Banner Student Module User Information

March 2010

User Group: Deans, Associate and Assistant Deans, Department Heads, and Related Administrative Assistants

Questions about Banner should be directed to . . .

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Table of Contents

Basic Banner Information

▶*Banner Course Reference Numbers (CRNs)*

Banner uses *Course Reference Numbers* (*CRNs*) rather than section numbers. The first two digits of the five-digit CRN indicate the term during which the course is scheduled to be taught (i.e., 40 = fall, 60 = spring, 80 = summer).

▶*Banner Course Numbers*

Course numbers in Banner consist of four digits. To convert an old course number to a Banner number, place a zero between the first and second digits of the old course number. Some exceptions exist.

Course Number Examples

ENGL 101	=	ENGL 1001
BIOL 215	=	BIOL 2015
ECON 202	=	ECON 2002
ACCT 430	=	ACCT 4030
SOCW 405	=	SOCW 4005
AVIA 110	=	AVIA 1010

▶*Banner Term Codes*

Term codes in Banner consist of six digits, the first four being the year and the last two the term. All terms of an academic year (i.e., fall, spring, summer) use the same year digits – those which represent the end of that academic year (e.g., AY 2010-**2011**). The term digits are stable, as indicated below:

YYYY40 = fall
YYYY60 = spring
YYYY80 = summer
YYYY41 = wintersession (not used after Winter 2009)
YYYY61 = first summer (not used after Summer I 2010)
YYYY62 = second summer (not used after Summer II 2010)

Banner Term Examples

201140 = 2010 Fall
201160 = 2011 Spring   2010-**2011** AY
201180 = 2011 Summer

201240 = 2011 Fall
201260 = 2012 Spring   2011-**2012** AY
201280 = 2012 Summer

201340 = 2012 Fall
201360 = 2013 Spring   2012-**2013** AY
201380 = 2013 Summer
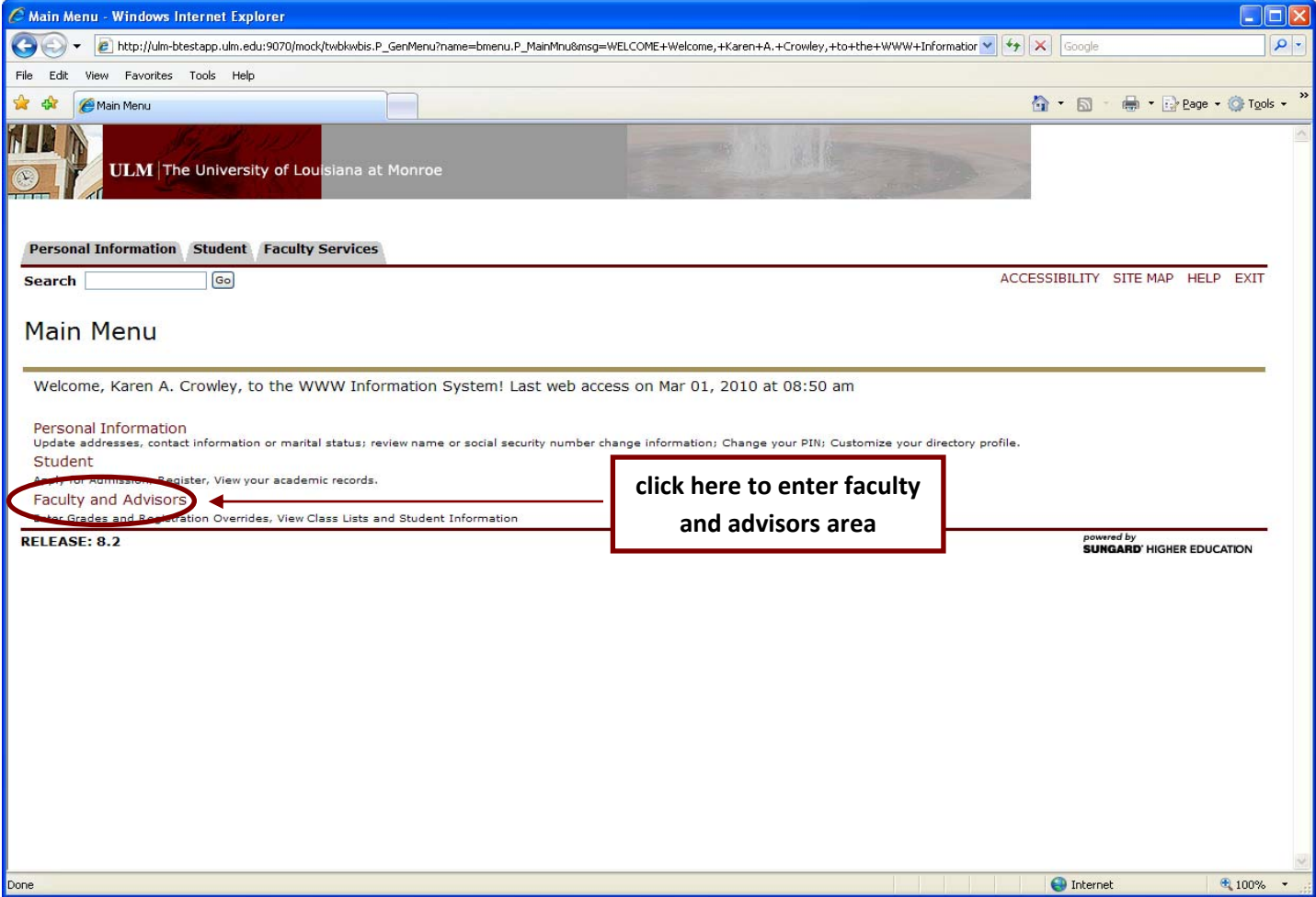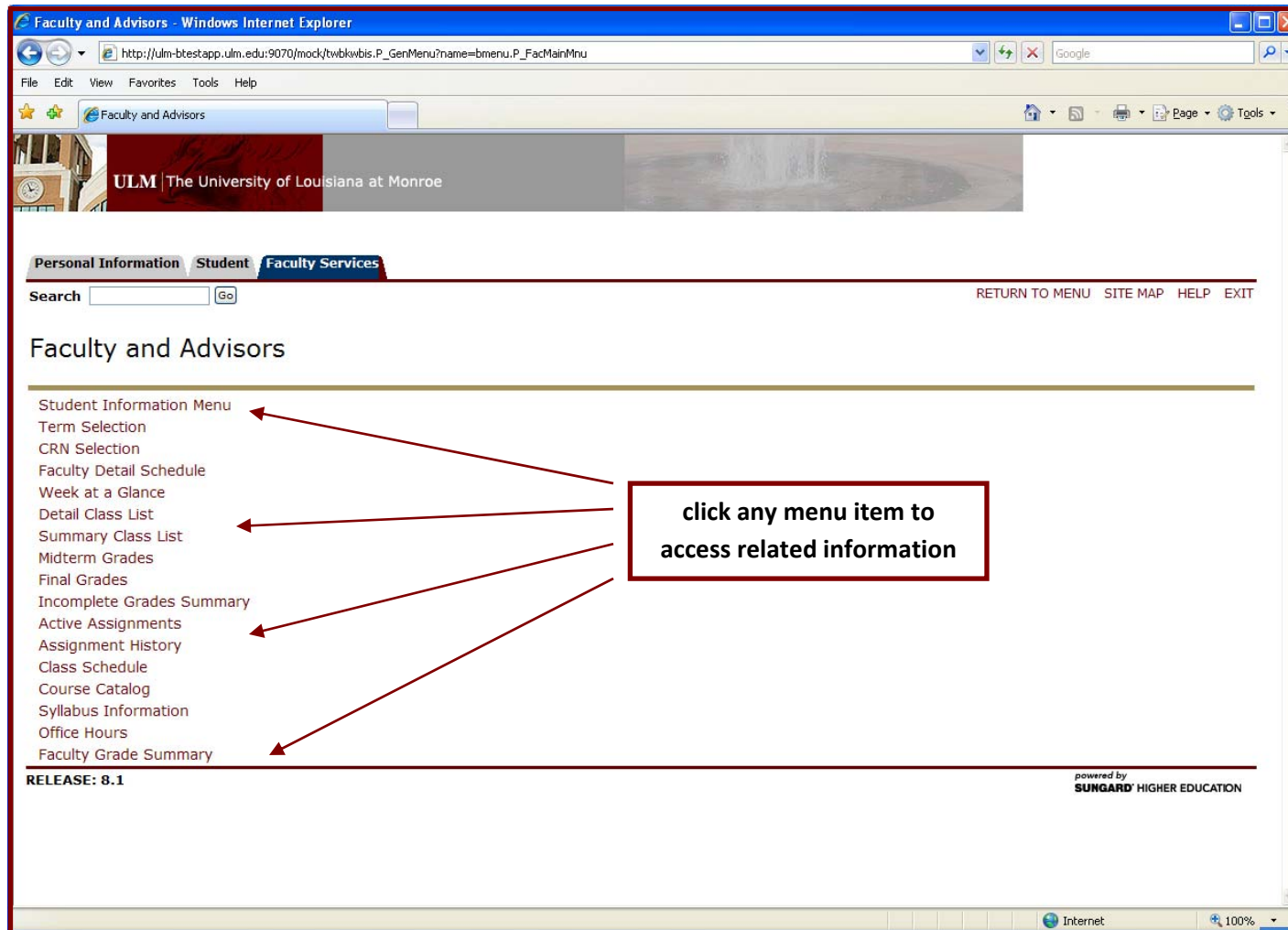
000000 = beginning of time
999999 = end of time

