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Working with Faculty Schedules, Class Lists, and Wait Lists

Faculty schedule: detail and day time views
Faculty members can see information about all classes assigned to them in a term, including enrollment and location, on the Faculty Detail Schedule page on the Banner Self Service web application. Faculty members can see a weekly calendar view of all classes assigned to them for a term on the Faculty Schedule by Day and Time page.

To see detailed information about a class, faculty can click the link that appears on the class name. This opens the Faculty Detail Schedule page, but this time, information about that one class only is displayed.

Faculty can also see their schedules for parts of a term if they are a teaching a class that is held for only part of the term.

For a class to appear on these pages, the Display Schedule checkbox in the Web Processing Controls window of SOATERM must be selected.

Class list: summary and detail views
Faculty can see a class list for each of their assigned classes in a term. For class lists to appear on these pages, the Display Class List checkbox in the Web Processing Controls window of SOATERM must be selected.

The Summary Class List page shows a list of students enrolled in this class. Wait-listed students are not included. This page displays details about the students registered in the section, such as name, ID, level, credit hours, and grades. The Reg Status field displays the registration status code; if you need to know what the code represents, you can view the Detail Class List, where the registration status code description is displayed. Each student’s name is a link that allows you to view that student’s address and phone number details.

The Detail Class List page displays all the details about the students who are included on the Summary Class List page, plus the student’s program, college, department, degree, major, class, and registration status date.

Wait list: summary and detail views
Faculty can see a wait list for each of their assigned classes in a term. For wait lists to appear on these pages, the Wait List checkbox in the Base Part of Term block of SOATERM must be selected for each part of term.

The Summary Wait List page displays details about the students, such as name, level, ID, credits. It also shows information about actual enrollment and the wait list. The Reg Status field displays the registration status code; if you need to know what the code represents, you can view the Detail Wait List, where the registration status code description is displayed.

Each student’s name is a link that will allow you to view that student’s address and phone number details.

The Detail Wait List page displays all details about the students that are included on the Summary Faculty Wait List page, plus the student’s program, college, degree, major, class, and department. Just like the Summary Wait List, each student’s name is a link that will allow you to view that student’s address and phone number details.

Working with Mid-term and Final Grades

Mid-term grades
1. Log into Banner Self-Service
2. In Faculty Self-Service, access the Mid-Term Grade page by clicking on the **Mid-Term Grades** link Faculty Services tab.

3. Select a term and CRN.

4. Pick a student for whom you want to enter a grade. For this student, select a grade from the **Grade** pull-down list. Only grades that have been web-enabled will appear in the **Grade** list.

5. Click the **Submit** button.

6. Enter today's date in the **Last Attend Date** field.

7. Enter 22 in the **Attend Hours** field.

8. Click the **Submit** button.

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**Final grades**

1. Log into Banner Self-Service.

2. In Faculty Self-Service, access the Final Grade page by clicking on the **Final Grades** link Faculty Services tab.

3. Select a term and CRN.

4. Pick a student for whom you want to enter a grade. For this student, select a grade from the **Grade** pull-down list. Only grades that have been web-enabled will appear in the **Grade** list.

5. Click the **Submit** button.

6. Enter today's date in the **Last Attend Date** field.

7. Enter 37 in the **Attend Hours** field.

8. Click the **Submit** button.
VIEWING COURSE INFORMATION

SCACRSE – Basic Course Information Form [SIS Plus Screen 125]
View catalog information related to specified subject code and course number for the selected term. The data stored at catalog level is used as default when the term schedule sections are created. The information includes course title, college, department, status, CIP, credit hours, billing hours, lecture hours, lab hours, and contact hours. Also accessible via the “Options” menu are:
- Course Levels – levels for which course may be offered
- Course Grading Modes – valid grading modes for course
- Course Schedule Type – valid schedule types for course
- Course Detail – co-requisites, equivalents, fees, course text, supplemental data
- Course Restrictions – enrollment in this course is restricted by college, major, class, level, degree, program, or campus
- Course Pre-Requisites – pre-requisites for test scores and courses

