

**Internet Native Banner (INB)
Training for Undergraduate Advisors
(may also be helpful to other ETSU faculty and staff who
need access to undergraduate student academic records)**

Login Address for INB: <http://banner.etsu.edu:9090/>
(INB only available on-campus)

**To Request INB Access
Complete Banner Student Account Request Form:
<http://www.etsu.edu/oit/forms/default.asp>**

Objective: Learn how to identify and navigate some of the primary Banner Student forms that will be utilized in undergraduate academic advisement.

This handout is a quick overview of the following Banner Student INB forms.

- **SOAIDNS** – Student Search form
(similar to SIS screen 002)
- **SPAIDEN** - Student demographics
(address, gender, DOB, citizenship, ethnicity, marital status, etc.)
- **SAAADMS** – Student application information
(Date applied, entry term, major, residency status, letter of good standing, etc.)
- **SAADCRV** – Admissions decision
- **SGASTDN** – General student
- **SZAADEF** – Academic Deficiency Summary
(Includes Developmental Studies and high school deficiency requirements)
- **SOATEST** – Test Score Information
(ACT/SAT, GRE, Compass, Praxis, etc.)
- **SHACRSE** – Course summary (ETSU work)
- **SZATELS** – TELS student eligibility
- **SOAHOLD** – Hold information
- **SPACMNT** – Person comment
(advisement documentation, substitutions, general education exceptions, block transfer evaluations, course waivers, etc.)
- **SHATRNS** – Transfer course information
(see Banner Self-Service transcript for easier access)
- **SOAPCOL** – Prior college (previous degrees)
- **SFASRPO** – Student registration **permit** override
- **SPAAPIN** – Alternate Personal Identification Number

The Family Educational Rights and Privacy Act (FERPA)

Federal law prohibits release of student information (attendance, grades, etc) to anyone other than the student. Students under 21, may waive this right (see Partners in Education page 4).

<http://www.etsu.edu/reg/ferpa.htm>

The Family Educational Rights and Privacy Act of 1974 (USCA 20, 1232G) prohibits the release of educational records or personally identifiable information except directory information without the written consent of the student other than to... "Other school officials including teachers within the educational institution or local educational agency, who have been determined to have legitimate educational interest..."

Advisors and other university officials have a right to access educational records if performing a task or function which **constitutes a legitimate educational interest**. However, this information may not be released to third parties without the written consent of the student. All third party requests are to be addressed to the Office of the Registrar.

Inappropriate access is prohibited by the Family Educational Rights and Privacy Act.

Partners in Education Program

Program created by governor of Tennessee to create a partnership, fostering communication between students, their families and the university. Students under 21 years of age may sign a Partners in Education waiver form in the Office of Undergraduate Student Advisement (located in the Welcome Center, 2nd Level of D.P. Culp Center) allowing limited academic information to be released to a designee (parent, guardian, and spouse). **All correspondence or requests for information will originate with the Office of Undergraduate Student Advisement. This office will contact university faculty or staff if academic information is to be released by the faculty member.**

Do not release educational information when parent indicates student has signed the Partners in Education Program. The forms (given to student and parent) direct **ALL** inquiries to the Office of Undergraduate Student Advisement (423-439-8557 or 6940). Students may share their GoldLink pin and D2L password with parents if they like which gives parents access to mid-terms, grades, financial aid, transcripts, etc. **General Banner information and terms:**

Banner has replaced FRS, SIS, HRS and ADS providing a more integrated, web-based system for processing information on campus. The system was purchased on a state-wide contract and was implemented at all Tennessee Board of Regents institutions. ETSU was fully functional on Banner fall of 2008 for all systems.

Banner may be accessed in two different ways:

- GoldLink – aka Self Service Banner utilized by students, advisors, staff, and faculty
- INB – Internet Native Banner is the database where information is entered and is navigated thru the use of forms

Helpful information and terms:

Term = denoted by year and number of month term begins

Examples:

- 201010 = Spring 2010 = Academic term that begins January (1st month =1) with 0 added to end
- 201050 = Summer 2010 = First summer academic term that begins May (5th month =5) with 0 added to end
- 201080 = Fall 2010 = Academic term that begins August (8th month=8) with 0 added to end

Time Ticketing – process that issues a day/time for a student to register for classes Gold Link

Alternate Pin – process developed which allows student to register earlier than their assigned time ticketing such as students with disabilities, honors students and athletes.

Faculty Services Tab (in GoldLink) – contains faculty and advisor tools. Access limited to permanent employees where job duties require access to student academic records.

Banner “Student” replaced SIS

PROD – production

Web Tailor – program that allows some changes in GoldLink to individualize the look and feel of GoldLink for each university.

