



BANNER TRAINING

FOR

ENTERING PERMITS

AND

ASSIGNING ADVISORS

CREATED
BY

SHIRLEY DYER
DENISE HENSLEY
PHYLLIS MILLER
CARI WILLIAMS

SIS PLUS SCREENS VS BANNER FORMS

These will be the most common forms needed in Banner:

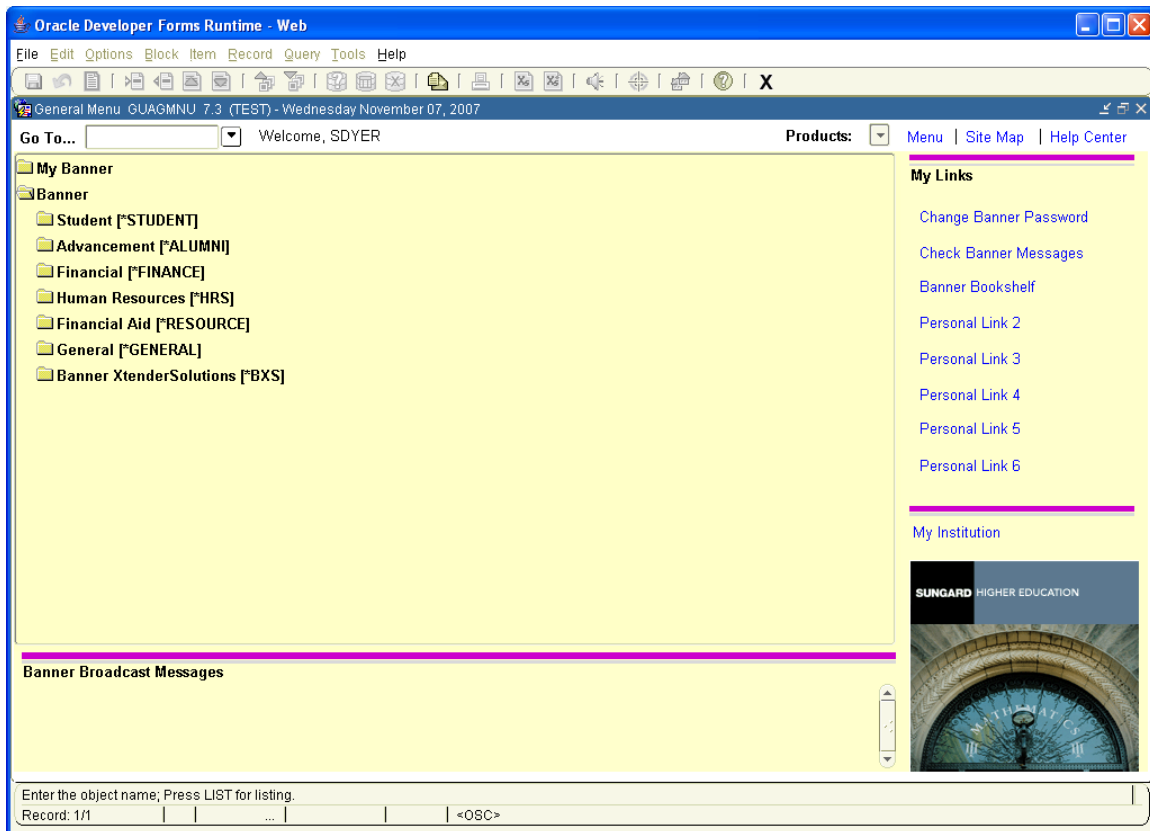
<u>SIS SCREEN</u>	<u>BANNER FORM</u>	<u>PAGE</u>
SCRN: 529	SIAASGN	5
SCRN 105	SSASECQ	6
SCRN: 148	SOAHOLD	7
PERMITS	SFASRPO	8 - 11
SCRN: 1G7	SFASLST	12
Course Listing and Grades	SHACRSE	13
SCRN: 139	SFASTCA	14
SCRN: 109	SFAREGQ	15
MAJORS	SGASTDN	17
SCRN: MTA	SGAADVR SIAIQRY	19
SCRN: 142	SHATRANS	25

KEY	Esc	Tab	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
	Cancel	Next Field	Help		Duplicate Field/Item	Duplicate Record		Insert New Record	Enter Query	Execute Query	Search (LOV)	Save
Shift		Previous Field	Display Error	Count Query Hits	Exit with Value	Clear Record	Clear Block	Remove Record	Clear Form & Rollback	Print		
Ctrl		Next Field	Show Keys									

