Banner Student Module
User Information
March 2010

User Group:  Deans, Associate and Assistant Deans, Department Heads, and Related Administrative Assistants
Questions about Banner should be directed to . . .

Anthony Malta, Associate Registrar for Records
malta@ulm.edu or 318.342.3547
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Basic Banner Information
**Banner Course Reference Numbers (CRNs)**

Banner uses *Course Reference Numbers (CRNs)* rather than section numbers. The first two digits of the five-digit CRN indicate the term during which the course is scheduled to be taught (i.e., 40 = fall, 60 = spring, 80 = summer).

**Banner Course Numbers**

Course numbers in Banner consist of four digits. To convert an old course number to a Banner number, place a zero between the first and second digits of the old course number. Some exceptions exist.

**Course Number Examples**

<table>
<thead>
<tr>
<th>Old Course Number</th>
<th>Banner Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>ENGL 1001</td>
</tr>
<tr>
<td>BIOL 215</td>
<td>BIOL 2015</td>
</tr>
<tr>
<td>ECON 202</td>
<td>ECON 2002</td>
</tr>
<tr>
<td>ACCT 430</td>
<td>ACCT 4030</td>
</tr>
<tr>
<td>SOCW 405</td>
<td>SOCW 4005</td>
</tr>
<tr>
<td>AVIA 110</td>
<td>AVIA 1010</td>
</tr>
</tbody>
</table>

**Banner Term Codes**

Term codes in Banner consist of six digits, the first four being the year and the last two the term. All terms of an academic year (i.e., fall, spring, summer) use the same year digits – those which represent the end of that academic year (e.g., AY 2010-2011). The term digits are stable, as indicated below:

<table>
<thead>
<tr>
<th>Term Code</th>
<th>Term Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>YYYY40</td>
<td>fall</td>
</tr>
<tr>
<td>YYYY60</td>
<td>spring</td>
</tr>
<tr>
<td>YYYY80</td>
<td>summer</td>
</tr>
<tr>
<td>YYYY41</td>
<td>wintersession (not used after Winter 2009)</td>
</tr>
<tr>
<td>YYYY61</td>
<td>first summer (not used after Summer I 2010)</td>
</tr>
<tr>
<td>YYYY62</td>
<td>second summer (not used after Summer II 2010)</td>
</tr>
</tbody>
</table>

**Banner Term Examples**

<table>
<thead>
<tr>
<th>Term Code</th>
<th>Academic Year</th>
<th>Term Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>201140</td>
<td>2010 Fall</td>
<td></td>
</tr>
<tr>
<td>201160</td>
<td>2011 Spring</td>
<td></td>
</tr>
<tr>
<td>201180</td>
<td>2011 Summer</td>
<td></td>
</tr>
<tr>
<td>201240</td>
<td>2011 Fall</td>
<td>2011-2012 AY</td>
</tr>
<tr>
<td>201260</td>
<td>2012 Spring</td>
<td></td>
</tr>
<tr>
<td>201280</td>
<td>2012 Summer</td>
<td></td>
</tr>
<tr>
<td>201340</td>
<td>2012 Fall</td>
<td>2012-2013 AY</td>
</tr>
<tr>
<td>201360</td>
<td>2013 Spring</td>
<td></td>
</tr>
<tr>
<td>201380</td>
<td>2013 Summer</td>
<td></td>
</tr>
</tbody>
</table>

000000 = beginning of time
999999 = end of time
Basic Banner Self Service (SS) Information
Self Service Main Menu

Welcome, Karen A. Crowley, to the WWW Information System! Last web access on Mar 01, 2010 at 08:50 am.

Personal Information
- Update address, contact information or marital status; review name or social security number change information.
- Change your PIN; customize your directory profile.

Student
- View your academic records.

Faculty and Advisors
- Faculty and instructor; search databases; view your academic records.
- View course lists and student information.

