

Administrative Assistants, Deans, and Departmental Chairs Banner Training

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How to Log in to INB Banner

Go to <http://www.apsu.edu/banner>

Banner Resources

Use the links options below to access Banner or Argos resources.

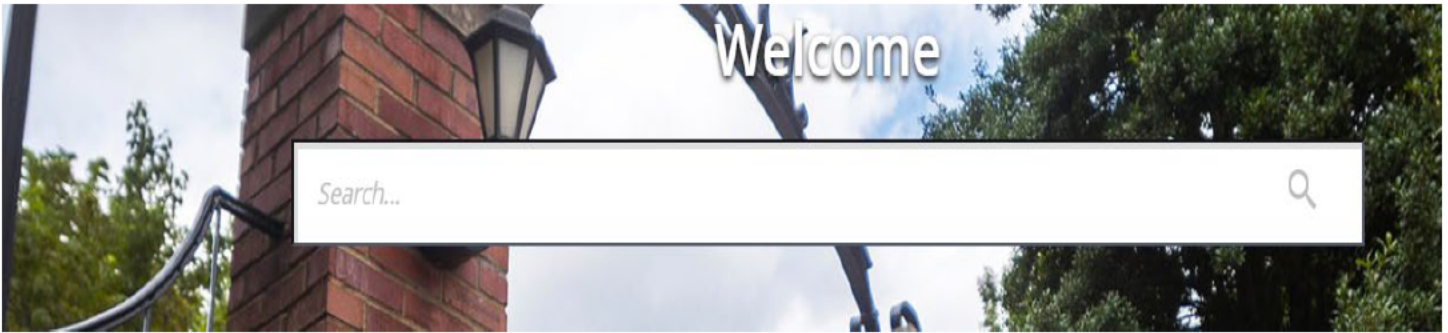
Banner Production	^
Access Banner PROD (requires VPN)	←
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CAS Logins
[Admin Pages \[PROD\]](#)
[Self-Service Banner \(SSB\)](#)
[CAS Logout](#)

Banner 9 Logins
[Banner 9 Admin Pages \[PROD\]](#)

[Evision Products \(Argos, FormFusion, IntelCheck\)](#)

Self-Service Banner (SSB)
[Production Database \[PROD\]](#)



Enter the Banner screen

BANNER Terms

Banner terms	
	Year ends in a certain number YYYY8# = Fall terms YYYY1# = Spring terms YYYY5# = Summer
Main Campus	
Fall	84
Spring	14
Summer	54
Fort Campbell Terms	
Fall I	81
Fall II	87
Spring I	11
Spring II	17
Summer III	57

Common Screens

Item	Banner
Catalog	SCACRSE, SCADETL, SCAPREQ
	SSASECT, SSADETL, SSAPREQ,
Classroom Info	SSAMATX
Faculty Info	SPAIDEN, SOAIDEN, SOAIDNS
	SIAINST, SIAFPER, SPAPERS
	SIAASGN (2 nd block)
	SIAASGQ
	SPAIDEN

General Student

Item	Banner
Screens	SGASTDN
	SGASTDN (Veteran), SPAPERS

Admissions

Item	Banner
Screens	SOAHSCH
	SOAPCOL
	SOATEST
	SDACRV

Registration and Fees

Item	Banner
Screens	SGAADVR
	SFASRPO
	SPAAPIN

General Menu Screen (Direct Access Screen)

- After you log in, the General Menu Screen will appear
- At the **Go To...** line you will type in the form you want to access. All forms are seven characters.
- Note: if you are in another form and you wish to go to another one, you may press your F5 key and across the top of the page the **Go To...** will appear so you may direct access to another form without closing your current form. Don't open too many windows at once or it will freeze and you will have to close out of Banner completely and log back in.

My Banner

- This allows you to customize your own menu. It is used to build a menu that is specific to you and the forms you most frequently use or want to access without having to go through the Banner menu.

FORMS

General Person, Admissions and Student Information

- **SPAIDEN** – General person information (current identification, alternate identification, address, telephone, biographical, e-mail, emergency contact)
- **SOATEST** – Students test scores (ex: ACT, GRE, Compass, SAT, etc)
- **SAADCRV** – Admissions application information (admissions decision, test scores, high school, college)
- **SOAHSCH** – High School information a student attended
- **SOAPCOL** – Prior college student attended
- **SGASTDN** – Learner information such as summary curricula
- **SOAHOLD** – Hold screen shows holds placed on student

Catalog

- **SCACRSE** – Form used to build a new course
- **SCADETL** – Form used to build specifics about a course such as equivalent courses (ex: course has been renumbered), course description, co-requisites
- **SSAPREQ** – Prerequisites built at the schedule level
- **SCAPREQ** – Prerequisites built at the catalog level

Schedule

- **SSASECT** – Form used to build a new course in the schedule. This is where the CRN (course registration number) is generated
- **SSADETL** – Form used to build specifics about a course in the same manner as in SCADETL (catalog) but at the schedule level
- **SSAAPREQ** – Prerequisites built at the schedule level
- **SSAMATX** – Used to see what rooms are being used for the term/semester – can also query a specific building

Registration

- **SGAADVR** – Assigned advisor to a student
- **SFASRPO** – Registration Permit-Overrides assigned to a student for a given term
- **SPAAPIN** – Alternate PIN assigned to student (student must have this in order to register for classes)

- **SIAASGN** – Faculty assignments for a given faculty and given term
- **SFAREFQ** – Students schedule for a given term
- **SZAREGH** – Students Registration History w/grades – does not reflect grade changes
- **SFASTCA** – Student Course Registration Audit Trail
- **SFASLST** – Class roster w/mid-term and final grades for a given course/term

Academic History

- **SHAINST** – Students Academic Standing at the end of a given term
- **SHATERM** – Students stats for a given term or multiple terms (GPA information, term grade information)
- **SHACRSE** – Query of all or by term course work for a given student
- **SHADEGR** – Degrees awarded for a given student

Faculty Load – (forms used for faculty load)

- **SIAISNT** – Faculty Load Information
- **SIAASGN** – Faculty assignments for a given faculty and a given term

SCACRSE (Catalog)

(Ctrl + page down) – this will show you if the course is active and how many credit hours it is worth

- Enter subject – • Course number –
- Term –
- Go

The screenshot shows a web browser window with the title "Bask Course Information SCACRSE 9.3.13 (PROD)". The search interface includes the following elements:

- Subject:** A dropdown menu with "ACCT" selected and "Accounting" displayed to the right.
- Course:** A dropdown menu with "2010" selected.
- Term:** A dropdown menu with "202004" selected.
- Course Title:** A text field displaying "Principles of Accounting I".
- Buttons:** "ADD", "RETRIEVE", "RELATED", and "TOOLS" are visible in the top right. A "GO" button is located at the bottom right of the search area, with an arrow pointing to it.
- Footer:** A grey bar at the bottom contains the text: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

Click RELATED for additional information about the course

Basic Course Information SCACRSE 9.3.13 (PROD) ADD RETRIEVE **RELATED** TOOLS

Subject: ACCT Accounting Course: 2010 Term: 202084 Course Title: Principles of Accounting I Start Over

COURSE DETAILS Insert Delete Copy Filter

From Term: 201914 Copy To Term: 999999

Course Title: Principles of Accounting I Approval: A Approved

College: BN College of Business CIP: 520301 Accounting

Division: Department: AFE Accounting Finance and Econ Prerequisite Waiver: Duration:

Status: A Active

Continuing Education Tuition Waiver Additional Fees

Prerequisite Check Method: Basic or None CAPP DegreeWorks Syllabus Exists Long Title Exists

Hours	Low	None/Or/To	High
CEU or Credit	3.000		
Billing *	3.000		
Lecture	3.000		
Lab			
Other			
Contact	3.000		

Repeat Details: Limit: Maximum Hours: Repeat Status:

Use the RELATED to see the list of screens available for information.

ADD RETRIEVE **RELATED** TOOLS

Q s

- Course Details [SCADETL]
- Reg. Restrictions [SCARRES]
- Schedule Restrictions [SCASRES]
- Pre-requisites [SCAPREQ]
- Base Course Maintenance [SCABASE]
- College/Department Text [SCATEXT]
- Syllabus [SCASYLB]
- Mutually Exclusive Courses [SCAMEXC]

SCADETL

(Course Detail Information / catalog level)

Accounting ...

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

- GO

* COREQUISITE COURSE

From Term	To Term	Maintenance
20131F	999999	

...

Record 1 of 1

* EQUIVALENT COURSE

From Term	To Term	Maintenance
200781	999999	

Subject *	Course *	Start Term *	End Term *
ACCT	201	000000	200754
ACCT	201	200781	999999
ACCT	201F	000000	200754
ACCT	201F	200781	999999

Record 1 of 4

- View Corequisite courses/Equivalent courses (for repeats) > Next Tab
- View Fee Codes > Next Tab
- Degree Attributes > Next Tab
 - MIL = FC Military/Family member discount
 - BUS = Business Course Fee
 - DIS = Disability Fee Waiver
 - TRAD = Traditional Courses
- Transfer Institutions > Next Tab
- Supplemental Data > Next Tab
- Course Description > Next Tab
- Course Text > Next Tab
- Integration Partners > Next Tab

SCAPREQ

Pre-requisites (built at the catalog level)

This form will show prerequisites built at the catalog level.

