BANNER INSTRUCTIONS

Looking Up Student ID Numbers

1) In **Go To** box in Banner: **SOAIDEN**
2) Press **Enter** on the keyboard
3) Tab over to **Last Name** and type in either the entire last name or partial with %
4) Tab over to **First Name** and type in either the entire last name or partial with %
5) Press **F8** to run query
6) Click the **down arrow** until desired student is selected. Make sure it is the row with the **N number**
7) From here you can click either the **X** in the **blue row** or the **X** in the **middle row** to run another Banner program on that student's information

Looking Up Student by SSN

1) In **Go To** box in Banner: **GUIALTI**
2) Press **Enter** on the keyboard
3) In **SSN/SIN/TIN** box type **Social Security Number**
4) Press **F8** to run query

Looking Up Student Contact Information

1) In **Go To** box in Banner: **SPAIDEN**
2) Press **Enter** on the keyboard
3) Either type the **ID N#** or **last name, first name** and press **Enter**
4) Click on **Next Block** button at the top (9th button from left)
5) Click desired tab to locate appropriate contact information for student

Removing Holds

1) In **Go To** box in Banner: **SOAHOLD**
2) Press **Enter** on the keyboard
3) Enter student's **ID N#** (Student's name will auto-populate)
4) Click on **Next Block** button at the top (9th button from left)
5) Click **Down Arrow** on keyboard until desired record is highlighted
6) Click on **Calendar** button next to **To:**
7) Click on **Today** button on bottom left
8) Highlight the date at least one date prior to today's date and click **OK** button
9) Make sure the date changes correctly
10) Click the **Save** button at the top (1st button from left)
11) Click the **Rollback** button at the top (2nd button from left)

Assigning Academic and Faculty Advisors

1) In **Go To** box in Banner: **SGAADVR**
2) Press **Enter** on the keyboard
3) Enter student's **ID N#** (Student's name will auto-populate)
4) Enter **Term**
5) Click on **Next Block** button at the top (9th button from left)
6) Type your **N#** under **ID** and hit **Tab** on the keyboard
7) Under **Advisor Type**: **AADV**
8) Click in the **Primary Indicator** check box
9) Click in second line of **ID** column and type in appropriate **Faculty Advisor N#** and hit **Tab**
10) Under **Advisor Type**: **FADV** (do not check Primary Indicator box)
11) Click the **Save** button at the top (1st button from the left)
12) Click on **Rollback** button at the top (2nd button from left)

Changing Advisor Information

1) In **Go To** box in Banner: **SGAADVR**
2) Press **Enter** on the keyboard
3) Enter student's **ID N#** (Student's name will auto-populate)
4) Enter **Term**
5) Click on **Next Block** button at the top (9th button from left)
6) Click the highlighted **Maintenance** button
7) If adding **Academic Advisor**, select **Copy Advisor**
8) If changing **Faculty Advisor** click **End Advisor**
9) Click on **Rollback** button at the top (2nd button from left)
10) Click on **Next Block** button at the top (9th button from left)
11) Type your **N#** or new **Faculty Advisor N#** under **ID** and hit **Tab** on the keyboard
12) Under **Advisor Type**: **AADV** or **FADV**
13) Click in the **Primary Indicator** check box (only for **Academic Advisor**)
14) Unclick the **Primary Indicator** check box by any other advisor names
15) Click the **Save** button at the top (1st button from the left)
16) Click on **Rollback** button at the top (2nd button from left)
17) Click on **Next Block** button at the top (9th button from left)
18) Click **Down Arrow** on keyboard until old advisor name is selected
19) Click **Record** at the top
20) Click **Remove**
21) Click the **Save** button at the top (1st button from the left)
22) Click on **Rollback** button at the top (2nd button from left)