Form – information in INB is organized by forms. Student forms begin with S

Form names = 7 alpha characters

Validation table - list of available options for a specific drop down menu

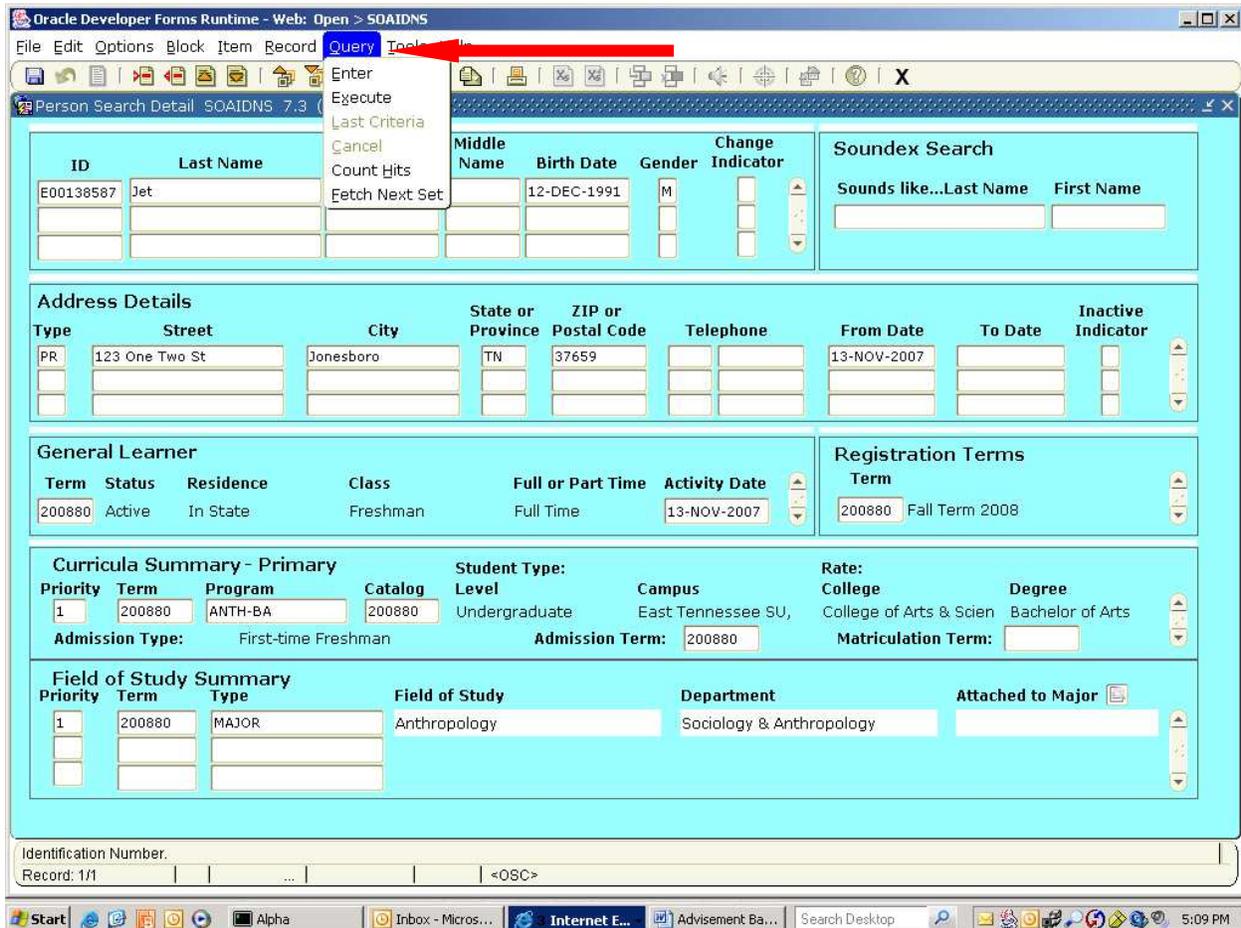
Query – a {Q} after a form name indicates you only have view or query rights.

See the top line of your INB for the form in question (Example: Oracle Developer Forms Runtime – Web: Open SOAHOLD {Q}). This indicates you only have query for SOAHOLD.

You may search for students from most forms. SOAIDNS is the primary person search detail form which identifies additional information that will help identify student(s).

SOAIDNS – Person Search Detail

- Case sensitive
- Enter student’s last name (enter first name for more narrow search)
- If not sure of spelling – type as much of name as you know and then % (% is a wildcard and will include all possibilities with the information you have typed)
- Choose Query and then Execute (or use Execute Query Icon)
- Student information will display (use next block and scroll options)
 - Several name options may appear
 - Address details located in address details block
 - Curricula Summary block will also display with degree/major



SPAIDEN – General Person Identification

Student information: name, address, phone, email (use TABS)

The screenshot displays the SPAIDEN web application interface within an Oracle Developer Forms Runtime browser window. The main form is titled "General Person Identification SPAIDEN 7.3R (TEST)". At the top, there is an "ID:" field containing "E00138587" and a dropdown menu showing "Jet, New York". A "Generate ID:" button is located to the right. Below this, a series of tabs are visible: "Current Identification", "Alternate Identification", "Address", "Telephone", "Biographical", "E-mail", and "Emergency Contact". The "Current Identification" tab is active, showing a sub-form with an "ID:" field (highlighted in blue) containing "E00138587" and a "Name Type:" dropdown menu. The form is divided into two main sections: "Person" and "Non-Person". The "Person" section includes fields for "Last Name:" (Jet), "First Name:" (New York), "Middle Name:", "Prefix:", "Suffix:", "Preferred First Name:", and "Full Legal Name:". The "Non-Person" section includes a "Name:" dropdown menu. To the right of the "Person" section, there are two sub-sections: "ID and Name Source" and "Original Creation". The "ID and Name Source" section includes a "Last Update" section with fields for "User:" (ST_TEST03), "Activity Date:" (13-NOV-2007), and "Origin:" (GOAMTCH). The "Original Creation" section includes fields for "User:" (ST_TEST03) and "Create Date:" (13-NOV-2007). At the bottom of the form, there is a status bar that reads "Current identification number, overtyping to change." and "Record: 1/1". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "2:13 PM".

