

The logo for Internet-Native banner 6x. It features a stylized flag on a pole to the left of the text. The text "Internet-Native" is in a bold, sans-serif font. Below it, the word "banner" is in a larger, lowercase, rounded sans-serif font. To the right of "banner" is a registered trademark symbol (®) and the text "6x".

Internet-Native
banner® **6x**

User Reference Manual



Produced by Information Technology Services
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How to Use this Manual

This User Reference Manual is designed for online use in Adobe Acrobat software. You may print a copy if you choose; however, the online format is the most current version and is searchable. When opening the online Manual, this page should automatically display in the right pane and a list of bookmarks should display in the left pane.

Bookmarks

Use the bookmarks in the left pane to jump to other sections of the Manual, which will be displayed in the right pane.


Use the scroll bar on the right to browse through the Manual page by page. As you browse through different sections, you'll notice that the bookmark for the current section is bolded in the left pane.

Hyperlinks

Throughout the Manual, you will notice blue, hyperlink text. Click on this text to follow the link, causing that information to appear in the right pane. Hyperlinks may jump to other places within the Manual or open related websites. If the linked information is visible on the same page as the hyperlink text, you may not notice any change when clicking it. A website link will cause the webpage to open in your browser window (it will not be displayed in the Acrobat Reader window).




Text Find


You can look for occurrences of key words in the Manual using the Find feature. The Find feature in Acrobat Reader is the same tool used in Microsoft applications to quickly locate the specified text.

1. Click the  [Find] icon in the Acrobat toolbar. The Find window will open.
2. Enter the text you're looking for.
3. Click the Find button. The first occurrence of the text will be highlighted in the right pane.
4. Click the Find icon again to reopen the Find window.
5. Click the Find Again button to locate the next occurrence, or enter new text to begin a different search.

Display Settings

You can adjust the size of the page display in the right pane using the View icons in the Acrobat Reader toolbar.

-  [Actual Size] – display size is comparable to its printed format.
-  [Fit in Window] – display size allows an entire page to be in view.
-  [Fit Width] – display size shows the full width of the page, but requires scrolling to view length of page.

Note: You may also use the  [Zoom] icon on the toolbar to further magnify the view, then use the View icons to return the view to normal size.

Getting Started

System Requirements

Banner is currently accessible only from an on-campus, networked computer. Remote users should use the web-based [Student Information Services \(SIS\)](#) system to access limited information from the Banner system.

The following specifications are necessary to run Internet Native Banner (Internet Native Banner, referred to as INB, is web-based, meaning users can access Banner using a web browser such as Internet Explorer or Mozilla):

Supported Browsers:

Windows: IE 5x & 6x, Netscape 6x

Mac: OS 8.5 – IE 4x

Mac: OS X – IE 5x or Mozilla 1.4

Internet-Native Banner Setup

Please refer to [Quicknote 30](#) for instructions with setting up and logging into Internet-Native Banner 5.x on a Windows machine. Macintosh computers require no setup.

Login and Password Change

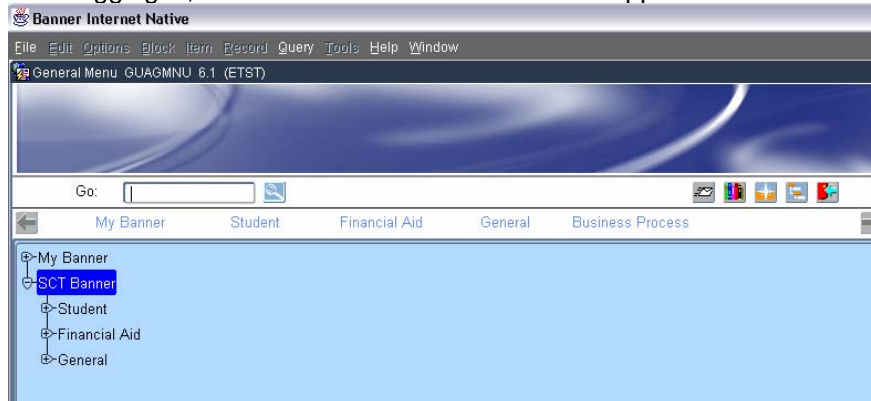
Please refer to [Quicknote 31](#) for instructions on logging into Banner and changing your Banner password.

Navigating through Banner

Banner provides several ways to navigate through the system:

- Main Menu
- Direct Access
- Object Search
- Site map
- Options menu

After logging in, the Banner main menu screen will appear.



Main Menu

You can use the main menu to select from a list of the menus, forms, and jobs in Banner. The main menu shows the various levels of menus. These levels are nested within a hierarchical tree structure. You can easily navigate through Banner by expanding and collapsing these menus. Once you have “drilled down” to the item you want, you can click its link to access it.

To expand or collapse a menu:

Select the plus sign (+) to the left of a menu to expand the menu so you can see the objects it contains. Select the minus sign (-) to collapse it.

To access a menu item:

1. Expand the menu you want to start with by selecting the plus sign (+) to the left of a menu.
2. Continue expanding menus until you drill down to the form, or job you want.
3. Click the name of the form, or job you want to access.

Direct Access

You can use direct access to access a menu, form, or job by its name. You can use direct access from the main menu or from a form.

To use Direct Access from the main menu:

1. Enter the name of the menu, form, or job in the Go field.
2. Press Enter.

To use Direct Access from a form:

Note: When you use direct access from a form, the current form remains open. When you exit the requested form, or job, you return to the original form.

1. Select File>Direct Access. The Direct Access Form (GUAPARM) appears.
2. Enter the name of the form, or job in the **Enter a valid name** field. (Note: You cannot use direct access to access a menu from a form.)
3. Click the Start button or press Enter.

Object Search

You can use Object Search to access a form, or job if you know part of its name, description, or type. **Note:** When you use Object Search from a form, the current form remains open. When you exit the requested object, you return to the original form.

To use Object Search:

1. Double-click the Go field or click the search icon on the main menu.

OR

Select File>Object Search from any form.

2. Enter your search criteria on the Object Search Form (GUIOBS).

You can use any or all of the **Name**, **Description**, and **Type** fields. You can use the wildcards %.

3. Select the Execute Query function. A list of all matches appears.

4. Scroll to the desired name.

5. Double-click the desired name or click the Start button.

Site Map

The site map appears on a separate page accessible by selecting the Site Map icon. It lists the top-level menus in your installation, and one level below them. There are no fields on it, only links to the various menus and forms.

If you select a menu from the site map, the Main menu appears, displaying the menu you selected with one level expanded. If you select a form, a process, or a job, it will be displayed.

Options Menu

You can use the Options menu in the menu to navigate within Banner. Options in the menu depend on where the cursor is currently located. Some options take you to other blocks and windows within the current form. Other options take you outside the current form to other related forms.

The Options menu optionally displays the form name associated with each option that takes you outside the current form. You can set up this option on the General User Preferences Maintenance Form (GUAUPRF).

Shortcut Keystroke Chart

For information on using key strokes as an alternative to mouse navigation, please refer to [Quicknote 32](#).

Exiting

To exit a form and return to the menu, click the  [Exit] icon in the upper, right corner of the toolbar. Clicking the Exit icon when the menu is in view will prompt you to exit Banner.

Naming Conventions

Banner forms, reports, jobs, and tables have seven-character names that follow a defined structure as shown on the next page.

