

TSU SCT Banner



BANNER TRAINING

FOR

ENTERING PERMITS

AND

ASSIGNING ADVISORS

CREATED

BY

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What is Banner?

Banner Student brings together administrative and academic functions to make it easier to manage data while giving students and faculty secure online access to the information they need. This is a product of SunGard Higher Education. The two ways it may be accessed are as follows:

INB – Internet Native Banner is the database where student information is entered.

SSB – Self Service Banner (myTSU) used by students, advisors, staff, and faculty.

Changes made in myTSU update INB and vice-versa. Internet Explorer is the browser of choice at TSU.

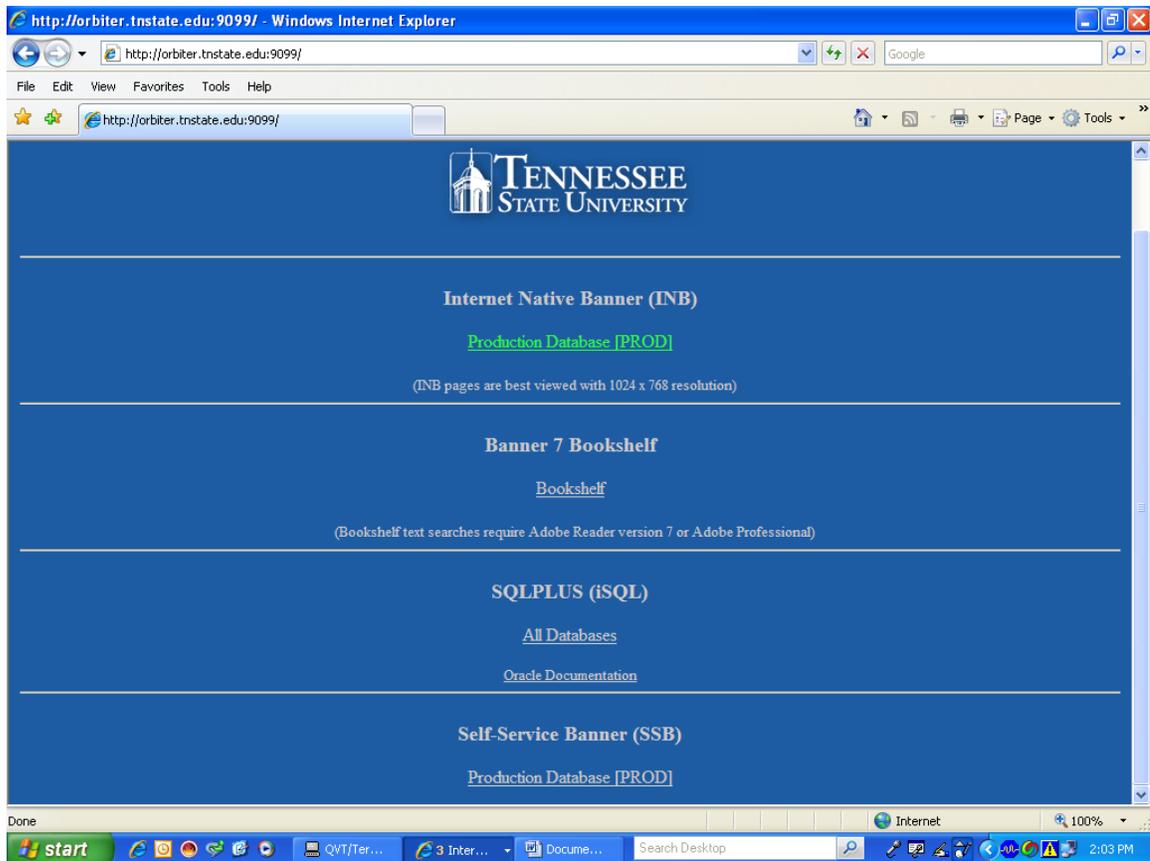
Information has been extracted from Banner Student training documents and resources in an effort to offer a concise overview of navigation in Banner.

