



Banner 9 Overview for Advisors

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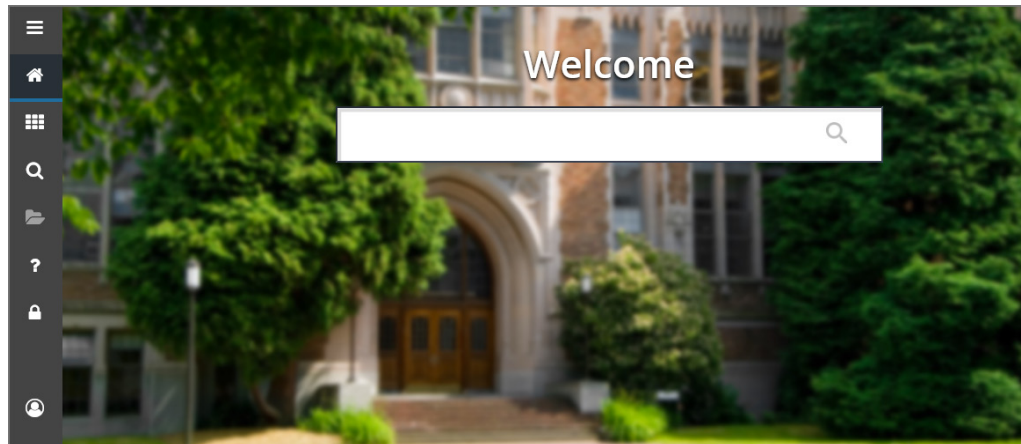
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Frequently Used Banner 9 Screens

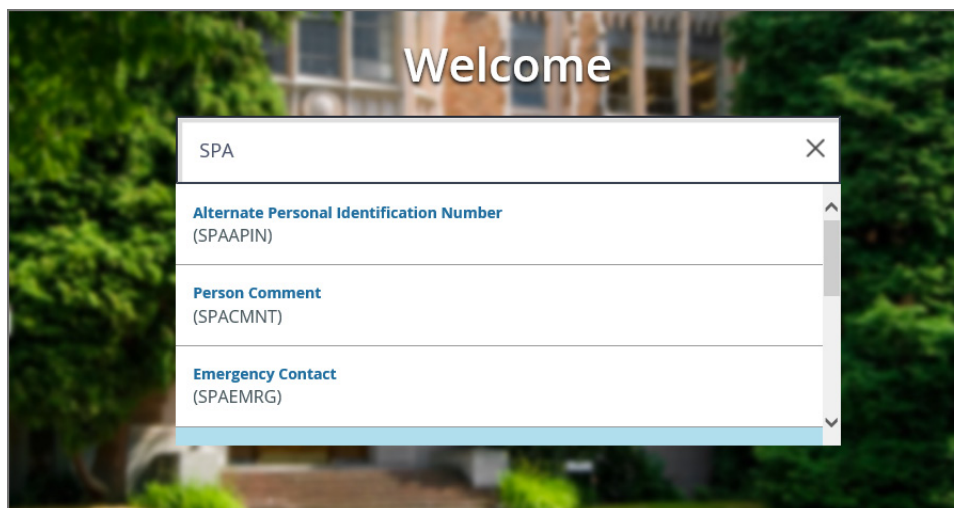
1. SPAAPIN	8. SHACRSE	15. SOATEST
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SPAAPIN - Removing a Pin

1. Within the Banner main screen, search for SPAAPIN, the screen on which you can release students' pins after meeting with them so that they can register for classes.
 - Within the Search bar, begin typing the first few letters of SPAAPIN.

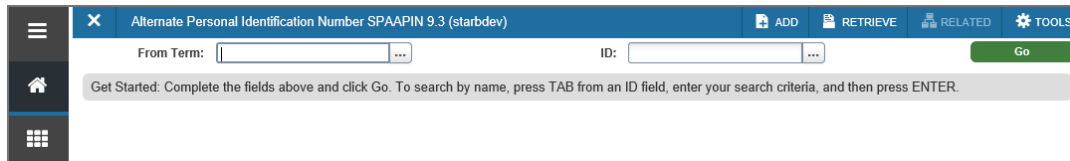


- Potential matches appear. Click the correct match.

