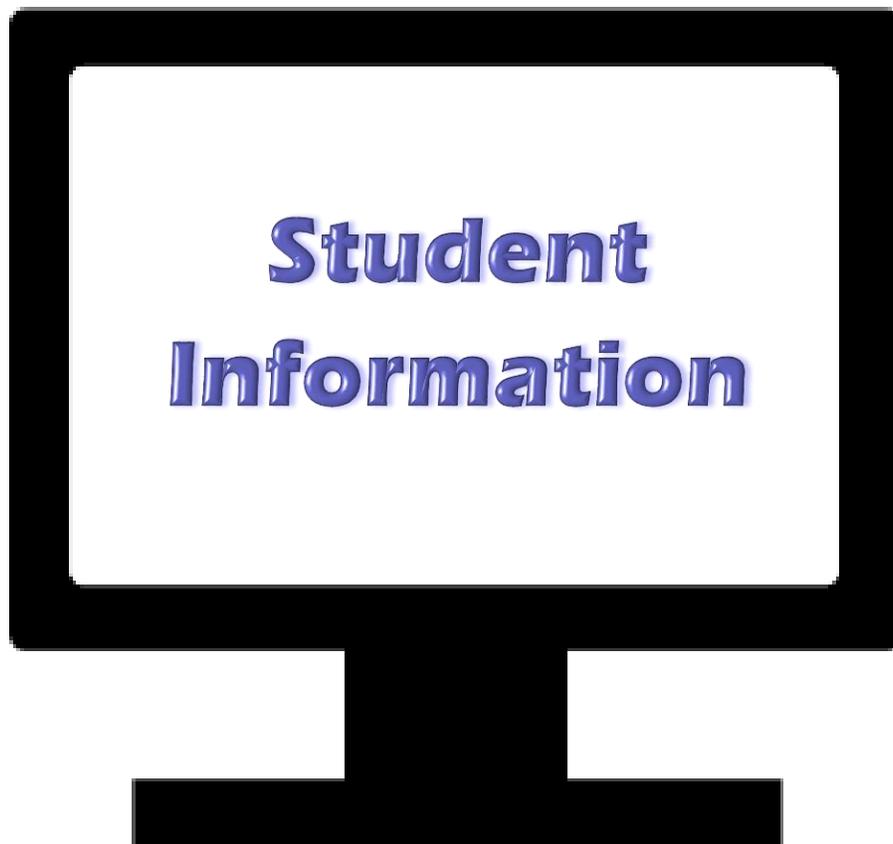




University
of Idaho

BANNER



Office of the Registrar

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FERPA & Student Records

www.uidaho.edu/registrar/faculty/ferpa

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

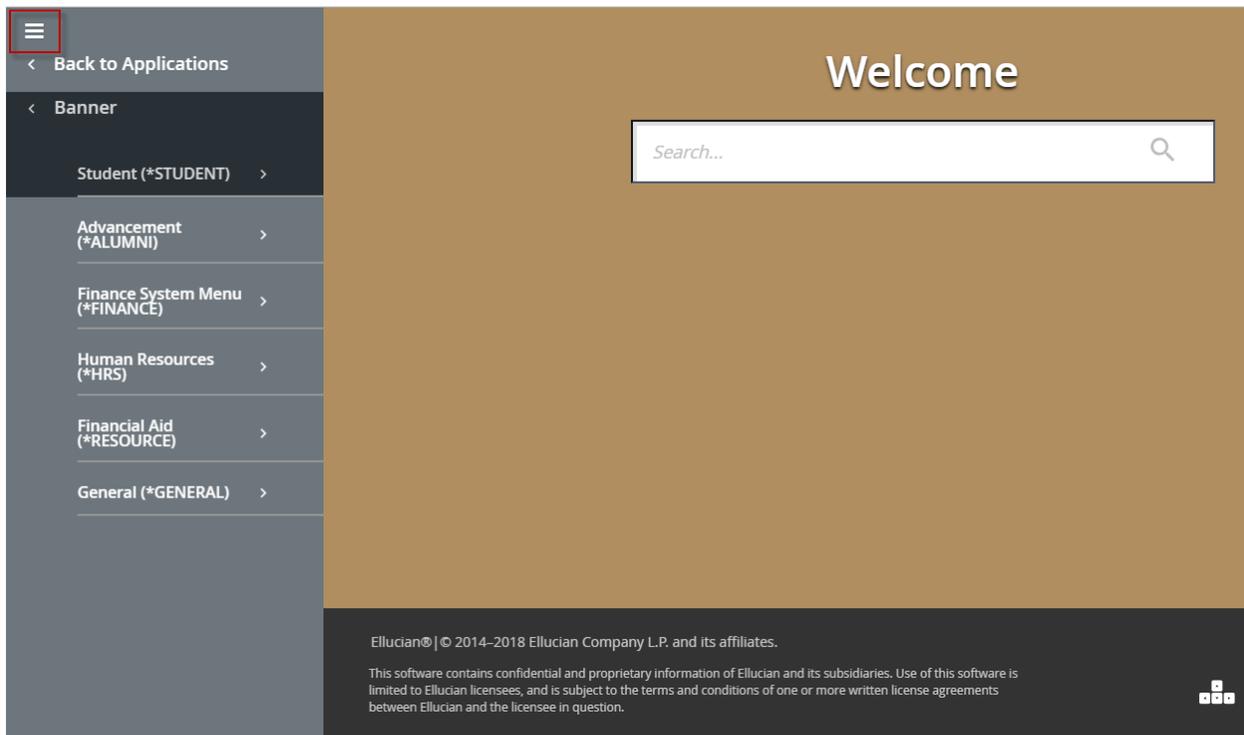
Students may authorize the University to *verbally release* record information to a third party, such a parent, spouse, or other family members. Consent allows University officials to discuss the student's information with the consentee. Verification of consent must be confirmed before any information is released.