SAAADMS – Admissions Application

Application status and application decision

Application status codes are also listed in validation table (see overlay on form below). If you have query only on a form you may not have access to drop down arrow boxes.

To determine if in query mode – see Oracle Developer Forms Runtime note on top of form. If query it will indicate name of form and (Q). Example: SAAADMS (Q).

C	Complete ready for review
D	Decision made
F	Referred
I	Incomplete items outstanding
P	Pending
D	Denied
W	Withdrawn

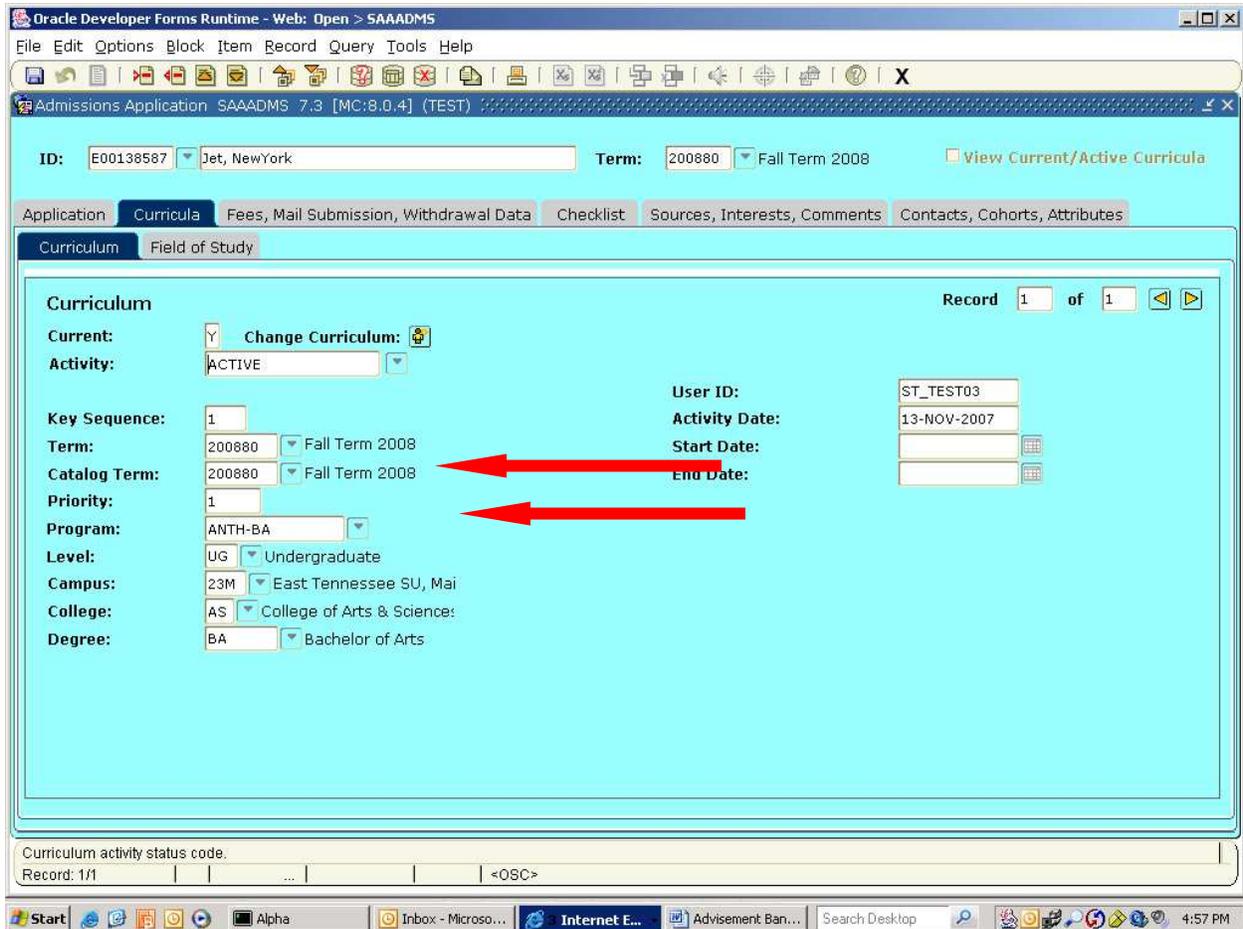
The screenshot shows the Oracle Developer Forms Runtime interface for the SAAADMS application. The main form displays application details for ID E00138587, Jet, New York, Term 200880, Fall Term 2008. The application status is set to 'D' (Decision Made) with a date of 13-NOV-2007. A red arrow points to this status field. An 'Admission Application Status Validation (STVAPST)' dialog box is open, showing a table of status codes and their descriptions:

Code	Description	ACTIVITY DATE
C	Complete ready for review	18-APR-2007
D	Decision Made	18-APR-2007
F	Referred	31-JUL-2007
I	Incomplete items outstanding	18-APR-2007
P	Pending N/A in PROD & PPRD	31-JUL-2007
R	Denied	31-JUL-2007
W	Withdrawn	31-JUL-2007

The main form also shows other details like Admission Type (FR - First-time Freshman), Student Type (N - New First Time), Residence (1 - In State), Site, Full Time or Part Time (F - Full Time), Application Number (1), Application Preference, Application Date (13-NOV-2007), Application Status Date (13-NOV-2007), Maintained By (S SYSTEM), Application Decision (X - Conditional Acceptance), Application Decision Date (13-NOV-2007), and Maintained By (S SYSTEM). The campus is East Tennessee SU, College is College of Arts & Scien, Degree is Bachelor of Arts, Department is Sociology & Anthropology, and it is attached to a major.