Basic Banner Self Service (SS) Information

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Self Service Main Menu

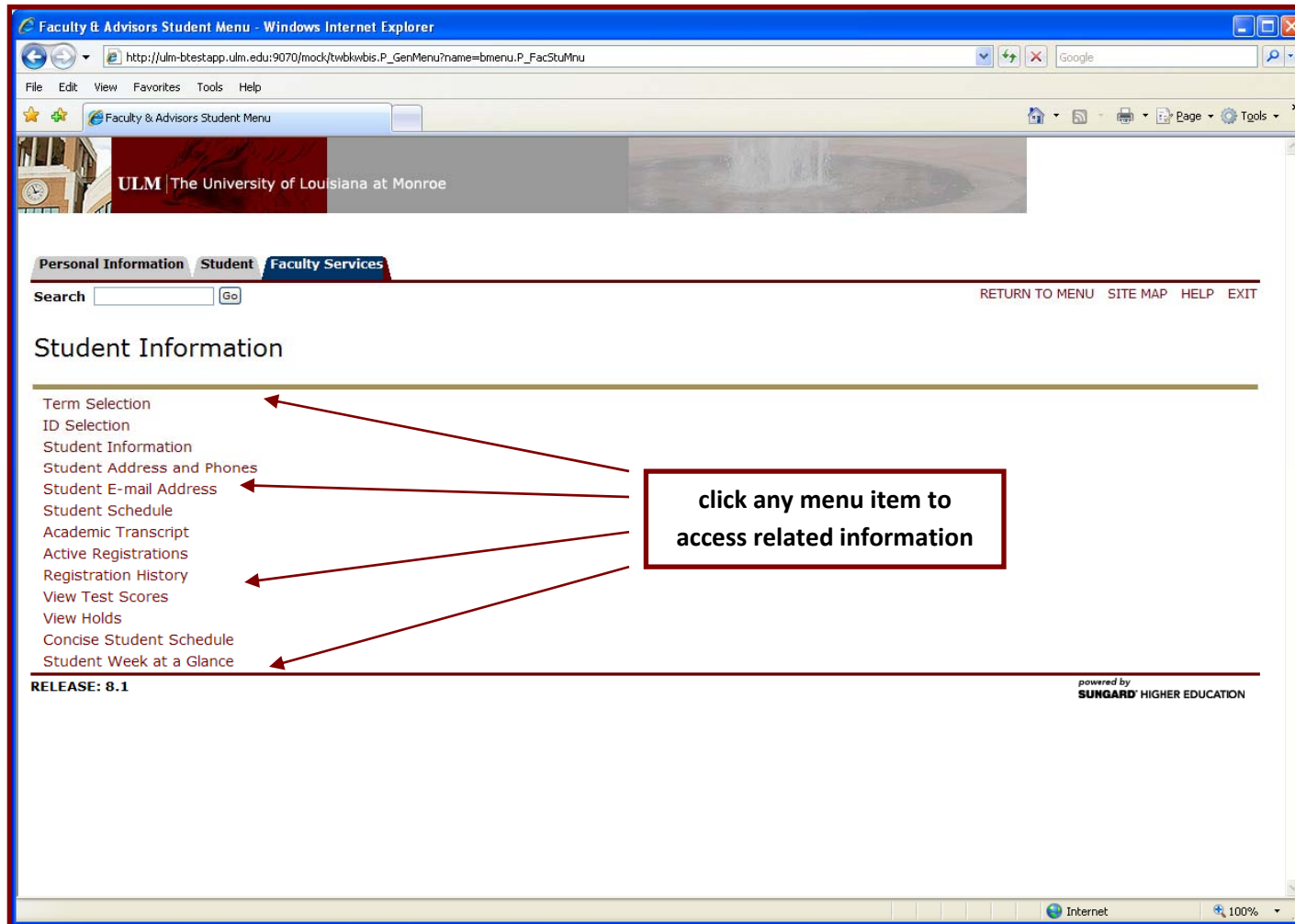## *Viewing the Faculty and Advisors Menu*

Viewing the Student Information Menu

Selecting a Term

use the drop-down to select a term

click here

Finding a Student

click here to search by CWID *or* name

click here

click here to verify selection

click here to try again

Viewing a Student's Current Major

select

select

General Student Information

Karen A. Crowley
Fall 2010
Feb 26, 2010 01:08 pm

Information for ████████

Student Information effective from Fall 2010 To The End of Time

Registered for Term:	Yes
First Term Attended:	Fall 2005
Last Term Attended:	Fall 2009
Status:	Active
Matric Term:	Spring 2009
Residence:	Louisiana Resident
Citizenship:	Citizen
Student Type:	Continuing
Class:	Senior
Primary Advisor:	Karen A. Crowley
Expected Graduation Term:	Spring 2011
Expected Graduation Year:	2010

Curriculum Information
Current Program
Bachelor of Arts

Level:	Undergraduate
Program:	BA in Communication Studies
Admit Term:	Spring 2009
Admit Type:	Undergraduate Readmit

Viewing a Student's Addresses and Telephone Numbers

Viewing a Student's E-Mail Addresses

Viewing a Student's Schedule

Viewing a Transcript

Viewing a Student's Active Registrations

Viewing a Student's Registration History

Viewing a Student's Test Scores

Viewing a Student's Holds

Viewing a Student's Concise Schedule

Viewing a Student's Week-at-a-Glance Schedule

Searching the Class Schedule

select

select

click

▶select at least one subject
▶Ctrl + left click to select more than one subject
▶cannot search all subjects at once

if desired, refine search by applying additional criteria before clicking *Submit*

Searching the Course Catalog

Faculty and Advisors - Windows Internet Explorer

http://ulm-btestapp.ulm.edu:9070/mock/twbkwbis.P_GenMenu?name=bmenu.P_FacMainMnu

File   Edit   View   Favorites   Tools   Help

Faculty and Advisors

ULM | The University of Louisiana at M

Personal Information | Student | **Faculty Services**

Search

Faculty and Advisors

Student Information Menu
Term Selection
CRN Selection
Faculty Detail Schedule
Week at a Glance
Detail Class List   **select**
Summary Class List
Midterm Grades
Final Grades
Incomplete Grades Summary
Active Assignments
Assignment History
Class Schedule
Course Catalog
Syllabus Information
Office Hours
Faculty Grade Summary
RELEASE: 8.1

Catalog Term - Windows Internet Explorer

http://ulm-btestapp.ulm.edu:9070/mock/bwlkffcs.p_disp_dyn_ctlg

File   Edit   View   Favorites   Tools   Help

Catalog Term

ULM | The University of Louisiana at Monroe

Search   [   ] Go

Catalog Term

Please select a Catalog term and choose Submit to proceed t

Search by Term:

Fall 2010   ◄── **select**

Submit   ◄── **click**

RELEASE: 8.1

Course Catalog Search - Windows Internet Explorer

http://ulm-btestapp.ulm.edu:9070/mock/bwckctlg.p_disp_cat_term_date

File   Edit   View   Favorites   Tools   Help

Course Catalog Search

ULM | The University of Louisiana at Monroe

Search   [   ] Go   SITE MAP   HELP   EXIT

Course Catalog Search

►**select at least one subject**
►**Ctrl + left click to select more than one subject**
►**cannot search all subjects at once**

Subject: *Linguistics
                  Accounting
                  Agricultural Business

Course Number Range: from [   ] to [   ]

Title: [   ]

Level: All
                  Graduate
                  Professional

Schedule Type: All
                  Activity Co-Educational
                  Activity Men

College: All
                  Arts & Sciences
                  Business Administration

