

INTERNET NATIVE BANNER (INB)  
BANNER STUDENT GUIDE FOR  
FACULTY & ADVISORS

## BANNER 9 – Student Information System Training

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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.\*\*\*

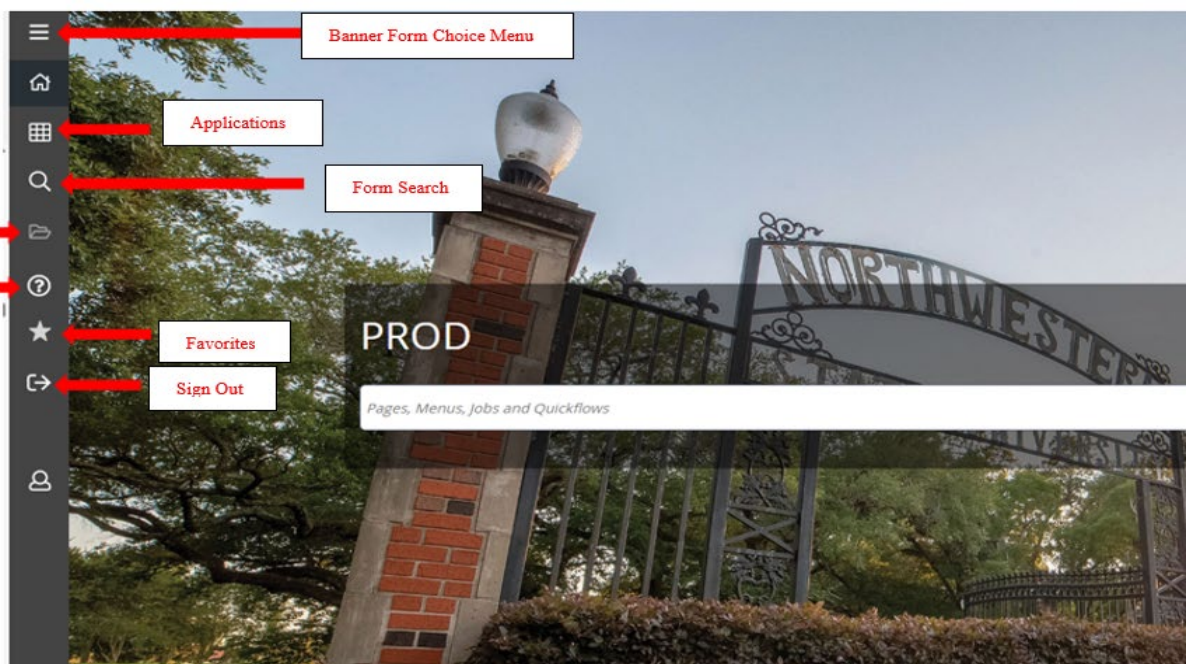
## NAVIGATING IN BANNER 9

### BANNER 9 MAIN MENU




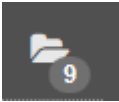



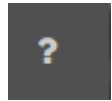
The Banner 9 main menu is the launching point for all forms and reports. Anytime you go into Banner 9 you will see this page. Also, when you “X” out of a form, you will be taken back to this page. The Main Menu includes the following components that are used to navigate through Banner.

- **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

Button Name	Button Image	Function
Toggle Menu		Opens descriptions for each icon below
Applications Button		Allows user to search through Banner 9 and view the My Banner personal menu
Form Search Button		Allows the user to search for a particular form name by either description or 7-Letter Form Name
Recently Opened Forms Button		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.
Sign Out Button		Allows the user to sign out of Banner 9
Search Box		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
Favorites Button		Add “Favorite” forms through the “My Banner” personal menu
Help Button/Keyboard Shortcuts Key		When this button is clicked, the Keyboard Shortcuts will be shown and may be used in any form in Banner 9

Display Applications	CTRL+M
Display Recently Opened	CTRL+Y
Display Dashboard	CTRL+SHIFT+X
Display Favorites	CTRL+D
Edit Favorites	CTRL+SHIFT+O
Help	CTRL+SHIFT+L
Search	CTRL+SHIFT+Y
Sign Out	CTRL+SHIFT+F

Shortcut Keys

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.



## BANNER 9 NAVIGATION – FORMS

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)**.