Position 1 Identifies the primary system owning the form, report, job, or table	Position 2 Identifies the module owning the form, report, job, or table.	Position 3 Identifies the type of form, report, job, or table.	Positions 4, 5, 6, and 7 Uniquely identify the form, report, job, or table.
G General	E Event Management J Job Submission L Letter Generation O Overall P Purge S Security T Validation form/table U Utility X Cross product	A Application form B Base table or batch COBOL process I Inquiry form O Online COBOL process Q Query form R Rule table, repeating table, or report/process T General maintenance or temporary table V Validation form/table	See examples below.
R Financial Aid	B Budgeting C Record Creation E Electronic Data Exchange F Funds Management H History and Transcripts J Student Employment L Logging N Need Analysis O Common Functions P Packaging & Disbursements R Requirements Tracking S Student System Shared Data T Validation/rule table U Utility	A Application form B Base table I Inquiry form P Process/report R Rule table, repeating rules table or Report T Temporary table V Validation form/table	See examples below.
S Student	A Admissions C Catalog E Support Services F Registration/Fee Assessment G General Student H Grades/Academic History I Faculty Load L Location Management M CAPP O Overall P Person R Recruiting S Schedule T Validation form/table U Utility	A Application form B Base table I Inquiry form P Process Q Query form R Rule table or repeating table or report/process V Validation form/table	See examples below.
T Accounts Receivable	F Finance Accounts Receivable G General Accounts O Overall R Research Accounting S Student Accounts Receivable T Validation form/table U Utility V Authorizations	A Application form I Inquiry form P Process Q Query form R Report V Validation form/table	See examples below.

Examples from the Student System are given below.

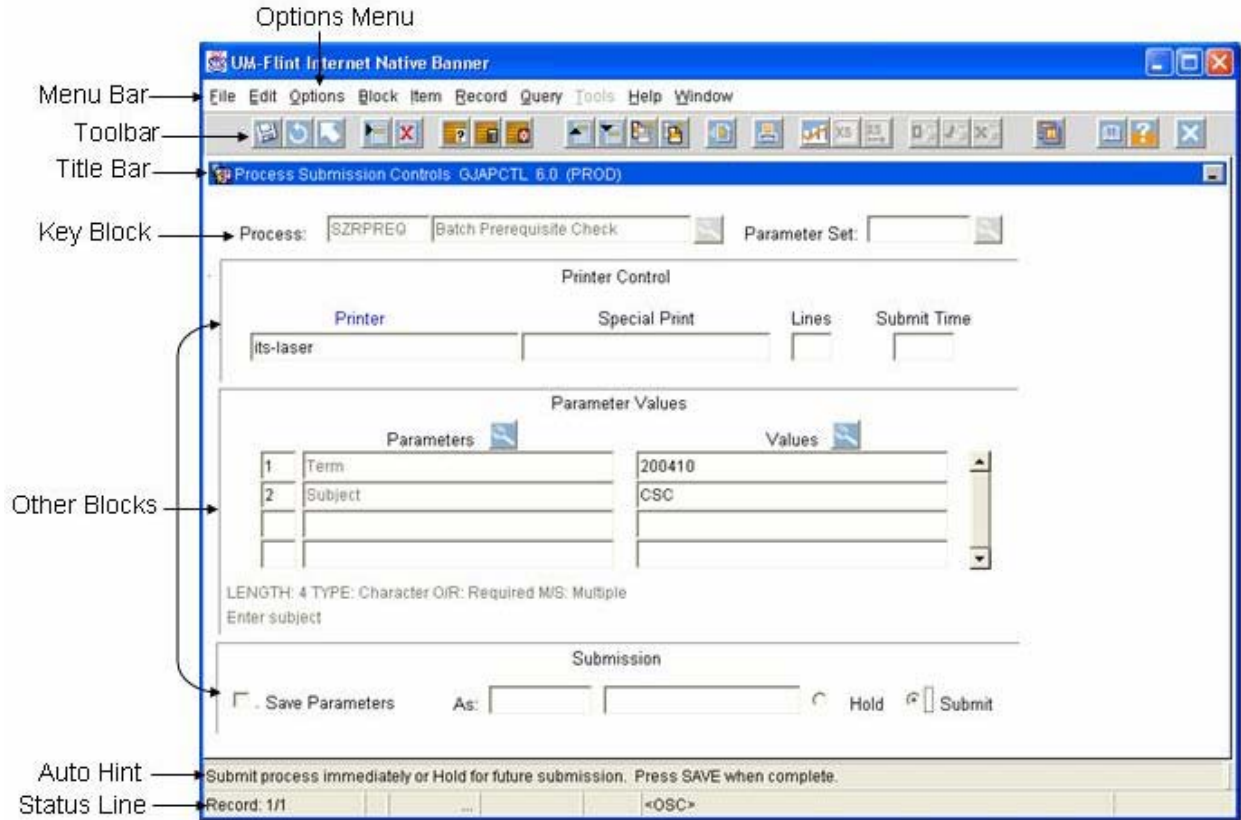
SPAIDEN
S Student
P Person
A Application
IDEN Identification

SFRSLST
S Student
F Registration
R Report
SLST Class Roster

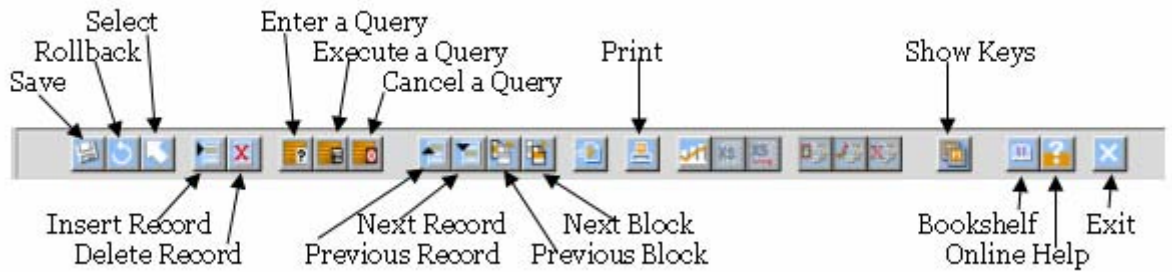
STVTERM
S Student
T Validation form/table
V Validation form/table
TERM Term Code

Part of a Form

Below is a Banner form with each part labeled. A description of each part is on the following page of this manual.



Below is the Toolbar with each icon labeled.



Menu Bar	The Banner menu bar, located at the top of every form, contains pull-down menus.
Toolbar	Toolbar contain icon buttons that perform common functions. The toolbar appears directly under the menu bar. When you move your cursor to an iconic button and pause, a bubble appears with text that describes the function of the button. A detailed picture of the toolbar is on the previous page of this manual.
Title Bar	The title bar shows the following information: <ul style="list-style-type: none"> • Descriptive form name • Form name (seven or eight characters) • Release number • Database name (PROD)
Key Block	<p>The key block is the first block on most forms and contains key information that determines what is entered or displayed on the rest of the form. All information on the form refers to the key block.</p> <p>The key block has at least one field and sometimes more. For example, a form that maintains general student information may have key block fields for both the student's ID and the term.</p> <p>When the cursor is in the key block, enterable fields in the key block are enabled. When you leave the key block, enterable fields in the key block are disabled.</p>
Other Blocks	Other blocks contain additional details for the key information. Each block contains related information and is usually enclosed in a beveled box
Auto Hint	The auto hint at the bottom of the form can contain the following information for the field where the cursor is located: <ul style="list-style-type: none"> • Brief field description • Error and processing messages • Keyboard equivalents, if you can access other blocks, windows, or forms from the field
Status Line	The status line directly under the auto hint can contain one or more of the following messages: <ul style="list-style-type: none"> • Record n/n Shows the number of the current record followed by the total number of records in the current block. If there are more records than fit in the window, the total appears as a question mark (for example, 3/?) until you scroll to the last record in the block. Once the last record is displayed, the total appears as a number (for example, 3/15). • List of Values Indicates the field has a List of Values. • Enter Query Indicates the form is in query mode.
Options Menu	This pull-down menu contains navigation options. Navigation options vary from form to form and depend on where the cursor is currently located. Some options take you to other blocks and windows within the current form. Other options take you outside the current form to related forms.

