Banner for Academic Departments
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**Information Technology @ CCSU**

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General Student Information

**SPAIDEN – Identification Form**

The Identification form contains biographical and demographical information for students associated with the University.

To view data on this form, enter the following information in the Key Block:

1. In the ID field, enter the 8-digit ID number or press the Tab key to view the name field and enter the person’s name (in last name, first name order)

- If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in.
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• If there are multiple matches on the Name you entered (there usually will not be multiple matches on an ID number), then the ID and Name Extended Search window will open.
• Click on Press to See Search Results, then click on the Name you are looking for and click on OK. This will fill in the Key Block with the ID number and Name.

2. Click on Go to view the Current Identification section.

There are several sections on this form. Each section is designated by a tab at the top of the form. There are several different ways to move through the sections:

• Click on the tab containing the section name
• Click on the Next Section or Previous Section button (lower-left of the screen)
• Press Alt + PgDn or Alt + PgUp on your keyboard

SPAIDEN Sections

➢ Current Identification – contains the student’s name, full legal name and preferred first name
➢ Alternate Identification – contains any previous names or IDs used by the student
➢ Address – contains the student’s current and inactive addresses. The addresses are grouped together by active address, then inactive addresses. Within each group (active and inactive), addresses are in alphabetical order by Address Type (for example, CA for Campus address, MS for MailStop address, etc.).
➢ Telephone – contains the student’s telephone numbers, both those associated with an address and any additional phone numbers (for example, cell phone, pager, etc)
➢ Biographical – contains biographical information such as gender, date of birth, social security number, etc (note: information on this section is viewable only by users with certain access privileges, so you may not be able to view information)
➢ E-mail – contains the student’s e-mail address
➢ Emergency Contact – contains the student’s emergency contact information, if we have this on file
SGASTDN – General Student Form

The General Student form contains current and historical information about a student. This information includes a student’s status, level, type and major as well as academic status and graduation status.

To view data on this form, enter the following information in the Key Block:

1. In the ID field, enter the 8-digit ID number or press the Tab key to view the name field and enter the person’s name (in last name, first name order)

   - If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in
If there are multiple matches on the Name you entered (there usually will not be multiple matches on an ID number), then the ID and Name Extended Search window will open.

Click on Press to See Search Results, then click on the Name you are looking for and click on OK. This will fill in the Key Block with the ID number and Name.
2. To view information for all terms, leave the Term field blank. To view information for specific term, either enter the Term code or click on the Search button (the ellipsis ...) next to Term to select a term.

3. Click on Go to view the Current Identification section.

There are several sections on this form. Each section is designated by a tab at the top of the form. There are several different ways to move through the sections:

- Click on the tab containing the section name
- Click on the Next Section or Previous Section button (lower-left of the screen)
- Press Alt + PgDn or Alt + PgUp on your keyboard

**SGASTDN Sections**

- Learner – contains general student information such as status and type
- Curricula – contains detailed information about the student’s current and previous majors and degrees
- Activities – contains student activity information
- Veteran – contains veteran information
- Comments – contains comments about the student’s records
- Academic and Graduation Status, Dual Degree – contains the student’s academic standing, anticipated graduation date and any dual degree information
- Miscellaneous – contains additional information about the student that may be tracked in Banner
SFAREGQ – Registration Query Form

The Registration Query form lists all courses a student is registered for (student schedule) and all information related to the course (i.e. subject, course number, days and times).

To view data on this form, enter the following information in the Key Block:

1. Enter the Term code or click on the Search button (the ellipsis ...) next to Term to select a term.
2. In the ID field, enter the 8-digit ID number or press the Tab key to view the name field and enter the person’s name (in last name, first name order)

- If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in.
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• If there are multiple matches on the Name you entered (there usually will not be multiple matches on an ID number), then the ID and Name Extended Search window will open.
• Click on Press to See Search Results, then click on the Name you are looking for and click on OK. This will fill in the Key Block with the ID number and Name.

3. Click on Go to view the Registration section.

You may need to use the bottom scroll bar to view all of the course information. You may also use the Single Record button or Multiple Records button to toggle between views for each course.
Student Advising
SGAADVR – Multiple Advisors Form

The Multiple Advisors form is used to assign advisors to a student for the effective term during which they are registered.

To view data on this form, enter the following information in the Key Block:

1. In the ID field, enter the 8-digit ID number or press the Tab key to view the name field and enter the person’s name (in last name, first name order)

• If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in
• If there are multiple matches on the Name you entered (there usually will not be multiple matches on an ID number), then the ID and Name Extended Search window will open.