RELEASE: 8.2

[button] click here to enter faculty and advisors area
Viewing the Faculty and Advisors Menu

click any menu item to access related information
Viewing the Student Information Menu

click any menu item to access related information
Selecting a Term

- Use the drop-down to select a term
- Click here
Finding a Student

1. Click here to search by CWID or name
2. Click here to try again
3. Click here to verify selection

Student Information
- Term Selection
- Student Information
  - Student Address and Phones
  - Student Email Address
  - Student Schedule
- Active R
- Registration
- View Test
- View Hol
- Course
- Student Week at a Glance

Student and Advisee ID Selection
- You may enter:
  1. The ID of the Student or Advisee you want to process, or
  2. Partial names, a student search type, or a combination of both. The search type is Student or Advisee Search.

Student or Advisee ID:

OR

Student and Advisee Query
- Last Name:
- First Name:
- Search Type: Students, Advisees, Both, All
- Submit, Reset

Student Verification
- Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.
- Student or Advisee is the name of the student or advisee that you selected.

ID Selection

Click here to verify selection.
Viewing a Student’s Current Major
Viewing a Student’s Addresses and Telephone Numbers
Viewing a Student’s E-Mail Addresses

1. Select "Student Information Menu" from the Faculty and Advisors section.
2. Under Student Information, select "Student Address and Phones."
Viewing a Student’s Schedule

Select the Student Information Menu.

Select the Student Information.

Select the Student Schedule.

View the Student Schedule.

Select the View Student Schedule.

View the Information for...

Current Schedule

Total Credit Hours: 13.00

Fund Amt & Phys Lab I - BIOL 1070 - 0

Associated Term: Fall 2010

CRN: 40103

Status: "Web Registered" on Feb 19, 2010

Assigned Instructor:

Grade Mode: Standard

Credit: 1.00

Level: Undergraduate

Campus: Main Campus

Scheduled Meeting Times

Type: Lecture

Days Where: Mon, Wed, Fri

Date Range: Jan 22, 2010 - Dec 10, 2010

Schedule Type: Lecture

Instructors:

Karen A. Creasy

Fall 2010

Mar 01, 2010 02:42 pm
Viewing a Transcript

1. Select "Term Selection".
2. Select "Student Information".
3. Select "Transcript Level: All Levels".
4. Select "Transcript Type: Official".
5. Click on the transcript to display.

This is not an official transcript. Courses which are in progress may also be included on this transcript.
Viewing a Student’s Active Registrations

Select

Active Registrations for [Student Name]

Credits

Associated Term

Grade Mode

Standard

Course Level

Undergraduate
Viewing a Student’s Registration History

Select:

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List
- Midterm Grades
- Final Grades
- Incomplete Grades Summary
- Active Assignments
- Assignment History
- Class Schedule
- Course Catalog
- Syllabus Information
- Office Hours
- Faculty Grade Summary

RELEASE: 8.1

Select:

- Registration History
- View Test Scores
- View Holds
- Converse Student Schedule
- Student Week at a Glance

RELEASE: 8.0

Information for [Student Name]

The following represents active as well as completed registrations. Withdrawn, dropped, and/or cancelled classes are also displayed. An asterisk preceding the final grade denotes that this grade will be displayed on your transcript.

<table>
<thead>
<tr>
<th>Associated Term CRN</th>
<th>Course Title</th>
<th>Credits Level</th>
<th>Status</th>
<th>Midterm Grade</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2010 40163 BIOL 2015 Fundamentals of Biology</td>
<td>1.00 Undergraduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2010 40168 BIOL 3006 Genetics Laboratory</td>
<td>1.00 Undergraduate <strong>Web Registered</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2010 40267 CHEM 2040 Quantitative Analysis</td>
<td>3.00 Undergraduate <strong>Web Registered</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2010 40355 ENGL 3006 Grammar &amp; Composition</td>
<td>3.00 Undergraduate <strong>Web Registered</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2010 40760 HIST 3006 Louisiana History</td>
<td>3.00 Undergraduate <strong>Web Registered</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Viewing a Student’s Test Scores

1. Select "Student Information Menu".
2. Click on "Test Scores".
3. The page shows "No test scores available.".
Viewing a Student’s Holds

