Banner General Person and Student Records Navigation

Introduction

This lab is to review and practice the material covered in the online tutorial "General Person and Student Navigation", "SGASTDN: General Student Navigation", and "Holds (Viewing and Maintenance)" with a Banner expert. At the end of this lab, you will know how to:

1. Lookup a student's personal information (name, address, phone, email, etc.)

2. View holds and comments

3. Know if a student is an athlete, international student or part of a special program

4. Look up the student's advisor

5. Know why a student is inactive

6. Know when they have been in attendance

7. Know what major the student is in and if they have a concentration(s) or minor(s)

8. Know their expected graduation

9. Know if they are on an educational leave

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 – Review of a Student's Learner and Curriculum Record

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
Go To SGASTDN and bring up student – 777234567 Bear, Scotty A

What term did this student participate in a special program? _____

What special program was it and what campus did the student attend? _____

Exercise #3
Was Scotty a First time freshman or a transfer student? _____

Exercise #4
In winter 2015, what was Scotty's catalog year? _____

Exercise #5
Rollback and change to student – 777123456 Granger, Hermione

Did this student take an Educational Leave? _____

What term(s) was the student on leave? _____

Exercise #6
What is the student's current expected graduation? _____

Exercise #7
What is the student's current curriculum? _____

Lab Exercises: On your Own

Exercise #8

Is Harry James Potter currently attending UCR? _____

If no, when did he stop attending? _____

Exercise #9

What is the student's current major? _____

Did he ever change his major? _____

Exercise #10

In spring 2015 is Ronald Weasley (777567890) an athlete? _____

Exercise #11

What is Longbottom, Neville current local mailing address? _____

When did it become effective? _____

Is the student on a VISA? If yes, which type? _____

Exercise #12

What is Lovegood, Luna (777890123) curriculum for Winter 2014? _____

If the student is in more than one major, which is the primary? _____

Why? _____

When did the student add the Marketing concentration? _____

Exercise #13

Who is Luna's advisor in Winter 2014? _____

Exercise #14

Did Scotty A. Bear (777234567) have her IGETC certification entered into Banner so it could clear her breadth requirements in Degree Works? If so, when? _____

Exercise #15

Locate any student in Banner. Put a hold on the student that your department uses. Pretend that you want to hold registration for fall 2016.

Resources

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
SSASECT	Section Information
SCA/SSADETL	Coequisite, CMF, Attributes, Description
SSASECQ	Section Query
SCA/SSAPREQ	Flag for CAPP Prerequisite Checking
SCA/SSARRES	Restrictions
SCASYLB	Syllabus Approved During course Approval
SSAMATX	Building/Room Use

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

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