# Banner Student Information for Academic Offices

**Banner Web Site:** http://banweb.eku.edu

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1. Use SCACRSE [query only] (Figure 1) to view the basic course information
2. Enter the key block parameters: subject, course number, term code [catalog information is term specific]
3. Issue a next block command to see data
4. Additional next block commands to see the rest of the form (This form shows the workload values associated with a given course)
5. Related forms include SCADETL – co-requisite info, CIP codes & course description
6. SCARRES shows class restrictions
7. SCAPREQ gives class prerequisites
8. The Options menu from SCACRSE has access to these forms, too
1. Use SSASECT [query access] (Figure 2) to view specific info for a particular class (CRN)
2. Enter key block parameters
   a. Term code for schedule term [201020 for Spring 2010]
   b. Section is a 5 digit CRN (If CRN is unknown, click down arrow icon to go to SSASECQ to search)
3. Issue a next block command to see data
4. Additional next block commands to see time, place, and instructor for section
5. Related forms include SSADETL (which may be accessed by the options menu)
6. Faculty and students can see the online schedule from the EKUDirect

Figure 2 Class Schedule Form

1. Use SSASECQ (Figure 3) to search for a specific section or list of sections
2. Enter your query (specify term, and/or subject [prefix], and/or course [number], etc.)
3. Execute the query (F8)
   (Note the form shows max enrollment [cap], actual enrollment, and remaining seats.)
1. Use SAAADMS (Figure 4) to view potential student’s admission to EKU
2. Enter key block parameters (student ekuid no & check mark view current/active curricula)
3. Issue a next block command
4. Additional next blocks to see additional data (or you may click on the tabs)

Figure 5 General Person Form (Demographic Data)

1. Use SPAIDEN (Figure 5) to obtain student, faculty, employee info (ie name, address, phone, demographic data, emergency information, international data, etc)
2. Enter key block parameter (ekuid no)
3. Issue a next block command to see data or click on the Tabs.
1. Use SOATEST (Figure 6) to view student test scores
2. Enter key block parameter (student EKU ID)
3. Issue a next block command to see data
4. If several test scores are shown, query the data by clicking on enter a query or (F7)

Figure 6 Test Score Information Form

Figure 7 General Student Form

1. Use SGASTDN (Figure 7) to view student learner and curriculum info (created from SAAADMS)
2. Enter the key block parameters (student ekuid no & check mark view current/active curricula)
3. Issue a next block commands to see additional info
4. Degree/Program on the Curricula tab and Major/Minor on the Field of Study tab
5. Click Academic Status in the Options Menu to see the student’s academic standing
6. Many related forms can be accessed from the option menu.
1. Use SGAADVR (Figure 8) to view student advisor(s)
2. Enter the key block parameters (student EKU ID and term)
3. Issue a next block command to see the data
4. This form may be accessed through the option menu of SGASTDN
5. Faculty Advisors can obtain a list of their advisees from EKUDirect

Figure 8 Multiple Advisors Form

Figure 9 Hold Information Form

1. Use SOAHOOLD (Figure 9) to check or issue holds for a student
2. Enter key block parameter (student EKU ID)
3. Issue a next block command to view holds
4. A hold is released by changing the ‘To date’ to today’s date
5. Some holds can be released only by those offices that issued them
6. Students can view their holds from EKUDirect
1. Use SPAAPIN (Figure 10) to obtain students RAC numbers
2. Alternate PIN or RAC numbers should come from the Advisor (Figure 10) – After a student registers for the first course, the alternate pin will no longer be displayed for that term.
3. Enter the key block parameters (term code and student ekuid no)
4. Issue a next block to see the data

Figure 10 Student Alternate PIN

1. Use SFAREGQ (Figure 11) to view a student’s schedule
2. Enter the key block parameters (term and student ekuid no)
3. Issue a next block command
4. By scrolling the form you can see additional sections
5. Neatly printed student schedules can be obtained by processing SFRSCHD through Job Submission.
6. Students can get a printer friendly schedule from EKUDirect.

Figure 11 Registration Query Form
Figure 12 Student Registration Permit Override Form

1. Use SFASRPO (Figure 12) to view or add student registration overrides or permits
2. Enter key block parameters (term code and student ekuid no)
3. Issue next block command to see data
4. Enter the type of override you wish to issue this student (double click field to see a list of types)
5. Enter the CRN for which the override is to be allowed*
6. Click ‘save’ button to complete transaction

*If a capacity override is given to the course ENG 101 rather than to a specific CRN of ENG 101. This allows the student into any closed section of ENG 101. Issuing an override to a specific CRN does not guarantee the student access to a class. For example, a ‘class’ override (allows a freshman to take a senior level course), only to find the section he/she wants is already filled. In this case, two overrides would be required to get the student into the class.
1. Use SHATERM (Figure 13 & 14) and SHASUBJ to view a student’s academic history
2. Enter key block parameters (student ekuid no and level code)
3. Issue next block command to see data

Figures show the data revealed in SHATERM and SHASUBJ. These forms provide you with a summary of a student’s academic work. The first block of Figures 13 gives a summary of hours attempted, hours earned, quality points, GPAs, etc., broken down as EKU work, transfer work and total work. Then a next block (in either form) takes you to the coursework summary (Figures 14 and 15). The difference in these forms is that course information in SHATERM is organized by term while course information in SHASUBJ is organized by subject. An additional academic history form is SHACRSE (Figure 16) that provides a listing of all courses from the most recent term to the oldest term. Enter the student ekuid number and next block on SHACRSE.
Figure 15 SHASUBJ Course Detail

Figure 16 SHACRSE Course Summary
1. Use SFASLST [query access] (Figure 17) to view the list of students registered in a specific class or CRN
2. Enter key block parameters
   a. Term code for roster term [201020 for Spring 2010]
   b. Section CRN (If CRN is unknown, click down arrow icon to go to SSASECQ to search for section)
3. Issue a next block command to see data
4. Faculty can get their class rosters from EKUDirect

1. Use SIAIQRY (Figure 18) to search for faculty or advisor info
2. Enter the key block parameters {term, check faculty and/or advisor box(s)}
3. Issue a next block command to enter the body of the form
4. Enter your query (specify name, college, and/or department, etc.)
5. Execute the query (F8)
6. This is a very quick and easy way to get a list of all faculty (advisors) in a college or a department.
7. Faculty can also be queried by rank (category in the form), Staff type (full-time/part-time), contract type, tenure status, or status (active, early retired, retired, etc.).
1. Use SIAASGN (Figure 20) to view/add faculty assignments
2. Enter the key block parameters (faculty ekuid no and term code)
3. Issue a next block command to see data
4. This block shows the instructional load for the faculty member
5. The data for each section will default in from other parts of Banner
6. As students enroll for this faculty member’s sections, the generated credit hours for the section will grow, factoring in class size as a part of the workload
7. Issue a second next block to see the non-instructional workload for the faculty member—some of you will enter data in this section, recording all non-instructional assignments
8. Issue a third next block to see the workload analysis. This is where the workload rules are compared with the faculty member’s actual workload.

Figure 21 Faculty Schedule Query Form

1. Use SIAASGQ (Figure 21) to view faculty schedule
2. Enter the key block parameters (term and faculty ekuid no)
3. Issue a next block command to see the data
4. Faculty members can view their schedules on EKUDirect