1. Select "Student Information Menu".
2. Select "Student Information".
3. Select "View Holds".

Administrative Holds:
- Hold Type: Registration
- From Date: Feb 28, 2010
- To Date: Oct 31, 2019
- Amount: Converted from Legacy System Registration

Information for [redacted]
Viewing a Student’s Concise Schedule

### Concise Student Schedule

This page lists the classes for which you are registered for the term. All of the detail information about the class is included.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Campus</th>
<th>Credits</th>
<th>Level</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>40103</td>
<td>3DOL 1010</td>
<td>Fund. Anat. &amp; Phys. Lab</td>
<td>Main Campus</td>
<td>1.000</td>
<td>UG</td>
<td>Aug 23, 2010</td>
<td>Dec 10, 2010</td>
<td>T</td>
<td>1:00 pm - 3:00 pm</td>
<td>TO BE ANNOUNCED</td>
<td>TBA</td>
</tr>
<tr>
<td>40168</td>
<td>BIOL 3006</td>
<td>Genetics Laboratory</td>
<td>Main Campus</td>
<td>1.000</td>
<td>UG</td>
<td>Aug 23, 2010</td>
<td>Dec 10, 2010</td>
<td>M</td>
<td>3:30 pm - 6:30 pm</td>
<td>TO BE ANNOUNCED</td>
<td>TBA</td>
</tr>
<tr>
<td>42026</td>
<td>CHEM 24000</td>
<td>Quantitative Analysis</td>
<td>Main Campus</td>
<td>3.000</td>
<td>UG</td>
<td>Aug 23, 2010</td>
<td>Dec 10, 2010</td>
<td>MWF</td>
<td>9:00 am - 9:50 am</td>
<td>CHEM 24000 BLDG</td>
<td>Brotherton</td>
</tr>
<tr>
<td>40555</td>
<td>ENGL 09900</td>
<td>Grammar &amp; Comp.</td>
<td>Main Campus</td>
<td>5.000</td>
<td>UG</td>
<td>Aug 23, 2010</td>
<td>Dec 10, 2010</td>
<td>MWF</td>
<td>11:00 am - 11:50 am</td>
<td>CHEM 24000 BLDG</td>
<td>McKee</td>
</tr>
<tr>
<td>40780</td>
<td>HIST 3005</td>
<td>Louisiana History</td>
<td>Main Campus</td>
<td>3.000</td>
<td>UG</td>
<td>Aug 23, 2010</td>
<td>Dec 10, 2010</td>
<td>TR</td>
<td>8:00 am - 9:15 am</td>
<td>ADMINISTRATION</td>
<td>Jones</td>
</tr>
</tbody>
</table>

**Total Credits:** 13.000
Viewing a Student’s Week-at-a-Glance Schedule
Searching the Class Schedule

1. Select the term from the drop-down menu. (Click the Select button)
2. Select at least one subject.
3. If desired, apply additional criteria before clicking "Submit".
4. Ctrl + left-click to select more than one subject.
5. Cannot search all subjects at once.
Searching the Course Catalog

1. Select at least one subject.
2. Ctrl + left click to select more than one subject.
3. Cannot search all subjects at once.
4. If desired, refine search by applying additional criteria before clicking Get Courses.

Select
Click
Submit
Get Courses

Copyright © 2009 SISBasics. All rights reserved.
CRN Selection

Click drop-down to select the course of interest from a list of those you are teaching.

Click

Select

Click drop-down to select the course of interest from a list of those you are teaching.

CRN: Composition 1 - 40563
Faculty Detail Schedule

- Select Faculty Detail Schedule
- Click to add office hours info
- Click to add syllabus info
- Click for enrollment info
Faculty Week-at-a-Glance Schedule

1. Select "Week at a Glance" from the Faculty and Advisors menu.

2. Click on the course numbers to view Faculty Detail Schedule.

CRN's

- ENGL 3021: CRN 30586
- ENGL 1001: CRN 30583

Click on course numbers to view Faculty Detail Schedule.
Detail Class List

- Click here to see listing of other sections of this course.
- Click here to view Summary Class List.
- Email students individually.
- Email entire class.
Summary Class List

- Select email students individually
- Click here to see listing of other sections of this class
- Click on the CRN to view Detail Class List
- Email students individually
- Email entire class

[Image showing a screenshot of a Summary Class List webpage with annotations for each action described above.]
Midterm Grades

The Mid-Term Grade Worksheet is unavailable.

