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WHAT IS FERPA?
The Family Educational Rights and Privacy Act of 1974, or commonly FERPA, is a federal law that governs the confidentiality of student records.

WHY WE HAVE TO COMPLY?
FERPA regulations apply to all schools that received federal funding under programs administered by the Secretary of Education. This includes funding such as student financial aid and research grants.

BASICS
The general rule is that you may not have access to, or release education records to third parties without the student’s written consent. Faculty-Staff Handbook Section 2600 outlines the UI student records policy. There are three important aspects of FERPA when using student records:

- **Directory Information**
  - These are the individual items that can be released to the public (third parties) without the student’s written consent, assuming record confidentiality has not been requested. See the list of directory information items on the Registrar's FERPA website.

- **Personally Identifiable Information**
  - Any information that makes the student’s identity easily traceable and cannot be released without the student’s written consent. Student ID numbers, classes enrolled in, and grades are examples of personally identifiable information.

- **Legitimate Educational Interest**
  - Only employees who need to access student records to perform his or her official duties at the University have a legitimate educational interest. Department and College employees who work directly with students or faculty teaching courses would have needs to access records specifically related to the students they serve. Legitimate education interest does not extend to personal relationships with students.

CONFIDENTIALITY
Students can request some or all directory information items remain confidential and therefore restrict release. To request record confidentiality, students submit the Confidentiality Request form available on the Registrar's website. Students who request confidentiality restrict their ability to be serviced except in-person with photo ID, as there is no way to verify identity via phone or email. Confidentiality remains active on the record, even after the student leaves the University, unless revoked in writing by the student. Extra care needs to be taken with confidential records to ensure there is no violation of information release.

CONSENT TO RELEASE
Students may authorize the University to verbally release record information to a third party, such a parent, spouse, or other family members. Consent allows University officials to discuss the student’s information with the consentee. Verification of consent must be confirmed before any information is released.
Note: User must have completed Banner Navigation training and have an active Banner account.

Click the menu icon (top, left), select Applications, Banner. **Student (**STUDENT **)**, then scroll to the bottom of the list for the **Student Module Query Forms Menu** for a menu listing of pages. Alternatively, pages may be accessed by entering the name or description in the Welcome box.
In **ID** field...enter student’s V or ID number or search and click **Go** button

- Click on Search icon ... then **Person Search** option

**Aliases are listed under the **Alternate Identification** tab on SPAIDEN, including traditional student ID number and other names. Searches performed under any alias will retrieve the record. Expand the number of records **Per Page** to display more details or use Next Record icon ▶ to scroll through records.**
Each address is identified by **Address Type** and are date range specific with a **From Date** and **To Date** (or open until changed). Use Next Record icon ▶ to scroll through records.

Phone numbers that are associated with the address are also displayed. A separate listing of phone numbers only is viewable on the **Telephone** tab. Students update their address information via VandalWeb.

**Inactive Addresses** are flagged with a check and always fall to the bottom of the list.

View preferred and alternative **E-mail** addresses. All official university correspondence is sent via VandalMail, which is the default **Preferred**. The University email policy requires students to use VandalMail for all official correspondence.
In ID field...enter student’s V or ID number or search and click Go button

- Click on Search icon ‣ then Person Search option
- F9

**View** consent student has given to release records verbally. Student will designate Global areas or individual items within each area that can be released; these items are checked. The **Consentee** designates to whom the university can verbally release information to.

The **Signed Date** field indicates the date consent was granted. Students can revoke consent at any time and will be designated by a **Revoked Date**.
SAAADMS
Admissions Application

In ID field...enter student’s V or ID number or search and click Go button

Click on Search icon ... then Person Search option

Term field is optional; leave blank to retrieve application for any term.

Check View Current/Active Curricula to ensure current record is displayed.

View admission Application status for student. Entry Term denotes the semester which the student will be entering. The Application Status and Application Decision indicate the activity in the Admission Office. Curricula Summary and Field of Study Summary display the Level, Degree, and Major which the student has requested. If there are more than one curricula applied for, the next record icons ► will be active.

Checklist are the items required from the student to complete admission. Received Date confirms receipt by the Admissions Office of each item.
SOAHSCH and SOAPCOL
High School and Prior College

In ID field...enter student’s V or ID number or search and click Go button
Click on Search icon ... then Person Search option
F9

View student’s high school Graduation Date, Class Rank and Size, and GPA. The Transcript Received Date is the date the final official transcript was received; blank indicates not received yet.
Student **Test Scores** from entrance exams, internal university exams, and departmental predictor requirements. ACT and SAT scores determine registration placement; see [www.uidaho.edu/registrar/registration/placement](http://www.uidaho.edu/registrar/registration/placement) for score details. Departmental predictor scores are prerequisites for enrollment in upper-division courses offered in that department.

If there are additional scores, the next record icons ► will be active and number displayed *Per Page* can be adjusted to display
The **Learner** tab displays a summary of current **Student Status**, **Class**, and **Curricula**. Records are term specific meaning they are valid between the **From Term** and **To Term** displayed. Records for all terms are kept to track the history of changes. Next record icons ▶ will be active when additional records exist in each block.

