

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

* students with this status retain access to 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.

Campus:	<input type="text" value="M"/>	<input type="text" value="Main"/>	History Standing:	<input type="text"/>
Level:	<input type="text" value="UG"/>	<input type="text" value="Undergraduate"/>	Term:	<input type="text" value="201410"/>
Status:	<input type="text" value="GR"/>	<input type="text" value="Graduated"/>	Override Standing:	<input type="text"/>
Type:	<input type="text" value="C"/>	<input type="text" value="Continuing"/>	Term:	<input type="text"/>
Beginning Effective Term:	<input type="text" value="201410"/>		Residency:	<input type="text" value="R"/>
Ending Effective Term:	<input type="text" value="999999"/>			<input type="text" value="On Campus Resident"/>
Expected Graduation Date:	<input type="text" value="31-MAY-2014"/>			

Primary Curriculum		Secondary Curriculum	
Degree:	<input type="text" value="BA"/>	<input type="text" value="Bachelor of Arts"/>	<input type="text"/>
College:	<input type="text" value="CC"/>	<input type="text" value="Connecticut College"/>	<input type="text"/>
Major 1:	<input type="text" value="ECO"/>	<input type="text" value="Economics"/>	<input type="text"/>
Major 2:	<input type="text" value="PSY"/>	<input type="text" value="Psychology"/>	<input type="text"/>
Minor 1:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Minor 2:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Concentration 1:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Concentration 2:	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.)

ID:	<input type="text" value=""/>	Generate ID: 
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Current Identification Alternate Identification Address Telephone **Biographical** E-mail Emergency Contact Additional Identification

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 not 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 not be shared and is considered confidential. *Campus members are advised to refrain from the use of pronouns.*

Current Identification	Alternate Identification	Address	Telephone	Biographical	E-mail	Emergency Contact	Additional Identification						
<p>Gender: <input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Not Available</p> <p>Birth Date: <input type="text"/> </p> <p>Age: <input type="text"/> </p> <p>Citizenship: <input type="checkbox"/> Y <input type="checkbox"/> US Citizen</p> <p>Marital Status: <input type="checkbox"/> <input type="text"/></p> <p>Religion: <input type="checkbox"/> GP <input type="text"/> Neo-Pagan/Wiccan</p> <p>Legacy: <input type="checkbox"/> <input type="text"/></p> <p>Ethnicity: <input type="checkbox"/> C <input type="text"/> White, Non Hispanic</p> <p>New Ethnicity: <input type="text"/> Not Hispanic or Latino</p> <p><input checked="" type="checkbox"/> Ethnicity and Race Confirmed</p> <p>Confirmed Date: <input type="text"/> 17-JAN-2010 </p> <p>Veteran File Number: <input type="text"/></p> <p>Veteran Classification: <input type="text"/> Not a Veteran</p> <p>Date of Discharge: <input type="text"/> </p> <p><input type="checkbox"/> Armed Forces Service Medal Indicator</p> <p><input type="checkbox"/> Disabled Veteran</p> <p>Deceased Date: <input type="text"/> </p> <p>User: <input type="text"/> WWW_USER</p> <p>Activity Date: <input type="text"/> 17-JAN-2010 </p> <p><input type="checkbox"/> Confidential</p> <p><input type="checkbox"/> Deceased</p>													
<table border="1"><thead><tr><th>Race</th><th>User</th><th>Activity Date</th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></tbody></table>								Race	User	Activity Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race	User	Activity Date											
<input type="text"/>	<input type="text"/>	<input type="text"/>											

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

Type	Description
CB	Campus Telephone
CP	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.

Advisor Information

From Term: Maintenance  To Term:

ID	Advisor Type	Primary Indicator
<input type="text" value="Ray, Philip E."/>	<input type="text" value="DEAN"/> Dean	<input checked="" type="checkbox"/>
<input type="text" value="Gay, Robert J."/>	<input type="text" value="1SOC"/> Major Advisor Sociology	<input type="checkbox"/>
<input type="text" value="Mukerji, Purba"/>	<input type="text" value="1ECO"/> Major Advisor Economics	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

sg

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.


ID: Level: Campus: College: Degree:

Term: Program: Field of Study Type: Field of Study Code:

Student Summary			— Academic Standing —			— Progress Evaluation —			Combined Academic Standing					
From Term	To Term	Student Status	Student Type	Residence	Code	Term	Override Code	Term	Code	Code	Term	Code	Code	Term
201210	999999	GR	C	R		201210								
201190	201210	AS	C	R		201190								
201090	201190	AS	C	R		201090								
200990	201090	AS	C	R		200990								
200910	200990	AS	C	R		200910								
200890	200910	AS	N	R		200890								

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.