Student Module Menu

Location

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.



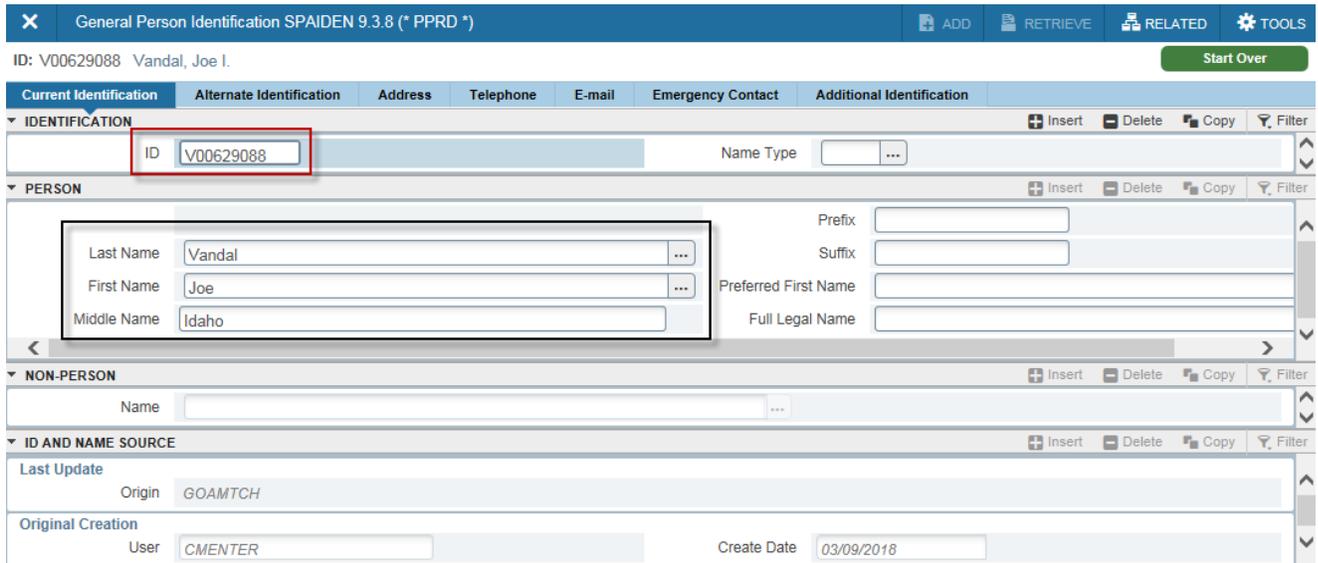
SPAIDEN

General Identification – Names and IDs

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

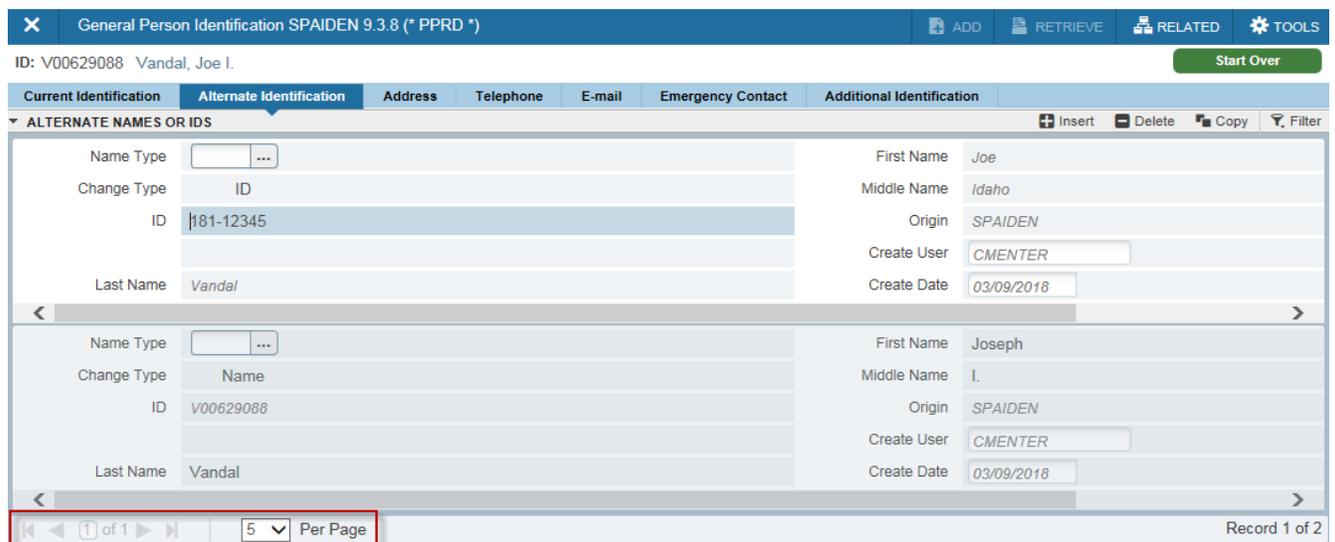
 Click on Search icon ... then *Person Search* option

 F9



The screenshot shows the SPAIDEN interface for a student record. The 'Current Identification' tab is active. The ID field is highlighted with a red box and contains 'V00629088'. Below the ID field, the 'PERSON' section is expanded, showing fields for Last Name (Vandal), First Name (Joe), Middle Name (Idaho), Prefix, Suffix, Preferred First Name, and Full Legal Name. The 'NON-PERSON' section is collapsed. The 'ID AND NAME SOURCE' section shows the origin as 'GOAMTCH', the user as 'CMENTER', and the create date as '03/09/2018'.

The **Current Identification** tab displays the official current student name. Optionally, Preferred First Name is also designated.



The screenshot shows the SPAIDEN interface for the same student record, but with the 'Alternate Identification' tab active. The 'ALTERNATE NAMES OR IDS' section is expanded, showing two alternate records. The first record has an ID of '181-12345', a first name of 'Joe', and a middle name of 'Idaho'. The second record has an ID of 'V00629088', a first name of 'Joseph', and a middle name of 'I.'. The 'Per Page' dropdown is highlighted with a red box and set to '5'. The record count is 'Record 1 of 2'.

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.

SPAIDEN

General Identification – Addresses and Email

The screenshot shows the SPAIDEN system interface for a student record. The top navigation bar includes 'General Person Identification SPAIDEN 9.3.8 (* PPRD *)', 'ADD', 'RETRIEVE', 'RELATED', 'TOOLS', and a '1' indicator. Below the navigation bar, the student ID 'V00629088 Vandal, Joe I.' is displayed, along with a 'Start