td>Dean's List</td>
</tr>
<tr>
<td>GS</td>
<td>Good Standing</td>
</tr>
<tr>
<td>GX</td>
<td>Good Standing</td>
</tr>
<tr>
<td>GZ</td>
<td>Good Standing</td>
</tr>
<tr>
<td>HL</td>
<td>Honor's List</td>
</tr>
<tr>
<td>PL</td>
<td>President's List</td>
</tr>
<tr>
<td>PR</td>
<td>Probation</td>
</tr>
<tr>
<td>PX</td>
<td>Probation</td>
</tr>
<tr>
<td>PZ</td>
<td>Probation</td>
</tr>
<tr>
<td>RU</td>
<td>1st Summer Override from SS</td>
</tr>
<tr>
<td>RX</td>
<td>2nd Summer Override from SY</td>
</tr>
<tr>
<td>RZ</td>
<td>Readmit from Suspension</td>
</tr>
<tr>
<td>SS</td>
<td>Suspended 1 Reg. Semester</td>
</tr>
<tr>
<td>SU</td>
<td>Suspension Continued</td>
</tr>
<tr>
<td>SY</td>
<td>Suspension - 1 Calendar Year</td>
</tr>
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</table>

#### STUDENT CLASSIFICATIONS

<table>
<thead>
<tr>
<th>Hours Range</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29</td>
<td>Freshman</td>
</tr>
<tr>
<td>30-59</td>
<td>Sophomore</td>
</tr>
<tr>
<td>60-89</td>
<td>Junior</td>
</tr>
<tr>
<td>90-119</td>
<td>Senior</td>
</tr>
<tr>
<td>120+</td>
<td>Senior</td>
</tr>
</tbody>
</table>
BANNER STUDENT TIP SHEET

**Admissions**
- SAAADMS Admissions Application form
- SAADRCH Admissions Decision form
- SAASUMI Admission Application Summary
- SOATEST Test Score Information
- SOAHSCCH High School Information
- SOAPCOL Prior College
- SOAPCOQ Prior College Summary

**Catalog**
- SCABASE Course Base Maintenance
- SCACRSE(Q) Basic Course Information
- SCADETL(Q) Course Detail Information
- SCADETL(Q) Course Detail Information
- SCAPREQ(Q) Prereq/Test Score Restrictions
- SCARRRES(Q) Course Registration Restrictions
- SCASRCH Course Search
- SCASYLB Course Title (long title)
- SCATEXT College and Department Text
- SMAGLIB Group Library

**Schedule**
- SSADDET(Q) Schedule Detail
- SSSAPREQ(Q) Prereq/Test Score Restrictions
- SSAMATX Building/Room Schedule
- SSARRRES(Q) Schedule Restrictions
- SSASECQ Section Query/Enrollment
- SSASECT Schedule Building
- SSASYLB Section Syllabus (long sect title)
- SSATEXT Section Comment
- SSSAWLSC Waitlist Automation Section Control
- SSAXLSQ Schedule Cross List Query
- SSAXLST Schedule Cross List Definition
- SSAXMTI Cross List Meeting Time/Instructor

**Graduation**
- SHADEGR Degree Status
- SHADGMQ Degree Summary

**Course Information**
- SIAASGN Faculty Schedule Detail
- SIAASGQ Faculty Schedule
- SIAINST Faculty/Advisor Information
- SIAIQRY Faculty/Advisor Query
- SLABLDG Building Definition
- SLABQRY Building Query
- SLARDEF Room Capacity

**Registration**
- SFAALST Class Roll by CRN
- SFAREGS Student Course Registration
  (and adding a minor to the student’s record)
- SFAREGQ Registration Query
- SFARGMP Time Tickets
- SFARHST Registration History
- SFASRCA Student Course Registration Audit
- SFASRHPO Student Registration Permit-Override
- SPAAPIN Alternate Personal Identification Number
- SFASLST Class Roster

**General Student**
- SGASTDN General Student
- SGASTDQ General Student Summary
- SGAADVR Multiple Advisors
- SHASTAT Student Standing/Dean’s List by College
- SOACURR Curriculum Rules
- SGACLSR Student Classification Rules
- SGASADD Student Cohort and Attribute
- SGASPRT Athletic Compliance
- SOAHOLD Hold Information
- SOAIDEN Person Search
- SOAIDNS Person Search Detail
- SPAIDEN Name/Contact Information
- SPACMNT Comment Form
- SPAAPIN Alternate Personal Identification Number

**Academic History**
- SHAINST Specific Term Standings/Dean’s List/GPA
- SHAHBSJ Course by Subject/GPA/Hours
- SHATAEQ Transfer Articulation Evaluation
- SHATCMT Comment on Transcript
- SHATERM Term Sequence Course History
- SHACRSE Course Summary
- SHATCNN Course Maintenance (from SHACRSE)
- SHATRNS Transfer Course Information
- SHATATCN Transfer Institution Catalog Entry
- SHATATRC Transfer Course Articulation
- SOAPCOQ Prior College Summary
Listings of Codes
STVADVR Advisor Type
STVASTD Academic Standing Codes
STVATTS Student Attribute
STVBLDG Building Code
STVCHRT Cohort Code
STVCLAS Class Code
STVCMTT Comment Type Code (SPACMNT)
STVCOLL College Code
STVDEGC Degree Code
STVDEGS Degree Status Code
STVDEPT Department Code
STVGMOD Grading Mode
STVHLDD Hold Type Code
STVLEVEL Level Code
STVMAJR Major, Minor, Concentration Code
STVPTRM Part of Term Code
STVREPS Repeat Status Code
STVROVR Registration Permit Override Code
STVRSSTS Course Registration Status Code
STVSUBJ Subject Code
STVBLDG Building Code
## BANNER INB (INTERNET NATIVE BANNER) FORMS

<table>
<thead>
<tr>
<th>Banner</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOAEMAL</td>
<td>E-mail Address</td>
</tr>
<tr>
<td>SAAADMS</td>
<td>Admissions Application</td>
</tr>
<tr>
<td>SCACRSE</td>
<td>Basic Course Information</td>
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<td>Course Detail Information</td>
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<td>SCASRCH</td>
<td>Course Inventory Scan</td>
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<td>SFAALST</td>
<td>Class Attendance Roster</td>
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<td>Student Registration Permit-Override</td>
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<td>Registration Audit Trail</td>
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<td>Process Submission Controls to print a Class Roster</td>
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<td>General Student</td>
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<td>SGASTDN</td>
<td>Academic and Graduation Status</td>
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<td>General Student Summary</td>
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<td>Grade Change Audit</td>
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<td>SHADEGR</td>
<td>Degree and other Formal Awards (Graduation Checkout)</td>
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<td>SHATERM</td>
<td>Academic Statistics</td>
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<td>Term GPA and Course Detail Information</td>
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<td>SSAMATX</td>
<td>Building/Room Schedule</td>
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<td>Section Enrollment Information</td>
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<td>SSASECT</td>
<td>Meeting Times and Instructor</td>
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<tr>
<td>SSB</td>
<td>Self Service Banner (NSUConnect)</td>
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<tr>
<td>DEGREE WORKS</td>
<td>Degree Works Audit System</td>
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