

Maintenance of Attribute and Cohort Assignments

Introduction

This lab is to review and practice the material covered in the online tutorials “Attribute Assignments” and “Cohort Assignments” with a Banner expert. At the end of this lab, you will know how to:

1. Understand the importance of each step as it affects your department’s attributes/cohorts as well as other departments’ cohorts/attributes.
2. Know what pieces of information are required prior to updating a student’s record in SGASADD.
3. Be able to read and interpret the period of time a student had an attribute or cohort assigned to them.
4. Assign an attribute and cohort with and without other ones present on the record.
5. End a cohort while another one is present on the record.

Expectations

1. Please silence your cell phones and take breaks as needed. There are no scheduled breaks.
2. You have completed the online tutorials mentioned above and practiced them prior to this lab.
3. 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 – Maintain Attributes and Cohorts

Exercise #1

True or False: Some students may have attributes or cohorts from other departments on their record. If I encounter these while attempting to update mine, it's a possibility that I will remove the other departments' codes if I don't update the form according to the steps provided. **Answer: True**

Exercise #2

What are the 3 questions you must know the answers to prior to updating an attribute or cohort?

1. What term do I need to update?

2. Is the student assigned to other cohorts or attributes that I should not be updating?

3. What action do I need to take? Adding? Inactivating? Or Adding and inactivating?

Exercise #3

Locate a current student in Banner. Write down the Student ID: _____ Record that the student has met the full IGETC waiver requirement as of fall 2016.

Exercise #4

Now record that the same student advanced to candidacy as of Winter 2017.

Lab Exercises: On your Own

Exercise #5

View the cohorts for 777000323 in the current term.

Which cohort(s) is active? _____ **Honors and HPAC PA** _____

Exercise #6

For the same student as #5, how long was the student a participant in the Pre-Business learning community? **1 term**

Why did the learning community cohort for this student end? _____ **the student withdrew** _____

Exercise #7

For the same student as #5, when the student join the University Honors program? _____ **Winter 2016** _____

Exercise #8

Using your same student from #3 or a different current student, assign him or her to the cohort indicating an interest in pre-optometry as of summer 2016.

Exercise #9

Using your same student from #8, now assign the student to a learning community as of fall 2016.

Exercise #10

Using your same student from #8, remove the student from the learning community cohort as of spring 2017. S/he lapsed in that term.

Exercise #11

After completing #10, rollback and ensure that the key block term is 201720. Proceed to view the record. What is the TO Term on the student's record? 999999 What is the significance this term? It means the end of time.
This means it is the most recent record and that this record will continue to remain as is until it is changed.

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

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

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

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

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

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

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

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

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
SZAUUSD	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