Over' button. The main content area is divided into tabs: 'Current Identification', 'Alternate Identification', 'Address', 'Telephone', 'E-mail', 'Emergency Contact', and 'Additional Identification'. The 'Address' tab is active, showing 'ADDRESS INFORMATION'. The form includes fields for 'From Date' (03/09/2018), 'To Date', 'Address Type' (MA Mailing/Local), 'Sequence Number' (1), 'Street Line 1' (2637 Gold Drive), 'Street Line 2', 'Street Line 3', 'City' (Moscow), 'State or Province' (ID Idaho), and 'ZIP or Postal Code' (83843). On the right side, there are fields for 'County' (ID057 Latah), 'Nation', 'Telephone Type' (MA Mailing/Local), 'Area Code' (208), 'Phone Number' (3301234), 'Extension', an 'Inactivate Address' checkbox, 'Source', 'Delivery Point', 'Correction Digit', and 'Carrier Route'. At the bottom, there is a pagination control showing '1 of 3' records and a 'Per Page' dropdown.

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.

The screenshot shows the SPAIDEN system interface for a student record, specifically the 'E-mail' tab. The top navigation bar is the same as in the previous screenshot. The student ID 'V00629088 Vandal, Joe I.' and 'Start Over' button are also present. The main content area is divided into tabs: 'Current Identification', 'Alternate Identification', 'Address', 'Telephone', 'E-mail', 'Emergency Contact', and 'Additional Identification'. The 'E-mail' tab is active, showing 'E-MAIL INFORMATION'. The form lists two email addresses: 'OF Official UI Email Address' with address 'vand9088@vandals.uidaho.edu' and 'PERS Personal Email' with address 'jvandal@gmail.com'. For each email address, there are checkboxes for 'Preferred', 'Inactivate', 'Display on Web', and 'URL'. The 'Preferred' checkbox for the 'OF' email is checked. At the bottom, there is a pagination control showing '1 of 1' records and a 'Per Page' dropdown set to '5'.

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.

