BANNER ADMIN
Department Secretary Security Module

Contents

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SCACRSE: *Curriculum Development*

DESCRIPTION
Initial for curriculum development. Sets available dates for courses, credit hours, contact hours, and other coding details.

INFORMATION ON FORM

Course approval dates	Repeatability
Course title	Level
College and department assignment	Grading code
Credit hours	Schedule type
Contact hours	

NAVIGATION
Enter the subject in the Subject field
Tab to the Course field and enter the course number
Tab to the Term field and enter the term

Next Block (Alt +PgDn)
        View available date
        View course title
        View College and Department assignment
        View credit and contact hours
        View repeatability

Next Block (Alt + PgDn)
        View level

Next Block (Alt + PgDn)
        View Grading Mode

Next Block (Alt + PgDn)
        View Schedule Type

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SCADETL: *Course Detail Information*

DESCRIPTION
Curriculum set-up form. Includes course description, co-requisite and equivalent course information.

INFORMATION ON FORM

Co-requisite   Course attributes
Equivalent courses and dates of equivalency   Catalog course description
Course and program fees

NAVIGATION
Enter the subject in the Subject field
Tab to the Course field and enter the course number
Tab to the Term field and enter the term

Next Block (Alt +PgDn)
        View Co-requisite courses

Next Block (Alt + PgDn)
        View course and program fee codes and their associated fees
        The Fee Type field indicates whether the course is billed as a one time fee (FLAT), a per-credit
        fee (CREDIT), or a per-credit fee controlled by enrollment status (BILL)

Next Block (Alt + PgDn)
        View course attributes
        U attributes indicate budget related and self support
        V attributes indicate academic or vocational
        X attributes indicate instruction method
        Y attribute indicates meeting method
        Other attributes include general education, honors, faculty workload, etc.

Next Block (Alt + PgDn)
        View the catalog course description that will appear in the online schedule

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SFAREGQ: *Registration Query*

DESCRIPTION
Registration query form for a certain student noting course dates, times, location credits and instructor

INFORMATION ON FORM

CRN	Part of term
Subject	Grade mode
Course number	Credit hours
Section	Meeting location
Registration status	Instructor
Meeting day and time	Start and End date

NAVIGATION
Enter the term in the Term field
Tab to the ID field and enter the student ID number

Next Block (Alt +PgDn)
       View CRN
       View Subject
       View Meeting day and time
       View Part of term
       View Grade mode
       View Credit hours
       View Meeting location
       View Start and end dates
       View instructor

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SFAREGS: *Student Course Registration*

DESCRIPTION
Registration form to transact registration, update student status, academic standing, and curriculum

INFORMATION ON FORM

Enrollment status	Academic standing	Residency
Registration status	Subject	Minor
Class	Bill and total credit hours	Grade mode
Max and min credit hours	Program of study	Last term attended
Level	Course number	Credit hours
Advisor	Student status and type	Full time (FT) or Part time
CRN	Major	(PT) status
Part of term	Section	

NAVIGATION
Enter the term in the term field
Tab to the ID field and enter the student ID number

Next Block (Alt +PgDn)
    If a student has holds, a warning pops up
    Enter "TBI" in the Holds field then Next Block (Alt + PgDn)
    View Enrollment status
    View minimum and maximum credit hours

Next Block (Alt + PgDn)
Tab (to populate class information) and enter credit hours for variable credit courses
Tab to status field
Enter status to perform registration transaction

Code	Status	Definition
AU	Audit	Used by staff members to audit a class.
DD	Drop delete	Used by staff members to drop someone from a class
DR	Administrative drop	Used by staff members to drop someone from a class, regardless of registration period.
DW	Drop web	Used by the student to drop themselves online.
RE	Manually registered	Used by staff members to register someone for a class
RW	Registered web	Used by the student to register themselves online
RL	Waitlist	Used by both students and staff to waitlist someone
WC	Withdrawn	Used by staff members to withdraw a student from class.
WW	Withdrawn web	Used by the student to withdraw from a class online

