Student Information System

Standard Operating Procedures

Banner 9
Training Manual

Auburn University

Office of the Registrar

334-844-2561

Welcome to BANNER 9 – Student Information System Training

The Office of the Registrar takes great pride in generating and maintaining accurate academic records on behalf of our students. The Student Information System that you will be using is a critical piece of this responsibility. This requires specific and standardized processes and procedures.

Many of the actions you perform will be done on a daily basis while others will only be executed once or twice a semester. This manual allows you to methodically enter information with standardized operating instructions.

Not all users have access to all forms. Also, some users may have maintenance capability, while others may have query only access to certain forms. Access to the forms will vary according to the required duties within the departments.

In the event that you have any questions with the instructions, please do not hesitate to contact Ricky Causey for clarification or guidance. The Office of the Registrar is here to assist you in every way possible.

Ricky Causey
Banner Resource Coordinator
Office of the Registrar
Auburn University
PH: 334-844-2561
E-mail: rickyc@auburn.edu

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FERPA

Family Educational Rights and Privacy Act

Quick Reference

Four Specific Rights:
1. Students have the right to inspect and have access to their education records
2. Students have the opportunity to seek amendment to their education records
3. Students have some control over the disclosure of information from their records
4. Students can file a complaint with the U.S. Department of Education in Washington D.C.

Auburn Must:
- Inform students of University record systems and identify what data is on the record. This must be done annually.
- Assure students that this data is used only for intended purposes.
- Give students the opportunity to request a correction or an amendment to their record.
- Make certain employees, with access to the student information system, protect student's privacy.

What are Education Records?
- Records that directly relate to a student (personally identifiable to a student).
- Records that are maintained by an educational agency or institution or by a party acting for the agency or institution.

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
- A.U. E-mail Address
- Participation in Recognized Activities and Sports
- Photographs, Video or Other Electronic Image (released only in connection with official A.U. publications)
- 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)
- Degrees and Awards Received

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 students 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

REMIND STUDENTS OF *Parent and Family Portal* - PROXY ACCESS FOR PARENTS (auburn.edu/aupa)

- 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 AU Access account.
- 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 student's Auburn University e-mail address when communicating with students.
- Always ask for ID before providing information. Do not assume the identity of a student.
- Do not discuss the progress of any student with anyone other than the student (including parents) without the consent of the 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 scheme.
- 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 circulate a printed class list with any part of the student's ID number (or any other identifier) or grades as an attendance roster.
- 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 is given.
- Do not give information about disabilities.

When in doubt, don't give it out!

Call the Office of the Registrar if you have questions about privacy or confidentiality of education records.
Ricky Causey ▪ rickyc@auburn.edu ▪ 334-844-2561

AU Access – Logging In

Go to auburn.edu

- View the Menu Bar across the top
- Click on AU Access

Log In screen will appear

- Enter Auburn ID
- Enter Password
- Click Log In

- Click Employees Tab
- Click Banner9 Admin

- Select Authentication Method and respond accordingly.

You are now in BANNER9 ADMIN
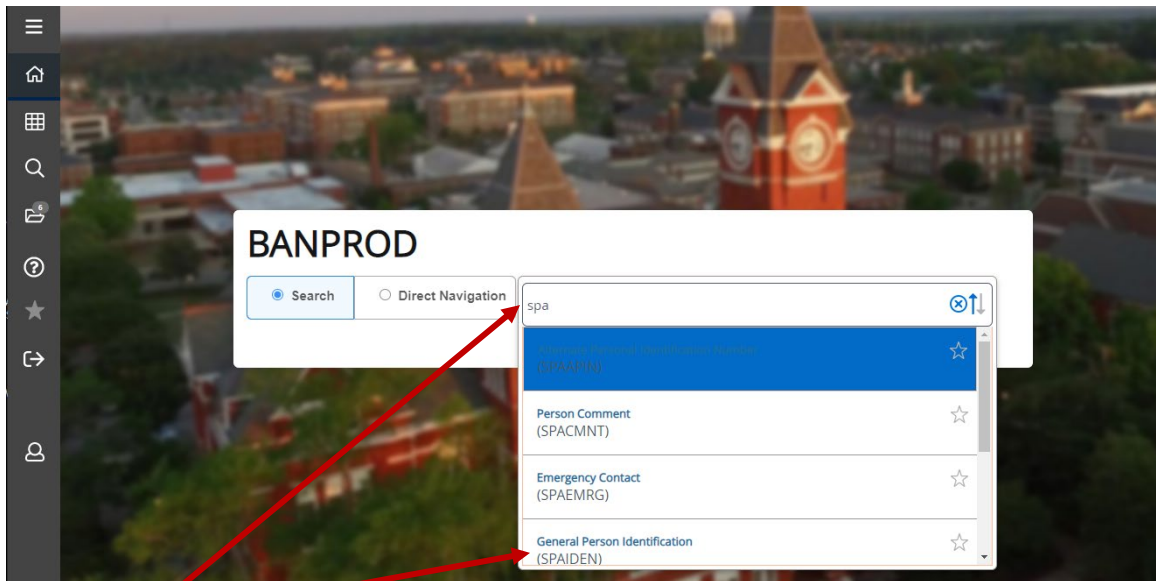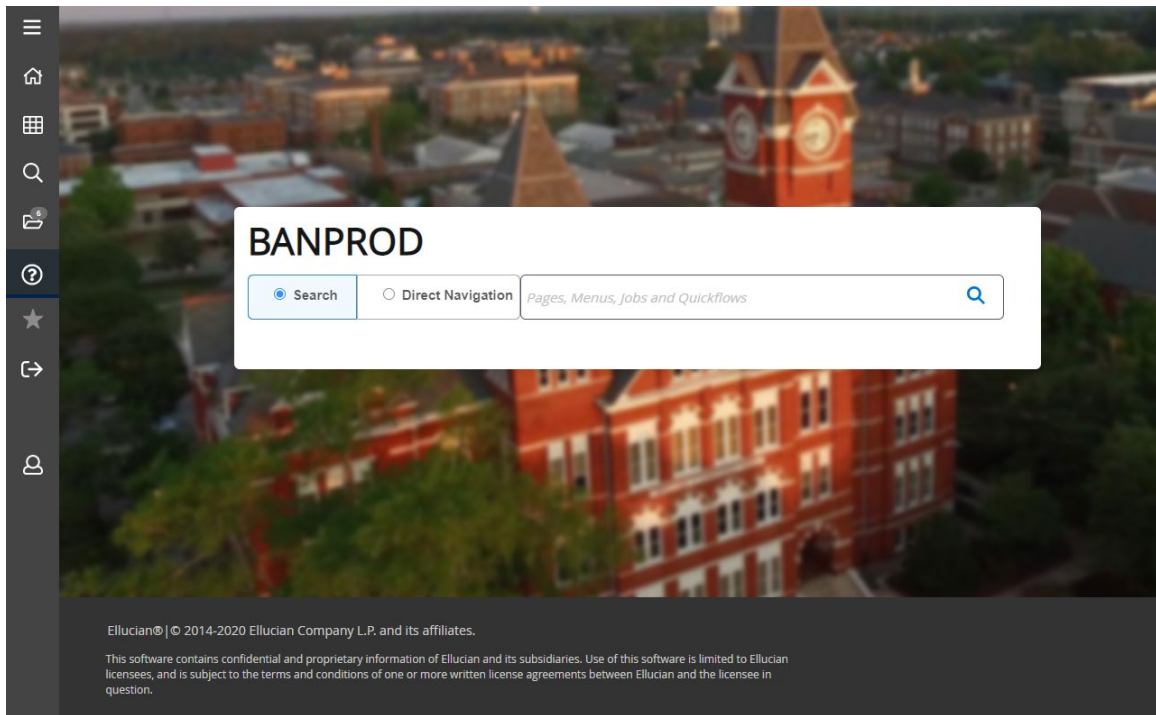
Once on the Main Menu, the user can begin typing the Form Name in the Search Box (be sure the "Search Button" is checked). As you begin typing, choices with the letters typed will appear below the Search Box. The user can select from these choices or type the entire form name

NAVIGATING IN BANNER9

BANNER9 MAIN MENU

The Banner9 main menu is the launching point for all forms and reports. Any time you go into Banner9 Admin, you will see this page. Also, when you "X" out of a form, 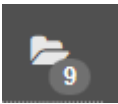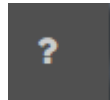you will be taken back to this page. The Main Menu includes the following components that are used to navigate through Banner.

- **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 Banner9.
- **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.
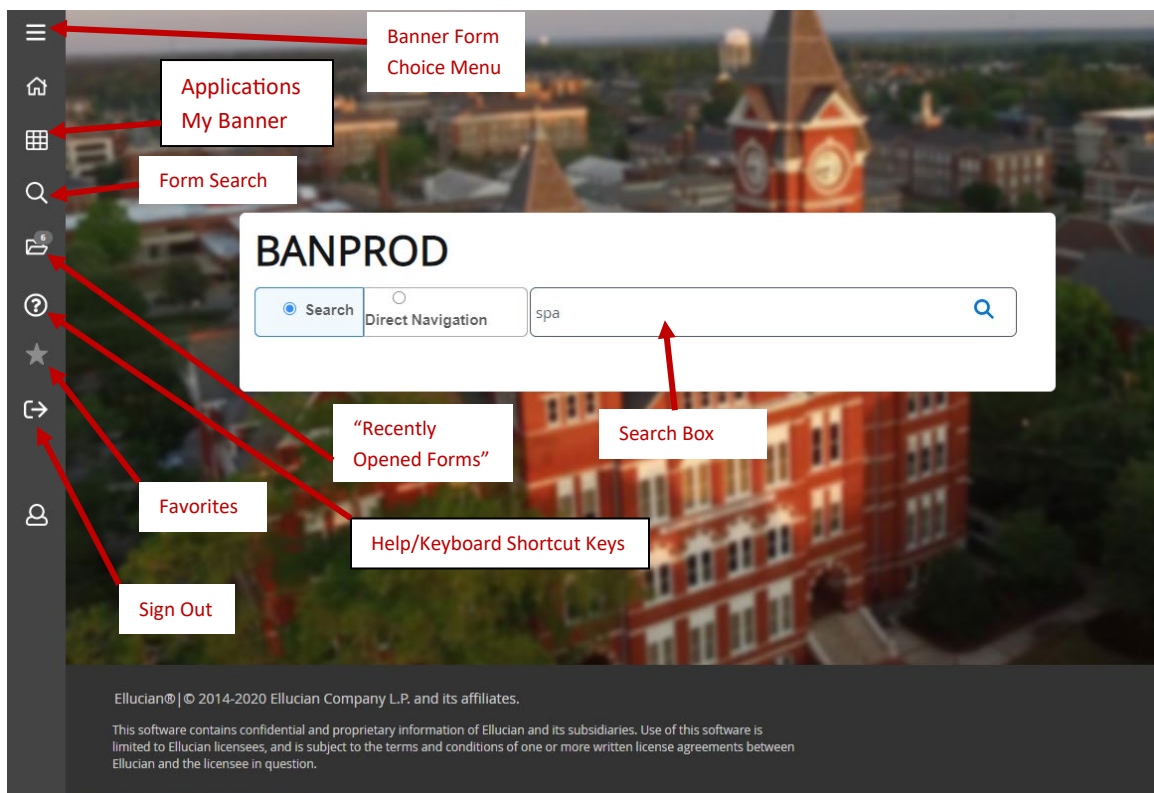
To begin using Banner9, type the chosen form name in the Search Box; Enter.

BANNNER9 FUNCTIONS – MAIN MENU

Button Name	Button Image	Function
Toggle Menu		Opens descriptions for each icon below
Applications Button		Allows user to search through Banner9 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 Banner9
Search Box	search...	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 Banner9

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 Banner9, there are more menu and button options to help you further navigate. Hover mouse over any key within a form to view the shortcut.

BANNER9 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 Banner9 main page, click X (Exit).