The screenshot shows the 'General Student Summary SGASTDQ 9.3' form. The form includes fields for ID, Level, Campus, College, Degree, Term, Program, Field of Study Type, and Field of Study Code. A 'Go' button is located on the right side of the form. Below the form is a grey bar with the text 'Get Started: Fill out the fields above and press Go.' The top navigation bar contains buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Annotations with red arrows point to these elements: 'Exit to return to main page' points to the 'X' button; 'Add/Retrieve Xtender documents (if authorized to use this function)' points to the 'ADD' and 'RETRIEVE' buttons; 'Tools button allows the user to manipulate contents of a particular form' points to the 'TOOLS' button; 'Click Go to enter the Information Page on the chosen form' points to the 'Go' button; and 'Enter required/optional informations needed for the chosen form' points to the form fields.

**Exit** to return to main page

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










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

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

Enter required/optional informations needed for the chosen form

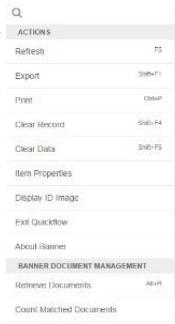
**Related** button allows user to view forms related to the current form


## BANNER 9 FUNCTIONS – FORMS

Button Name	Button Image	Function
X Button		Takes the user back either to a previously viewed form or to the Banner9 Home Screen if there is no previously viewed form
Go Button		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
Tools Menu Button		Allows the user to manipulate, print, export, etc... the contents of a particular form. These tools may change depending on the form being used
Error Message Notification Window		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
Related Menu Button		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
Add Menu Button		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)
Retrieve Menu Button		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)
Next or Previous Record/Section		Allows the user to proceed or return to a section within the form
Start Over Button		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



The Tools Menu button allows the user to manipulate, print, export, etc... the contents of the form



Search Box	 search	This box is used to search for a function housed within the tools menu
Refresh	Refresh <span style="float: right;">F5</span>	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
Export	Export <span style="float: right;">Shift+F1</span>	Allows the user to export data in the Banner Form to an Excel spreadsheet
Print	Print <span style="float: right;">Ctrl+P</span>	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
Clear Record	Clear Record <span style="float: right;">Shift+F4</span>	Clears selected record
Clear Data	Clear Data <span style="float: right;">Shift+F5</span>	Clears selected data
Item Properties	Item Properties	Provides a brief description of the Document Type Properties (not used frequently)
Exit Quickflow	Exit Quickflow	Exits out of Tools menu or Exits out of Quickflow
About Banner	About Banner	Provides an update on the current version, release, and release date for the particular form being viewed
Retrieve Documents	Retrieve Documents <span style="float: right;">Alt+R</span>	Used to view Banner Document Management files (Xtender). (not currently in use)
Add Documents	Add Documents	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)

## 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 “0%” 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.

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

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**.

The screenshot shows the 'Person Comment SPACMNT 9.3' form. At the top, there is a search bar with 'ID: 900404000' and a 'Start Over' button. Below this is a 'PERSON COMMENT' section with a toolbar containing 'Insert', 'Delete', 'Copy', and 'Filter'. The form fields include: 'Comment Type' (set to 'G'), 'Originator' (set to 'REGS'), 'Contact', 'Contact Date' (06/27/2017), 'From Time', 'To Time', 'Confidentiality' (checkbox), 'Add Date' (06/27/2017), 'Activity Date' (06/27/2017), and 'Last Updated by'. A red circle highlights the 'Comment Type' and 'Originator' dropdown menus, with an arrow pointing to the text 'Comment Type and Originator'. Below the form fields are two large text input areas: 'Comments' and 'Narrative Comments'. A red box encloses both of these areas, with an arrow pointing to the text 'Comments and Narrative Comments'. At the bottom right of the form is a 'SAVE' button, with an arrow pointing to the text 'Save'. A red arrow also points from the 'Comments' and 'Narrative Comments' area to the 'SAVE' button, with the text 'You can type in the “Comments” box or the “Narrative Comments” box, or both'.

Comments and Narrative Comments

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**.