SAAADMS - continued

Curriculum (TAB) includes catalog year and program of study



SAADCRV – Admissions Decision

Oracle Developer Forms Runtime - Web: Open > SAADCRV

File Edit Options Block Item Record Query Tools Help

Admissions Decision SAADCRV 7.3 [MC:8.0.1] (TEST)

ID: Term: 200880 Fall Term 2008

Decision Processing High School Review Prior College and Degree Review Test Score Review

Application Summary

Entry Term: 200880 Decision: Conditional Acc Status: Decision Made Application Date: 01-NOV-2007
 Application Number: 1 Admission Type: FR First-time Fresh Session: Outstanding Documents:
 Application Preference: Student Type: N Residence: 2 Out of State Full or Part Time: F Full Time

Priority Program Level College Campus Degree Catalog Term Field of Study
 1 UDEC UG 00 23M 000000 200880 Type: MAJOR Code: UDEC Department:

Application Decision Application Decision Letter Decision Calculator Rating Review

Decision Data

Decision Code	Description	Significant Decision	Institution Acceptance	Applicant Acceptance	Institution Rejection	Inactive Application	Maintained by	Decision Date	User ID
<input checked="" type="checkbox"/>	Conditional Acceptance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S SYS	30-NOV-2007	PALUMBO
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Application decision code; press LIST for valid codes.
 Record: 1/1 <OSC>

Start 3 Internet Explorer Advise ment Banner Form... Search Desktop 5:06 PM

SGASTDN – General Student Record

Check: Student status = Active

Student must be active to register for classes.

See validation table for other status codes (use drop down arrows when available)

Note: Red arrow indicates the validation table (STVSTST). This form will give a larger view of code and description.

The screenshot shows the Oracle Developer Forms Runtime web application for the SGASTDN General Student Record. The main form displays student information for ID E00138587, term 200880, and status AS (Active). A dialog box titled "Student Status Code Validation (STVSTST)" is open, showing a table of status codes and their descriptions. A red arrow points to the dialog box title.

Code	Description	Allow Reg
AS	Active	Y
DI	Dismissed from College	N
GR	Graduated	N
IS	Inactive	N
LA	Leave of Absence	N
WD	Withdrawn from College	N

The main form also displays sections for Curricula Summary - Primary and Field of Study Summary. The Curricula Summary section shows Priority Term 1, Program ANTH-BA, Catalog 200880, Level Undergraduate, Campus East Tennessee SU, College College of Arts & Scien, and Degree Bachelor of Arts. The Field of Study Summary section shows Priority Term 1, Type MAJOR, Field of Study Anthropology, and Department Sociology & Anthropology.

SGASTDN (continued)

Graduation Status: Choose Academic and Graduation Status, Dual Degree TAB

The screenshot displays the Oracle Developer Forms Runtime interface for the SGASTDN form. The browser window title is "Oracle Developer Forms Runtime - Web: Open > SGASTDN". The address bar shows "General Student SGASTDN 7.3 [MC:6.0] (TEST)". The form header includes fields for "ID:" (E00138587), "Student Summary", and "Term:" (200880). A "View Current/Active Curricula" checkbox is also present. The main content area is divided into three sections:

- Academic Status:** Contains fields for "Academic Term:", "Academic Status:", "Academic Standing Override:", "Academic Status Override Term:", "Progress Evaluaton:", "Progress Evaluation Override:", "Progress Evaluation Override Term:", "Combined Academic Standing:", "Combined Academic Standing Override:", and "Combined Academic Standing Override Term:". Each field has a corresponding input box or dropdown menu.
- Graduation Status:** Contains fields for "Expected Graduation Date:", "Graduation Term:", and "Graduation Year:", each with an input box and a dropdown menu.
- Dual Degree:** Contains fields for "Degree:", "Level:", "College:", "Department:", and "Major:", each with an input box and a dropdown menu.

At the bottom of the form, there is a status bar with the text "Academic standing (history override); press LIST for valid codes." and "Record: 1/1". The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying "1:56 PM".

SZAADEF – Academic Deficiency Summary

This form indicates the student’s academic deficiencies. A student may be deficient in required high school courses or need developmental studies courses. [Advising Summary](#) in GoldLink is easier to use and review high school deficiencies, developmental studies requirements, etc.