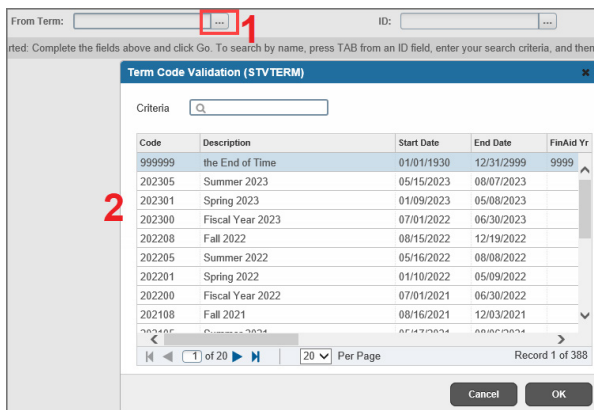


For detailed information on searching methods, please review the Banner 9 Navigation PDF on the [Banner 9 Project Information page](#).

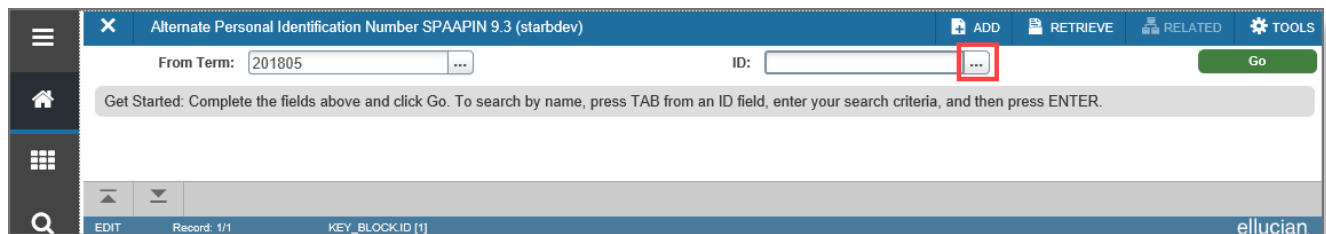
- The SPAAPIN screen appears. Enter the *From Term* field and the student's ID.



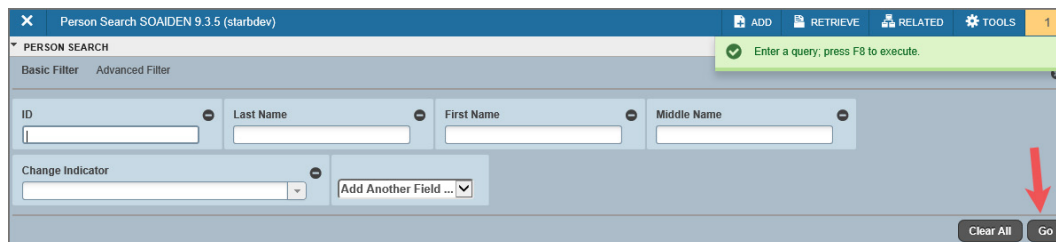
- Click the ellipsis to the right of the *From Term* field to access a list of available terms.



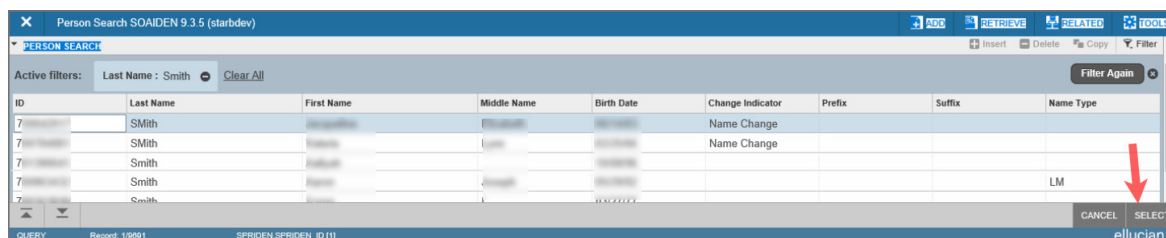
- After choosing the term, enter the student's ID number, or click the ellipsis to get help in locating the student's ID.



- Clicking the ellipsis brings up a Filter screen. Complete one or more fields and then press **F8** or click **Go**.



