BANNER FORM NAMES, KEY FUNCTIONS & DESCRIPTIONS
Presented by ENROLLMENT SERVICES TRAINING

University Admissions Forms		
SPAIDEN	Identity	Name, Address & Alternate name/ID information & AccessID
SPATELE	Phone numbers	Phone numbers
GOAEMAL	E-Mail	Email addresses
SOATEST	Test scores	Test scores (ACT, SAT, TOEFL, TWE)
SOAHSCH	High School Info	High School Transcripts (GPA, date graduated, if HS transcript is received)
SOAPCOL	Previous College Info	Previous Colleges & Universities (Received or not, GPA, credits, degree info)
SAAADMS	Application & Checklist	Application info, Checklist, Application Note (Comments), Application Decision, student status
SPACMNT	Comments	General comments (loose documents & Transfer Credit Evaluation comments)
SOAHOLD	Hold info	Student Holds - Admissions Holds = AA, AB, UG, or GR plus the description of hold

Scholarships & Financial Aid Forms		
ROASTAT	Applicant Status Form	displays information about an applicant gathered from within the Financial Aid system. Most of the data is display-only and contains general financial aid status information and financial need and award data.
RRAAREQ	Applicant Requirements	permits you to define an unlimited number of documents or statuses that students need to submit or complete. These requirements control whether a student is eligible to be packaged or receive a payment of aid.
RPAAWRD	Award Form	displays and maintains packaging information for an applicant.
RHACOMM	Applicant Comments Form	records and displays specific comments about an applicant for an aid year.
ROIDISB	Disbursements Results Form	displays any errors that prevented a specific award from disbursing.
GUIALTI	SSN/SIN Alternative ID Search Form	allows you to locate a student with only the student's Social Security Number.

University Advising Center Forms		
SGASTDN	Program information	Admit term, college, major, level (e.g., undergraduate)
SOAHOLD	Student Holds	Hold, what hold blocks (e.g., registration), dates hold are valid
SMARQCM	Request Gen Ed Info	General Education Requirements compliance request management form
SMICRLT	View Gen Ed Results	General Education Requirements compliance results inquiry form

Registration & Scheduling Forms		
SCACRSE	Course information	All basic course information
SCADETL & SSADETL	Crse & Class Charges (e.g., matl fees)	Any charge pertaining to a course (SCA) or a class (SSA) (e.g. material fee)
SFAREGF	Stud. Course/Fee Assessment Query	Registration activity of a student, Fee assessment
SFAREGQ	Registration Query	Current class registration & number of credit hours for student
SFAREGS	Student Registration	Registration office on-line processing form
SFASLST	Class Roster	Shows the sequence of when each stud registered for the class & their grade
SFASRPO	Permit Overides	Permits department to approve a student to register for that class (e.g. full class, requires permission)
SFASTCA	Registration Audit Log	Shows all activity on a specific students record, for a given term
SGASTDN	General Student Info.	Indicates Student' Class, College, Level, Major, Res or Non-Res, Status
SIAASGN	Faculty Assignment	Displays assigned instructor or staff flagged as "proxy" Used for grading access
SOAIDEN	Person search	Search by name to find the students id & access id
SPACMNT	Comments on students' record	Notes & comments, special registration and/or fee adjustments documentation
SPAIDEN	Identification Info	Student name & address
SSAPREQ	Course prerequisites	Displays prerequisite/co-requisites for specific course
SSARRES	Course Restrictions	Section registration restriction such as, college, major, program, standing which prohibits student from registering & must be an override by Coll/Dept

Registration & Scheduling Forms (continued)

SSASECQ	Enrollment Information	Enrollment information for all sections of a specific course
SSASECQ	Campus location	Displays whether class is offered on-campus or at an extension center
SSASECQ	Classes in CRN order	Class section query for specific term
SSASECT	Class Schdld mtg times	Options display days, start/end times of class section, room & bldg location
SSASECT	Curr/max enrlmnt of cls	Options will display limit and current enrollment of class
SSASECT	Credit hrs & grading sys	Displays i grading system and credit hours
SSASECT	Class Information	Assigned instructors, Course offered during term, Departmental approval
SSATEXT	Section comments	Lists any note pertaining to specific class section
SSAXLST	Cross-listed courses	Displays classes in cross- isted groups

Student Accounts Receivable Forms

GUIALTI	SSN/SIN Alternate ID Search	To look for ID information esp. SSN's
TSAAREV	Account Detail Review	Review of student account transactions
SOAHOLD	Hold Information Form	Place/Release appropriate loan and/or tuition holds & View other holds for customer service
SPAPERS	General Person	View demographic information for account analysis

Student Academic Records Forms

SHACRSE	AGRADE credit	Credit added to Graduate record once paperwork is filed
SGASADD	AGRADE designation	Indicated with an Attribute of 'AG' when student is accepted into AGRADE program
SHACRSE	Classes (Academic History)	Displays all classes and grades in Banner for a student
SPAPERS	Confidentiality Flag	Release of any information is resticted when confidentiality flag is checked. A dialog box warning of restiction should automatically caution user.
SHACRSE	Credit by Exam	Listed like a regular class, but has a special grade ending with "X" (example: AX, A-X, BX, etc.)
SHADEGR	Degree Verifications	Shows student's degree, date of graduation.*
SHADEGR	Distinction/Honors	Options will allow you to view dept. honors, institution comments.*
SFAREGS	Enrollment Status	Options from the key block will allow you to view student's enrollment status, must be at least half time to defer a loan.*
SHATERM	GPA	Lists Overall GPA by Level; also shows cumulative GPA by term
SHACRSE	Grade Changes	Grade changes are listed in the individual class information
SHADEGR	Graduated	Shows when a student applied, graduated (BS, MS, Grad Cert, Post Bach Cert) or was denied graduation.
SOAHOLD	Holds	If student has financial hold, transcripts or verification of inforamtion cannot be provided.
SHACRSE	Honors Option	Click icon to the left of the class; Honors Option is indicated in the Cmnt field
SPAIDEN	Name/Address Changes	Lists Name and Address and history of changes
SHAINST	Probation	In the EOT Academic Standing field
SGASTDN	Program/Major	Student's current and previous programs/majors, double majors, concentrations, dual degrees and minors
SHACRSE	Repeats	Repeat Indicators are in the Rpt? Field; Values: I - Include in GPA & Hours, E - Exclude from GPA, A - Include in GPA, not in Hours
SHATCMT	Requirements Completed Date	Listed as a Term Comment, List degree requirements completed date, when all requirements are completed far in advance of graduation date.
SGASTDN	Senior Rule	Senior Rule is indicated in the Rate field with a value of 'SR'
SGASTDN	Standing (Classification)	In the "Class" field
SHATCMT	Teaching Certificate	A free form field (term comment) where the certificates are listed by term.
SHARQTC	Transcript Request	Allows user to order official and student transcripts to be printed in the Records Office.
SHATRNS	Transfer Credit	Undergraduate, graduate and professional transfer credit is all listed here

*All such requests should be referred to the Records Office. FERPA restrictions require signed student release before info can be released.