Banner Student Module
User Information

April 2010

User Group: Staff
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Questions about Banner should be directed to . . .

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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>Year</th>
<th>Term Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>40</td>
<td>fall</td>
</tr>
<tr>
<td>2011</td>
<td>60</td>
<td>spring</td>
</tr>
<tr>
<td>2012</td>
<td>80</td>
<td>summer</td>
</tr>
<tr>
<td>2011</td>
<td>41</td>
<td>winter session (not used after Winter 2009)</td>
</tr>
<tr>
<td>2011</td>
<td>61</td>
<td>first summer (not used after Summer I 2010)</td>
</tr>
<tr>
<td>2011</td>
<td>62</td>
<td>second summer (not used after Summer II 2010)</td>
</tr>
</tbody>
</table>

**Banner Term Examples**

<table>
<thead>
<tr>
<th>Year</th>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>40</td>
<td>2010 Fall</td>
</tr>
<tr>
<td>2011</td>
<td>60</td>
<td>2011 Spring</td>
</tr>
<tr>
<td>2011</td>
<td>80</td>
<td>2011 Summer</td>
</tr>
<tr>
<td>2012</td>
<td>40</td>
<td>2011 Fall</td>
</tr>
<tr>
<td>2012</td>
<td>60</td>
<td>2012 Spring</td>
</tr>
<tr>
<td>2012</td>
<td>80</td>
<td>2012 Summer</td>
</tr>
<tr>
<td>2013</td>
<td>40</td>
<td>2012 Fall</td>
</tr>
<tr>
<td>2013</td>
<td>60</td>
<td>2013 Spring</td>
</tr>
<tr>
<td>2013</td>
<td>80</td>
<td>2013 Summer</td>
</tr>
</tbody>
</table>

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

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

Click here to search by CWID or name.

Click here to try again.

Click here to verify selection.

Click here.
Viewing a Student’s Current Major

1. Select "Student Information Menu".
2. Select "Term Selection".
3. Select "Student Information".
4. Select "Curriculum Information".

Information for:

Student Information effective from Fall 2010 to the End of Time:

Registered for Term:
- Yes
- First Term Attended: Fall 2005
- Last Term Attended: Fall 2009
- Status: Active
- Matriculation Term: Spring 2009
- Residence: Louisiana Resident
- Citizenship: Citizen
- Student Type: Continuing
- Class: Senior
- Primary Advisor: Karen A. Crowley

Expected Graduation Term: Spring 2011
Expected Graduation Year: 2013

Curriculum Information:
- Current Program:
  - Bachelor of Arts
- Level:
  - Undergraduate
- Programs:
  - BA in Communication Studies
- Admit Term:
  - Spring 2009
- Admit Type:
  - Undergraduate Readmit
Viewing a Student’s Addresses and Telephone Numbers

[Image and text as described in the original document]
Viewing a Student’s E-Mail Addresses

1. Select the Student Information Menu.
2. Select Student Address and Phones.
3. Select E-Mail Addresses.

Example: evan@thanks.ulm.edu is selected.
Viewing a Student’s Schedule

Select the Student Information Menu

Select the Term Selection option

Select the Student Information option

Select the Student Address andPhone option

Select the Student E-mail Address option

Select the View Student Schedule option

View Student Schedule
Viewing a Transcript

1. Select "Student Information Menu".
2. Select "Student Information".
3. Select "Academic Transcript".
4. Select the transcript level (e.g., "All Levels").
5. Select the transcript type (e.g., "Official").
6. Click to view the transcript.

Select level and type.
Viewing a Student’s Active Registrations

1. Select "Student Information Menu".
2. Select "Active Registrations".
3. Review the active registrations for the student.
Viewing a Student’s Registration History
Viewing a Student’s Test Scores

1. Select the Student Information Menu.
2. Select the Test Scores option.

No test scores available.
Viewing a Student’s Holds

1. Select the Student Information Menu.
2. Select the Student Information tab.
3. Select the View Holds option.
4. Administrative Holds:
   - Hold Type: Registration Hold
   - From Date: Feb 28, 2010
   - To Date: Oct 31, 2009
   - Amount: Converted from Legacy System Registration
   - Reason: Registration Hold
   - Originator: Converted from Legacy System Registration

Return to Previous
Viewing a Student’s Concise Schedule

1. Select "Student Information" in the top menu.
2. Select "Concise Student Schedule" to view the student's courses for the term.
Viewing a Student’s Week-at-a-Glance Schedule
Searching the Class Schedule

- Select a term: Fall 2010
- Select at least one subject
- Ctrl + left click to select more than one subject
- Cannot search all subjects at once
- If desired, refine search by applying additional criteria before clicking Submit
Searching the Course Catalog

- Select at least one subject.
- Ctrl + left click to select more than one subject.
- Cannot search all subjects at once.

If desired, refine search by applying additional criteria before clicking Get Courses.
CRN Selection

Select a CRN

1. Click drop-down to select the course of interest from the list of those you are teaching.
2. Click to select the CRN for the course.
3. Click to return to the main menu.
Faculty Detail Schedule

- Click to add office hours info
- Click to add syllabus info
- Click for enrollment info

Select Faculty Detail Schedule.
**Faculty Week-at-a-Glance Schedule**

1. Select the Faculty Detail Schedule.
2. Click on course numbers to view Faculty Detail Schedule.
3. CRN's are highlighted: ENGL 3021-BA, 30699 BA, ENGL 1001-BA, 30563 BA.
Detail Class List

select

click here to see listing of other sections of this course

click here to view Summary Class List

e-mail students individually

e-mail entire class

return to Table of Contents
Summary Class List

- Select the Summary Class List to view the list of classes.
- Click on the CRN to view the Detail Class List.
- To email students individually, select the student email icon.
- To email the entire class, click on the email entire class icon.
- Return to the Table of Contents.
Midterm Grades

The Mid-Term Grade Worksheet is unavailable.

RELEASE: 8.1
Final Grades

- Click here to see listing of other sections of this class.
- Final grades:
  - Select final grades.
  - Email students individually.
Incomplete Grades Summary

select

Incomplete Grades Summary

No incomplete grades have been assigned.

RELEASE: 8.1
Active Assignments

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

Select:

[Image of the interface showing Faculty and Advisors]
Assignment History

Click here to see listing of other sections of this course

Click here to view Faculty Detail Schedule

Select to return Table of Contents
Syllabus Information

Select Syllabus Information in these fields.

Click to submit.

Return to Previous.

Release: 8.1
Maintaining Office Hours

- Select the option to enter military time.
- Use drop-down to select the days.
- Click to allow students to view office hours.
- Enter in military time.
- Click to select days.
- Enter this info.
Facility Grade Summary

click here to see listing of other sections of this course

select