

# **Banner 9 Overview for Advisors**



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## **Frequently Used Banner 9 Screens**

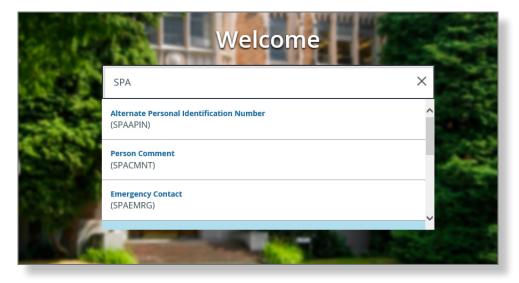
| 1. <u>SPAAPIN</u> | 8. <u>SHACRSE</u> | 15. SOATEST |
|-------------------|-------------------|-------------|
| 2. <u>GPAPRXY</u> | 9. SHASUBJ        | 16. SPAIDEN |
| 3. <u>SFAREGQ</u> | 10. SHATERM       | 17. SAAADMS |
| 4. <u>SGAADVR</u> | 11. SOAHOLD       | 18. SFASRPO |
| 5. <u>SGASTDN</u> | 12. SOAHSCH       | 19. SFASTCA |
| 6. SGAUSDF        | 13. SOAIDEN       | 20. SFARHST |
| 7. SGASPRT        | 14. <u>BDM</u>    |             |

## **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 <u>Banner 9 Project Information page</u>.

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

| ≡ | X Alternate Personal Identification Number SPAAPIN 9.3 (starbdev)                 |                                | 🔒 ADD         | RETRIEVE          | RELATED | 🏶 TOOLS |
|---|---|--------------------------------|---------------|-------------------|---------|---------|
|   | From Term:  | ID:                            |               |                   |         | Go      |
| * | Get Started: Complete the fields above and click Go. To search by name, press TAB | from an ID field, enter your s | earch criteri | a, and then press | ENTER.  |         |
|   |   |                                |               |                   |         |         |
|   |   |                                |               |                   |         |         |

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

|   |          | Validation (STVTERM) |            |            | ×            |
|---|----------|----------------------|------------|------------|--------------|
|   | Criteria | Q                    | Start Date | End Date   | FinAid Yr    |
|   | 999999   | the End of Time      | 01/01/1930 | 12/31/2999 | 9999         |
|   | 202305   | Summer 2023          | 05/15/2023 | 08/07/2023 | ^            |
|   | 202301   | Spring 2023          | 01/09/2023 | 05/08/2023 |              |
| 4 | 202300   | Fiscal Year 2023     | 07/01/2022 | 06/30/2023 |              |
|   | 202208   | Fall 2022            | 08/15/2022 | 12/19/2022 |              |
|   | 202205   | Summer 2022          | 05/16/2022 | 08/08/2022 |              |
|   | 202201   | Spring 2022          | 01/10/2022 | 05/09/2022 |              |
|   | 202200   | Fiscal Year 2022     | 07/01/2021 | 06/30/2022 |              |
|   | 202108   | Fall 2021            | 08/16/2021 | 12/03/2021 | ~            |
|   | 202405   | 0                    | 054710004  | 00/00/2024 | >            |
|   | (        | 1) of 20 ▶ ▶ 20 ∨ Pe | r Page     | Reco       | ord 1 of 388 |

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

|          | X Alternate Personal Identification Number SPAAPIN 9.3 (starbdev)   |          | 🖹 retrieve   | 🏶 TOOLS  |
|----------|---|----------|--------------|----------|
|          | From Term: 201805 ID:   |          |              | Go       |
| <b>^</b> | 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. |          |
| ===      |   |          |              |          |
|          | X X   |          |              |          |
| Q        | EDIT Record: 1/1 KEY_BLOCK.ID [1]   |          |              | ellucian |

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

| ×     | Person Search SOAIDEN 9.3.5 | (starbdev) |                   |            |   |            | 🔒 ADD   |                     | 晶 RELATED   | 🏶 TOOLS   | 1        |
|-------|-----------------------------|------------|-------------------|------------|---|------------|---------|---------------------|-------------|-----------|----------|
| PERS  | ON SEARCH                   |            |                   |            |   |            | 📀 Enter | a query; press F8 t | to execute. |           |          |
| Basic | Filter Advanced Filter      |            |                   |            |   |            | -       |                     | _           | _         | E        |
|       |                             |            |                   |            |   |            |         |                     |             |           |          |
| D     | •                           | Last Name  | •                 | First Name | • | Middle Nam | le      | •                   |             |           |          |
| 1     |                             |            |                   |            |   |            |         |                     |             |           |          |
| Chan  | je Indicator                | 0          |                   |            |   |            |         |                     |             |           | L        |
|       |                             |            | Add Another Field | d 🗸        |   |            |         |                     |             |           | L        |
|       |                             |            |                   |            |   |            |         |                     |             |           | <u> </u> |
|       |                             |            |                   |            |   |            |         |                     |             | Clear All | Go       |

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

| × Person        | Search SOAIDEN 9.3.5 (starbdev |  |   |  |                  |        |       | RETRIEVE     | RELATED       | 🗱 тоог    |
|-----------------|--------------------------------|--|---|--|------------------|--------|-------|--------------|---------------|-----------|
| PERSON SEARC    | π                              |  |   |  |                  |        |       | 🖸 Insert 🗖 🛙 | Delete 📲 Copy | Y, Filter |
| Active filters: | Last Name : Smith O            | All  |   |  |                  |        |       |              | Filter A      | Again 🛛   |
| D               | Last Name                      | First Name   | Middle Name   | Birth Date   | Change Indicator | Prefix | Suffi | x            | Name Type     |           |
| -               | SMith                          | in particular and the second sec | (Thursday)  | and the second se  | Name Change      |        |       |              |               |           |
| and the second  | SMith                          | Tomato .   | Lore  | 10000  | Name Change      |        |       |              |               |           |
| -               | Smith                          | August .   |   | 10000  |                  |        |       |              |               |           |
| -               | Smith                          | August .   | and the second se | and the second sec |                  |        |       |              | LM            |           |
| <u> </u>        | Smith                          | R-man-   | 1   |  |                  |        |       |              | CANCE         |           |
| UERY R          | Record: 1/9691 SPF             | RIDEN.SPRIDEN_ID [1]   |   |  |                  |        |       |              |               | elluciar  |

- 3. 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.
- 4. Click the **Delete** button. Click **Save** or hit F10. (MAC users, fn + F10.)

| * ALTERNATE PER | SONAL IDENTIFICATION NUMBER |                | 🚦 Insert        | Delete | 🖥 Сору | Y. Filter  |
|-----------------|-----------------------------|----------------|-----------------|--------|--------|------------|
| Term Code *     | Click within the row        | Process Name * | Alternate PIN * |        |        |            |
| 201808          | you need to delete          | TREG           | PD-*!#          |        |        |            |
| 201901          |                             | TEST           | 123XYZ          | _      |        |            |
| 🔰 🛋 🚺 of 1 )    | Per Page                    |                |                 | -      | Reco   | ord 2 of 2 |

• The pin has been removed.