• Click on Press to See Search Results, then click on the Name you are looking for and click on OK. This will fill in the Key Block with the ID number and Name.
Enter the advising Term code or click on the Search button (the ellipse ...) next to Term to select the advising term (i.e. the current term is Fall 2018, but we are doing advising for Spring 2019, so you want to enter the code for Spring 2019).

2. Click on Go to view the Advisor Information section.

If you need to modify advisors, see the Updating Advisors instructions at http://www.ccsu.edu/it/itservices/banner9doclib.html
SPAAPIN – Alternate Personal Identification Number form

The Alternate Personal Identification Number Form is used to store a student’s Alternate PIN, which is needed for registration.

To view data on this form, enter the following information in the Key Block:

1. Enter the advising Term code or click on the Search button (the ellipsis ...) next to Term to select the advising term (i.e. the current term is Fall 2018, but we are doing advising for Spring 2019, so you want to enter the code for Spring 2019).
2. In the ID field, enter the 8-digit ID number or press the Tab key to view the name field and enter the person’s name (in last name, first name order)

- If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in
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- If there are multiple matches on the Name you entered (there usually will not be multiple matches on an ID number), then the ID and Name Extended Search window will open.
- Click on Press to See Search Results, then click on the Name you are looking for and click on OK. This will fill in the Key Block with the ID number and Name.

3. Click on Go to view the Alternate Personal Identification Number section.
SFASRPO – Student Registration Permit-Override Form

The Student Registration Permit-Override form is used to enter and track registration overrides for a student. After entering and saving a registration override on this form, you should direct the student to go to CentralPipeline and register for the course. The use of this form to override registration also eliminates the need to complete the paper-based registration override form.

To enter a registration override:

1. In the ID field, enter the 8-digit ID number or press the Tab key to view the name field and enter the person’s name (in last name, first name order)

- If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in
• If there are multiple matches on the Name you entered (there usually will not be multiple matches on an ID number), then the ID and Name Extended Search window will open.
• Click on Press to See Search Results, then click on the Name you are looking for and click on OK. This will fill in the Key Block with the ID number and Name.

2. Enter the Term code or click on the Search button (the ellipsis ...) next to Term to select the term.

3. Click on Go to view any existing overrides and current schedule.

Entering a Registration Override
1. Click on the Search button (the ellipsis ...) under Permit to open list of codes.
2. From the list, double-click the appropriate override code:
   o CAPACITY – Used to override registration if the course capacity limit has been reached.
   o SPEC/GR – Used to override registration for a Graduate student for any of the following reasons: Degree, Major or Prerequisite
   o SPEC/UG – Used to override registration for an Undergraduate student for any of the following reasons: Class, Degree, Major, Prerequisite
   o TIME – Used to override registration if there is a time conflict with another course on the student’s schedule. Both instructors must be aware of the situation and have given their approval.

*Note: Only the four codes listed above are used to override registration – please do not use any of the other codes in the list.

3. In the CRN field, enter the Course Reference Number (CRN) for the course you are overriding. The Subject and Course fields will fill in automatically. If you do not know the CRN, refer to Searching for a CRN on Page 12. Alternate procedures for overriding a prerequisite: When overriding a prerequisite, you can leave the CRN field blank and enter only the Subject and Course fields – this will allow the student to register for any open section (CRN) for that course. To use this alternate procedure:
   o Enter SPEC/UG or SPEC/GR in the Permit field
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- Leave the CRN field blank
- Enter Subject in the Subject field (i.e. MATH)
- Enter the COURSE NUMBER in the Crse field (i.e. 115 to override a MATH 115 prerequisite)

4. If you need to additional overrides, click on the Insert button to add additional override lines.

5. After entering the registration override information, click on Save (bottom-right of screen or press F10). The student can now go to CentralPipeline and register for the course(s). The use of this form also eliminates the need to complete the paper override form for the Registrar’s office because all of the override information, along with who entered it, will be stored in Banner. It is imperative that individuals enter overrides only for those areas for which they are responsible.