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

Exit to return to main page

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

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

Enter required/optional information as needed for the chosen form

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

Start Over button allows user to return to the key part of the form to search new information

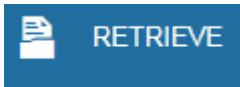**Previous Section/Next Section** allows user to navigate into sections of the form

Save button allows user to save changes made in the form
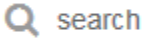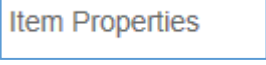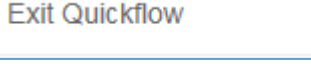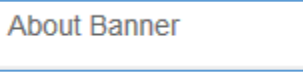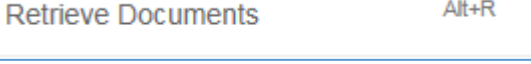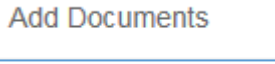
BANNER9 FUNCTIONS – FORMS

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	Go	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	⚙ TOOLS	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	1	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	🖧 RELATED	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	📄 ADD	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
Retrieve Menu Button	📄 RETRIEVE	Used to view Banner Document Management files (Xtender) – Only available for those who have BDM installed and setup on their computers
Next or Previous Record/Section	▲ ▼	Allows the user to proceed or return to a section within the form
Start Over Button	Start Over	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
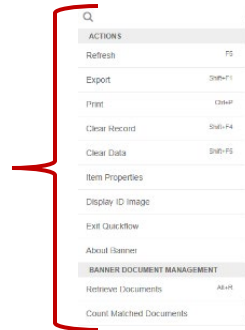
Search Box	Q search	This box is used to search for a function housed within the tools menu
Refresh	Refresh F5	Similar to the Start Over button; Will take the user back to the Key Information area to input new search criteria within the same form and perform a new search
Export	Export Shift+F1	Allows the user to export data in the Banner Form to an Excel spreadsheet
Print	Print Ctrl+P	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 Shift+F4	Clears selected record
Clear Data	Clear Data Shift+F5	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 Alt+R	Used to view Banner Document Management files (Xtender)
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

COMMON OCCURRENCES IN BANNER9 FORMS

Notification Windows Button alerts 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 the Notification Window button (number in the square) and the message will minimize

Use the Scroll Bars laterally or vertically to view entire page of a form

Use the arrows to view available pages in the form/section

When saving the form after making changes, a note will appear below the Notification Windows Button stating whether the form was saved. If saved successfully, the comment will generally have comments such as: Student Registered, Transaction Complete, etc…, depending on the form used. Sometimes, multiple comments or errors will appear. If saving the changes was not successful, an error will appear below the Notification Windows Button. Click on the Notification Windows Button (the square in the corner with a number), and the notifications will be minimized

Common issues in Banner9 include:

- All the information will not fit on one page, so the user must use the Scroll Bar
- Multiple pages on the Form/Section? Arrow keys must be used to navigate

First Section in Form

Second Section in Form

Many Banner forms have multiple sections. To navigate through the different sections, use the Previous/Next Section buttons in the bottom left corner of the form. The user must move into the correct section in order to make changes in that section

Common Banner Terms and Applications

Banner Module: Major grouping of Banner forms, each related to a specific department. Auburn 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.

Xtender: Banner Document Management system that allows scanned documents to be stored.

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

SPAIDEN

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

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

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

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

"X" (Exit) to return to "Banner main page

Click "Start Over" to view next student on current form

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

SPACMNT

SPACMNT is a form to enter general personal student comments. Any comments concerning student advising need to be entered in Advise Assist. 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 **"00."**
- Type college or department code in **Originator Box**, or click Ellipses.
- Type notes in the **Comments** section. This section has limited capacity. Use **Narrative Comments** for a larger capacity.
- Click Save.

If a comment record already exists:

- Type SPACMNT in the Search Box; Enter.
- Type ID number to view; Click Go.
- Scroll bar can be used to view previous comments. *Do not type over existing comments*.
- Click Insert. A new Comments page will appear.
- Click Ellipses to select **Comment Type**. General comment is **"00."**
- Type code in **Originator Box**, or use **Ellipses**.
- Type notes in the **Comments** section.
- Click Save.

- **Activity Date** and **Last Updated By** comment appears to the right of the screen for entry being viewed.
- Number of records can be found in bottom right of screen (ex: record 1 of 2)
- Individual pages can be navigated by clicking on the arrows on bottom left of page.

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

SGASTDQ

SGASTDQ is a student summary form. It shows standings 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.

Major/Minor/Field of Study information mirrors term that is highlighted

Standing

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 who placed the hold will have greater knowledge regarding the reason.

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

COMMON REASON CODES FOR HOLDS:

PC - Office of Accessibility Hold (844-2096).

SA - Can be either Residence Life (844-3460) or Student Conduct (844-1305), depending who sent the hold request.

RH - Registration Hold – may come from the Registrar's Office (844-2544) or ROTC (844-4305).

MF - Medical Clinic Hold (844-7153).

- Numeric holds often originate from Student Financial Services (844-4634).
- To view additional Hold Codes, type STVHLDD in the Banner Main Menu Search Box; Enter.

SGAADVR

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

Adding an Advisor:

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

Click "Insert" to add new advisor

An empty box will appear to enter Advisor's ID

Clicking on the "Maintenance" button (if highlighted) creates this dialog box. Click "Copy Advisor"

Advisor Type

Click "Save" when updates have been completed

Ending an Advisor:

- Type SGAADVR in the Search Box; Enter.
- Type ID and appropriate term; Current or future term must be used to end advisor. Click Go.
- Associated advisors for that term will appear.
- If the Maintenance button is highlighted, click it to activate Maintenance (see example above):
    o The **Option List** dialog box will appear. Click Copy Advisor.
    o 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:
    o Highlight the advisor to be removed. Click Delete. You must click Delete for each advisor being removed; Click Save.

Click "Delete" to remove advisor

Click Save when updates have been completed

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

SHADGMQ

SHADGMQ shows degree information.

- Type SHADGMQ in the Search box; Enter.
- Type the ID; Click Go.
- If a degree has been earned, applied for, or is pending, it will be visible, along with date earned, and field of study.
- If more than one degree has been earned arrow down through the terms below **Learner Outcome Summary.** The degree sought, pending, or awarded will change as the specific term is highlighted.

Graduation Status Codes:

AW = Awarded
AP = Applied - current graduating student from around 15th day of class to around mid-term
PN = Pending - current graduating student from around mid-term to end of term
CA = Certificate Awarded, generally graduate certificates
SO = Sought – student applied for graduation, but did not graduate

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

SFARGRP

SFARGRP is used to create and view time tickets for the students. To view SFARGRP:

- Type SFARGRP in the Search Box; Enter.
- Type ID and Term; Click Go.
- View the assigned time ticket and corresponding times available to register.
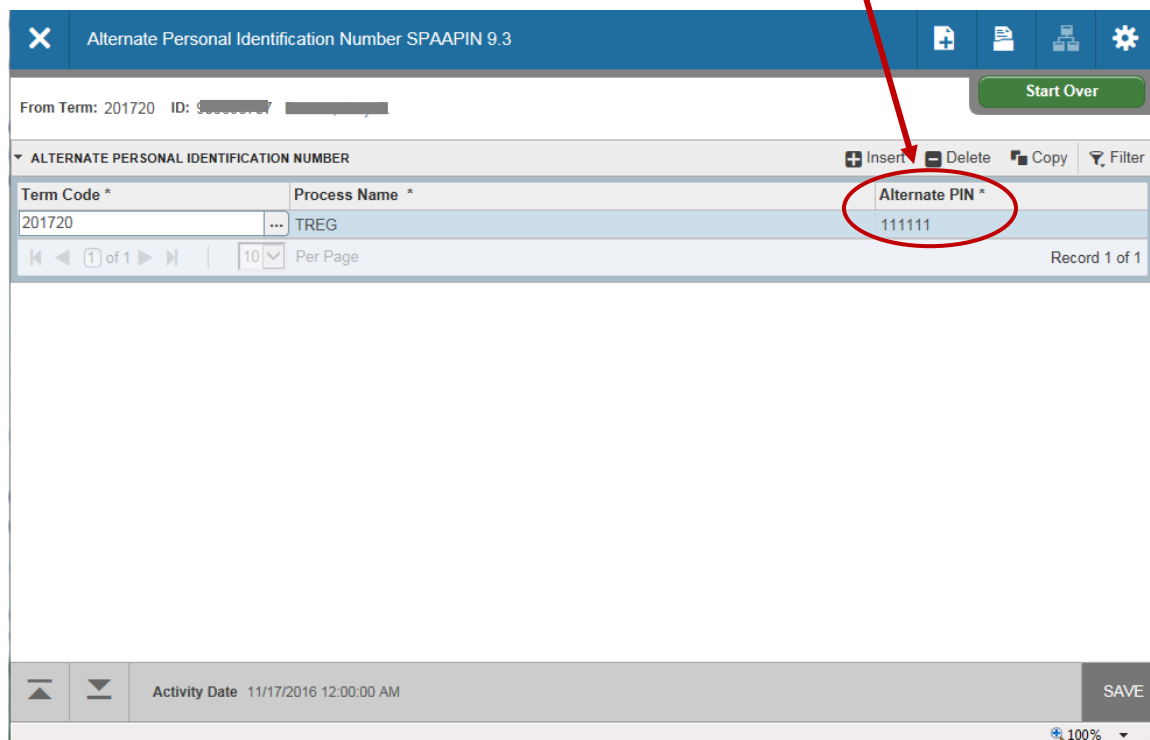
Click Start Over or X (Exit) to return to Banner main page.

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, "*TREG*" is missing from the **Process Name**, or if the Alternate Pin has been changed to "111111."

- 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.
- If a PIN exists and is a random set of numbers, the pin has not been reset for the student to register. If a PIN does not exist and you want to block the student from registering, you will need to set one. If a Pin exists and is "111111," the pin has been reset.
- *See next page for instructions to change/create a pin.*

To create or change an Alternate PIN for a term:

- ***To allow the student to register -*** If a PIN number exists with random numbers (anything except "111111"), make sure the Term Code is correct and "TREG" is typed in the Process Name. In the field with the Alternate PIN, tab to the Alternate PIN field and change (type over) the PIN number to "111111."; Click Save.
- ***To block a student from registering -*** If no PIN exists and you want to **block** the student from registering, key information in the first field (applicable Term Code, tab; Process Name "TREG", tab; 6 digit random Alternate PIN). If you want to create a Pin and allow the student to register, key "111111" as the Alternate Pin. Click Save. *Note: The Process Name is generally "**TREG**" in all circumstances*.
- To add an additional Alternate Pin, click "Insert" and type the new Pin information in the empty block.
- ***To remove a PIN*** – Highlight the field to be removed. Click Delete, then click Save.

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

SFAREGS

SFAREGS enables the user to perform registration transactions. This form will show you how to add and/or drop a course section on a student's schedule.

Important: SFAREGS is a powerful form that performs functions that can change a student's charges and their financial aid. Only change the fields that are described in these instructions. Do not change Student Standings, or Dates. Maximum Hours can be changed up to 22 hours with department approval.

- Type SFAREGS in the Search Box.
- The form SOADEST will appear any time the user goes into SFAREGS the first time after signing in. This form is not used here. Click X to Exit SOADEST.
- After exiting the SOADEST form, you will be taken to SFAREGS.

- Enter the Registration Term in the Term field and the student's ID; Click Go.
- *If the student has holds, registration changes cannot take place by the department. If holds exist, course deletions must be made by the Office of the Registrar. No office may add a course until hold is removed.*

- The Enrollment Information section contains prefilled areas for **Status** and **Max Hours**. The Enrollment Status must be "*EL"* for a student to be eligible to register.

Adding a Course

To add a course to a student's schedule:
- Click Next Section to the Course Information block.
- Click Insert to create a new blank CRN field.
- Enter the appropriate CRN, tab over and the subject, course number and section fields will self-populate. For variable credit hours, you will need to insert the correct hours. "*RE*" will automatically appear in the status field.
- With variable hour courses be sure the Credit Hours and the Bill Hours are accurate before saving. ***Credit Hours and Bill Hours must always match***.
- After the 15th day of class (5th day for summer), all class schedule adjustments for adding classes must go through the "Workflow" process (current term only).