- A list of matches appears. Click the name of the correct student and click **Select**.



- In the student's PIN record, click the row that needs to be deleted. In this example, the second row will need to be deleted.
- Click the **Delete** button. Click **Save** or hit F10. (MAC users, fn + F10.)

Term Code *	Process Name *	Alternate PIN *
201808	TREG	PD-1#
201901	TEST	123XYZ

- The pin has been removed.

From Term: 201805 ID: 700100100 Student, Samantha Q.

Term Code *	Process Name *	Alternate PIN *
201808	TREG	PD-1#

- Click **Start Over** to search for a different student who needs a PIN removed.

Filtering

- Click the **Filter** icon.

From Term: 201805 ID: 700100100 Student, Samantha Q.

Term Code *	Process Name *	Alternate PIN *
201805	TREG	256860

Basic Filtering

- Basic Filtering* appears first. Complete any combination of fields.
- Switch to *Advanced Filter* by clicking the link.

Person Search SOAIDEN 9.3.5 (starbdev)

Enter a query; press F8 to execute.

Basic Filter Advanced Filter

ID: Last Name: First Name: Middle Name:

Change Indicator: Add Another Field ...

Clear All Go

ID: Last Name: First Name: Middle Name: Birth Date: Change Indicator: Prefix: Suffix:

Case Insensitive Query Case Sensitive Query

CANCEL SELECT

Advanced Filtering

- Advanced filtering enables you to performed more detailed searches by clicking the drop-down arrows for some fields.

For more information about filtering choices, please review the Banner 9 Navigation PDF on the [Banner 9 Project Information](#) page.

GPAPRXY

View individuals with access to the student's record.

- For example, a student's parents.

Page Authorization List

- Shows what pages the individual with proxy access may view.

PROXY ACCESS MANAGEMENT

Proxy Information

Name

Versaree, Annie

Relationship

Parent or Legal Guardian

Proxy Desc

mother

Start Date

01-JUL-2013

PIN Disabled

N

Email

Annie@mail.com

Stop Date

30-JUN-2020

PIN Expire Date

01-JUL-2020

Passphrase

1 of 1

1

Per Page

Record 1 of 1

Page Authorization List

Access List

Communication Log

AUTHORIZATIONS

Insert

Delete

Copy

Filter

Module	Auth Ind	Menu Text	Page URL
Account Information	<input checked="" type="checkbox"/>	<span style=	bwskoacc.P_ViewAcctTerm
Account Information	<input checked="" type="checkbox"/>	View Account Summary by Term	bwskoacc.P_ViewAcct
Account Information	<input checked="" type="checkbox"/>	View Account Summary Totals	bwskoacc.P_ViewAcctTotal
Academic Deposit Information	<input checked="" type="checkbox"/>	<span style=	wvuadeposit.select_term
Financial Aid Information	<input checked="" type="checkbox"/>	View Cost of Attendance	bwrkbudg.P_DisbBudg
Financial Aid Information	<input checked="" type="checkbox"/>	View Financial Aid Hold	bwrkhold.P_DisbHold
Financial Aid Information	<input checked="" type="checkbox"/>	View Financial Aid Requirements	bwrktrkr.P_DisbTrkReq
Financial Aid Information	<input checked="" type="checkbox"/>	View Requirement Messages	bwrkellg.P_DisbElgReq
Financial Aid Information	<input checked="" type="checkbox"/>	View Financial Aid Status	bwrksum.P_DisbSumm
Financial Aid Information	<input checked="" type="checkbox"/>	View Financial Aid Award Package	bwrkhrst.P_DisbAwdYear
Financial Aid Information	<input type="checkbox"/>	View Financial Aid Award Messages	bwrkawdm.P_DisbAwdMsg
Financial Aid Information	<input checked="" type="checkbox"/>	View Financial Aid Award Payment Schedule	bwrkpays.P_DisbPaySched
Financial Aid Information	<input checked="" type="checkbox"/>	View Financial Aid Academic Progress	bwrksaph.P_DisbSAP
Financial Aid Information	<input checked="" type="checkbox"/>	View Financial Aid Award History	bwrkhrst.P_DisbAwdHst
Financial Aid Information	<input checked="" type="checkbox"/>	View Financial Aid Loan Application History	bwrklhst.P_DisbLoanHst
Financial Aid Information	<input checked="" type="checkbox"/>	View Federal Shopping Sheet	bwrkshop.html_shopping_sheet

