

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://bannersbxex.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? 201440

What special program was it and what campus did the student attend? Simultaneous Enrollment; UC Irvine

Exercise #3

Was Scotty a First time freshman or a transfer student? Transfer

Exercise #4

In winter 2015, what was Scotty’s catalog year? 201340

Exercise #5

Rollback and change to student – 777123456 Granger, Hermione

Did this student take an Educational Leave? Yes

What term(s) was the student on leave? Winter 2015

Exercise #6

What is the student’s current expected graduation? Spring 2017

Exercise #7

What is the student’s current curriculum? Major – Business Administration with a Concentration in Accounting and Audit

Lab Exercises: On your Own

Exercise #8

Is **Harry James Potter** currently attending UCR? No

If no, when did he stop attending? Fall 2015

Exercise #9

What is the student's current major? Computer Science

Did he ever change his major? No

Exercise #10

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

Exercise #11

What is **Longbottom, Neville** current local mailing address? 3339 Idaho Street

When did it become effective? 13-Sept-2013

Is the student on a VISA? If yes, which type? Yes, F1

Exercise #12

What is **Lovegood, Luna (777890123)** curriculum for Winter 2014? Media and Cultural Studies, concentration of Film and Visual Media; Business Administration, concentration Marketing

If the student is in more than one major, which is the primary? Media and Cultural Studies

Why? Lowest priority number

When did the student add the Marketing concentration? Winter 2014

Exercise #13

Who is **Luna's** advisor in Winter 2014? Bracken

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? Yes, Fall 2012

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

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
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