



Banner for Academic Departments

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Banner for Academic Departments Instructions

General Student Information

SPAIDEN – Identification Form

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

The screenshot shows the SPAIDEN Identification Form interface. The top bar includes navigation options: ADD, RETRIEVE, RELATED, and TOOLS. The main form is titled "General Person Identification SPAIDEN 9.3.10 (TRNG0531)". Below the title, there are tabs for "Current Identification", "Alternate Identification", "Address", "Telephone", "Biographical", "E-mail", "Emergency Contact", and "Additional Identification". The "PERSON" section is expanded, showing fields for Last Name (TEST), First Name (TEST), Middle Name, Prefix, Suffix, Preferred First Name, and Full Legal Name. The "NON-PERSON" section is also visible, along with the "ID AND NAME SOURCE" section which includes fields for Last Update, Origin, and Original Creation (User: ONLINECSU, Create Date: 06/17/2004). The bottom of the form shows the Activity Date (04/13/2004 02:16:14 PM) and a SAVE button.

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)

The screenshot shows the SPAIDEN Key Block interface. It features a search bar with an ID field and a "Go" button. Below the search bar, there is a message: "Get Started. Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

- If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in

The screenshot shows the "ID and Name Extended Search" form. It includes a "Search Detail" section with buttons for "Press To See Results", "Person Search Detail", and "Non-Person Search Detail". The "Reduce Search By" section has radio buttons for "Group Type" (Person, Non-Person, Both) and input fields for "City", "State or Province", "ZIP or Postal Code", "Name Type", "Birth Date", and "Gender". At the bottom, there are instructions: "Press Enter Query or select button to clear search" and "Enter search criteria then press Execute Query or select button to reduce search."

Banner for Academic Departments Instructions

- 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.

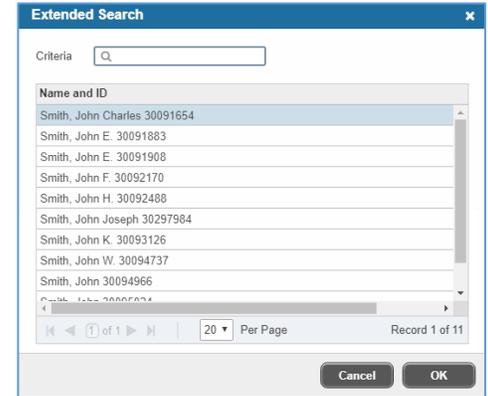
There are several sections on this form. Each section is designated by a tab at the top of the form. There are several different ways to move through the sections:

- 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



The screenshot shows a window titled "Extended Search" with a search criteria field. Below it is a list of results under the heading "Name and ID". The results are as follows:

Name and ID
Smith, John Charles 30091654
Smith, John E. 30091883
Smith, John E. 30091908
Smith, John F. 30092170
Smith, John H. 30092488
Smith, John Joseph 30297984
Smith, John K. 30093126
Smith, John W. 30094737
Smith, John 30094966
Smith, John 30095004

At the bottom of the window, there are navigation controls: "1 of 1", "20 Per Page", and "Record 1 of 11". There are also "Cancel" and "OK" buttons.

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

Banner for Academic Departments Instructions

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.

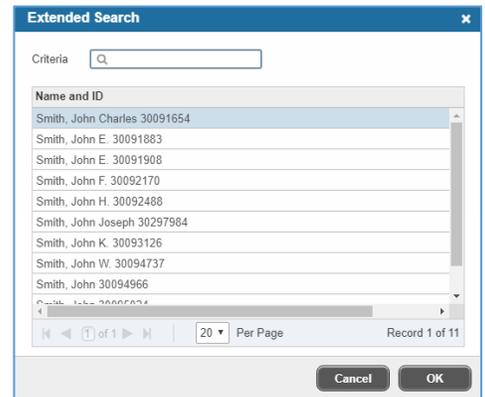
To view data on this form, enter the following information in the Key Block:

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

Banner for Academic Departments Instructions

- 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.



Banner for Academic Departments Instructions

- 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.