Logging into Internet Native Banner (INB)

Access TSU homepage Go to: <http://orbiter.tnstate.edu:9099>

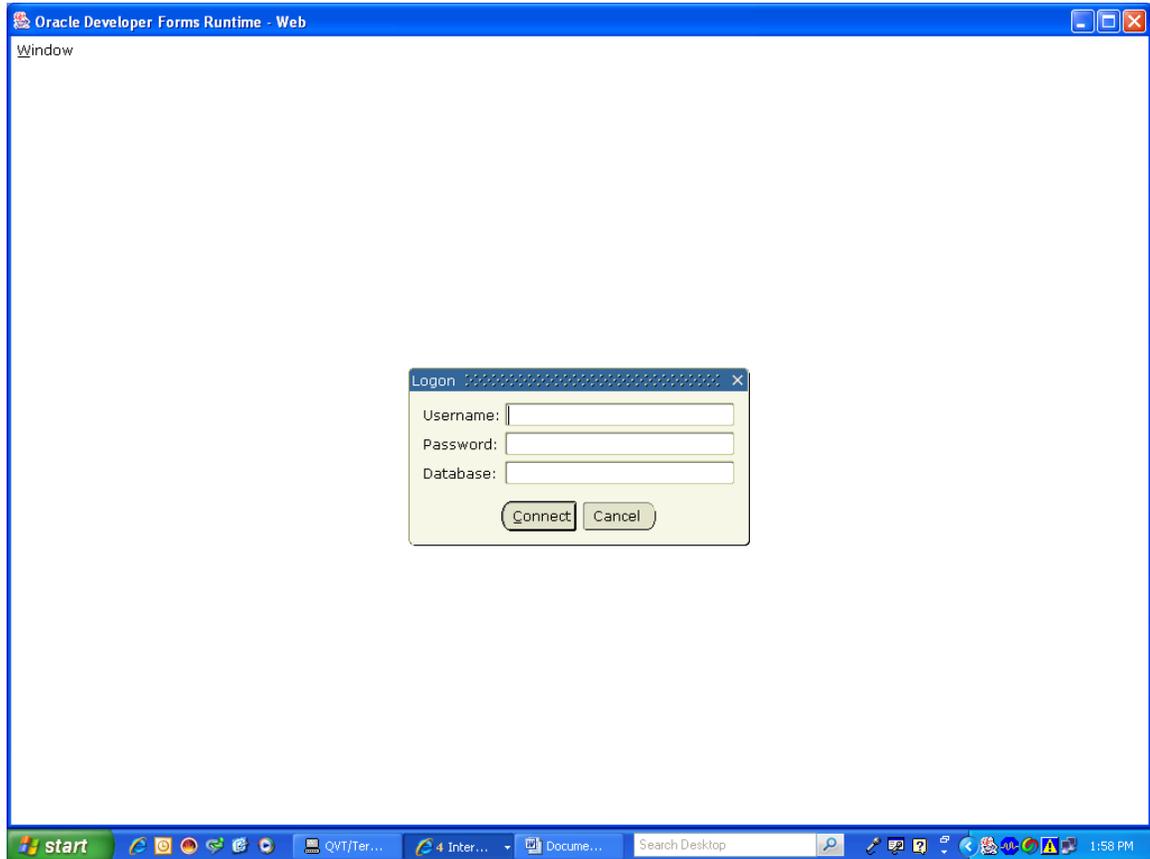
This is the login menu. You must select the correct Banner database to login successfully. Instructions on how to log into Banner will be given by your instructor. An account and password will be distributed at that time.

This is the Login menu: Click on Production Database [PROD]