- Go

The screenshot shows a search form titled "Catalog Prerequisite and Test Score Restrictions SCAPREQ 9.3.14 (PROD)". It includes fields for "Subject" (with "ACCT" entered), "Course" (with "2010" entered), "Term" (with "202084" entered), and "Course Title" (with "Principles of Accounting I" entered). Below the form is a "Get Started" instruction: "Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER."

The screenshot shows the search results page for "Principles of Accounting I". It includes a "Course Prerequisite Information" section with a "Copy" button and a "Prerequisite Check Method" section with radio buttons for "Basic or None", "CAPP", and "Degree/Works".

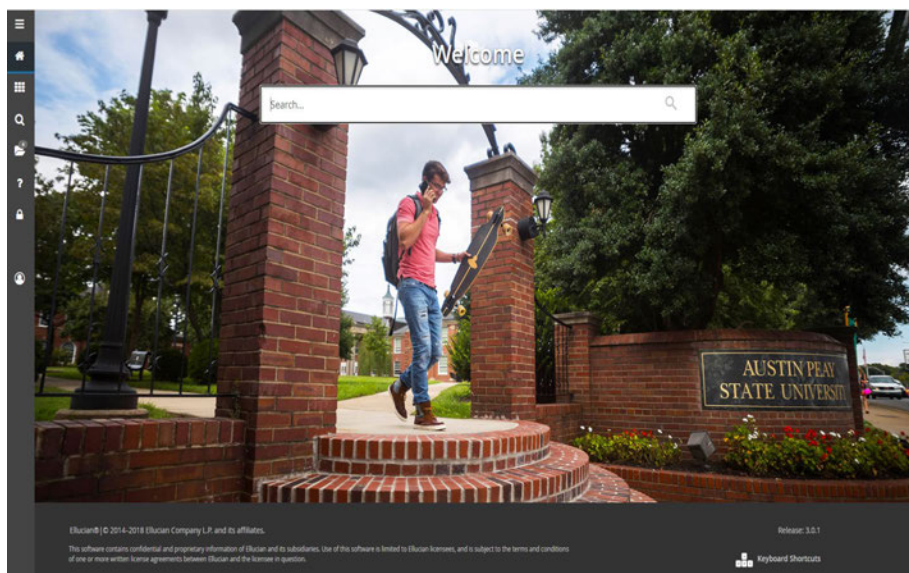
To view prerequisites (includes courses and test scores)

- Tab over

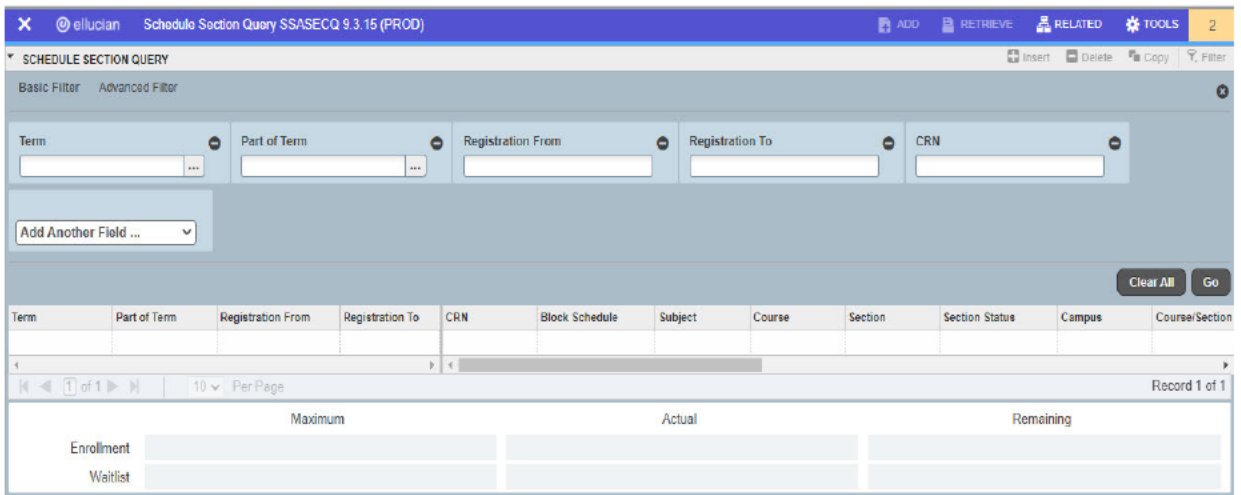
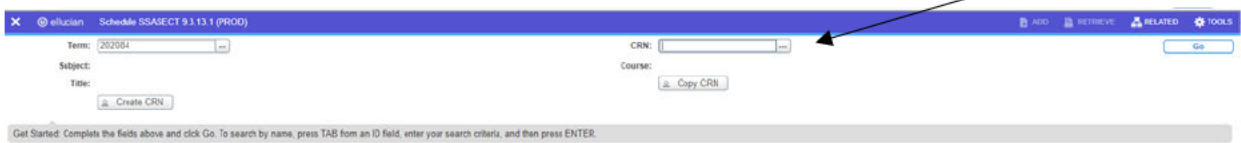
SSASECT

(Class Schedule) Search Function in BANNER

In the "Go to" field, type in "SSASECT"



- Enter “Term”
- Enter the six-digit term
- May also click on the drop-down arrow and choose the option “List of Existing Terms – choose the correct term and click “OK”
- Enter CRN (course registration number) – if you do not know the CRN click the drop down arrow next to the field and it will take you to SSASECQ where you can query for CRN



- At this point, you may use any of the open fields to search for a course enter the term and click Add Another Field drop down for the subject, the course number, section number, course/section title, et cetera
- Enter the information in the field and hit the Go key or execute query to begin the search. **Example:** entering HIST in the subject field will display all History classes offered for the term
- You can further narrow the scope of the search by entering additional information. **Example:** entering HIST in the subject field and 2010 in the course field will display only the HIST 2010 courses offered for the term.
- Once the courses are displayed, you can scroll down the page until you find the course you are looking for and then double-click in any field to return to SSASECT for a display of the courses.
- Double click on the course you are searching for and it will populate in SSASECT.

SCHEDULE SECTION QUERY

Basic Filter Advanced Filter

Enter a query; press F8 to execute.

Term: 202184 Part of Term: Registration From: Registration To: CRN: Subject: HIST Course: 2010 Add Another Field ...

Clear All Go

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus	Course/Sect
202184	1			1168		HIST	2010	01	A	14M	Early Unite
202184	1			1262		HIST	2010	03	A	14M	Early Unite
202184	1			1170		HIST	2010	04	A	14M	Early Unite
202184	1			1169		HIST	2010	05	A	14M	Early Unite
202184	1			1411		HIST	2010	06	A	14M	Early Unite
202184	1			1418		HIST	2010	07	A	14M	Early Unite
202184	1			1412		HIST	2010	08	A	14M	Early Unite
202184	1			1209		HIST	2010	10	A	14M	Early Unite
202184	1			1248		HIST	2010	10H	A	14M	Early Unite
202184	1			1210		HIST	2010	11	A	14M	Early Unite

Record 1 of 48

Maximum Actual Remaining

CANCEL SELECT

Or return to SSASECT, the term number and the CRN for the course you selected will be displayed.

ellucian Schedule SSASECT 9.3.19 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 202184 CRN: 1168 Subject: HIST Course: 2010 Title: Early United States History Start Over

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

COURSE SECTION INFORMATION

Subject: HIST HISTORY Campus: 14M APSU, Clarksville Campus Grade Mode: Status: A Active Session: Course Number: 2010 Schedule Type: LEC Lecture Special Approval: Section: 01 Instructional Method: CON Face-to-Face Instruction Duration: Cross List: Integration Partner: Override Duration:

CLASS TYPE

Traditional Class Part of Term: 1 08/23/2021 12/10/2021 16

Open Learning Class First Last Registration Dates: Start Dates: Processing Rules Maximum Extensions: 0

CREDIT HOURS

Credit Hours 3.000 3.000 Lecture 3.000 3.000 Credit Hours Indicator: None To Or Lecture Indicator: None To Or

SAVE

:

Check Enrollment

- Section Options on the menu bar
- Select Enrollment info
- The class cap, number of students enrolled and the seats remaining will appear in the bottom half of the screen
- Roll Back by clicking on the arrow next to the Save icon

@ellucian Schedule SSASECT 9.3.19 (PROD)

 ADD RETRIEVE RELATED TOOLS

Term: 202184 CRN: 1168 Subject: HIST Course: 2010 Title: Early United States History
 Start Over

Course Section Information | **Section Enrollment Information** | Meeting Times and Instructor | Section Preferences