Customizing Banner

You can customize Banner to meet your individual needs. For example you can:

- Customize toolbars.
- Display or hide bubble help.
- Choose what information appears in title bars.
- Specify whether form names appear on menus.
- Create a personalized menu in My Banner

Customized Toolbars

To display or hide the horizontal toolbar:

1. Using direct access, enter the form name, GUAUPRF, into the Go field and press <Enter>.
2. Under the Toolbar Display Options, click to select or clear the Display Horizontal Toolbar checkbox, depending on whether you want to display the toolbar.
3. Click the OK button. A dialog box says you must exit and restart Banner to see the changes.
4. Click the OK button in the dialog box.
5. Exit Banner.
6. Restart Banner to see your changes.

Bubble Help

To display or hide bubble help:

1. Using direct access, enter the form name, GUAUPRF, into the Go field and press <Enter>.
2. Under the Toolbar Display Options, click to select or clear the Display Bubble Help checkbox, depending on whether you want to display bubble help.
3. Click the OK button. A dialog box says you must exit and restart Banner to see the changes.
4. Click the OK button in the dialog box.
5. Exit Banner.
6. Restart Banner to see your changes.

Title Bar Display Options

The General User Preferences Maintenance Form (GUAUPRF) is used to select information to be displayed in your title bars.

1. Using direct access, enter the form name, GUAUPRF, into the Go field and press <Enter>.
2. Under the Form Display Options, click to select or clear the display options, depending on the information you want to see on your form title bars.
 - Form names
 - Release numbers
 - Database instances
3. Select the OK button. A dialog box says you must exit and restart Banner to see the changes.
4. Select the OK button in the dialog box.
5. Exit Banner.
6. Restart Banner to see your changes.

Displayed Form Names

You can choose to display or hide form names in the Options menu by adjusting settings on the General User Preferences Maintenance Form (GUAUPRF).

1. Using direct access, enter the form name, GUAUPRF, into the Go field and press <Enter>.
2. Under the Form Display Options select the form name display option from the pull-down list.
3. Click the OK button. A dialog box says the change has been applied.
4. Click the OK button in the dialog box.

Note: A change to this display option occurs immediately. You do not need to exit Banner. However, if you change any other display options, you must exit and restart Banner to see the changes.

Personal Menu

You can create your own personal menu containing specific forms and/or menus you most frequently use. This menu will display as My Banner at the top of the main menu. Please refer to [Quicknote 34](#) for instructions on creating and modifying your personal menu (My Banner).

General Person

ID/Name Search

Banner forms require a valid ID number. Refer to [Quicknote 33](#) for assistance in locating names and IDs.

Identification Information

Identification information consists of current and previous ID number, name, address, and phone number and is found on the Identification Form (SPAIDEN).

1. Using direct access, enter the form name, SPAIDEN, into the Go field and press <Enter>.
2. Enter a known social security number or alternate University ID number, or [search by name](#).
3. Press <Ctrl> + <Page Down> to pull the student's information into the form.
4. To view previous ID and/or name information, go to the Options Menu, then select Alternate Names/IDs.
5. To view address and phone information, go to the Options Menu, then select Addresses.
Note: Multiple addresses and phone numbers may exist for a single person. The A1 type address is considered the primary address for a student. Addresses appear in date order, with the most recent first. Use the scroll bar to see previous addresses and/or other types of current addresses, or [enter a query](#) to locate a specific address.
6. To the main page of the Identification Form go to the Options Menu, then select Current Name/ID.

General Student

General Student Information

General student information, such as college, major, class standing, etc., is best viewed online using the General Student Form (SGASTDN).

Note: A new record is created each time a key piece of information, such as major or class standing, changes. Thus, a student may have multiple student records.

Note: Use SGASTDQ to simultaneously view all term records and/or to query specific records.

1. Using direct access, enter the form name, SGASTDN, into the Go field and press <Enter>.
2. Enter a known social security number or alternate University ID, or [search by name](#).
3. (Optional) To view the current term record, press <Tab> to place your cursor in the Term field, and enter the current 6-digit term code (e.g. 200210) or text description (e.g. Fall 2001), or double-click in the Term field to select from a list of term codes. Leave the Term field blank to view all term records, with the highest term appearing first.
4. Press <Ctrl> + <Page Down> to pull the student's information into the form.
5. Use the scroll bar to view information for previous terms.
6. Major(s) can be seen by clicking the Primary icon. Click Return to return to the main page of the General Student Form. Similarly, if the Secondary icon shows lines like a notepad, then additional majors and minors exist under Secondary curriculum.
7. Other information may be viewed by clicking the appropriate selections from the Options menu, including:

Academic Status
Graduation Status
[Assign Advisors](#)

[Student Cohorts and Attributes](#)
High School Information
Prior College Information
[View Student's Schedule](#)

Note: Some of the above options will load a new Banner form (check the form name in the title bar). To close a sub-window of SGASTDN, click the return button in the lower right corner of the window. To close a new form and return to SGASTDN, click Exit.

Student Attributes

The Additional Student Information Form (SGASADD) shows student attributes, such as Honors Program, and assigned cohort groups.

1. Using direct access, enter the form name, SGASADD, into the Go field and press <Enter>.
2. Enter a known social security number or alternate University ID, or [search by name](#).
3. Press <Tab> and enter the desired 6-digit term code (e.g. 200210) or text description (e.g. Fall 2001) in the Term field, or double-click in the Term field to select from a list of term codes.
4. Press <Ctrl> + <Page Down> to pull the student's information into the form.

Advisor Assignments

Advisor assignments may be viewed and updated on the Multiple Advisors Form (SGAADVR).

Note: In order for an instructor to view a student's transcript in [SIS](#), the student must either be enrolled in one of the instructor's courses or be assigned as an advisee on SGAADVR.

To view advisor information:

1. Using direct access, enter the form name, SGAADVR, into the Go field and press <Enter>.
2. Enter a known social security number or alternate University ID, or [search by name](#).
3. Press <Tab> and enter the desired 6-digit term code (e.g. 200210) or text description (e.g. Fall 2001) in the Term field, or double-click in the Term field to select from a list of term codes.
4. Press <Ctrl> + <Page Down> to pull the student's information into the form.

To change an advisor, follow the steps to view advisor information, and then proceed as follows.

1. Click the Maintenance icon.
2. Select End Advisor.
3. From the Record menu, select Duplicate to begin a new term record.
4. From the Record menu, select Remove to remove the previous advisor's name.
5. Enter the new advisor's social security number or alternate University ID, or [search by name](#).

Note: A name search may be performed here using the same process as searching from the name field in the key block. Generic, department advisors have an ID beginning with 'ADV%' and a first name of 'Advisor'.

Note: Clicking the ID Search icon will activate the Faculty/Advisor Query Form (SIAIQRY). See section entitled "[Faculty/Advisor Queries](#)" for assistance with this form.

6. Enter the appropriate advisor code, or double-click in the Code field to select from a list of advisor codes.
7. Click to place a checkmark in the Primary box, designating this individual as the primary advisor.
8. Click Save. The Auto Hint line should indicate "Transaction complete."

Note: The Auto Hint line may display an error message indicating that this person is not an advisor for this term. Contact the Registrar's Office to activate advisor status for a faculty or staff member.

To add a secondary advisor, follow the steps to view advisor information, and then proceed as follows.