Department:
Credit Range: [   ] hours to [   ] hours

Course Attribute:
Get Courses   Reset   ◄── **click**

RELEASE: 8.1   *powered by* SUNGARD' HIGHER EDUCATION

Done   Internet   100%

if desired, refine search by applying additional criteria before clicking Get Courses

CRN Selection

Faculty Detail Schedule

Faculty Week-at-a-Glance Schedule

select

CRN's

click on course numbers to view Faculty Detail Schedule

Detail Class List

click here to see listing of other sections of this course

click here to view Summary Class List

select

email students individually

email entire class

Summary Class List

select

click here to see listing of other sections of this class

click on the CRN to view Detail Class List

email students individually

email entire class

Midterm Grades

Final Grades

Incomplete Grades Summary

Active Assignments

Assignment History

select → Assignment History

click here to see listing of other sections of this course

click here to view Faculty Detail Schedule

Syllabus Information

select

enter syllabus information
in these fields

click

Maintaining Office Hours

select

click to allow
students to view
office hours

use drop-down to select

enter in military time

click to select days

enter this info

Faculty Grade Summary

Basic Internet Native Banner (INB) Information

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Using the Internet Native Banner (INB) General Menu

Using the Menu Bar and Toolbar

MENU BAR

TOOLBAR

Pull-downs in the MENU BAR contain helpful Banner navigation aids.

The TOOLBAR helps users perform common Banner functions. Moving the mouse over an icon on the tool bar reveals the description of the function.

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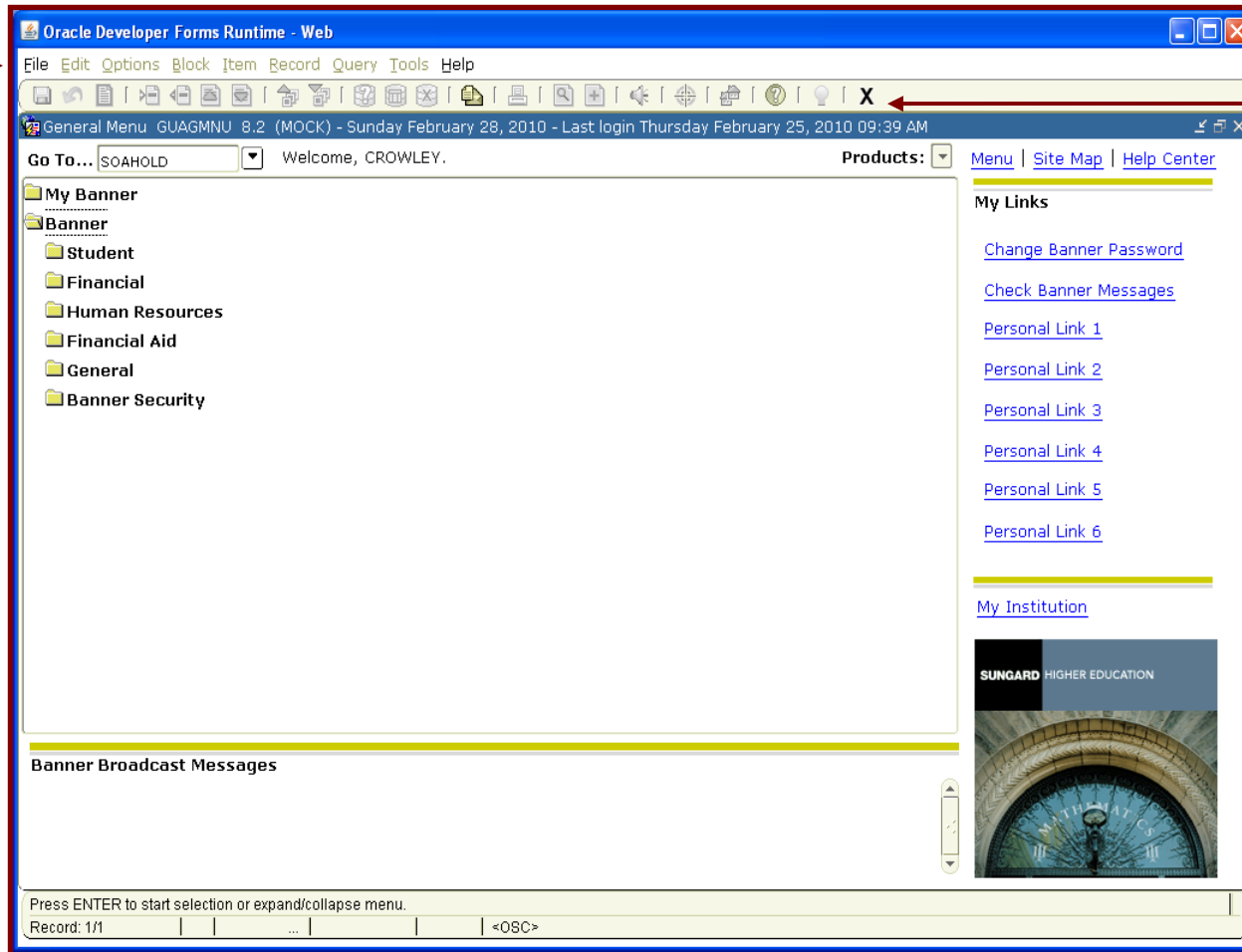
INB Function Chart