KEY	Page up	Page Down	Up Arrow	Down Arrow	Left Arrow	Right Arrow	Q	U	Space Bar in Check Box Fld	Left Mouse Double Click
			Previous Record	Next Record	Prev. Radio Button	Next Radio Button			Toggle On/Off	On date field=Calendar On amount field=calculator
Shift										Dynamic Help
Ctrl	Previous Block	Next Block					Exit or Cancel	Clear Field		

Logging into Internet Native Banner (INB)

1. At TTU Homepage, click in the “Address” block and type in <http://www.tntech.edu/bannerinb>
2. Under “Internet Native Banner (INB),” click on [Production Database \[PROD\]](#)
3. When “Login” box pops up, type in user name (ex. Jsmith) and password.
4. You have successfully entered Banner Land.



BANNER

This is the main form to start your navigation through Banner. You enter your selection in the ‘GO TO...’ box and hit your enter key. As we progress with Banner, you will be shown how to ‘build’ your own selection of forms on the right hand side. On each form you access, your username will show at the top just below the icons.

SIAASGN (Screen 529) Assign/Change/Remove Instructors

1. Enter the Faculty member's **T#** (Faculty ID number. We will no longer use SSN) in the **ID** box. If you do not know the **T#**, click on the drop down arrow. This will bring up a message box. Click on **Faculty Search**. Enter the term, example 200880. Do a **Next Block**. You can use the % wild card to look up faculty names and ID by typing a % sign in the ID or Name fields. Press the **'Enter'** key.
2. Double click on the faculty ID or name and it will automatically appear in the form.
3. After entering the term, click the **'Next Block'** icon, and view the courses your faculty is teaching for a term. If you need to remove a faculty member from a class, scroll or 'arrow' down to the course, click on **Record** at the top and select **Remove** from the drop-down box. This will 'delete' that course from their workload. Click on the **'SAVE'** icon or press the **F10** button. To add a course to their workload, click on the **'Insert Record'** icon at the top of the form, enter the CRN of the course to be added, tab (this shows the course) and **SAVE**. If this presents a 'time conflict', click on the **'Override Conflicts'** box.
4. To change to another instructor's workload, click on the **'ROLLBACK'** icon or to Exit, click on black **"X"**.

Oracle Developer Forms Runtime - Web: Open > SSASECQ

File Edit Options Block Item Record Query Tools Help

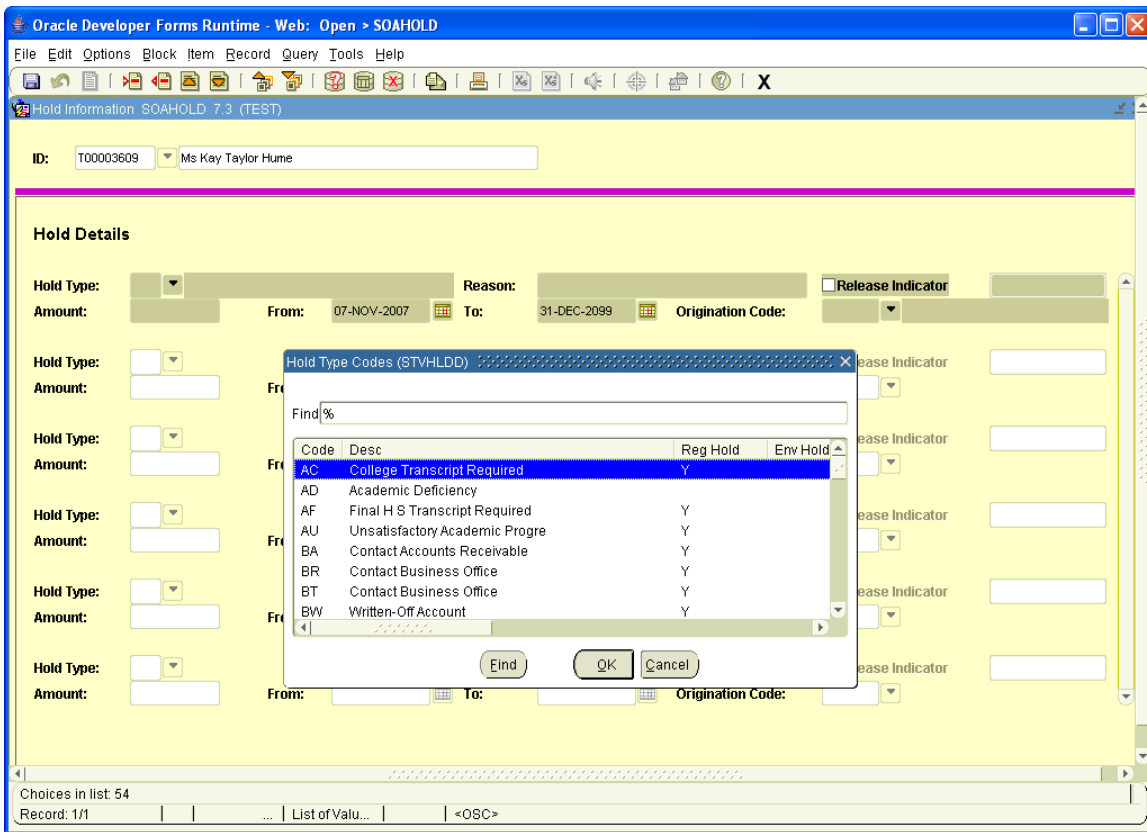
Schedule Section Query Form SSASECQ 7.0 (TEST)

