Banner Academic Scheduling – Learning Communities

Introduction

This lab is to provide an overview of how Learning Communities will be structured in Banner. At the end of this lab, you will know how to:

1. Look up a Learning Community cohort code

2. Verify whether or not a student is assigned to a Learning Community cohort

3. Look up a Learning Community block code

4. View how reserved seating is set up for a course in a Learning Community block

Expectations

1. Please silence your cell phones and take breaks as needed. There are no scheduled breaks.

2. This lab will only cover the material as described above. As you explore Banner, you may have questions not related to the topic that we are covering today. Please use the "Parking Lot" area to make note of your questions so that you can remember to ask them at a future training session on the respective topic(s) or review recommended tutorials that address your question.

P A R K I N G   L O T

Lab Exercises: Group Exercise – Introduction to Learning Communities in Banner

Exercise #1

Log into Banner Training environment using your UCR NetID and password. Click on the Banner Training link on your desktop. http://bannersbxe.ucr.edu

Exercise #2

Select a cohort code that starts with L, and refer to the Cohort Code Structure table in the Resources section to break down what your selected cohort represents:

_____

Exercise #3

Pull up SID 777123456. What is their cohort code?   LNCNSGENRY

Exercise #4

Select a block code that starts with L, and refer to the Block Code Structure table in the Resources section to break down what your selected block represents:

_____

Exercise #5

In 201620, pull up MATH009C010 (CRN 15976). Navigate to the Reserved Seating tab.

For which Learning Community cohort are seats reserved?   LEMTH9M3RN

How many seats are reserved for this cohort?   25

Resources

Cohort Code Structure (STVCHRT)

L	L	L INDICATES THIS IS A LEARNING COMMUNITY COHORT
E	H	INDICATES COLLEGE (N-CNAS; H-CHASS; E-BCOE)
B	C	
C	H	6 CHARACTERS TO NOTATE DEFINING INFORMATION SUCH AS:
E	S	MATH PLACEMENT
G	C	MAJOR
E	N	ETC.
N	T	
R	R	INDICATES RESEARCH
N	N	N=NO; Y=YES (RESEARCH)

Block Code Structure (STVBLCK)

L	L	L INDICATES THIS IS A LEARNING COMMUNITY COHORT
E	H	INDICATES COLLEGE (N-CNAS; H-CHASS; E-BCOE)
B	C	
C	H	6 CHARACTERS TO NOTATE DEFINING INFORMATION SUCH AS:
E	S	MATH PLACEMENT
G	C	MAJOR
E	N	ETC.
N	T	**NOTE: the first 8 digits match the cohort code**
0	0	Indicates the
1	2	Block number **NOTE: the last 2 digits indicate the block**

Keystrokes

Action	Keystroke
Edit	Ctrl + E
Show Keys	Ctrl + F1
Previous Block	Ctrl + Page Up
Next Block	Ctrl + Page Down
Exit or Cancel Query	Ctrl + Q
Next Field	Ctrl + Tab
Clear Field	Ctrl + U
Help	F1
Duplicate Field/Item	F3
Duplicate Record	F4
Direct Access	F5
Insert Record	F6
Enter Query	F7
Execute Query	F8
List of Values	F9
Save	F10
Display Error	Shift + F1
Count Query Hits	Shift + F2
Select	Shift + F3
Clear Record	Shift + F4
Clear Block	Shift + F5
Remove Record	Shift + F6
Rollback	Shift + F7
Print	Shift + F8
Previous Field	Shift + Tab
Next Field	Tab

Banner Forms Quick Reference Guide

GENERAL PERSON INFORMATION	
SPAIDEN	Name, Address, Phone Number, Email
SOAIDEN	Person Search
SPACMNT	Comments
SOAHOLD	Holds
GOADPRF	Directory Information
GUASYST	Modules student is active in

GENERAL STUDENT INFORMATION	
SGASTDN	General Information: Major/Program Info
SGASTDQ	Major/Program Summary
SGAADVR	Assign Advisor(s)
SGASADD	Cohorts and Attributes

REGISTRATION	
SFAREGS	Registration
SFAREGQ	Student Schedule with Day and Time
SFAREGF	Registration with Drops and Refund %
SFARHST	Registration History
SFARGRP	Registration Appointments (Time Ticketing)
SFASRPO	Permits and Overrides
SFASTCA	Registration Audit
SFASLST	Class Roster
SFAESTS	Enrollment Status Codes and Refund Schedule
SFARSTS	Course Registration Status Codes and Refund Schedule

COURSE / SECTION INFORMATION	
SCACRSE	Master Course Inventory (Schedule Types)
SSASECT	Section Information
SCA/SSADETL	Corequisite, CMF, Attributes, Description, Subtitles
SSASECQ	Section Query (List department's courses in the given term)
SCA/SSAPREQ	Flag for CAPP Prerequisite Checking
SCA/SSARRES	Restrictions
SCASYLB	Syllabus Approved During Course Approval
SSAMATX	Building/Room Use (academic courses only)
SMAAREA	Area Requirements (view approved prereqs)

ACADEMIC HISTORY	
SHACRSE	Completed Courses/Grades
SHATCKN	Grade Changes, Incompletes, EAP Course Title Changes
SHAGAPP	Graduation Application
SHADEGR	Graduation Degree Conferral
SHADGMQ	Degree Summary
SHASUBJ	Completed Courses and Grades by Subject
SHATERM	Completed Terms/GPA
SHAINST	Academic Standing, Dean's/Chancellor's List, Withdrawal Reason, Term GPA
SHAPCMP	Initial Stats for Students Pre-SIS and Banner

FACULTY / ADVISOR INFORMATION	
SIAASGQ	Faculty Schedule
SIAINST	Faculty/Advisor Information

TRANSCRIPTS / VERIFICATION	
SHATCMT	Comments
SHARQTC	Transcript Request
SFARQST	Verification Request
SHRTRTC	Transcript Job

TRANSFER ARTICULATION	
SHATRNS	Transfer Work in Academic History
SHATATR	Articulation Catalog
SHATATC	Articulation Catalog entry
SHATAEQ	Transfer Articulation Evaluation

FEE INFORMATION	
TSAEXPP	Exemptions
TSIAUTH	Exemption query by student

BLOCK SCHEDULING	
STVCHRT	Cohort Code Validation (assigned to student)
SGASADD	Additional Student Information (where cohort code is entered on student's record)
STVBLCK	Block Code Validation Form (list of defined blocks) where course sections are entered)
SSABLCK	Block Schedule Control (enter the course sections assigned to a given block)
SSADETL	Schedule Detail (to access Contract and Block Schedule Information tab)

SPECIAL STUDENT POPULATION INFORMATION	
SZANTUD	Student User Defined Fields (Non-term based)
SZANTUD (41-49)	Residency Values from Admissions Application
SZANTUD (201-205)	Veterans
SZAUSDS	Student User Defined Fields (Term based)
SGASTDN	Veterans (Only some departments have access to the Biographical tab)
SGADISA	Students with Disabilities (security only given to Student Special Services and Registrar Management)
SGASPRT / SGISPRT	Athletes
GOAINTL	International