Enrollment Details | Reserved Seats

ENROLLMENT DETAILS

 Insert Delete Copy Filter

Maximum *	34	Waitlist Maximum *	0	Projected *	0
Actual	8	Waitlist Actual	0	Prior	0
Remaining	26	Waitlist Remaining	0	<input type="checkbox"/> Reserved	
<input type="checkbox"/> Authorization Codes Active for Section		Generated Credit Hours 24.000			

Census One

Enrollment Count	8	Freeze Date	09/05/2021
------------------	---	-------------	------------

Census Two

Enrollment Count	0	Freeze Date	
------------------	---	-------------	--

Add Authorization Registration Dates

Calculated Section Start Date	08/23/2021	Add Authorization Start Date		Waitlist Notification Ending Date	
-------------------------------	------------	------------------------------	--	-----------------------------------	--

SAVE

Days/Times/Location

- To check the days/times a course is offered as well as the room, make sure you are in "SSASECT" with the course information displayed
- Then either Next Block to display the Meeting Time portion of the screen:

@ellucian Schedule SSASECT 9.3.19 (PROD)

 ADD RETRIEVE RELATED TOOLS

Term: 202184 CRN: 1168 Subject: HIST Course: 2010 Title: Early United States History
 Start Over

Course Section Information | Section Enrollment Information | **Meeting Times and Instructor** | Section Preferences

Times and Instructors | Scheduler Preferences

Meeting Dates | Meeting Location and Credits

SCHEDULE

 Insert Delete Copy Filter

Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time
...	CLAS	08/23/2021	12/10/2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0855

Record 1 of 1

INSTRUCTOR

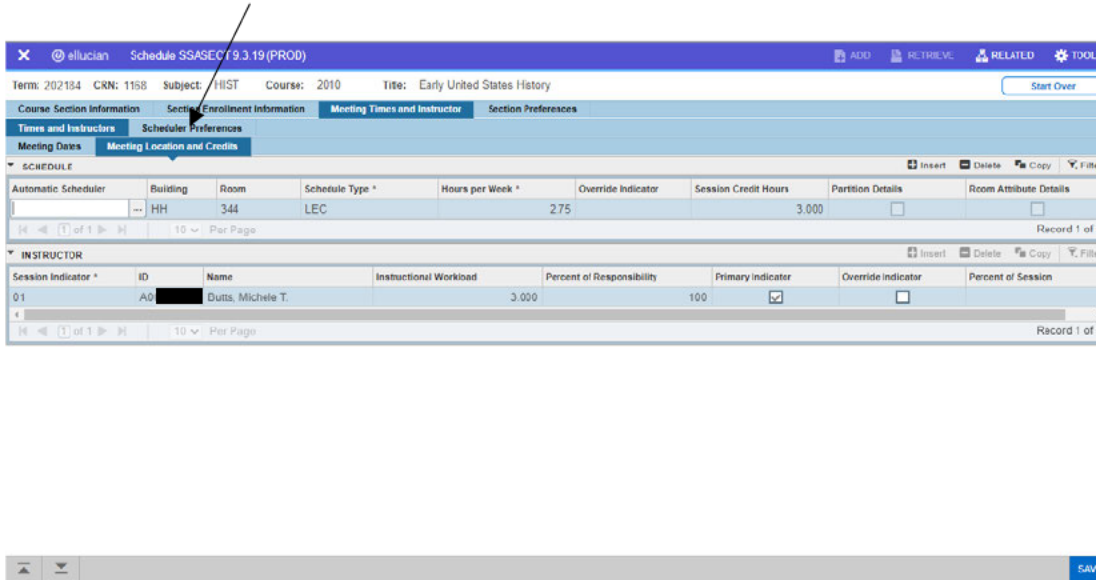
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	A0	Butts, Michale T.	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Record 1 of 1

SAVE

- This will display
 - Days/times/location a course is offered
 - Meeting type start and end dates of the course

You will need to scroll over to the right using the scroll bar at the bottom of the page in order to see the location of the class and instructor assigned



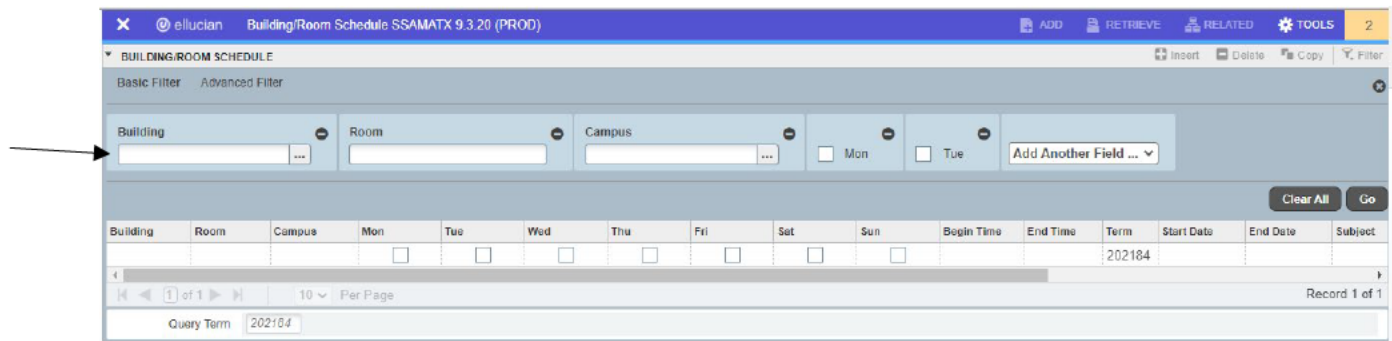
Return to original SSASECT

- Next Block located in the lower left hand or click the Course Section Information Tab to return to the original SSASECT screen

SSAMATX (Building Room Schedule)

At the “Go to” field type “SSAMATX”

- Enter Building Code and Room number
- Click on the down arrow under “Building” to choose the building if you do not know the Banner Building Code (you can query this form by any of the fields) use the Add Another Field to add the Term



Building/Room Schedule SSAMATX 9.3.20 (PROD)

BUILDING/ROOM SCHEDULE

Active filters: Building: KB Room: 111 Term: 202184 Clear All Filter Again

Building	Room	Campus	Meeting Patterns Days	Meeting Patterns Times	Term	Begin and End Dates	Subject	Course	CRN	Cross List	Function
KB	111	14M	WF	0800-0855	202184	23-AUG-2021/10-DEC-2021	APSU	1000	1445		
KB	111	14M	TR	0830-0925	202184	23-AUG-2021/10-DEC-2021	APSU	1000	1465		
KB	111	14M	WF	0905-1000	202184	23-AUG-2021/10-DEC-2021	APSU	1000	1454		
KB	111	14M	TR	0935-1030	202184	23-AUG-2021/10-DEC-2021	APSU	1000	1478		
KB	111	14M	WF	1010-1105	202184	23-AUG-2021/10-DEC-2021	APSU	1000	1470		
KB	111	14M	TR	1110-1205	202184	23-AUG-2021/10-DEC-2021	APSU	1000	1498		
KB	111	14M	WF	1115-1210	202184	23-AUG-2021/10-DEC-2021	APSU	1000	1488		
KB	111	14M	WF	1220-1315	202184	23-AUG-2021/10-DEC-2021	APSU	1000	1507		
KB	111	14M	TR	1245-1410	202184	23-AUG-2021/10-DEC-2021	MGT	4090	1808		
KB	111	14M	MW	1325-1420	202184	23-AUG-2021/10-DEC-2021	APSU	1000	1530		
KB	111	14M	TR	1420-1515	202184	23-AUG-2021/10-DEC-2021	APSU	1000	1540		

Record 1 of 11

Query Term 202184

SPAIDEN

(General Person Identification)

Next Block

Enter ID (a warning will appear if the student has requested their information be confidential)

Student's preferred (current name)

- enter the students A# or if you do not know the A# click the 3 little dots to bring up the search engine.

General Person Identification SPAIDEN 9.3.18 (PROD)

ID:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Option List ✕

[Person Search](#)

[Non-Person Search](#)

[Alternate ID Search](#)

Person Search SPAIDEN 9.3.12 (PROD)

PERSON SEARCH Enter a query; press F8 to execute.

Basic Filter Advanced Filter

ID Last Name First Name Middle Name

Change Indicator

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix	Suffix	Name Type

Record 1 of 1

Case Insensitive Query Case Sensitive Query

- Click to see previous names or IDs

“Address” tab

- Click to view all addresses (campus, local, permanent, mailing, etc.) by using the scroll down button.

“Telephone” tab

- Click to view telephone numbers.

“Biographical” tab

- Click to view gender, birth date, citizenship, etc.

“Email” tab

- Click to view the student’s email addresses.

“Emergency Contact” tab

- Click to view emergency contact information.