A screenshot of a web form with two input fields. The first field is labeled 'ID:' and contains the number '30232435'. To its right is a search button with three dots and the text 'TEST, TEST'. The second field is labeled 'Term:' and is currently empty. To its right is another search button with three dots.

- 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

Banner for Academic Departments Instructions

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).

Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Part of Term	Cal
201910	10231	CET	479	01	RW	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1020	1200	1	C
201910	12449	MKT	295	03	RW	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1340	1455	1	C

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)

Term: ... Registration From: [Calendar] Go

Registration To Date: [Calendar] ID: ...

- If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in

Search Detail

 Person/Non-Person Count 11

Reduce Search By

Group Type Person Non-Person Both Name Type ...

City

State or Province ... Birth Date

ZIP or Postal Code ... Gender

Press Enter Query or select button to clear search.

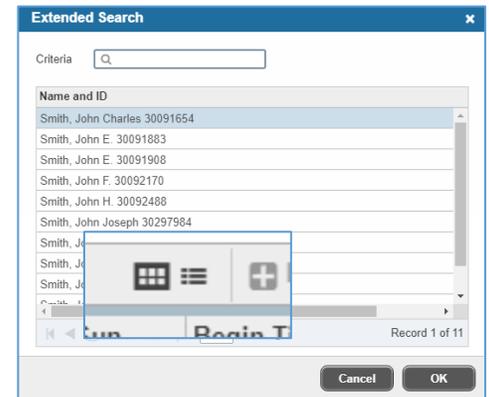
Enter search criteria then press Execute Query or select button to reduce search.

Banner for Academic Departments Instructions

- 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.



Banner for Academic Departments Instructions

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.

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
30304...	Wu, Shaju	MAJR	Major	<input checked="" type="checkbox"/>

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)

ID: Term: Go

- If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in

Search Detail

Person/Non-Person Count 11

Reduce Search By

Group Type Person Non-Person Both

City

State or Province

ZIP or Postal Code

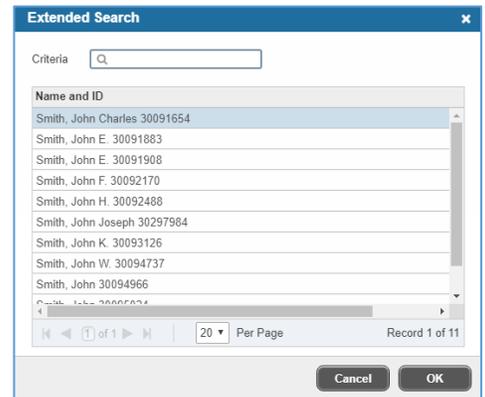
Name Type

Birth Date

Gender

Banner for Academic Departments Instructions

- 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.



Banner for Academic Departments Instructions

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).

A screenshot of a web form element. It consists of a rectangular box with a thin blue border. On the left side of the box, the word "Term:" is written in a small, grey font. To the right of "Term:" is a white input field. At the far right end of the input field, there is a small, grey button with three horizontal dots (an ellipsis) inside it.

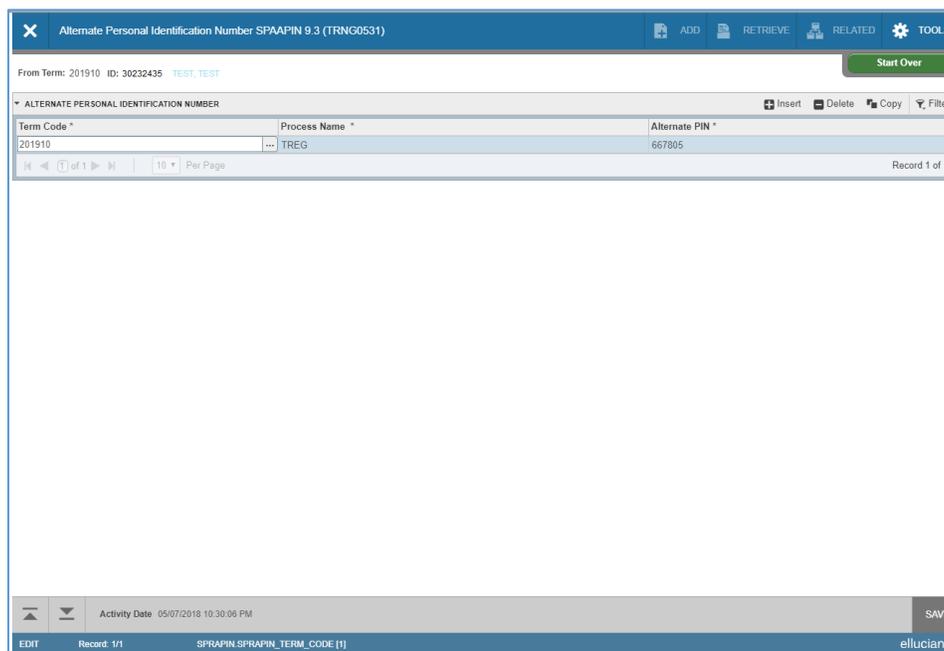
2. Click on Go to view the Advisor Information section.

