







# BANNER RESOURCE

## BANNER NAVIGATION

Function	Key Stroke	Icon	Drop-Down Menu
Rollback	Shift + F7		File → Rollback
Next Block	CTRL + Page Down		Record → Next
Previous block	CTRL + Page Up		Record → Previous
Enter Query	F7		Query → Enter
Execute Query	F8		Query → Execute
Navigate to another Banner Page	F5		
Save			File → Save

BANNER SCREENS

Banner Categories	Common Uses	Banner Screens	Directions
<b>Advising Documentation</b>			
	-Advising Notes -Notes from other departments (excluding financial aid)	<b>SPACMNT</b>	<ol style="list-style-type: none"> <li>1. Type <b>SPACMNT</b> in “Go To” field and press enter</li> <li>2. Enter student ID and next block</li> <li>3. Arrow down completely to create a new note</li> <li>4. In comment type field enter appropriate code: 100, ASH, BAC, or TAV</li> <li>5. In Originator field enter BAVM- Master’s Advising</li> <li>7. In the Comments field enter a note regarding the topics discussed during the session/ OR BAC code</li> <li>8. In the Narrative Comments field paste and copy email correspondence relating to the session</li> <li>9. Select Save at the top</li> </ol>
<b>Hold Screen</b>			
	-View holds -Add holds -Remove holds  <u>Advisors may only manipulate the following holds:</u> AH – Advisor Hold	<b>SOAHOLD</b>	<p><b><u>Viewing Hold</u></b></p> <ol style="list-style-type: none"> <li>1. Type <b>SOAHOLD</b> in “Go To” field and press enter</li> <li>2. Enter student ID and next block</li> </ol> <p><b><u>Adding Hold</u></b></p> <ol style="list-style-type: none"> <li>1. Type <b>SOAHOLD</b> in “Go To” field and press enter</li> <li>2. Enter student ID and next block</li> <li>3. Scroll down to a blank hold field and complete the following fields</li> </ol>

			<p><i>Hold Type:</i></p> <p><i>Reason:</i></p> <p>4. Select Save in the tab bar</p> <p>***DO NOT SELECT THE RELEASE INDICATOR***</p> <p><b><u>Removing Hold</u></b></p> <p>1. Type SOAHOLD in Go To field and press enter</p> <p>2. Enter student ID and next block</p> <p>3. Scroll down to the designated hold and click on the calendar icon and select today's date</p> <p>4. Select Save in the tab bar</p>
<b>Student Record Information</b>			
	-View student admissions status	<b>SAAADMS</b>	<p>1. Type <b>SAAADMS</b> in "Go To" field and press enter</p> <p>2. Enter student ID</p> <p>3. Delete the term code from the Term field (if present) and next block</p>
	<p>-View student type</p> <p>-View all curriculums pursued</p> <p>-View Fee Assessment Rate</p> <p>-View student status</p> <p>-View student class standing</p> <p>-View Curricula Summary</p>	<b>SGASTDN</b>	<p>1. Type SGASTDN in "Go To" field and press enter</p> <p>2. Enter student ID</p> <p>3. Delete the term code from the Term field (if present) and next block</p>

	<p>-Registration -Fee Assessment (rate code) -Withdrawing student</p>	<p><b>SFAREGS</b></p>	<p><b><u>Registration</u></b> 1. Type SFAREGS in “Go To” field and press enter 2. Enter term code 3. Enter student ID and select next block twice 4. Enter CRN’s in the CRN field under course information</p> <p><b><u>Fee Assessment (rate code)</u></b> See directions for adding fee assessment</p> <p><b><u>Updating academic program</u></b> Send requests to DEQC</p> <p><b><u>Withdrawing student</u></b> See directions on inactivating a student</p>
	<p>-View student schedule</p>	<p><b>SFAREGQ</b></p>	<p>1. Type <b>SFAREGQ</b> in “Go To” field and press enter 2. Enter term code 3. Enter student ID and select next block</p>
	<p>- View SAT, ACT, Challenge Exam, GMAT, and GRE scores -Add graduate foundation courses (see wiki for codes)</p>	<p><b>SOATEST</b></p>	<p>1. Type <b>SOATEST</b> in “Go To” field and press enter 2. Enter student ID and next block</p>

	-View grades -View dates of courses -View processed includes/excludes	<b>SHACRSE</b>	1. Type <b>SHACRSE</b> in “Go To” field and press enter 2. Enter student ID 3. Enter term code to see grades from specific term and next block  OR Delete term code to view all grades and next block
	-View historical record of grades and drops	<b>SFARHST</b>	1. Type <b>SFARHST</b> in “Go To” field and press enter 2. Enter student ID and next block
	-View academic standing -View GPA -View break down of GPA per term under tab: <i>Term GPA and Course Detail Information</i> -View student level	<b>SHATERM</b>	1. Type <b>SHATERM</b> in “Go To” field and press enter 2. Enter student ID 3. Enter course level code by person (may select the drop down arrow to select level) 4. Delete start term and next block
	-Academic Standing is entered on this screen	<b>SHAINST</b>	
	-View transfer credits and previous institutions attended	<b>SHATRNS</b>	1. Type <b>SHATRNS</b> in “Go To” field and press enter 2. Enter student ID 3. Select the drop down arrow for Transfer Institution Number and double click on the institution you wish to view 4. Select the drop down arrow for Attendance period number and double click on the attendance period you wish to view