Access List

PROXY ACCESS MANAGEMENT

Insert

Delete

Copy

Filter

Proxy Information

Name	Versaree, Annie	Email	Annie@gmail.com
Relationship	Parent or Legal Guardian	Stop Date	30-JUN-2020
Proxy Desc	mother	PIN Expire Date	01-JUL-2020
Start Date	01-JUL-2013	Passphrase	
PIN Disabled	N		

1 of 1

1 Page

Record 1 of 1

Page Authorization List

Access List

Communication Log

ACCESS

Insert

Delete

Copy

Filter

Action	Page Name
Login	Display authorization menu
View	View Final Grades
View	View Final Grades
Login	Display authorization menu
View	Electronic Bill/Make Payment
Login	Display authorization menu
View	View Financial Aid Award Package
Login	Display authorization menu
View	View Financial Aid Hold
View	View Financial Aid Award History
View	Electronic Bill/Make Payment
Login	Display authorization menu
View	View Account Summary by Term
View	View Financial Aid Status
View	Academic Deposit
View	View Financial Aid Hold

Communication Log

- Indicates actions and expiration dates for proxy.

PROXY ACCESS MANAGEMENT

Insert

Delete

Copy

Filter

Proxy Information

Name	Versaree, Annie	Email	Annie@gmail.com
Relationship	Parent or Legal Guardian	Stop Date	30-JUN-2020
Proxy Desc	mother	PIN Expire Date	01-JUL-2020
Start Date	01-JUL-2013	Passphrase	
PIN Disabled	N		

1 of 1

1 Per Page

Record 1 of 1

Page Authorization List

Access List

Communication Log

COMMUNICATIONS

Insert

Delete

Copy

Filter

Subject	Action Date	Expiration Date
Send updated proxy profile data		
Send updated proxy profile data		
Send updated proxy profile data		
Send proxy pin reset request	01-JUL-2014	06-JUL-2014
New proxy identity		06-JUL-2014
New proxy relationship		

1 of 1

10 Per Page

Record 1 of 6

SFAREQQ - Review a Student's Registration

- Populate the term and student ID fields.
- Click **Go**.

Registration Query SFAREQQ 9.3 (starbdev)

Term: ...

Registration From: ...

Registration To Date: ...

Date ID: ...

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.

EDIT Record: 1/1 KEY_BLOCK.ID [1] ellucian

- View student registration information.
- Scroll right to reach additional information.

Registration Query SFAREQQ 9.3 (starbdev)

Term: 201708 Registration From Date: Registration To Date: ID: 700100100 Student, Samantha Q

Column Headings

Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Part of Term	Campus	Start Date
201708	80103	COMM	308	002	RW	N									1130	1245	1	CWA	08/16/2017
201708	80906	COMM	122	002	RW	N									1000	1115	1	CWA	08/16/2017
201708	81758	ASP	220	002	RW	N									1030	1120	1	CWA	08/16/2017
201708	83044	MDS	199	7D1	RW	N											1	CWA	08/16/2017
201708	83894	SEP	271	7D1	RW	N											1	CWA	08/16/2017

Scroll for additional information

Total Credit Hours 14.000 Total CEU Hours 0.000

Registration Query SFAREQQ 9.3 (starbdev)

Term: 201708 Registration From Date: Registration To Date: ID: 700100100 Student, Samantha Q

Column Headings

Fri	Sat	Sun	Begin Time	End Time	Part of Term	Campus	Start Date	Instructional Method	Grading Mode	Building	End Date	Credit Hours	Room	Instructor	Primary
			1130	1245	1	CWA	08/16/2017		2	WHI-D	12/05/2017	3.000	B51	Weiss, Julia K.	
			1000	1115	1	CWA	08/16/2017		2	EIE-D	12/05/2017	3.000	G24	Banks, Jaime	
			1030	1120	1	CWA	08/16/2017		2	WDB-D	12/05/2017	3.000	102	Darkwa, Samuel K.	
					1	CWA	08/16/2017	WEOC	2	ONLINE	12/05/2017	2.000		Dille, Rishira C.	
					1	CWA	08/16/2017	WEOC	2	ONLINE	12/05/2017	3.000		Sheehy, Tammy L.	