SOATEST (Test Scores)

TEST SCORES

- On **SOATEST**, you can view
 - ACT scores
 - A01: English
 - A02: Math
 - A03: Reading
 - A04: Science Reasoning
 - A05: Composite
 - SAT scores
 - S01: Verbal
 - S02: Math
 - S10: Combined Scores
 - COMPASS
 - CW01: COMPASS Writing

- CM01: COMPASS Math (Pre-Alg)
- CM02: COMPASS Math (Alg)
- CR01: Reading ○ Best Scores for Placement

○ Developmental Placement

Enter the A# and Go

Test Code *	Description	Test Score *	Test Date *
A01B	ACT Best English	20	10/17/2017
A04B	ACT Best Science Reasoning	22	10/17/2017
A02B	ACT Best Math	17	10/05/2017
A03B	ACT Best Reading	22	10/05/2017
A05B	ACT Best Composite	20	10/05/2017
DSPM	Developmental Studies Math	3	10/05/2017
DSPR	Developmental Studies Reading	4	10/05/2017
DSPW	Developmental Studies Writing	4	10/05/2017
A01	ACT English	20	10/01/2017
A02	ACT Math	17	10/01/2017

SAADCRV (Admissions Decision)

Admissions Decision

- On SAADCRV, you can view ○
 - Entry Term ○ Admissions Decision ○ Admission Status ○ Admission Type ○ StudentType Residency
 - On Tabs, you can review
 - High School
 - Prior College
 - Test Scores

ellucian Admissions Decision SAADCRV 9.3.12 (PROD) ADD RETRIEVE RELATED TOOLS

ID: A0 [REDACTED] Term: [REDACTED] Start Over

Decision Processing High School Review Prior College and Degree Review Test Score Review

APPLICATION SUMMARY

Entry Term *	Decision	Decision Description	Status *	Status Description	Application Date *	Application Number *	Admission Type	Admission Type Description	Session
201784	AI	Admit, Uncond., AC...	D	Decision Made	11/29/2016	1	GC	Freshmen with College Credit	

1 of 1 Per Page Record 1 of 1

CURRICULUM

Priority	Program	Level	College	Campus	Degree	Catalog Term
1	BS_CSC	UG	SM		BS	201784

1 of 1 Per Page Record 1 of 1

FIELD OF STUDY

Type	Code	Department
MAJOR	CSC	CSCI

1 of 2 Per Page Record 1 of 2

Application Decision Application Decision Letter Decision Calculator Rating Review

DECISION DATA

Decision Code *	Description	Significant Decision	Institution Acceptance	Applicant Acceptance	Institution Rejection	Inactive Application	Maintained Ind	Maintained by
A	Admit, Uncond., ACT 26 or o...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U	USER

1 of 1 Per Page Record 1 of 1

Activity User WESTS SAVE

Prior High School and Colleges

In the “Go To” field, type in SOAHSCH

ellucian High School Information SOAHSCH 9.3.13 [TBR: 1.4] (PROD) ADD RETRIEVE RELATED TOOLS 1

ID: Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

High School Details High School Subjects High School Address

HIGH SCHOOL DETAILS

High School	142045 ... Gillespie High School	Percentile	<input type="text"/>
Enrollment Planning		GPA	1.41
Service Code		Diploma	RD ... Regular High School Diploma
Graduation Date	05/30/1997	<input checked="" type="checkbox"/>	College Preparation
Transcript Received	12/21/2020	Admissions Request	<input type="text"/> ...
Date			
Class Rank and Size	<input type="text"/> / <input type="text"/>		

1 of 1 Per Page Record 1 of 1

Exit out of this form

- In the “Go To” field type in “SOAPCOL” at the “Go To field”
- hit Go.
- Next Block type in the students ID

ellucian Prior College SOAPCOL 9.3.13 (PROD) ADD RETRIEVE RELATED TOOLS

ID: Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Prior College and Degree Majors, Minors, Concentrations Prior College Address

PRIOR COLLEGE Insert Delete Copy Filter

Prior College	003228 Miller-Motte Tech College	Transcript Reviewed Date	09/09/9999
Transcript Received Date	03/02/2021	Admissions Request	
<input type="checkbox"/> Official Transcript		Enrollment Planning Service Code	

1 of 4 Per Page Record 1 of 4

DEGREE DETAILS Insert Delete Copy Filter

Degree	NDUG Nondegree Undergraduate	College	
Degree Date		Transfer Hours	
<input type="checkbox"/> Primary Degree Indicator		GPA	
Attended From	11/30/2015	Honors	
Attended To	12/23/2015	Goal	
Year	NAOC		

1 of 1 Per Page Record 1 of 1

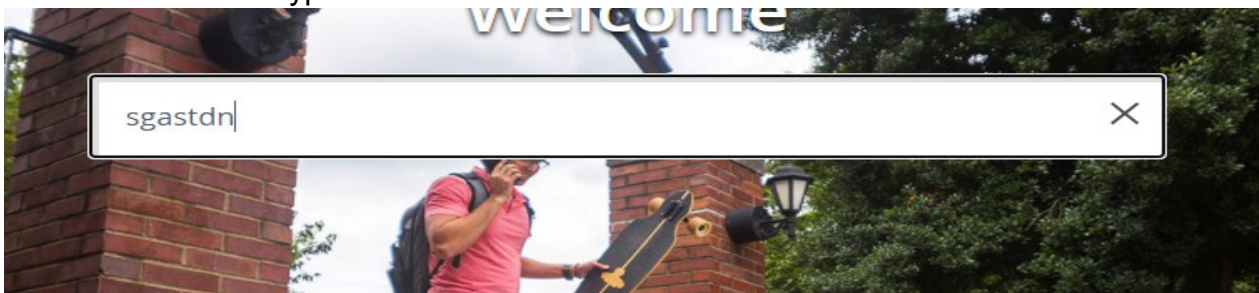
SAVE

This form will show the transfer institutions for the student if they have any. If they have more than one, use the next arrow to move to the next file. The Transcript Received Date will show when the transcript was received by the Admissions Office. The Transcript Reviewed Date will show when the Registrar's Office has completed that transcript. Official Transcripts will be marked if the transcript received was official.

On the form under Degree Details, you will see if the student complete a degree at the transfer institution.

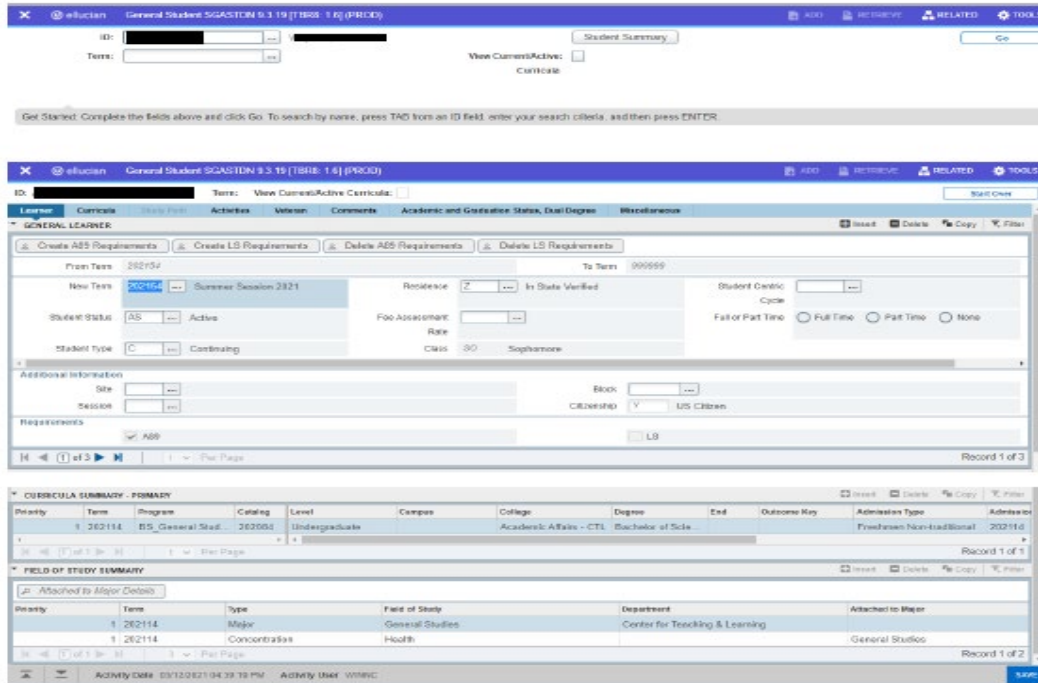
SGASTDN (General Student)

In the "Go To" field type "SGASTDN" enter



- Type Banner ID or Last Name, First Name (upper and lower case)

- Hit Go (this will bring up the General Person Record for the student selected) • Next Block into the student's record



As we move through each of the tabs, we will see historical information:

This is a screen shot of the curriculum tab.

This is a “snapshot” of the student (learner) by term and you can go from term to term by using the arrows at the right of the screen.

- Under the Curricula tab we can look at every term the student attended and what their major was at that time in SIS Plus.
- **Note:** the “Curricula” tab has two additional tabs, “Curriculum” and “Field of Study.” In Banner, you will not have a different “SGASTDN” record for each term unless there is a change.