New CRN entered, then tab to populate associated information

After saving once, if no errors occur, this note will appear; Save again

On variable hour classes, credit hours and bill hours must always match

Note the scroll bar is active. You must scroll to view all associated information attached to the CRN, including the override box

- Click Save to save your changes. If no error occurs, a message will appear at the bottom of the form regarding the assessment of registration fees (usually "*Create Collector Record*"). If an error does occur, follow instructions on pages 28 and 29.
- Click Save again to complete the transaction. A message will pop up in the top right indicating that your transaction is complete.

- Once course is saved, screen will go back to the beginning page of the form, *and "Student Registered"* will appear.

Any errors that prevent registration will appear in the message column after attempting to save changes. The explanation for the registration failure (Campus Restriction, Time Conflict, Instructor Approval, etc.…) will appear in the message field.

- The error must be overridden or that section removed from the schedule in order to continue.
- You must use the scroll bar to view the override column.

- Scroll to the right and click on the highlighted course in the **Override** field.
- To continue with override, Permission/Authority will be necessary to register the student by checking **Appr Recd** (if appropriate), then choosing "***Yes***" from the drop down selections in the **Override** field.

Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term	Method of Instruction	Camp
4.000	4.000	4.000	RW	UG	☐		1		A
2.000	2.000	2.000	RW	UG	☐		1		A
3.000	3.000	3.000	RW	UG	☐		1		A
3.000	3.000	3.000	RW	UG	☐		1		A
0.000	0.000	0.000	WL	UG	☐		1		A
6.000	6.000	6.000	RE	UG	☐	Yes ▼	1		A

- Click Save. If no further errors occur, a message will appear at the bottom of the form regarding the assessment of registration fees (see page **27** for example: **Fees box** – *"Create Collector Record"*). If another error does occur, repeat steps above.
- Click Save again to complete the transaction. Once course is saved, screen will go back to the beginning page of the form, and ***"Student registered"*** will appear in the top right.

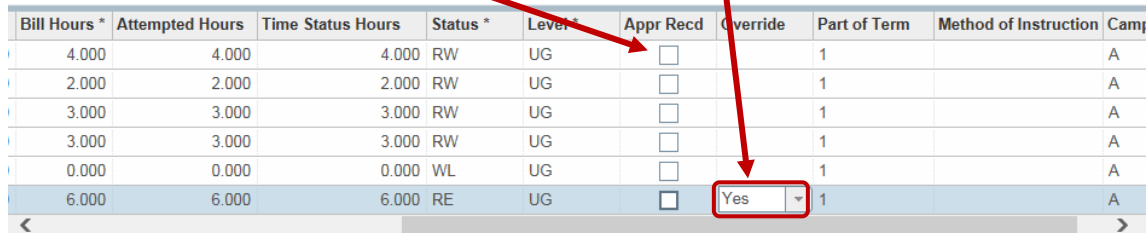<div align="center">

Dropping a Course

</div>

To drop a course from a student's schedule:
- Next Section to the Course Information block.
- Highlight the course you wish to drop, tab once to the **Status** column, then Change the registration status.
  - Change status from "***RE***" or "***RW***" to "***DD***" if before the start of classes (delete DD record; see next page for instructions)
  - Change status to "***W1***" 1st through 5th day of class (1st through 2nd day for summer). Change status to "***W1***" 6th through 15th day of class (3rd through 5th day for summer mini; 3rd through 10th day full summer term) if no $100 drop fee is to be incurred.
  - Change status to "***DF***" 6th through 15th day of class (3rd through 5th day for summer mini; 3rd through 10th day full summer term) if the student should incur the $100 drop fee.
  - Change status to **"W2"** between 16th day of class and last day to withdraw (6th day of class through last day to withdraw for summer mini; 11th day of class through last day to withdraw for full summer term)
- Students can drop classes themselves from the first day of class until the last day to withdraw.
- All other drops/withdrawals must go through the "Workflow" process.
- Click Save to save your changes. A message will appear at the bottom of the form regarding the assessment of registration fees (See page 27).
- Click Save to save the record again to complete the transaction. A message will indicate that the transaction is complete. Click Save again or click Start Over or X (exit) to ***release the student's record***.

- **If using "DD" as the status code, highlight and remove the record of the course you dropped by choosing clicking "Delete;" Save through using the instructions above.**

Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *
BIOL	4020	002	S	4.000	4.000	4.000	4.000	RW	UG
HRMT	1010	001	S	2.000	2.000	2.000	2.000	RW	UG
CADS	3700	001	S	3.000	3.000	3.000	3.000	RW	UG
ENGL	3080	001	S	3.000	3.000	3.000	3.000	RW	UG
COMM	4400	001	S	0.000	0.000	0.000	0.000	WL	UG
FOUN	3103	MKS	S	0.000	0.000	0.000	0.000	DD	UG
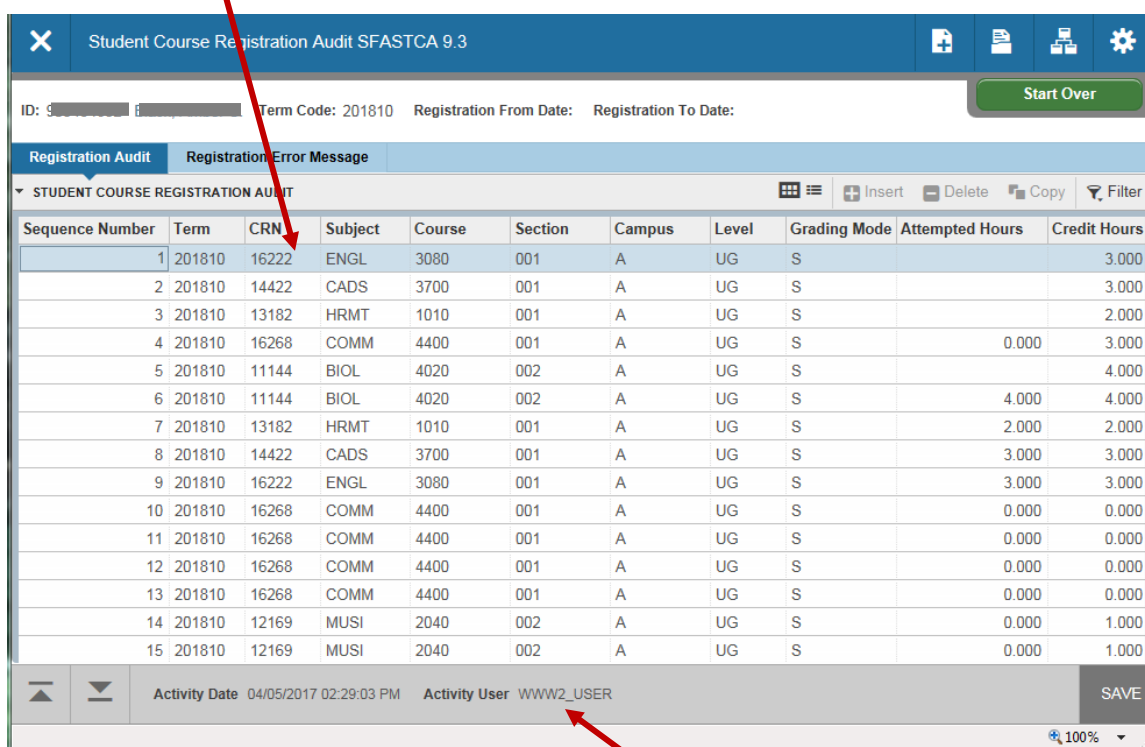
Change status to the appropriate code when dropping course, then "Save" through

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

SFASTCA

SFASTCA is the student's schedule audit trail. It shows additions, deletions, and changes to a student's schedule. This form provides the status for each schedule change, the person who made the change, and the date the change was made.

- Type SFASTCA in the Search Box; Enter.
- Type the student's ID and term code; Click Go.
- Each change in the audit trail creates a sequence number.
- In each sequence is the CRN, subject, course number, course status, status date, messages, and user ID (who made the change).
- The user can scroll through the changes that have been performed, arrowing down or up to each CRN.

The user who made the change/addition will appear here, reflecting the row that is highlighted

Note: The user "WWW2_User" reflects the student's activity. A change by any other user will show the person's "*GID*" (prefix to the individual's e-mail).

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

SFAREGQ

SFAREGQ shows the entire current schedule for a student. It includes days/times, CRN, Subject/Course/Section, start/dates, and the name of the instructor.

- Type SFAREGQ in the Search Box; Enter.
- Type the term and ID number; Click Go.
- You can now view the entire schedule.
- Use the scroll bar to move to right/left in order to view additional information pertaining to the schedule.

If there are more courses than shown, you can adjust how many are available per page, or click through the pages to view

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

SFAREGS AND SGASTDN

Enclosed are instructions for adding/deleting/changing a Major, Minor, Concentration, or Concurrent Degree. If registration has already opened for a term in which you wish to update curriculum, you will access SFAREGS. If registration has not occurred, you will use SGASTDN. Both forms appear the same on the Curricula tab.

If when making major changes in SGASTDN, the following error occurs: "Registration exists, must make changes in the Registration form," the student is active and the changes must be made in SFAREGS. If when making major changes in SFAREGS, the following error occurs: "Person is not a current student," the changes must be made in SGASTDN. The student then may be required to readmit through the Office of the Registrar. The following instructions are written with the assumption that registration has opened for the student and SFAREGS is the Banner form discussed, but the physical process is the same whether using SGASTDN or SFAREGS.

Because Banner acknowledges that changes to curriculum may impact assessment of tuition and fees, once a student has registered for a term, changes to curriculum must occur using the SFAREGS form. After saving curriculum changes on SFAREGS, Banner will automatically recalculate tuition and fees.

On either SGASTDN or SFAREGS, there are two relevant sections of data under the **Curricula Tab.**   You may scroll between sections to view, but for maintenance, click on Next Section or Previous Section to navigate between these.

Note: When adding/ending a major, minor, or concentration, or making adjustments for a concurrent degree, always confirm/change priority number if necessary.

- The *Curriculum* section includes categories such as Activity, Catalog Term, and Priority. This section also contains two sub-tabs: *Curriculum* and *Status Details.* This is where you change the program when completing major changes.
    - The *Curriculum* sub-tab contains the Program, Level, College, and Degree.
        - A Program is the umbrella under which all detailed curriculum information falls and is built using the following convention: College_Degree_Major (ex: AG_BS_AGCO).
    - The *Status Details* sub-tab contains the Admission Type and Admission Term.
- The *Field of Study* section is comprised of Status, Type (Major, Concentration, Minor), Priority, Department, and Field of Study. This is where you change or add a field of study for majors, minors, and concentrations.

Anytime a curriculum is added (major/minor/concentration/2nd degree), the *Catalog Term* in the *Curriculum* section (if applicable) and *Field of Study* section must also be updated to the term that the new program begins for the student. Any current curriculum that does not change should continue the catalog term that was originally placed. Only new additions should have the current catalog term. *Also note that the smaller the Priority Number, the higher the priority for the major, minor, or 2nd degree.*

CHANGING AN EXISTING MAJOR

- Type SFAREGS in the Search Box; Enter.
- Type the term code and ID in the keyblock fields; Click Go.
- Click the *Curricula* tab. The *Curriculum/Field of Study* sub-tab will highlight.

Curricula Tab

Curriculum/Field
of Study

Be certain you are on the correct
record and is marked as "current"
and "Active"

UPDATE OR REPLACE? **Decide whether the new major would <u>still be valid under the student's current program (college and/or degree)</u>.**

- If the new major is *within the same program (college_degree_xxxx),*
  Example-current program: BU_BSBA_ACCT; new program: BU_BSBA_FINC;
  Example-current program: LA_BA_ATLA; new program: LA_BA_HIST—these examples would **still be valid under the student's current program…*SO, UPDATE!!***
- Click the Update button.
- Click the **Program** field and enter the program code if you have it; if not, click the Ellipses and choose *"**Base Curriculum Rules by Program.**"* Select the appropriate program. Be sure to also update the catalog term for new curriculum entered.