RELEASE: 8.1
Final Grades

Click here to see the listing of other sections of this class.

Final grades can be viewed for a specific section by selecting that section. To email students individually, use the appropriate function within the system.
Incomplete Grades Summary
Active Assignments

- Select the link to access additional information.
- Click on any active link to access additional information.
- Click here to see the listing of other sections of this course.

PLANT: Faculty and Advisors

Course: Writing and Communication
Section: ENGL 3021 B

Credits: 3.000
Grade Mode: Audit, Standard
Course Level: Undergraduate
Syllabus: Add
Add/Classlist: [Action]
Display: [Action]
Assignment History

To access the assignment history, select "Assignment History" from the Faculty and Advisors menu. Click here to see the listing of other sections of this course.

Click here to view the Faculty Detail Schedule.
Syllabus Information

Select Syllabus Information in these fields

Click Submit

Return to Previous
Maintaining Office Hours

Select enter in military time.

Click to select days.

Use drop-down to select.

Click to allow students to view office hours.

Enter in military time.

Enter this info.

Click to select.

Select.

Return to Table of Contents

Basic Banner Self Service Information
Faculty Grade Summary

- Select Faculty Grade Summary
- Click here to see listing of other sections of this course
Basic Internet Native Banner (INB) Information
Using the Internet Native Banner (INB) General Menu

To access a form directly, type form name here and press Enter.

OR

Click on a menu item to reveal related information.
Using the Menu Bar and Toolbar

The TOOLBAR helps users perform common Banner functions. Moving the mouse over an icon on the tool bar reveals the description of the function.

Pull-downs in the MENU BAR contain helpful Banner navigation aids.
## INB Function Chart