| × Alternate Personal Identific  | atio   | n Number SPAAPIN 9.3 (starbdev) |           |        | ÷      | P 4     | *          |
|---------------------------------|--------|---------------------------------|-----------|--------|--------|---------|------------|
| From Term: 201805 ID: 70010010  | 0 S    | tudent, Samantha Q.             |           |        |        | Start C | ver        |
| * ALTERNATE PERSONAL IDENTIFICA | TION   | NUMBER                          |           | Insert | Delete | 🖥 Сору  | 🕄 Filter   |
| Term Code *                     |        | Process Name *                  | Alternate | PIN *  |        |         |            |
| 201808                          |        | TREG                            | PD-*!#    |        |        |         |            |
| ◀ 1 of 1 ► ▶   10               | $\sim$ | Per Page                        |           |        |        | Reco    | ord 1 of 1 |

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

### Filtering

• Click the Filter icon.

| × Alternate Personal Identificati  | on Number SPAAPIN 9.3 (starbdev) | •                   | 🖹 👗 🗰             |
|------------------------------------|----------------------------------|---------------------|-------------------|
| From Term: 201805 ID: 700100100    | Student, Samantha Q.             |                     | Start Over        |
| * ALTERNATE PERSONAL IDENTIFICATIO | N NUMBER                         | 🚹 Insert 🛛 🗖 Delete | e 🖪 Copy 🍸 Filter |
| Term Code *                        | Process Name *                   | Alternate PIN *     |                   |
| 201805                             | TREG                             | 256860              |                   |
| K ◀ 1 of 1 ► N 10 ✓                | Per Page                         |                     | Record 1 of 1     |

#### **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)          | 🔒 ADD 📲 RETF                          | RIEVE 📥 RELATED     | 🗱 TOOLS 1     |
|---|---------------------------------------|---------------------|---------------|
| PERSON SEARCH                                   | <ul> <li>Enter a query; pr</li> </ul> | ress F8 to execute. |               |
| Basic Filter Advanced Filter                    | -                                     |                     | U             |
|   |                                       |                     |               |
| ID Last Name First Name Middle Nam              | ie                                    | 0                   |               |
|   |                                       |                     |               |
| Change Indicator                                |                                       |                     |               |
| Change Indicator                                |                                       |                     |               |
|   |                                       |                     |               |
|   |                                       |                     | Clear All Go  |
| ID Last Name First Name Middle Name Birth Date  | Change Indicator F                    | Prefix Si           | iffix P       |
| <   |                                       |                     | >             |
| Case Insensitive Query     Case Sensitive Query |                                       |                     |               |
|   |                                       |                     | I             |
|   |                                       |                     |               |
|   |                                       |                     | CANCEL SELECT |
| EDIT Record: 1/1 KEY_BLOCK ID [1]               |                                       |                     | ellucian      |

#### **Advanced Filtering**

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

| Y Person Search SOAIDEN 9.3.5 (starbdev)                              | 🔒 ADD |              | RELATED       | 🗱 TOOLS |
|---|-------|--------------|---------------|---------|
| PERSON SEARCH   |       | 🕄 Insert 🔲 🛙 | Delete 📲 Copy |         |
| Basic Filter Advanced Filte Contains<br>Like Starts With<br>Ends With |       |              |               | 8       |
| ID Clos with Equal  |       |              |               | •       |
| Last Name V Equals V  |       |              |               | •       |
| First Name V Equals V   |       |              |               | •       |
| Middle Name     Image Equals       Change Indicator     Image Equals  |       |              |               | •       |
| Change Indicator  |       |              |               |         |
|   |       |              |               |         |
|   |       |              | Clear All     | Go      |

For more information about filtering choices, please review the Banner 9 Navigation PDF on the <u>Banner 9 Project Information</u> 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 MANA       | GEMENT                 |                 |   |   |            |                                | 🖬 Insert | Delete | 🖷 Сору | P, Fille |
|-------------------------|------------------------|-----------------|---|---|------------|--------------------------------|----------|--------|--------|----------|
| Proxy Information       |                        |                 |   |   |            |                                |          |        |        |          |
| Name                    | Versaree, Annie        |                 |   | Email   | Annie@ma   | ill.com                        |          |        |        |          |
| Relationship            | Parent or Legal Guardi | an              |   | Stop Date   | 30-JUN-202 | 20                             |          |        |        |          |
| Proxy Desc              | mother                 |                 |   | PIN Expire Date   | 01-JUL-202 | 0                              |          |        |        |          |
| Start Date:             | 01-JUL-2013            |                 |   | Passphrase:   |            |                                |          |        |        |          |
| PIN Disabled            | N                      |                 |   |   |            |                                |          |        |        |          |
| ( ◀ ① of 1 ► )          | 1 V Per Pa             | ige             |   |   |            |                                |          |        | Reco   | ord 1 of |
| Page Authorization List | Access List Con        | nmunication Log |   |   |            |                                |          |        |        |          |
| AUTHORIZATIONS          | -                      |                 |   |   |            |                                | 🚼 Insert | Delete | 📲 Сору | ₹, Fil   |
| Module                  |                        | Auth Ind        | Menu Text   |   |            | Page URL                       |          |        |        |          |
| Account Information     |                        |                 | <span style="color:#ff0000"><strong>Electronic Bill/N</strong></span> | Aake Payment <td></td> <td>bwskoacc.P_ViewAcctTerm</td> <td></td> <td></td> <td></td> <td></td> |            | bwskoacc.P_ViewAcctTerm        |          |        |        |          |
| Account Information     |                        | 4               | View Account Summary by Term  |   |            | bwskoacc.P_ViewAcct            |          |        |        |          |
| Account Information     |                        | 1               | View Account Summary Totals   |   |            | bwskoacc.P_ViewAcctTotal       |          |        |        |          |
| Academic Deposit Info   | rmation                | 1               | <span style="color:#ff0000"><strong>Academic Depo</strong></span>     | osit  |            | wvuadeposit.select_term        |          |        |        |          |
| Financial Aid Informati | on                     | 1               | View Cost of Attendance   |   |            | bwrkbudg.P_DispBudg            |          |        |        |          |
| Financial Aid Informati | on                     | 4               | View Financial Aid Hold   |   |            | bwrkhold.P_DispHold            |          |        |        |          |
| Financial Aid Informati | on                     | 4               | View Financial Aid Requirements                                       |   |            | bwrktrkr.P_DispTrkReq          |          |        |        |          |
| Financial Aid Informati | on                     |                 | View Requirement Messages   |   |            | bwrkelig.P_DispEligReq         |          |        |        |          |
| Financial Aid Informati | on                     | 4               | View Financial Aid Status   |   |            | bwrksumm.P_DispSumm            |          |        |        |          |
| Financial Aid Informati | on                     | 4               | View Financial Aid Award Package                                      |   |            | bwrkrhst.P_DispAwdAidYear      |          |        |        |          |
| Financial Aid Informati | on                     |                 | View Financial Aid Award Messages                                     |   |            | bwrkawdm.P_DispAwdMsg          |          |        |        |          |
| Financial Aid Informati | on                     | <b>~</b>        | View Financial Aid Award Payment Schedule                             |   |            | bwrkpays.P_DispPaySched        |          |        |        |          |
| Financial Aid Informati | on                     | ¥               | View Financial Aid Academic Progress                                  |   |            | bwrksaph.P_DispSAP             |          |        |        |          |
| Financial Aid Informati | on                     | 4               | View Financial Aid Award History                                      |   |            | bwrkrhst.P_DispAwdHst          |          |        |        |          |
| Financial Aid Informati | on                     | <b>~</b>        | View Financial Aid Loan Application History                           |   |            | bwrklhst.P_DispLoanHst         |          |        |        |          |
| Financial Aid Informati | 00                     | 1               | View Federal Shopping Sheet   |   |            | bwrkshop.p html shopping sheet |          |        |        |          |