1. Log in to Banner
2. Access the SCACRSE form.
3. In the Subject field enter subject code (Example: ECON).
4. Press Tab
5. In the Course field enter the course number (Example: 1001)
6. Press Tab
7. In the Term field enter the term code (Example: 201010 for fall 2009)
8. Perform the Next Block function CTRL-Page Down
9. Using the “Options” menu in the toolbar, click on any item to view the data associated with course selected.
10. Click the Exit icon

SCADETL – Course Detail Information Form
View catalog information related to specified subject code and course number for the selected term. The data stored at catalog level is used as default when the term schedule sections are created. The information includes co-requisites, equivalent courses, course fees, degree attributes, course text, transfer institutions, and supplemental data.

1. Access the SCADETL form
2. In the Subject field enter the subject code (Example: ECON)
3. Press Tab
4. In the Course field enter the course number (Example: 1001)
5. Press Tab
6. In the Term field enter the term code (Example: 201010 for fall 2009)
7. Perform the Next Block function CTRL-Page Down
8. Using the “Options” menu in the toolbar, click on any item to view the data associated with the course selected
9. Click the Exit icon

SSASECT – Schedule Form [SIS Plus Screen 105]
View information related to the specified CRN and term. Information includes subject code, course number, section, course title, part-of-term, status, grading mode, credit hours, billing hours, and contact hours. Also accessible via the “Options” menu are:
- Section enrollment – number enrolled, number on waitlist
- Scheduled Meeting Times – days, begin and end time, building room
- Assigned Instructors – ID and name of instructor
- Course Detail – section co-requisites and section fees
- Course Section Restrictions – is enrollment in this section restricted by college, major, level, degree, program, or campus
- Course Pre-Requisites – pre-requisites for test scores and courses

1. Access the SCACRSE form.
2. In the **Term** field enter the *term code* *(Example: 201010 for fall 2009)*
3. Press Tab
4. Select a section by keying the *CRN* or searching for it
5. Perform the Next Block function **CTRL-Page Down**
6. Using the “Options” menu, click on any item to view the data associated with the CRN selected
7. Click the **Exit** icon

**SCAPREQ – Catalog Prerequisite and Test Score Restrictions Form**

View catalog prerequisite restrictions related to specified subject code and course number for the selected term. The data stored at catalog level is used as default when the term schedule sections are created. The information includes pre-requisite courses and any minimum grade requirements as well as test score data.

1. Access the SCAPREQ form
2. In the **Subject** field enter the *subject code* *(Example: ECON)*
3. Press Tab
4. In the **Course** field enter the *course number* *(Example: 1001)*
5. Press Tab
6. In the **Term** field enter the *term code* *(Example: 201010 for fall 2009)*
7. Perform the Next Block function twice - **CTRL-Page Down CTRL-Page Down**
8. Click the **Exit** icon

**SHATATR – Transfer Course Articulation Form** *[SIS Plus Screen 142]*

View information about courses from another institution and their Fordham University equivalent. The information includes transferring subject, course code, number of credits and term active. It also includes the Fordham University equivalent subject, course code, and number of credits used.

1. Access the SHATATR form
2. In the **Institution** field enter the *institutional code* or perform a search for the institution by using the drop-down button next to the **Institution** field
3. Perform the Next Block function **CTRL-Page Down**
4. Use the arrow keys to scroll through the courses listed for the institution
   Note: To find a specific course:
   1. Perform the Enter Query Function **F7**
   2. Key in data for fields that will be used in the search
   3. Perform the Execute Query Function **F8**
5. Click the **Exit** icon
VIEWING GENERAL STUDENT INFORMATION

SPAIDEN – General Person Identification Form

View demographic information for all persons/non-persons associated with the institution. The information includes biographical and contact information.

1. Access the SPAIDEN form
2. Enter the ID field enter the students ID or perform a person search for the student
3. Perform the Next Block function CTRL-Page Down until on the tab with the information needed
4. Click the Exit icon

SGASTDN – General Student Form [SIS Plus Screen 008, 136]

View current and historical information about a student. The information includes curricula and field of study information.