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus
200880	1			81338		ABAP	7910	001	A	SOM
Course/Section Title: Ind Study/Early Child SPED										
Schedule Type: LEC Instructional Method: CON										
Enrollment: Maximum 15 - Actual 0 = 15										
Waitlist: Maximum 0 - Actual 0 = 0										
Link Cross List Reserved Seats Long Syllabus Comments										
Principles Of Accounting I										
Schedule Type: LEC Instructional Method: RD1										
Enrollment: Maximum 30 - Actual 0 = 30										
Waitlist: Maximum 0 - Actual 0 = 0										
Link Cross List Reserved Seats Long Syllabus Comments										

Subject Code; press LIST for valid values.
Record: 2/? ... List of Valu... | <OSC>

SSASECQ (SCREEN 105) Course Section Search

After accessing this form, you will enter the term. You can narrow the search to the CRN, the SUBJECT and the COURSE # by tabbing to that block. After entering your choice(s), click on **'EXECUTE' or 'F8'**. Unfortunately, this does not show meeting times and days, but does show the enrollment stats, along with some other course features. (You may find it easier to use the Course Section Search via Eagle Online.) Do **'Rollback'** for next search, or click on black **'X'** to Exit Form.



SOAHOLD (Screen 148) Registration Holds

This is the Registration Hold form that stops a student from registering for a future term, etc. This form is controlled by the dates in the **'FROM:'** and **'TO:'** fields.

To ENTER a Hold:

1. Enter the student T#
2. Do a **'Next Block'**
3. Click on the drop down arrow next to the hold type field and double click on the hold type from the list of values. The hold will automatically appear in the student record.
4. Click the **Save** icon.

To END holds:

1. Click Cursor on desired hold.
2. Tab to End Date field.
3. Press the Spacebar to remove the date.
4. Enter the Current date by entering a **'T'** and tab.
5. Click **Save**.

'Rollback' to go to next student, or click on black **'X'** to Exit.

SFASRPO (PERMITS)

This is the form that will be used to enter a Course Permit for the following reasons:

CLOSURES	Override Capacity
COREQ	Override Co-requisite
DUPLICATE	Override Duplicate Courses
LINK	Override Linked Courses
MAJOR	Override Major Prerequisites
PREREQ	Override Prerequisites
SPEAPPR	Override Department Approval
TCONFLICT	Override Time Conflict

This also shows the schedule of the student, which should help in the decision making process for issuing a Permit. The Permit will **not** show on SFAREGQ, which is the student's schedule. A student will **not** see the Permit in the 'Add or Drop a Course' link via Eagle Online, but they can see it in their 'Registration Status'. *It will be **extremely** important to make the student aware of this when issuing a Permit.* Be sure to instruct the student to log onto Eagle Online and go to the 'Add/Drop' link and '*officially*' **register** for the course.

Entering Permits

1. To enter a Permit for a student, you will need their “T” number. This is the Student’s ID number which replaces the SSN.

[If you do not know the ID number, you may enter the student’s last name, a comma, and the first name (for example: Smith, Aaron). If there is more than one Smith, Aaron, a search box will appear. You can click the arrow to the right of “Search Results” to scroll through the choices and find your students. Click on the student’s name and the correct Student ID will appear in the form. If there is only one student with the name it will automatically drop the ID in the box.]