#### Access List

| PROXY ACCESS MANA       | GEMENT  |                              |                 | 🔛 Insert 🔲 Delete 🃲 Copy 🔍 Fi |  |  |  |  |
|-------------------------|---|------------------------------|-----------------|-------------------------------|--|--|--|--|
| 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            |   |                              |                 |                               |  |  |  |  |
| 4 ◀ 1 of 1 ►            | 1 V F Page  |                              |                 | Record 1 o                    |  |  |  |  |
| Page Authorization List | Access List Communication Log   |                              |                 |                               |  |  |  |  |
| ACCESS                  |   |                              |                 | 🔛 Insert 🔲 Delete 🃲 Copy 🏹 Fi |  |  |  |  |
| Action                  | Page Name   |                              |                 |                               |  |  |  |  |
| Login                   | Display authorization menu  |                              |                 |                               |  |  |  |  |
| View                    | /ew Final Grades  |                              |                 |                               |  |  |  |  |
| View                    | View Final Grades   |                              |                 |                               |  |  |  |  |
| Login                   | Display authorization menu  |                              |                 |                               |  |  |  |  |
| View                    | <span style="color:#ff0000"><strong>Electronic Bill/Make Payment </strong></span> |                              |                 |                               |  |  |  |  |
| 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                    | <span style="color:#ff0000"><strong>Electronic Bill/Make Payment </strong></span> |                              |                 |                               |  |  |  |  |
| Login                   | Display authorization menu  |                              |                 |                               |  |  |  |  |
| View                    | View Account Summary by Term  | View Account Summary by Term |                 |                               |  |  |  |  |
| View                    | View Financial Aid Status   |                              |                 |                               |  |  |  |  |
| View                    | <span style="color:#ff0000"><strong>Academic Deposit </strong></span>             |                              |                 |                               |  |  |  |  |
| View                    | View Financial Aid Hold   |                              |                 |                               |  |  |  |  |

### **Communication Log**

• Indicates actions and expiration dates for proxy.

| PROXY ACCESS MAN   | AGEMENT  |                 |                 |             | 🖬 Insert      | Delete   | Сору    | Y, Filt |
|--|--|-----------------|-----------------|-------------|---------------|----------|---------|---------|
| 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  |                 |                 |             |               |          |         |         |
| <b>( (</b> 1) of 1 <b>)</b>  | Per Page   |                 |                 |             |               |          | Recor   | d 1 of  |
|  |  |                 |                 |             |               |          |         |         |
| Page Authorization List  | t Access List Communication Log                    |                 |                 |             |               |          |         |         |
|  | t Access List Communication Log                    |                 |                 |             | 🕄 Insert      | Delete   | 📲 Сору  | 🌪 Fill  |
| Page Authorization List  | t Access List Communication Log                    |                 |                 | Action Date | Expiration Da |          | Га Сору | 🌪 Fill  |
| Page Authorization List<br>COMMUNICATIONS  |  |                 |                 | Action Date |               |          | 📲 Сору  | Ϋ Fill  |
| Page Authorization List<br>COMMUNICATIONS<br>Subject   | rofile data  |                 |                 | Action Date |               |          | 📲 Сору  | 👻 Fill  |
| Page Authorization List<br>COMMUNICATIONS<br>Subject<br>Send updated proxy p   | rofile data  |                 |                 | Action Date |               |          | 📲 Сору  | Ŷ, Fil  |
| Page Authorization List<br>COMMUNICATIONS<br>Subject<br>Send updated proxy p<br>Send updated proxy p   | rofile data<br>rofile data<br>rofile data          |                 |                 | Action Date |               | ite      | Copy    | Ŷ, Fi   |
| Page Authorization List<br>COMMUNICATIONS<br>Subject<br>Send updated proxy p<br>Send updated proxy p<br>Send updated proxy p                           | rofile data<br>rofile data<br>rofile data          |                 |                 |             | Expiration Da | tte<br>4 | Copy    | Ŷ, Fil  |
| Page Authorization List<br>COMMUNICATIONS<br>Subject<br>Send updated proxy p<br>Send updated proxy p<br>Send updated proxy p<br>Send proxy pin reset r | rofile data<br>rofile data<br>ofile data<br>equest |                 |                 |             | Expiration Da | tte<br>4 | Copy    | Ŷ, Fil  |

# **SFAREGQ -** Review a Student's Registration

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

| × Registration Quer      | y SFAREGQ 9.3 (starbdev)               |  | 🔒 ADD                      |                  | 🛱 RELATED | 🛠 TOOLS  |
|--------------------------|--|--|----------------------------|------------------|-----------|----------|
| Term:                    |  | Registration From:                     |                            |                  |           | Go       |
| Registration To Date:    |  | Date                                   |                            | -                | 1         |          |
| Get Started: Complete th | e fields above and click Go. To search | by name, press TAB from an ID field, e | enter your search criteria | , and then press | ENTER.    |          |
| <b>▲ ⊻</b>               |  |  |                            |                  |           |          |
| EDIT Record: 1/1         | KEY_BLOCK.ID [1]                       |  |                            |                  |           | ellucian |

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

| Ferm: 20 | 1708 Re   | gistration | From Date | Regis    | tration To Date: ID: | 70010010 | 00 Student, | Samanth | a Q |     | Colu       | umn H | leadii | ngs | 192        |          |                         |        | Start Over      |
|----------|-----------|------------|-----------|----------|----------------------|----------|-------------|---------|-----|-----|------------|-------|--------|-----|------------|----------|-------------------------|--------|-----------------|
| REGIST   | RATION QU | JERY       |           |          |                      |          |             |         |     |     |            |       |        |     |            |          | Insert                  | Delete | 📲 Copy 🛛 🎗 Filt |
| Ferm     | 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      |
| 01708    | 81758     | ASP        | 220       | 002      | RW                   | N        |             | 1       |     | ~   |            | 1     |        |     | 1030       | 1120     | 1                       | CWA    | 08/16/2017      |
| 01708    | 83044     | MDS        | 199       | 7D1      | RW                   | N        |             |         |     |     |            |       |        |     |            |          | 1                       | CWA    | 08/16/2017      |
| 01708    | 83894     | SEP        | 271       | 7D1      | RW                   | N        |             |         |     |     |            |       |        |     |            | Scrol    | l <sub>1</sub> tor      | CWA    | 08/16/2017      |
| <        | 1) of 1 🕨 | - N        |           | Per Page |                      |          |             |         |     |     |            |       |        |     |            |          | ional <pre>ional </pre> |        | Record 1 of     |
|          |           |            | Co-op Edu | cation   |                      |          |             |         |     | т   | otal CEU H | lours | 0.000  |     |            | interi   | in a norm               |        |                 |