Person Comment SPACMNT 9.3

ID: 000404000

PERSON COMMENT

Comment Type \* G General Comment

Originator REGS Registrar

Contact

Contact Date 06/27/2017

Appointments

From Time

To Time

Confidentiality

Add Date 06/27/2017

Activity Date 06/27/2017

Last Updated by SRC0042

test

test

Number of Records of

Record 1 of 2

SAVE

Use arrows to navigate through various pages

Click "Save" after all changes have been made

Scroll Bar

- **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.

The screenshot displays the SGASTDQ interface. At the top, there is a search bar with the text "ellucian General Student Summary SGASTDQ 9.3.16 (PROD)". Below this is a filter bar with fields for ID, Level, Campus, College, Degree, Term, Program, Field of Study Type, and Field of Study Code. The main section is titled "STUDENT SUMMARY" and contains a table with columns: From Term, To Term, Student Status, Student Type, Residence, Academic Standing Code, Academic Standing Term, and Academic Standing Override Code. The first row (201330) is highlighted in blue. A blue oval highlights the "Academic Standing Code" column, and a blue arrow points to the "Standing" text in the "Academic Standing Term" column for the highlighted row. Below this is the "CURRICULA SUMMARY - PRIMARY" section, which is outlined in red. It contains a table with columns: Priority, Term, Program, Catalog, Level, Campus, College, Degree, End, Outcome Key, Admission Type, Admission, and Matriculation. The first row (1, 201230, Elementary Educ...) is highlighted. A blue arrow points to the "Attached to Major Details" button below the table, with a text box stating: "Major/Minor/Field of Study information mirrors term that is highlighted".

From Term	To Term	Student Status	Student Type	Residence	Academic Standing Code	Academic Standing Term	Academic Standing Override Code
201330	999999	AS	C	R	GS	201310	
201230	201330	IS	C	R	GS	201220	
201220	201230	AS	C	R	GS	201220	
201210	201220	AS	C	R	GS	201210	
201120	201210	IG	R	R	GS	201120	
200710	201120	AS	C	R	GS	200710	
200630	200710	AS	C	R	GS	200630	
200410	200630	AS	C	R	GS	200410	
200320	200410	AS	C	R	GS	200320	
200310	200320	AS	N	R	GS	200310	

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matriculation
1	201230	Elementary Educ...	201110	Undergraduate		Education & Human ...	Bachelor of Scie ...			Re-Admit	201120	201120

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



# SOAHOLD

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.

Old Type Codes (STVHLDD)				
Criteria <input type="text"/>				
Code	Desc	Reg Hold	Env Hold	Trans Hold
33	Advisement is needed	Y		
43	Disciplinary-Student Affairs	Y		
44	Disciplinary-Admin Matter			Y
50	Account Balance	Y		
51	Lab School - CDC	Y		
52	Returned Check	Y		Y
53	Account Bal Write-off	Y		Y
54	Bankruptcy-AR	Y		
55	Parking - Library Fines	Y		
56	Judgement-AR	Y		Y
57	Attorney General Referral	Y		Y
58	Past Due - 30 or more days	Y		Y
59	Promissory Note	Y		Y
60	Other AR Hold	Y		Y
61	Bankruptcy-Perkins	Y		
62	Return frmAG - Defaulted loan	Y		Y
63	Account Bal WO - Trans Only			Y
64	Missing Information-Perkins	Y		Y
65	Perkins Hold	Y		Y
66	Late Charges	Y		Y
67	Transcript Hold			Y
68	Registration-Transcript Hold	Y		Y
69	Reg Hold - Prev Bal- Manual	Y		
94	Athletic Advisement is Needed	Y		
A	Admission Hold			
B	Registration Transcript Hold	Y		Y
F	Financial Aid			
FE	FERPA Form on file			
H	Housing Hold			
M	Combined Reg - Trans Hold	Y		
R	Registration Hold	Y		
T	Transcript			Y
TL	Transcript Limit			
TV	Transcript Verification			Y

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**.