Toolbar Icon	Function	Pull-Down Menu Commands	Keystrokes
	Save ~ Saves changes entered since the last time you saved.	**File** menu: choose **Save**	**F10**
	Rollback/Clear Form ~ Clears all information (except key information) and returns to the first entry field in the previous block.	**File** menu: choose **Rollback**	**Shift-F7**
	Select ~ Allows you to select a record when a query is executed.	**File** menu: choose **Save**	**Shift-F3**
	Insert Record ~ Inserts a record after the current record.	**Record** menu: choose **Insert**	**F6**
	Remove Record ~ Removes the current record.	**Record** menu: choose **Remove**	**Shift-F6**
	Enter Query ~ Puts the form into query mode, letting you enter search criteria to view information already in the database.	**Query** menu: choose **Enter**	**F7**
	Execute Query ~ Searches the database, displaying any records that match the search criteria.	**Query** menu: choose **Execute**	**F8**
	Previous Record ~ Moves the cursor to the first entry field in the current information area.	**Record** menu: choose **Previous**	**Shift-Up Arrow**
	Next Record ~ Moves the cursor to the first entry field in the next record of the current information area. Creates a new record when the last record is reached.	**Record** menu: choose **Next**	**Shift-Down Arrow**
	Previous Block ~ Moves the cursor to the previous information area with at least one entry field. If previous area is in another window, that window is opened.	**Block** menu: choose **Previous**	**Ctrl-Page Up**
	Next Block ~ Moves the cursor to the next information area that has at least one entry field. If the next area is in another window, that window is opened.	**Block** menu: choose **Next**	**Ctrl-Page Down**
	Print ~ Captures the current window and prints it.	**File** menu: choose **Print**	**Shift-F8**
	Exit ~ Exits out of the form or window.	**File** menu: choose **Exit**	**Ctrl-Q**

Understanding the Components of Banner Forms

KEY BLOCK

NAVIGATION TABS

FIELDS

INFORMATION BLOCK

AUTO HINT/STATUS LINE
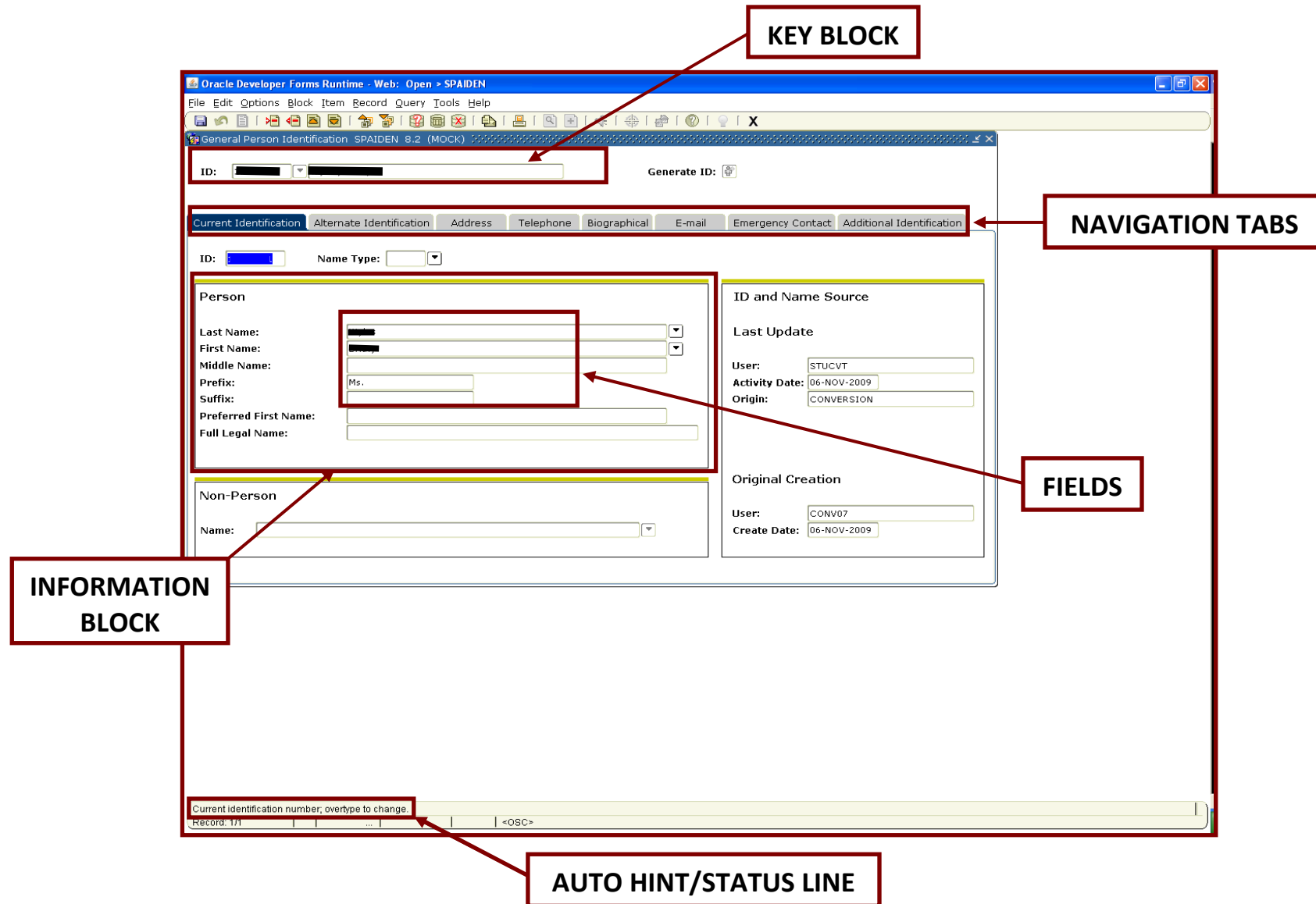
Searching for a Student

enter student's CWID <u>or</u> search by name

enter name of any Student form

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Help

General Menu GOAGMNU 8.2

Go To... SAAADMS

My Banner
Banner
  Student
  Financial
  Human Resources
  Financial Aid
  General
  Banner Security

Banner Broadcast Messages

Enter the object name; Press LIST for
Record: 1/1

Oracle Developer Forms Runtime - Web: Open > SAAADMS

File Edit Options Block Item Record Query Tools Help

Admissions Application SAAADMS 8.1.1 (MOCK)

ID: [   ] [▼] [   ]   Term: [   ] [▼]