<table>
<thead>
<tr>
<th>Toolbar Icon</th>
<th>Function</th>
<th>Pull-Down Menu Commands</th>
<th>Keystrokes</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Save Icon" /></td>
<td><strong>Save</strong> ~ Saves changes entered since the last time you saved.</td>
<td><strong>File menu:</strong> choose <strong>Save</strong></td>
<td><strong>F10</strong></td>
</tr>
<tr>
<td><img src="image" alt="Rollback/Clear Form Icon" /></td>
<td><strong>Rollback/Clear Form</strong> ~ Clears all information (except key information) and returns to the first entry field in the previous block.</td>
<td><strong>File menu:</strong> choose <strong>Rollback</strong></td>
<td><strong>Shift-F7</strong></td>
</tr>
<tr>
<td><img src="image" alt="Select Icon" /></td>
<td><strong>Select</strong> ~ Allows you to select a record when a query is executed.</td>
<td><strong>File menu:</strong> choose <strong>Save</strong></td>
<td><strong>Shift-F3</strong></td>
</tr>
<tr>
<td><img src="image" alt="Insert Record Icon" /></td>
<td><strong>Insert Record</strong> ~ Inserts a record after the current record.</td>
<td><strong>Record menu:</strong> choose <strong>Insert</strong></td>
<td><strong>F6</strong></td>
</tr>
<tr>
<td><img src="image" alt="Remove Record Icon" /></td>
<td><strong>Remove Record</strong> ~ Removes the current record.</td>
<td><strong>Record menu:</strong> choose <strong>Remove</strong></td>
<td><strong>Shift-F6</strong></td>
</tr>
<tr>
<td><img src="image" alt="Enter Query Icon" /></td>
<td><strong>Enter Query</strong> ~ Puts the form into query mode, letting you enter search criteria to view information already in the database.</td>
<td><strong>Query menu:</strong> choose <strong>Enter</strong></td>
<td><strong>F7</strong></td>
</tr>
<tr>
<td><img src="image" alt="Execute Query Icon" /></td>
<td><strong>Execute Query</strong> ~ Searches the database, displaying any records that match the search criteria.</td>
<td><strong>Query menu:</strong> choose <strong>Execute</strong></td>
<td><strong>F8</strong></td>
</tr>
<tr>
<td><img src="image" alt="Previous Record Icon" /></td>
<td><strong>Previous Record</strong> ~ Moves the cursor to the first entry field in the current information area.</td>
<td><strong>Record menu:</strong> choose <strong>Previous</strong></td>
<td><strong>Shift-Up Arrow</strong></td>
</tr>
<tr>
<td><img src="image" alt="Next Record Icon" /></td>
<td><strong>Next Record</strong> ~ Moves the cursor to the first entry field in the next record of the current information area. Creates a new record when the last record is reached.</td>
<td><strong>Record menu:</strong> choose <strong>Next</strong></td>
<td><strong>Shift-Down Arrow</strong></td>
</tr>
<tr>
<td><img src="image" alt="Previous Block Icon" /></td>
<td><strong>Previous Block</strong> ~ Moves the cursor to the previous information area with at least one entry field. If previous area is in another window, that window is opened.</td>
<td><strong>Block menu:</strong> choose <strong>Previous</strong></td>
<td><strong>Ctrl-Page Up</strong></td>
</tr>
<tr>
<td><img src="image" alt="Next Block Icon" /></td>
<td><strong>Next Block</strong> ~ Moves the cursor to the next information area that has at least one entry field. If the next area is in another window, that window is opened.</td>
<td><strong>Block menu:</strong> choose <strong>Next</strong></td>
<td><strong>Ctrl-Page Down</strong></td>
</tr>
<tr>
<td><img src="image" alt="Print Icon" /></td>
<td><strong>Print</strong> ~ Captures the current window and prints it.</td>
<td><strong>File menu:</strong> choose <strong>Print</strong></td>
<td><strong>Shift-F8</strong></td>
</tr>
<tr>
<td><img src="image" alt="Exit Icon" /></td>
<td><strong>Exit</strong> ~ Exits out of the form or window.</td>
<td><strong>File menu:</strong> choose <strong>Exit</strong></td>
<td><strong>Ctrl-Q</strong></td>
</tr>
</tbody>
</table>
Understanding the Components of Banner Forms

- **Key Block**
- **Navigation Tabs**
- **Information Block**
- **Fields**
- **Auto Hint/Status Line**
Searching for a Student

**By CWID**
1. Type the name of any student form in the **Go To** box on the **Banner General Menu**. Press **[Enter]**.
2. Type student’s **CWID** in the **ID** field and press **[Enter]**.

**By Name**
1. Type the name of any student form in the **Go To** box on the **Banner General Menu**. Press **[Enter]**.
2. Press the **[Tab]** key to navigate to the name field (it is not labeled but is found to the immediate right of the **ID** field).
3. Type the student’s last name in the name field and press **[Tab]**. Use the wildcard percentage sign (%) to search for all names that begin with the letters you enter, if you enter only the first few (e.g., smi%).
4. If your search yields more than one result, the **ID and Name Extended Search** box will display. Click on the **Results** drop down to select the correct student. You will then be returned to the form.

If your search yields only one result, the **ID and Name Extended Search** box will not display. Instead, that particular name will populate the form.
Viewing a Student’s Contact Information

1. Type SPAIDEN in the Go To box of the General Menu. Press [Enter].
2. Type student’s CWID in the ID field and press [Enter].
3. Perform a Next Block function to populate the information block.
4. Click on the navigational tabs to view information of interest.
5. To view another student’s information, perform a Rollback function. Repeat steps, beginning with Step 2.
6. When finished, click the Exit icon on the toolbar to return to the Banner General Menu.
Viewing a Student’s Biographical Information