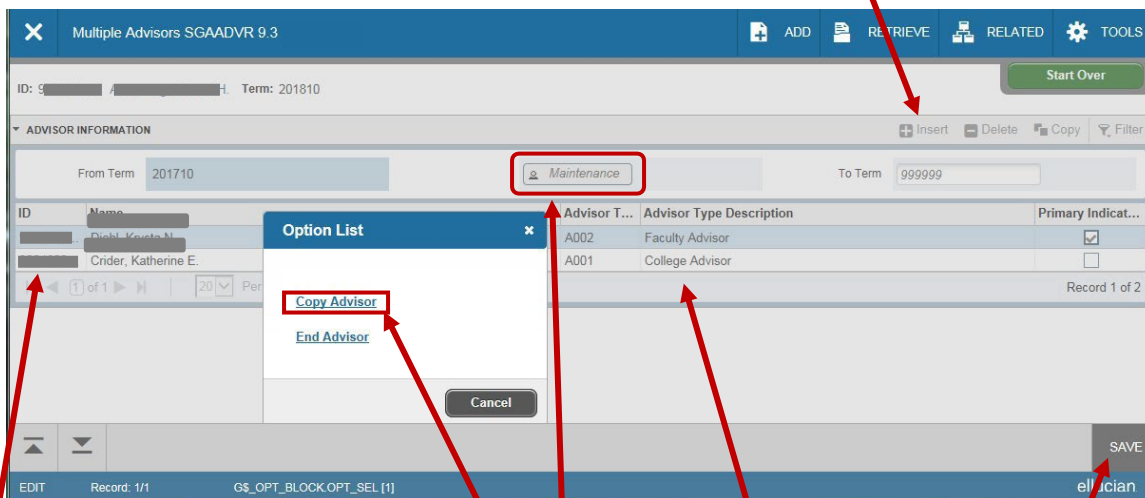
# SGAADVR

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 SGAADV 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

The screenshot shows the Banner SGAADV interface. At the top, there is a title bar with 'Multiple Advisors SGAADV 9.3' and buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the title bar, there is a search area with 'ID: 90...' and 'Term: 201810'. A 'Start Over' button is visible on the right. The main area is titled 'ADVISOR INFORMATION' and contains a table with columns: 'ID', 'Name', 'Advisor T...', 'Advisor Type Description', and 'Primary Indicat...'. The table has two rows: one for 'A002 Faculty Advisor' and one for 'A001 College Advisor'. The 'Delete' button in the top right of the table area is highlighted with a red arrow. At the bottom right of the interface, there is a 'SAVE' button, also highlighted with a red arrow.

ID	Name	Advisor T...	Advisor Type Description	Primary Indicat...
...	...	A002	Faculty Advisor	<input checked="" type="checkbox"/>
...	...	A001	College Advisor	<input type="checkbox"/>

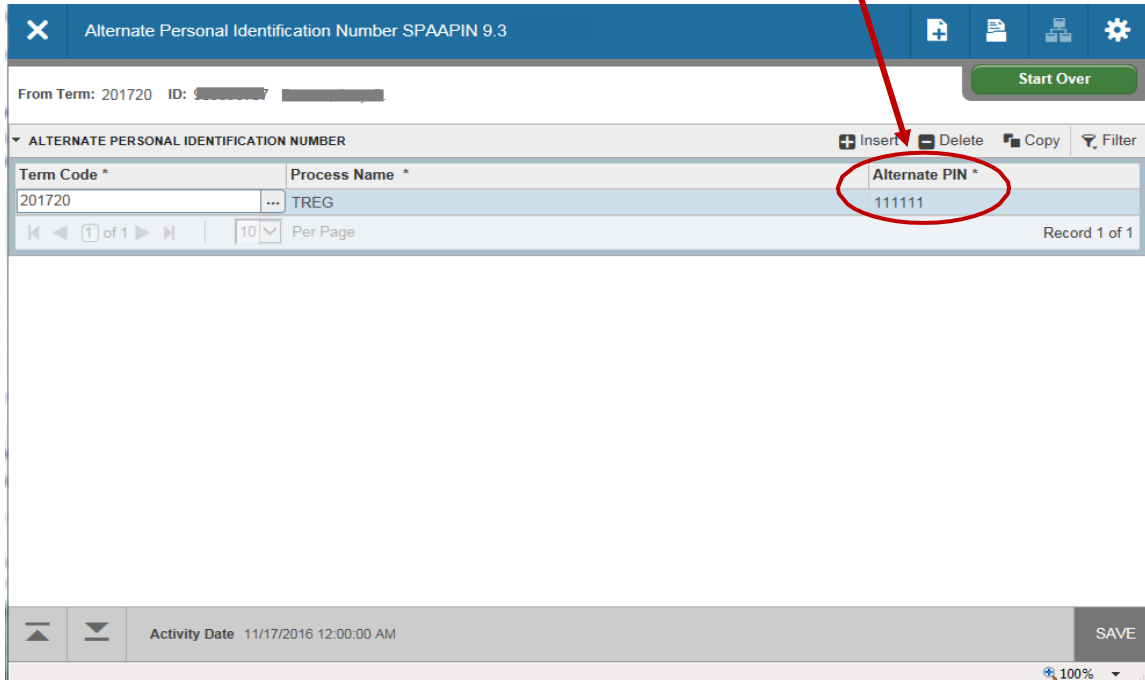
Click Save when updates have been completed

