Banner Student Information Queries

This handbook offers information about finding student information in Banner. Navigation help is not included since all Banner systems use the same navigation. For help, refer to the Banner General Navigation handbook.

Each staff member has been assigned access to student forms in Banner individually. You may or may not have access to all the forms discussed in this handbook. Refer questions about access to student system forms (they begin with an S) to the Associate Registrar for Technology.

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Important Student Data Concepts

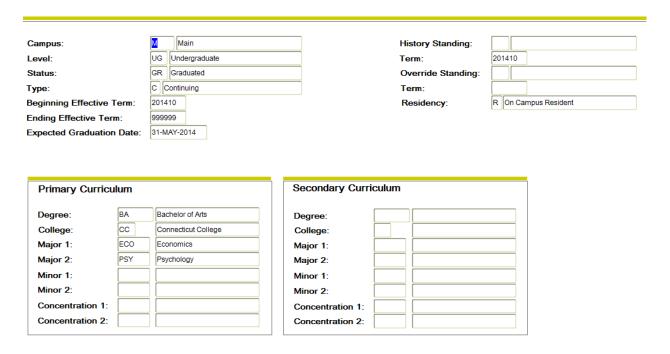
Term Codes begin with the 4 digits of the calendar year, followed by 2 digits that indicate the fall (90) or spring (10) semester. For example: 201390 = fall 2013.

Status Codes

Code	Description	Access *	Directory Status
AL	Advised Leave	yes	in directory with on leave note
AS	Active	yes	in directory, no note
AW	Advised to Withdraw	yes	in directory with on leave note
CE	Completing Elsewhere	yes	in directory with on leave note
DM	Degree Requirements Met	yes	in directory with on leave note
DW	Directed to Withdraw	yes	in directory with on leave note
EL	Extended Leave	yes	in directory with on leave note
GR	Graduated	no	not in student directory
IS	Inactive	no	not in student directory
ML	Medical Leave	yes	in directory with on leave note
PL	Personal Leave	yes	in directory with on leave note
RR	Refused Registration	yes	in directory with on leave note
SA	Study Abroad	yes	in directory with on study away note
VW	Voluntary Withdrawal	no	not in student directory
* stud	ents with this status retain a	ccess to s	systems, etc.

Basic Student Information Inquiry (RSISTDN)

Students are allowed up to 3 majors and 2 minors. If a 3rd major is declared, it appears on the **Secondary Curriculum** block.



General Person Identification (SPAIDEN)

Do NOT click on Generate ID icon. (This creates a new person in Banner, if you have access to do so.)



The **Current Identification** tab contains the student's legal name as reported by the student during the admission process. Whether or not the other Preferred and Legal Name fields on this tab are populated, the information in those fields is <u>not</u> used. See **Alternate Identification** tab.

The Alternate Identification tab contains the student's other name types. Name types used for students are:

- PREF Preferred Name is the name used on campus
- COMM Commencement Name is read during Commencement and displayed in the program
- TRAN Transcript Name appears on the student's transcript

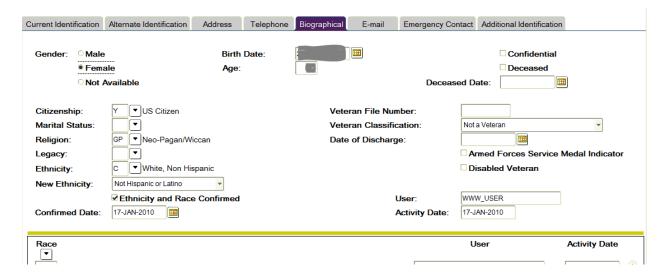
See CamelWeb for additional information about names; search on "Preferred Name" or "Change of Name".

The **Emergency Contact** tab is not used for students.

The **Additional Identification** tab stores, when applicable, the student's Common Ap ID, State Assigned Student Identifier (SASID), and/or Electronic Prospect ID.

Biographical tab

Note: **Gender** may or may not accurately reflect the student's gender identity. This information should <u>not</u> be shared and is considered confidential. *Campus members are advised to refrain from the use of pronouns*.



Address, Telephone and **Email** tab access depends upon your security. You may have access to the tabs or you may have to use the separate forms (**SOADDRQ**, **SPATELE**, **and GOAEMAL**).

If an inactive field is checked, the applicable address, telephone number or email address is no longer in use.

Address tab or SOADDRQ form

If an address is also associated with a phone number, the phone number is included on the **Address** tab and is also visible on the **Telephone** tab. Nation is only populated when it's not the United States.

Address Types used by student system (other types exist for other areas)

CA College Address (Dorm)

CB Campus Box

LA Local Address

MA Mailing Address

PA Parent Address

P2 Parent Address 2 - Non-Custodial

Telephone tab or SPATELE form

Phone numbers may or may not be associated with addresses. If they are associated with an address, the **Address Type** and **Sequence** fields are populated and the information is also displayed on the **Address** tab.