If you need to modify advisors, see the Updating Advisors instructions at <http://www.ccsu.edu/it/itservices/banner9doelib.html>

Banner for Academic Departments Instructions

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.



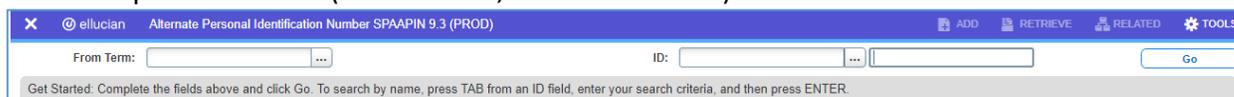
The screenshot shows the SPAAPIN form interface. At the top, it displays 'Alternate Personal Identification Number SPAAPIN 9.3 (TRNG0531)'. Below this, there are fields for 'From Term: 201910', 'ID: 30232435', and 'TEST TEST'. A 'Start Over' button is visible. The main section is a table titled 'ALTERNATE PERSONAL IDENTIFICATION NUMBER' with columns for 'Term Code *', 'Process Name *', and 'Alternate PIN *'. The table contains one record: Term Code '201910', Process Name 'TREG', and Alternate PIN '667805'. Navigation controls like 'Insert', 'Delete', 'Copy', and 'Filter' are present. At the bottom, there is an 'Activity Date' field showing '05/07/2018 10:30:06 PM' and a 'SAVE' button.

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)

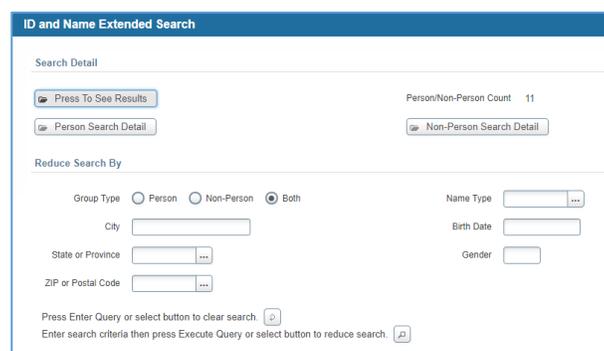


The screenshot shows a close-up of the 'Term' field in the SPAAPIN form. It consists of a text input box followed by an ellipsis (...) button.



The screenshot shows the SPAAPIN form with the search fields. The 'From Term' field is empty, and the 'ID' field contains '667805'. A 'Go' button is visible. Below the fields, there is a message: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

- If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in



The screenshot shows the 'ID and Name Extended Search' form. It includes a 'Search Detail' section with buttons for 'Press To See Results', 'Person Search Detail', and 'Non-Person Search Detail'. Below this is a 'Reduce Search By' section with radio buttons for 'Group Type' (Person, Non-Person, Both) and several text input fields for 'City', 'State or Province', 'ZIP or Postal Code', 'Name Type', 'Birth Date', and 'Gender'. At the bottom, there are instructions: 'Press Enter Query or select button to clear search.' and 'Enter search criteria then press Execute Query or select button to reduce search.'

Banner for Academic Departments Instructions

- 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.