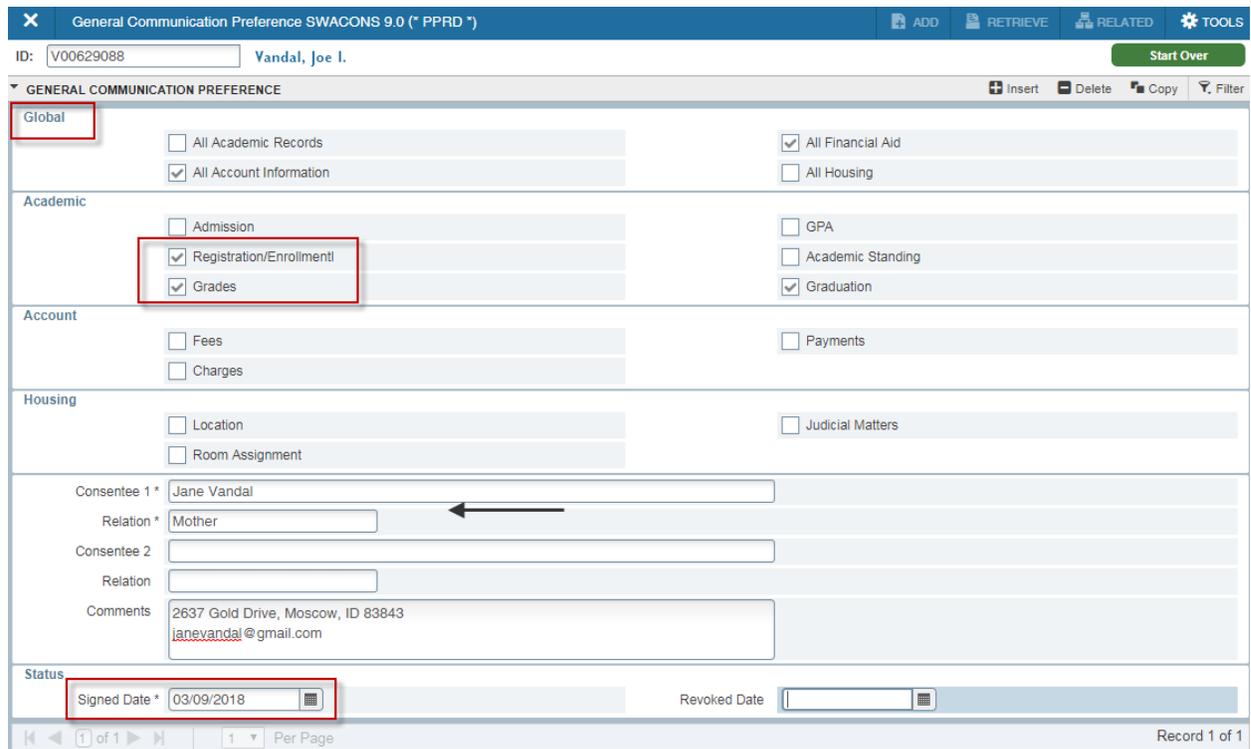
SWACONS

Student Consent

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



General Communication Preference SWACONS 9.0 (* PPRD *)

ID: V00629088 Vandal, Joe I. Start Over

GENERAL COMMUNICATION PREFERENCE Insert Delete Copy Filter

Global

All Academic Records All Financial Aid

All Account Information All Housing

Academic

Admission GPA

Registration/Enrollment Academic Standing

Grades Graduation

Account

Fees Payments

Charges

Housing

Location Judicial Matters

Room Assignment

Consentee 1 * Jane Vandal

Relation * Mother

Consentee 2

Relation

Comments 2637 Gold Drive, Moscow, ID 83843
janevandal@gmail.com

Status

Signed Date * 03/09/2018 Revoked Date

Record 1 of 1

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

F9

Term field is optional; leave blank to retrieve application for any term.
Check **View Current/Active Curricula** to ensure current record is displayed.

The screenshot shows the SAAADMS Admissions Application form for student V00629088. The form includes the following sections:

- APPLICATION:** Entry Term (201810), Application Number (1), Application Date (10/07/2017), Admission Type (New Applicant), Student Type (New Freshman w/ College Credit), Residence (Resident), Application Status (Decision Made), and Application Decision (Tentative).
- CURRICULA SUMMARY - PRIMARY:** A table with columns: Priority, Term, Program, Catalog, Level, Campus, College, Degree. Record 1 of 1: 1, 201810, B.S. Business, 201810, Undergraduate, Moscow, Business & Economics, B.S.Bus.
- FIELD OF STUDY SUMMARY:** A table with columns: Priority, Term, Type, Field of Study, Department, Attached to Major. Record 1 of 1: 1, 201810, Major, Operations Management, Business.

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 Admissions 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.