Use Scroll Bar if required to view/change Catalog Term

IMAGE # 2

Student Course Registration SFAREGS 9.3.2

Start Over

Term: 201810   ID: 9_____3 E_____A.   Date: 07/10/2017   Holds:

View Current/Active Curricula: ☐   Print Bill: ☐   Print Schedule: ✔

| Registration | Student Term | Curricula | Study Path | Time Status |

Curriculum/Field of Study

Update or Replace

▾ CURRICULUM

➕ Insert   ➖ Delete   📋 Copy   🔽 Filter

| Replace | Update | Duplicate | Roll to Outcome | Apply to Graduate |

Term Description	End Term	End Term Description	Catalog Term	Catalog Term Description
Fall 2015			201810 ...	Fall 2013

⏮ ◀ 2 of 8 ▶ ⏭   1 ▾ Per Page   Record 2 of 8

| Curriculum | Status Details |

Program field

Program	LA_BA_HIST ...	BA History	College	LA ...	College of Liberal Arts
Level	UG	Undergraduate	Degree	BA ...	Bachelor of Arts
Campus	A ...	Auburn Main Campus	Start Date	🗓	End Date

▾ FIELD OF STUDY   ➕ Insert   ➖ Delete   📋 Copy   🔽 Filter

SAVE

🔍 100% ▾

- Click Next Section, then under the *Field of Study* subtab select the correct *"Type"* to change the appropriate Field of Study. When the appropriate *"Type"* is selected, the corresponding **Field of Study** and **Department** will be visible. Select the correct Field of Study and Department codes if they are not already populated correctly. Be sure to update the catalog term.
- *Adjust priority number if necessary*.
- If the new major has no new concentration or minor attached, Click Save to save your changes and click Start Over or X (Exit) to return to the Main Menu.

Field of Study Section

IMAGE # 3

Highlight appropriate *Type* to change; Update the *Type* if necessary

After highlighting the major the corresponding Field of Study/Department will be visible to view/change. Update the Type (if appropriate), Catalog Term, Field of Study, and Department. Use drop down boxes (ellipses) if necessary

Use Scroll Bar to view Catalog Term, priority, etc…

***Update or Replace*? If the new major *belongs to a different program (college or degree) than the student's current program*:**

- **Decide whether the new major would <u>still be valid under the student's current program</u>.**
    - o If the new major belongs to a different program than the student's current program (*college_degree_major),*
      Example-current program: BU_BSBA_ACCT; new program: LA_BA_HIST;
      Example-current program: LA_BA_ATLA; new program: LA_BS_CMDS—these examples would ***NOT* be valid under the student's current program*…SO, REPLACE*!!**

BEFORE YOU BEGIN THIS PROCESS, CLICK Next Section to the ***FIELD OF STUDY*** SECTION TO IDENTIFY ANY MINORS, 2ND MAJORS, CONCENTRATIONS, etc… THAT WILL NEED TO BE RE-ENTERED AS PART OF THE RECORD AFTER REPLACING THE PROGRAM CODE. ***These will disappear once the <u>Replace</u> button is activated***. ***Note: When processing, be sure to adjust priority number if necessary.***

- Click the Replace button; *(note that most of the curriculum data will be cleared out of your current view).* See Image #2
- Click the **Program** field and enter the program code if you have it; if not, click the Ellipses and choose ***"Base Curriculum Rules by Program,"*** Select the appropriate program (be sure to also update the catalog term if needed).
- Click Next Section, then under **Field of Study,** select the correct "Type" to change the appropriate Field of Study.   See Image #3
- When the appropriate ***Type*** is selected, the corresponding **Field of Study** and **Department** will be visible.   Select the correct Field of Study and Department codes if they are not already populated correctly (be sure to update the catalog term if needed).
- If the new major has no new concentration or minor attached, Click Save to save your changes and click Start Over or X (Exit) to return to the Main Menu.

ADDING A CONCENTRATION OR MINOR:

- If adding a Concentration or Minor only (without changes to the major), click Update on the Curriculum Section as shown in Image #2, then click Next Section to access the *Field of Study*.
- Use Down Arrow key to highlight last **Activity** and Click Insert, then click on the empty box under **Type.**
- Select either **Minor** or **Concentration**, then select **Priority** and **Catalog Term**.
- Click in the Field of Study box and enter the code if you have it; if not, click the Ellipses and select the appropriate program. Be sure to also update the catalog term for new curriculum entered. *Note: Be sure to adjust the priority number if necessary.*
- Click Save to save your changes and click Start Over or X (Exit) to return to the Main Menu.

DELETING A CONCENTRATION OR MINOR:

- If deleting a Concentration or Minor only (without changes to the major), click update on the Curriculum Section as shown in Image #2, then click Next Section to access the *Field of Study*.
- Arrow to **Activity** as shown in Image #4 for the minor/concentration to be removed and click Delete; Click Save. *Note: Be sure to adjust the priority number of any concentrations or minors listed, if necessary*.
- If then adding a new minor or concentration, follow the instructions above for **"Adding a Concentration or Minor."** *Note: Be sure to adjust the priority number accordingly.*
- Click Save to save your changes and click Start Over or X (Exit) to return to the Main Menu.

Click *Insert* to add new Minor/Concentration or click *Delete* to remove Minor/Concentration

IMAGE # 4

Student Course Registration SFAREGS 9.3.2							

Term: 201810   ID: ▆▆▆▆   ▆▆▆▆ A.   Date: 07/10/2017   Holds:
View Current/Active Curricula:☐   Print Bill:☐   Print Schedule:✔

FIELD OF STUDY ⊞ Insert ⊟ Delete Copy Filter

| Attached Concentrations | Inactivate |

	Activity	Status	Term	Type	Type Description	Priority	Catalog
	ACTIVE	INPROGRESS	201810	MAJOR	Major	1	201810
	ACTIVE	INPROGRESS	201810	MINOR	Minor	1	201410
	ACTIVE	INPROGRESS	201810	MINOR	Minor	2	201610
	ACTIVE	INPROGRESS	201810	MINOR	Minor	3	201810

Field of Study

Field of Study	ARTH	...	Art History
Department		...	
Attached to Major		...	
Full or Part Time		...	

If adding new minor/concentration, click *Insert,* then fill in required fields for Type, Priority, and Catalog Term

If deleting minor/concentration, highlight appropriate Activity, click *Delete*

Activity Date 07/10/2017 04:24:52 PM   Activity User SRC0042   SAVE

🔍 100%

ADDING A CONCURRENT DEGREE (a secondary program)

- If adding a Concurrent Degree, click the **Curricula** tab.
- In *Curriculum* section, arrow to correct **Record Number** field. Usually this is number 1 unless a concurrent degree is already in place (be certain record is checked as "Current" and "Active."
- On the **Curriculum** bar, click Insert - ***DO NOT CLICK REPLACE OR UPDATE!!!!***   See Image #5
- Click the *Curriculum* tab. From the **Program** field, enter the program code if you have it. If not, click the Ellipses and select the appropriate program. ***Note: Update priority if necessary.***

Click Insert to add 2nd Degree

IMAGE # 5

Record Number

Program Field

Use the Scroll Bar to view/change the priority.

- Click Next Section to the *Field of Study* section and confirm the **Priority, Catalog Term** and **Field of Study/Department** are correct. Change if necessary.
- If the additional degree major has no concentration or minor attached, Click Save.
- If the new major has a concentration or minor, refer to the instructions above (See image #4) for "*To add the Concentration or Minor.*"

Make sure Type, Priority, and Catalog Term are correct. Scroll to the right if necessary to view all needed

IMAGE # 6

Be sure Field of Study and Department are correct for the chosen major

Save to complete the update

INACTIVATING CONCURRENT DEGREES

Inactivating 2nd Priority Concurrent Degree:

- If inactivating 2nd Priority Concurrent Degree, click the *Curricula* tab.
- Verify which degree is 1st priority and which is 2nd priority by scrolling with arrows between records in the *Curriculum* Section (*not* the field of study section).
- To inactivate 2nd priority concurrent degree, make sure you are on that degree curriculum screen (see image #7).
- Below the **Curriculum** bar, click Update, then change the Activity to *"Inactive"* (See image #7); Click Save.

Inactivating 1st Priority Concurrent Degree:

- If inactivating a 1st Priority Concurrent Degree, click the *Curricula* tab.
- Verify you are on 1st priority in the *Curriculum* Section (*not* the field of study section).
- To inactivate 1st priority concurrent degree, make sure you are on that degree curriculum record; Click Update (See Image #7).
- Select "Inactive" under the Activitiy section (see image #7); Click Save.
- Priority 2 will then automatically move to Record #1, but will still be showing Priority 2.
- Click Update on Priority **#2**. Change priority to **"1;"** Click Save.
- If adding a new 2nd Priority or if original priority 1 record should be reinstated as priority #2 (switching priorities), refer to "Adding Concurrent Degree" above to add new degree or reinstate the inactive degree.

After arrowing to the correct degree, click *Update*, then change *Active* to *Inactive*

IMAGE # 7

Be sure you arrow to the correct degree to inactivate before clicking **Update**

ISSUES WITH CONCURRENT DEGREES

- If you have errors or concerns regarding making changes to a Concurrent Degree, contact the Office of the Registrar for assistance. ***Do not*** create multiple pages of inactive degrees attempting to correct an error.

ADDING/CHANGING A DOUBLE MAJOR

- Any adjustments to a Double Major must be processed within the Office of The Registrar. Complete a Change of Major form and forward to the Office of the Registrar; registrar@auburn.edu.

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

SFAWLPR, SFIWLNT

Waitlists can be identified through three main forms, each with a specific purpose:
1. **SFAWLPR** identifies students currently on waitlist.
2. **SFIWLNT** identifies students who have received waitlist notification. It will show if they registered, failed to register, or are pending.
3. **SFASLST** identifies all students enrolled and waitlisted in a course. This form is viewed separately (See page 45).

SFAWLPR

SFAWLPR lists the students for a particular course who are currently on the waitlist. These students have not been notified to register for the course.

- Type SFAWLPR in the Search Box; Enter.
- Type the term and CRN number. Make sure the course name and number match the CRN; Click Go.
- The status on these students will show WL.
- The sequence number will reflect the sequence of students as listed on SFASLST (class roll).
- This is a "Maintenance" form. Users who have this access can make changes to the waitlist priority. ***Do not perform maintenance on this form unless you have authorization to do so.***

CRN/Subj/Course

Sequence & Status

Waitlist Priority

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

SFIWLNT

SFIWLNT reflects students from the waitlist who have been notified a seat is open. Students have 24 hours from the time they receive an e-mail of the opening to register.

- Type SFIWLNT in the Search Box; Enter.
- Type the term and CRN number. Make sure course name/number match the CRN; Click Go.
- Within this form, the sequence as identified on the class roll (SFASLST) is noted.
- If the student did not respond to the e-mail to register for the course, the Registration Status will be blank and the Waitlist Status will be "Dropped."
- If the student registered within the prescribed time after receiving notification (within the 24 hour window), the status will either be "RW" (student registered on the web), or "RE" (a representative from the department registered the student).
- If the student has been notified from the waitlist that he/she can register, the Registration Status will be "WL" and Waitlist Status will be "Pending" until the student either registers or the 24 hour time limit to register ends.

Registration Status

Waitlist Status

X	Waitlist Notification Query SFIWLNT 9.3 (BANPROD)				ADD	RETRIEVE	RELATED	TOOLS

Start Over

Term: 201820 Spring 2018   CRN: 16700   Subject: BIOL Course: 40?1   Class Title: Histology Laboratory

▼ WAITLIST NOTIFICATION QUERY   ➕ Insert ➖ Delete ▣ Copy ▼ Filter

ID	Name	Sequence	Registration Status	Registration Date-Time	Waitlist Priority	Waitlist Status	Waitlist Notified Dat
9					1.000000	Dropped	11/10/2017 11:16:16
9		28	RW	11/11/2017	2.000000	Registered	11/11/2017 11:21:19
9		29	WL	11/08/2017	3.000000	Pending	11/13/2017 14:35:24

◄ ◄ [1] of 1 ► ►| 10 ▼ Per Page   Record 1 of 3

Sequence Number

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

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

WL = Student is on the Waitlist

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

SFASRPO

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

- Type SFASRPO in the Search Box; Enter.
- Type the ID number and term; Click Go.
- Any overrides entered for the student and term can now be viewed under "Student Permits and Overrides."
- The bottom section, Student Schedule, allows the user to see courses already registered or waitlisted for the term.
- 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 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	✓	✓	✓	✓	✓	✓	✓	0800	0850				A	LL
11144	1	BIOL	4020	002	4	0	✓	✓	✓	✓	✓	✓	✓	1230	1515				A	LL
13182	1	HRMT	1010	001	11	0	✓	✓	✓	✓	✓	✓	✓	1100	1240				A	LE
14422	1	CADS	3700	001	4	0	✓	✓	✓	✓	✓	✓	✓	0800	0915				A	LE
16222	1	ENGL	3080	001	0	0	✓	✓	✓	✓	✓	✓	✓	0900	0950				A	LE

Record 1 of 6

ID: _____ C. Term: 201810 Fall 2017

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

EDIT   Record: 1/1   SFRSRPO.SFRSRPO_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.