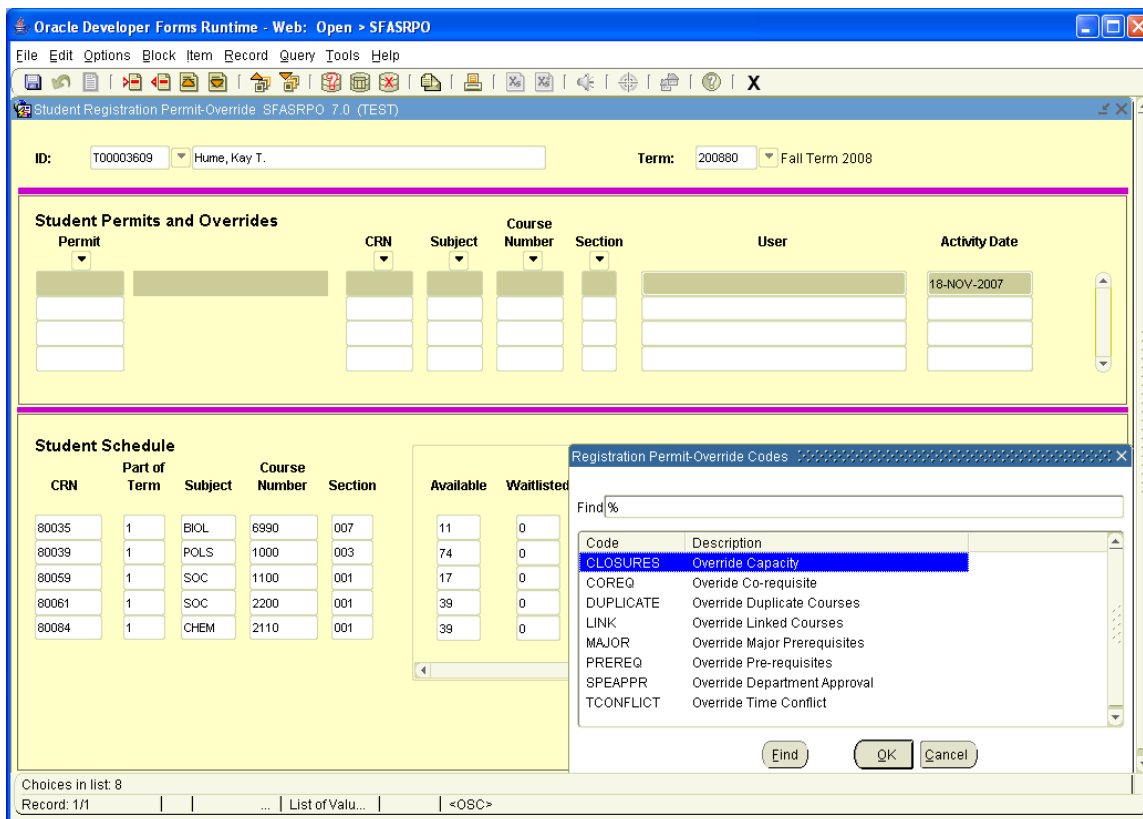
2. Enter Term, which is 200880 for fall 2008 (year10 = spring, year50 = summer, year80 = fall).

The screenshot shows the Oracle Developer Forms Runtime interface for 'Student Registration Permit-Override SFASRPO 7.0 (TEST)'. The main form has several sections: 'Student Permits and Overrides' with a 'Permit' dropdown, 'Student Schedule' with a table, and 'User' and 'Activity Date' fields. A search dialog box is open, titled 'ID and Name Extended Search'. It contains a 'Search Results' list with the following entries:

- Smith, Aaron Archie 413535996
- Smith, Aaron D T00056023
- Smith, Aaron D 409417306
- Smith, Aaron Thomas T00011530
- Smith, Aaron Thomas 350743985
- Smith, Aaron William T00035530
- Smith, Aaron William 413557811

The search dialog also includes a 'Person Search Detail' section with radio buttons for 'Person', 'Non-Person', and 'Both'. Below this are fields for 'City', 'State or Province', 'ZIP or Postal Code', 'Name Type', 'SSN/SIN/TIN', 'Birth Date', and 'Gender'. At the bottom of the dialog, it says 'Press Enter Query or select button to clear search.'