|   | m: 20 <sup>7</sup> | - 853 |         | tration Fro | REGQ 9.3 (star | istration To Date:   | ID: 70010    | 0100 Stud | ent. Samantha G |                     |                 |          |            |              | ADD E | THE THE PE    | RELATED    | TOOLS         |
|---|--------------------|-------|---------|-------------|----------------|----------------------|--------------|-----------|-----------------|---------------------|-----------------|----------|------------|--------------|-------|---------------|------------|---------------|
|   |                    |       | N QUER  |             | in bute. Reg   | istration to bate.   | 10. 10010    | oree stat | ong bananana a  | •<br>               |                 |          |            |              | ⊞ ≔   | 🚦 Insert 🛛    | Delete 📲 ( |               |
|   | Fri                |       | Sat     | Sun         | Begin Time     | End Time             | Part of Term | Campus    | Start Date      | Instructional Metho | d 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  | ı K.       |               |
|   |                    |       |         |             | 1000           | 1115                 | 1            | CWA       | 08/16/2017      |                     | 2               | EIE-D    | 12/05/2017 | 3.000        | G24   | Banks, Jain   | ne         |               |
|   | 1                  |       |         |             | 1030           | 1120                 | 1            | CWA       | 08/16/2017      |                     | 2               | WDB-D    | 12/05/2017 | 3.000        | 102   | Darkwa, Sa    | muel K.    | ~             |
|   |                    |       |         |             |                |                      | 1            | CWA       | 08/16/2017      | WEBOC               | 2               | ONLINE   | 12/05/2017 | 2.000        |       | Dille, Rishir | a C.       | ~             |
|   |                    |       |         |             |                |                      | 1            | CWA       | 08/16/2017      | WEBOC               | 2               | ONLINE   | 12/05/2017 | 3.000        |       | Sheehy, Ta    | mmy L.     | 1             |
| < | (                  | -     |         |             |                | Scroll to            |              |           |                 |                     |                 |          |            |              |       |               |            | >             |
| M |                    | 1 of  | 1 🕨     | N I I       | 10 V Per Pag   | ge <b>to first s</b> | et of        |           |                 |                     |                 |          |            |              |       |               |            | Record 1 of 5 |
|   |                    |       |         | Co-0        | p Education    | informat             | tion.        |           |                 |                     | Total CEU Hours | 0.000    |            |              |       |               |            |               |
|   |                    | _     | t Hours | 14.00       |                |                      |              |           |                 |                     |                 |          |            |              |       |               |            |               |

# 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.

| Multiple Advisors SGA | ADVR 9.3.7 (starptch)      |  | ÷  | <b>B</b>   | A 4  | ŧ 1   |
|-----------------------|----------------------------|--|--|--|--|---|
| 0100100 Student, Sa   | amantha Q. Term: 201808    |  |  |  | Start  | Over  |
| SOR INFORMATION       |                            |  | 🛨 Insert   | Delete   | Copy   | 👻 🏹 Filter  |
| From Term 201708      | 3                          | A Maintenance  | To Term  | 999999   |  |   |
| Name                  | Advisor Type               | Advisor Type Description   | Prima  | y Indicator  | *  |   |
| Advisor, Arthur A.    |                            |  |  |  | <b>V</b>   |   |
| Advisor, Amy B.       |                            |  |  |  |  |   |
| 1 of 1 ▶ ▶            | 10 🔽 Per Page              |  |  |  | Re   | cord 1 of 2   |
|                       | Name<br>Advisor, Arthur A. | SOR INFORMATION       From Term 201708       Name     Advisor Type       Advisor, Arthur A.     Advisor, Arthur B. | O100100 Student, Samantha Q. Term: 201808       SOR INFORMATION       From Term     201708       Name     Advisor Type     Advisor Type Description       Advisor, Arthur A.     Advisor, Arthur B.     Image: Colspan="2">Colspan="2" | 00100100     Student, Samantha Q. Term: 201808       Insert       INFORMATION     Insert       From Term     201708     Insert       Name     Advisor Type     Advisor Type Description     Primar       Advisor, Arthur A.     Advisor, Arthur B.     Insert     Insert | 00100100       Student, Samantha Q.       Term: 201808         ISOR INFORMATION       Insert       Insert       Deleter         From Term       201708 | Start       Start       Start       Son INFORMATION       Insert     Delete       To Term     201708       Name     Advisor Type     Advisor Type Description       Primary Indicator *       Advisor, Arthur A.       Advisor, Arthur B.     O |

#### 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.

| ×    | Multiple Advisors SGAADVR     | 9.3.7 (starptch) |                          |
|------|-------------------------------|------------------|--------------------------|
| ID:  | 700100100 Student, Samantha G | Q. Term: 2018    | 308                      |
| ▼ AD | VISOR INFORMATION             |                  |                          |
|      | From Term 201608              |                  | 1 🗵 Maintenance          |
| ID   | Name                          | Advisor Type     | Advisor Type Description |
| 7    | Advisor, Arthur A.            |                  | Option List X            |
|      | 1 of 1 ► ► ■ 10 ■             | Per Page         |                          |
|      |                               |                  | 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.



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

| × Fa          | culty/Advisor Quer | y SIAIQRY 9.3 | 3.7 (starptch)   |                  |                |                |           |            | ÷      | - A         | *      |
|---------------|--------------------|---------------|------------------|------------------|----------------|----------------|-----------|------------|--------|-------------|--------|
| Term: 2018    | 08 Faculty: 🗸      | Advisor: 🖌    | Category:        | Staff Type: FWVA | Contract Type: | Tenure Status: | Status: A |            |        | Start Ove   | r      |
| FACULTY/      | ADVISOR QUERY      |               |                  |                  |                |                | 0         | nsert 🗖 De | lete 📲 | Copy 🏹 i    | Filter |
| Active filter | rs: Last Name      | : Advisor 🗢   | <u>Clear All</u> |                  |                |                |           |            |        | ilter Again | 0      |
| ID            | Last Name          |               |                  | First Name       | Middle Name    | •              | Faculty   | Advisor    | Coll   | Departm     |        |
| 700654321     | Advisor            |               |                  | Anthony          | х              |                | <b>_</b>  |            | 30     | CS          |        |
| K ◀ 1         | ) of 1 🕨 🔰 📗       | 10 🗸 Per      | r Page           |                  |                |                |           |            |        | Record 1    | of 1   |
|               | 8                  |               |                  |                  |                |                |           |            |        | ANCEL       | SELEC  |

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

| ×     | Multiple Advisors SGA  | ADVR 9.3.7 (starptc | h)                       | ÷       | <u>1</u>    | 4       | *    |
|-------|------------------------|---------------------|--------------------------|---------|-------------|---------|------|
| ID: 7 | 00100100 Student, Sama | antha Q. Term: 2    | 201808                   |         | St          | art Ove | er 🔹 |
| ▼ AD  | VISOR INFORMATION      |                     |                          |         | 0 0         | η.      | ٩.   |
|       | From Term 20180        | 8                   | 🚊 Maintenan              | ce      |             | To T    | erm  |
| <     |                        |                     |                          | _       |             |         | >    |
| ID    | Name                   | Advisor Type        | Advisor Type Description | Primary | y Indicator | *       |      |
| 7     | Advisor, Anthony X.    |                     | j                        |         |             |         |      |
| H     | < 1 of 1 ► ►           | 10 V Per Page       |                          |         | Rec         | ord 1   | of 1 |
|       | <b>T</b>               |                     |                          |         |             |         | 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.