Major changes

As we move to the Field of Study Tab, we see the degree was awarded as well as a concentration in Management.

- Once again we change terms with the arrows on the right.

“Next” tab

Shows any activities the student may have been involved in: Ex: (Greek organizations, etc.).

“Next” tab

Shows whether the student was a veteran, and what type and list certification hours.

“Next” tab

Allows you to see/make any comments about the student.

“ Academic Graduation Status, Dual Degree” Tab

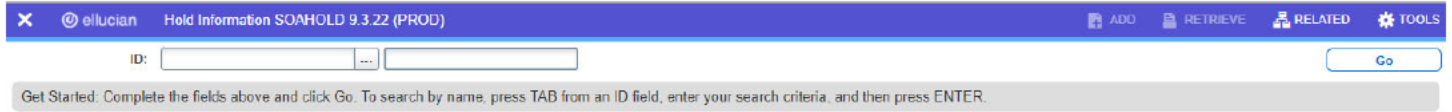
Shows the graduation status of the student and/or if they were pursuing a dual degree.

SOAHOLD

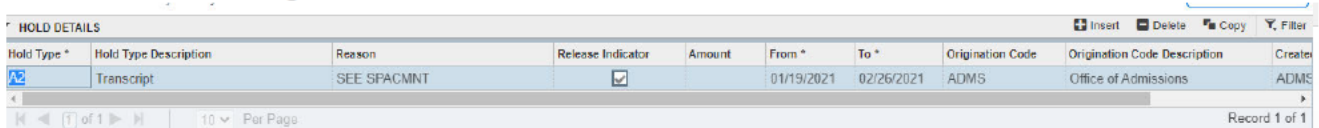
SOAHOLD on the home page and enter

You can enter a hold on this form.

- Next Block—Enter Student ID



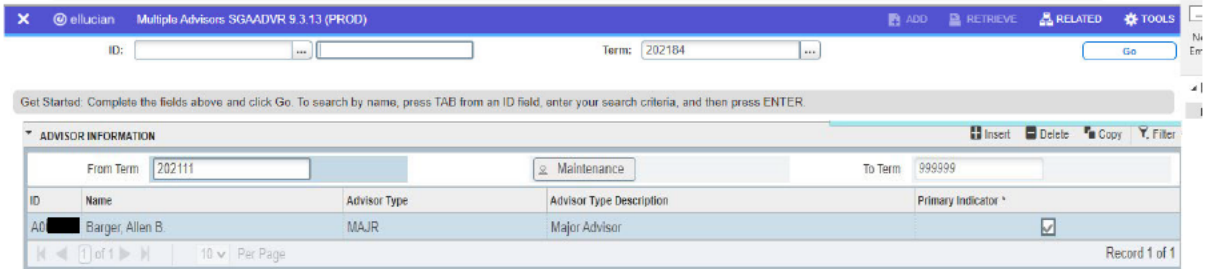
- Choose “hold type” and save
- To remove hold, enter yesterdays date in the “To:” field and save or choose record remove and save located in the lower right hand corner or F10.



SGAADVR (Advisors)

Enter the students A# and Go
To Change advisor

- Insert and enter the new Advisors A# tab and Save
- Be sure to check primary indicator on the primary advisor.



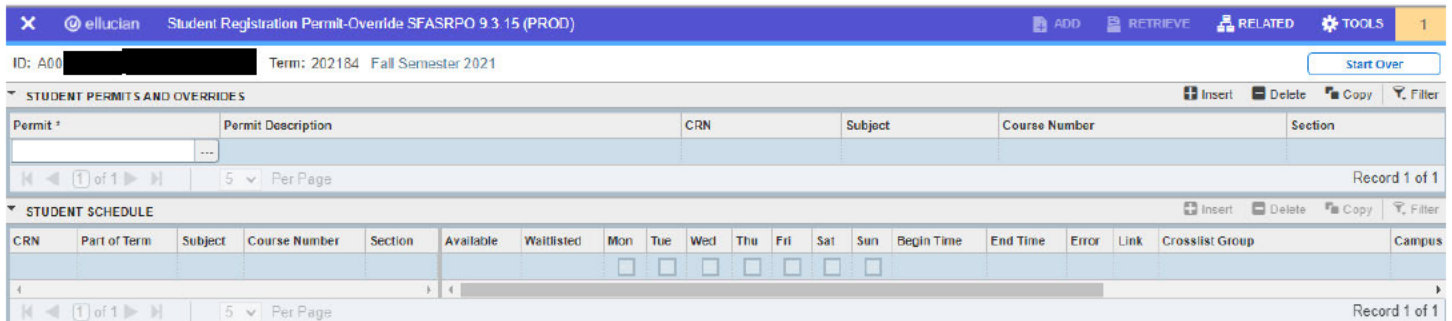
From Term	Maintenance	To Term
202111		999999

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
A00	Barger, Allen B	MAJR	Major Advisor	[checked]

SFASRPO

Course permits and schedule

At the menu—type: “SFASRPO”
Student A# and Term > Go



Permit *	Permit Description	CRN	Subject	Course Number	Section

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group	Campus
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

- Enter Student ID or Name (Person Search) and Term,
- Use Drop three dots to view Permit Description Codes
- Enter desired code and CRN
- Tab (Permit code and course will appear)
- You can choose to enter a permit for a specific section **Example:** (SPEC and CRN) > Save

Permit *	Permit Description	CRN	Subject	Course Number	Section
SPEC	Override Instr Perm Approval	1236	MUS	1710	34

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group	Campus
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

- Next Block and Save Transaction. The student’s schedule will appear at the bottom of the form.
- Exit form once transaction is complete

Permit *	Permit Description	CRN	Subject	Course Number	Section
SPEC	Override Instr Perm Approval	258	ENGL	1010	0E

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group	Campus
104	1	ART	1035	57	22	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1715	1945				AJA
102	1	BIOL	2010	56	14	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1645	1915				AJA
103	1	BIOL	2011	58	13	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1930	2200				AJA

SPAAPIN Alternate PIN for Registration

On “**SPAAPIN**” you will find the alternate PIN (currently RUN number in SIS) that is needed for the student to register in self service. The advisor can view the Alternate PIN through faculty self service only if they are the advisor listed on “**SGAADVR**”

Term Code *	Process Name *	Alternate PIN *
202181	ADVISED	773942
202184	TREG	000393
202187	ADVISED	824270

SIAINST

Activating Faculty

To make a Faculty Member Active

- Enter faculty ID (“A” number) if you don’t know the ID tab over and enter their name (last name, first name).
- Enter term (the term should always be for Fall I YYYY81 or Spring YYYY11).
- Click next block (or key combination CTRL/Page Down)
- In the Status Block put **AC** for active
- Click the faculty box so that the box will be checked
- Click the Advise Block so that it will be checked if this faculty member will advise
- **We are not using the Category or Staff Type so please leave these blank**
- Click the Save button in the lower right hand corner

The screenshot displays the SIAINST Faculty/Advisor Information form. At the top, there are search fields for ID and Term (202181). Below this is a 'FACULTY MEMBER BASE DETAILS' section. The 'From Term' is set to 20078. The 'Status' is 'AC' (Active) and the 'Status Code' is '09/19/2005'. The 'Appointment Date' field is empty. The 'Faculty' checkbox is checked, and the 'Advise' checkbox is also checked. The 'Override Process Rule Security' checkbox is unchecked. There are also fields for 'Override User ID', 'Date', 'Category', 'Staff Type', and 'Workload Rule', all of which are currently empty.

You will then need to assign the college and department in order for the faculty member’s information to print on the SYRTRAL report:

- Click options, then Faculty Contract, College, Department info
- Click next block
- Choose the college and department to which the faculty member is assigned, click the home box
- If a faculty member is also teaching in another area you must choose that department on the next line
- If there are other departments listed, do not delete them
- The percentage is not required but can be used
- Click the Save button in the lower right hand corner
- You will now be able to add courses to this faculty member

SIAINST

Inactivating Faculty

To make a Faculty Member Inactive

- Enter faculty ID (“A” number) if you don’t know the ID tab over and put in their name, last, first.
- Enter term (this should be the term in which the person’s status changed).
- Click next block
- Click on the maintenance icon (the little yellow guy in the middle). If the status change is the same term they started then the maintenance button will not be yellow and you will not have to click it.
- In the Status block type **IN** or choose inactive from the dropdown, the date will automatically populate.
- Click the Save button in the lower right hand corner.

The screenshot shows the 'Faculty/Advisor Information SIAINST 9.3.5 (PROD)' form. The 'From Term' is 20078 and the 'To Term' is 22000. A yellow maintenance icon is visible. The 'Status' is 'AC' and 'Active'. The 'Status Code' is '09192556'. There are checkboxes for 'Faculty', 'Advisor', and 'Override Process Rule Security'. The 'Appointment Date' field is empty.