3. Do a ‘NEXT BLOCK’ (or press CTRL/Page Down).
4. In the **Student Permits and Overrides** block, put the cursor in the **Permit** field and click the pull down arrow for permit options. Double Click on the appropriate ‘reason code’.



- If CRN is known, enter it in the CRN field and tab. This will automatically fill in the other fields. Verify that the correct course and section are displayed. If CRN is not known, click on the down arrow in the CRN field. This will bring up the Section Query form. Tab to the Subject field and type in subject area (for example: ENGL) and click on the **Execute Query** icon and select **Execute (F8)**.
- Scroll through the available sections and double click on the CRN for which you are issuing the permit. This will automatically enter the course in SFASRPO.
- Click the **Save** icon (or press F10). Check the Message Box in the bottom left of the screen to see "Transaction Complete" or other messages including 'Errors'.

8. To enter another Permit, for another student, click on the ‘**ROLLBACK**’ arrow and enter a new ID.
9. Repeat steps 2 – 7.
10. To Exit the form, click on the black “**X**” at the end of the menu icons.

Removing a Permit

1. Repeat steps 1 – 3.
2. If the student is **NOT** registered (check schedule at bottom), in the **Student Permits and Overrides** block, put the cursor in the **Permit field**. (This will highlight the entire line.)
3. On the toolbar, select **Record**. From the options, select **Remove**.
4. Click the **Save** icon on the toolbar. Check ‘Message Box’ at bottom left on form for “Transaction Complete”.

Helpful Hint:

To check seat counts prior to issuing permits, click on the drop down arrow at the section number. The number of seats available is reflected based on actual registrations. It does **NOT** take into account, Permits issued that have not been activated by registration.

Oracle Developer Forms Runtime - Web: Open > SFASLST

File Edit Options Block Item Record Query Tools Help

Class Roster SFASLST 7.3 (TEST)

Term: 200880 Fall Term 2008 CRN: 80268 ENGL 1010 001 Roll Degree Award Status:

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Rolled	Hours
								<input type="checkbox"/>	
Grade Comment:								<input type="checkbox"/>	
								<input type="checkbox"/>	
Grade Comment:								<input type="checkbox"/>	
								<input type="checkbox"/>	
Grade Comment:								<input type="checkbox"/>	
								<input type="checkbox"/>	
Grade Comment:								<input type="checkbox"/>	
								<input type="checkbox"/>	
Grade Comment:								<input type="checkbox"/>	

FRM-40350: Query caused no records to be retrieved.
Record: 1/1 <OSC>

SFASLST (Screens107/1G7) CLASS LIST-GRADES

This is the Class List & Grade Roll form. You will need to enter the Term and the CRN to view students enrolled in a course section. If you do not know the CRN, you can click on the drop down box. This will bring up a box where you can execute a 'Section Query'. This will take you to **SSASECQ**, where you can do a 'Search'. Use the 'ROLLBACK' function to see other course sections. Click on the black **X** in the upper right corner to exit the form. NOTE: Previous terms will not be displayed. This form begins with Fall 2008.

Oracle Developer Forms Runtime - Web: Open > SFASTCA

File Edit Options Block Item Record Query Tools Help

Student Course Registration Audit SFASTCA 7.0 (TEST)

Term Code: 200880 Registration From Date: Registration To Date:

ID: T00003609 Hume, Kay T.

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Credit Hours	Bill Hours	Source
1	200880	80035	BIOL	6990	007	SOM	GR	N	2.000	2.000	TEMP

Course Status	Status Date	Add Date	Message	User	Activity Date	Error Flag
RE	30-OCT-2007	30-OCT-2007	LEVEL RESTRICTION	KAYTHUME	30-OCT-2007 14:24	F

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Credit Hours	Bill Hours	Source
2	200880	80040	POLS	1000	004	SOM	UG	S	3.000	3.000	TEMP

Course Status	Status Date	Add Date	Message	User	Activity Date	Error Flag
RE	30-OCT-2007	30-OCT-2007	Department	KAYTHUME	30-OCT-2007 14:24	F

Course Audit Trail Sequence Number.

Record: 1/? <OSC>

SFASTCA (Screen 139) Registration Audit Trail

This form shows all of a student’s course registration transactions that occurred for a specific term. These transactions will begin with Fall 2008.

Oracle Developer Forms Runtime - Web: Open > SFAREGQ

File Edit Options Block Item Record Query Tools Help

Registration Query SFAREGQ 7.2 (TEST)

Term: 200880 Registration From Date: Registration To Date:

ID: T00003609 Hume, Kay T.

Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
200880	80035	BIOL	6990	007	RE	N										
Part of Term:		1	Campus:		SOM	Start Date:	22-AUG-2008		Instructional Method:							
Grading Mode:		N	Building:		PR	End Date:	11-DEC-2008		Instructor:				Bettoli, Phillip W. <input checked="" type="checkbox"/> Primary			
Credit Hours:		2.000	Room:		220											
200880	80039	POLS	1000	003	RE	N		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>					1010	1105
Part of Term:		1	Campus:		SOM	Start Date:	22-AUG-2008		Instructional Method:							
Grading Mode:		S	Building:		HH	End Date:	11-DEC-2008		Instructor:				Gunter, Michael M. <input checked="" type="checkbox"/> Primary			
Credit Hours:		3.000	Room:		205											
200880	80059	SOC	1100	001	RE	N			<input checked="" type="checkbox"/>						1800	2050
Part of Term:		1	Campus:		SOM	Start Date:	22-AUG-2008		Instructional Method:							
Grading Mode:		S	Building:		DN	End Date:	11-DEC-2008		Instructor:				<input type="checkbox"/> Primary			
Credit Hours:		3.000	Room:		205											
Co-op Education:		<input type="checkbox"/>	Total Credit Hours:		18.000		Total CEU Hours:				.000					

Term Code: ...

Record: 1/8 | <OSC>

SFAREGQ (Screen 109) Student Schedule

After entering term, student T #, and performing the 'Next Block', this form shows the student's complete schedule. To view all courses, you can 'arrow' down, or use the scroll bar to the right of the form. This is **NOT** a printable form. Students who need a copy of their schedule will need to print it from Eagle Online, or go to the Registration Center.

Most ALL forms are term dependent. **80 is FALL, 10 is Spring and 50 is Summer. This is based on the starting month of the term, 1 = January, 5 = May, and 8 = August.**

ALL courses are set up in a ‘**PART of TERM**’. For Fall & Spring term, **1 is FULL term, 0 is RODP term, and SUP is for supplemental parts of the term.** For summer term, you will be notified of the additional coding that will be required.

Any time you need to know what the values of a field are **and** there is a drop down box, tab to that field, click on the drop down box and it will show all of the valid options.

Students who audit a course, are **not** counted in enrollment statistics.

When inquiring about a course section, please include the CRN.

New terminology for prerequisites:

PIN/PDP	DP(Department Approval)
RQ/R&	Prerequisite required
QR/QS	Restrictions

!!!BANNER DOES STUDENT RECORD LOCKS!!!

WHEN YOU HAVE TO ACCESS A STUDENTS’ RECORD, BE SURE TO REQUEST THAT THEY EXIT EAGLE ONLINE ‘BEFORE’ YOU ACCESS IT IN BANNER.

On the bottom left of each form is a ‘Message Box’. Be sure to check that before requesting assistance.

For Course Schedule questions contact cwilliams@tntech.edu
For Permits/prerequisite and Registration questions contact sdyer@tntech.edu

How do I check to see what a student's major is?

1. Go to **SGASTDN** form.
2. Enter the student's Banner ID in the ID field. If you do not know the ID, click on the search icon by ID (inverted triangle). This takes you to SOAIDEN to do a person search.
3. Do NOT enter the term
4. Check "View Current/Active Curricula" if you only want to view the current major. If you want to view all terms and majors, do not check this box.
5. Perform a **Next Block**.
6. The General Learner block will list the most recent term and will show a From Term and To Term.
Example: If the From Term is Spring 2008 and the To Term is 999999, this means the curricula shown in the Curricula Summary block is effective from Spring 2008 forward.
If the From Term is Spring 2008 and the To Term is Fall 2008, this means the curricula shown in the Curricula Summary block is effective from Spring 2008 and up to but NOT including Fall 2008.
7. Next Block to the Curricula Summary block to view the Program/Degree.
 If there is an active scroll bar to the right of the block, this means the student has multiple Programs for that Term. The Priority number tells you which one is Primary and Secondary.
8. Next Block to the Field of Study Summary block to view the major and/or concentration. If there is an active scroll bar to the right of the block, this means the student has multiple majors and/or concentrations. The Priority number shows which one is Primary and Secondary.
9. Roll back to enter a new student in the key block area.