Scroll to return to first set of information.

Total Credit Hours 14.000 Total CEU Hours 0.000

SGAADVR - Viewing, Changing a Student's Advisor

1. Viewing the Advisor's Name

- Within the main Search screen, enter **SGAADVR** (Multiple Advisors).
- Input the **Student ID** and **Term**.
- Click **Go**.
- The advisor for the term is displayed in the *Advisor Information* > *Name* field with the active terms.

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
80...	Advisor, Arthur A.			<input checked="" type="checkbox"/>
80...	Advisor, Amy B.			<input type="checkbox"/>

2. Removing the Advisor

- Select the name of the advisor you want to remove.
- Click the **Maintenance** button.
- The Option List screen appears. Click **End Advisor**.
- Click **Save**.

ID	Name	Advisor Type	Advisor Type Description
7...	Advisor, Arthur A.		

Option List

[Copy Advisor](#)

2 [End Advisor](#)

[Cancel](#)

3. Assigning a new Advisor

- Input the advisor’s ID number or use the ellipsis to search for the advisor in Banner.

ADVISOR INFORMATION

From Term

2

ID

Name

...

- When the correct name is displayed, click **Select** to choose the advisor.

Faculty/Advisor Query SIAIQRY 9.3.7 (starpitch)

Term: 201808

Faculty: ☒

Advisor: ☒

Category:

Staff Type: FWVA

Contract Type:

Tenure Status:

Status: A

Start Over

FACULTY/ADVISOR QUERY

Active filters:

Last Name : Advisor

Clear All

Filter Again

ID	Last Name	First Name	Middle Name	Faculty	Advisor	Coll...	Departm...
700654321	Advisor	Anthony	X	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30	CS

1 of 1

10 Per Page

Record 1 of 1

CANCEL

SELECT

- Check the **Primary Indicator** box and then click **Save**.

Multiple Advisors SGAADVR 9.3.7 (starpitch)

ID: 700100100

Student, Samantha Q.

Term: 201808

Start Over

ADVISOR INFORMATION

From Term

201808

Maintenance

To Term

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
7...	Advisor, Anthony X.			<input type="checkbox"/>

1 of 1

10 Per Page

Record 1 of 1

SAVE

SFASRPO - Permitting Overrides for Courses

- The top portion of the SFASRPO screen shows existing permits for a student.
- The bottom portion shows the student's registered courses.

Student Registration Permit-Override SFASRPO 9.3.6 (STAR)

ID: 700100100 Student, Samantha Q. Term: 201808 Fall 2018

STUDENT PERMITS AND OVERRIDES Insert Delete Copy Filter

Permit *	Permit Description	CRN	Subject	Course Number	Section
DEPT_APRVL	Departmental Approval	88136	BCOR	191	006
DEPT_APRVL	Departmental Approval	89027	BCOR	199	013

Record 1 of 2

STUDENT SCHEDULE Insert Delete Copy Filter

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
80433	1	CS	101	006	-1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1030	1120			
81583	1	ASP	220	004	6	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000	1115			
81632	1	CDFS	110	003	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1230	1345			
87479	1	MATH	122	011	0	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1130	1220			
88136	1	BCOR	191	006	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0830	0920	O		

Record 1 of 6

1. Click the **Insert** button to add another permit.
2. Enter the permit name in the field or click the **ellipsis** to view a list of codes.

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description
DEPT_APRVL	Departmental Approval
<input type="text"/>	...
DEPT_APRVL	Departmental Approval

Record 1 of 1

3. When you click the ellipsis, a list of codes is displayed. Select a code and click **OK**.

Registration Permit-Override Codes

Criteria

Code	Description
ANTI-REQ	Anti-Requisite Approval
CAPC_APRVL	Capacity Aprvl Section Closed
CHRT_APRVL	Cohort Restriction Approval
CLAS_APRVL	Classification Restrict Aprvl
COLL_APRVL	College Restriction Approval
DEPT_APRVL	Departmental Approval
HNR_APRVL	Honors Section Approval
LINK_APRVL	Override Link Requirement
MAJR_APRVL	Major Restriction Approval
OVR_PREREQ	Override Pre-Requisite Reqrmnt

Record 1 of 11

- 4. Enter the CRN, Subject, and Course Number.
- 5. Click **Save** or press **F10**.

