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 withdrawl 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)