Oracle Developer Forms Runtime - Web: Open - SGASTDN [Q]

File Edit Options Block Item Record Query Tools Help

General Student SGASTDN 7.3 [MC:6.4.2] (TEST)

ID: 100005974 Sander, Frederick B. Student Summary Term: 200880 View Current/Active Curricula

Learner Curricula Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

General Learner

New Term: 200880 Summer Term 2008 From Term: 200880 To Term: 999999

Student Status: AS Active Student Type: C Continuing

Residence: 1 In State Fee Assessment Rate: [dropdown]

Class: GR Masters Candidate Full or Part Time: [checkbox]

Additional Information Requirements

Site: [dropdown] Session: [dropdown] Block: [dropdown] Citizenship: Y US Citizen

[checkbox] A89 [checkbox] DSP
 [button] Create A89 [button] Create DSP
 [button] Delete A89 [button] Delete DSP

Curricula Summary - Primary

Priority	Term	Program	Catalog	Level	Campus	Rate:	College	Degree
1	200810	MA-ED	200780	Graduate		Education	Master of Arts	

Admission Type: Graduate Masters Admission Term: 200810 Matriculation Term: 200810

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	200810	MAJOR	Edu Psy and Coun Ed	Counseling and Psychology	Edu Psy and Coun Ed
1	200810	CONCENTRATION	School Counselor - M.A.		

DUPREC - create new eff term, DUPFLD - go to Advisor Form, HELP - go to Degree.
 Record: 1? | ... | List of Valu... | <OSC>

IMPORTANT NOTES:

- Dual data entry between SIS and Banner must be maintained now through August 2008. If you change an advisor in SIS, please also change it in Banner
- Do not change an advisor in SIS or Banner until **AFTER** you have received the signed copy of the Change of Major form back from the Records Office showing processed. If you change the advisor PRIOR to the Records Office processing and the student decides NOT to submit the change of major, the advisor will remain incorrect.
- Advisor Type is not a required field; however, it is highly recommended that you complete this field. Also, keep in mind this was not available in SIS, therefore, no converted records have an Advisor Type.
- From a data entry standpoint, it is recommended that you always select “Copy Advisor” rather than “End Advisor” when doing an advisor change with a new effective term. This is recommended especially when a student has multiple advisors and some of those are not changing. Copy Advisor will pull all of the advisors over into the new effective term record and then you can remove the ones that you are changing, thus requiring less data entry; End Advisor creates a new effective term record with blank advisors and you must re-enter the advisors.
- If multiple advisors are listed, then a Faculty Advisor should always be listed as the primary advisor if available.
- If multiple advisors are listed, always check to see if the student is a double major or dual degree student before you remove the other academic advisors.
- The Primary Advisor should always be the advisor of Primary Major when a student has multiple majors and, therefore, multiple advisors.
- Keep in mind that Clerical Support Staff are coded as an Advisor only so the system will allow them to view the student transcript in Self Service Banner. They should never be listed on SGAADV as a student’s advisor.

Who To Contact with Questions about Advisor Assignments or Majors:

Phyllis Miller
Student Records Supervisor
Phone: 372-3319
Email: pmiller@tntech.edu

Oracle Developer Forms Runtime - Web: Open > SHATRNS

File Edit Options Block Item Record Query Tools Help

Transfer Course Information SHATRNS 7.3 [MC:9.0.4] (PROD)

ID: Transfer Institution Number: 1
Attendance Period Number: 2

Transfer Institution

Institution: 001656 Roane State Community College
Transcript Receipt Date: 17-AUG-2006
 Official

Transfer Attendance Period

Attendance Period: 08/03-12/03
Acceptance Date:
Effective Term: 200380 Fall Term 2003
Term Type:
Apply to Level: UG Undergraduate
Transfer Degree:
Attendance Begin Date: 01-AUG-2003
Attendance End Date: 20-DEC-2003

Institution code; Press LIST or make entry & press NEXT FIELD.
Record: 1/1 | ... | <OSC>

SHATRNS (OLD SCREEN 142)

This form shows the students transfer courses by institution and by term.

To view a student's transfer work:

1. Enter the student's Banner ID number
2. Tab to the **Transfer Institution Number** – click on the drop down box for a list of the schools that the student has transfer work from. Double click in the **Sequence Number** and it will take you back to SHATRNS.