			<p>5. Select next block</p> <p>6. Select next block</p> <p>7. Select next block</p> <p>8. Select next block and click on the drop down arrow to scroll through transferred courses</p> <p>Repeat steps 3-8 to view information for additional institutions</p>
	<p>-View all registration transactions and originator of transaction (RE/RW)</p> <p>-View registration errors</p>	<b>SFASTCA</b>	<p>1. Type <b>SFASTCA</b> in “Go To” field and press enter</p> <p>2. Enter term code</p> <p>3. Enter student ID and next block</p>
	<p>-View/update cohort code</p>	<b>SGASADD</b>	<p><b><u>View Cohort Code</u></b></p> <p>1. Type <b>SGASADD</b> in “Go To” field and press enter</p> <p>2. Enter student ID</p> <p>3. Enter term code and next block</p> <p><b><u>Update Cohort Code</u></b></p> <p>View directions</p>
	<p>-Enter Permit (override code)</p>	<b>SFASRPO</b>	<p>1. Type <b>SOAHOLD</b> in “Go To” field and press enter</p> <p>2. Enter student ID</p> <p>3. Enter term code and next block</p> <p>4. Select drop down arrow for Permit (over ride code) and select code</p>

			<ol style="list-style-type: none"> <li>5. Enter CRN</li> <li>6. Select Save in tab bar</li> </ol>
	-View high school GPA for first time freshman	<b>SOAHSCH</b>	<ol style="list-style-type: none"> <li>1. Type <b>SOAHSCH</b> in “Go To” field and press enter</li> <li>2. Enter student ID and next block</li> </ol>
	-View prior college GPA	<b>SOAPCOL</b>	<ol style="list-style-type: none"> <li>1. Type <b>SOAHSCH</b> in “Go To” field and press enter</li> <li>2. Enter student ID and next block</li> </ol>
<b>Student Identification and Contact</b>			
	-Find NSU ID number for students	<b>SOAIDEN</b>	<ol style="list-style-type: none"> <li>1. Type <b>SOAIDEN</b> in “Go To” field and press enter</li> <li>2. Enter student full last name or partial last name followed by %</li> <li>3. Enter student full first name or partial first name followed by %</li> <li>4. Select F8 to populate screen</li> </ol>
	-View student contact information	<b>SPAIDEN</b>	<ol style="list-style-type: none"> <li>1. Type <b>SPAIDEN</b> in “Go To” field and press enter</li> <li>2. Enter student ID and next block</li> <li>3. Select desired tab to view demographic information for student</li> </ol>
	-View Phone Numbers	<b>SPATELE</b>	<ol style="list-style-type: none"> <li>1. Type <b>SPATELE</b> in “Go To” field and press enter</li> <li>2. Enter student ID and next block</li> </ol>
	-View Email Address	<b>GOAEMAL</b>	<ol style="list-style-type: none"> <li>1. Type <b>GOAEMAL</b> in “Go To” field and press enter</li> <li>2. Enter student ID and next block</li> </ol>

Degree Conferral Information			
	<p>-View Courses Applied to Learner Outcome</p> <p>- View conferral status of programs</p> <p><u>Following are codes for degree status:</u></p> <p>AC = Certificate Awarded</p> <p>AW = Awarded</p> <p>DR = Degree Rescinded by President</p> <p>NS = Non-Degree Seeking Student</p> <p>PC = Pending Degree Conferral</p> <p>PN = Pending Program Approval</p> <p>SO = Sought</p> <p>WD = Student not completing program</p>	<b>SHADEGR</b>	<ol style="list-style-type: none"> <li>1. Type <b>SHADEGR</b> in “Go To” field and press enter</li> <li>2. Enter student ID and select degree sequence (best to click on the drop down arrow to see available degree sequences)</li> <li>3. Return to <b>SHADEGR</b> and enter degree sequence number and next block</li> </ol>
	-View number of degree sequence	<b>SHADGMQ</b>	<ol style="list-style-type: none"> <li>1. Type <b>SHADGMQ</b> in “Go To” field and press enter</li> <li>2. Enter student ID and next block</li> </ol>