Name and ID
Smith, John Charles 30091654
Smith, John E. 30091883
Smith, John E. 30091908
Smith, John F. 30092170
Smith, John H. 30092488
Smith, John Joseph 30297984
Smith, John K. 30093126
Smith, John W. 30094737
Smith, John 30094966
Smith, John 30095032
Smith, John 30095033

Banner for Academic Departments Instructions

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.

Permit *	Permit Description	CRN	Subject	Course Number	Section
SPECIUG	Prereq, Coreq, Degr, Majr, Prgrm	40748	CHEM	101	03

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	Schedule Type
-----	--------------	---------	---------------	---------	-----------	------------	-----	-----	-----	-----	-----	-----	-----	------------	----------	-------	------	-----------------	--------	---------------

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

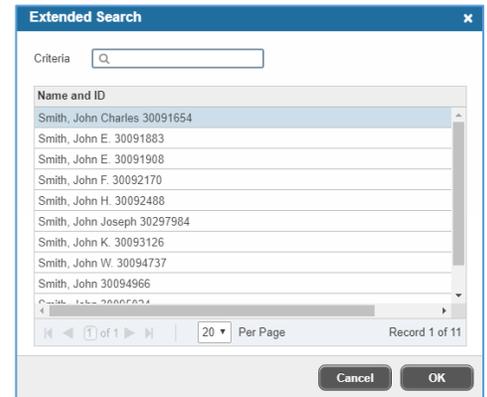
Banner for Academic Departments Instructions

- 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.

Term: ...

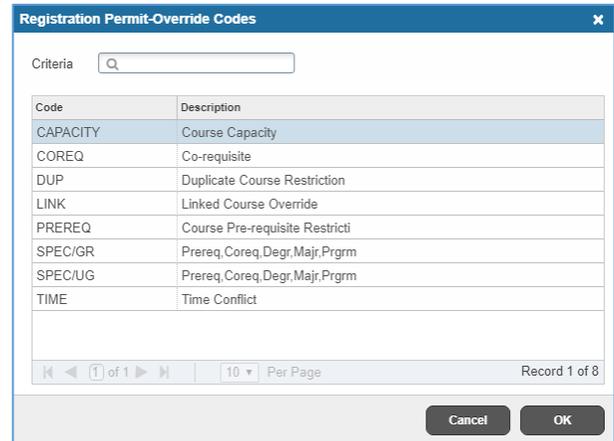
3. Click on Go to view any existing overrides and current schedule.



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:

- CAPACITY – Used to override registration if the course capacity limit has been reached.
- SPEC/GR – Used to override registration for a Graduate student for any of the following reasons: Degree, Major or Prerequisite
- SPEC/UG – Used to override registration for an Undergraduate student for any of the following reasons: Class, Degree, Major, Prerequisite
- 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.



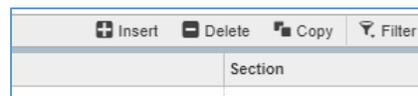
**Note: Only the four codes listed above are used to override registration – please do not use any of the other codes in the list.*

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:
 - Enter SPEC/UG or SPEC/GR in the Permit field

Banner for Academic Departments Instructions

- 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:

STUDENT PERMITS AND OVERRIDES						Insert	Delete	Copy
Permit *	Permit Description	CRN	Subject	Course Number	Section			
SPEC/UG	Prereq,Coreq,Degr,Majr,Pgrm	12385	MIS	201				

1 of 1 | 5 Per Page | Rec

Banner for Academic Departments Instructions

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

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN
CAPACITY	Course Capacity	<input type="text"/> ...

1 of 1 | 5 Per Page

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

Option List

[Search for Sections\(SFQSECM\)](#)

[View Section Information\(SFQSECT\)](#)

Cancel

3. On the SFQSECM form (Registration Query Form), enter your search criteria:
 - o 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
 - o 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,

Registration Section Query SFQSECM 9.3 (PROD)

REGISTRATION SECTION QUERY

Active filters: Subject: MIS

CRN	Part of Term	Subject	Course	Section	Available Seats	Waitlist	Mo
12406	1	MIS	501	HY1	0	0	
13015	1	MIS	531	HY3	0	0	
12620	1	MIS	555	HY1	0	0	
12385	1	MIS	201	01	0	0	S
12386	1	MIS	201	HY1	3	0	S
					3	0	
12387	1	MIS	201	02	0	0	S
12388	1	MIS	201	70	1	0	
12389	1	MIS	201	71	1	0	
12390	1	MIS	201	HY5	1	0	S

Banner for Academic Departments Instructions

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.