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description	CRN	Subject	Course Number	Section
COLL_APRVL	College Restriction Approval		ACCT	202	
COLL_APRVL	College Restriction Approval				
COLL_APRVL	College Restriction Approval		MKTG	425	
DEPT_APRVL	Departmental Approval	86469	EXCG	202	7EB
MAJR_APRVL	Major Restriction Approval		INBS	310	
OVR_PREREQ	Override Pre-Requisite Reqmnt		INBS	310	

Record 2 of 7

STUDENT SCHEDULE

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error

Activity Date 29-Aug-2018 12:00:00 AM

SAVE

- 6. To delete a permit that is incorrect, highlight the permit and select **Delete**.
- 7. If the student has multiple permit records, scroll using the right-facing arrow or expand the number listed.

STUDENT PERMITS AND OVERRIDES

Permit *	Permit Description
COLL_APRVL	College Restriction
COLL_APRVL	College Restriction
COLL_APRVL	College Restriction
DEPT_APRVL	Departmental Appr
MAJR_APRVL	Major Restriction A
OVR_PREREQ	Override Pre-Requi

Record 2 of 7

STUDENT SCHEDULE

CRN	Part of Term	Subject	Course Number	Section

SGASTDN

Comparison of General Student Record (SGASTDN) in Banner 8 and 9

1. Tabs at the top.
2. *From/To Term* moved from right of screen to top center of screen.
3. Information in *General Learner* section spread across multiple columns.
4. *Additional Information* moved from right hand side of the pane to below the *General information*.
5. Notice the need and use for the scroll bars (all three).
6. *General Learning* scrolling from record to record on the right is now listed as page information below additional information.
7. *Field of Study* scrolling from record to record on the right is now listed as page information at the bottom of the page.

Banner 8

The screenshot shows the Banner 8 SGASTDN interface. At the top, there are tabs: Learner, Curricula, Study Path, Activities, Veteran, Comments, Academic and Graduation Status, Dual Degree, and Miscellaneous. The 'Learner' tab is selected. Below the tabs, there is a 'General Learner' section with fields for New Term (201805), Student Status (AS), Student Type (B), Residence (R), Fee Assessment Rate, Class (SO), Student Centric Cycle, and Full or Part Time. To the right of these fields is an 'Additional Information' section with fields for Site, Session, Block, and Citizenship. Below the 'General Learner' section is a 'Curricula Summary - Primary' table with columns for Priority, Term, Program, Catalog, Level, Campus, College, Degree, End, Outcome Key, Admission Type, Admission, and Matriculation. Below the 'Curricula Summary' is a 'Field of Study Summary' table with columns for Priority, Term, Type, Field of Study, Department, and Attached to Major. Red numbered callouts 1 through 7 point to specific elements: 1 points to the 'Student Summary' tab, 2 points to the 'From Term' and 'To Term' fields, 3 points to the 'General Learner' section, 4 points to the 'Additional Information' section, 5 points to the 'Curricula Summary' table, 6 points to the 'Field of Study Summary' table, and 7 points to the 'Attached to Major' field.

Banner 9

The screenshot shows the Banner 9 SGASTDN interface. At the top, there are tabs: Learner, Curricula, Study Path, Activities, Veteran, Comments, Academic and Graduation Status, Dual Degree, and Miscellaneous. The 'Learner' tab is selected. Below the tabs, there is a 'General Learner' section with fields for From Term (201805), To Term (999999), New Term (201805), Student Status (AS), Student Type (B), Residence (R), Fee Assessment Rate, Class (SO), Student Centric Cycle, and Full or Part Time. To the right of these fields is an 'Additional Information' section with fields for Site, Session, Block, and Citizenship. Below the 'General Learner' section is a 'Curricula Summary - Primary' table with columns for Priority, Term, Program, Catalog, Level, Campus, College, Degree, End, Outcome Key, Admission Type, Admission, and Matriculation. Below the 'Curricula Summary' is a 'Field of Study Summary' table with columns for Priority, Term, Type, Field of Study, Department, and Attached to Major. Red numbered callouts 1 through 7 point to specific elements: 1 points to the 'Academic and Graduation Status, Dual Degree' tab, 2 points to the 'From Term' and 'To Term' fields, 3 points to the 'General Learner' section, 4 points to the 'Additional Information' section, 5 points to the 'Curricula Summary' table, 6 points to the 'Field of Study Summary' table, and 7 points to the 'Attached to Major' field.