| OVERRIDE<br>Permit | na Q. Term: 2018<br>S<br>Description<br>Imental Approval | 308 Fall 201                                  | 18  |  |   |   |  |  |  |  |  |  |   | (  |  | rt Over   |
|--------------------|--|---|---|--|---|---|--|--|--|--|--|--|---|--|--|---|
| Permit             | Description  |   |   |  |   |   |  |  |  |  |  |  |   |  |  |   |
| ··· Depart         | •  |   |   |  |   |   |  |  |  |  |  |  | H Insert  | <ul> <li>Delete</li> </ul>   | Cop  | oy 🏹 Filter   |
|                    | mental Approval  |   |   |  | CRN   |   |  | Subjec   | t  |  | Cou  | rse Number   |   |  | Section  |   |
| Depart             |  |   |   |  | 88136   |   |  | BCOR   | 2  |  | 191  |  |   |  | 006  |   |
|                    | imental Approval   |   |   |  | 89027   |   |  | BCOR   | 2  |  | 199  |  |   |  | 013  |   |
| 5                  | Per Page   |   |   |  |   |   |  |  |  |  |  |  |   |  | R  | ecord 1 of 2  |
|                    |  |   |   |  |   |   |  |  |  |  |  |  | 🔂 Insert  | - Delete   | Cop  | oy 🎈 Filter   |
| Subject            | Course Number  | Section                                       | Available   | Waitlisted   | Mon   | Tue   | Wed  | Thu  | Fri  | Sat  | Sun  | Begin Time   | End Time  | Error  | Link   | Crosslist Gro   |
| CS                 | 101  | 006   | -1  |  | 0 🔽   |   |  |  |  |  |  | 1030   | 1120  |  |  |   |
| ASP                | 220  | 004   | 6   |  | 0   | ~   |  | ~  |  |  |  | 1000   | 1115  |  |  |   |
| CDFS               | 110  | 003   | 0   |  | 0   | ~   |  | ~  |  |  |  | 1230   | 1345  |  |  |   |
| MATH               | 122  | 011   | 0   |  | 0 🗸   | ~   | ~  | ~  |  |  |  | 1130   | 1220  |  |  |   |
| BCOR               | 191  | 006   | 0   |  | 0   | ~   |  |  |  |  |  | 0830   | 0920  | 0  |  |   |
|                    |  | >   | <   |  |   |   |  |  |  |  |  |  |   |  |  | >   |
|                    | Subject<br>CS<br>ASP<br>CDFS<br>MATH<br>BCOR             | SubjectCourse NumberCS101ASP220CDFS110MATH122 | Subject         Course Number         Section           CS         101         006           ASP         220         004           CDFS         110         003           MATH         122         011           BCOR         191         006 | Subject         Course Number         Section         Available           CS         101         006         -1           ASP         220         004         6           CDFS         110         003         0           MATH         122         011         0           BCOR         191         006         0 | Subject         Course Number         Section         Available         Waitlisted           CS         101         006         -1           ASP         220         004         6           CDFS         110         003         0           MATH         122         011         0           BCOR         191         006         0 | Subject         Course Number         Section         Available         Waitlisted         Mon           CS         101         006         -1         0         2           ASP         220         004         6         0         2           CDFS         110         003         0         0         2           MATH         122         011         0         0         2           BCOR         191         006         0         0         2 | Subject         Course Number         Section         Available         Waitlisted         Mon         Tue           CS         101         006         -1         0 | Subject         Course Number         Section         Available         Waitlisted         Mon         Tue         Wed           CS         101         006         -1         0         • | Subject         Course Number         Section         Available         Waitlisted         Mon         Tue         Wed         Thu           CS         101         006         -1         0 | Subject         Course Number         Section         Available         Waitlisted         Mon         Tue         Wed         Thu         Fri           CS         101         006         -1         0         - | Subject         Course Number         Section         Available         Waitlisted         Mon         Tue         Wed         Thu         Fri         Sat           CS         101         006         -1         0 | Subject         Course Number         Section         Available         Waitlisted         Mon         Tue         Wed         Thu         Fri         Sat         Sun           CS         101         006         -1         0         • <td>Subject         Course Number         Section         Available         Waitlisted         Mon         Tue         Wed         Thu         Fri         Sat         Sun         Begin Time           CS         101         006         -1         0         0         0         0         1030           ASP         220         004         6         0         0         0         0         1000           CDFS         110         003         0         0         0         0         1230           MATH         122         011         0<td>Subject         Course Number         Section         Available         Waitlisted         Mon         Tue         Wed         Thu         Fri         Sat         Sun         Begin Time         End Time           CS         101         006         -1         0         2         2         1030         1120           ASP         220         004         6         0         2         2         1000         1115           CDFS         110         003         0         2         2         2         1230         1345           MATH         122         011         0         2         2         2         0         0830         0920</td><td>Subject       Course Number       Section       Available       Waitlisted       Mon       Tue       Wed       Thu       Fri       Sat       Sun       Begin Time       End Time       Error         CS       101       006       -1       0</td><td>Subject       Course Number       Section       Available       Waitlisted       Mon       Tue       Wed       Thu       Fri       Sat       Sun       Begin Time       End Time       Error       Link       Course Number         CS       101       006       -1       0</td></td> | Subject         Course Number         Section         Available         Waitlisted         Mon         Tue         Wed         Thu         Fri         Sat         Sun         Begin Time           CS         101         006         -1         0         0         0         0         1030           ASP         220         004         6         0         0         0         0         1000           CDFS         110         003         0         0         0         0         1230           MATH         122         011         0 <td>Subject         Course Number         Section         Available         Waitlisted         Mon         Tue         Wed         Thu         Fri         Sat         Sun         Begin Time         End Time           CS         101         006         -1         0         2         2         1030         1120           ASP         220         004         6         0         2         2         1000         1115           CDFS         110         003         0         2         2         2         1230         1345           MATH         122         011         0         2         2         2         0         0830         0920</td> <td>Subject       Course Number       Section       Available       Waitlisted       Mon       Tue       Wed       Thu       Fri       Sat       Sun       Begin Time       End Time       Error         CS       101       006       -1       0</td> <td>Subject       Course Number       Section       Available       Waitlisted       Mon       Tue       Wed       Thu       Fri       Sat       Sun       Begin Time       End Time       Error       Link       Course Number         CS       101       006       -1       0</td> | Subject         Course Number         Section         Available         Waitlisted         Mon         Tue         Wed         Thu         Fri         Sat         Sun         Begin Time         End Time           CS         101         006         -1         0         2         2         1030         1120           ASP         220         004         6         0         2         2         1000         1115           CDFS         110         003         0         2         2         2         1230         1345           MATH         122         011         0         2         2         2         0         0830         0920 | Subject       Course Number       Section       Available       Waitlisted       Mon       Tue       Wed       Thu       Fri       Sat       Sun       Begin Time       End Time       Error         CS       101       006       -1       0 | Subject       Course Number       Section       Available       Waitlisted       Mon       Tue       Wed       Thu       Fri       Sat       Sun       Begin Time       End Time       Error       Link       Course Number         CS       101       006       -1       0 |