SGAADVR Assigning Advisors

To Assign a Student an Advisor for the First Time

- Go to form SGAADVR.
- Enter student ID and Term > Go

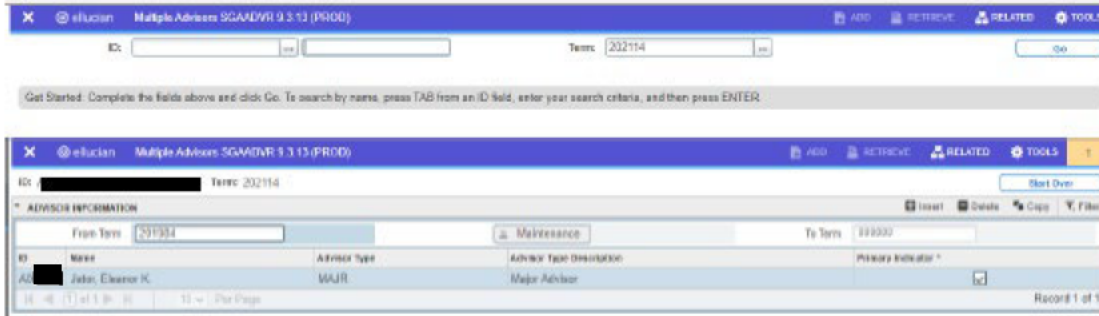
The screenshot shows the 'Multiple Advisors SGAADVR 9.3.13 (PROD)' form. The 'From Term' is 201934 and the 'To Term' is 22000. A yellow maintenance icon is visible. The 'Advisor Information' table is shown below:

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
AL	Jake, Eleanor K.	MAUR	Major Advisor	<input type="checkbox"/>

Record 1 of 1

If a student already has an advisor and you need to change it:

- Enter the student ID and the new effective Term (this will be the term you want to end the old advisor and start a new one) and then Go



- Then page down using arrows in the left hand corner to get to the Advisor Information. Click Insert and enter the new advisor's ID. Be sure to check **Primary Indicator** on the primary advisor tab. Under the **Advisor Type** you can enter whether it is their Major. Be sure to save or F10.

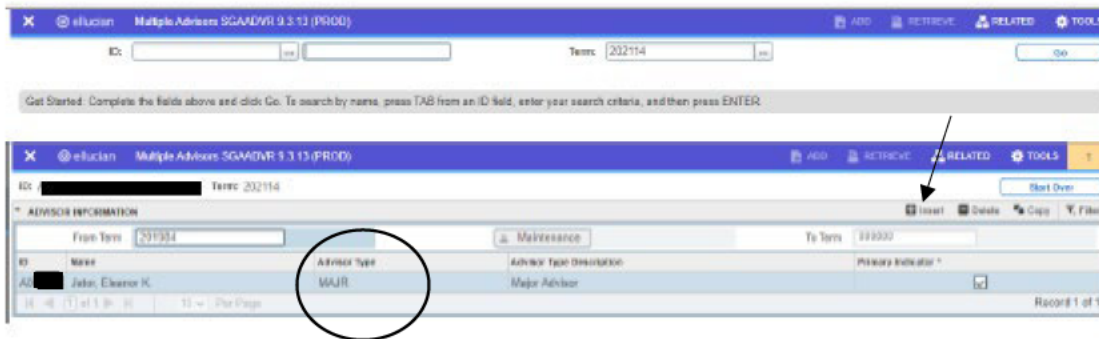


Figure 1 If type of Advisor is unknown use the three dots to look up advisor type.

- **Minor**
IMPORTANT NOTE: If you are changing an advisor for the same term the original advisor was assigned (the term in the key block matches the From Term), the maintenance button will not be yellow. You will simply need to remove record the current advisor, click save and then enter the new advisors' A number.

Assigning Courses

Assigning a Course to a Faculty Member

- Enter faculty ID (“A” number) if you don’t know the ID use the three dots to bring up a search feature and enter the last name then first name.
- Enter the term
- Click Go
- Click Record then Insert a new record
- Enter the CRN and then tab—the remaining fields will automatically populate
- Click the Save button in the lower right hand corner

The screenshot displays the 'Faculty Assignment SPAASGN 9.3.19 (PROD)' web application. At the top, there is a search bar with 'ID:' and 'Term: 202114'. Below this, a 'Get Started' instruction reads: 'Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.' The main form is titled 'FACULTY ASSIGNMENT' and contains several sections. On the left, there are fields for 'CRN: 1423', 'Session: 01', 'Subject: POL5', 'Course: 2000', and 'Section: 01'. Below these are 'Session Credit: 3.000', 'Institutional Credit: 3.000', and 'Percentage of Section: 100'. In the center, there are fields for 'Workload: 3.000', 'Override Workload', 'Calculated Workload: 3.000', 'Assignment Type: 100', 'Responsibility', 'Weekly Contact: 2.00', and 'Total Contact'. On the right, there are fields for 'Overridden Credits: 40.000', 'FTE: 0.2', 'Contact Type', 'Compensation Applied', 'Position Number: 195193', and 'Position Number: 0.0'. At the bottom right, there is a 'Start Over' button. A black arrow points to this button. The interface also includes navigation buttons like 'Insert', 'Delete', 'Copy', and 'Filter', and a 'Record 1 of 5' indicator at the bottom right.

Changing Instructors

If you wish to change the instructor of a course, you will need to delete the course from the current instructor and then add the course to the correct instructor.

To delete a course from an instructor use the following instructions:

- Enter “A” number in ID block or last name, first name in the next block
- Tab over and enter the Term
- Next Block using the arrows in the lower left hand corner
- The faculty member’s schedule will automatically populate
- Click on the CRN for the course you wish to delete from the faculty member
- Click Record then “Delete” and save located in the lower right hand corner
- The course will be removed from the faculty member
- Click Save in the lower right hand corner

Start Over to go to another instructor

To add courses to an instructor use the following instructions:

- Enter “A” number in ID block or last name, first name in the next block
- Tab over and enter the Term
- Next Block
- The faculty member’s schedule will automatically populate

- Click on any CRN and from that block select Record “Insert” on the right hand side of the Faculty Assignment box.
- Type in the CRN—the remaining fields will populate
- If an instructor is teaching a dual-taught class (or “piggyback” class as some call it) the instructor will have to be entered on both classes individually and then the second course will require an override to be entered on the instructor form. This is done by clicking the “Override Conflicts” box so that a check mark appears in the box.

Override Workload

At this time, BANNER is only set up to calculate faculty loads for lecture and web classes by our workload policy. There may be time when the workload will have to be adjusted. Follow the instructions below when this is necessary:

- Enter “A” number in ID block or last, first name in the next block
- Tab over and enter the Term
- Next Block using the arrows in the lower left hand corner
- The faculty member’s schedule will automatically populate
- Click the “Override Workload” box in the course in which the load is incorrect and enter the correct amount of load the faculty member should receive
- If the course is being taught by more than one faculty member you will need to enter the percent responsibility. Say the course is being split two ways you will enter 50 in the percent responsibility space, the workload will automatically populate. If the course is being split three ways, you will enter 33 percent for two faculty members and 34 percent for one.
- Click the Save icon in the lower right hand corner

Check Workload

- Enter “A” number or tab over and enter faculty name, last, first
- Enter Term
- Next Block
- Look at “Work Load” on right hand
- Press your enter key
- **Note:** the rest of the information will automatically populate the fields

SIAASGN

Non-instructional Assignments

Full Work load for full-time faculty = 15 hours. In the past we have used 12 hours although the value has been 15. We must track the entire 15 hours. Institutional Research and Effectiveness will assign all full-time tenure track faculty members 3 hours of non-instructional assignments (re-assign time) each semester, this will be done two weeks prior to the first day of class. Departments can remove the non-instructional time from a faculty member and they can also add additional non-instructional time to a faculty member. In order to assign non-instructional time to a faculty member, the faculty member must have a course assigned to them.