1. In the first blank row below the current advisor, enter the additional advisor's social security number or alternate University ID, or [search by name](#).

Note: A name search may be performed here using the same process as searching from the name field in the key block. Generic, department advisors have an ID beginning with 'ADV%' and a first name of 'Advisor'.

Note: Clicking the ID Search icon will activate the Faculty/Advisor Query Form (SIAIQRY). See section entitled "[Faculty/Advisor Queries](#)" for assistance with this form.

2. Enter the appropriate advisor code, or double-click in the Code field to select from a list of advisor codes.
3. Click Save. The Auto Hint line should indicate "Transaction complete."

Note: The Auto Hint line may display an error message indicating that this person is not an advisor for this term. Contact the Registrar's Office to activate advisor status for a faculty or staff member.

Student Queries

Groups of students may be identified by academic standing, level, college and/or major using the Academic Standing Query Form (SHASTAT).

Note: SHASTAT displays information for graded terms only.

1. Using direct access, enter the form name, SHASTAT, into the Go field and press <Enter>.
2. Enter a 6-digit term code (e.g. 200210) or text description (e.g. Fall 2001) in the Term field, or double-click in the Term field to select from a list of term codes (you must select a term that has already been graded).
3. Press <Ctrl> + <Page Down> to move your cursor to the query block.
4. Press <F7> to enter a query, and type the desired criteria into the appropriate field(s). Queries may be performed in the standing, level, college or major fields, or any combination of those fields.

Note: For a list of valid codes, double-click your mouse in a field with a blue title to see a list of values, or click the flashlight icon when provided.

5. To simply retrieve a count of the records meeting the specified criteria, press <Shift> + <F2> to count query hits, or select Count Hits from the Query menu on the menu bar. The record count will be displayed in the gray Auto Hint bar at the bottom of the screen.
6. To execute the query and retrieve the selected records, press <F8> or click the Execute Query icon on the toolbar.

Note: See section entitled "[Querying Form Data](#)" for further assistance with performing queries.

Student Reports

Student information is available in printable reports and downloadable files. Please see section entitled "[Banner Reports](#)" for further information.

Registration

Student Schedule/Registration Information

A student's registration information (schedule) is best viewed online using the Registration Query Form (SFAREGQ).

Note: SFAREGQ will show Registered and Waitlisted courses only. Dropped courses must be viewed using [SFASTCA](#).

1. Using direct access, enter the form name, SFAREGQ, into the Go field and press <Enter>.
2. Enter a 6-digit term code (e.g. 200210) or text description (e.g. Fall 2001) in the term field, or double-click in the Term field to select from a list of term codes. (optional) You may enter from and to dates in the date range fields instead of term.
3. Press <Tab> to move to the ID field. Enter a known social security number or alternate University ID, or [search by name](#).
4. Press <Ctrl> + <Page Down> to pull the student's registration information into the form. Use the scroll bars to view additional information.

Note: If the student's schedule does not appear, check the Auto Hint line at the bottom of the window for a message indicating the student has no registration for the term entered.

Note: SFAREGQ may also be used to query specific registration information, such as all ENG courses, or all courses that meet on Monday. See section entitled "[Querying Form Data](#)" for assistance with performing queries.

Add/Drop Activity

Detailed registration information, including all add/drop activity, can be viewed online using the Student Course Registration Audit Form (SFASTCA).

Note: SFASTCA will show all registration activity, including errors and corrections made by the student or registration personnel. It is best used to query specific types of activity or specific courses.

1. Using direct access, enter the form name, SFASTCA, into the Go field and press <Enter>.
2. Enter the 6-digit term code (e.g. 200210) or text description (e.g. Fall 2001) in the Term field, or double-click in the Term field to select from a list of term codes. (optional) You may enter from and to dates in the date range fields instead of term.
3. Press <Tab> to move to the ID field. Enter a known social security number or alternate University ID, or [search by name](#).
4. Press <Ctrl> + <Page Down> to pull the student's registration detail into the form. Use the scroll bars to view additional information.
5. To enter a query, press <F7>. You may query any of the fields by typing the desired value in the appropriate field.
 - Ex. 1: To query all dropped courses, place your cursor in the Course Status field and type "D%".
 - Ex. 2: To query all activity for a specific course, type the subject and course number in the Subject and Course fields.
6. To execute the query, press <F8>.

Note: See section entitled "[Querying Form Data](#)" for further assistance with performing queries.

Course Rosters

Course rosters may be viewed online using the Class Roster Form (SFASLST).

1. Using direct access, enter the form name, SFASLST, into the Go field and press <Enter>.
2. Enter the current 6-digit term code (e.g. 200210) or text description (e.g. Fall 2001) in the Term field, or double-click in the Term field to select from a list of term codes.
3. Press <Tab> and enter a valid Course Reference Number (CRN) or click the flashlight icon to look up the number.

Note: See section entitled "[Course Section Queries](#)" for more information on CRNs.

4. Click on View Summary of Section in the Options menu to see additional course information, including credit hours, instructor, enrollment and waitlist count. Click the Return button to close the summary window.

Note: Summary information is available only from the key block.

5. Press <Ctrl> + <Page Down> to pull the roster information into the form.

Note: SFASLST may also be used to query specific roster information, such as waitlisted students. See section entitled "[Querying Form Data](#)" for assistance with performing queries.

Registration Reports

Course rosters and other enrollment data are available in printable reports and downloadable files. Please see section entitled "[Banner Reports](#)" for further information.

Catalog/Schedule

Course Section Queries

Each semester, all active course sections are assigned a Course Reference Number (CRN) that uniquely identifies each course. The Schedule Section Query Form (SSASECQ) is used to look up CRNs by subject, course, and section number and to view enrollment data.

1. SSASECQ is usually accessed by clicking the CRN search icon from another form. It may also be accessed directly from the menu using direct access.
2. Once in SSASECQ, enter the current 6-digit term code in the Term field, or double-click in the Term field to select from a list of term codes.
3. Enter the course information (subject, course number, and section number) into the appropriate fields.

Note: For a list of valid codes, double-click your mouse in a field with a blue title to see a list of values, or click the flashlight icon when provided.

4. Press <F8> to execute the query.
5. Use the scroll bar if necessary to view additional records.
6. If SSASECQ was accessed by clicking the CRN search icon from another form, place your cursor in any of the fields for the desired course and double-click your mouse to select it.

Note: To view detailed information (SSASECT) for a particular course section, place the cursor in any of the fields for the desired course and select Count Hits from the Query menu.

Note: SSASECQ is also used to view enrollment counts and perform many useful enrollment queries. See the section entitled "[Course Schedule and Enrollment Queries](#)" for additional information on enrollment counts.

Basic Course Information

The Basic Course Information Form (SCACRSE) shows credit hours, level, grading mode, schedule type and similar information found in the course catalog.

Note: To view similar information for a particular section and term, use the Schedule Form (SSASECT).

1. Using direct access, type the form name, SCACRSE, into the Go field and press <Enter>.
2. Enter a valid subject code, course number, and term in the appropriate fields in the key block.
Note: For a list of valid codes, double-click your mouse in a field with a blue title to see a list of values, or click the flashlight icon when provided.
3. Press <Ctrl> + <Page Down> to pull basic course data into the form.
4. Use the links in the Options menu to view additional information, such as grading modes, prerequisites, etc.

Course Schedule and Enrollment Queries

The Schedule Section Query Form (SSASECQ) is used to identify closed courses, waitlist counts, and other enrollment data.

1. Using direct access, type the form name, SSASECQ, into the Go field and press <Enter>.
2. Enter the current 6-digit term code in the Term field, or double-click in the Term field to select from a list of term codes.
3. Enter additional search criteria into the appropriate fields.