**Term** field is optional; leave blank to retrieve application for any term.

Check **View Current/Active Curricula** to ensure current record is displayed.
Curricula tab displays the student curriculum details including Degree, attached majors and minors, and Catalog year for each (Field of Study).

Students can be pursuing multiple degrees programs, majors, and/or minors. Next record icons ▶ will be active when additional records exist; icons activate when cursor is positioned in the specific data block.
Advisors are assigned and maintained by the academic departments. Advisor Information is term specific so an entire history can be kept. Note the From Term and To Term range of the record. Students can have multiple advisors listed, but only one indicated as Primary. All listed advisors are able to access the student’s record via the Faculty & Advisor tab in VandalWeb.

To update the advisor information:

1. Enter the effective change Term in the key block and click Go button.
2. Duplicate current record (F4)—note the change of From Term to the same as effective change term.
3. Delete record of old advisors and/or Insert new advisor ID on blank line; remember one and only one advisor can be Primary.

Note: if there are no current advisors assigned, new ones simply need to be Inserted.
SFAREGQ and SFARHST
Registration Query & Registration History

Enter six-digit Term code and ID to access records.

In ID field...enter student’s V or ID number or search and click Go button
Click on Search icon ... then Person Search option
F9

Each registered or withdrawn course for specified Term is displayed along with details about the course such as Meeting Days, Begin Time, and End Time. Additional details for each course can be found using the horizontal scroll bar. Courses with multiple meeting times or instructors will display on multiple rows. Next record icons ► will be active when additional records exist.

Total Credit Hours is the sum for all registered courses for the Term.

Registration History is a simple list of all courses registered for all terms. If midterm and final grades have been reported they also display in the respective columns. There are no meeting patterns detailed on this view. Next record icons ► will be active when additional records exist.
Each registration action taken for specified Term is logged leaving an audit trail to determine when a student was registered in a course, when it was dropped or withdrawn, or if any registration errors occurred. Entries are also made when faculty enter grades. Course Status and error Messages can be viewed by using the horizontal scroll bar.

BASE Source records are those that were successfully completed by the student. TEMP records indicate an attempt but not completion. Next record icons ▶ will be active when additional records exist.

At the bottom of the window, the Activity Date and Activity User verifies when the action was performed and by whom. This information is reflective of the line of data the cursor is positioned on.
View holds that have been placed on a student’s record. Many holds will prevent registration activity. The From and To dates indicate the effective period for the hold. Origination Code is indicative of the message displayed in VandalWeb (use horizontal scroll bar to see actual message) to the student when they try to take action. Contact the office of origin for detailed information about the hold.

Next record icons ▶ will be active when additional records exist.

Advisor and Probation holds are removed by advisors in VandalWeb and will automatically be removed from Banner as action is taken.
Enter six-digit **Term** code for semester being offered and five-digit **CRN** for course and click **Go** button. **DO NOT** check roll or select Degree Award Status option.

**Class Roster** displays students who are currently enrolled in course. Students are not listed alphabetically, but rather by **Sequence** meaning the order in which they were registered. The **Midterm Grade** and **Final Grade** columns will be populated when the instructor submits grades through VandalWeb. Additional information is accessed by using the horizontal scroll bar. Next record icons ▶ will be active when additional records exist.

Students who receive an incomplete grade also have a designated **Incomplete Final Grade**, or reversion grade, and **Extension Date** which is the final date for completion.

**Class Attendance Roster** displays the same records of enrollment as the Class Roster, with the exception of Midterm Grades. It does include the additional information of **Last Attendance Date**, which is a required element for all failing **Final Grades**. There is an active horizontal scroll bar on this window also as well as Next record icons ▶ that will be active when additional records exist.
The Current Standing tab displays the academic standing and cumulative GPA for the designated Level. Overall Earned Hours are applied toward graduation and include both institutional and transfer. The UI official GPA of the student is the Institutional GPA; Transfer and Overall are unofficial, informational only.
The Term GPA and Course Detail Information tab displays class information per term. Next record icons ► will be active when additional records exist. GPA is calculated for each term.

Note the title bar change for Institutional Courses versus Transfer Courses. Transfer courses are shown as the articulated UI equivalent for applicability toward the UI degree program.
## SHASUBJ
Student Transcript by Subject

In **ID** field...enter student’s V or ID number or search and click **Go** button

- Click on Search icon ••• then **Person Search** option
- F9

Along with ID, enter student **Level** or search for available levels.

**Start with Subject** can be left blank to retrieve entire record or a specific subject entered to see associated classes.