1. **High school deficiencies:** The completion of certain high school units as an admission requirement for Tennessee Board of Regents (TBR) universities began in the Fall of 1989. Students will be required to take the necessary courses for meeting their high school unit deficiencies prior to reaching junior standing (60 credit hours earned). For further questions and for registration hold clearing please contact: 439-7097

For more information regarding high school unit deficiencies please review the High School Deficiency Brochure at: <http://www.etsu.edu/reg/registration/highschoolunitdeficiencies.aspx>

2. **Developmental Studies Program placement** – students who have ACT subscores < 19 (or comparable SAT subscores) in writing, reading and/or math are required to complete developmental studies courses before beginning college level courses. If a student is required to take Developmental reading or writing courses (as noted on SZAADEF), please **contact the University Advisement Center (UAC) located in the ARC at 423-439-5244**. UAC should be advising these students because of testing and assessment procedures. If a student has just math requirements the major advisor will advise the student.
 - a. Adult students without ACT/SAT scores are required to take a Compass assessment test in Reading, Writing and Math to determine college-level placement.
 - b. Transfer students who have not completed college level English and Math courses will be required to take a Compass assessment in that area. Registration error messages in GoldLink indicating Pre-Req or Test Score error can mean: 1.) student does not have prerequisite for course OR 2.) that student has not completed Developmental Studies courses required for this course OR 3.) transfer student needs to take Compass assessment to determine placement. **PLEASE BE CAREFUL WHEN GIVING PERMITS – PERMITS WILL ALSO OVERRIDE DEVELOPMENTAL STUDIES REQUIREMENTS. Please contact the University Advisement Center at 423-439-5244 if in doubt.**

Academic Deficiency Code	Description	Record Creation Source	Status	Status Date	Term	CRN	Course Subject	Course Number	Transfer Course	Comments
		M	R - Required							
DSPM1	Basic Mathematics	S	R - Required	25-JAN-2008						
DSPM2	Elementary Algebra	S	R - Required	25-JAN-2008						
DSPM3	Intermediate Algebra	S	R - Required	25-JAN-2008						
DSPSS	Study Skills	S	R - Required	25-JAN-2008						
DSPW2	Developmental Composition	S	R - Required	25-JAN-2008						

East Tennessee State University
 Undergraduate Student Advisement
<http://www.etsu.edu/advisement>
 (423)439-8557
 Revision Date: August 2010

SOATEST – Test score information

ACT/SAT, GRE, Compass, Developmental Studies Placement, Toefl, Exit Exam, Major Field tests, etc.

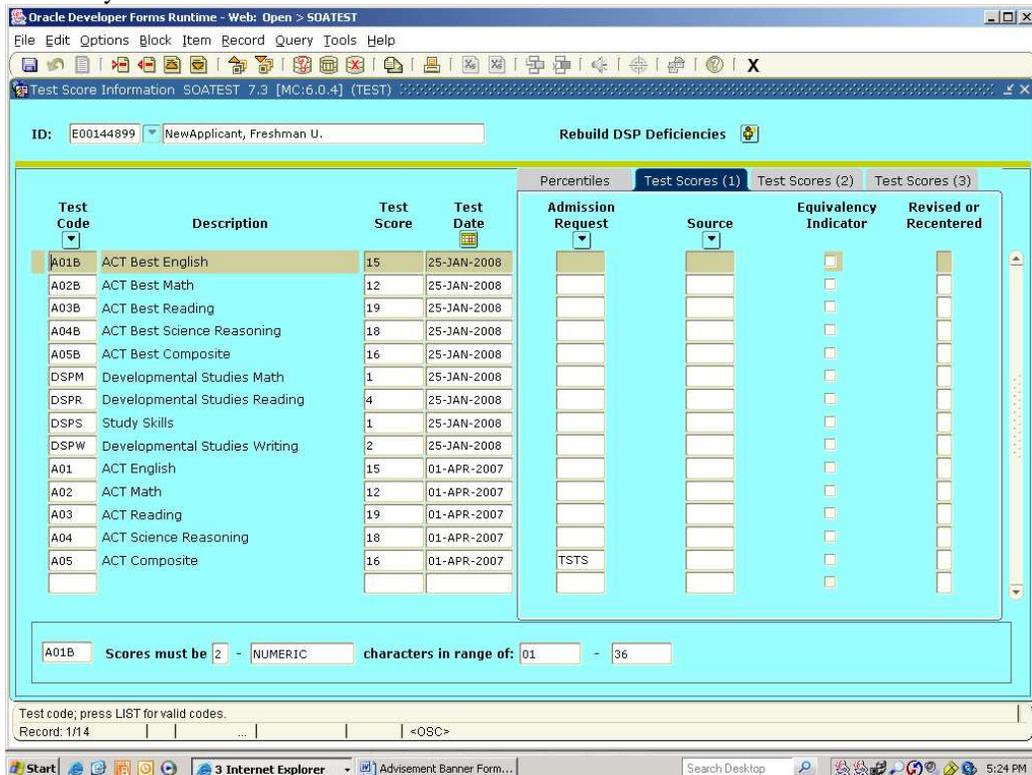
Test Score Codes for Developmental Studies – Banner calculates “Best Score” for DSP Placement for students with multiple ACT or SAT scores. Similar to DSPP line on screen 136 in SIS. The Best ACT Score selects the best score from multiple ACT tests and places students accordingly. SOATEST indicates initial placement. Please see SZADEF for actual requirements.

Developmental test scores = 4 indicates student is college-level with no DSP requirements. The other codes indicate the following requirements.

Developmental Studies Writing	1 = DSPW0700 (not available at ETSU) 2 = DSPW0800
Developmental Studies Reading	1 = DSPR0700 (not available at ETSU) 2 = DSPR0800
Developmental Studies Math	1 = DSPM0700 Basic Arithmetic 2 = DSPM0800 Elementary Algebra 3 = DSPM0850 Intermediate Algebra
DSP Study Skills (ETSU - Learning Strategies)	1 = DSPS0800 (required) 2 = NOT required

(Test score will indicate lowest level. If DSP Math = 1 student is required to take DSPM0700, 800 and 850.)