BDM - Accessing and Reading

- From the main Banner Search screen, enter the name of a screen.
 - You no longer need to go through SAAADMS to access BDM - it can be accessed through any screen.
- Enter the student ID number.
- After the screen populates, click the **Retrieve** link.

Test Score Information SOATEST 9.3.6 (STAR)

ID: 700100100 Student, Samantha Q.

Buttons: ADD, RETRIEVE, RELATED, TOOLS

Start Over

TEST SCORE INFORMATION

Test Code *	Description	Test Score *	Test Date *
ZA01	SS ACT - English	28	04-JAN-2015
ZA02	SS ACT - Math	26	04-JAN-2015
ZA03	SS ACT - Reading	25	04-JAN-2015
ZA04	SS ACT - Science Reasoning	24	04-JAN-2015
ZA05	SS ACT - Composite	26	04-JAN-2015
ZA06	SS ACT - Sum of Standard Score	103	04-JAN-2015
ZA07	SS ACT - Comb English/Writing	26	04-JAN-2015
ZAWR	SS ACT - Subscore Writing	08	04-JAN-2015
FLP2	WVU For Lang Plcmt - German	585	18-NOV-2013
GR01	GRE - Verbal	0450	01-FEB-2011

Record 1 of 24

Test Scores (1) Test Scores (2) Test Scores (3)

Admission Request: 0034 ACT/SAT Superscores

Source: Equivalency Indicator

Revised or Recentered

- If you get a message that no document (has been) found, click **OK**.

opentext® | ApplicationXtender - STARPROD

Applications

- B-G-ID
- B-S-ADMN

ApplicationXtender Web Access

No document found.

OK

- Click **New Query**.

opentext® | ApplicationXtender - STARPROD

Applications

- B-G-ID
- B-S-ADMN

B-G-ID - BANNER COMMON

NEW QUERY

6. Search by **ID** or **Last** and **First Names**, and then click **Run**.

opentext® | ApplicationXtender - STARPROD

Applications

- ▶ B-G-ID
- ▶ B-S-ADMN

New Search - B-G-ID

Search Criteria

Enter a search term in the index fields to filter your results.

ID

PIDM

DOCUMENT TYPE

LAST NAME

FIRST NAME

SSN

BIRTH DATE

MARITAL STATUS

RUN

7. When the query results is displayed, click the drop-down menu to the right of the ID number, and then click **Open**.

Query Results

B-S-ADMN > New Search > Query Results

Text Search

<input type="checkbox"/>	ID	PIDM	DOCUMENT TYPE	LAST NAME	FIRST NAME	SSN	BIRTH DA
<input type="checkbox"/>	700100100	1234567	W-UNDERGRAD	Student	Samantha	***** 0000	14-Dec-19
<input type="checkbox"/>	700100100		HIGH SCHOOL TRANSCRIPT	Student	Samantha	***** 0000	14-Dec-19