Note: For a list of valid codes, double-click your mouse in a field with a blue title to see a list of values, or click the flashlight icon when provided.

- Ex. 1: To identify all sections of a course, enter a subject and course number only.

- Ex. 2: To identify courses with spaces available, enter ">0" (without quotes) in the Available Enrollment field, third from the left on the Enrollment line.
 - Ex. 3: To identify waitlisted courses, enter ">0" (without quotes) in the Actual Waitlist Enrollment field.
4. Press <F8> to execute the query.
 5. Use the scroll bar if necessary to view additional records.
 6. To enter a new query, press <F7>, then repeat steps 2 through 4.

SSASECQ displays the following information.

Term	P/T	Reg From	Reg To	CRN	BI	Subj	Crse	Sec	St	Camp	
A	B	C	D	E	F	G	H	I	J	K	
Course/Section Title						Schd	Inst Md	Duration			
L						M	N	O	P		
Link	XList	Rsvd	Long	Syllabus	Comments	Enroll: Max	W	- Act	X	=	Y
Q	R	S	T	U	V	W/L: Max	Z	- Act	AA	=	BB

A	Term	6-digit term code	(ex: 200020)
B	P/T	Part-of-Term	currently used for Main and NetPlus!
C	Reg From	First Date Registration is Allowed (not currently used at UM-Flint)	
D	Reg To	Last Date Registration is Allowed (not currently used at UM-Flint)	
E	CRN	Course Reference Number	uniquely identifies each section
F	BI	Block Code Indicator	not currently used at UM-Flint
G	Subj	Subject Code	three upper-case letters (ex: ENG)
H	Crse	Course Number	(ex: 111)
I	Sec	Section Number	must be two digits (ex: 02)
J	St	Course Status	identifies if the course is Active or Cancelled
K	Camp	Campus	all courses except NetPlus! are designated Main
L	Course/Section Title		
M	Schd	Schedule Type	identifies the course format (Lecture, Lab, etc.)
N	Inst Md	Instructional Method Code	not currently used at UM-Flint
O	Duration	Number of Units to complete course (not currently used at UM-Flint)	
P	Duration Unit	Unit Code	not currently used at UM-Flint
Q	Link	Link Identifier	not currently used at UM-Flint
R	XList	Cross-List Group Number	links cross-listed courses
S	Rsvd	Reserved Indicator	not currently used at UM-Flint
T	Long	Long Title Exist	Checked if Yes
U	Syllabus	Syllabus info Exist	Checked if Yes (not currently used)
V	Comments	Section Comments Exist	Checked if Yes
W	Enroll Max	Maximum Enrollment	cap at which course will close
X	Enroll Act	Actual Enrollment	number of students officially registered
Y	Enroll =	Available Enrollment	spaces available in course
Z	W/L Max	Waitlist Maximum	maximum number allowed to waitlist
AA	W/L Act	Actual Waitlist	number of students waitlisted for course
BB	W/L =	Available Waitlist	spaces available on waitlist

Note: Enrollment counts on SSASECQ do not reflect combined totals for cross-listed courses.

Note: See section entitled "[Querying Form Data](#)" for further assistance with performing queries.

Enrollment Reports

Course registration and enrollment information is available in printable reports and downloadable files. Please see section entitled "[Banner Reports](#)" for further information.

Faculty

Faculty/Advisor Queries

The Faculty/Advisor Query Form (SIAIQRY) is used to identify faculty and advisors who are active for a specific term. It can also be used to query faculty and advisors by name, college and department.

1. Using direct access, type the form name, SIAIQRY, into the Go field and press <Enter>.
2. Enter the current 6-digit term code (e.g. 200210) or text description (e.g. Fall 2001) in the Term field, or double-click in the Term field to select from a list of term codes.
3. Click to place a checkmark in the Faculty box to view faculty only, in the Advisor box to view advisors only, or in both boxes to view individuals who are both faculty and advisor for the specified term.
4. Press <Ctrl> + <Page Down> to activate the search block.
5. Press <F8> to execute a complete search, or enter additional criteria in the search block.

Note: A [name or ID search](#) may be performed using the same process as searching from the name and ID fields in a key block.

Faculty Schedule

The Faculty Schedule Query Form (SIAASGQ) is used to view an instructor's course schedule for a specific term.

1. Using direct access, type the form name, SIAASGQ, into the Go field and press <Enter>.
2. Enter the current 6-digit term code (e.g. 200210) or text description (e.g. Fall 2001) in the Term field, or double-click in the Term field to select from a list of term codes.
3. Enter a known social security number or alternate University ID number, or [search by name](#).
4. Press <Ctrl> + <Page Down> to pull the schedule into the form.
5. Use the scroll bars to view additional information.

Note: SIAASGQ may also be used to query specific fields. See section entitled "[Querying Form Data](#)" for assistance with performing queries.

Academic History

Transcript information (all graded coursework) is found in the Academic History module and can be viewed from three different forms, the Course Summary Form (SHACRSE), the Term Sequence Course History Form (SHATERM), and the Subject Sequence History Form (SHASUBJ). Academic History also includes information on degrees, both sought and awarded.

Institutional Course Summary

The Course Summary Form (SHACRSE) shows all institutional coursework (i.e., all courses taken at UM-Flint). Coursework may be viewed for a particular term or for all terms and includes courses taken at various student levels (undergraduate, graduate, etc.).

1. Using direct access, type the form name, SHACRSE, into the Go field and press <Enter>.
2. Enter a known social security number or alternate University ID number, or [search by name](#).
3. (Optional) To view courses for a specific term, press <Tab> and enter the current 6-digit term code (e.g. 200210) or text description (e.g. Fall 2001) in the Term field, or double-click in the Term field to select from a list of term codes. To view courses for all terms, leave the Term field blank.
4. Press <Ctrl> + <Page Down> to pull the course information into the form.
5. Use the scroll bar, if necessary, to view additional records.
6. Click on Course Title in the Options menu to view course titles.
7. Click the Detail icon to the left of a course to view additional information, such as instructors and attributes.

Note: SHACRSE can also be used to query courses by level, subject and other fields. See section entitled "[Querying Form Data](#)" for assistance with performing queries.

Courses/GPA by Term

The Term Sequence History Form (SHATERM) shows cumulative GPA and credit hours, followed by term GPA and course detail (both transfer and institutional), for a specific student level (ex., undergraduate).

Note: Transfer course detail may appear separately from transfer credit totals in the term listings.

1. Using direct access, type the form name, SHATERM, into the Go field and press <Enter>.
2. Enter a known social security number or alternate University ID number, or [search by name](#).
3. Press <Tab> and enter the desired level code, or double-click in the Level field for a list of the student's levels.
4. (Optional) To view course detail as of a certain semester, press <Tab> and enter the appropriate 6-digit term code (e.g. 200210) or text description (e.g. Fall 2001) in the Start Term field, or double-click in the Start Term field to select from a list of term codes. To view course detail for all terms, leave the Start Term blank.
5. Press <Ctrl> + <Page Down> to pull the course information into the form.
6. Press <Ctrl> + <Page Down> again to see term GPA and course detail.
7. Use the top right scroll bar to view information for additional terms, and use the bottom right scroll bar to view additional courses for a term.

Courses/GPA by Subject

The Subject Sequence History Form (SHASUBJ) shows cumulative GPA and credit hours, followed by subject GPA and course detail (both transfer and institutional), for a specific student level (ex., undergraduate).