Telephone Types used by the student system generally match address types with the addition of a cell phone type and several emergency phone types. The emergency phone types are specific to individuals, see the Comment field for the description given by the student. Currently, emergency system information is collected for the ConnectEd system via a webform. This is separate from the Personal Information webform used by staff, faculty and students to collect and display campus directory information.

Telephone	
Туре	Description
СВ	Campus Telephone
СР	Cell Phone (Personal)
EP	Emergency Primary
EP1	Emergency Phone
EP2	Emergency Phone
EP3	Emergency Phone
EP4	Emergency Phone
EP5	Emergency Phone
LA	Local Phone
MA	Mailing
P2	Parent Phone 2- Non-Custodial
PA	Parents

Email tab or GOAEMAL form

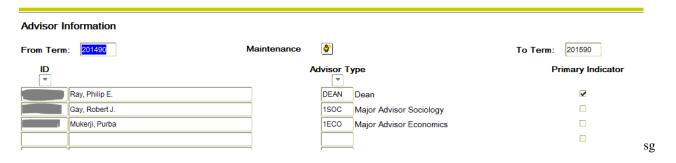
The EC type for College E-mail Address with the **Display on Web** indicator is the email address that is shown on CamelWeb and Self Service.

Guardian Information (SOAFOLK)

View telephone and address information for parents/guardians.

Advisors (SGAADVR)

This form displays the student's faculty advisor assignments by term. Major advisors have a type code that begins with a 1. Minor advisors have a type code that begins with a 2.

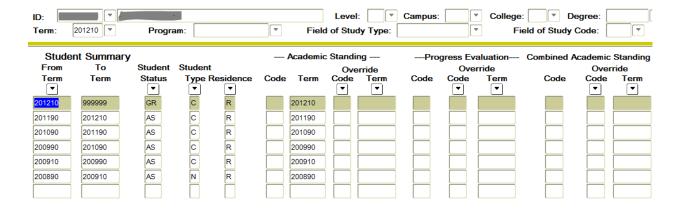


Test Score Information (SOATEST)

This form displays a student's entrance test scores.

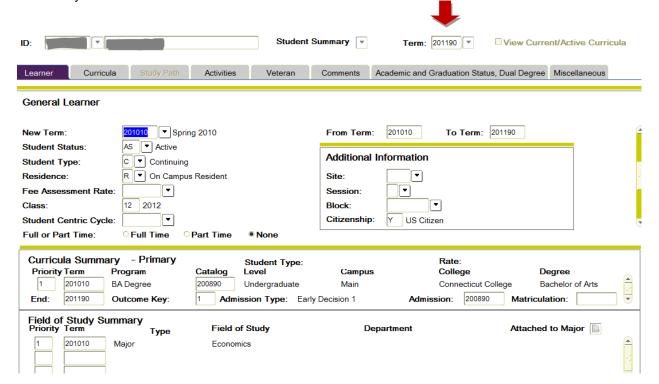
Student Summary (SGASTDQ)

This form displays the student's status for each term without needing to scroll thru each term.



Student Information (SGASTDN)

This form displays status, level, type, residency, majors, minors and other student information by term. If a student has a 3rd major, the scroll bar will be available in the **Curricula Summary** block for viewing the Secondary information.

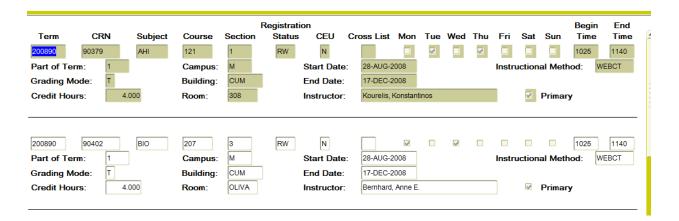


Additional information on other forms and tabs is available, if you have access, from the **Options** menu. These include:

- High School Information (SOAHSCH)
- Prior College Information (SOAPCOL)

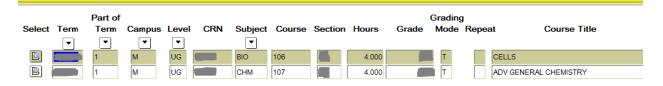
Registration Query (SFAREGQ)

This form displays a student's course registration information by term.



Course Summary (SHACRSE)

This form displays by term a short summary of the course work and grades for a student.