Application   Curricula   Fees, Mail Submission, Withdrawal Data   Checklist   Sources, Interes

Application

Entry Term: [   ] [▼]   Application Number: [ ]   Application Pr

Admission Type: [ ] [▼]   Application Status:
Student Type: [ ] [▼]   Application Status D
Residence: [ ] [▼]   Maintained By:
Site: [   ] [▼]   Application Decision
Full or Part Time: ○ Full Time ○ Part Time ● None   Application Decision
Outstanding Requirements: [ ]   Maintained By:

Curricula Summary
Priority Term   Program   Catalog   Level   Campus
[ ][   ]   [   ]

Field of Study Summary
Priority Term   Type   Field of Study   Department
[ ][   ]
[ ][   ]
[ ][   ]

ID number; press LIST for name/ID search form; DUPLICATE ITEM for Alternate ID look-up; INSERT RECORD to ad
Record: 1/1   ...   <OSC>

Searching for a Student

By CWID
1. Type the name of any student form in the *Go To* box on the *Banner General Menu*. Press **[Enter]**.
2. Type student's **CWID** in the *ID* field and press **[Enter]**.

By Name
1. Type the name of any student form in the *Go To* box on the *Banner General Menu*. Press **[Enter]**.
2. Press the **[Tab]** key to navigate to the name field (it is not labeled but is found to the immediate right of the *ID* field).
3. Type the student's last name in the name field and press **[Tab]**. Use the wildcard percentage sign (%) to search for all names that begin with the letters you enter, if you enter only the first few (e.g., smi%).
4. If your search yields more than one result, the *ID and Name Extended Search* box will display. Click on the *Results* drop down to select the correct student. You will then be returned to the form.

If your search yields only one result, the *ID and Name Extended Search* box will not display. Instead, that particular name will populate the form.

Viewing a Student's Contact Information

Viewing a Student's Contact Information

1. Type *SPAIDEN* in the *Go To* box of the *General Menu*. Press [**Enter**].
2. Type student's **CWID** in the *ID* field and press [**Enter**].
3. Perform a *Next Block* function to populate the information block.
4. Click on the navigational tabs to view information of interest.
5. To view another student's information, perform a *Rollback* function. Repeat steps, beginning with Step 2.
6. When finished, click the *Exit* **X** icon on the toolbar to return to the *Banner General Menu*.

Viewing a Student's Biographical Information

Viewing a Student's Biographical Information

1. Type *SPAPERS* in the *Go To* box of the *General Menu*. Press [**Enter**].
2. Type student's **CWID** in the *ID* field and press [**Enter**].
3. Perform a *Next Block* function to populate the information block with the biographical details.
4. Use the vertical scroll bar on the right side of the block to view all data.
5. To view another student's information, perform a *Rollback* function. Repeat steps, beginning with Step 2.
6. When finished, click the *Exit* icon on the toolbar to return to the *Banner General Menu.*

Viewing Admissions Application Details (SAAADMS)

Viewing Admissions Application Details

1. Type *SAAADMS* in the *Go To* box of the *General Menu*. Press [Enter].
2. Type student's CWID in the *ID* field and press [Enter].
3. Use drop-down to select student's entry term.
4. Perform a *Next Block* function.
5. The *Application* navigational tab contains the application information. If the vertical scroll bar on the right of the form is active, use it to view other applications the student has.
6. Click on the *Checklist* tab to see a list of admission requirements and related details.
7. Click on the other navigational tabs for additional information.
8. To view another student's application information, perform a *Rollback* function. Repeat steps, beginning with Step 2.
9. When finished, click the *Exit* icon on the toolbar to return to the Banner *General Menu*.

Viewing a Student's High School Information

Viewing a Student's High School Information

1. Type *SOAHSCH* in the *Go To* box of the *General Menu*. Press [**Enter**].
2. Type student's **CWID** in the *ID* field and press [**Enter**].
3. Perform a *Next Block* function to populate the information block with the student's high school details.
4. Use the vertical scroll bar on the right side of the block to view all data.
5. Click on the navigational tabs to view additional information.
6. To view another student's information, perform a *Rollback* function. Repeat steps, beginning with Step 2.
7. When finished, click the *Exit* **X** icon on the toolbar to return to the *Banner General Menu.*

Viewing a Student's Prior Colleges

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Help

General Menu GUAGMNU

Go To... SOAPCOL

📁 My Banner
📁 Banner
   📁 Student
   📁 Financial
   📁 Human Resources
   📁 Financial Aid
   📁 General
   📁 Banner Security

Oracle Developer Forms Runtime - Web: Open > SOAPCOL

File Edit Options Block Item Record Query Tools Help

Prior College SOAPCOL 8.0 (MOCK)

ID:

| Prior College and Degree | Majors, Minors, Concentrations | Prior College Address |

Prior College

Prior College: 901587 Louisiana St Univ at Eunice   Enr

Transcript Received Date: 02-JUL-2008
Transcript Reviewed Date: 02-JUL-2008
Admissions Request:

Degree Details

Degree: AS Associate of Science   Degree Date: 17-
Attended From:

College:

Transfer Hours: GPA:
Honors: Goal:

Banner Broadcast Messa

Enter the object name; Press LIS
Record: 1/1

Prior college code; press LIST for valid codes.
Record: 1/1   <OSC>

Viewing a Student's Prior Colleges

1. Type *SOAPCOL* in the *Go To* box of the *General Menu*. Press **[Enter].**
2. Type student's **CWID** in the *ID* field and press **[Enter].**
3. Perform a *Next Block* function to populate the first information block with the student's prior college information.
4. Use the vertical scroll bar on the right side of the block to view all data.
5. Click on the navigational tabs to view additional information.
6. To view another student's information, perform a *Rollback* function. Repeat steps, beginning with Step 2.
7. When finished, click the *Exit* ✕ icon on the toolbar to return to the *Banner General Menu.*

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Viewing General Student Information *(Curriculum, Classification, Residency, Veteran Status, Graduation Status, and Other Information)*

Viewing General Student Information

1. Type *SGASTDN* in the *Go To* box of the *General Menu*. Press **[Enter]**.
2. Type student's **CWID** in the *ID* field and press **[Enter]**.
3. Perform a *Next Block* function to access the information block.
4. Click on the navigational tabs to access different pieces of information. Use the vertical scroll bar on the right side of the block to view all data.
5. To view another student's data, perform a *Rollback* function. Repeat steps, beginning with Step 2.
6. When finished, click the *Exit* icon on the toolbar to return to the Banner *General Menu*.