	pursued by student		
	-View date degree mailed out	<b>SHADIPL</b>	<ol style="list-style-type: none"> <li>1. Type <b>SHADIPL</b> in “Go To” field and press enter</li> <li>2. Enter student ID, Enter Degree Sequence (select drop down arrow to determine sequence awarded) and next block</li> </ol>
<b>Bursars/Financial Aid</b>			
	<ul style="list-style-type: none"> <li>-View financial transactions</li> <li>-Tuition Awards posted</li> <li>-Financial Aid Disbursements</li> </ul>	<b>TSAAREV</b>	<ol style="list-style-type: none"> <li>1. Type <b>TSAAREV</b> in “Go To” field and press enter</li> <li>2. Select the X to close printer window</li> <li>3. Enter student ID and next block (if student has a hold on the account enter WHY in the hold descriptor box)</li> </ol> <p>Older notes in system if they exist can also be viewed by going to Options, select on Comment Form, View All Comment and then CTRL page down</p>
	-View comments made by the Office of Financial Aid and Bursar Representatives	<b>RHACOMM</b>	<ol style="list-style-type: none"> <li>1. Type <b>RHACOMM</b> in “Go To” field and press enter</li> <li>2. Enter student ID and next block</li> </ol>
	<ul style="list-style-type: none"> <li>-View SAP status</li> <li>- View SEA completion dates</li> </ul>	<b>ROAUSDF</b>	<ol style="list-style-type: none"> <li>1. Type <b>ROAUSDF</b> in “Go To” field and press enter</li> <li>2. Ensure the correct aid year listed i.e. 1617</li> <li>3. Next block to populate</li> <li>4. Fields 41-80: Shows SAP status- Pass = 1 and Fail = 4</li> <li>5. Fields 121-160 shows detailed SAP information</li> <li>6. Fields 321-36 shows SEA completion dates</li> </ol>

	-View older notes entered by Office of Financial Aid and Bursar Representatives	<b>TGACOMC</b>	<ol style="list-style-type: none"> <li>1. Type <b>TGACOMC</b> in “Go To” field and press enter</li> <li>2. Enter NSU ID</li> <li>3. Next block to populate</li> </ol>
<b>Course Information</b>			
	<p>-View the number of students enrolled in a course</p> <p>-View the number of sections of a specific course</p> <p>-View CRN’s for courses</p> <p>-If Subject and Course Number entered all sections will populate</p>	<b>SSASECQ</b>	<ol style="list-style-type: none"> <li>1. Type <b>SSASECQ</b> in “Go To” field and press enter</li> <li>2. Enter term code</li> <li>3. Enter CRN or Subject and Course Number</li> <li>4. Optional enter campus code to search for specific location</li> <li>5. Select F8 to populate screen</li> </ol>
	-View scheduling information for course i.e. class format, dates, professor, number of students registered vs. waitlisted	<b>SSASECT</b>	<ol style="list-style-type: none"> <li>1. Type <b>SSASECT</b> in “Go To” field and press enter</li> <li>2. Enter term code and CRN</li> <li>3. Next block to populate</li> <li>4. Continue to next block to view additional tabs</li> </ol>

	-View prerequisites	<b>SSAPREQ</b>	<ol style="list-style-type: none"> <li>1. Type <b>SSAPREQ</b> in “Go To” field and press enter</li> <li>2. Enter term code and CRN</li> <li>3. Next block to populate</li> <li>4. Next block to view next screen for prerequisites</li> </ol>
	-View course restrictions i.e. Class standing, program restrictions, campus restrictions	<b>SSARRES</b>	<ol style="list-style-type: none"> <li>1. Type <b>SSARRES</b> in “Go To” field and press enter</li> <li>2. Enter term code and CRN</li> <li>3. Next block to populate</li> <li>4. Continue to next block to view desired tab</li> </ol>
	-View students registered for a course -View the number of students in a course	<b>SFASLST</b>	<ol style="list-style-type: none"> <li>1. Type <b>SFASLST</b> in “Go To” field and press enter</li> <li>2. Enter term code and CRN</li> <li>3. Next block to populate</li> <li>4. Scroll to last student to view total registered in the class</li> </ol>
	-View students registered for a course -View the number of students in a course -View Last Attendance Date	<b>SFAALST</b>	<ol style="list-style-type: none"> <li>1. Type <b>SFASLST</b> in “Go To” field and press enter</li> <li>2. Enter term code and CRN</li> <li>3. Next block to populate</li> <li>4. Scroll to last student to view total registered in the class</li> </ol>
	-View Co-requisites tied to a class by Term	<b>SCADETL</b>	<ol style="list-style-type: none"> <li>1. Type <b>SCADETL</b> in “Go To” field and press enter</li> <li>2. Enter Subject, Course and Term</li> <li>3. Next block to populate</li> </ol>

	-View Equivalency for classes -View Course Description of Class		4. Select Tab to review information
	-View Co-requisites tied to a class by CRN -View additional fees (e.g. material fee) associated with a class	<b>SSADETL</b>	1. Type <b>SSADETL</b> in “Go To” field and press enter 2. Enter Term and CRN 3. Next block to populate 4. Select Tab to review information
	-View classes that are cross listed with one another and view enrollment in both classes	<b>SSAXLST</b>	1. Type <b>SSAXLST</b> in “Go To” field and press enter 2. Enter Term Code 3. Enter Cross List Group Identifier (this can be found on SSASECQ) 4. Next block to populate
	-View the administration dates for registration, drops and withdrawal codes	<b>SFARSTS</b>	1. Type <b>SFARSTS</b> in “Go To” field and press enter 2. Enter the Term Code and Part of Term (B, B1S or B2S) 3. Next block to populate 4. View Course Registration Status Dates