SHATERM

SHATERM allows the viewing of overall GPA, hours attempted and earned, and the courses/grades for each term, including term and cumulative GPA. This information is viewable for transfer, institutional, and cumulative.

- Type SHATERM in the Search Box; Enter.
- Type ID number, then in the Course Level box (UG for undergraduate, GR for graduate, etc…) choose the appropriate level.
- If you only want to view a particular term, type in the **Start Term**. If not, leave **Start Term** blank; Click Go.
- Current standing, hours earned, and GPA may be viewed at the institution, transfer, or overall level.

Course level

Standing

GPA

Hours attempted, passed, and earned for Institution, Transfer, and Overall

The tab marked ***Term GPA and Course Detail Information*** indicates GPA, hours earned and courses/grades for each term.

- On the "Term GPA" tab you can view each term, the hours, and GPA by using the scroll bar.
- As you scroll, the term will change, and the course information and grades received for the specific term will show. First term attended always appears at the top of the scroll.

Term GPA and Course Detail Information Tab

As you arrow through the terms, you can view whether the information is ***Institution*** or ***Transfer***

Arrow to view different terms

Corresponding hours and GPA information change in relationship to the term

Course information and grades for acknowledged term

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

SHAINST

SHAINST provides Academic Standings, Cohort Information, and stored GPA by term calculation. This is a "*by term*" history only form, and will not reflect current term until after grades have rolled.

- Type SHAINST in the Search Box; Enter.
- Type ID and term to view; Click Go.
- The ***Term Header Information*** tab will be highlighted. Academic standing can be viewed on this tab, including **Dean's List** information.
- By clicking on the "*Stored GPA by Term Calculation*" tab, the GPA can be viewed. The ***Cohort Information*** tab shows Cohort codes and descriptions.

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

SFARHST

SFARHST provides student schedule information, history and current. It shows the midterm grade (if entered), final grade, and the course status. If you only need to view final grades from a previous term, use SHACRSE.

- Type SFARHST in the Search Box; Enter.
- Type the student's ID; Click Go.
- This shows the course information in order by term (newest to oldest).

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

SHACRSE

SHACRSE provides student schedule information history. ***Courses and grades are only available to view if grades have rolled at the end of term.*** There are two ways to view this form:

The example below has a specific term entered, and only classes and grades for that term will appear.

- Type SHACRSE in the Search Box; Enter.
- Type the ID number.
- Type the term in the box to the right of student's name; Click Go.
- View course information, including course title and number, final grade, and credit hours for the specific term.

Term below only reflects term entered in keyblock. To see all terms, rollback and remove term in keyblock

View course information, hours per course, and final grade for each term. Also use Scroll Bar to view Course Title Information

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

If you want to view all terms for the student's record, leave the term blank, and all classes and grades that have rolled will appear. The last term attended with grades rolled will appear at the top of the list.

- Type SHACRSE in the Search Box; Enter.
- Type the ID number. Leave Term Blank; Click Go.
- You can now view all courses and their corresponding grades. The record for the most current term will not appear on this form until after grades have rolled.
- View course information, including course title and number, final grade, and credit hours for all terms attended.
- Use the scroll bar to view additional courses/grades. The last term attended with grades rolled will appear at the top of the list.

With no term entered in keyblock, all terms are visible, beginning with the latest term. Use Scroll Bar to navigate through if more than one page in length

Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Grading Mode	Repeat	Course Ti
🔍	201710	1	A	UG	12327	AVMG	3050	001	3.000	A	S		Weather D
🔍	201710	1	A	UG	15310	AVMG	3140	001	3.000	A	S		Perf Eval a
🔍	201710	1	A	UG	11712	MILS	3010	002	2.000	A	S		Leading Se
🔍	201710	1	A	UG	11713	MILS	3011	001	1.000	A	S		Leading Se
🔍	201710	1	A	UG	12912	MKTG	3310	002	3.000	B	S		Principles
🔍	201710	1	A	UG	10117	MNGT	3100	001	3.000	B	S		Principles
🔍	201620	1	A	UG	11789	AVMG	1010	001	2.000	C	S		Introductio
🔍	201620	1	A	UG	16767	BUSI	2010	004	1.000	A	S		Contemp I
🔍	201620	1	A	UG	16889	ENGL	2210	010	3.000	B	S		World Liter
🔍	201620	1	A	UG	11513	MILS	2020	003	1.000	A	S		Indiv Team
🔍	201620	1	A	UG	11514	MILS	2021	001	1.000	A	S		Indiv Team
🔍	201620	1	A	UG	13436	PHIL	1020	020	3.000	A	S		Introductio
🔍	201620	1	A	UG	10941	PHYS	1000	002	4.000	B	S		Foundation
🔍	201610	1	A	UG	11611	ACCT	2110	006	3.000	C	S		Principles
🔍	201610	1	A	UG	14992	ACCT	2700	001	3.000	C	S		Business L
🔍	201610	1	A	UG	15994	BUAL	3600	007	3.000	B	S		Business A
🔍	201610	1	A	UG	11270	ECON	2030	2	3.000	B	S		Prin Of Ma
🔍	201610	1	A	UG	10152	MILS	2010	002	1.000	B	S		Self Team
🔍	201610	1	A	UG	10162	MILS	2011	001	1.000	A	S		Self Team
🔍	201610	1	A	UG	14234	POLI	1050	001	3.000	XFA	S		Global Pol

Arrow to view additional terms/courses/grades

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

SOATEST

SOATEST allows the viewer to review test scores (ACT, SAT, etc…).

- Type SOATEST in the Search Box; Enter.
- Type the ID; Click Go.
- You can now view the record for test scores posted.

Use the Scroll Bar to view additional information on page

Use arrows to view additional test information

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

SCHEDULE BUILDING

This section will allow you to:

- Run the SZPSCHD Report to obtain CRN numbers
- Add, delete, and make changes to a course in Banner
- Cross-list courses in Banner
- Tips and tricks that will allow you to manipulate Banner

* When choosing the time for courses, remember that Banner 9 uses military time.

Normal Time	Military Time	Normal Time	Military Time
12:00 AM	0000	12:00 PM	1200
1:00 AM	0100	1:00 PM	1300
2:00 AM	0200	2:00 PM	1400
3:00 AM	0300	3:00 PM	1500
4:00 AM	0400	4:00 PM	1600
5:00 AM	0500	5:00 PM	1700
6:00 AM	0600	6:00 PM	1800
7:00 AM	0700	7:00 PM	1900
8:00 AM	0800	8:00 PM	2000
9:00 AM	0900	9:00 PM	2100
10:00 AM	1000	10:00 PM	2200
11:00 AM	1100	11:00 PM	2300

As a schedule builder, you will receive emails from the University Scheduler for upcoming scheduling dates; Example:

Good afternoon,

I just wanted to send the dates for fall 2018 scheduling dates so you can go ahead and place them on your calendar:

Monday, August 7th, you may begin building your spring schedules for 2018 at 8 a.m.
*Astra Schedule will open on **Tuesday, September 12th** for home regions at 9 a.m.*
*Astra Schedule will open on **Tuesday, September 26th** campus wide at 9 a.m.*

I will send reminders as we get closer to those dates.

Thank you,

University Scheduler

Step 1:

Run the SZPSCHD Report

Once the Office of the Registrar has rolled the new term, The SZPSCHD report can be run to get the new CRN numbers and you may then begin tweaking your courses. On the welcome screen of Banner, type in SZPSCHD; Enter, then click Go.
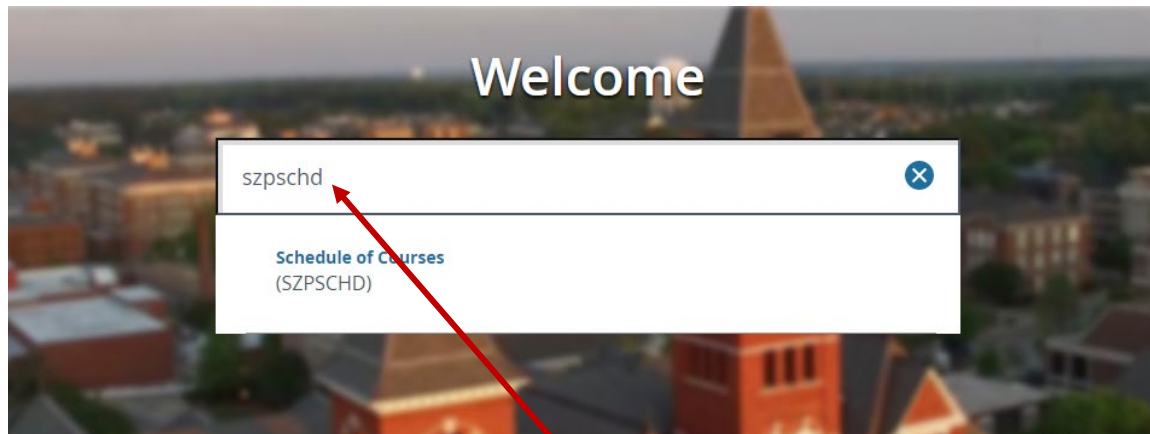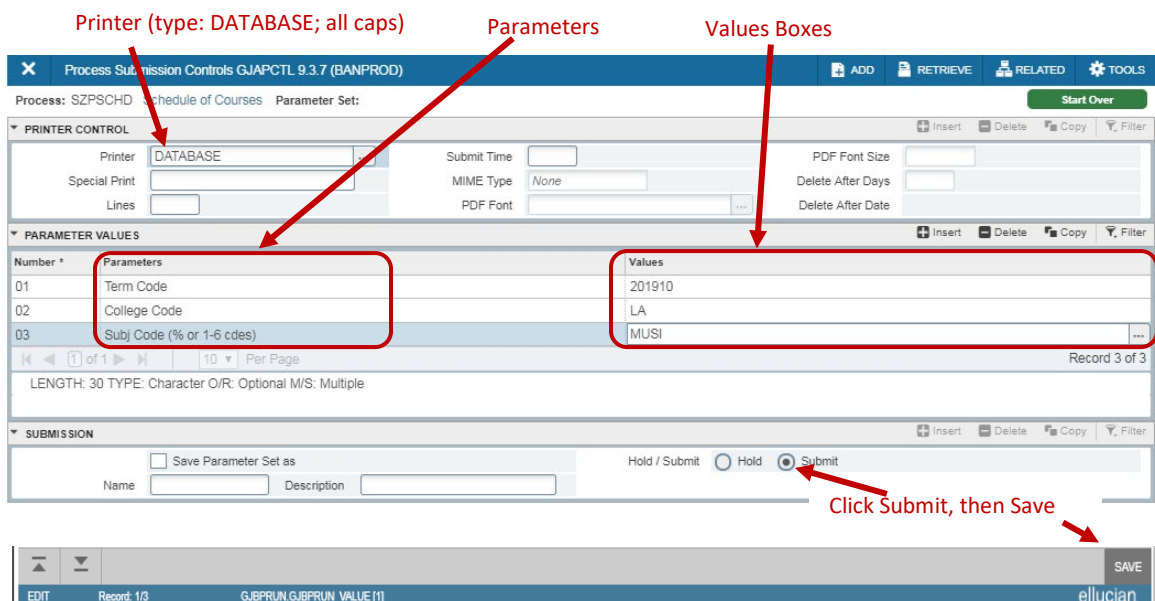
Once you type the form name (SZPSCHD), "Enter," then click "Go."
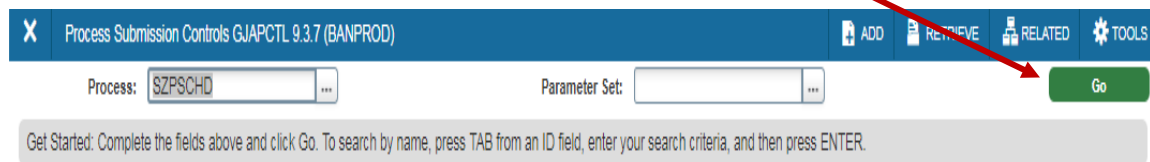
- In the Printer field, type **DATABASE** in all CAPS, then click in the first Values box.
- Type in the term, college code, and either the wild card symbol (%), or the subject(s) you are scheduling.
- Click SUBMIT button, then click the SAVE.