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**Current Standing** tab displays the academic standing and cumulative GPA for the designated **Level**. Overall Earned Hours are applied toward graduation and include both institutional and transfer. The UI official GPA of the student is the **Institutional GPA**; **Transfer** and **Overall** are unofficial, informational only.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Attempted Hours</th>
<th>Passed Hours</th>
<th>Earned Hours</th>
<th>GPA Hours</th>
<th>Quality Points</th>
<th>GPA</th>
</tr>
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<tr>
<td>3.000</td>
<td>3.000</td>
<td>3.000</td>
<td>3.000</td>
<td>3.000</td>
<td>12.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Transfer</td>
<td>26.000</td>
<td>26.000</td>
<td>26.000</td>
<td>26.000</td>
<td>93.00</td>
<td>3.57</td>
</tr>
<tr>
<td>Overall</td>
<td>29.000</td>
<td>29.000</td>
<td>29.000</td>
<td>29.000</td>
<td>105.00</td>
<td>3.62</td>
</tr>
</tbody>
</table>
The **Subject GPA and Course Detail Information** tab displays class information by subject. Next record icons ► will be active when additional records exist. GPA is calculated for each subject.

Note the title bar change for **Institutional Courses** versus **Transfer Courses**. Transfer courses are shown as the articulated UI equivalent for applicability toward the UI degree program.
SHACRSE
Institutional Course Summary

In **ID** field...enter student’s V or ID number or search and click **Go** button

ぽ Click on Search icon ••• then Person Search option

Leave **Term** blank to retrieve all semesters or enter specific six-digit **Term** code for single term.

Displays **Institutional** courses and **Grade** with most recent at top and working backwards into history; one course per line. Additional columns are available using the horizontal scroll bar, including **Repeat** indicator and **Course Title**. No GPA information or Transfer courses are included.

Next record icons ▶️ will be active when additional records exist.
In ID field...enter student’s V or ID number or search and click Go button
Click on Search icon •• then Person Search option
F9

DO NOT enter values in any other key block fields.

Data will exist for graduation information if the student has applied for or graduated (completed). The Outcome Status designates the status of graduation for the associated degree and major shown below in respective blocks. Graduation Term is the term associated with the degree record and Graduation Date is the official date. Next record icons ▶ will be active when additional records exist.

The Outcome Status codes are:
- EX = Expected to Graduate...application approved for term
- GR = Graduated...officially earned degree/graduated
- PE = Pending Completion...final review in progress for awarding degree
- RA = Reapply for Graduation...must submit new application, did not graduate
- WA = Web Applied...application submitted, pending approval
Enter Term and CRN for class section or search using SSASECQ (see page 25) then click Go button.

Class section detail information for term. Displays Subject, Course Number, Section, Title, Campus, Part of Term dates, and Credit Hours. Special Approval indicates if Department or Instructor Approval override is required for registration.
Select the **Section Enrollment Information** tab to view the actual enrollment and wait list counts. Maximum enrollment is determined by offering department.

Select the **Meeting Times and Instructor** tab to view the meeting pattern and assigned instructors. Horizontal scroll bars will be active to view all details. **Building** code and **Room** number can also be found under **Meeting Location and Credits** subtab.

Multiple instructors can be assigned to section, but only one will have the **Primary Indicator**, which is the instructor responsible for all grade entry.
Using the Advanced Filter option, select data elements to be searched for and enter associated values with each to locate matching records. Values do not have to be entered in all data elements, only those to perform the search.

All section records matching criteria searched on will be retrieved. The Section Status indicator denotes if the section is Active or Inactive. Enrollment Maximum and Actual are displayed for each section associated with the cursor placement. Horizontal scroll bars will be active to display additional information for each section. Next record icons ► will be active when additional records exist.
Registration restrictions can be placed on class sections to **Include** or **Exclude** enrollment by the tab selections on this page.

- **Department and Field of Study** = restrict to students enrolled in specific department or major
- **Class and Level** = restrict to/from students by class standing or degree level
- **Degree and Program** = restrict to students enrolled in specific degree program
- **Campus and College** = restrict to students located on specific campus or enrolled in specific college
- **Student Attribute and Cohort** = restrict enrollment to Honors students only
Enter **Term** and **CRN** for class section or search using SSASECQ (see page 26) then click button.

View registration prerequisites and co-requisites on class sections on the **Section Test Score and Prerequisite Restrictions** tab. **And/Or** logic is used when multiple entries exist with parens to encapsulate grouped requirements. Prerequisites can be either classes or test scores. Minimum **Grade** for class prerequisites and the minimum **Test Score** are designated.

A **Concurrency** status of Yes is a co-requisite requirement where the student must be enrolled in the selected class and the designated co-requisite at the same time. If a **Grade** is also present with a co-requisite it will be satisfied by prior completion with the minimum grade.

Next record icons ▶ will be active when additional records exist.
Enter **Term** and faculty **ID** or V number and click **Go** button.

When searching for faculty ID, enter **Term** code and check **Faculty** box and click **Go** button to then select search fields (name) to enter criteria.

Displays faculty’s teaching schedule for term including **Start Date** and **End Date** and meeting pattern and location for each class. Classes will be associated with the faculty if they are the primary or secondary instructor. Additional details are accessed using the horizontal scroll bar.