Documents 1 - 2 of 2

◀ Previous | 1 | Next ▶ Items per page: 25

Open

Print

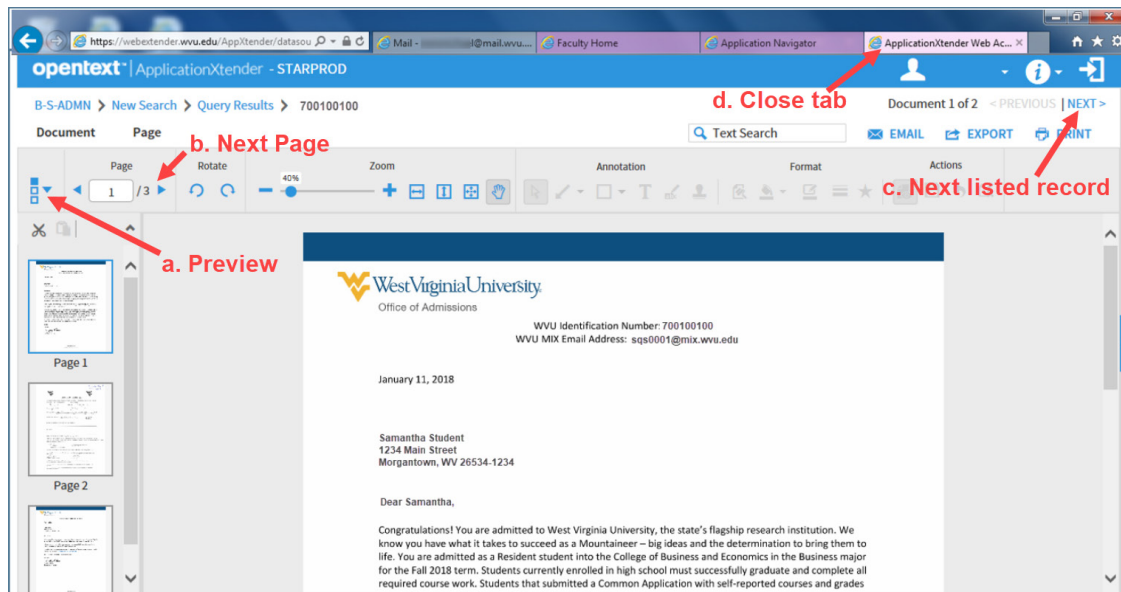
Email

Export COLD

Ad Hoc Text Search

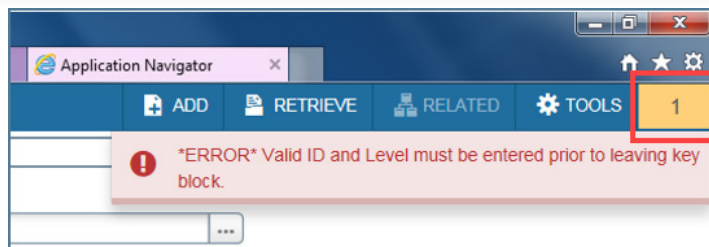
8. Within the document, you can:
 - a. Preview this document using the 3-box icon.
 - b. Go to other pages using the arrows.
 - c. Go to the next listed record - transition from high school to college files.
 - d. Close the tab to return to the previous screen on the first Banner 9 tab.

This screen is accessible in a screen reader.



Additional Note:

In any Banner screen, after entering the ID Number and clicking the green *Go* button or *Start Over* button, an error message or text message may appear and cover the green *Go* button. To be able to access the button again, click the **yellow** icon above the message. This action removes the message so you can click the green button.

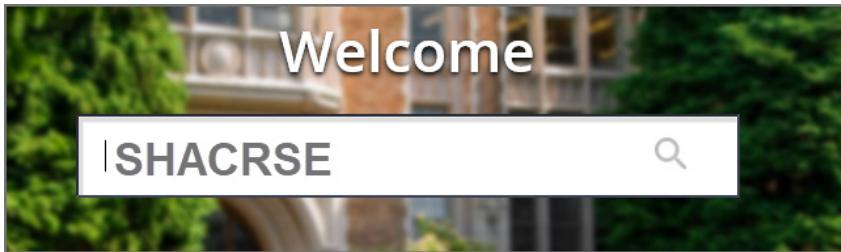


Other Screens

The following screens utilize the same functionality. SHACRSE will be demonstrated below.

SGAUSDF	SOAHSCH	SFASRPO
SHACRSE	SOAIDEN	SFASTCA
SHASUBJ	SOATEST	SFARHST
SHATERM	SPAIDEN	SGASPRT
SOAHOLD	SAAADMS	

1. Search for SHACRSE.



2. Enter the ID and click the **Go** button.

3. In the *Course Summary* screen:

- a. When relevant, go to the next list of courses by clicking the blue arrow. Reach the last set of courses by clicking the last record symbol.
- b. By default, twenty course records are displayed. You can change this at the bottom of the page to a maximum of fifty records per page.
- c. Click the **Start Over** button to display a different student's record.

a. Go to next or last page

b. Select # of records per page

c. Select different student