Viewing Academic Standing

Viewing Academic Standing

1. Type *SGASTDQ* in the *Go To* box of the *General Menu*. Press [**Enter**].
2. Type student's **CWID** in the *ID* field and press [**Enter**].
3. Perform a *Next Block* function to view the *Academic Standing Code*.
4. To view another student's data, perform a *Rollback* function. Repeat steps, beginning with Step 2.
5. When finished, click the *Exit* icon on the toolbar to return to the *Banner General Menu.*

Viewing a Student's Class Schedule

Viewing a Student's Class Schedule

1. Type *SFAREGQ* in the *Go To* box of the *General Menu*. Press [**Enter**].
2. Enter the appropriate term code.
3. Type student's **CWID** in the *ID* field and press [**Enter**].
4. Perform a *Next Block* function to view the registration information.
5. Use the vertical scroll bar on the right side of the block to view all data.
6. To view another term of registration for this student *or* to view another student's information, perform a *Rollback* function. Repeat steps, beginning with Step 2.
7. When finished, click the *Exit* **X** icon on the toolbar to return to the *Banner General Menu.*

Viewing a Student's Enrollment Information

Viewing a Student's Enrollment Information

1. Type *SFAREGS* in the *Go To* box of the *General Menu*. Press [**Enter**].
2. Enter the appropriate term code.
3. Type student's **CWID** in the *ID* field and press [**Enter**].
4. Perform a *Next Block* function to view enrollment information.
5. Use the vertical scroll bar on the right side of the block to view all data.
6. Use the navigational tabs to access other information.
7. To view another term of registration for this student *or* to view another student's information, perform a *Rollback* function. Repeat steps, beginning with Step 2.
8. When finished, click the *Exit* icon on the toolbar to return to the *Banner General Menu.*

Viewing Cumulative GPA, Term GPA's Academic Standing, and Courses/Grades

Viewing Cumulative GPA, Academic Standing, and Courses/Grades

1. Type *SHATERM* in the *Go To* box of the *General Menu*. Press **[Enter].**
2. Type student's **CWID** in the *ID* field and press **[Enter].**
3. Press **[Tab]** to navigate to the *Course Level Codes* drop-down to select the appropriate level code.
4. Press **[Tab]** to navigate to the *Start Term* field and enter the appropriate term code. Removing the term or leaving the field blank displays the student's courses and grades from the student's first term.
5. Perform a *Next Block* function to access the *Current Standing* block, which includes the cumulative GPA.
6. Click on the *Term GPA and Course Detail* navigational tab to see the student's term GPA's. Use the vertical scroll bar on the right side of the block to view all data.
7. Perform a *Next Block* function to view the student's courses.
8. To view another student's data, perform a *Rollback* function. Repeat steps, beginning with Step 2.
9. When finished, click the *Exit* icon on the toolbar to return to the Banner *General Menu*.

Viewing Holds

Viewing Holds

1. Type *SOAHOLD* in the *Go To* box of the *General Menu*. Press [Enter].
2. Type student's CWID in the *ID* field and press [Enter].
3. Perform a *Next Block* function to display any holds the student has.
4. If the student has a hold, look at the *To* field. If the field contains a date later than the current date, the hold is active. If the *To* field contains the current date or any date prior to the current date, the hold has been cleared.
5. To view another student's data, perform a *Rollback* function. Repeat steps, beginning with Step 2.
6. When finished, click the *Exit* icon on the toolbar to return to the Banner *General Menu*.

Setting a Hold

SETTING A HOLD

1. Type *SOAHOLD* in the *Go To* box of the *General Menu*. Press **[Enter]**.
2. Type the student's **CWID** in the *ID* field and press **[Enter]**.
3. Perform a *Next Block* function to access *Hold Details* block.
4. Use drop-down to select hold type (double click to populate).
5. Type reason for the hold (not required).
6. **Leave the *Release Indicator* box unchecked.**
7. The current date automatically populates the *from* field in the date range, and 12/31/2099 automatically populates the *to* date. Leave these dates unaltered to ensure the hold is active.
8. Use drop-down to select an origination code.
9. Click the *Save* icon on the toolbar.

NOTE: After saving, click on the *Rollback* icon to be able to enter the **CWID** of another student who needs to have a hold set.

Clearing a Hold

CLEARING A HOLD

1. Type *SOAHOLD* in the *Go To* box of the *General Menu*. Press **[Enter]**.
2. Type student's **CWID** in the *ID* field and press **[Enter]**.
3. Perform a *Next Block* function to access *Hold Details* block.
4. Click on the line of the hold to be cleared.
5. Change the *to* date to the date the hold is to be cleared (entering a *T* in the field yields today's date).
6. Click the *Save* icon on the toolbar.

NOTE: After saving, click on the *Rollback* icon on the toolbar to be able to enter the **CWID** of another student who has a hold which needs clearing.