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**.



Alternate Personal Identification Number SPAAPIN 9.3

From Term: 201720 ID: ██████████ ██████████ [Start Over](#)

ALTERNATE PERSONAL IDENTIFICATION NUMBER [Insert](#) [Delete](#) [Copy](#) [Filter](#)

Term Code *	Process Name *	Alternate PIN *
201720	TREG	111111

1 of 1 | 10 Per Page | Record 1 of 1

Activity Date 11/17/2016 12:00:00 AM [SAVE](#)

100%

## 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 insert to open new Permit box if necessary

Student Registration Permit-Override SFASRPO 9.3

ID: [REDACTED] Term: 201810 Fall 2017

Start Over

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN	Subject	Course Number	Section
DUPLICATE	Duplicate Course Override	10654	BIOL	4100	001

Record 1 of 1

STUDENT SCHEDULE

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group	Campus	Sc
11144	1	BIOL	4020	002	4	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0800	0850				A	LL
11144	1	BIOL	4020	002	4	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1230	1515				A	LL
13182	1	HRMT	1010	001	11	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1100	1240				A	LE
14422	1	CADS	3700	001	4	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0800	0915				A	LE
16222	1	ENGL	3090	001	0	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0900	0950				A	LE

Record 1 of 6

Activity Date 07/13/2017 09:20:40 AM Activity User SRC0042

SAVE

EDIT Record: 1/1 SFASRPO.SFASRPO\_ROVR\_CODE [1] ellucian

Student Schedule; Use scroll bar if necessary to view all information on the schedule

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.

The screenshot shows the 'Schedule Section Query' web application. At the top, there are search filters: Term: 202310, Part of Term: 1, Subject: ENGL, and a 'Clear All' button. Below the filters is a table with 14 columns: Term, Part of Term, Registration From, Registration To, CRN, Block Schedule, Subject, Course, Section, Section Status, Campus, Course/Section Title, Schedule Type, and Instructional Method. The table contains 10 rows of data for the year 202310, all for ENGL 1010 sections. Below the table is a pagination control showing '1 of 21' pages and '10 Per Page'. At the bottom, there is a summary table with columns for 'Enrollment' and 'Waitlist', and sub-columns for 'Maximum', 'Actual', and 'Remaining'.

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus	Course/Section Title	Schedule Type	Instructional Method
202310	1			10975		ENGL	1010	011	A	I	COMP & RHETORIC I	LEC	I
202310	1			10192		ENGL	1010	01L	A	L	COMP & RHETORIC I	LEC	X
202310	1			10194		ENGL	1010	01N	A	N	COMP & RHETORIC I	LEC	NA
202310	1			10193		ENGL	1010	021	A	I	COMP & RHETORIC I	LEC	I
202310	1			11137		ENGL	1010	02N	A	N	COMP & RHETORIC I	LEC	NA
202310	1			12154		ENGL	1010	03N	A	N	COMP & RHETORIC I	LEC	NA
202310	1			11303		ENGL	1010	041	C	I	COMP & RHETORIC I	LEC	I
202310	1			11138		ENGL	1010	04N	A	N	COMP & RHETORIC I	LEC	NA
202310	1			11461		ENGL	1010	051	C	I	COMP & RHETORIC I	LEC	I
202310	1			11174		ENGL	1010	05N	A	N	COMP & RHETORIC I	LEC	NA