To add non-instructional time to a faculty member, follow these instructions:

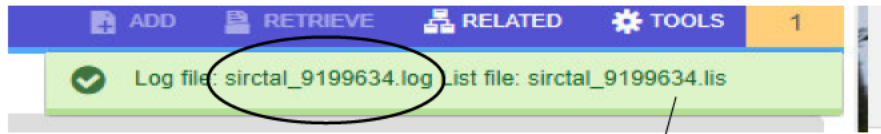
- Enter "A" number for faculty member in ID block or last, first name in the next block
 - Enter term
 - Next block
 - Select Options then choose "faculty Non-instruct Assignments"
 - Click the down arrow under type
 - Choose the type of non-instructional time you wish to assign the person, do not use the values that start with W
 - Type in the hours the faculty member will receive for this non-instructional assignment
 - Click the Save icon in the upper right hand corner of your screen
-
- You may also view a list of non-instructional assignments by going to STVNIST and then clicking Next Block
 - If you wish to remove a non-instructional assignment, follow the first five instructions from above, then click in the type box of the assignment you wish to remove
 - Select Record, then "Remove"

SIRCTAL

Faculty Load Contract Analysis

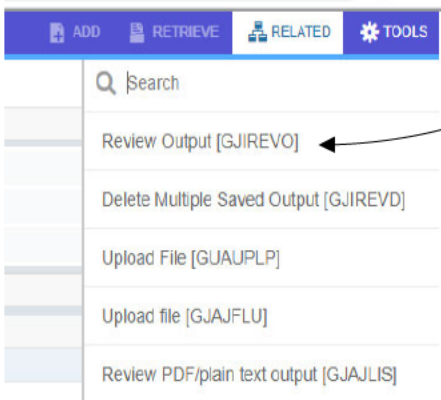
- Go located in the right hand corner
- "Printer Control"
- This will bring you to the printer which should state DATABASE (you may have to type this in the first time)
- Next block using the arrows at the bottom of the page to the "Parameter Values" block
- Set the Parameters as follows:
 - Schedule Term
 - Instructor/Assignment Indicator = I
 - College = abbreviation for your college
 - Department = abbreviation for your department
 - Sort Field = 2 (this will print faculty in alphabetical order)
- Next block using the arrows at the bottom of the page to the "Submission" block

- Click the Save icon, lower right hand corner
- Write down the job number which shows at the top right hand corner of your screen.

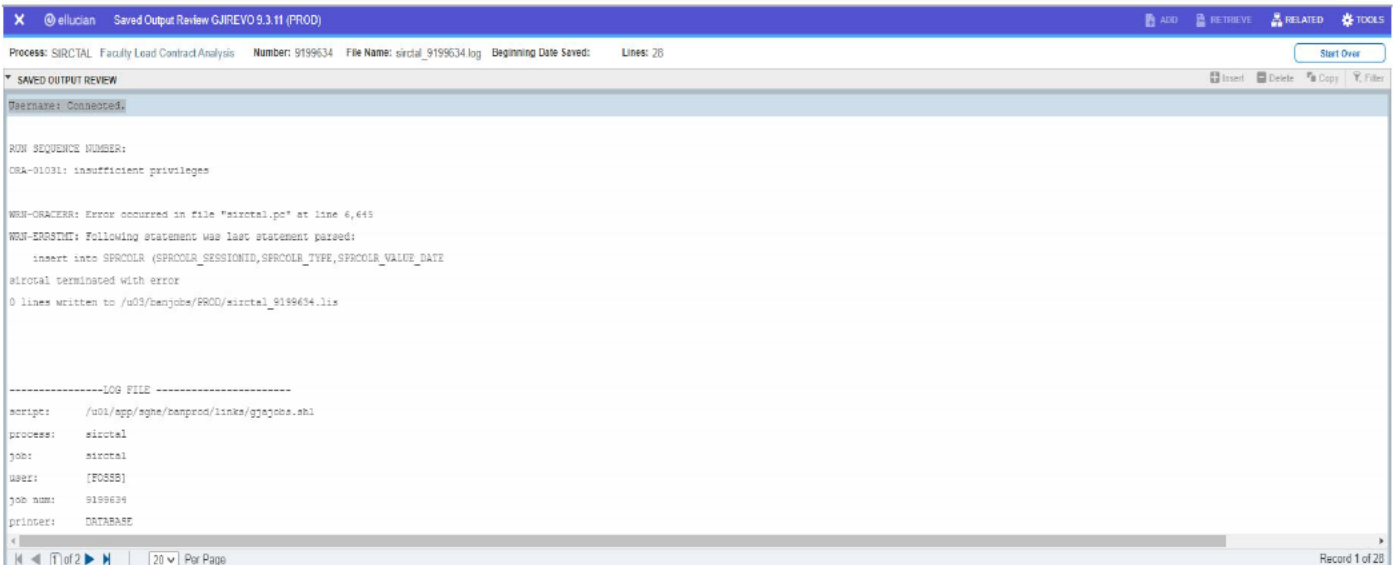
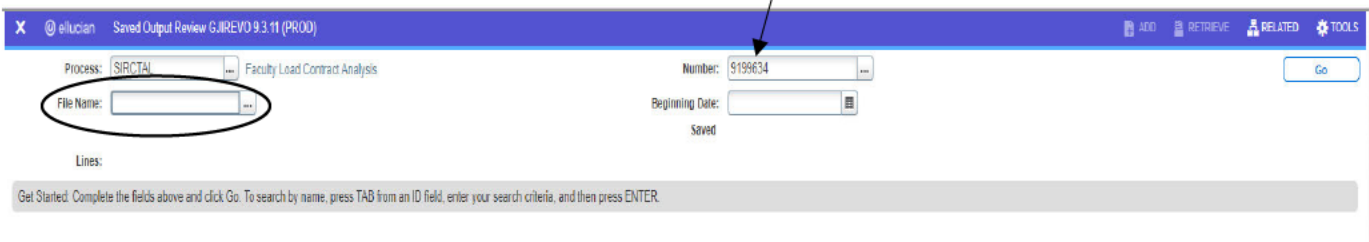


Give the system a few minutes to run

- Click on Related “Review Output”



- If the report number is not in the Number enter the number saved and the File Name –sirctal_9199634.log



Follow these instructions to view this report in a separate window and to save as a file or you can print the report.

- Select Options – “Show Document”
- Hold down the CTRL key at the same time you click YES
- The file will open in your browser
- Click file, save as, and then change file name and location, select TEXT as file type
- **NOTE:** If you have problems with this document showing you will need to turn off the pop-up blocker
- Get out of Banner
- Open Internet Explorer
- Turn off Pop-Up Blocker

SYACMAX

Updating Course Capacities

- Log in to BANNER and go to the form SYACMAX
- Enter the term for the course
- Enter the CRN for the course in which you would like to increase its cap
- Click the Save icon

Note: You will only be permitted to change the caps for the courses which fall within your department

FIELDS	
Term	Term that the course is in that you wish to update the Cap
Subject	Course Subject – not updatable
Course Number	Course Number – not updatable
Section Title	Course Title – not updatable
Enrolled	Number of students currently enrolled – not updatable
Course Cap	Capacity you want the course set at – only updatable field
Building Code	Code used to identify the building – not updatable
Room Code	Room Number – not updatable
Fire Code Room Capacity	Course Cap cannot go over this number – fire code capacity for room set by fire marshal

SSRTALY

Schedule Section Tally

Instructions on Running Report

Type **SSRTALY** at the menu prompt and press enter



Process Submission Controls GJAPCTL 9.3.10 (PROD)

Process: Parameter Set:

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Go: located in the upper right hand corner

Process Submission Controls GJAPCTL 9.3.10 (PROD)

Process: SSRTALY Scheduled Section Tally Parameter Set: Start Over

PRINTER CONTROL Insert Delete Copy Filter

Printer: DATABASE	Submit Time: <input type="text"/>	PDF Font Size: <input type="text"/>
Special Print: <input type="text"/>	MIME Type: None	Delete After Days: <input type="text"/>
Lines: 55	PDF Font: <input type="text"/>	Delete After Date: <input type="text"/>

PARAMETER VALUES Insert Delete Copy Filter

Number *	Parameters	Values
01	Term	
02	Part-of-term (% for all)	
03	Order of Report (VALUES 1,2,3)	
04	Campus	
05	Instructional Method	
06	Print Long Course Title	N
07	Print Long Section Title	N

10 Per Page Record 1 of 7

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter the term for which you want the scheduled sections to be printed.

SUBMISSION Insert Delete Copy Filter

Save Parameter Set as Hold / Submit Hold Submit

Name: Description:

Once you click on next block you will be taken to the **Printer Control** portion of the job submission. Be sure to enter **DATABASE** at the **Printer** cue.

- Click next block using arrows in the lower left corner of the screen which will take you into the **Parameter Values** portion of the job submission.

Process: SSRTALY Scheduled Section Tally Parameter Set: ADD RETRIEVE RELATED TOOLS

Printer: DATABASE Submit Time: PDF Font Size: Start Over

Special Print: MIME Type: None Delete After Days:

Lines: 55 PDF Font: Delete After Date:

Number *	Parameters	Values
01	Term	
02	Part-of-term (% for all)	
03	Order of Report (VALUES 1,2,3)	
04	Campus	
05	Instructional Method	
06	Print Long Course Title	N
07	Print Long Section Title	N

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter the term for which you want the scheduled sections to be printed.