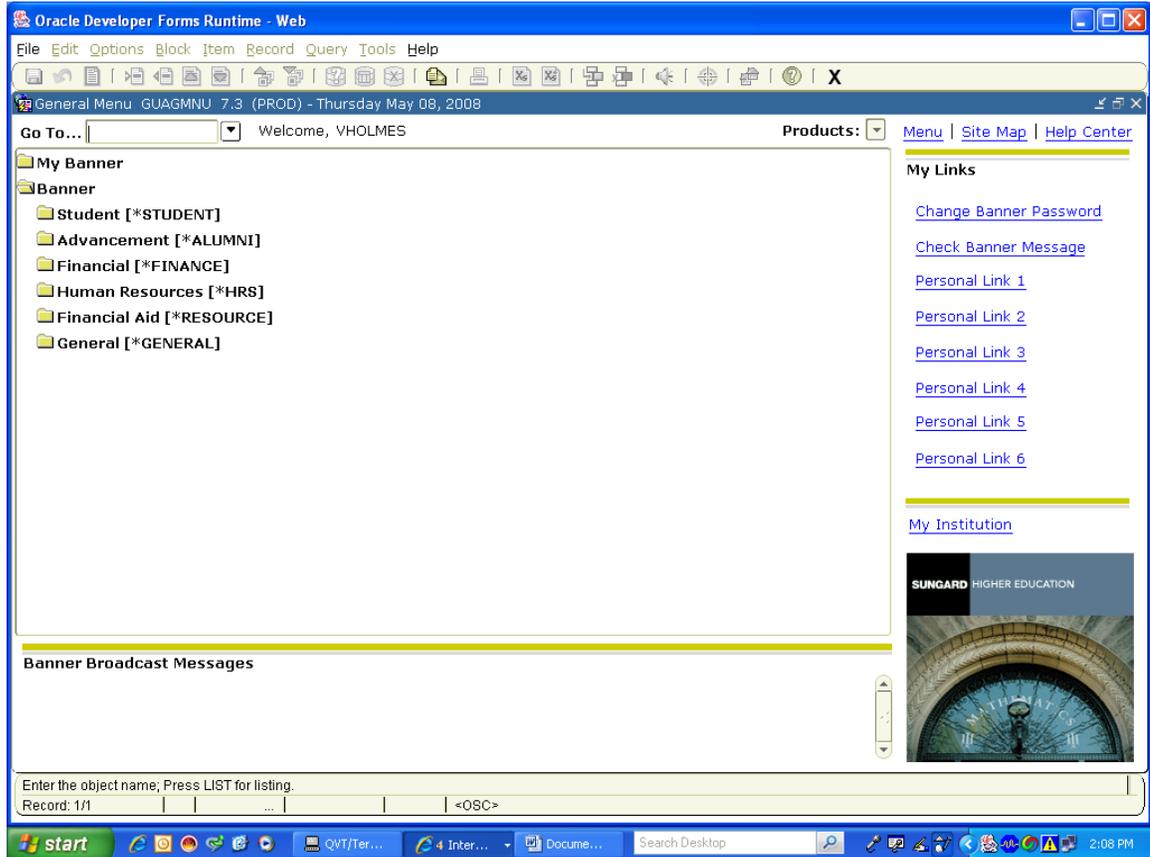


This is the logon dialog box. Enter the username and password given by your instructor.

Click on Connect.



You have successfully entered **BANNER LAND**



The Main Menu provides an overview of the menus, forms and jobs on Banner. Use the Main Menu to navigate through Banner.

Access Forms by entering your selection in the “GO TO” box and hit enter key

SFASRPO (PERMITS)

This is the form that will be used to enter a Course Permit (Override) for the following reasons:

OVERWRITE CODE

CLOS
DEPT
PREQ
SPEA
TIME

DESCRIPTION

Closed Class
Department Approval
Prerequisites
Permission of Inst/Dept
Time Conflict

The Student Registration Permit Override form is used to assign term-specific permissions and overrides to a student record. When students receive Registration Add Errors on the Add Drop Page in myTSU, they may **contact the academic department** for an override. The department will then enter an override on SFASRPO.

Most overrides will not overbook classroom capacity UNLESS the department has increased the maximum enrollment of the course higher than the room capacity. **DO NOT SET YOUR MAXIMUM ENROLLMENT GREATER THAN THE CAPACITY OF THE CLASSROOM.** The CLOS override is the only override that allows registration in a closed course. Departmental staff members should self-monitor based on past

drop/add history for a particular course taking into consideration the meeting time of the class (prime time), the size of the class and the fact that available space is very tight on our campus.