Banner for Academic Departments Instructions

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)

Banner for Academic Departments Instructions

- 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.

The screenshot shows the 'ID and Name Extended Search' interface. It includes a search detail section with buttons for 'Press To See Results', 'Person Search Detail', and 'Non-Person Search Detail'. Below this is a 'Reduce Search By' section with fields for 'Group Type', 'City', 'State or Province', and 'ZIP or Postal Code'. A 'Criteria' search box is also present. The main area displays a list of search results under the heading 'Name and ID', with the first result 'Smith, John Charles 30091654' highlighted. At the bottom, there are 'Cancel' and 'OK' buttons.

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):
 - 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.
 - 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).

Banner for Academic Departments Instructions

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.

The screenshot displays the 'Term Sequence Course History SHATERM 9.3.10 (PROD)' form. The 'CURRENT STANDING' section shows the following data:

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution	21.000	15.000	15.000	15.000	49.20	3.28
Transfer	0.000	0.000	0.000	0.000	0.00	0.00
Overall	21.000	15.000	15.000	15.000	49.20	3.28

Other fields include: First Term Attended (201710), Last Term Attended (201810), Academic Standing (** No Academic Standing), and Progress Evaluation (** No Progress Evaluation).

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)

The screenshot shows the search form with the following fields:

- ID: []
- Course Level Codes: []
- by Person
- Start Term: []

Buttons: Go

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

- If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in

The screenshot shows the 'ID and Name Extended Search' form with the following fields:

- Search Detail
- Person/Non-Person Count: 11
- Reduce Search By
- Group Type: Person Non-Person Both
- Name Type: []
- City: []
- Birth Date: []
- State or Province: []
- Gender: []
- ZIP or Postal Code: []

Buttons: Press To See Results, Person Search Detail, Non-Person Search Detail

Press Enter Query or select button to clear search: []
Enter search criteria then press Execute Query or select button to reduce search: []

Banner for Academic Departments Instructions

- 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.

Name and ID
Smith, John Charles 30091654
Smith, John E. 30091883
Smith, John E. 30091908
Smith, John F. 30092170
Smith, John H. 30092488
Smith, John Joseph 30297984
Smith, John K. 30093126
Smith, John W. 30094737
Smith, John 30094966
Smith, John 30095032

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.

The screenshot displays the Banner SSASECT Schedule Form for course MIS 201. The form is titled "Schedule SSASECT 9.3.10 (PROD)" and includes a "Start Over" button. The course information is as follows:

- Term: 201940, CRN: 41253, Subject: MIS, Course: 201, Title: Intro to Mgt Info Systems
- Subject: MIS, Course Number: 201, Title: Intro to Mgt Info Systems
- Campus: C (Main Campus - 1615 Stanley St), Status: A (Active), Schedule Type: LE (Lecture)
- Grade Mode: [blank], Session: D (Day), Special Approval: [blank], Duration: [blank], Override Duration: [checkbox]
- Section #: 03, Instructional Method: [blank], Integration Partner: [blank]

The "CLASS TYPE" section includes:

- Traditional Class: Part of Term 1, Start Date 01/22/2019, End Date 05/19/2019, Credits 16
- Open Learning Class: First, Last, Registration Dates, Start Dates, Maximum Extensions 0

The "CREDIT HOURS" section includes:

- Credit Hours: 3.000, Lecture Indicator: None (selected), Lab Indicator: None (selected), Other Indicator: None (selected)
- Billing Hours: 3.000, Billing Hours Indicator: None (selected)
- Contact Hours: 3.000, Contact Hours Indicator: None (selected)

The "CLASS INDICATORS" section includes:

- Prerequisite Check: Basic or None (selected), CAPP, DegreeWorks
- Daily Contact Hours, Long Title [checkbox]

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

The screenshot shows the Banner Key Block search form with the following fields and buttons:

- Term: [dropdown menu]
- CRN: [dropdown menu]
- Subject: [dropdown menu]
- Course: [dropdown menu]
- Title: [text input]
- Buttons: Go, Copy CRN, Create CRN

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

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.