1. Access the SGASTDN form
2. Enter the ID field enter the students ID or perform a person search for the student
3. Press Tab
4. If you want to see all term information for the student, clear the Term field – or – key the term code (Example: 201010 for fall 2009)
5. Perform the Next Block function CTRL-Page Down until on the tab with the information needed
6. Click the Exit icon

SOAHO LD – Hold Information Form [SIS Plus Screen 148]

View information about student’s holds such as Business Office, Library, etc. The information includes hold type, short reason for hold, From (beginning) date, To (ending) date, and user who created the hold. The hold is still in effect if the To date is a future date.

1. Access the SOAHO LD form
2. Enter the ID field enter the students ID or perform a person search for the student
3. Perform the Next Block function CTRL-Page Down
4. Use the arrow keys to scroll through existing holds for the student
5. Click the Exit icon
VIEWING STUDENT ACADEMIC HISTORY

SHACRSE – Course Summary Form [SIS Plus Screen 136, GRD, SP1]

View academic course history for a specific student. Courses are listed from most recent to oldest term. Information includes term code, part of term code, campus, level, CRN, subject code, course number, section, credit hours, final grade, repeat indicator, course title, and a link to more course section information.

1. Access the SHACRSE form
2. Enter the ID field enter the students ID or perform a person search for the student
3. Press Tab
4. If you want to see all courses for the student, clear the Term field – or – key the term code, or accept the default. (Example: 201010 for fall 2009)
5. Perform the Next Block Function CTRL-Page Down
6. Use arrow keys – or – the mouse and the vertical scroll bar to scroll through the student’s record
7. Click the Exit icon

SHATERM – Term Sequence Course History Form [SIS Plus Screen 118, 136]

View academic history for a specific student. Information includes first and last term attended, current academic standing, institution GPA, transfer GPA, and overall GPA. This form also provides access by term to the course history, including term GPA. The term data is displayed from oldest term to most recent.

1. Access the SHATERM form
2. In the ID field enter the students ID or perform a person search for the student
3. Press Tab
4. In the Course Level Codes by Person enter the level code appropriate for the student
5. If you want to see all term GPAs and course details for the student, clear the Start Term field – or – key the term code (Example: 201010 for fall 2009)
6. Perform the Next Block Function CTRL-Page Down
7. Use arrow keys – or – the mouse and the vertical scroll bar to scroll through the student’s transcript history
8. Click the Exit icon

SOAPCOL – Prior College Form [SIS Plus Screen 211]

View information about student’s prior colleges. The information includes college name, date transcript received, date transcript reviewed, “Official” indicator and information about degree earned.

1. Access the SOAPCOL form
2. In the ID field enter the students ID or perform a person search for the student
3. Perform the Next Block Function CTRL-Page Down
4. Use arrow keys – or – the mouse and the vertical scroll bar to scroll through the student’s prior college records
5. Click the Exit icon

SOATEST – Test Score Information Form [SIS Plus Screen 136, 210, 211]

View information about student’s prior colleges. The information includes college name, date transcript received, date transcript reviewed, “Official” indicator and information about degree earned.
1. Access the SOATEST form
2. In the ID field enter the students ID or perform a person search for the student
3. Perform the Next Block Function CTRL-Page Down
4. Use arrow keys – or – the mouse and the vertical scroll bar to scroll through the student’s prior test scores
   Note: To search for a specific test score:
   1. Perform the Enter Query Function F7
   2. In the Test Code field enter the test code
   3. Perform the Execute Query Function F8
5. Click the Exit icon

**SHADEGR – Degree and Other Formal Awards Form [SIS Plus Screen 212]**

View information pertaining to degrees the student is seeking or has been awarded. Information includes record term code, bulletin (catalog) year, graduation application date, graduation information, curriculum and field of study data. Several tabs provide access to more degree information such as Honors, Institutional Courses, Transfer Courses, etc.