This also shows the schedule of the student, which should help in the decision making process for issuing a Permit. The Permit will **not** show on SFAREGQ, which is the student's schedule. A student will **not** see the Permit in the "Add or Drop a Course" link via myTSU Online, but they can see it in their Registration Status. It will be extremely important to make the student aware of this when issuing a Permit. Be sure to instruct the student to log onto myTSU and go to the "ADD/DROP" link and **officially register** for the course.

Registration Errors that cannot be overridden on SFASRPO

Level – this means that an undergraduate student is attempting to register for a graduate course. Undergraduates who wish to take graduate courses must seek approval from the graduate office. A completed form with signatures is required. A copy of the form or e-mail should be sent to the Records Office. The Records Office can override a LEVEL message on SFAREGS only if approval is granted by the Graduate School. The Records Office should never override a LEVEL error message with "Y" or "A" unless approval from the Graduate School.

Maximum Hours-this means that the student has reached maximum hours allowed for registration and needs overload approval. The Records staff may adjust the maximum hours on SFAREGS upon approval from the Dean's office (completed overload form). If a student's maximum hours value is set at 11.99 for undergraduates or 8.99 for graduates, the maximum hours may not be adjusted. This means that the student has not provided satisfactory proof of MMR immunizations. Students may only be a part-time status until proof of MMR immunizations is received by Health Services.

Entering Permits

1. To enter a Permit for a student, you will need their "T" number. This is the student's ID number which replaces the SSN.

If you do not know the ID number, you may enter the student's last name, a comma, and the first name (i.e. Smith, Aaron). If there is more than one Smith, Aaron, a search box will appear. You can click the arrow to the right of "Search Results" to scroll through the choices and find your student. Click on the student's name and the correct student ID will appear in the form. If there is only one student with the name enter, it will automatically populate the ID in the box.

2. Enter Term, which is 200880 for Fall 2008
(term 10 = Spring, term 50 = Summer and term 80 = Fall)

3. Do a **"NEXT BLOCK"**

4. In the **Student Permits and Override section**, put the cursor in the **PERMIT** field and click the pull down arrow for permit options. Double Click on the appropriate “reason code.
5. If CRN is known, enter it in the CRN field and tab. This will automatically populate the other fields. Verify that the correct course and section are displayed.

If CRN is not known, click on the down arrow in the CRN field. This will bring up the Section Query form. Tab to the Subject Field and type in subject area (i.e. ENGL) and click on the **Query icon and select Execute**. Scroll through the Available sections and double click on the CRN for which you are issuing the Permit. This will automatically populate the course in **SFASRPO**

If the override is being issued for any section of the course, enter the subject, course number.

6. Click the **Save** icon. Check the Message Box in the bottom left of the screen to See “Transaction Complete or other messages including Errors.
7. To enter another Permit, for another student, click on the **ROLLBACK** icon and Enter a new ID.
8. Repeat steps 2-7
9. To Exit the form, click on the black “X” at the end of the menu icons.