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Next Block (Alt+PgDn)

        AS   Active

        IC   Inactive/Completion of Certificate ID   Inactive by Department Request

        IG   Inactive due to Graduation

        IS   Inactive View Student type View Residency

View Class View Advisor

View Academic Standing

Update Academic Standing in Academic Standing field (if necessary)

Next Block (Alt + PgDn)

View the student's active curriculum

Rollback (F5) to return to the HEADER BLOCK

Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SFASLST: *Class Roster*

DESCRIPTION
Class roster and grade entry form

INFORMATION ON FORM

Student ID	Final Grade
Student Name	Incomplete extension information
Enrollment Status	

NAVIGATION
Enter the term in the term field
Tab to the CRN field and enter the Course Reference Number (CRN)

Next Block (Alt +PgDn)
       View course grades in the Final Grade field

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SFAALST: *Class Attendance Roster*

DESCRIPTION
Class attendance roster and grade entry form

INFORMATION ON FORM

Student ID	Date Enrolled
Student Name	Final Grade
Enrollment Status	Incomplete extension information

NAVIGATION
Enter the term in the term field
Tab to the CRN field and enter the Course Reference Number (CRN)

Next Block (Alt +PgDn)
Enter course grades in final grade field Enter Incomplete grade information, if any
Enter Incomplete final grade Enter Extension date
Enter last date of attendance (required for UW and F grades) Save (FlO)

Rollback (F5) to return to the HEADER BLOCK

Close Form (Ctrl + Q or click the "X" in the upper right corner)

TO ROLL GRADES TO THE STUDENTS TRANSCRIPT
Tab to the CRN field and enter the Course Reference Number
Click the Roll checkbox in the header block
Next Block (Alt + PgDn)
Save (F10)

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SFASTCA: *Student Course Registration Audit*

DESCRIPTION
Registration audit and tracking

INFORMATION ON FORM

Term   Registration activity
Student ID   Course enrollment status, date, time, and user

NAVIGATION
Enter the term in the term field
Tab to the CRN field and enter the Course Reference Number (CRN)

Next Block (Alt +PgDn)
View registration audit

Sequence Number	Sequence of student registration activities for the semester. Limit 2000.
Term	Term in which registration activity occurred
CRN	CRN for course enrolled
Subject	Course subject
Course	Course number
Section	Section of the course
Campus	Campus SUU or ONL
Level	Undergraduate, Graduate, or Continuing Education course
Grading Mode	Indicates whether the course is standard grade (S), remedial (B), or audit. Notes the amount of credits associated with the course when attempted.
Attempted Hours	Attempted hours for course
Credit Hours	Credit hours for course
Bill Hours	Hours that will be billed to student account
Source	Indicates whether this is an attempt (TEMP) or a completed transaction (BASE).
Course Status	Notes codes for actions taken (Registration, Drop, Withdrawal).
Status date	Date transaction occurred
Add Date	
Block	Not utilized at SUU
Message	Notation of action
Error Flag	Will note any errors encountered by student during registration attempts. Will note who performed the transaction.

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SGAADVR: *Multiple Advisers*

DESCRIPTION
Advisor information and assignment form

INFORMATION ON FORM

From term	Adviser type
To term	

NAVIGATION
Enter the Student ID in the ID field
Enter the term code in the term field

Next Block (Alt +PgDn)
View academic adviser assigned to student

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SGASADD: *Additional Student Information*

DESCRIPTION
Student attribute and cohort assignment form

INFORMATION ON FORM
Student cohorts   Student attributes

NAVIGATION
Enter the Student ID in the ID field
Enter the term code in the term field

Next Block (Alt +PgDn)
View cohorts assigned to student

Next Block (Alt +PgDn)
View attributes assigned to student

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SGASTDN: *General Student*

DESCRIPTION
Student matriculation record

INFORMATION ON FORM

Matriculation Term	Full time . Part time status
Field of Study	Curriculum summary
Student Status	Program of study
Term based activity codes	Catalog year
Student status	Veteran Type and associated term and dates
Student type	Admissions comments and notes
Residency status	Academic standing
Class	Expected graduation term and date