- 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 OV | STUDENT PERMITS AND OVERRIDES |  |  |  |  |  |  |  |  |
|--------------------------|-------------------------------|--|--|--|--|--|--|--|--|
| Permit *                 | Permit Description            |  |  |  |  |  |  |  |  |
| DEPT APRVL               | Departmental Approval         |  |  |  |  |  |  |  |  |
|                          |                               |  |  |  |  |  |  |  |  |
| DEPT_APRVL               | Departmental Approval         |  |  |  |  |  |  |  |  |
| K ◀ 1 of 1 ► N           | 5 V Per Page                  |  |  |  |  |  |  |  |  |

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

| R | egistration Permit-Ov    | erride Codes                   | ×              |
|---|--------------------------|--------------------------------|----------------|
|   | Criteria Q               |                                |                |
|   | 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 | ~              |
|   | <b>∢ 1</b> of 1 <b>▶</b> | 20 V Per Page                  | Record 1 of 11 |
|   |                          | Cancel                         | ок             |

4. Enter the CRN, Subject, and Course Number.



| STUDENT PERMITS | AND OVERRIDE | s                  |         |           |            |    |         |     |     |        | 0     | Insert | 🗖 Dele   | ete 🖷 | Сору     | 🕄 Filter |
|-----------------|--------------|--------------------|---------|-----------|------------|----|---------|-----|-----|--------|-------|--------|----------|-------|----------|----------|
| Permit *        | Permit Desc  | ription            |         |           | CRN        |    | Subject |     | Co  | urse N | umber |        |          | Se    | ction    |          |
| COLL_APRVL      | College Re   | striction Approval |         |           |            |    | ACCT    |     | 20  | 2      |       |        |          |       |          |          |
| COLL_APRVL      | College Re   | striction Approval |         |           |            |    |         |     |     |        |       |        |          |       |          |          |
| COLL_APRVL      | College Re   | striction Approval |         |           |            |    | MKTG    |     | 42  | 25     |       |        |          |       |          | _        |
| DEPT_APRVL      | Departmer    | tal Approval       |         |           | 86469      |    | EXCG    |     | 20  | 2      |       |        |          | 7E    | В        |          |
| MAJR_APRVL      | Major Rest   | riction Approval   |         |           |            |    | INBS    |     | 31  | 0      |       |        |          |       |          |          |
| OVR_PREREQ      | Override P   | re-Requisite Reqrn | nnt     |           |            |    | INBS    |     | 31  | 0      |       |        |          |       |          |          |
| 🔰 🛋 1 of 2 🕨    | ▶ 5          | ✓ Per Page         |         |           |            |    |         |     |     |        |       |        |          |       | Record   | 2 of 7   |
| STUDENT SCHEDU  | .E           |                    |         |           |            |    |         |     |     |        | 0     | Insert | 🗖 Dele   | ete   | Сору     | 🕄 Filter |
| CRN Part of Te  | m Subject    | Course Number      | Section | Available | Waitlisted | Mo | n Tue   | Wed | Thu | Fri    | Sat   | Sun    | Begin Ti | me    | ind Time | Erro     |
|                 |              |                    |         |           |            |    |         |     |     |        |       |        |          |       |          |          |
|                 |              |                    | >       | <         |            |    |         |     |     |        |       |        |          |       |          | -        |

- 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.

| * STUDE                    | NT PERMITS AN | DO                  | VERF   | RIDES    | ;         |  |  |  |
|----------------------------|---------------|---------------------|--------|----------|-----------|--|--|--|
| Permit *                   |               | Permit Description  |        |          |           |  |  |  |
| COLL_A                     | PRVL          | C                   | ollege | e Res    | striction |  |  |  |
| COLL_A                     | PRVL          | C                   | ollege | e Res    | striction |  |  |  |
| COLL_A                     | PRVL          | C                   | ollege | e Res    | striction |  |  |  |
| DEPT_A                     | PRVL          | Departmental App    |        |          |           |  |  |  |
| MAJR_A                     | PRVL          | Major Restriction A |        |          |           |  |  |  |
| OVR_PF                     | REREQ         | 0                   | verrio | de Pr    | e-Requi   |  |  |  |
| К ◀                        | 1 of 2 🕨 🕨    | ł                   |        | 5        | Pe        |  |  |  |
| <ul> <li>STUDEI</li> </ul> | NT SCHEDULE   |                     |        | 20       |           |  |  |  |
| CRN                        | Part of Term  |                     | Subj   | 30<br>40 | rse       |  |  |  |
|                            |               |                     |        | 50       |           |  |  |  |