If SOATEST does not have a test score for Developmental Studies Math, Reading and Writing --- please contact the University Advisement Center at 439-5244.



SHACRSE – Course Summary

Summary of ETSU courses taken by student.

Leave term blank to include all semesters or request semester by semester. Can query form using subject, term, level, etc. May assist advisors in checking or completing Major/Minor sheets.

Oracle Developer Forms Runtime - Web: Open > SHACRSE

File Edit Options Block Item Record Query Tools Help

Course Summary SHACRSE 7.2 Next Block

ID: Term:

Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Mode	Repeat	Course Title
<input type="checkbox"/>	200580		23M	GR	33572	PEXS	5911	004	3.000	A	S	<input type="checkbox"/>	Spec Studies
<input type="checkbox"/>	200580		23M	GR	32230	SALM	5230	201	3.000	B	S	<input type="checkbox"/>	Legal Issues
<input type="checkbox"/>	200550	E	23M	GR	20563	SALM	5250	090	6.000	A	S	<input type="checkbox"/>	Internship In Salm
<input type="checkbox"/>	200510		23M	GR	11611	PEXS	5430	201	3.000	A	S	<input type="checkbox"/>	Adm Of Pe & Ath
<input type="checkbox"/>	200510		23M	GR	12219	SALM	5220	201	3.000	A	S	<input type="checkbox"/>	Issues And Trends - Sptm
<input type="checkbox"/>	200510		23M	GR	12216	SALM	5240	201	3.000	A	S	<input type="checkbox"/>	Risk Management
<input type="checkbox"/>	200510		23M	GR	12003	SALM	5245	201	3.000	A	S	<input type="checkbox"/>	Financing Sport
<input type="checkbox"/>	200480		23M	GR	34354	SALM	5215	201	3.000	A	S	<input type="checkbox"/>	Sport In Society
<input type="checkbox"/>	200480		23M	GR	32088	SALM	5232	201	3.000	A	S	<input type="checkbox"/>	Sport Communication
<input type="checkbox"/>	200410		EG2	GR	14279	EDFN	5950	421	3.000	A	S	<input type="checkbox"/>	Methods Of Research
<input type="checkbox"/>	200380		23M	GR	32085	SALM	5243	201	3.000	B+	S	<input type="checkbox"/>	Sport Marketing
<input type="checkbox"/>	200050	D	23M	UG	20567	PSCI	1120	011	3.000	B	S	<input type="checkbox"/>	Intro Amer Govt
<input type="checkbox"/>	199950	D	23M	UG	20523	ENGL	2220	210	3.000	C	S	<input type="checkbox"/>	Amer Maj Authors
<input type="checkbox"/>												<input type="checkbox"/>	
<input type="checkbox"/>												<input type="checkbox"/>	
<input type="checkbox"/>												<input type="checkbox"/>	
<input type="checkbox"/>												<input type="checkbox"/>	
<input type="checkbox"/>												<input type="checkbox"/>	

Term Code; press Select button or DUP RECORD on desired line for course details.
Record: 1/13 <OSC>

SOAHOLD - Placing a hold in Banner INB

Students can view holds on Gold Link. Not all departments have authority to issue holds. Note: A {Q} after SOAHOLD (very top line of form) indicates query or view only.

- Next block into Hold Details
- Click on drop down menu
- Choose type hold (security will limit your options)
- Select type hold from list
- Choose OK
- Enter Reason if applicable
- **DO NOT USE RELEASE INDICATOR**
- Once you save your hold – your username will appear in the box next to the release indicator
- Enter “from” date (if different than today’s day which is auto populated)
Enter “to” date (if different than end-of-time date which is auto populated 31-Dec-2099)
- Origination code: pending – may be your area/department
- SAVE
- Verify hold
- Rollback using (see arrow)
Next block
- Verify hold

The screenshot shows the Oracle Developer Forms Runtime interface for the SOAHOLD form. A red arrow points to a button labeled 'ROLLBACK' in a vertical text box. The form displays 'Hold Information' for ID E00144899, a Freshman Undergrad NewApplicant. The 'Hold Details' section includes fields for Hold Type, Amount, From (25-JAN-2008), To (31-DEC-2099), Reason, and Release Indicator. A 'Hold Type Codes (STVHLDD)' dialog box is open, showing a list of hold types with columns for C..., Desc, Reg Hold, and Env Hold. The 'AA' code for 'Final High School Transcript' is selected. The status bar at the bottom indicates 'Choices in list: 82' and 'Record: 1/1'.