Banner for Academic Departments Instructions

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.

Banner for Academic Departments Instructions

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.

The screenshot shows the SSASECQ Schedule Section Query Form interface. At the top, there is a title bar with the text "Schedule Section Query SSASECQ 9.3 (PROD)" and several icons: ADD, RETRIEVE, RELATED, TOOLS, and a page number 1. Below the title bar is a menu bar with "SCHEDULE SECTION QUERY" and options for Insert, Delete, Copy, and Filter. The main area is divided into "Basic Filter" and "Advanced Filter" sections. The "Basic Filter" section contains five input fields: "Term", "Part of Term", "Registration From", "Registration To", and "CRN". Below these fields is a dropdown menu labeled "Add Another Field ...". To the right of the "Add Another Field ..." dropdown are "Clear All" and "Go" buttons. Below the filter section is a table with the following columns: Term, Part of Term, Registration From, Registration To, CRN, Block Schedule, Subject, Course, Section, Section Status, Campus, and Course/Section T. The table has three rows of data: "Enrollment", "Waitlist", and "Maximum", "Actual", "Remaining". The "Enrollment" row has three columns: "Maximum", "Actual", and "Remaining". The "Waitlist" row has three columns: "Maximum", "Actual", and "Remaining". The "Maximum", "Actual", and "Remaining" rows are empty. At the bottom of the form, there are "CANCEL" and "SELECT" buttons.

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.

Banner for Academic Departments Instructions

Banner for Academic Departments Instructions

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.

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date	Hours	Rolloff	Grade Comment
1	30370240	Graff, Luke Daniel	RW	11/02/2018			S			3.000	<input type="checkbox"/>	
2	30397474	Espino, Mariana	RW	11/02/2018			S			3.000	<input type="checkbox"/>	
3	30339072	Sanborn, Joseph E.	RW	11/06/2018			S			3.000	<input type="checkbox"/>	
6	30340999	Betancourt, Kayla	RW	11/07/2018			S			3.000	<input type="checkbox"/>	
7	30368050	Neal, Karina M.	RW	11/08/2018			S			3.000	<input type="checkbox"/>	
8	30388647	Weston, Elizabet...	RW	11/08/2018			S			3.000	<input type="checkbox"/>	
9	30385562	Graziosi, Timothy J.	RW	11/08/2018			S			3.000	<input type="checkbox"/>	
10	30397999	Betancourth, Man...	RW	11/09/2018			S			3.000	<input type="checkbox"/>	
11	30366900	Enagbare, Ivie A.	RW	11/09/2018			S			3.000	<input type="checkbox"/>	
12	30369181	Guerrera, Adrian...	RW	11/09/2018			S			3.000	<input type="checkbox"/>	
13	30373931	Beatty, Skyler	RW	11/12/2018			S			3.000	<input type="checkbox"/>	
14	30377127	Fox, Hannah K.	RW	11/13/2018			S			3.000	<input type="checkbox"/>	
15	30384875	Fransino, Alexan...	RW	11/14/2018			S			3.000	<input type="checkbox"/>	
16	30377118	Canatlempo, Isab...	RW	11/14/2018			S			3.000	<input type="checkbox"/>	
17	30383400	Norback, Anders T.	RW	11/14/2018			S			3.000	<input type="checkbox"/>	
18	30382406	Wadeka, Matthe...	RW	11/14/2018			S			3.000	<input type="checkbox"/>	
19	30376948	Mannino, Jason P.	RW	11/14/2018			S			3.000	<input type="checkbox"/>	
20	30383206	Fuchs, Sean J.	RW	11/14/2018			S			3.000	<input type="checkbox"/>	
21	30367305	Maler, Jacob	RW	11/14/2018			S			3.000	<input type="checkbox"/>	
22	30368068	Maturo, Matthew N.	RW	11/14/2018			S			3.000	<input type="checkbox"/>	

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

Term: CRN: Roll: Degree Award: Status:

Go

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

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

Banner for Academic Departments Instructions

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.