The screenshot shows the SAAADMS Admissions Application Checklist for student V00629088. The checklist includes the following items:

Admission Request *	Description	Received Date	Item	Item Description	Mandatory Indicator	Print Index
0001	Application Fee	10/07/2017			<input checked="" type="checkbox"/>	
0002	Official HS Trans w/Grad Date				<input checked="" type="checkbox"/>	
0004	ACT/SAT Official Scores				<input checked="" type="checkbox"/>	

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

High School Information SOAHSCH 9.3 (* PPRD *)

ID: V00629088 Vandal, Joe I. Start Over

High School Details | High School Subjects | High School Address

HIGH SCHOOL DETAILS Insert Delete Copy Filter

High School *	130415 ... Moscow Senior High School	Percentile	97
Enrollment Planning Service Code		GPA	3.96
Graduation Date	06/08/2018	Diploma	
Transcript Received Date		<input type="checkbox"/> College Preparation	
Class Rank and Size	10 / 286	Admissions Request	

Record 1 of 1

Prior College SOAPCOL 9.3 (* PPRD *)

ID: V00629088 Vandal, Joe I. Start Over

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

PRIOR COLLEGE Insert Delete Copy Filter

Prior College	7924 ... COLLEGE OF WESTERN IDAHO	Transcript Reviewed Date	
Transcript Received Date	05/10/2018	Admissions Request	F002 ... Final-Official College Trans
<input type="checkbox"/> Official Transcript		Enrollment Planning Service Code	

Record 1 of 1

DEGREE DETAILS Insert Delete Copy Filter

Degree	N ... No College Degree	College	
Degree Date		Transfer Hours	3.000
<input type="checkbox"/> Primary Degree Indicator		GPA	4.000000000
Attended From	08/01/2017	Honors	
Attended To	12/01/2017	Goal	
Year			

Record 1 of 1

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.

SOATEST

Test Scores

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

Test Score Information SOATEST 9.3.6 (* PPRD *)

ID: V00629088 Vandal, Joe I. Start Over

Test Code *	Description	Test Score *	Test Date *
AVSPAN	Avant Spanish Placement	201	03/10/2018
CS	CS Predictor Reqmnts Met	Y	03/01/2018
ECE	Elec & Comp Engr Cert Exam	Y	03/01/2018
A00	ACT Highest Composite	28	10/01/2017
A01	ACT English	32	10/01/2017
A02	ACT Math	28	10/01/2017
S10	SAT16 Total Score	1170	04/01/2017
S11	SAT16 Evidence Based Read/Writ	640	04/01/2017
S12	SAT16 Mathematics	530	04/01/2017
S13	SAT16 Reading	31	04/01/2017

1 of 2 | 10 Per Page | Record 1 of 11

Test Scores (1) | Test Scores (2) | Test Scores (3)

Admission Request: ...

Source: ...

Equivalency Indicator:

Revised or Recentered:

Percentile	Percentile Type	Description	Percentile Date
Percentiles are for AVSPA/ test score taken on 03/10/2018			

1 of 1 | 10 Per Page | Record 1 of 1

SAVE

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 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

SGASTDN

Student Learner Summary

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

Term field is optional; leave blank to retrieve application for any term.
Check **View Current/Active Curricula** to ensure current record is displayed.

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

SGASTDN

Curricula Details

General Student SGASTDN 9.3.8 (* PPRD *)

ID: V00629088 Vandal, Joe I. Term: 201810 View Current/Active Curricula: Start Over

Curriculum / Field of Study

CURRICULUM + Insert - Delete Copy Filter

Replace Update Duplicate Roll to Outcome Apply to Graduate

Activity	Key Sequence	Term	Term Description	End Term	End Term Description	Catalog Term	Cata
ACTIVE	99	201810	Fall 2018			201810	Fall

Navigation: 2 of 2 | 1 Per Page | Record 2 of 2

Curriculum + Insert - Delete Copy Filter

Program	BSWILDRES	...	B.S. Wildlife Resources	College	11	...	Natural Resources
Level	UG	...	Undergraduate	Degree	042	...	B.S.Wildl.Res. ←
Campus		...		Start Date			End Date

FIELD OF STUDY + Insert - Delete Copy Filter

Attached Concentrations Inactivate

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201810	MAJOR	Major	1	201810	
<input checked="" type="checkbox"/>	ACTIVE	INPROGRESS	201810	MINOR	Minor	1	201810	

Field of Study + Insert - Delete Copy Filter

Field of Study	0125	...	Wildlife Resources	Start Date	
Department	150	...	Fish & Wildlife Sciences	End Date	
Attached to Major		...		<input type="checkbox"/> Rolled	
Full or Part Time		...			

Navigation: 1 of 1 | 3 Per Page | Record 1 of 2

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.

SGAADVR

Advisors

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

The six-digit term code must be entered to retrieve the term specific record or to update record for that term before entering the Advisor Information block.