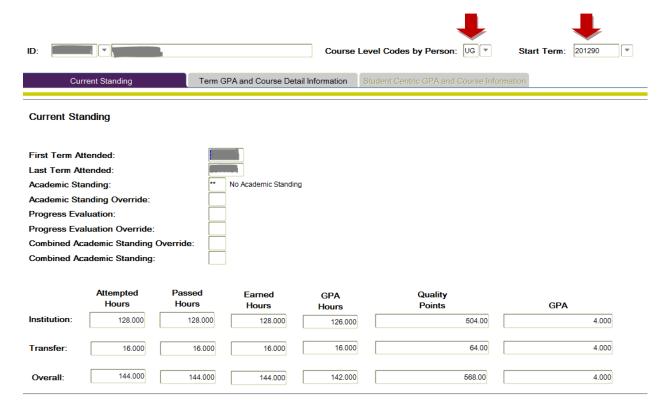


Student Academic History or Term Sequence Course History (SHATERM)

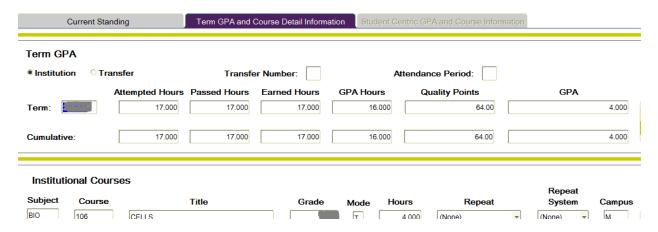
This form displays cumulative GPA info as well as term GPA info.

Use the drop-down arrow next to the **Course Level Codes by Person** field and select the student's level. Then enter a specific **Start Term** or leave blank (leaving field blank allows you to view all terms available for student).

The Current Standing tab provides the current GPA information for Institution, Transfer and Overall coursework.



The **Term GPA** and **Course Detail Information** tab displays term specific GPA, coursework and grades.



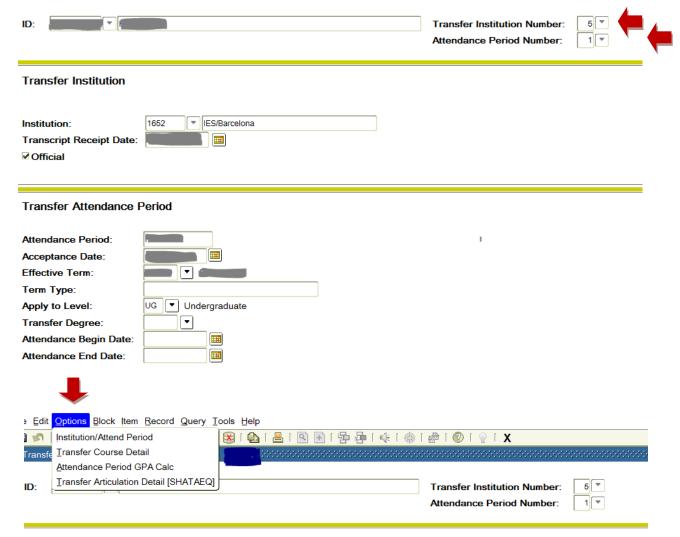
Note: the indication of where the course work was completed is in the Term GPA block (Institution or Transfer).

Transfer Course Information (SHATRNS)

This form displays course work completed elsewhere.

Using the drop-down arrow, select a **Transfer Institution Number** to choose a school. Then use the drop-down arrow next to the **Attendance Period Number**.

General information about the timing of the coursework appears. Use the **Options** menu for additional information See **Transfer Course Detail** for course specific information.

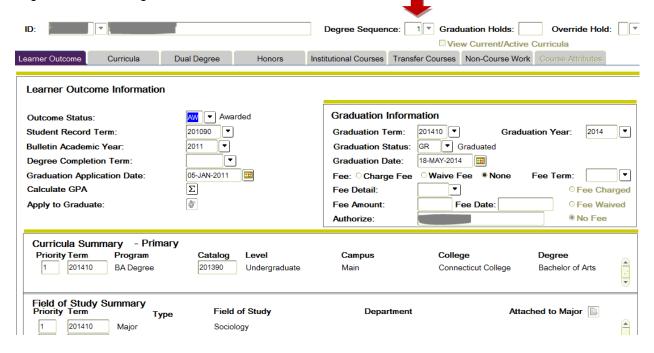


Transfer Institution

Degree Information (SHADEGR)

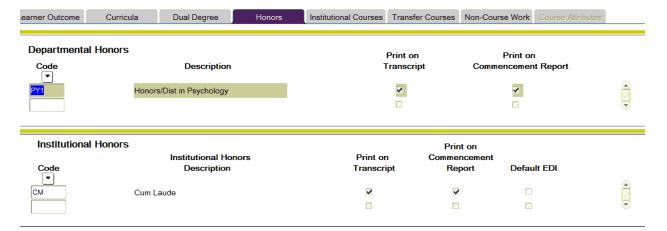
This form displays information pertaining to degrees or other types of awards which the student is seeking, or which have been awarded.

Use the drop-down arrow to select a **Degree Sequence**. For most students this will be a "1" as they only have 1 degree from the college.



The **Graduation Information** block is only populated upon graduation.

Degree Honors and Comments appear on the **Honors** tab.



Athletic Compliance (SGISPRT)

This form is used to query athletic information. You can choose how the data is displayed and organized on the form.

Enter either

- •the ID for the athlete to view the associated sport records by term **or**
- •the sport code to view the roster by term for the sport.