1. Using direct access, type the form name, SHASUBJ, into the Go field and press <Enter>.
2. Enter a known social security number or alternate University ID number, or [search by name](#).
3. Press <Tab> and enter the desired level code, or double-click in the Level field for a list of the student's levels.
4. (Optional) To view detail for a particular subject, press <Tab> and enter a subject code in the Start With Subject field, or double-click in the field for a list of valid subject codes. To view detail for all subjects (sorted alphabetically), leave the Subject field blank.
5. Press <Ctrl> + <Page Down> to pull course information into the form.
6. Press <Ctrl> + <Page Down> again to view subject-specific credits, GPA, and course detail.
7. Use the top right scroll bar to view information for additional subjects, and use the two lower scroll bars to view additional institutional or transfer courses for a particular subject.

Degree Information

Degrees sought or awarded can be viewed on the Degree Summary form (SHADGMQ).

1. Using direct access, enter the form name, SHADGMQ, into the Go field and press <Enter>.
2. Enter a known social security number or alternate University ID number, or [search by name](#).
3. Press <Ctrl> + <PageDown> to pull degree information into the form.
4. Use the scroll bar on the right to view additional degree records.


Note: An awarded degree is identified by a Status code of 'AW'. To view awarded degrees only, enter a query using this status code. See section entitled "[Querying Form Data](#)" for further assistance with performing queries.

Academic History Reports


Transcript and graduated student information is available in printable reports and downloadable files. Please see section entitled "[Banner Reports](#)" for further information.

Querying Form Data

A query is essentially a question asked of the database, like a name search. Most Banner forms allow the user to enter a query to display data having specified characteristics. There are three basic steps for every Banner query.

1. To enter a query, click the  [Enter Query] icon on the toolbar or press <F7> on your keyboard.
2. Type the query criteria in the appropriate fields.

Note: Double-click in any field with a blue text label to obtain a list of values, or consult the Data Dictionary in [Appendix A](#) to identify appropriate criteria for a field.

3. To execute the query, click the  [Execute Query] icon on the toolbar or press <F8> on your keyboard.

The results of the query will be displayed in the form, and the gray Auto Hint bar at the bottom will count the number of records currently displayed. Only a limited number of records can be displayed on the screen at one time, so you may need to use the scroll bar on the right to view additional records.

The following example uses the Schedule Section Query Form ([SSASECQ](#)) to determine how many students were registered in Psychology 100, section 03, for Winter 2003.

1. Click the Enter Query icon or press <F7>.
2. Enter the query criteria in the appropriate fields:
 - Term: 200320
 - Subj: PSY
 - Crse: 100
 - Sec: 03
3. Click the Execute Query icon or press <F8>.

Using Wild Cards

The % sign can be used as a wild card when performing queries. The following example uses the Schedule Section Query Form ([SSASECQ](#)) to determine if any 100-level Business courses were offered in Winter 2003.

1. Click the Enter Query icon or press <F7>.
2. Enter the query criteria.
 - Term: 200320
 - Subj: BUS
 - Crse: 1%
3. Click the Execute Query icon or press <F8>.

Using Comparison Operators

By adding greater than and less than symbols (<,>) to your criteria, you can perform more complex queries. The following example uses the Schedule Section Query Form ([SSASECQ](#)) to determine which sections of ENG 100 for Winter 2003 had fewer than 10 registered students.

1. Click the Enter Query icon or press <F7>.
2. Enter the query criteria in the appropriate fields:
 - Term: 200320
 - Subj: ENG
 - Crse: 100
 - Enroll Act: <10
3. Click the Execute Query icon or press <F8>.

Counting Records

The query feature may also be used to return a count of how many records match your criteria. The following example uses the Schedule Section Query Form ([SSASECQ](#)) to determine how many sections of MTH 111 were offered in Winter 2003.

1. Click the Enter Query icon or press <F7>.
2. Enter the query criteria in the appropriate fields:
 - Term: 200320
 - Subj: MTH
 - Crse: 111
3. From the Query menu at the top of the screen, select Count Hits, or press <Shift> + <F2>. Banner will return a record count in the gray Auto Hint bar at the bottom of the screen.
4. To see the records, click the Execute Query icon or press <F8>.

Banner Reports

Banner reports are generated using Microsoft Access; they cannot be run from within the Banner system. [Quicknote 36](#) describes the Banner reports available through Microsoft Access in the ssem2000 database, how to open the database, and where to locate additional information about using each report. All Quicknotes are available online at <http://ww2.umflint.edu/its/helpdesk/qnindex.htm>.

Course Information

Course Information reports focus on registration and enrollment data for specific course sections. See [Quicknote 36A](#) for details. The following Course Information reports are available.

- Course Rosters
- Waitlists
- Missing Grades
- Grade Verification
- Department Enrollment
- Closed Classes
- Classes Near Capacity

Student Information

Student Information reports are alphabetized lists of student names and addresses based on criteria such as major or minority status. See [Quicknote 36B](#) for details. The following Student Information reports are available.

- Current Students by Major (Address/Phone)
- Current Students by Major (Detailed)
- Current Students by Minor (Address/Phone)
- Minority Students Registered
- Advising Report by Major
- Registration Audit Report

Transcript Analysis

The Transcript Analysis is an alphabetic list of courses for a student, including credit hours, grade, repeat indicator, term and course attributes. See [Quicknote 36C](#) for details. The following Transcript Analysis reports are available.

- Check Holds
- Institutional Transcript Analysis
- Transfer Transcript Analysis

Admission Information

Admission Information reports retrieves an alphabetized list of applicants or admitted students for the specified criteria. See [Quicknote 36D](#) for details. The following Admission Information reports are available.

- All Applicants or Admitted Students for Term
- Applicants or Admitted Students for a Specific Major and Student Type
- Applicants or Admitted Students for a Specific Major
- Applicants or Admitted Students for a Specific Student Type

Graduation Information

Graduation Information reports an alphabetized list of graduate's name, ID, address, phone number, graduation date, and deceased notification based on major and term criteria. See [Quicknote 36E](#) for details. The following Graduation Information reports are available.

- Graduated Students for Selected MAJOR(s) All Terms
- Graduated Students for Selected MAJOR(s) Select term
- Anticipated Graduates for Selected MAJOR(s) and Selected term

Student Information Services (SIS)

SIS is a web-based interface that allows faculty and students to access their personal records in the Banner system from any computer having an internet connection. A University ID number (not Banner User ID) and PIN are required for SIS login. Please consult the SIS website, <http://www.umflint.edu/sis>, for further information regarding login and usage.

SIS for Faculty

The following features are available in SIS for faculty with an active appointment.

- View address
- View e-mail address
- View teaching schedule
- View assigned class list(s)
- Process registration overrides
- Submit/view final grades
- View student information
- View student class schedule
- View assigned student transcript

Note: Course information is available only for courses for which the faculty member is an assigned instructor. Student transcript is available only for students who are currently enrolled in an assigned course or are assigned to the faculty member as an advisee (see section entitled "[Advisor Assignments](#)").

SIS for Students

The following features are available in SIS for all students.

- View address
- View/autoforward e-mail address
- View UMID
- View/search course schedule (during registration periods only)
- Submit registration
- View class schedule
- View/pay tuition bill
- View account detail
- View holds
- View grades
- View transcript
- View financial aid status
- View/accept financial aid awards
- View financial aid payment schedule

Help

This **User Reference Manual** is available in updated format on the ITS website, <http://ww2.umflint.edu/its/projects/banner.html>. Adobe Acrobat software is required to view the online manual.

Auto Hint provides helpful hints and error messages in the gray message bar at the bottom of the Banner screen. The outer window must be maximized in order to view Auto Hint. (see [Quicknote 31](#)).

On-line Help from the manufacturer user manuals is available through Dynamic Help Query, found in the Help menu. Use Dynamic Help to search for information about a specific form, block or field. Be sure the Banner button is selected in the help window, then click Display.