NAVIGATION
Enter the Student ID in the ID field
Enter the term code in the term field

Next Block (Alt +PgDn)
View Learner Tab information

Next Block (Alt +PgDn)
View Curriculum

Next Block (Alt +PgDn)
View field of study

Next Block (Alt +PgDn)
View coded and tracked activities (Housing, Greek organizations, Honors, etc.)

Next Block (Alt +PgDn)
View Veteran Status, term, and certification dates

Next Block (Alt +PgDn)
View graduation information

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SGASTDQ: *General Student Summary*

DESCRIPTION
Student matriculation summary form

INFORMATION ON FORM

Student type	Activity curriculum summary
Residency Status	Student status from and to term

NAVIGATION
Enter the Student ID in the ID field
Enter the term code in the term field

Next Block (Alt +PgDn)
View Learner information

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SHACRSE: *Course Summary*

DESCRIPTION
Student matriculation record

INFORMATION ON FORM

Term	Section
Part of term	Credits
Campus	Grade
Level	Grade Mode
CRN	Repeat
Subject	Include / exclude

NAVIGATION
Enter the Student ID in the ID field
Enter the term code in the term field

Next Block (Alt +PgDn)
Click on the Term of the course line for which you wish to view detail
Click the Select button on the left column
View course detail information
View grade

Next Block (Alt +PgDn)
Next block three times to view instructor and course attribute

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

SEARCH FOR A SPECIFIC COURSE
Press F7
Click the Add Another Field
Select Subject from the drop down menu
Enter the subject
Click the Add Another Field
Select Course Number from the drop down menu
Enter the course number
Press F8

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SHADEGR: *Degree and Other Awards Form*

DESCRIPTION
Degree and other awards form

INFORMATION ON FORM

Degree status	Graduation status
Catalog	Graduation date
Degree completion term	Graduation year
Graduation application date	Curriculum
Graduation term	Honors

NAVIGATION
Enter the Student ID in the ID field

Tab to the Sequence Field and enter the degree sequence number
To search degrees:
Click the drop-down arrow next to the field.
SHADGMQ will open with a summary of oil programs for which we have a graduation application on file.
Arrow down to highlight the correct program
Click the Select button (Alt + S) to return to SHADEGR populating this Information

Next Block (Alt + PgDn)
View degree information

Click the Curricula tab or Next Block (Alt + PgDn) three times
View curriculum

Click the Honors tab or Next Block (Alt + PgDn) three times
View any institutional or departmental honors associated with graduation

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SHASUBJ: *Subject Sequence History*

DESCRIPTION

Subject sequence history form

A student record can be viewed by subject, recalculating a number of credits earned and the GPA for those courses filtered by subject.

INFORMATION ON FORM

First term attended   Transcript credit and GPA summary

Last term attended   GPA by subject

Academic standing   Credits by subject

NAVIGATION

Enter the Student ID in the ID field

Tab to the Level field and enter the course level

Undergraduate (US} or Graduate (GS}

Leave the Start with Subject field blank

Next Block (Alt +PgDn)

View attendance and transcript credit and GPA summary

Click the up and down arrow next to the pre-populated Subject field to switch subjects View the subnect credit summary, subject GPA and course details

Rollback (F5) to return to the HEADER BLOCK

Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SHATERM: *Term Sequence Course History*

DESCRIPTION
Term sequence history, View the student's first and last term, transcript credit and GPA summaries

INFORMATION ON FORM

First term attended	Semester credit hours
Last term attended	Semester GPA summaries
Academic standing	Semester course detail
Cumulative credit hours	Semester course grade
GPA summaries	Semester course repeat status