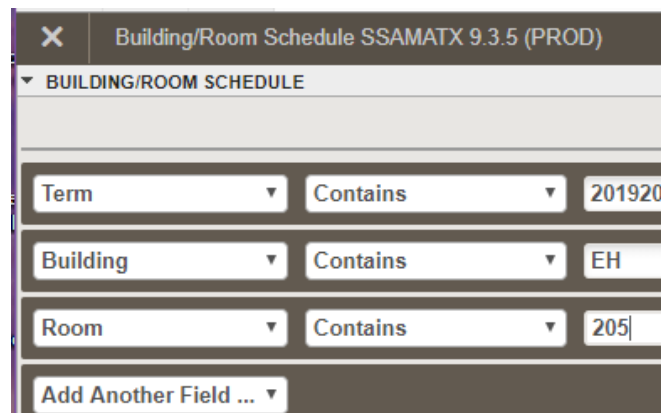
	Maximum	Actual	Remaining
Enrollment	26	26	
Waitlist	0	0	

## 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:



The screenshot shows a web application window titled "Building/Room Schedule SSAMATX 9.3.5 (PROD)". Below the title bar is a dropdown menu labeled "BUILDING/ROOM SCHEDULE". Below this are three search criteria rows, each with a dropdown menu, a "Contains" dropdown, and a text input field. The first row has "Term" as the dropdown, "Contains" as the operator, and "201920" in the input field. The second row has "Building" as the dropdown, "Contains" as the operator, and "EH" in the input field. The third row has "Room" as the dropdown, "Contains" as the operator, and "205" in the input field. At the bottom of the search area is a dropdown menu labeled "Add Another Field ...".

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.

# 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

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

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'.



The screenshot shows the top navigation bar of the SOATEST application with the text "ellucian Test Score Information SOATEST 9.3.6 (PROD)". Below the navigation bar, there is a search field labeled "ID:" with an ellipsis (...) button to its right. A "Go" button is located to the right of the search field.

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



The screenshot shows the "Person Search" application interface. The top navigation bar includes "ellucian Person Search SOAIDEN 9.3.12 (PROD)" and buttons for "ADD", "RETRIEVE", "RELATED", and "TOOLS". Below the navigation bar, there is a "PERSON SEARCH" section with "Basic Filter" and "Advanced Filter" tabs. The search fields include "ID", "Last Name", "First Name", "Middle Name", and "Change Indicator", each with a dropdown arrow. There is also an "Add Another Field ..." dropdown menu. At the bottom right, there are "Clear All" and "Go" buttons.

- 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

▼ TEST SCORE INFORMATION			
Test Code *	Description	Test Score *	Test Date *
A04	ACT Science Reasoning	18	04/01/2002
A05	ACT Composite	18	04/01/2002
A01	ACT English	15	10/01/2001
A02	ACT Math	15	10/01/2001
A03	ACT Reading	17	10/01/2001
A04	ACT Science Reasoning	19	10/01/2001
A05	ACT Composite	17	10/01/2001
A01	ACT English	18	06/01/2001
A02	ACT Math	17	06/01/2001
A03	ACT Reading	14	06/01/2001

## 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

▼ TEST SCORE INFORMATION

Test Code *	Description	Test Score *	Test Date *
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Per Page
 
Record 1 of 1

**Test Scores (1)**

**Test Scores (2)**

**Test Scores (3)**

Admission Request

Source

Equivalency Indicator

Revised or Recentered

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'

Maximum Number of Positions	Data Type *	Minimum Score	Maximum Score	Admissions Chec...	System Required	MIS	Assessment Data	Voice Response Message Number
3	<input checked="" type="checkbox"/>	100	200	PPX2	<input type="checkbox"/>			
3	<input checked="" type="checkbox"/>	100	200	PPX2	<input type="checkbox"/>			
3	<input checked="" type="checkbox"/>	100	200	PPX2	<input type="checkbox"/>			
3	<input checked="" type="checkbox"/>	000	999	PPX2	<input type="checkbox"/>			167

# SSASECT

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**.