Save Parameter Set as: Hold / Submit: Hold Submit

Name: Description:

- Below are the following **Parameter Values** (you may click on the down arrow under **Values** for possible values to enter):

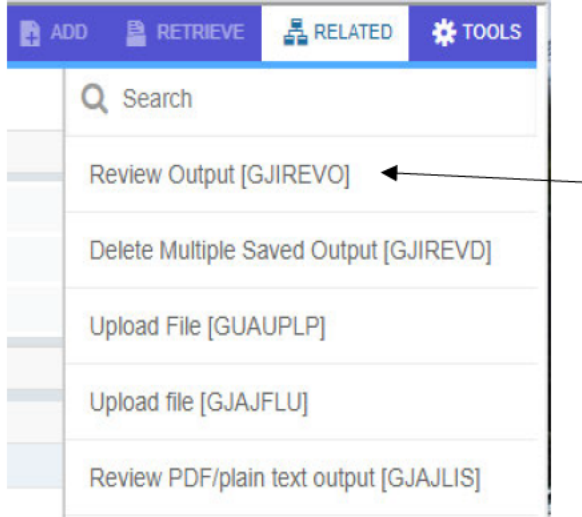
- | | | |
|----|----------------------------------|--|
| 01 | Term | Enter Valid term (Ex: 200784) |
| 02 | Part-of-term (% for all) | Enter % to catch all courses included in the term |
| 03 | Order of Report (VALUES 1, 2, 3) | Enter your selection
1 = Subject Order
2 = College, Division, Department order
3 = Department order |
| 04 | Campus | Enter 14M for Main Campus or AJA for Fort Campbell |
| 05 | Instructional Method | Enter % |
| 06 | Print Long Course Title | Enter N |
| 07 | Print Long Section Title | Enter N |

Enter Values based on the information above and your needs

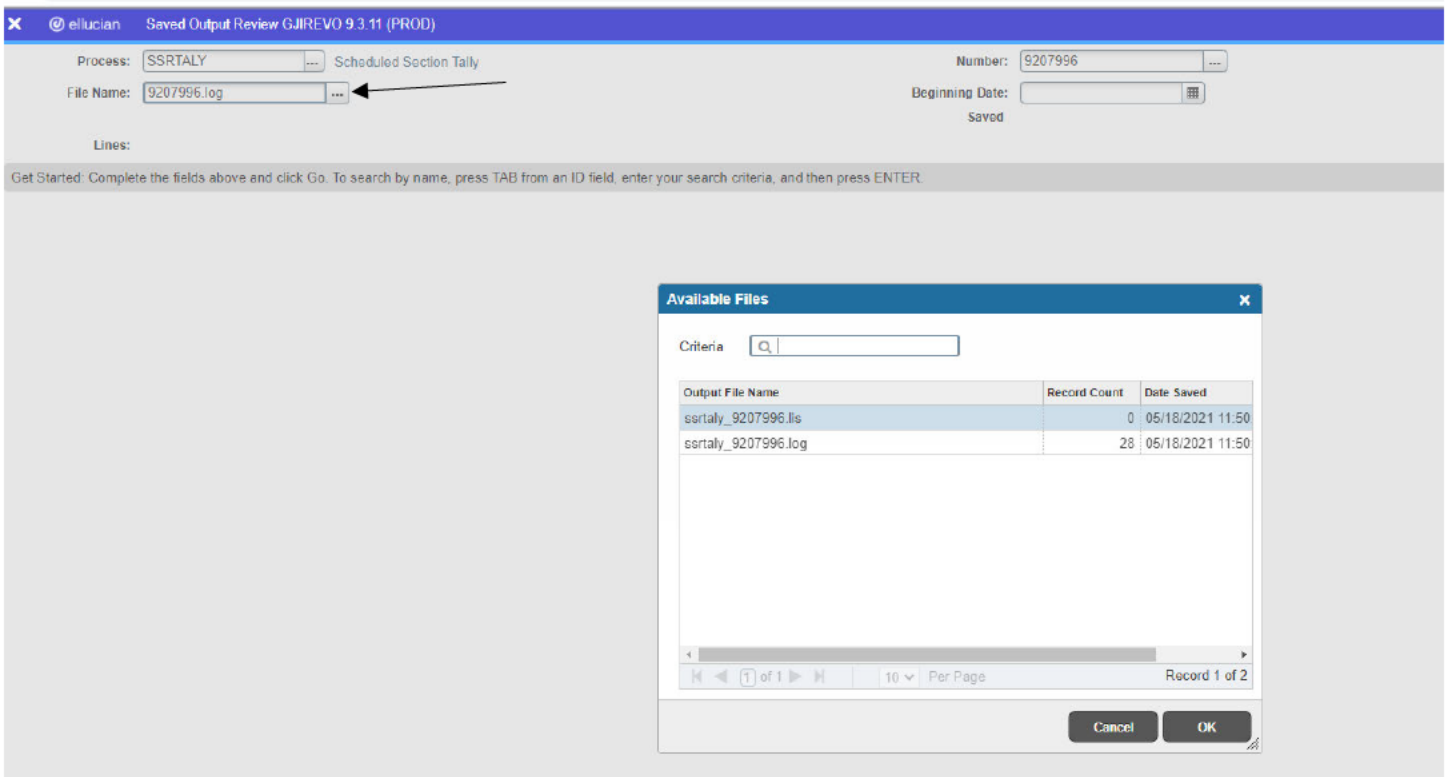
- Click next block using arrows in the lower left corner of the screen which will take you into **Submission** portion of the job submission.
 - Page Down a second time to **Submit**
 - Click on the **Save** located in the lower right hand corner.
- Remember to record or clip the information that appears in the upper right hand corner. You will need this information to retrieve the report



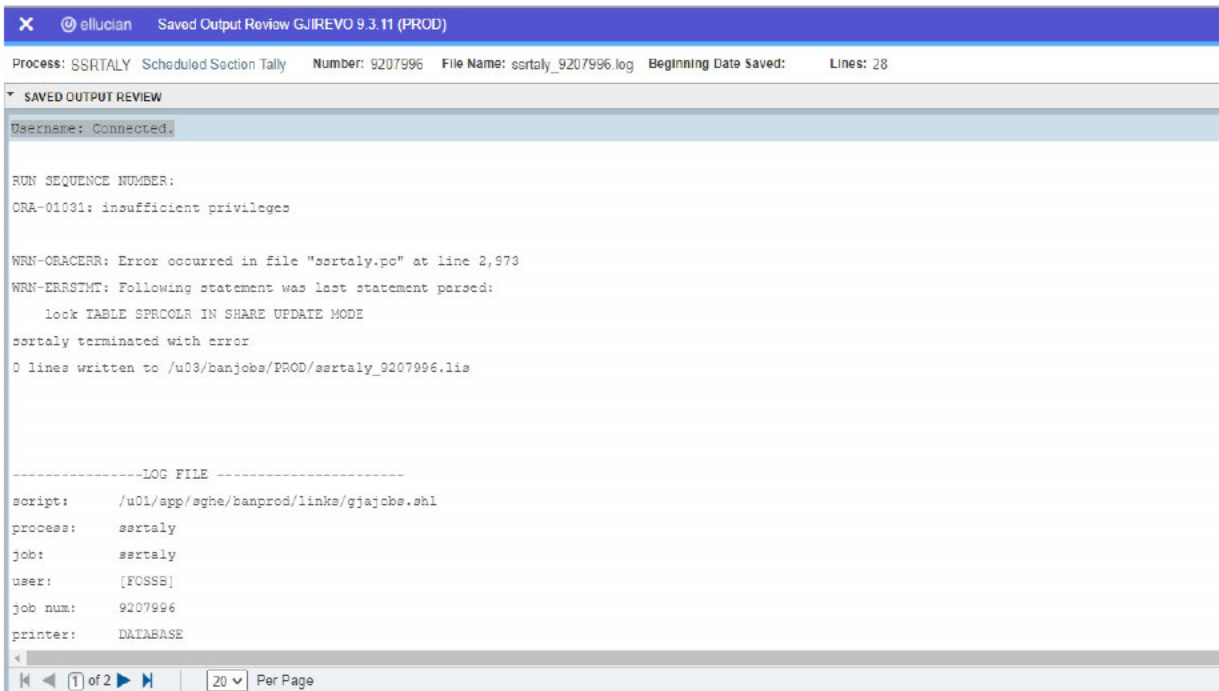
Used the Related in the upper right hand corner to Click on **Review Output (GJIREVO)**



- The form will have **Process** as **SSRTALY**; **Number** will have the number assigned to the process you just ran.
- There may be an error at the bottom on the status line (where you see on the form below **File Name, double-click for valid file names**). This is just because the process has not completed running.
- Use the three dots on the File Name Block to bring the Available Files
- Once you have the message in the status line **File Name, double-click for valid file names and it will automatically populate**



- The report will appear in the window
- To save the file to a Text file, click on **Options** from the menu
- Select **Tools > Options > Show Document (Save and Print File)**.



ORDERING ENROLLEMNT VERIFICATIONS ONLINE THROUGH AP SELF SERVICE

You can now order your Enrollment Verifications online by following these simple steps:

- Go to www.apsu.edu and click on Quick Links
- Click on AP Self Service
- When the page changes click on “Enter Secure Area”
- Type in your Banner ID and PIN and hit the enter key
- When the page changes choose the option: “Student, Financial Aid, Veterans Affairs, and Housing”
- When the page changes choose the option: “Student Record”
- When the page changes choose the option: “Request Enrollment Verification”
- Fill out this form and click the “Submit Request” button—your form will be processed within 1-2 business days