NAVIGATION
Enter Student ID in ID field
Tab to the Level field and enter the course level
Undergraduate(US) or Graduate (GS)
Leave the Start Term field blank

Next Block (Alt +PgDn)
View first and last term attended
View cumulative credit
View GPA summary
View overall academic standing

Click the Term GPA and Course Detail Information tab or Next Block (Alt + PgDn)
View term credit and GPA summaries
View term course detail
Use the down arrow to change semesters
Use the up arrow to return to a previous semester

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SOAHOLD: *Hold Information*

DESCRIPTION
Student hold information form.
View record and financial holds placed on students record

INFORMATION ON FORM
Hold Type   From and to term
Hold reason or contact   ID of individual placing hold
Release indicator

NAVIGATION
Enter Student ID in ID field

Next Block (Alt +PgDn)
View holds

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

Note: Most holds are not deleted. Instead, they expire. If the "To date" is today's date or earlier, the hold has expired and is no longer blocking student transactions.

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SOAHSCH: *High School Information*

DESCRIPTION
Student high school information form.
This form notes the high school the student attended, graduation dates and the dates that official
transcripts were received from the high school for new freshman.

INFORMATION ON FORM
High school   Graduation date

NAVIGATION
Enter Student ID in ID field

Next Block (Alt +PgDn)
View high school
View transcript information

Note: the date in the transcript received field indicates the date the last official or unofficial transcript
was received in Admissions. GE in the diploma field indicates tha the transcript date indicates an official
final transcript.

Arrow down to view additional schools if the student submitted records from more than one.

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SOAPCOL: *Prior College*

DESCRIPTION
Prior college information form
This form notes any colleges previously attended, the dates that official transcripts were received, degrees awarded by that institution, GPA, and transfer hours

INFORMATION ON FORM
Prior college   Degree received date
Date transcript received   Transver credit hours
Degrees received   GPA
Attendance dates

NAVIGATION
Enter Student ID in ID field

Next Block (Alt +PgDn)
View prior college and transcript information
The date in the Transcript Received field indicates the date the last official or unofficial transcript was received in Admissions

View degree information from prior colleges

Arrow down to view additional colleges if the student submitted records from more than one institution

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SOATEST: *Test Score Information*

DESCRIPTION
Test score information form
View student's ACT, SAT, graduate entrance exams, Accuplacer scores, etc.

INFORMATION ON FORM
Test code   Test score or subscore

NAVIGATION
Enter Student ID in ID field

Next Block (Alt +PgDn)
View test dates, scores, and sub-scores

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SPACMNT: *Person Comment*

DESCRIPTION
Individual comment form
View communications, notes and comments regarding transactions and interactions with students

INFORMATION ON FORM

Comment type	Comment sender
Originator	Comment date

NAVIGATION
Enter Student ID in ID field

Next Block (Alt +PgDn)
View notes, communications, and information for this individual student

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SPAIDEN: *General Person Identification*

DESCRIPTION
General person information form
View student contact and demographic information

INFORMATION ON FORM

Student name	Telephone	Confidentiality Block
Preferred name	Gender	Email address
Previous/Alternate name	Date of birth	Emergency Contact
Address	Citizenship	

NAVIGATION
Enter Student ID in ID field

Next Block (Alt +PgDn)
View current identification information

Click the Alternate Identification tab or Next Block (Alt +PgDn)
View all student address types
Arrow down to view additional addresses

Click the Address tab or Next Block (Alt +PgDn)
View all student address types
Arrow down to view additional addresses

Click the Telephone tab or Next Block (Alt +PgDn)
View all student phone numbers
Arrow down to view additional numbers

Click the Biographical tab or Next Block (Alt +PgDn)
View all student demographic information
View whether the student has a Confidentiality block

Click the Email tab or Next Block (Alt +PgDn)
View all Email addresses
Note: The address with ''Preferred'' checked is the student's primary email address.
Arrow down to view additional addresses

Click the Emergency Contact tab or Next Block (Alt +PgDn)
View the student's emergency contact information
Arrow down to view additional contacts