Banner for Academic Departments Instructions

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.

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
700000	General & Admin Bdgt Pool-O...	198,345.00	73,029.42	11,302.50	114,013.08	<input type="checkbox"/>
Total		198,345.00	73,029.42	11,302.50	114,013.08	

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

Chart: * [] ... Fiscal Year: * 19 ... Go

Index: [] ... Commit Type: Both

Fund: [] ... Organization: [] ...

Account: [] ... Program: [] ...

Keys --->

Control Fund: Control Organization:

Control Account: Control Program:

Pending Documents:

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

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.*

Banner for Academic Departments Instructions

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.

The screenshot shows the 'Executive Summary FGIBDSR 9.3.7 (PROD)' application window. At the top, there are navigation buttons: ADD, RETRIEVE, RELATED, and TOOLS. Below the title bar, there are search and filter options: Chart: 4, Fiscal Year: 19, Index: INFO03, Query Specific Account: [checked], Include Revenue Accounts: [checked], Commit Type: Both, and a Start Over button. The main content area displays a table with the following columns: Account, Type, Title, Adjusted Budget, YTD Activity, Commitments, and Available Balance. The table lists various accounts such as 700000 (General & Admin Bdg Pool-Other Exp), 701001 (Advertising), 701403 (Other Services), 702200 (Educational Supplies), 705003 (Travel - Employee Training InState), 706300 (Supplies - Maintenance), 706302 (Supplies - Grounds & Landscape), 706605 (Facility Services - Other), 707000 (Hardware Maintenance & Support), 707100 (Software Maintenance/Support), 707101 (Software License), 707153 (Technology Svcs - Other), 707200 (Technology Supplies), 707300 (Supplies - Office), 707301 (Supplies - Food/Bev/Meals), and 708040 (Capital - Technology Equipment). A 'Net Total' row is at the bottom of the table. The bottom of the window shows a status bar with 'EDIT', 'Record: 1/18', 'FTVACCT_BLOCK:FTVACCT_ACCT_CODE [1]', and the 'ellucian' logo.

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
700000	E	General & Admin Bdg Pool-Other Exp	198,345.00	0.00	0.00	198,345.00
701001	E	Advertising	0.00	575.46	0.00	-575.46
701403	E	Other Services	0.00	228.20	0.00	-228.20
702200	E	Educational Supplies	0.00	8,834.29	0.00	-8,834.29
705003	E	Travel - Employee Training InState	0.00	5,580.00	0.00	-5,580.00
706300	E	Supplies - Maintenance	0.00	2,822.66	0.00	-2,822.66
706302	E	Supplies - Grounds & Landscape	0.00	299.98	0.00	-299.98
706605	E	Facility Services - Other	0.00	728.55	0.00	-728.55
707000	E	Hardware Maintenance & Support	0.00	8,341.39	8,362.50	-16,703.89
707100	E	Software Maintenance/Support	0.00	15,801.64	2,940.00	-18,741.64
707101	E	Software License	0.00	19,953.56	0.00	-19,953.56
707153	E	Technology Svcs - Other	0.00	399.00	0.00	-399.00
707200	E	Technology Supplies	0.00	4,600.00	0.00	-4,600.00
707300	E	Supplies - Office	0.00	34.56	0.00	-34.56
707301	E	Supplies - Food/Bev/Meals	0.00	69.19	0.00	-69.19
708040	E	Capital - Technology Equipment	0.00	4,760.94	0.00	-4,760.94
Net Total			198,345.00	73,029.42	11,302.50	114,013.08

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

The screenshot shows the search form for the 'Executive Summary FGIBDSR 9.3.7 (PROD)' application. The form includes the following fields: Chart (set to 4), Fiscal Year (set to 19), Index, Query Specific (checkbox), Account, Commit Type (set to Both), Organization, Program, Account Type, Location, Fund, and Activity. A 'Go' button is located to the right of the Fiscal Year field. At the bottom of the form, there is a note: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

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.

Banner for Academic Departments Instructions

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.