Multiple Advisors SGAADVR 9.3.7 (* PPRD *)

ID: V00629088 Vandal, Joe I. Term: 201810

Start Over

Insert Delete Copy Filter

From Term 201810 Maintenance To Term 999999

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
V000...	Smith, Ronald			<input checked="" type="checkbox"/>
V00...	Johnson, Daniel			<input type="checkbox"/>

1 of 1 Per Page Record 2 of 2

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

Registration Query SFAREGQ 9.3 (* PPRD *)

Term: 201810 Registration From Date: Registration To Date: ID: V00629088 Vandal, Joe I. Start Over

CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
12208	HIST	102	01	RW	N		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12559	MATH	160	03	RW	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1530	1620
					N		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0830	0920
15920	ENGL	102	12	RW	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1230	1320
26132	BIOL	115	01	RW	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0830	0920
40433	BIOL	115L	08	RW	N		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1430	1720
					N		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1430	1720

1 of 1 Per Page Record 1 of 7

Total Credit Hours 14.000 Total CEU Hours 0.000

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**.

Student Registration History and Extension SFARHST 9.3 (* PPRD *)

ID: V00629088 Vandal, Joe I. Start Over

Term *	Part Of Term	CRN	Subject	Course	Level	Course Status	Start Date	Completion Date	Number Of Extensions	Midterm Grade	Final Grade	Grade Det
201810	1	12208	HIST	102	UG	RE				B		<input type="checkbox"/>
201810	1	12559	MATH	160	UG	RE				A		<input type="checkbox"/>
201810	1	15920	ENGL	102	UG	RE						<input type="checkbox"/>
201810	1	26132	BIOL	115	UG	RE						<input type="checkbox"/>
201810	1	40433	BIOL	115L	UG	RE						<input type="checkbox"/>
201720	72	67401	ENGL	101	ND	RE					P	<input type="checkbox"/>

1 of 1 Per Page Record 1 of 6

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.

SFASTCA

Registration Audit

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

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

ID: V00629088 Vandal, Joe I. **Term Code: 201810** Registration From Date: Registration To Date: **Start Over**

Registration Audit Registration Error Message

STUDENT COURSE REGISTRATION AUDIT

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source
1	201810	26132	BIOL	115	01	A	UG	N	3.000	3.000	3.000	TEMP
2	201810	40433	BIOL	115L	08	A	UG	N	1.000	1.000	1.000	TEMP
3	201810	15920	ENGL	102	12	A	UG	I	3.000	3.000	3.000	BASE
4	201810	12208	HIST	102	01	T	UG	N	3.000	3.000	3.000	BASE
5	201810	12559	MATH	160	03	A	UG	N	4.000	4.000	4.000	BASE
6	201810	26132	BIOL	115	01	A	UG	N	3.000	3.000	3.000	BASE
7	201810	40433	BIOL	115L	08	A	UG	N	1.000	1.000	1.000	BASE
8	201810	12208	HIST	102	01	T	UG	N	3.000	3.000	3.000	BASE
9	201810	12559	MATH	160	03	A	UG	N	4.000	4.000	4.000	BASE

Record 1 of 9

Activity Date 03/12/2018 02:19:18 PM Activity User W:V00629088 **SAVE**

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.

SOAHOLD

Record Holds

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

Hold Information SOAHOLD 9.3.8 (* PPRD *)									
ID: V00629088 Joe Idaho Vandal								Start Over	
HOLD DETAILS									
Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Origination Code	Origin	
AB	Account Balance Hold		<input type="checkbox"/>		09/01/2018	12/31/2099	AR	Ac	
AV	Advisor Hold		<input type="checkbox"/>		03/13/2018	12/31/2099	ADV	Ple	
EH	Enrollment Deposit Hold	Required before enrollment	<input type="checkbox"/>		03/13/2018	12/31/2099	ADMU	Co	

Record 1 of 3

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.

SFASLST & SFAALST

Class Roster & Attendance Roster

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 SFASLST 9.3.4 (* PPRD *)

Term: 201720 Spring 2018 CRN: 42464 MATH 160 03 Roll: Degree Award Status: Select... Start Over

CLASS ROSTER

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date
1	V0048	Smith, Kelsey L.	RW	11/04/2017			N		
3	V0042	Forcal, Gabriela	RW	11/06/2017			N		
4	V0045	James, Jacob L.	RW	11/06/2017			N		
8	V0055	Hansen, Hadley V.	RW	11/07/2017			N		
9	V0047	Johnson, Molly A.	RW	11/07/2017			N		
10	V0047	Elkins, Matthew R.	RW	11/07/2017			N		
13	V0054	Carson, Coby J.	RW	11/08/2017			N		

1 of 2 Per Page Record 1 of 32

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 SFAALST 9.3.3 (* PPRD *)

Term: 201720 Spring 2018 CRN: 42464 MATH 160 03 Roll: Degree Award Status: Select... Start Over

CLASS ATTENDANCE ROSTER

Status Date	Final Grade	Grading Mode	Incomplete Final Grade	Extension Date	Credit Hours	Hours Attended	Last Attendance Date
11/04/2017	F	N			4.000		03/09/2018
11/06/2017	C	N			4.000		
11/06/2017	A	N			4.000		
11/07/2017	A	N			4.000		
11/07/2017	B	N			4.000		

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.