Printer (type: DATABASE; all caps)   Parameters   Values Boxes

Click Submit, then Save

- You will receive a sequence number in Banner and the SZPSCHD report will then be emailed to your AU email account:
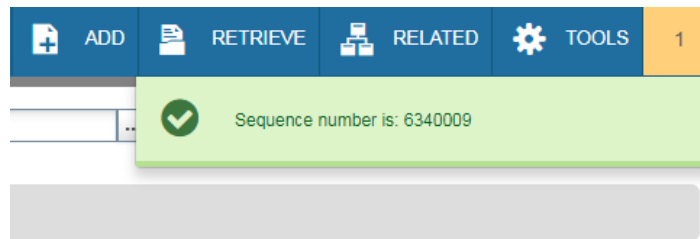
- X (Exit) to return to Banner main page.

Examples of the parameter values:

To produce a spreadsheete of just the ELEC course sections:

- Parameter 01: 201910
- Parameter 02: EN
- Parameter 03: ELEC

To produce a spreadsheet of three subject areas CIVL, COMP, & ELEC course sections:

- Parameter 01: 201910
- Parameter 02: EN
- Parameter 03: CIVL, COMP, ELEC

To produce a spreadsheet of all the course sections for an entire college:

- Parameter 01: 201910
- Parameter 02: BU
- Parameter 03: %

College Codes (2 digit for scripts)

AG Agriculture	IN Interdepartmental
AR Architecture	LA Liberal Arts
BU Business	NU Nursing
ED Education	PR Provost
EN Engineering	PY Pharmacy
FW Forestry & Wildlife	SM Science & Mathematics
HS Human Sciences	

Open the excel file in your AU email.

sysbandev1js		Message	szpschd.log (810 B)
Schedule of Courses - szpschd....	9:16 AM		
Data is in szpschd.csv. Open			szpschd.csv (277 KB)
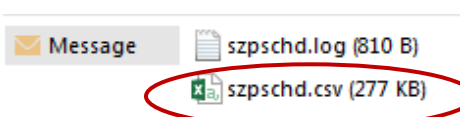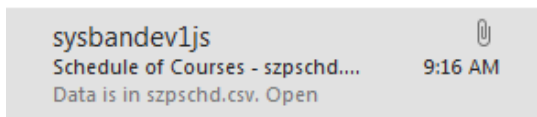
Example of spreadsheet:

Term	Campus	Stat	CRN	Subj	Crse	Sec	Grade Mo	Cred	Title	Days	Time	Cap	Act	Ren
201610	A	A	11072	ANTH	1000	1	S	3	Intro To A	MWF	09:00 AM-09:50 AM	100	98	
201610	A	A	11073	ANTH	1000	2	S	3	Intro To A	TR	09:30 AM-10:45 AM	100	100	
201610	A	A	11920	ANTH	1000	3	S	3	Intro To A	TR	11:00 AM-12:15 PM	100	98	
201610	A	A	14324	ANTH	1000	4	S	3	Intro To A	MWF	02:00 PM-02:50 PM	100	99	
201610	A	A	16095	ANTH	1000	5	S	3	Intro To A	TR	12:30 PM-01:45 PM	115	111	

Step 2:

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* (also *Waitlist Maximum* if applicable); Click Save.

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

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

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

Change days/times met

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

To create a new course:

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

- The Course Section Information page will now appear.
- Fill out the information as highlighted in the example below (Subject, Course Number, Title will auto fill, Section, Campus, Status, Schedule Type, Integration Partner, Part of Term); Click Save.

The CRN will show "ADD" until information is saved; Once saved the new CRN number will populate here

Part of Term should be 1 for full term, FM for first mini session, and SM for second mini session. Currently FM & SM are only used summer term. If 1 is used and it should be FM, grades cannot be input at the end of the mini session.

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

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

- Click *Meeting Times and Instructor* tab.
- There are *two* options to populate days/times for classes:
    1. With curser on *Meeting Time* box, tab through the boxes and add the days and start/end times (start date & end date will self-populate).
    2. With curser in *Meeting Time* box, click on ellipses. The standard class schedule will appear. Double-Click on the code for the correct day/time, and the information will self populate in Banner. ***Note: Banner uses only military time***.
- Click the ID box under *Instructor*.
- Type instructor's ID number or GID; 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.

Type Instructor's ID, the tab.

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

Delete/cancel old courses that are not offered that term or will no longer be offered at Auburn.

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 curser under **Meeting Time**, click Delete; Save.

Instructor

- 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. If cancelled, the CRN will not show up on the SZPSCHD report, but 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.

Example: ADED 7290 below is a variable credit hour course.

Adding pre-requisites:

If you need to add a pre-requisite, it is best to add at the catalog level in SCACRSE (contact Crystal Tomasello). If necessary to add a prerequisite to a particular section, this can be added at the CRN level in SSAPREQ. Below is an example of an ACCT 3210 course where a student has to have either taken 2110 or 2117 and needed to make a D or better.

- Type SSAPREQ in the Search Box; Enter.
- Enter term and CRN; click Go.
- Click **section Test Score and Prerequisites Restrictions** tab.
- Add prerequisites; Click Save.

Looking up a CRN number:

- Type SSASECT in the Search Box; Enter.
- Type Term, then click on ellipses beside the CRN box.

- Click Add Another Field.

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

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

Step 3:

How to cross-list sections in Banner on SSAXLST

Cross-listing is using a code in Banner to marry two or more sections or courses together so they may be scheduled into the same room. There are two cross-listing patterns: One Meeting pattern and Two Meeting pattern.

One meeting pattern cross-list is when you have more than one section going into the same room, at the same time, with the same professor and the same students. For example, POLI 3020 sections 1 & 2 are both built to meet on MWF from 8-8:50 a.m. and needs to be scheduled into Haley 3195. Finding and placing a cross-list code in Banner will allow you to schedule both sections into Astra Schedule.
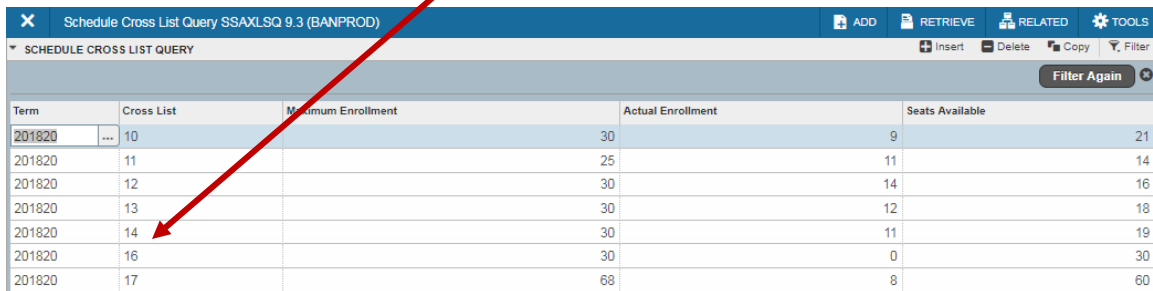
First, it's easiest if you write down your CRN numbers and the max capacity for each section. Next, go to SSAXLST to start the cross-listing process.

- Type SSAXLST in the Search Box; Enter.
- Type Term and then click Ellipses beside Cross List Group.

- Click **Add Another Field**, then click **Term** and fill in the Term Code. Click Go.

- You are now in SSAXLSQ to find a cross-list code to use.
- All the codes that are currently being used will populate and you will have to filter through to see what IS AVAILABLE. The codes in Banner can be two numbers, a number and a letter, or two letters.
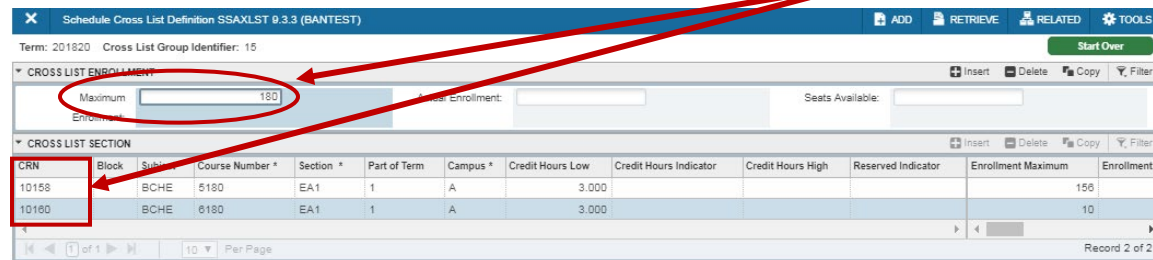
- In the screenshot below for term 201820, you will see 14 and then 16 listed, but not 15. This means the code 15 may be used for your cross-list code.

- Once you find a code not being used, exit Banner and you will be automatically taken back to SSAXLST.
- Place the unused code in the cross-list group (the example above would be 15) and click GO.
- Place the cross-list maximum in the field. This number will be the max enrollment for ALL sections (Tip: Add approx. 10 students to ensure you have enough in case more students are added to the *Section Enrollment*). The total number of max students in this example for BCHE-5180 and BCHE-6180 is 62.
- Next, Click in the CRN box and type the CRN number, arrow down (or click INSERT), then type your second CRN.
- Click Save.

Enter maximum students for combined classes, then enter CRNs for the crosslist.
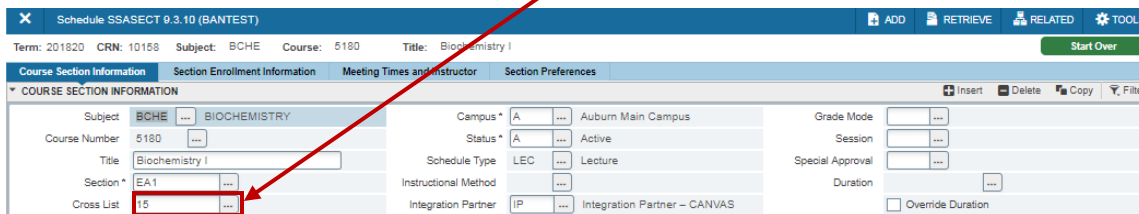
- The Cross-List code can now be viewed on SSASECT.

Two meeting pattern cross-list is when you have more than one section but the course also has a lab component. You will want to schedule the lecture portion into a room. To do this, you will need to cross-list the lecture portion only and schedule the labs separately (labs will not need a cross-list code). ALL two meeting pattern cross-lists will be cross-listed in **ASTRA SCHEDULE ONLY** (refer to the Astra manual, beginning page 13, for directions).