Removing a Permit

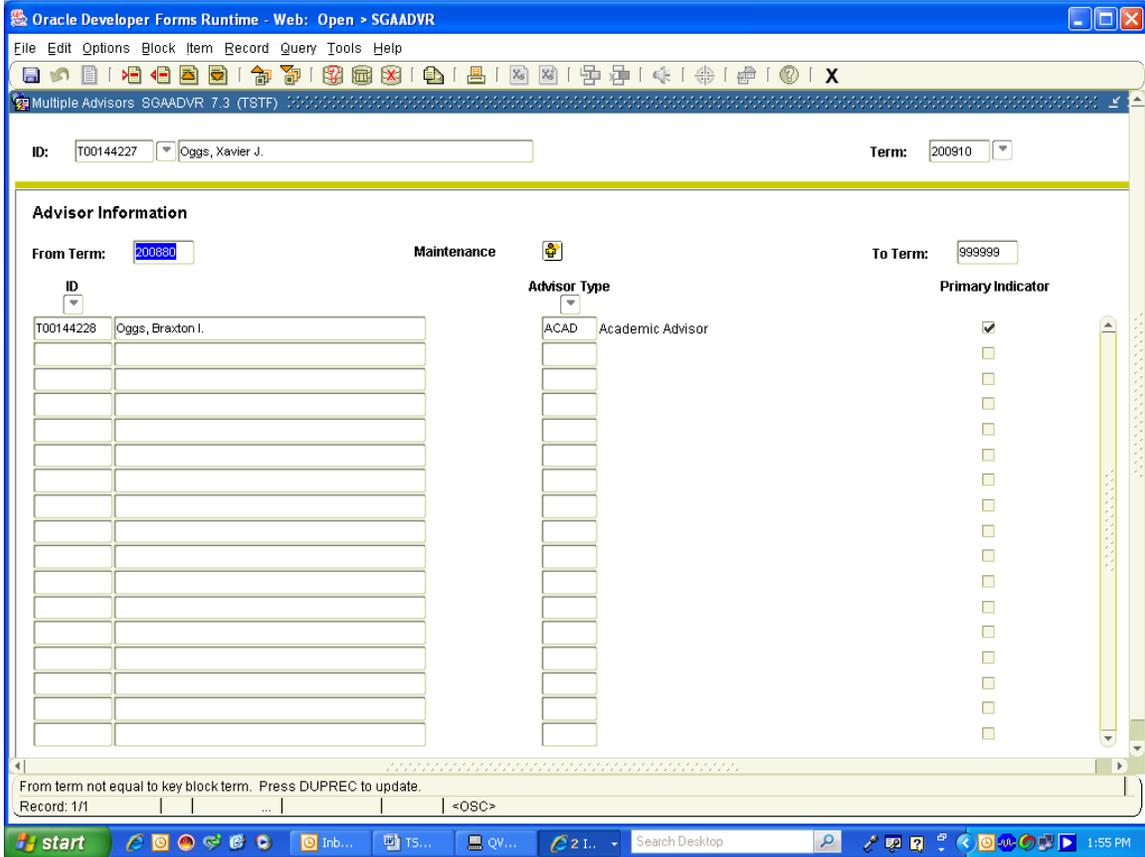
1. Repeat steps 1-3
2. If the student is **NOT** registered (check schedule at bottom), in the Student **Permits and Overrides section**, put the cursor in the **Permit field** (This will highlight the entire line).
3. Select **RECORD** on the toolbar, from the options, select **REMOVE**.
4. Click the save icon on the tool bar. Check “Message Box” at bottom left on form for Transaction Complete or other messages, including errors.

Helpful Hint:

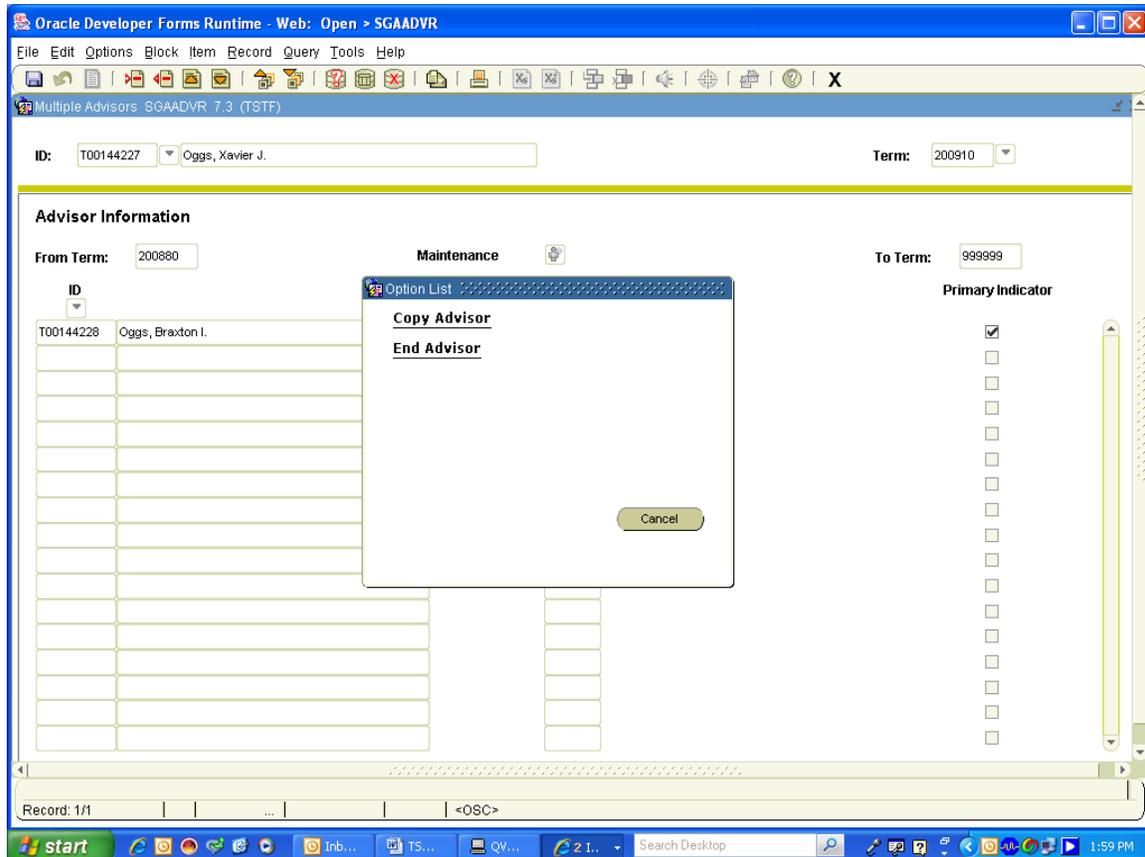
To check seat counts prior to issuing permits, click on the drop down arrow at the section number. The number of seats available is reflected based on actual registrations. It does **NOT** take into account, Permits issued that have not been activated by registration.