Clearing a Hold

CLEARING A HOLD

1. Type *SOAHOLD* in the *Go To* box of the *General Menu*. Press **[Enter]**.
2. Type student's **CWID** in the *ID* field and press **[Enter]**.
3. Perform a *Next Block* function to access *Hold Details* block.
4. Click on the line of the hold to be cleared.
5. Change the *to* date to the date the hold is to be cleared (entering a *T* in the field yields today's date).
6. Click the *Save* icon on the toolbar.

Giving a Student Web Registration Authorization (Override) by Section

Giving a Student Web Registration Authorization (Override) by Section

1. Type **SFASRPO** in the **Go To** box of the **General Menu**. Press **[Enter]**.
2. Type the student's **CWID** in the **ID** field.
3. Press **[Tab]** to access the **Term** field. Type the correct term code.
4. Perform a **Next Block** function, which will populate the **Student Permits/Overrides** section.
5. Press **[Tab]** to navigate to the **Permit** column. Type the appropriate authorization code, or double click for a list of codes.
6. Press **[Tab]** to navigate to the **CRN** column. Type the appropriate **CRN**.
7. Click the **Save** icon on the menu bar. which will populate your name in the **User** field.
8. Click the **Exit** ✕ icon on the toolbar to return to the **Banner General Menu**.

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Viewing Standardized Test Scores

Viewing Standardized Test Scores

1. Type *SOATEST* in the *Go To* box of the *General Menu*. Press **[Enter]**.
2. Type student's **CWID** in the *ID* field and press **[Enter]**.
3. Perform a *Next Block* function to display the student's test score information by category.
4. To view another student's data, perform a *Rollback* function. Repeat steps, beginning with Step 2.
5. When finished, click the *Exit* icon on the toolbar to return to the Banner *General Menu*.

Viewing Degree Information

Viewing Degree Information

1. Type *SHADEGR* in the *Go To* box of the *General Menu*. Press [Enter].
2. Type student's CWID in the *ID* field and press [Enter].
3. Click the *Degree Sequence* drop down to display the *Degree Summary* form (SHADGMQ). The *Learner Outcome Summary* block lists the degree(s) the student has been awarded (AW) and degree date(s).
4. The *Curricula Summary-Primary* and *Field of Study Summary* blocks provide additional details.
5. To return to *SHADEGR* to view another student, click the *Exit* icon on the toolbar.

Viewing a Class List

Viewing a Class List

1. Type *SFASLST* in the *Go To* box of the *General Menu*. Press [Enter].
2. Press [Tab] to access the *Term* field. Type the correct term code.
3. Press [Tab] to navigate to the *CRN* field. Type the appropriate CRN.
4. Perform a *Next Block* function, which will display the list of registered students.
5. To view another student's data, perform a *Rollback* function. Repeat steps, beginning with Step 2.
6. Click the *Exit* icon on the toolbar to return to the Banner General Menu.

Viewing Course Level Prerequisites

Viewing Course Level Prerequisites

1. Type *SMAAREA* in the *Go To* box of the *General Menu*. Press **[Enter].**
2. Use the *Area* down arrow to search for the correct code (click on *Access Area Library*).
3. Press **[Tab]** to navigate to the *Term* field. Enter the term code, or use the down arrow to select it.
4. Perform a *Next Block* function to populate the *General Requirements* block.
5. Perform a *Previous Block* function to view the *Area Course/Attribute Attachment* block.
6. Perform a *Next Block* function to return to the *General Requirements* block.
7. Perform a *Rollback* function to view another set of course level prerequisites.
8. Click the *Exit* icon on the toolbar to return to the Banner *General Menu*.

Searching for a List of Course Sections by Day and Time

Searching for a List of Course Sections by Day and Time

1. Type *SSAMATX* in the *Go To* box of the *General Menu*. Press [**Enter].**
2. Use the horizontal scroll bar under all the fields to find the *Term* field, click in it, and type the term code of interest.
3. Click in the *Subject* field, and type the subject code of interest.
4. Click in the *Course* field, and type the course number of interest.
5. Click the *Execute Query* icon on the toolbar.
6. Use the vertical scroll bar on the right side of the block to view the results of your search.
7. When finished, click the *Exit* ✖ icon on the toolbar to return to the *Banner General Menu.*

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Searching for a List of Course Sections by Part of Term

Searching for a List of Course Sections by Part of Term

1. Type *SSASECQ* in the *Go To* box of the *General Menu*. Press [**Enter**].
2. Type the correct term code in the *Term* field, or search for the term by using the down arrow.
3. Click in the *Part of Term* field. Type the correct code, or search for it using the down arrow.
4. Click the *Execute Query* icon on the toolbar.
5. Use the vertical scroll bar on the right side of the block to view the results of your search.
6. When finished, click the *Exit* icon on the toolbar to return to the Banner *General Menu.*

Viewing Course Level Restrictions

Viewing Course Level Restrictions

1. Type *SSARRES* in the *Go To* box of the *General Menu*. Press **[Enter].**
2. Press **[Tab]** to navigate to the *Term* field, and type the correct term code.
3. Press **[Tab]** to access the *CRN* field, and type the correct **CRN**.
4. Perform *Next Block* functions to navigate through the information blocks (or click on the informational tabs). Restrictions must be evaluated as a whole to determine a student's eligibility to register for the section.
5. Perform a *Rollback* function to view another set of course level restrictions.
6. Click the *Exit* icon on the toolbar to return to the Banner *General Menu*.

Viewing Department Permissions for a Section

Viewing Department Permissions for a Section

1. Type *SSASECT* in the *Go To* box of the *General Menu*. Press [**Enter**]**.**
2. Type the correct term code in the *Term* field.
3. Press [**Tab**] to access the *CRN* field, and type the correct **CRN**.
4. Perform a *Next Block* function. If the *Special Approval* field is populated, click on the down arrow to reveal the values. If it is blank, no special permission is required.
5. Perform a *Rollback* function to view another set of course level restrictions.
6. Click the *Exit* icon on the toolbar to return to the Banner *General Menu*.