Several **Quicknotes** (listed below) are available to assist Banner users with routine and advanced features. View Quicknotes online at <http://ww2.umflint.edu/its/helpdesk/qnindex.htm>.

- Quicknote 30 - [How to Setup and Login to Internet-Native Banner \(INB\) 5.x](#)
- Quicknote 31 - [Logging in and Changing Your Password in Banner in INB 5.x](#)
- Quicknote 32 - [Internet-Native Banner Keystroke Chart](#)
- Quicknote 33 - [Conducting Person Searches in Banner](#)
- Quicknote 34 - [Creating & Modifying Your Personal Menu in Banner](#)
- Quicknote 36 - [Using Banner Reports in Microsoft Access](#)
- Quicknote 36a - [Banner Course Information Reports](#)
- Quicknote 36b - [Banner Student Information Reports](#)
- Quicknote 36c - [Banner Transcript Analysis Reports](#)
- Quicknote 36d - [Banner Admission Information Reports](#)
- Quicknote 36e - [Banner Graduation Information Reports](#)
- Quicknote 37 - [Printing Batch Prerequisite Check Report from Banner](#)
- Quicknote 38 - [How to Maintain Advisor Holds and Overrides](#)

Complete **user manuals** from the software manufacturer are accessible from the Banner server, N:\User\bdoc6x\bkshlf6x.pdf. Adobe Acrobat software is required to view the user manual files.

To report Banner **problems** or to obtain **personal assistance**, contact the ITS Helpdesk at 766-6804, or send e-mail to ITSHelpDesk@umflint.edu.

To obtain a Banner ID and password, you must first submit an online [Access Request form](#) and then complete the self-paced computer-based training. After your form and CBT score have been received your ID will be emailed to you. ID requests may take up to two business days to process. If you should ever need access to additional Banner forms or tables you must complete an [Access Change Request form](#). After approval of the change has been received, access will be granted.

Training Each department/unit on campus is responsible for giving the individual the necessary training to do their jobs. However, the Banner General Navigation training is required for all new users in the form of a self-paced computer-based tutorial (CBT). The CBT is located on Banner drive at N:\User\BanNav\setup.exe. The tutorial is self-paced; it should take you less than an hour to complete. Since procedures and standards vary from office to office, each department is responsible for training their employees in more specific uses of Banner modules.

Appendix A

Data Dictionary

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Banner Data Field	Definition	Format	Oracle Data Field	Banner Form
Academic Status	Denotes student's academic progress (usually determined by GPA) against requirements for continued enrollment in that college/school.	00 = No Status Available AC = Academic Status under Review AD = Academic Dismissal AP = Academic Probation FS = Flint Scholar GD = Good Standing UO = Up or Out WT = Warning on Transcript	SGBSTDN_ASTD_CODE_END_OF_TERM	SGASTDN
Address Line 1	First line of street address		SPRADDR_STREET_LINE1	SPAIDEN
Address Line 2	Second line of street address		SPRADDR_STREET_LINE2	SPAIDEN
Address Type		A1 = Primary BI = Billing BU = Business CA = Campus ER = Emergency PA = Parent	SPRADDR_ATYP_CODE	SPAIDEN
Admit Term	Term admitted to University or specific school/college.	See Term for valid codes	SGBSTDN_TERM_CODE_ADMIT	SGASTDN
Admit Type		CH = Challenge CM = Change of Instructional Mode CO = Contract/Conditional IT = Intracampus Transfer PR = Provisional/Probationary RE = Readmit SS = Summer Scholar Study ST = Standard	SGBSTDN_ADMT_CODE	SGASTDN
Advisor Code	Type of Advisor	ADVI = Advising Center HONR = Honors Advisor INDP = Independent Study Advisor MAJR = Major Advisor MENT = Mentor Advisor MINR = Minor Advisor PARA = Paraprofessional Advisor PEER = Peer Advisor THES = Thesis Advisor	SGRADVR_ADVR_CODE	SGAADVR
Campus		1 = Main 2 = Off-campus A = Ann Arbor D = Dearborn N = NetPlus!		SGASTDN
City			SPRADDR_CITY	SPAIDEN
Class	Class Standing based on credits completed	FR = Freshman (0-24.99 credits) SO = Sophomore (25-54.99 credits) JR = Junior (55-84.99 credits) SR = Senior (85+ credits) GR = Graduate (post-baccalaureate work)		SGASTDN
College	Individual college or school which grants the	00 = No College Designated	SGBSTDN_COLL_CODE_1	SGASTDN

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	degree and directs the program curriculum.	AS = College of Arts & Sciences EH = School of Education and Human Svcs. HP = School of Health Professions & Studies MG = School of Management RK = Rackham School of Graduate Studies		
Confidentiality Indicator	Indicates if person's information is considered confidential/unlisted.	Y = Confidential		
County		See Banner List of Values for code references.	SPRADDR_CNTY_CODE	SPAIDEN
Course	Three digit number associated with Subject to identify course.	Generally 100-899; see Banner List of Values for code references.	SSBSECT_CRSE_NUMB	SFASLST
Course Reference Number (CRN)	Uniquely identifies course sections for a specific term.	Use SSASECQ to look up CRN for given term.	SSBSECT_CRNT	SFASLST
Course Status (see Registration Status)	Identifies the course enrollment status		SFRSTCR_RSTS_CODE	SFAREGS
Current Name	Full name	First Middle Last name	SPRIDEN_CURR_NAME	
Deceased Indicator	Indicators if individual is deceased.	Y = Deceased		
Deceased Date	Date of death, if known.			
Degree	Program title conferred to student upon completion of graduation requirements.	See Banner List of Values for code references.	SGBSTDN_DEGC_CODE_1	SGASTDN
Degree Status	Status of students degree, for example sought, awarded, etc.	AW = Awarded PN = Pending SO = Sought	SHRDGMR_DEGS_CODE	SHADEGR, SHADGMQ
Department 1	Department for Major 1	See Banner List of Values for code references.	SGBSTDN_DEPT_CODE	SGASTDN
Department 2	Department for Major 2	See Banner List of Values for code references.		SGASTDN
Email	Type of Electronic Mail Address	BU = Business CA = Campus (Official University Email) HM = Home UNIQ = student's unickname	GOREMAL_EMAL_CODE	GOAEMAL
Enrolled Indicator	Do Not Use			
Enrollment Status	Status of student's enrollment for specified term.	AC = Admin. Drop With Charges AN = Admin. Drop No Charges CN = Enrollment Cancelled EL = Eligible to Register W1 = Withdrawn NetPlus! Refund W2 = Withdrawn NetPlus! No Refund WA = Withdrawn After 2 Weeks WB = Withdrawn Before 2 Weeks Refund WN = Withdrawn NetPlus! No Refund WR = Withdrawn NetPlus! Refund		
Ethnicity		1 = African American/Black 2 = Asian or Pacific Islander 3 = Native American 4 = Hispanic/Latino 5 = White 7 = Multi Racial / Multi Ethnic 9 = No Indication	SPBPERS_ETHN_CODE	SPAPERS
First Name			PERS_FIRST_NAME	SPAIDEN
Full/Part-Time Indicator	Full-time or Part-time status based on number	F = Full time	SGBSTDN_FULL_PART_IND	SGASTDN