ENROLLMENT DETAILS			
Maximum *	67	Waitlist Maximum *	0
Actual	18	Waitlist Actual *	0
Remaining	49	Waitlist Remaining	0
Projected *		0	
Prior		17	
<input type="checkbox"/> Reserved			
<input type="checkbox"/> Authorization Codes Active for Section			
Generated Credit Hours 36.000			
Census One Enrollment Count		18	
Freeze Date		02/01/2017	
Census Two Enrollment Count		0	
Freeze Date			
Add Authorization Registration Dates			
Calculated Section	01/12/2017	Add Authorization	
Start Date		Start Date	
		Waitlist Notification	
		Ending Date	

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

Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
01/11/2017	05/05/2017	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1530	1645	01
01/11/2017	05/05/2017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1530	1730	01

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	902007090	Weaver, David B.	0.000	70	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
01	90331142		0.000	30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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.”**

Term:  CRN:  Go

Subject:  Course:  Copy CRN

Title:  Create CRN

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

- 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

Part of Term should be: 1-for full term, 41-1st 4 Weeks Session (Summer), 42- 2nd 4 Weeks Session (Summer) , 81-2nd 4 Weeks Session (Summer), 82- 2nd 8 Weeks Session (B Term), 83-1st 8 Weeks Session (Summer), O-Other - Extended Term, S- Special Offering

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 cursor 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 cursor 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

Code *	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
A0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0700	0750
A1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0850
A2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0900	0950
A3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1050
A4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1150
A5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1200	1250
A6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300	1350

offered.

To delete/cancel a class (no students):

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

The screenshot shows a web-based form titled "CREDIT HOURS". It has a top bar with "Insert", "Delete", "Copy", and "Filter" icons. The form is divided into several sections:

- Credit Hours:** A range from 1,000 to 10,000 with an input field containing "3,000". Below it are radio buttons for "None", "To", and "Or".
- Billing Hours:** A range from 1,000 to 10,000 with an input field containing "3,000". Below it are radio buttons for "None", "To", and "Or".
- Contact Hours:** An empty input field. Below it are radio buttons for "None", "To", and "Or".
- Lecture:** An empty input field. Below it are radio buttons for "None", "To", and "Or".
- Lab:** An empty input field. Below it are radio buttons for "None", "To", and "Or".
- Other:** An empty input field. Below it are radio buttons for "None", "To", and "Or".

At the bottom of the form, there is a section for "CLASS INDICATORS" with the same "Insert", "Delete", "Copy", and "Filter" icons.

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.

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

- 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.

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus
201810	1			10351	Y	HIST	1010	001	A	A

Record 1 of 1

	Maximum	Actual	Remaining
Enrollment	199	195	4
Waitlist	0	0	0

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

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.

Subject/Course/Term

Basic Course Information SCACRSE 9.3

Subject: FLSP Foreign Lng-Spanish Course: 2010 Term: 201730 Course Title: Intermediate Spanish I

Start Over

COURSE DETAILS

From Term 201130 To Term 999999

Course Title \* Intermediate Spanish I

College \* LA ... College of Liberal Arts

Division ...

Department FLNG ... Foreign Lang. & Literatures

Status \* A ... Active

Continuing Education

Prerequisite Check Method:  Basic or None  CAPP  DegreeWorks

Approval ...

CIP ...

Prerequisite Waiver ...

Duration ...

Tuition Waiver  Additional Fees

Syllabus Exists  Long Title Exists

Hours

Low None/Or/To High

CEU or Credit 4.000

Billing \* 4.000

Activity Date 05/29/2017 02:44:37 PM Activity User WILLIF2

SAVE

EDIT Record: 1/1 SCACRSE.SCACRSE\_TITLE [1] ellucian

Course Information

Scroll for Repeat Information

Repeat Details

Limit 98 Repeat Status ... Maximum Hours 4.000

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

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension O...	Hours	Rolled
149	988120009		RW	08/15/2016	B	B	S			3,000	<input checked="" type="checkbox"/>
124			RW	07/20/2016	B	B	S			3,000	<input checked="" type="checkbox"/>
95			WD	11/03/2016	F	W	S			3,000	<input checked="" type="checkbox"/>
143			RW	08/12/2016	A	A	S			3,000	<input checked="" type="checkbox"/>
170			RW	08/19/2016	F	B	S			3,000	<input checked="" type="checkbox"/>
21			RW	04/22/2016	C	B	S			3,000	<input checked="" type="checkbox"/>
50			RW	06/07/2016	A	A	S			3,000	<input checked="" type="checkbox"/>
40			RW	05/27/2016	A	A	S			3,000	<input checked="" type="checkbox"/>
138			RW	08/10/2016	C	B	S			3,000	<input checked="" type="checkbox"/>
82			RW	06/24/2016	A	B	S			3,000	<input checked="" type="checkbox"/>