Long Titles in SSASECT/SSASYLB

The title of a course pulls from SSASECT, which is why it is very important to ensure you do **not** do the following:

1. Using all lowercase letters
2. Using all CAPS
3. Using proper abbreviations. If you cannot fit the enture word/title in SSASECT, please use the Banner screen SSASYLB.
4. Placing professor's names in the title
5. Placing room numbers in the title

If any of classes are built with improper titles, they will show up on a student's transcript. Here are some examples:
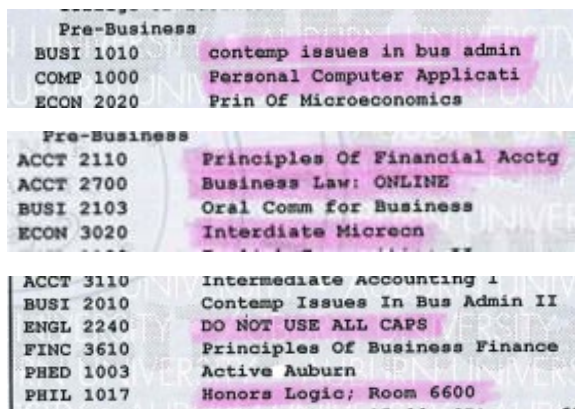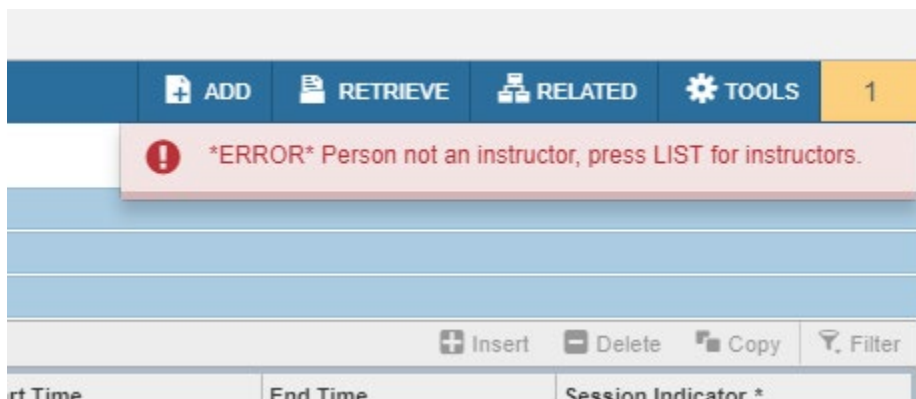

SSASYLB, the long title screen.

If your title doesn't fit into SSASECT, you may place the long title on SSASYLB. If you use this screen, the long title will appear on the student's transcript.

- Type SSASECT in the Search Box; Enter.
- Click Copy (this will copy the short title from SSASECT).
- Update the long title as needed; Click Save.

What if you receive a Banner code error:

Please call or email Identity Management to see what documents they may need to correct the error.

Identity Management information:
HR Building
1530 E Glenn Avenue
Auburn University, AL 36849
(334) 844-4386

Office Hours:

7:45 AM - 4:45 PM Monday - Friday
AU Holidays - Closed

Email: idm@auburn.edu

Policy on not changing times after registration:
https://sites.auburn.edu/admin/universitypolicies/Policies/AuburnUniversityClassroomSchedulingPolicy.pdf (See excerpt below):

5. Academic units 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. **A list of course sections and justification for retaining the 'Instructor TBA' designation is to be provided to the Dean and Provost by that date.**

6. 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.

7. Conscientious adherence to these guidelines by department heads and chairs 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 optimum use of University facilities.

SIAASGQ

SIAASGQ shows all courses taught by an instructor for the term entered, including CRN, subject/course code, section, days, times, and room number.

- Type SIAASGQ in the Search Box; Enter.
- Type term and ID number for the instructor; Click Go.
- The course schedule will appear.

Click Start Over to view a different instructor or term, or X (Exit) to return to Banner main page.

SSASECT

SSASECT shows information for a specific course section.

- Type SSASECT in the Search Box; Enter.
- Type Term and CRN; Click Go.
- The *Course Section Information* tab shows Course Title, Part of Term, Credit Hours, and Schedule Type.

- The *Section Enrollment Information* tab shows enrollment details, including maximum enrollment, actual enrollment, and waitlisting information.

- The *Meeting Times and Instructor* tab shows scheduled class meeting information and assigned instructor.

Use Scroll Bar to view additional course information

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

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

Course Information

Scroll for Repeat Information

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

SCADETL

SCADETL shows course detail information, including Corequisites, Degree Attributes, and Course Text (detail description).

- Type SCADETL in the Search Box; Enter.
- Type the course code, course number, and term; Click Go.
- You can view relevant information by clicking on each tab.

Click Start Over to view next subject/course/term or X (Exit) to return to Banner main page.

SCAPREQ

SCAPREQ shows pre-requisite and test score restrictions for a particular course.

- Type SCAPREQ in the Search Box; Enter.
- Type the Course Code, Course Number, and Term; Click Go.
- Click on the **Course Prerequisite Restrictions** tab.
- You can now view prerequisite information and test score restrictions.

Click Start Over to view next subject/course/term or X (Exit) to return to Banner main page.

SCARRES

SCARRES shows department, level, and program restrictions for a particular course.

- Type SCARRES in the Search Box; Enter.
- Type the Course Code, Course Number, and Term; Click Go.
- The **Department and Field of Study** tab will be highlighted, but you can click on the various tabs to view Field of Study, Class and Level, and Program restrictions. The radio buttons will indicate whether to include or exclude certain items, which may allow or restrict students when registering for the class.
- The example below shows the level restrictions after clicking on the **Class and Level** tab.

Click Start Over to view next subject/course/term or X (Exit) to return to Banner main page.

CREATING REPORTS

There are several reports you can use to obtain information from Banner. The instructions for creating other reports will follow the same basic guidelines as the example below. This example provides a report showing a list of students assigned to an advisor (or all advisors) in a college for a particular term (or all terms).

Creating Advisor Report Example (SZPADVR)

- Type SZPADVR in the Search Box; Enter, then click Go.
- Click in the Printer box and type "*DATABASE*" (all upper case); click Next Section.
- You will see the list of parameters available for the report. The first parameter will be highlighted. Click in the **Values Box** to the right of the highlighted **Parameter Box** and key the correct value. *Always use UPPER CASE letters in the values*.
- Fill in a value for all parameters. Click on ellipses to the right of value for options (note: all values do not offer options).
- Below the parameters you will see the criteria for the highlighted parameter. This describes the number of characters, and whether the value is optional or required. You can use the "**%**" as a wildcard for any value, which will pull all information for that parameter.

Use ellipses for options, or use "%" for all values. All values do not contain options.

Database

Parameters associated with report

Highlighted value box

- As you type the value, arrow down to the next value and type the appropriate information, and continue for each field. You will notice the information for length and other requirements will change for the parameter that is highlighted. Once you have typed all values, it should look something like the example below. Notice the wildcard (**%**) placed in this example for advisor, which means all advisors will populate for the term, college, and level entered. In this example, the term is 201810 for the College of Agriculture, and will report all undergraduate students in this college and the assigned advisors for each student.
- Now you are ready to submit the report. **Click the** Submit button**.**
- Click Save. The report is now in progress and you will receive a sequence number.
- Once the report has completed you will receive an e-mail with an Excel spreadsheet containing your requested information. The more you narrow the focus of information in the values, the faster the report will run.

Enter values associated with each parameter

When running reports, some have more information than others. It is best to narrow the scope to avoid delay in running the report. Be aware that some reports have sensitive and personally identifiable information enclosed, so be certain to follow FERPA guidelines and never forward the information to unsecure sites or e-mail addresses.

A partial list of Banner reports may be found on the Banner Student Tip Sheet, page 91.

Click Start Over to create new report 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

UTILIZING MY BANNER

IN THE

MAIN MENU

On the Main Menu, click on the **Applications** icon located in the tool bar (in the left of the form), and you will see an option for My Banner. Note: If you have never used or set up My Banner, you will not see a My Banner tab (Read further below for details on how to create a My Banner page).

- Click the Applications icon and a drop down menu will appear.
- Click on My Banner and you will see the Quick Link forms in the drop down which allows the ability to quickly choose Banner forms that you often use.
- Click on the form name from the selection and you will be carried directly to the form site.

Click the **Application** icon to see the drop down menu, then click **My Banner**, then select desired form
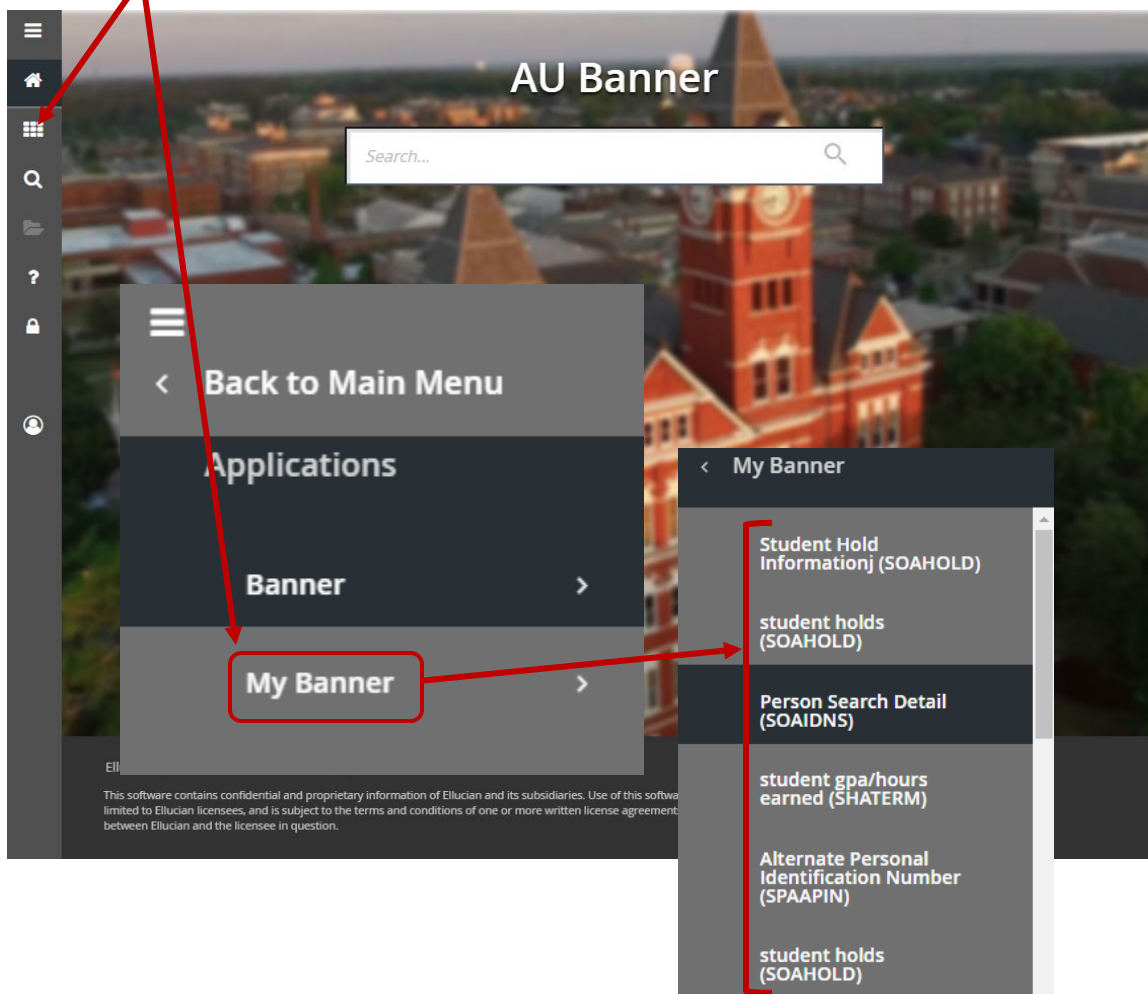
To create/personalize the **MY BANNER** menu (Note: You will need to log off, then log back into Banner Admin after making any changes to this form in order for the updates to appear):