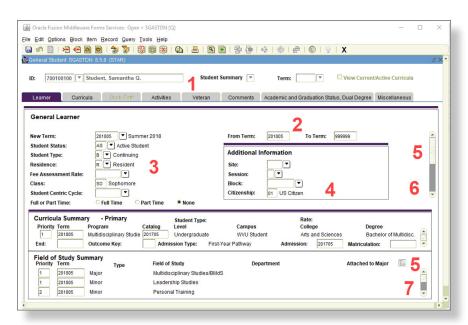


## SGASTDN

### 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



### Banner 9

| × G       | eneral Stude  | nt SGASTDN 9.3.9 ( | STAR)       |                    |                    |             |                   |           |             |      |             |                   | ÷          | ADD 💾 RE    | TRIEVE     | 📥 RELAT      | TED 3   | 🗱 TOOLS    |
|-----------|---------------|--------------------|-------------|--------------------|--------------------|-------------|-------------------|-----------|-------------|------|-------------|-------------------|------------|-------------|------------|--------------|---------|------------|
| D 70010   | 0100 Stu      | dent, Samantha Q   | Term: V     | iew Current/Active | Curricula: 🔲       |             |                   |           |             |      |             |                   |            |             |            |              | Start C | Over       |
| Learner   | Curricula     | Study Path A       | ctivities V | eteran Comments    | Academic and Gradu | ation Sta   | atus, Dual Degree | Miscellar | neous       |      |             |                   |            |             |            |              |         |            |
| GENERAL   | LEARNER       |                    |             |                    |                    |             |                   |           |             |      |             |                   |            | 0           | Insert     | Delete       | Copy    | Y, Filter  |
|           | From Term     | 201805             |             |                    |                    |             |                   |           | To Term     | 9999 | 199 🤈       |                   |            |             |            |              |         |            |
|           | New Term      | 201805 Sum         | mer 2018    |                    | Resid              | ience       | R Res             | ident     |             |      |             | Student Centric   |            | )           |            |              |         |            |
|           |               |                    |             | •                  |                    |             |                   |           |             |      |             | Cycle             |            |             |            |              |         |            |
| Stu       | ident Status  | AS Active          | Student     |                    | Fee Assess         | ment        |                   |           |             |      |             | Full or Part Time | O Full Tim | e 🔵 Part Ti | me 💿       | None         |         |            |
|           |               |                    |             |                    |                    | Rate        |                   |           |             |      |             |                   |            |             |            |              |         |            |
| S         | tudent Type   | B Contir           | nuing       |                    |                    | Class       | SO Sophor         | nore      |             |      |             |                   |            |             |            |              |         |            |
| <         |               |                    |             |                    |                    |             |                   |           |             |      |             |                   |            |             |            |              |         | >          |
| Additiona | I Information |                    | _           |                    |                    |             |                   |           |             | _    |             |                   |            |             |            |              |         |            |
|           | Site          |                    |             |                    |                    |             |                   |           | Block       |      |             |                   |            |             |            |              |         |            |
|           | Session       |                    |             |                    |                    |             |                   |           | Citizenship | 01   | US Citizen  |                   |            |             |            |              |         |            |
| ₩ ◀ 0     | 1) of 3 🕨 🕨   | 1 1 🖂 🖬            | age         |                    |                    |             |                   |           |             |      |             |                   |            |             |            |              | Reco    | ord 1 of 3 |
| CURRICU   | LA SUMMARY    | - PRIMARY          |             |                    |                    |             |                   |           |             |      |             |                   |            | 0           | Insert 🕻   | Delete       | Сору    | 👻 Filte    |
| Priority  | Term          | Program            | Catalog     | Level              | Campus             | Colleg      | le                | Degree    |             | End  | Outcome Key | Admission Ty      | xe         | Admission   |            | Matriculatio | n       | Studen     |
|           | 1 201805      | Multidisciplinary  | 201705      | Undergraduate      | WVU Student        | Arts a      | and Sciences      | Bachelor  | of Multi    |      |             | First-Year Pa     | ithway     | 201705      |            | _            |         |            |
| <         |               |                    | >           | <                  |                    |             |                   |           |             |      |             |                   |            |             |            | 5            |         | >          |
| ₩ ◀ (     | 1) of 1 🕨 🕨   | 1 V Pe             | r Page      |                    |                    |             |                   |           |             |      |             |                   |            |             |            | 0            | Reco    | ord 1 of 1 |
| FIELD OF  | STUDY SUMM    | IARY               |             |                    |                    |             |                   |           |             |      |             |                   |            | C           | Insert (   | Delete       | Сору    | Y, Filte   |
| D Attac   | hed to Major  | Details            |             |                    |                    |             |                   |           |             |      |             |                   |            |             |            |              |         |            |
| Priority  |               | Term               | Тур         |                    | Field of           | Study       |                   |           |             | De   | partment    |                   |            | Attache     | d to Major |              |         |            |
| ritority  |               | 1 201805           | Ma          |                    |                    |             | y Studies/BMdS    |           |             | 06   | parament    |                   |            | Attaches    | a to major |              |         |            |
|           |               | 1 201805           | Mir         |                    | Leaders            |             |                   |           |             |      |             |                   |            |             |            |              |         |            |
|           |               | 2 201805           |             | nor                | Person             |             |                   |           |             |      |             |                   |            |             |            |              |         |            |
|           |               | 2 201805           | Page        | 101                | reison             | ai i (dilli | 19                |           |             |      |             |                   |            |             |            |              |         | ord 1 of 5 |

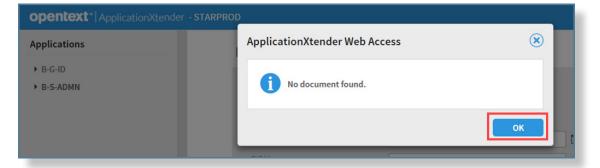
# 12

# **BDM - Accessing and Reading**

- 1. 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.
- 2. Enter the student ID number.
- 3. After the screen populates, click the Retrieve link.

| ID: 700100100 Str | udent, Samantha Q.              |            |                       | Start Over                 |
|-------------------|---------------------------------|------------|-----------------------|----------------------------|
| TEST SCORE INFORM | MATION                          |            | E Insert              | 🖬 Delete 🦷 Copy 🏾 🏹 Filter |
| 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 Plcmnt - German    |            | 585                   | 18-NOV-2013                |
| GR01              | GRE - Verbal                    |            | 0450                  | 01-FEB-2011                |
| 🖌 ┥ 🗍 of 3 🕨      | Per Page                        |            |                       | Record 1 of 24             |
| Test Scores (1)   | Test Scores (2) Test Scores (3) |            |                       |                            |
| Admission Request | 0034 ACT/SAT Superscores        |            | Equivalency Indicator |                            |
| Source            |                                 | Revised or |                       |                            |
|                   |                                 | Recentered |                       |                            |

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



5. Click New Query.





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

| opentext*   ApplicationXtender - STARPR | OD                                     |                                   | 🔔 👘 🖂  |
|---|--|-----------------------------------|--------|
| Applications                            | New Search - B-G-ID                    |                                   |        |
| ► B-G-ID                                |  |                                   |        |
| B-S-ADMN                                | Search Criteria                        |                                   |        |
|   | Enter a search term in the index field | ls to filter your results.        |        |
|   | ID                                     |                                   |        |
|   | PIDM                                   |                                   | E =    |
|   | DOCUMENT TYPE                          | Multiple select / Input and enter | E      |
| *                                       | LAST NAME                              |                                   | 20     |
|   | FIRST NAME                             |                                   |        |
|   | SSN                                    |                                   |        |
|   | BIRTH DATE                             |                                   | 31 📰 📰 |
|   | DOUTING STATUS                         |                                   | -      |
|   | RUN SAVE                               | CANCEL                            |        |

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        |                    |                        |           | C                  | • Q-            | Q'-       |
|----------------------|--------------------|------------------------|-----------|--------------------|-----------------|-----------|
| B-S-ADMN > New Sear  | ch 📏 Query Result  | ts                     |           | <b>Q</b> Text Sea  | ırch            | 0.0       |
| ID ID                | PIDM               | DOCUMENT TYPE          | LAST NAME | FIRST NAME         | SSN             | BIRTH DA  |
| 700100100            | 1234567            | W-UNDERGRAD            | Student   | Samantha           | ***** 0000      | 14-Dec-19 |
| 700100100            | • Open             | IIGH SCHOOL TRANSCRIPT | Student   | Samantha           | ***** 0000      | 14-Dec-1! |
| <                    | 🕫 Print            |                        |           |                    |                 | >         |
| Documents 1 - 2 of 2 | 🖾 Email            |                        | < Prev    | rious   1   Next 🕨 | Items per page: | 25 🔻      |
|                      | 🖆 Export COLD      |                        |           |                    |                 |           |
|                      | Ad Hoc Text Search | n                      |           |                    |                 |           |
|                      | [                  |                        |           |                    |                 |           |
|                      |                    |                        |           |                    |                 |           |



- 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.