Do you want to open or save SFASLST.csv from testerp.a

Open Save Cancel

## 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

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

### STUDENT CLASSIFICATIONS

0-29 hours = Freshman
30-59 hours = Sophomore
60-89 hours = Junior
90-119 hours = Senior
120 or more = Senior

# **BANNER STUDENT TIP SHEET**

## **Admissions**

SAAADMS Admissions Application form  
SAADCRV Admissions Decision form  
SAASUMI Admission Application Summary  
SOATEST Test Score Information  
SOAHSCH 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  
SCAPREQ(Q) Prereq/Test Score Restrictions  
SCARRES(Q) Course Registration Restrictions  
SCASRCH Course Search  
SCASYLB Course Title (long title)  
SCATEXT College and Department Text  
SMAGLIB Group Library

## **Schedule**

SSADETL(Q) Schedule Detail  
SSAPREQ(Q) Prereq/Test Score Restrictions  
SSAMATX Building/Room Schedule  
SSARRES(Q) Schedule Restrictions  
SSASECQ Section Query/Enrollment  
SSASECT Schedule Building  
SSASYLB Section Syllabus (long sect title)  
SSATEXT Section Comment  
SSAWLSC 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  
SFARGRP Time Tickets  
SFARHST Registration History  
SFASTCA Student Course Registration Audit  
SFASRPO 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  
SHASUBJ Course by Subject/GPA/Hours  
SHATAEQ Transfer Articulation Evaluation  
SHATCMT Comment on Transcript  
SHATERM Term Sequence Course History  
SHACRSE Course Summary  
SHATCKN Course Maintenance (from SHACRSE)  
SHATRNS Transfer Course Information  
SHATATC Transfer Institution Catalog Entry  
SHATATR 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  
STVCMNT 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  
STVRSTS Course Registration Status Code  
STVSUBJ Subject Code  
STVBLDG Building Code

## **BANNER INB (INTERNET NATIVE BANNER) FORMS**

<b>Banner</b>	<b>Description</b>
GOAEMAL	E-mail Address
SAAADMS	Admissions Application
SCACRSE	Basic Course Information
SCACRSE	Course Level
SCACRSE	Grading Mode
SCACRSE	Schedule Type
SCADETL	Course Detail Information
SCASRCH	Course Inventory Scan
SFAALST	Class Attendance Roster
SFAMREG	Registration Mass Entry
SFAREGQ	Registration Query
SFASLST	Class Roster
SFASRPO	Student Registration Permit-Override
SFASTCA	Registration Audit Trail
SFRSLST	Process Submission Controls to print a Class Roster
SGAADVR	Multiple Advisors
SGASTDN	General Student
SGASTDN	Academic and Graduation Status
SGASTDQ	General Student Summary
SHACRSE	Grade Change Audit
SHADEGR	Degree and other Formal Awards (Graduation Checkout)
SHATERM	Academic Statistics
SHATERM	Term GPA and Course Detail Information
SIAASGN	Faculty Assignment
SIAASGQ	Faculty Schedule Query
SIAIQRY	Faculty/Advisor Query
SOAHOLD	Hold Information
SOATEST	Test Score Information
SPACMNT	Person Comment
SPAIDEN	Current Identification
SPAIDEN	Alternate Identification
SPAIDEN	Address
SPAIDEN	Phone Numbers
SPAIDEN	Biographical & Demographical Information
SPAIDEN	E-Mail Address
SPAIDEN	Emergency Contact
SPAIDEN	Additional Identification
SPAIDEN	Information Release Restriction
SPAIDEN	Next of Kin Address
SSAMATX	Building/Room Schedule
SSARRES	Section Registration Controls
SSASECQ	Schedule Section Query
SSASECT	Course Section Information
SSASECT	Section Enrollment Information
SSASECT	Meeting Times and Instructor
SSB	Self Service Banner (NSUconnect)
DEGREE WORKS	Degree Works Audit System