1. Type SPAPERS in the Go To box of the General Menu. Press [Enter].
2. Type student’s CWID in the ID field and press [Enter].
3. Perform a Next Block function to populate the information block with the biographical details.
4. Use the vertical scroll bar on the right side of the block to view all data.
5. To view another student’s information, perform a Rollback function. Repeat steps, beginning with Step 2.
6. When finished, click the Exit icon on the toolbar to return to the Banner General Menu.
Viewing Admissions Application Details (SAAADMS)

1. Type SAAADMS in the Go To box of the General Menu. Press [Enter].
2. Type student’s CWID in the ID field and press [Enter].
3. Use drop-down to select student’s entry term.
4. Perform a Next Block function.
5. The Application navigational tab contains the application information. If the vertical scroll bar on the right of the form is active, use it to view other applications the student has.
6. Click on the Checklist tab to see a list of admission requirements and related details.
7. Click on the other navigational tabs for additional information.
8. To view another student’s application information, perform a Rollback function. Repeat steps, beginning with Step 2.
9. When finished, click the Exit icon on the toolbar to return to the Banner General Menu.
Viewing a Student’s High School Information

1. Type `SOAHSCF` in the Go To box of the General Menu. Press [Enter].
2. Type student’s CWID in the ID field and press [Enter].
3. Perform a Next Block function to populate the information block with the student’s high school details.
4. Use the vertical scroll bar on the right side of the block to view all data.
5. Click on the navigational tabs to view additional information.
6. To view another student’s information, perform a Rollback function. Repeat steps, beginning with Step 2.
7. When finished, click the Exit icon on the toolbar to return to the Banner General Menu.
Viewing a Student’s Prior Colleges

1. Type SOAPCOL in the Go To box of the General Menu. Press [Enter].
2. Type student’s CWID in the ID field and press [Enter].
3. Perform a Next Block function to populate the first information block with the student’s prior college information.
4. Use the vertical scroll bar on the right side of the block to view all data.
5. Click on the navigational tabs to view additional information.
6. To view another student’s information, perform a Rollback function. Repeat steps, beginning with Step 2.
7. When finished, click the Exit icon on the toolbar to return to the Banner General Menu.
Viewing General Student Information (Curriculum, Classification, Residency, Veteran Status, Graduation Status, and Other Information)

1. Type SGASTDN in the Go To box of the General Menu. Press [Enter].
2. Type student’s CWID in the ID field and press [Enter].
3. Perform a Next Block function to access the information block.
4. Click on the navigational tabs to access different pieces of information. Use the vertical scroll bar on the right side of the block to view all data.
5. To view another student’s data, perform a Rollback function. Repeat steps, beginning with Step 2.
6. When finished, click the Exit icon on the toolbar to return to the Banner General Menu.
Viewing Academic Standing

1. Type SGASTDQ in the Go To box of the General Menu. Press [Enter].
2. Type student’s CWID in the ID field and press [Enter].
3. Perform a Next Block function to view the Academic Standing Code.
4. To view another student’s data, perform a Rollback function. Repeat steps, beginning with Step 2.
5. When finished, click the Exit icon on the toolbar to return to the Banner General Menu.
Viewing a Student’s Class Schedule

1. Type `SFAREGQ` in the Go To box of the General Menu. Press [Enter].
2. Enter the appropriate term code.
3. Type student’s CWID in the ID field and press [Enter].
4. Perform a Next Block function to view the registration information.
5. Use the vertical scroll bar on the right side of the block to view all data.
6. To view another term of registration for this student or to view another student’s information, perform a Rollback function. Repeat steps, beginning with Step 2.
7. When finished, click the Exit icon on the toolbar to return to the Banner General Menu.
Viewing a Student’s Enrollment Information

1. Type SFAREGS in the Go To box of the General Menu. Press [Enter].
2. Enter the appropriate term code.
3. Type student’s CWID in the ID field and press [Enter].
4. Perform a Next Block function to view enrollment information.
5. Use the vertical scroll bar on the right side of the block to view all data.
6. Use the navigational tabs to access other information.
7. To view another term of registration for this student or to view another student’s information, perform a Rollback function. Repeat steps, beginning with Step 2.
8. When finished, click the Exit icon on the toolbar to return to the Banner General Menu.
Viewing Cumulative GPA, Term GPA’s Academic Standing, and Courses/Grades