SHATERM

Student Transcript by Term

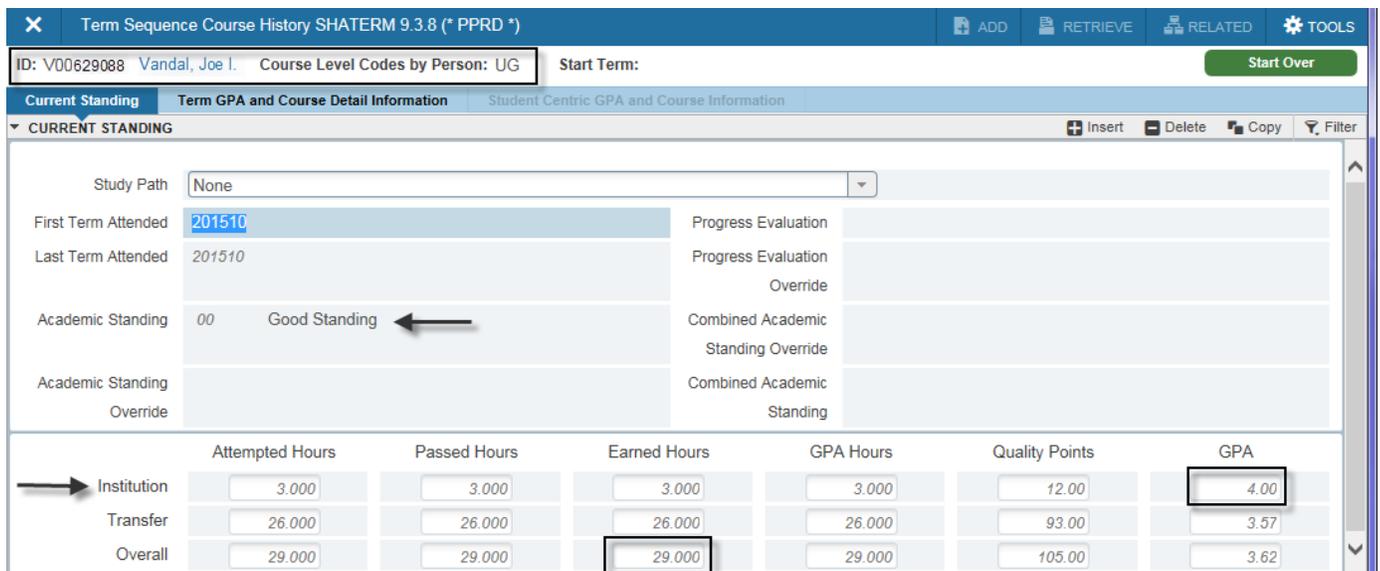
In **ID** field...enter student's V or ID number or search and click **Go** button

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

 F9

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

Leave **Start Term** blank to retrieve entire record.



Current Standing | Term GPA and Course Detail Information | Student Centric GPA and Course Information

Study Path: None

First Term Attended: 201510 | Progress Evaluation: |

Last Term Attended: 201510 | Progress Evaluation: |

Academic Standing: 00 Good Standing ← | Override: |

Academic Standing Override: | Combined Academic Standing: |

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
→ Institution	3.000	3.000	3.000	3.000	12.00	4.00
Transfer	26.000	26.000	26.000	26.000	93.00	3.57
Overall	29.000	29.000	29.000	29.000	105.00	3.62

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.

SHATERM

Course Detail

Current Standing		Term GPA and Course Detail Information		Student Centric GPA and Course Information				
▼ TERM GPA Insert Delete Copy Filter								
Term	201520							
Transfer Number		Attendance Period						
	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA		
Institutional	11.000	11.000	11.000	11.000	44.00	4.00		
Cumulative								
◀ ◀ 2 of 5 ▶ ▶ 1 Per Page Record 2 of 5								
▼ INSTITUTIONAL COURSES Insert Delete Copy Filter								
Subject	Course	Title	Grade	Mode	Hours	Repeat	Repeat System	Campus
CHEM	101	Introduction to Chemistry I		A N	4.000			U
HIST	112	Intro to U S History		A N	3.000			U
SPAN	102	Elementary Spanish II		A N	4.000			U
◀ ◀ 1 of 1 ▶ ▶ 10 Per Page Record 1 of 3								