Oracle Developer Forms Runtime - Web: Open > SHATRNS

File Edit Options Block Item Record Query Tools Help

Transfer Course Information SHATRNS 7.3 [MC:9.0.4] (PROD)

ID: Transfer Institution Number:

Transfer Course Detail SHATRNS 7.3 [MC:9.0.4] (PROD)

Sequence Number:
 Subject:
 Course Number(s):
 Hours: Duplicate: Group: Primary:
 Grade: Title:
 TELS Exclude: TELS Repeat Ind:

Equivalent Course Detail Initiate Repeat/Equivalent Course Checking

Sequence Number	Level	Term	Count in GPA	Subject	Course	Hours	Grade	Grading Mode	Repeat	Repeat System	Title
1	UG	200580	<input checked="" type="checkbox"/>	UNIV	1020	1.000	D	T	<input type="checkbox"/>	<input type="checkbox"/>	First-Year Connections
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Course Attributes

Attribute Description

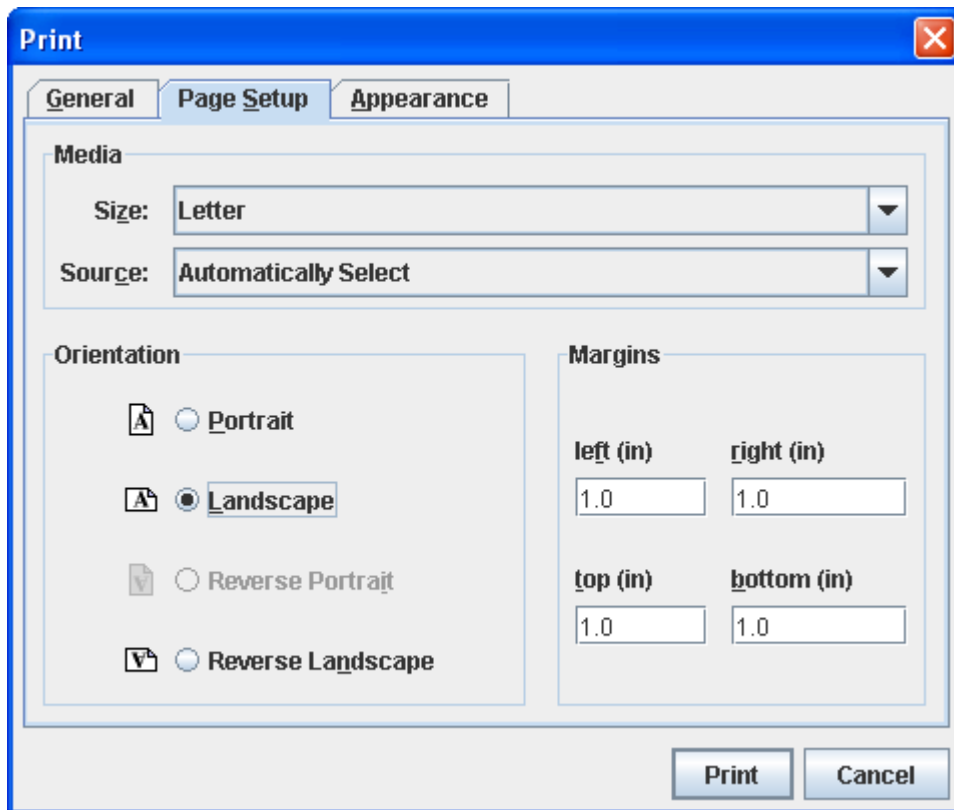
Seq no; Enter 000 if no detail is to be stored ;spaces if system is to calc.
 Record: 1/? | ... | <OSC>

- e. At this point, you can use the **scroll bar** on the right side to view each course or use your **down arrow** on your keyboard. You will see in the **Equivalent Course Detail** block the TTU equivalent. Also if the course has been used to satisfy a high school deficiency this will be noted in the **Course Attributes**.
- f. When you have viewed all the courses for that term and are ready for the next term – click on **rollback**.
- g. **Tab** to the **Attendance Period Number** – you can either type in the next number or use the drop box. **Double click** and proceed as before until you are finished with the institution.
- h. To view another institution for the student – use the drop Box at the **Transfer Institution Number** - double click on the institution and repeat the steps as above.

Only those who have access to INB will have query access to this form. If an advisor within the department needs the information, they will need to come to the appropriate person in the department and ask them to print the forms.

To print the forms:

1. Click on the **printer** button at the top of the form
2. A Print box should appear on your screen
3. Click on **Page Setup** and click on **Landscape**
4. **PRINT**



For questions about transcripts contact Dhensley@ntech.edu