Example of a Completed Student Permits/Overrides Entry:
Searching for CRN
To search for a CRN from the SFASPRO form:

1. While your cursor is in the CRN field, click on the Search button (the ellipsis ...) next to CRN

2. At the Option List pop-up screen, click on Search for Sections (SFQSECM)

3. On the SFQSECM form (Registration Query Form), enter your search criteria:
   - In the Subject field, either enter the Subject code or click on the Search button (the ellipsis ...) next to Subject to select a subject
     - To view all courses for that Subject, click on the Go button or press F8 to perform an Execute Query function
   - To view a specific course or section number, enter the information in the Course field and/or Section field, then click on the Go button or press F8 to perform an Execute Query function. If you do not know the entire Course or Section number, you can use a wildcard (the % symbol) to search on partial numbers. For example,
you can enter 5% in the Course field to find all course numbers that start with the number 5.

4. When you locate the class you are searching for, double-click the CRN to return to the SFASRPO form and the CRN, Subject and Course fields will fill in automatically.
**SFAREGS – Student Course Registration Form**

The Student Course Registration form is used to register students for classes and print schedules.

When you first navigate to this form, the SOADEST form will open automatically. If you would like to print an official schedule, enter the Banner print queue in the Schedules field (use the Search button to locate your Banner print queue). Click X to close the form (with or without a Banner print queue entered).

To view data on this form, enter the following information in the Key Block:

1. Enter the Term code or click on the Search button (the ellipsis ...) next to Term to select the term.

2. In the ID field, enter the 8-digit ID number or press the Tab key to view the name field and enter the person’s name (in last name, first name order)
• If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in.
• If there are multiple matches on the Name you entered (there usually will not be multiple matches on an ID number), then the ID and Name Extended Search window will open.
• Click on Press to See Search Results, then click on the Name you are looking for and click on OK. This will fill in the Key Block with the ID number and Name.

3. Click on Go, then click Next Section TWICE (bottom left of screen or ALT+PGDN) to access the Course Information section. If you are connected to a Banner print queue and just want to print the schedule, click on Save (bottom-right of screen or press F10) THREE times.

Adding a Course
1. Click in a blank CRN field and enter the 5-digit CRN (Course Reference Number), then press the Tab key.
2. Click on Save (bottom-right of screen or press F10):
   o If the course is successfully added to the schedule, perform another Save function. If you are connected to a Banner print queue and want to print the schedule, perform another Save function.
   o If there is a registration error, a Message box will appear. Depending on the situation, you may need to enter an override for the course or drop the course and add another.

Dropping a Course
1. Click in the Status field for the course you are dropping from the schedule and enter the code DD.
2. Click on Save (bottom-right of screen or press F10) TWICE. If you are connected to a Banner print queue and want to print the schedule, click on Save (bottom-right of screen or press F10).
**SHATERM – Term Sequence Course History Form**

The Term Sequence Course History form is used to view a student’s transcript and GPA information on a term-by-term basis.

To view data on this form, enter the following information in the Key Block:

1. In the ID field, enter the 8-digit ID number or press the Tab key to view the name field and enter the person’s name (in last name, first name order)

- If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in
• If there are multiple matches on the Name you entered (there usually will not be multiple matches on an ID number), then the ID and Name Extended Search window will open.
• Click on Press to See Search Results, then click on the Name you are looking for and click on OK. This will fill in the Key Block with the ID number and Name.

2. In the Level field, enter UG for Undergraduate or GR for Graduate.

3. To view information for all terms, leave the Start Term field blank. To view information for a specific term, either enter the Term code or click on the Search button (the ellipsis ...) next to Start Term to select a term.

4. Click on Go to view Current Standing information.

There are several sections on this form. Each section is designated by a tab at the top of the form. There are several different ways to move through the sections:
• Click on the tab containing the section name
• Click on the Next Section or Previous Section button (lower-left of the screen)
• Press Alt + PgDn or Alt + PgUp on your keyboard

**SHATERM Sections**

➢ Current Standing – contains current academic standing and GPA information
➢ Term GPA and Course Detail - contains GPA information on term-by-term basis as well course grades for each course the student was enrolled in during the displayed term.
General Course Information

SSASECT – Schedule Form

The Schedule form lists individual course information such as subject, course number, course name, instructor and more.