1. Type \textit{SHATERM} in the \textit{Go To} box of the \textit{General Menu}. Press [Enter].
2. Type student’s CWID in the \textit{ID} field and press [Enter].
3. Press [Tab] to navigate to the \textit{Course Level Codes} drop-down to select the appropriate level code.
4. Press [Tab] to navigate to the \textit{Start Term} field and enter the appropriate term code. Removing the term or leaving the field blank displays the student’s courses and grades from the student’s first term.
5. Perform a \textit{Next Block} function to access the \textit{Current Standing} block, which includes the cumulative GPA.
6. Click on the \textit{Term GPA and Course Detail} navigational tab to see the student’s term GPA’s. Use the vertical scroll bar on the right side of the block to view all data.
7. Perform a \textit{Next Block} function to view the student’s courses.
8. To view another student’s data, perform a \textit{Rollback} function. Repeat steps, beginning with Step 2.
9. When finished, click the \textit{Exit} icon on the toolbar to return to the Banner \textit{General Menu}. 

10. Press \textit{Esc} to exit Banner.
Viewing Holds

1. Type SOAHOLD in the Go To box of the General Menu. Press [Enter].
2. Type student’s CWID in the ID field and press [Enter].
3. Perform a Next Block function to display any holds the student has.
4. If the student has a hold, look at the To field. If the field contains a date later than the current date, the hold is active. If the To field contains the current date or any date prior to the current date, the hold has been cleared.
5. To view another student’s data, perform a Rollback function. Repeat steps, beginning with Step 2.
6. When finished, click the Exit icon on the toolbar to return to the Banner General Menu.
Setting a Hold

1. Type SOAHO\(\text{LD}\) in the Go To box of the General Menu. Press [Enter].
2. Type the student’s CWID in the ID field and press [Enter].
3. Perform a Next Block function to access Hold Details block.
4. Use drop-down to select hold type (double click to populate).
5. Type reason for the hold (not required).
7. The current date automatically populates the from field in the date range, and 12/31/2099 automatically populates the to date. Leave these dates unaltered to ensure the hold is active.
8. Use drop-down to select an origination code.
9. Click the Save icon on the toolbar.

NOTE: After saving, click on the Rollback icon to be able to enter the CWID of another student who needs to have a hold set.
Clearing a Hold

1. Type `SOAHOLD` in the Go To box of the General Menu. Press [Enter].
2. Type student’s CWID in the ID field and press [Enter].
3. Perform a Next Block function to access Hold Details block.
4. Click on the line of the hold to be cleared.
5. Change the to date to the date the hold is to be cleared (entering a T in the field yields today’s date).
6. Click the Save icon on the toolbar.

NOTE: After saving, click on the Rollback icon on the toolbar to be able to enter the CWID of another student who has a hold which needs clearing.
Clearing a Hold

1. Type `SOAHOLD` in the Go To box of the General Menu. Press [Enter].
2. Type student’s CWID in the ID field and press [Enter].
3. Perform a Next Block function to access Hold Details block.
4. Click on the line of the hold to be cleared.
5. Change the to date to the date the hold is to be cleared (entering a `T` in the field yields today’s date).
6. Click the Save icon on the toolbar.
Giving a Student Web Registration Authorization (Override) by Section

1. Type SFASRPO in the Go To box of the General Menu. Press [Enter].
2. Type the student’s CWID in the ID field.
3. Press [Tab] to access the Term field. Type the correct term code.
4. Perform a Next Block function, which will populate the Student Permits/Overrides section.
5. Press [Tab] to navigate to the Permit column. Type the appropriate authorization code, or double click for a list of codes.
6. Press [Tab] to navigate to the CRN column. Type the appropriate CRN.
7. Click the Save icon on the menu bar. which will populate your name in the User field.
8. Click the Exit icon on the toolbar to return to the Banner General Menu.
Viewing Standardized Test Scores