To END hold:

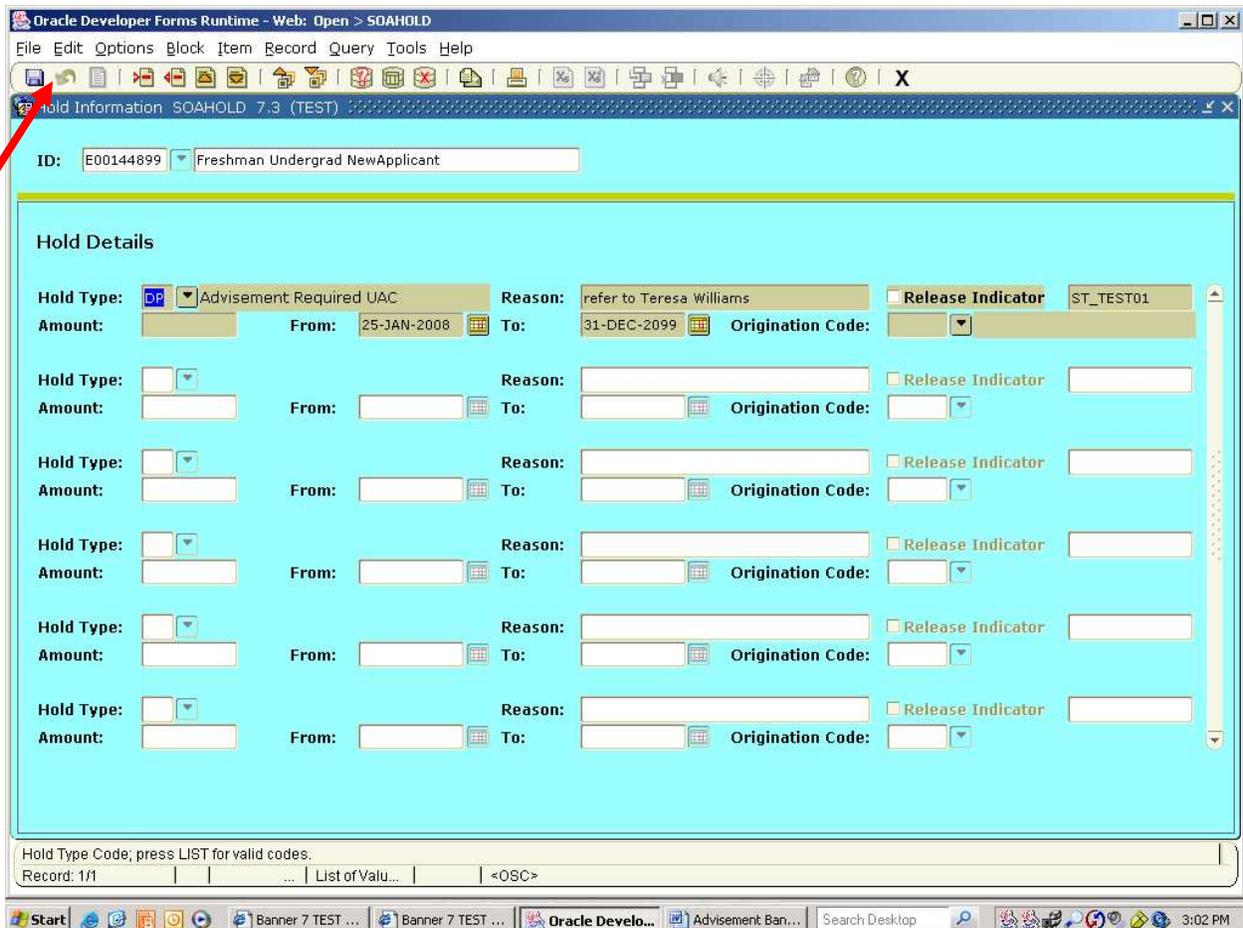
- Next block into Hold Details
- Change “To” date to today’s date
- Save changes
- Rollback, next block and check changes

Note: in Banner INB, to insert today’s date type in T and hit enter (should auto populate today’s date)

To DELETE hold record:

- Next block into Hold Details
- Click on Hold Type (of hold you want to delete)
- Select Record
- Record Remove
- Enter
- Save
- Rollback, next block and check changes

R
O
L
L
B
A
C
K



SPACMNT – Person Comments

Course substitutions, block transfer analysis results, advisement documentation, etc. may be entered here. Viewable to all who have INB access.

To enter comment or advisement documentation.

If there is already a comment – select record and select insert record.

- Select comment type from drop down menu
- Select originator (may be left blank)
- Select contact (may be left blank)
- Checking confidentiality box emphasizes that comment may be sensitive – **there are no** private comments in Banner
- Click in comments box and type.
- Select SAVE icon
- Your username will be inserted in the Last updated by (system maintained)

Oracle Developer Forms Runtime - Web: Open > SPACMNT

File Edit Options Block Item Record Query Tools Help

Person Comment: SPACMNT 7.2.1.1 (TEST)

ID: E00144899 NewApplicant, Freshman U.

Comment Type: DOC Advisor Documentation

Originator: []

Contact: []

Contact Date: 25-JAN-2008

Appointments: []

From Time: []

To Time: []

Confidentiality:

Add Date: 25-JAN-2008

Activity Date: 25-JAN-2008

Last Updated by: ST_TEST01

Comments:

Fall 2008 - advised student to take Engl 1010, Phil 1030, Math 1530 and Hist 2010. Discussed Gen Edu, Intensives and Probation status.

Narrative Comments:

Comment Type Code, press LIST for valid codes.

Record: 1/1 | ... | List of Valu... | <OSC>

SHATRNS – Transfer coursework

***ALWAYS view transcripts on GoldLink. Use academic transcript for unofficial transcript or transfer evaluation (for more detailed transfer course information – when needed for substitutions).**

If you use SHATRNS you will select transfer institution number with drop down arrow and then select attendance period number. If student has transfer work from multiple institutions, you will have to select each one separately. Remember to use next block. Each course is listed one page at a time. I strongly recommend using GoldLink for transcripts and transfer evaluations.