If the From Term is different from the Effective term, then:

- a. Click the **Maintenance** button between the From Term and To Term Boxes.



- b. Then you must choose to **Copy Advisor** or **End Advisor**. If all advisors need to change, then select **End Advisor**. If some advisors need to remain, then select **Copy Advisor**.



- c. If you select **Copy Advisor**: Do a **'Record Remove'** for any incorrect advisor and then add any new advisor (s) needed. You can Record Remove by selecting 'Record' icon on the toolbar and then select remove or select the 5th icon on the toolbar (Point your mouse and hover over the icons to see the title of what each is). **HINT: Don't type over an entry already there; it will allow you to type over it, however, it will not allow you to save the change. You must Record Remove the old advisor and add the new one.**
- d. If you select End Advisor: then Rollback and Next Block in for the record to clear and then you will see no advisors and you can make your new entries. You will also see the **From Term** update to the **Effective Term** you entered.
- e. You can search for the new advisor to enter by selecting the drop down box under ID. This will bring up a search box where you can search only for those who have the Advisor role based on Term needed. **The search is case sensitive.** You can search by name, role (faculty or advisor), college, and department. Remember you can use the % as a wildcard when searching. Use your Enter Query and Execute Query functions to search. Double click to select the advisor you want to choose and it will return you to the **SGAADVR** form.

- f. After the advisor is entered, then select the appropriate Advisor Type, Select the drop down box under Advisor Type for a list of options.
- g. At least one advisor must be marked as Primary in the Primary Indicator field. Remember to **SAVE** your entry by clicking on the **SAVE icon**

NOTES AND HELPFUL HINTS:

- Advisor Type is not a required field, however, it is highly recommended that you complete this field.
- From a data entry standpoint, it is recommended that you always select “Copy Advisor” rather than “End Advisor” when changing an advisor with a new effective term. This is recommended especially when a student has multiple advisors and some of those are not changing. Copy Advisor will pull all of the advisors over into the new effective term record and then you can remove the ones that you are changing, thus requiring less data entry; End Advisor creates a new effective term record with blank advisors and you must re-enter the advisors.
- If multiple advisors are listed, then a Faculty Advisor should always be listed as the primary advisor if available.
- If multiple advisors are listed, always check to see if the student is a double major or dual degree student before you remove the other academic advisors.
- The Primary Advisor should always be the advisor of Primary Major when a student has multiple majors and, therefore, multiple advisors.