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SSADETL: *Schedule Detail*

DESCRIPTION
Corse section detail form
View course co-requisites, fees, and attributes for reporting and general education

INFORMATION ON FORM

Co-requisites   Section attributes
Section fees

NAVIGATION
Enter the term code in the term field
Tab to the CRN field and enter the course reference number

If you don't know the CRN
        Click the three dots next to the CRN field to search
        Click the Add Another Field button
        Select Term from the drop down menu
        Click the Add Another Field button
        Select Subject from the drop down menu
        Click the Add Another Field button
        Select Course from the drop down menu
        an Enter the course term, subject, and course number
        Click the Add Another Field button
        Select Section from the drop down menu
        Click Execute Query {FB)
        Arrow down to the correct course section
        Click Select (Alt + S} to populate the form with this course information

Next Block (Alt +PgDn)
View section co-requisites
Note: If blank, co-requisites may ONLY be noted only at the catalog level (SCADETL)

Click the Section Fees tab or Next Block (Alt +PgDn)
View section co-requisites
View section fees, detail codes, amounts, who entered the fee, when the fee was applied
Note: Fees applied after a student registers for a section are not assessed to the student

Click the Degree Program Attributes tab or Next Block (Alt +PgDn)
View the attributes associated with this section
Note: Attributes are used to pull data for institutional and state level reporting

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SSAMATX: *Building / Room Schedule*

DESCRIPTION
Building room schedule form
Use this form to identify room use / availability

INFORMATION ON FORM

Building	Subject schedule during meeting days & times
Room	CRN of course section meeting at days & times
Meeting days & times	

NAVIGATION
Enter the building code in the building code field
Tab to the room field and enter the room number

Click execute query (F8)

To find the location, meeting pattern, and section information for a course:
>Click Enter Query (F7)
>Enter the search filter criteria
>For example:
>>To find the location for all ENGL 1010 courses taught during a given semester
>>Enter ENGL in the Subject Field
>>Enter 1010 in the Course Field
>>Click Execute Query (F8)

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SSAPREQ: *Schedule Prerequisite and Test Score Restrictions*

DESCRIPTION
Section prerequisite form
View prerequisites associated with the course section

INFORMATION ON FORM

Subject	Basic or CAPP prerequisite
Section number	Specific prerequisite(s)
Section title	

NAVIGATION
Next Block (Alt + PgDn)
View the section subject, number, and title
View whether prerequisites are being checked through a CAPP program or a basic prerequisite check detailed on the following tab

Click the Section Test Score and Prerequisite Restriction tab OR Next Block (Alt + PgDn) View the section prerequisite(s) including minimum grade requirements
Note, CAPP prerequisites only indicate a code for a detailed prerequisite check method

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)

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SSASECT: *Schedule*

DESCRIPTION
Section schedule form
This form identifies the course detail, credit hours, contact hours, and whether the course is viewable online, application of regular tuition, enrollment details, waitlist details, census counts, meeting time, and instructor

INFORMATION ON FORM

Course detail	Section viewable online
Credit	Course enrollment details
Part of term offered	Course waitlist details
Credits	Meeting times
Whether the course is gradable	Course location
Tuition and fees	Instructor

NAVIGATION
Enter the term code in the Term field
Tab to the CRN field and enter the course reference number

Next Block (Alt + PgDn)
View the section detail including part of term, credits, contact hours, fees, viewable

Click the Section Enrollment Information Tab OR Next Block (Alt + PgDn)
View the maximum and current enrollment information
View the maximum waitlist enrollment information

Click the Meeting Times and Instructor tab OR Next Block (Alt + PgDn)
Arrow right or click the Meeting Location and Credits tab to view location and other meeting details
View the course instructor, percentage of instruction responsibilities, and primary instructor

Rollback (F5) to return to the HEADER BLOCK
Close Form (Ctrl + Q or click the "X" in the upper right corner)