Declaring Major and Minor

1) In **Go To** box in Banner: **SFAREGS**
2) Press **Enter** on the keyboard
3) Verify **Term** and enter correct **Term** if necessary
4) Enter student's **ID N#** (Student's name will auto-populate)
5) Click on **Next Block** button at the top (9th button from left)
6) Click on **Curricula** tab
7) Click on **Replace** button
8) Click type in box next to **Program**
9) Type any of the following: **ECED%, ELED%, SPED%,** or **PSYC%** and hit **Enter** on the keyboard
10) Select correct program and click **OK** button
11) Level, College, and Degree will auto-populate
12) Click **Field of Study** tab
13) For **ECED**, **ELED**, and **SPED**, verify **Term**, **Catalog**, and **Field of Study**
14) Click **Curriculum** tab
15) Click **Save** button at top (1st button from left)
16) Click **Roll to Outcome**
17) Click **Yes** on next 2 pop up messages
18) For **PSYC** click arrow next to **Field of Study**
19) Select **Attached Majors/Departments**
20) Select **6750 Psychology-General** and click **OK**
21) Click the **Down Arrow** on the keyboard to move to next blocks
22) Click arrow next to **Type** and select **Minor** and click **OK**
23) Click arrow next to **Field of Study** and click **All Minor Codes**
24) Scroll through list until desired Minor is located. **Click it to turn blue** then click **OK**
25) Click **Curriculum** tab
26) Click **Save** button at top (1st button from left)
27) Click **Roll to Outcome**
28) Click **Yes** on next 2 pop up messages
29) Click on **Rollback** button at the top (2nd button from left)

Adding/Changing Minor to Previously Declared Major

1) In **Go To** box in Banner: **SFAREGS**
2) Verify **Term** and enter correct **Term** if necessary
3) Enter student's **ID N#** (Student's name will auto-populate)
4) Click on **Next Block** button at the top (9th button from left)
5) Click on **Curricula** tab
6) Click on **Update** button

7) Click **Field of Study** tab
8) Click the **Down Arrow** on the keyboard to move to next blocks
9) Click arrow next to **Type** and select **Minor** and click **OK**
10) Click arrow next to **Field of Study** and click **All Minor Codes**
11) Scroll through list until desired Minor is located. **Click it to turn blue** then click **OK**
12) Click **Curriculum** tab
13) Click **Save** button at top (1st button from left)
14) Click **Roll to Outcome**
15) Click **Yes** on next 2 pop up messages
16) Click on **Rollback** button at the top (2nd button from left)

Granting Permission Overrides into Courses
(Academic Advisors can only override pre-requisite and standing/classification restrictions with proof)
1) In **Go To** box in Banner: **SFASRPO**
2) Press **Enter** on the keyboard
3) Enter student's **ID N#** (Student's name will auto-populate)
4) Verify **Term** and enter correct **Term** if necessary
5) Click on **Next Block** button at the top (9th button from left)
6) Under **Student Permits and Overrides** type **5**
7) Press **Tab** to move to **CRN** column
8) To give permission for a **specific section** of a course, type the **CRN**
9) To give permission for any **available section** of a course, tab over to **Subject** and type the **prefix**. Tab over to **Course Number** and type the correct **course number**
10) Press **Save**
11) Click on **Rollback** button at the top (2nd button from left)

Back Office Banner Registration
(Advisors can change a schedule, drop and add a course if a student has a Business Office hold **ONLY** if the changes do not increase the student's current billed credit hours. It can result in a reduction of hours or remain the same. If the changes will result in an **increase** in hours it **MUST** be done by **Dr. Julie Sawyer ONLY**)

Adding/Registering
1) In **Go To** box in Banner: **SFAREGS**
2) Press **Enter** on the keyboard
3) Verify **Term** and enter correct **Term** if necessary
4) Enter student's **ID N#** (Student's name will auto-populate)
5) Click on **Next Block** button at the top (9th button from left)
6) **Registration** tab will be highlighted

7) Click on **Next Block** button at the top (9th button from left)
8) Type in the **CRN** and press **Tab** (The information will auto-populate)
9) Continue this until all courses are listed
10) Press **Save**
11) If **Override error** message appears, read it carefully. Select **Yes** for each override you have permission to grant. **Do NOT select All**
12) Press **Save**
13) Click **Yes/OK** option for next **2** questions
14) Click on **Rollback** button at the top (2nd button from left)

Dropping

(Dropping all courses is considered a semester withdrawal and MUST be done through the Registrar's office)
1) In **Go To** box in Banner: **SFAREGS**
2) Press **Enter** on the keyboard
3) Verify **Term** and enter correct **Term** if necessary
4) Enter student's **ID N#** (Student's name will auto-populate)
5) Click on **Next Block** button at the top (9th button from left)
6) **Registration** tab will be highlighted
7) Click on **Next Block** button at the top (9th button from left)
8) Press **Tab** until the curser is in the **Status** column
9) Change **Status** to **DD**
10) Press **Save**
11) Click **Yes/OK** option for next **2** questions
12) Click on **Rollback** button at the top (2nd button from left)