| 🔿 🧭 https://webextender.wvu.edu/AppXtender/datasou 🔎 👻   | 🔒 🖒 🧔 Mail - I@mail.wvu 🧭 Faculty Home  | Application Navigator   | ApplicationXtender Web Ac × | <b>↑</b> ★ 3 |
|--|---|---|-----------------------------|--------------|
| opentext <sup>*</sup> ApplicationXtender - STARPROE  |   |   | 🖊 👤 — 🧃                     | )- 🛃         |
| B-S-ADMN > New Search > Query Results > 7001001  | 00  | d. Close tab  | Document 1 of 2 < PREVIO    | US NEXT >    |
| Document Page b. Next Page   |   | Q Text Search   | 🖾 EMAIL 📑 EXPORT 🦸          | 🗗 PRINT      |
| Page Rotate 40%  | Zoom Annotation   | Format  | Actions                     |              |
|  |   | 2 1 <u>6 1 - 6</u> =  | * c. Next listed i          | record       |
| x 🔟 🔿  |   |   |                             | ^            |
| a. Preview   |   |   |                             |              |
|  | 😻 West Virginia University.   |   |                             |              |
|  | Office of Admissions  |   |                             |              |
| 3.4-   | WVU Identification Number:<br>WVU MIX Email Address: sqs000   |   |                             |              |
| Page 1   |   |   |                             |              |
|  | January 11, 2018  |   |                             |              |
| eres and a second secon | Samantha Student<br>1234 Main Street  |   |                             |              |
|  | Morgantown, WV 26534-1234   |   |                             |              |
| Page 2   | Dear Samantha,  |   |                             |              |
| No   | Congratulations! You are admitted to West Virginia University, t<br>know you have what it takes to succeed as a Mountaineer – big<br>life. You are admitted as a Resident student into the Collego of<br>for the Fall 2018 term. Students currently enrolled in high schoo<br>required curve work. Students that submitted a Common Appli | ideas and the determination to bring them<br>Business and Economics in the Business ma<br>I must successfully graduate and complete | jor                         |              |

#### 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.

| Application | ion Navigator | ×                  |                   | 0<br>†             | ×<br>★¤  |
|-------------|---------------|--------------------|-------------------|--------------------|----------|
|             | 🔒 ADD         | RETRIEVE           | 嚞 RELATED         | 🇱 TOOLS            | 1        |
|             | *ERR block.   | OR* Valid ID and L | evel must be ente | ered prior to leav | ving key |
| _           |               | •                  |                   |                    |          |



### **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.

| ×   | Course Summary SHACRSE 9.3.6 (starbdev)                          |  | 🔒 ADD              | 🖹 retrieve       | 뤕 RELATED | 🗱 TOOLS |
|-----|--|--|--------------------|------------------|-----------|---------|
|     | ID:  | Term:  |                    |                  |           | Go      |
|     |  |  |                    |                  | 1         |         |
| Get | Started: Complete the fields above and click Go. To search by na | ame, press TAB from an ID field, enter your se | arch criteria, and | d then press ENT | ER.       |         |
|     |  |  |                    |                  |           |         |
|     |  |  |                    |                  |           |         |

- 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.

| ): 7( | 00100100 S  | tudent, Sama | intha Q. | Term: |           |         |        | C       | Select | differer | it stude     | ent 🗕  |                        | Start Over    |
|-------|-------------|--------------|----------|-------|-----------|---------|--------|---------|--------|----------|--------------|--------|------------------------|---------------|
| cou   | RSE SUMMARY |              |          |       |           |         |        |         |        |          |              |        | 🚼 Insert 🗖 Delete      | 📲 Сору 🦞      |
| elect | Term        | Part of Term | Campus   | Level | CRN       | Subject | Course | Section | Hours  | Grade    | Grading Mode | Repeat | Course Title           |               |
| 2     | 201301      | 1            | CWA      | UG    | 16374     | GEOG    | 209    | 001     | 3.000  | B+       | 2            |        | Economic Geography     | /             |
|       | 201301      | 1            | CWA      | UG    | 17988     | HIST    | 441    | 001     | 3.000  | A-       | 2            |        | 17th Century Colonia   | I America     |
|       | 201301      | 1            | CWA      | UG    | 13245     | HIST    | 484    | WC1     | 3.000  | A-       | 2            |        | Historical Research-0  | Capstone      |
|       | 201301      | 1            | CWA      | UG    | 11864     | HONR    | 491    | H01     | 2.000  | A        | 2            |        | Professional Field Ex  | perience      |
|       | 201301      | 1            | CWA      | UG    | 12346     | WGST    | 150    | 001     | 3.000  | A        | 2            |        | Women in Movies        |               |
| 2     | 201208      | 1            | CWA      | UG    | 83183     | CS      | 101    | 021     | 4.000  | A        | 2            |        | Intro-Computer Appli   | cations       |
|       | 201208      | 1            | CWA      | UG    | 83910     | HIST    | 417    | 001     | 3.000  | A-       | 2            |        | World War II in Europ  | pe            |
|       | 201208      | 1            | CWA      | UG    | 87894     | HIST    | 454    | 001     | 3.000  | A        | 2            |        | Coming of US Civil V   | Var           |
|       | 201208      | 1            | CWA      | UG    | 85276     | POLS    | 363    | 001     | 3.000  | B        | 2            |        | International Law      |               |
|       | 201208      | 1            | CWA      | UG    | 88296     | POLS    | 493P   | 001     | 3.000  | A        | 2            |        | SPTP:Human Right/1     | Frans Justice |
| 2     | 201201      | 1            | CWA      | UG    | 14859     | FLIT    | 236    | W01     | 3.000  | A        | 2            |        | French Literature-Tra  | unslatn 2     |
|       | 201201      | 1            | CWA      | UG    | 17291     | HIST    | 414    | 001     | 3.000  | A-       | 2            |        | France since 1815      |               |
|       | 2010/001    |              | 100      | 100   | 110007    | 10017   | 1014   | 8811    | 1.000  | A        | 2            |        | American Frgn Rltns    | 1941-Prsnt    |
|       | Go to       | next 🕨       | -        | 100   | Colores . | HOME .  |        | 182     | 1.000  | В        | 2            |        | English Ritual Drama   | & Dance       |
|       |             |              | ND.      | 100   | D.        | 847.5   |        | 0.001   | 1.000  | A-       | 2            |        | Capstone Internation   | al Studies    |
| 1     | oriast      | page         |          | 100   | Sele      | ct # of | record | s       | 1.000  | A        | 2            |        | Martial Arts Fitness   |               |
| 1     |             | 1            | CHR      | 100   | 1,000     | POLS    | 100010 |         | 1.000  | В        | 2            |        | Empirical Political An | alysis        |
| 1     |             |              | CHR      |       | per p     | ade     | 102    |         | 0.000  | CR       | 2            |        | Study Abroad Progra    | m             |
|       |             |              | 0.000    |       | 00017     | 100TD   | 2004   | 10.4    | 4.000  | A        | 2            |        | SPTP:Strasbourg-Cri    | ossroads Eur  |
|       | -           |              | ~        | 100   | 1000      | P01.5   | 2830   | 10.0    | 1.000  | A+       | 2            |        | SPTP:European Pitc:    | s/Cntmp Affr  |
| <     |             | 10           |          |       |           |         |        |         |        |          |              |        |                        |               |
| 1     | 🛭 🕈 🕈 🕨 🗎   | 20<br>30     | Per Page |       |           |         |        |         |        |          |              |        |                        | Record 1      |