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	of credits registered for term	P = Part time		
Gender		Male Female Unknown	SPBPERS_SEX	SPAPERS
Grade/Final Grade	Grade assigned to student for specified course; determines honor points awarded	See Banner List of Values for Grade Codes	SHRGRDE_CODE	SFASLST, Various Others
Grade Mode	Indicates how course will be graded	0 = Standard (ABCDE) 1 = (ABCDD->N) 2 = (ABCD>N) 4 = (ABCC->N) 5 = (ABC>N) A = Audit C = Conversion M = Mott/UM-Flint Consortium P = Pass/Fail T = Transfer	SFRSTCR_GMOD_CODE	SFAREGS, Various Others
Graduation Status		GR = Graduated IN = Will not graduate, Inactive NO = Will not graduate, per student PG = Plans to graduate	SHRDGMR_GRST_CODE	SHADEGR, SHADGMQ
Graduation Term	Actual or anticipated graduation term	See Term for valid codes	SGBSTDN_TERM_CODE_GRAD	SGASTDN
ID	Identification Number of a person or organization.	Use SOAIDEN to look up valid ID for a given name.	SPRIDEN_ID	SPAIDEN
Instructor	Faculty member assigned to course.		SPRNAME_NAME	SFASLST
Last Name			PERS_LAST_NAME	SPAIDEN
Level	Level is used to denote which degree transcript a course should be applied to; Degrees sought during different attendance periods are recorded on separate transcripts.	00 = Undeclared UG = Undergraduate U2 = Second Degree U3 = Third Degree GR = Graduate UT = Physical Therapy, Undergraduate PT = Physical Therapy, Graduate	SGBSTDN_LEVEL_CODE	SGASTDN
Major 1	Primary Major	See Banner List of Values for code references.	SGBSTDN_MAJR_CODE_1	SGASTDN
Major 2	Second Major	See Banner List of Values for code references.	SGBSTDN_MAJR_CODE_1_2	SGASTDN
Middle Name			SPBPERS_MI	SPAIDEN
Minor 1	Minor for Major 1	See Banner List of Values for code references.	SGBSTDN_MAJR_CODE_MINR_1	SGASTDN
Minor 2	Minor for Major 2	See Banner List of Values for code references.	SGBSTDN_MAJR_CODE_MINR_1_2	SGASTDN
Override Codes	Permit Override Codes for Registration	ALL = Override All Restrictions CAP = Capacity (Waitlist) Override DUP = Duplicate Section Override PREREQ= Prerequisite Override	SFRSRPO_ROVR_CODE	SFASRPO
Part of Term		1 = Full Term N1 = NetPlus! Year One N2 = NetPlus! Year Two	SFRSTCR_PTRM_CODE	SFAREGS, Various Others
Phone area code			PHONE_AREA	SPAIDEN
Phone Extension			PHONE_EXT	SPAIDEN
Phone Number			PHONE_NUMBER	SPAIDEN
Phone Type	Associates phone number with appropriate address	A1 = Primary BI = Billing	TELE_CODE	SPAIDEN

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		BU = Business CA = Campus CELL = Cellular Phone ER = Emergency FAX = Fax PA = Parents		
Preferred Name	Preferred first name, such as nickname		PERS_PREF_FNAME	SPAIDEN
Primary Advisor Indicator	Indicates primary advisor; only one advisor per student may be designated primary	Y = Primary Advisor	SGRADVR_PRIM_IND	SGAADVR
Program	Program of Study	See Banner List of Values for code references.	SGBSTDN_PROGRAM_1	SGASTDN
Rate	Tuition rate	See Banner List of Values for code references	SGBSTDN_RATE_CODE	SGASTDN
Registered Indicator	Indicates that student is registered (RSTS_CODE = RE) for at least one course for specified term.	Y = Registered		
Registration Status	Describes student's registration status for specified course; determines whether registration is counted in enrollment for official term reports and may also determine fees for course.	AC = Administrative Drop, With Charges AN = Administrative Drop, No Charge CC = Course Cancelled CN = Enrollment Cancelled DC = Drop Course, No Charge DD = Drop/Delete DR = Drop Course, With Charge DW = Web Dropped RE = Registered RW = Web Registered W1 = Withdrawn NetPlus! Refund W2 = Withdrawn NetPlus! No Refund WA = Withdrawn After 2 Weeks WB = Withdrawn Before 2 Weeks WL = Waitlisted WN = Withdrawn NetPlus! No Refund WR = Withdrawn NetPlus! Refund	SFRSTCR_RSTS_CODE	SFASLST, SFAREGS
Residence	Resident of the state of Michigan	0 = Undeclared N = Non-Resident R = Resident	SGBSTDN_RESD_CODE	SGASTDN
Section	Course Section Number		SSBSECT_SEQ_NUMB	SFASLST
SSN	Social Security Number	000000000	SPBPERS_SSN	SPAPERS
State	Two-letter abbreviation for state, territory, or Canadian province.		SPRADDR_STAT_CODE	SPAIDEN
Student Status	Active status is eligible to register. Once a student is admitted, they automatically receive Active status. If a student has not registered in a period of one year, they receive an Inactive status for the current term.	AS = Active IS = Inactive GD = Graduated	SGBSTDN_STST_CODE	SGASTDN
Student Type	Describes student's status as a new or continuing student; used to track groups for IPEDS reporting.	0 = Undeclared C = Continuing D = Dual Enrollee F = First Time in College G = Guest N = New Graduate P = Professional	SGBSTDN_STYP_CODE	SGASTDN

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		S = Non-Candidate for Degree T = Transfer		
Subject	Three-letter subject code, such as BIO, HIS, ENG, etc.	See Banner List of Values for code references.	SSBSECT_SUBJ_CODE	SFASLST
Term		4 digit year + 2 digit term. 199910 = Fall 1998 199920 = Winter 1999 199930 = Spring 1999 199940 = Summer 1999 200010 = Fall 1999	STVTERM_TERM_CODE	SGASTDN, Various Others
Zip Code	5 or 9 digit zip code		SPRADDR_ZIP	SPAIDEN

Glossary

Block - A section of related information within a form.

Field - The areas in a form where you can enter, query, or change information and where existing information is displayed.

Form - Adapted from the traditional, paper-based forms, a Banner form is a screen that allows the user to interactively enter and look up related information in the Banner database. These types of forms include:

- **Application:** enter, update or query information.
- **Validation:** define specific values for certain fields, such as term code, state code, etc.
- **Rule/control:** define the rules that impact processing on other forms, such as tuition calculation.
- **Query/inquiry:** look up existing information, usually for the purpose of bringing information back to the calling form.

Key Block - The first block in each form which contains the required fields for further use of the form.

List of Value (LOV) - Displays a list of values for the current field.

Menu - A list of related forms and/or submenus.

Modules - Each system is comprised of several modules representing business processes of the University. These modules can be viewed in Banner by expanding the menu for each system.

Query - Used to search for occurrences of a particular value or type of data within a form.

Rollback - Clears the form and returns the cursor to the key block.

Systems - The Banner systems currently in production at UM-Flint are:

- Student
- Financial Aid
- General

Wildcards - Symbols used to represent one or more missing characters. The two wildcard symbols are the percent sign (%) and the underscore (_). The % represents one or more character positions, whereas, _ represents exactly one character position. Each wildcard can be used multiple times within a word. The following example demonstrates use of wildcards to search for the name "Jon McClennan," which could have many spellings.

- **Ex. 1:** mcclennan, jo% would obtain people whose first name begins with 'jo' and whose last name is 'mcclennan' (John, Jon, Jonathan, etc.)
- **Ex. 2:** m%n, john would obtain people whose first name is 'john' and whose last name begins with 'm' and ends with 'n' (MacLennon, McClennan, McMahan, etc.)
- **Ex. 3:** mclenn_n, john would obtain people whose first name is 'john' and whose last name begins with 'mclenn' and has exactly one character missing before ending in 'n' (McClennan, McClennen, McClennon, etc.)
- **Ex. 4:** m%len_n, jo% combines all of the above examples

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