1. Type SOATEST in the Go To box of the General Menu. Press [Enter].
2. Type student’s CWID in the ID field and press [Enter].
3. Perform a Next Block function to display the student’s test score information by category.
4. To view another student’s data, perform a Rollback function. Repeat steps, beginning with Step 2.
5. When finished, click the Exit icon on the toolbar to return to the Banner General Menu.
Viewing Degree Information

1. Type SHADEGR in the Go To box of the General Menu. Press [Enter].
2. Type student’s CWID in the ID field and press [Enter].
3. Click the Degree Sequence drop down to display the Degree Summary form (SHADGMQ). The Learner Outcome Summary block lists the degree(s) the student has been awarded (AW) and degree date(s).
4. The Curricula Summary-Primary and Field of Study Summary blocks provide additional details.
5. To return to SHADEGR to view another student, click the Exit icon on the toolbar.
Viewing a Class List

1. Type SFASLST in the Go To box of the General Menu. Press [Enter].
2. Press [Tab] to access the Term field. Type the correct term code.
3. Press [Tab] to navigate to the CRN field. Type the appropriate CRN.
4. Perform a Next Block function, which will display the list of registered students.
5. To view another student’s data, perform a Rollback function. Repeat steps, beginning with Step 2.
6. Click the Exit icon on the toolbar to return to the Banner General Menu.
Viewing Course Level Prerequisites

1. Type SMAAREA in the Go To box of the General Menu. Press [Enter].
2. Use the Area down arrow to search for the correct code (click on Access Area Library).
3. Press [Tab] to navigate to the Term field. Enter the term code, or use the down arrow to select it.
4. Perform a Next Block function to populate the General Requirements block.
5. Perform a Previous Block function to view the Area Course/Attribute Attachment block.
6. Perform a Next Block function to return to the General Requirements block.
7. Perform a Rollback function to view another set of course level prerequisites.
8. Click the Exit icon on the toolbar to return to the Banner General Menu.
Searching for a List of Course Sections by Day and Time

1. Type SSAMATX in the Go To box of the General Menu. Press [Enter].
2. Use the horizontal scroll bar under all the fields to find the Term field, click in it, and type the term code of interest.
3. Click in the Subject field, and type the subject code of interest.
4. Click in the Course field, and type the course number of interest.
5. Click the Execute Query icon on the toolbar.
6. Use the vertical scroll bar on the right side of the block to view the results of your search.
7. When finished, click the Exit icon on the toolbar to return to the Banner General Menu.
Searching for a List of Course Sections by Part of Term

1. Type `SSASECQ` in the Go To box of the General Menu. Press [Enter].
2. Type the correct term code in the Term field, or search for the term by using the down arrow.
3. Click in the Part of Term field. Type the correct code, or search for it using the down arrow.
4. Click the Execute Query icon on the toolbar.
5. Use the vertical scroll bar on the right side of the block to view the results of your search.
6. When finished, click the Exit icon on the toolbar to return to the Banner General Menu.
Viewing Course Level Restrictions

1. Type SSARRES in the Go To box of the General Menu. Press [Enter].

2. Press [Tab] to navigate to the Term field, and type the correct term code.

3. Press [Tab] to access the CRN field, and type the correct CRN.

4. Perform Next Block functions to navigate through the information blocks (or click on the informational tabs). Restrictions must be evaluated as a whole to determine a student’s eligibility to register for the section.

5. Perform a Rollback function to view another set of course level restrictions.

6. Click the Exit icon on the toolbar to return to the Banner General Menu.
Viewing Department Permissions for a Section

1. Type SSASECT in the Go To box of the General Menu. Press [Enter].
2. Type the correct term code in the Term field.
3. Press [Tab] to access the CRN field, and type the correct CRN.
4. Perform a Next Block function. If the Special Approval field is populated, click on the down arrow to reveal the values. If it is blank, no special permission is required.
5. Perform a Rollback function to view another set of course level restrictions.
6. Click the Exit icon on the toolbar to return to the Banner General Menu.