Oracle Developer Forms Runtime - Web: Open > SHATRNS

File Edit Options Block Item Record Query Tools Help

Transfer Course Information - SHATRNS 7.3 [MC:9.0.3] (TEST)

ID: Transfer Institution Number: Attendance Period Number:

Transfer Institution

Institution:

Transcript Receipt Date:

Official

Transfer Attendance Period

Attendance Period:

Acceptance Date:

Effective Term:

Term Type:

Apply to Level:

Transfer Degree:

Attendance Begin Date:

Attendance End Date:

ERROR Cannot goto Transcript Course Detail from the Key Block.

Record: 1/1 | ... | List of Valu... | <OSC>

Start | 3 Internet Explorer | Advisement Banner Form... | Search Desktop | 5:57 PM

SOAPCOL – Prior college (previous degrees)

Student may have multiple degrees. You may need to use the scroll bar to see additional information. Prior college: transcript reviewed date may be helpful information. Degree details – a degree date indicates that the degree is complete/official.

The screenshot shows the Oracle Developer Forms Runtime web application. The browser window title is "Oracle Developer Forms Runtime - Web: Open > SOAPCOL". The address bar shows "Prior College SOAPCOL 7.3 (TEST)". The form is titled "Prior College SOAPCOL 7.3 (TEST)".

At the top, there is a menu bar with "File Edit Options Block Item Record Query Tools Help". Below the menu bar is a toolbar with various icons. The main form area is divided into two sections:

Prior College and Degree (selected tab):

- ID: E00144899 (dropdown menu)
- NewApplicant, Freshman U. (text field)
- Prior College and Degree (selected tab)
- Majors, Minors, Concentrations (tab)
- Prior College Address (tab)
- Prior College: (dropdown menu)
- Enrollment Planning Service Code: (text field)
- Transcript Received Date: (calendar icon)
- Transcript Reviewed Date: (calendar icon)
- Admissions Request: (dropdown menu)
- Official Transcript (checkbox)

Degree Details (selected tab):

- Degree: (dropdown menu)
- Attended From: (calendar icon)
- College: (dropdown menu)
- Transfer Hours: (text field)
- Honors: (dropdown menu)
- Degree Date: (calendar icon)
- Attended To: (calendar icon)
- GPA: (text field)
- Goal: (dropdown menu)
- Primary Degree Indicator (checkbox)
- Year: (text field)

At the bottom of the form, there is a status bar with the text "Prior College code; press LIST for valid codes." and "Record: 1/1".

SFASRPO – Student registration permit override

How to Enter a Permit in Banner. Not everyone has authority to issue permits. Only issue permits for your department. Issuing permits outside of your department will result in disciplinary action.

1. Go to SFASRPO
2. Enter Student ID
3. Enter Term
4. Click Drop Down Menu
5. Choose Approval (Instructor/Dean/Dept/Approval) – (Approval should over ride pre-reqs etc., use other codes for record purposes or to override time conflicts etc.)
6. Enter CRN, or Subject and Course Number (section)
7. Click Save

**** If you need to issue more than 4 permits – select record insert and an additional row will be inserted for your use.**

The screenshot displays the Oracle Developer Forms Runtime - Web interface for SFASRPO. The window title is "Oracle Developer Forms Runtime - Web: Open - SFASRPO". The browser address bar shows "Student Registration Permit-Override: SFASRPO 7.0 (TEST)".

At the top, there are input fields for "ID:" (E00144899) and "Term:" (200880, Fall Term 2008). Below this is a section titled "Student Permits and Overrides" with a table:

Permit	CRN	Subject	Course Number	Section	User	Activity Date	
APPROVAL	Instructor/Dean/Dept Appro	80702	MATH	1410	001	HOWARDK	24-JAN-2008

Below this is a section titled "Student Schedule" with a table:

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
80455	1	ACCT	2010	001	24	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0815	0910
80462	1	ACCT	3000	001	28	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1235	1355
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

At the bottom of the window, there is a status bar with the text: "CRN; press COUNT QUERY HITS for CRN search or HELP for specific section info. Record: 1/1 | ... | <OSC>". The Windows taskbar at the bottom shows the start button, system tray, and the time 4:14 PM.

SPAAPIN –

Beginning Fall 2010 – Advisement Holds and Orientation Holds will be on SOAHOLD. Watch for details via email in October 2010.

After you have advised student

- Go to: SPAAPIN
- Enter term – use drop down menu or use information below to type in term code
 - Term codes – explanation of term codes, use drop down menu or type in term
 - 201010 = spring 2010 (spring semester begins in 1st month or January)
 - 201050 = summer 2010 (summer begins in 5th month or May)
 - 201080 = fall 2009 (fall begins in 8th month or August)
- Enter student ID or search for student
- Next block into field
- Select row with ADVREQ in Alternate Pin Column
- Cursor should be in term code (should be highlighted)
- Click on Record
- Choose Remove
- Click on SAVE (blue disk icon)
- Verification Process: Rollback using roll back arrow and then next block. The ADVREQ row should be blank.

*** Do not remove any other coding on this form – this form has additional processes.

Alternate Pin = ORIENT = student required to attend new student orientation. Have them contact Student Affairs at 423-439-4210 if they have extenuating circumstances and cannot attend. Students outside of 250 mile radius are not required to attend orientation but may have an ORIENT code.

Alternate PIN = 222222 = student has priority registration and can register on the first day of each registration period (athletes, honors, students with disability, etc.)