ID: Student Summary Term: ☐ View Current/Active Curricula

Learner | Curricula | Study Path | Activities | Veteran | Comments | Academic and Graduation Status, Dual Degree | Miscellaneous

General Learner

New Term: Spring 2010

Student Status: Active

Student Type: Continuing

Residence: On Campus Resident

Fee Assessment Rate:

Class: 12 2012

Student Centric Cycle:

Full or Part Time: ☐ Full Time ☐ Part Time ☒ None

From Term: To Term:

Additional Information

Site:

Session:

Block:

Citizenship: Y US Citizen

Curricula Summary - Primary

Priority	Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	201010	BA Degree	200890	Undergraduate	Main	Connecticut College	Bachelor of Arts

End: Outcome Key: Admission Type: Early Decision 1 Admission: Matriculation:

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201010	Major	Economics		<input type="checkbox"/>

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 (SFAREGO)





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

Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
200890	90379	AHI	121	1	RW	N			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				1025	1140
Part of Term:		1	Campus:		M	Start Date:		28-AUG-2008		Instructional Method:					WEBCT	
Grading Mode:		T	Building:		CUM	End Date:		17-DEC-2008								
Credit Hours:		4.000	Room:		308	Instructor:		Kourellis, Konstantinos					<input checked="" type="checkbox"/> Primary			

200890	90402	BIO	207	3	RW	N		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>					1025	1140
Part of Term:		1	Campus:		M	Start Date:		28-AUG-2008		Instructional Method:					WEBCT	
Grading Mode:		T	Building:		CUM	End Date:		17-DEC-2008								
Credit Hours:		4.000	Room:		OLIVA	Instructor:		Bernhard, Anne E.					<input checked="" type="checkbox"/> Primary			

Course Summary (SHACRSE)

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

Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Grading Mode	Repeat	Course Title
		1	M	UG		BIO	106		4.000		T		CELLS
		1	M	UG		CHM	107		4.000		T		ADV GENERAL CHEMISTRY

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.

ID:

Course Level Codes by Person:

Start Term:

Current Standing

Term GPA and Course Detail Information

Student Centric GPA and Course Information

Current Standing

First Term Attended:

Last Term Attended:

Academic Standing: No Academic Standing

Academic Standing Override:

Progress Evaluation:

Progress Evaluation Override:

Combined Academic Standing Override:

Combined Academic Standing:

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	<input type="text" value="128.000"/>	<input type="text" value="128.000"/>	<input type="text" value="128.000"/>	<input type="text" value="126.000"/>	<input type="text" value="504.00"/>	<input type="text" value="4.000"/>
Transfer:	<input type="text" value="16.000"/>	<input type="text" value="16.000"/>	<input type="text" value="16.000"/>	<input type="text" value="16.000"/>	<input type="text" value="64.00"/>	<input type="text" value="4.000"/>
Overall:	<input type="text" value="144.000"/>	<input type="text" value="144.000"/>	<input type="text" value="144.000"/>	<input type="text" value="142.000"/>	<input type="text" value="568.00"/>	<input type="text" value="4.000"/>

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

Current Standing

Term GPA and Course Detail Information

Student Centric GPA and Course Information

Term GPA

☒ Institution ☐ Transfer

Transfer Number:

Attendance Period:

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Term: <input type="text" value="201290"/>	<input type="text" value="17.000"/>	<input type="text" value="17.000"/>	<input type="text" value="17.000"/>	<input type="text" value="16.000"/>	<input type="text" value="64.00"/>	<input type="text" value="4.000"/>
Cumulative:	<input type="text" value="17.000"/>	<input type="text" value="17.000"/>	<input type="text" value="17.000"/>	<input type="text" value="16.000"/>	<input type="text" value="64.00"/>	<input type="text" value="4.000"/>

Institutional Courses

Subject	Course	Title	Grade	Mode	Hours	Repeat	Repeat System	Campus
<input type="text" value="BIO"/>	<input type="text" value="106"/>	<input type="text" value="CFL15"/>	<input type="text"/>	<input type="text" value="IT"/>	<input type="text" value="4.000"/>	<input type="text" value="(None)"/>	<input type="text" value="(None)"/>	<input type="text" value="IM"/>

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.

ID:

Transfer Institution Number: 5

Attendance Period Number: 1



Transfer Institution

Institution: 1662 IES/Barcelona

Transcript Receipt Date:

☒ Official

Transfer Attendance Period

Attendance Period:

Acceptance Date:

Effective Term:

Term Type:

Apply to Level: UG Undergraduate

Transfer Degree:

Attendance Begin Date:

Attendance End Date:



File Edit **Options** Block Item Record Query Tools Help

Institution/Attend Period

Transfer Course Detail

Attendance Period GPA Calc

Transfer Articulation Detail [SHATAEQ]

ID:

Transfer Institution Number: 5

Attendance Period Number: 1

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.



ID: Degree Sequence: Graduation Holds: Override Hold:

☐ View Current/Active Curricula

Learner Outcome **Curricula** **Dual Degree** **Honors** **Institutional Courses** **Transfer Courses** **Non-Course Work** **Course Attributes**

Learner Outcome Information

Outcome Status: Awarded

Student Record Term:

Bulletin Academic Year:

Degree Completion Term:

Graduation Application Date:

Calculate GPA

Apply to Graduate:

Graduation Information

Graduation Term: Graduation Year:

Graduation Status: Graduated

Graduation Date:

Fee: ☐ Charge Fee ☐ Waive Fee ☐ None Fee Term:

Fee Detail: ☐ Fee Charged

Fee Amount: Fee Date: ☐ Fee Waived

Authorize: ☐ No Fee

Curricula Summary - Primary

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	201410	BA Degree	201390	Undergraduate	Main	Connecticut College	Bachelor of Arts

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201410	Major	Sociology		

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

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

Learner Outcome **Curricula** **Dual Degree** **Honors** **Institutional Courses** **Transfer Courses** **Non-Course Work** **Course Attributes**

Departmental Honors

Code	Description	Print on Transcript	Print on Commencement Report
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
PY1	Honors/Dist in Psychology	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Institutional Honors

Code	Institutional Honors Description	Print on Transcript	Print on Commencement Report	Default EDI
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CM	Cum Laude	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.