- Type MY BANNER in the Search Box.
- Two choices will appear below the Search Box.
- Choose **MY BANNER Maintenance** by clicking on the name. The user will be taken to the **MY BANNER Maintenance** page. You can also type **GUAPMNU** in the Search Box in place of MY BANNER, then click Enter to go into the **My Banner Maintenance** page.
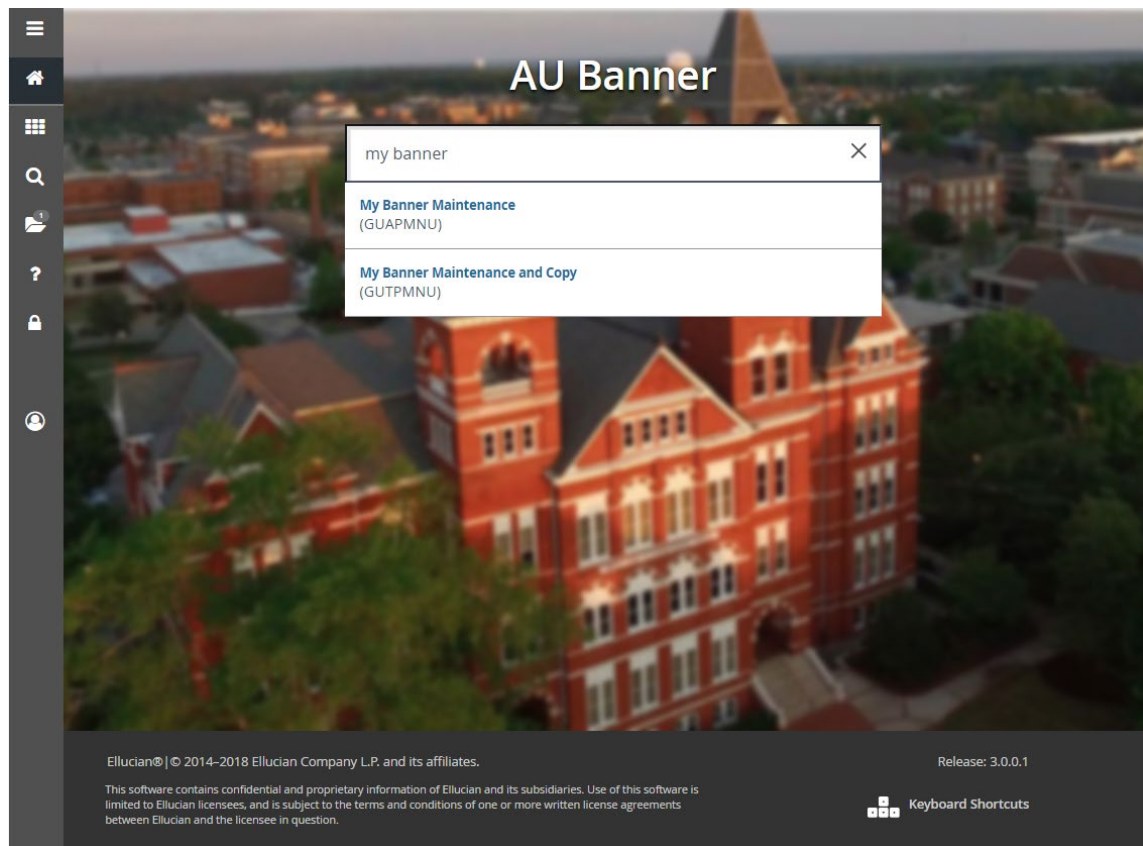
- Once you choose **My Banner Maintenance**, the maintenance form will appear.
- Ignore the left column and center column information.
- On the right column will appear the form objects that already appear in your My Banner drop down menu. These are your shortcuts to the forms through MY BANNER.
- Click Insert and an open box will appear.
- Type the form name you want to add as a shortcut to MY BANNER.
- Click Save.
- The new form name will now be added to the MY BANNER list on the Main Menu page.

After clicking Insert, add the new form name in the open box

Once you have updated the forms to add to the My Banner page, click Save.

RUNNING A QUERY

Running a Query allows the user to look up existing information within data on a form. Most queries can be accessed through the *Filter* tab on the form. Queries can also be accessed through the ellipses to the right of information blocks within a form. The example below is using the form SFASTCA (student schedule audit trail).

- Type SFASTCA in the Search Box; Enter.
- Type the student's ID and term code; Click Go.
- Note the information on the form you are looking for.

- Click Filter. You will see a box with **"Add Another Field."** Click the arrow to the right of the box and choose the field you want to query. A new **"Add Another Field"** box will open. Click the arrow again to make another choice. Continue as needed to narrow the focus.
- Click Go.

Fields have been added

Click Go when completed. Information queried will appear

BANNER QUICKFLOW

Quickflow allows you to establish a set of forms in Banner so that the user will flow through specific forms, in a specific order, automatically. These instructions will show how to create a Quickflow and how to run an existing Quickflow.

Creating a Quickflow:

- Type GTVQUIK in the Search Box; Enter.
- Click Insert. An empty field will be highlighted.
- Enter the code (a name you create) and description in the field.
- Click Save.

X (Exit) to return to Banner main page.

- Enter GUAQUIK in the 'Go To' field; Enter.
- Type the name of the Quickflow you created in the previous step; Click Go.
- Enter forms that you want to use in the Quickflow. The forms will flow in the QuickFlow exactly as they are listed. Think through the process and the order of the forms prior to selecting them.
- Select/highlight from the listing on the left the forms to include in your QuickFlow and utilizing the Insert Selection button, move the forms to the right. You can use the *"Find"* field to aid in the selection and type form name (To use the *"Find"* field, type the form name in the field, then click Enter). Whether using the *"Find"* field or the list, once you've made your choice, click Insert Selection.
- Repeat the process with all forms you want in the Quickflow.
- Once completed with Quickflow set-up, click Save.

X (Exit) to return to Banner main page.

Running an Existing Quickflow:

In the main Banner menu, type the name of the Quickflow you created; Enter. Note: If the Quickflow name is not recognized, go to **GUAQFLW** and type the form name there.

- The first form of the Quickflow will populate. Type the information required for the form; Click Go. When processes on the form are completed, X (Exit) out of the form. You will be carried to the next form in the Quickflow. The next form will appear. Follow the steps above through the Quickflow process. If you get to a form in the Quickflow you do not need, X (Exit) out without clicking go, and you will be carried to the next form.
- The QuickFlow will flow the user through the forms for data entry or review. When you have completed The Quickflow, you will be carried to the Banner main page.
- While in Quickflow, you can divert to a different form (not in Quickflow) by clicking on the magnifying glass; type the form name, then Enter. When you complete that form, X (Exit) out and you will be carried back to where you left off in Quickflow.
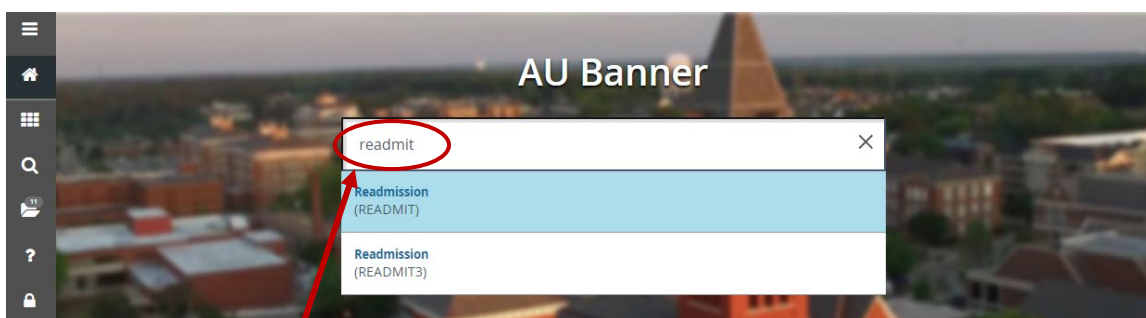
Enter the Quickflow Name you created, then Enter to begin the Quickflow process
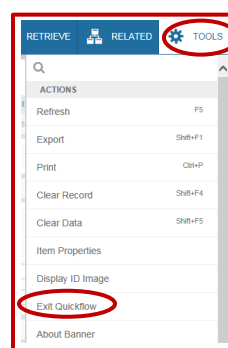
Helpful Hints:

1. The flow will navigate the user through the necessary forms but not the sections within the forms. Remember to always Next Section through all necessary areas of a form.
2. When you X (Exit) out of one form, you are required to update any required information for going into the next form and click Go to navigate in the form.
3. You can exit out of a QuickFlow at any point by selecting the **Tools** and **Exit QuickFlow** option in the file menu.

COLLEGE CODES

Code	Description
AG	College of Agriculture
AR	College of Architecture Design and Construction
BU	College of Business
ED	College of Education
EN	College of Engineering
FW	School of Forestry & Wildlife Science
GS	Graduate School
HS	College of Human Sciences
LA	College of Liberal Arts
NU	School of Nursing
PR	Provost
PY	School of Pharmacy
SM	College of Sciences & Mathematics
VM	College of Veterinary Medicine

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 where

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 (use ending term of academic year)
Part of Term definitions:
- 1 = full term
- FM = first mini term
- SM = second mini term

Academic Year 2016-2017:

Fall   201710 **Part of Term = 1**

Spring   201720 **Part of Term = 1**

Summer   201730 **Part of Term = 1, FM, SM**

UNDERGRADUATE CLASSIFICATIONS

STUDENT STANDINGS

G1 = Good Standing

AW = Academic Warning

1S = First Suspension

1P = Academic Appeal of 1S

CW = Continued Warning

G2 = Good Standing after First Suspension

2S = Second Suspension

2P = Academic Appeal of 2S

LW = Last Warning

G3 = Good Standing after Second Suspension

AE = Academic Dismissal

AP = Academic Appeal of AE

STUDENT CLASSIFICATIONS

0-30 hours = Freshman

31-60 hours = Sophomore

61-90 hours = Junior

91+ hours = Senior

GRADUATE CLASSIFICATIONS

STUDENT STANDINGS

GG = Graduate Good Standing

GP = Graduate Academic Probation

CP = Graduate Continued Probation

GS = Graduate Academic Suspension

RP = Graduate Remediation

AE = Academic Dismissal

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

Waitlisting
SFASLST Class Roster
SFAWLPR WL Priority Management
SFAXWLP Crost List Waitlist Priority Management
SFIWLNT WL Notification Query
SSAWLSC WL Section Control
SZPWLPR Waitlist Priority Report
SZPWLPE WL Report Including Enrolled Students

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 QuerySLARDEF 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
SZFSHTM Un-GAP'd GPA

Reports

SZOROTC ROTC Team Report
SZP1009 New Prospect Sch Report
SZP3002E CWE List by College
SZP4030 Student Term Report with GPAs
SZP4031 Student Term Report no GPA
SZP4034 In Progress Report/Grad School
SZPADVR Advisor Report
SZPDORF Prior Bad Grade with Regs (Repeat)
SZPGRAD Graduation Report General
SZPMAJC Major Change Report
SZPSCHD Schedule of Courses
SZPWLPE WL Report Including Enrolled Students
SZPWLPR Waitlist Priority Report
SZPWLSU Waitlist Summary Report
SZPXWLP Waitlist Priority X-Listed Report

Banner Naming Conventions

Banner Admin forms are seven characters. Student forms begin with an "S" and General Forms begin with a "G". The 2nd character relates to a module; the 3rd character is the form type and the 4th-7th characters describe the function.

Example: SSASECT

Module;(2nd character)	Form: (3rd character)
C-Catalog	A-Application
F-Registration	V-Validation table
H-History	Q-Query
S-Schedule	
O-Overall	
T-Tables	
Z-Locally created	

Advisor access to SSB

Sign into AUAccess, Faculty/Advisors tab, Self Service, Advisor menu; Or

- Click on Employees tab, Self Service, Faculty Services tab, Advisor menu:
- Faculty/Dept advisor - To view transcripts, etc…, must be linked to each student on SGAADVR, then can only view the academic records of those students
  - Advisee Listing shows students linked to on SGAADVR
- Professional/college advisor - Can see all students' academic records; do not need to be linked to student on SGAADVR

Schedule of Courses via link in AUAccess

Go to Employee Services tab, scroll down to Curriculum Management, select Schedule of Courses. After selecting term, submit. Choose subject, click "Course Search." To select multiple or all courses, hold down the shift key (it may take a while to return data) and click "Course Search."

Listings of Codes

STVADVR Advisor Type Validation
STVASTD Academic Standing Codes
STVATTS Student Attribute Validation
STVBLDG Building Code Validation
STVCHRT Cohort Code Validation
STVCLAS Class Code Validation
STVCMTT Comment Type Code Validation (SPACMNT)
STVCOLL College Code Validation
STVDEGC Degree Code Validation
STVDEGS Degree Status Code Validation
STVDEPT Department Code Validation
STVGMOD Grading Mode Validation
STVHLDD Hold Type Code Validation
STVLEVL Level Code Validation
STVMAJR Major,Minor,Concentration Code Validation
STVPTRM Part of Term Code Validation
STVREPS Repeat Status Code Validation
STVROVR Registration Permit Override Code Validation
STVRSTS Course Registration Status Code Validation
STVSUBJ Subject Code Validation
STVBLDG Buidling Code Validation

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