1. Access the SHACRSE form
2. In the ID field enter the students ID or perform a person search for the student
3. Press Tab
4. If you want to see all courses for the student, clear the Term field – or – key the term code, or accept the default. *(Example: 201010 for fall 2009)*
5. Perform the Next Block Function CTRL-Page Down
6. Use arrow keys – or – the mouse and the vertical scroll bar to scroll through the student’s record
VIEWING REGISTRATION FOR STUDENTS

SFASLST – Class Roster Form [SIS Plus Screen 107, 1G7]

View a class roster for the specified term. Information includes CRN, subject code, course number, section, and a link to more course section information. Information about students includes ID, name, registration status, mid-term and final grades (if they have been entered), credit hours, and registration date.

1. Access the SFASLST form
2. In the Term field enter the term code (Example: 201010 for fall 2009)
3. Press Tab
4. In the CRN field enter the CRN or perform a search to find the correct CRN
5. Perform the Next Block – CTRL-Page Down
6. Use the arrow keys – or – mouse and the vertical scroll bar to scroll through the student records
7. Click the Exit icon

SFAREGF – Student Course/Fee Assessment Query Form [SIS Plus Screen 407]

View individual student’s class schedule for the specified term. The information includes CRN, subject code, course number, section, current registration status and date, credit hours and billing hours for the student.

1. Access the SFAREGF form
2. In the Term field enter the term code (Example: 201010 for fall 2009)
3. Press Tab
4. Enter the ID field enter the students ID or perform a person search for the student
5. Perform the Next Block – CTRL-Page Down
6. Use the mouse and the vertical scroll bar to scroll through class records for the selected term
7. Click the Exit icon

SFAREGQ – Registration Query Form [SIS Plus Screen 109]

View individual student’s class schedule for the specified term. The information includes CRN, subject code, course number, section, part of term, days of week, begin and end times, building, room and instructor name. Dropped courses are not displayed on this form.

1. Access the SFAREGQ form
2. In the Term field enter the term code (Example: 201010 for fall 2009)
3. Press Tab three times
4. Enter the ID field enter the students ID or perform a person search for the student
5. Perform the Next Block – CTRL-Page Down
6. Use the mouse and the vertical scroll bar to scroll through class records for the selected term.
7. Click the Exit icon

STUDENT PROCESSING

Performing an Add/Drop

1. Access the Student Course Registration Form (SFAREGS)
2. Click the down arrow next to the Term field and select the term code for the term for which you are registering this student
3. Enter the ID of the student whom you want to register in the ID field or perform a person search for the student
Note: If holds exist, override the holds by entering the hold override password (The hold override password is set and displayed on SOATERM)

4. Perform a Next Block function twice **CTRL-Page Down CTRL-Page Down** to access the Course Information block

5. Navigate to an empty **CRN** field

6. Click the down arrow next to the **CRN** field to query for available course sections
   
   Result: This takes you to the Registration Section Query Form (SFQSECM)

7. Select the course section for which you wish to register your student

8. Navigate to the next **CRN** field

9. Repeat the course selection process to select a second course section

10. Return to the Student Course Registration Form (SFAREGS)

11. Perform the Save function **F10**

12. Override any conflicts or restrictions

13. Perform the Save function **F10**

14. To change a section, navigate to the **CRN** field of the course section you want to drop/change

15. Tab to the **Status** field and change the course status from **RE** to **DD** (drop/delete)

16. Repeat the course selection process to select a second course section

17. Return to the Student Course Registration Form (SFAREGS)

18. Perform the Save function **F10**

19. Click the **Exit** icon

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**Submitting a Grade while Grading Period is Still Open**

1. Access the Class Roster Form (SFASLST)

2. Enter the ID of the student whom you want to change the grade for in the **ID** field or perform a person search for the student

3. In the **Term** field enter the **term code** *(Example: 201010 for fall 2009)*

4. Enter **CRN** (or use drop down arrow to search for **CRN**)

5. Perform a Next Block function **CTRL-Page Down CTRL**

6. Enter grade in Final Grade field

7. Perform the Save function **F10**

8. Click the **Exit** icon