To view data on this form, enter the following information in the Key Block:

1. In the Term field, either enter the Term code or click on the Search button (the ellipsis ...) next to Term to select a term
2. In the CRN field, either enter the Course Reference Number or click on the Search button (the ellipsis ... button) next to CRN and query for the number on the SSASECQ Section Schedule Query form (see page 19 for instructions on using this form).
3. Click on Go to view Course Section Information.
There are several sections on this form. Each section is designated by a tab at the top of the form. There are several different ways to move through the sections:

- Click on the tab containing the section name
- Click on the Next Section or Previous Section button (lower-left of the screen)
- Press Alt + PgDn or Alt + PgUp on your keyboard

**SSASECT Sections**

- Course Section Information – contains course information such as subject, part of term, credits, etc.
- Section Enrollment Information – contains enrollment and waitlist information.
- Meeting Times and Instructor – contains course start and end time(s) and instructor details

**Options**

For each section, there are several different choices listed under the Related menu. The choices under Related bring you to different forms.
SSASECQ – Schedule Section Query Form

The Schedule Section Query form is a query form used to display course information such as enrollment (maximum enrollment, actual number enrolled, number of seats remaining) and course name for all courses offered in any given term.

To perform a query on this form, enter the following information:

1. In the Term field, either enter the Term code
2. Click on the down arrow next to Add Another Field and select Subject to open the field.
3. In the Subject field, either enter the Subject code
   - To view all courses for that Term and Subject, click Go or press F8 to perform an Execute Query function
   - To view a specific course or section number, enter the information in the Course field and/or Section field, then click Go or press F8 to perform an Execute Query function. If you do not know the entire Course or Section number, you can use a wildcard (the % symbol) to search on partial numbers. For example, you can enter 5% in the Course field to find all course numbers that start with the number 5, then click Go or press F8 to perform an Execute Query function.
4. The list of results will be displayed. To perform another query, click on the Filter Again button.
**SFASLST – Class Roster Form**

The Class Roster form is used to view a list of students enrolled in a course. From this form, you can also access detailed information about the course or detailed information about an individual student.

To view data on this form, enter the following information in the Key Block:

1. In the **Term** field, either enter the Term code or click on the Search button (the ellipsis ... button) next to Term to select a term.
2. In the **CRN** field, either enter the Course Reference Number or click on the Search button (the ellipsis ... button) next to the CRN field, then click on Section Query and query for the number on the SSASECQ Section Schedule Query form (see page 18 for instructions on using this form).
3. Click on Go to view the Roster.

**Related**
The Related menu contains several related forms. To view detailed student information, highlight the student you want to view, then click on the Related and select from a list of forms such as SPAIDEN and SGASTDN.
Departmental Budgets

**FGIBAVL – Budget Availability Status Form**

The Budget Availability Status Form provides a summarized view by budgeted pooled accounts of a department’s budget, expenditures, commitments, and available balances.

To view data on this form, enter the following information:

1. The COA field and Fiscal Year field will default to the current fiscal year values. Leave these as the default unless you would like to view prior years.
2. In the Index field, enter your Index then press the Tab key on your keyboard. The Fund, Organization and Program Fields will automatically be populated - do not change the fields.
   
   **Note:** If you do not know your Index, click on the Search button (the ellipsis ... button) next to the Index field for a list of Indexes.
3. In the Account Field, enter 600000 to view all pools. The only pools you are responsible for are:
   - 612000 – Discretionary Personnel Services (P.S.)
   - 612010 – Pool Lectures – Teaching – Academic Area only
   - 700000 - Other Expenses (O.E.)

4. Click on Go to view details.

**FGIBDSR – Executive Summary Form**

The Executive Summary form provides a summarized view by ALL accounts of a department’s budget, expenditures, commitments, and available balances. This form can be used to navigate to a more detailed view of the amounts and documents related to each individual account.

To view data on this form, enter the following information:

1. The COA field and Fiscal Year field will default to the current fiscal year values. Leave these as the default unless you would like to view prior years.
2. In the Index field, enter your Index then press the Tab key on your keyboard. The Fund, Organization and Program Fields will automatically be populated - do not change the fields. *Note: If you do not know your Index, click on the Search button (the down arrow) next to the Index field for a list of Indexes.*

3. To view all accounts, leave the Account field blank. To view Other Expenses (O.E.) only, in the Acct Type field, enter 70 (this will give you the O.E. available balance).

4. Click on Go to view details.

**Detailed Information for Specific Transactions**

To view more detailed information for a specific account:

1. Click once in the Acct field for that account
2. Click on the Related button, then Transaction Detail Information. This will list all of the transactions associated with that account.

To view more detailed information for specific transaction (excluding MC transaction types):

1. Click once in the Acct field for that transaction
2. Click on the Related button, then Query Document
3. Click the Go button to view Header information (creation date, amount, etc)
4. To view a detailed description, click on the Tools menu, then Commodity or Accounting Information.