Current Standing		Term GPA and Course Detail Information		Student Centric GPA and Course Information			
▼ TERM GPA Insert Delete Copy Filter							
Term	201610						
Transfer Number	10	Attendance Period	2				
	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA	
Transfer	9.000	9.000	9.000	9.000	36.00	4.00	
Cumulative	26.000	26.000	26.000	26.000	96.00	3.69	
◀ ◀ 4 of 6 ▶ ▶ 1 Per Page Record 4 of 6							
▼ TRANSFER COURSES Insert Delete Copy Filter							
Subject	Course	Title	Grade	Mode	Hours	Count in GPA	Repeat
CS	112	Computational Thinking		A N	3.000	<input checked="" type="checkbox"/>	
ENGL	101	Introductn to College Writing		A N	3.000	<input checked="" type="checkbox"/>	
ENVS	101	Intro Environmntl Sci		A N	3.000	<input checked="" type="checkbox"/>	
◀ ◀ 1 of 1 ▶ ▶ 10 Per Page Record 1 of 3							

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.

Student Subject Sequence History SHASUBJ 9.3.8 (* PPRD *)

ID: V00629088 Vandal, Joe I. Level: UG Start with Subject: Start Over

Current Standing | Subject GPA and Course Detail Information

▼ CURRENT STANDING Insert Delete Copy Filter

First Term Attended	201510	Last Term Attended	201510
Academic Standing	00 Good Standing ←	Progress Evaluation	
Academic Standing		Override	
Academic Standing		Combined Academic	
Override		Standing	
Progress Evaluation		Combined Academic	
		Standing Override	

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
→ Institution	3.000	3.000	3.000	3.000	12.00	4.00
Transfer	26.000	26.000	26.000	26.000	93.00	3.57
Overall	29.000	29.000	29.000	29.000	105.00	3.62

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.

SHASUBJ

Course Detail

Current Standing		Subject GPA and Course Detail Information						
▼ SUBJECT GPA Insert Delete Copy Filter								
Subject	ENGL							
	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA		
Institution	3.000	3.000	3.000	3.000	12.00	4.00		
Transfer	6.000	6.000	6.000	6.000	21.00	3.50		
Total	9.000	9.000	9.000	9.000	33.00	3.66		
⏪ ◀ 4 of 7 ▶ ⏩ 1 Per Page Record 4 of 7								
▼ INSTITUTIONAL COURSES Insert Delete Copy Filter								
Term	Subject	Course	Title	Grade	Mode	Hours	Repeat	Campus
201510	ENGL	175	Introduction/Literary Genres	A	N	3.000	(None)	U
⏪ ◀ 1 of 1 ▶ ⏩ 10 Per Page Record 1 of 1								
▼ TRANSFER COURSES Insert Delete Copy Filter								
Term	Subject	Course	Title	Grade	Mode	Hours	Count in GPA	Repeat
201610	ENGL	101	Introductn to College Writing		A N	3.000	<input checked="" type="checkbox"/>	(None)
201620	ENGL	102	College Writing & Rhetoric		B N	3.000	<input checked="" type="checkbox"/>	(None)
⏪ ◀ 1 of 1 ▶ ⏩ 10 Per Page Record 1 of 2								

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

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

 F9

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

Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Grading Mode	Repe
	201710	1	A	UG	15522	MATH	143	02	0.000	W N		
	201710	1	A	UG	15525	MATH	144	01	0.000	W N		
	201620	72	U	UG	67400	ENGL	258	99	3.000	B N		
	201620	72	U	UG	67397	STAT	251	99	3.000	B N		
	201610	71	U	UG	35738	ENGL	257	99	3.000	B N		
	201610	71	U	UG	36935	ENVS	101	95	3.000	A N		
	201520	72	U	UG	70214	ART	111	95	2.000	B N		
	201520	72	U	UG	67401	ENGL	101	96	3.000	P E		
	201520	72	U	UG	63728	PSYC	101	99	3.000	B N		

Record 1 of 9

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.

SHADGMQ

Graduation

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.

Degree Summary SHADGMQ 9.3 (* PPRD *)									ADD	RETRIEVE	RELATED	TOOLS
ID: V00629088 Vandal, Joe L Level: Campus: College: Degree: Term: Program: Field of Study Type: Field of Study Code:									Start Over			
▼ LEARNER OUTCOME SUMMARY									Insert	Delete	Copy	Filter
Sequence Number *	Outcome Status	Learner Record Term	Bulletin Year	Outcome Completion Term	Dual Degree	Graduation Term	Graduation Status	Graduation D				
1	EX	201310	2017		<input type="checkbox"/>	201710	EX	12/15/2017				
		201710	2017		<input type="checkbox"/>	201710	EX	12/15/2017				
<div style="border: 1px solid red; padding: 2px;"> ◀ ▶ 1 of 1 ▶▶ </div>									10	Per Page		Record 1 of 2
▼ CURRICULA SUMMARY - PRIMARY									Insert	Delete	Copy	Filter
Priority	Term	Program	Catalog	Level	Campus	College	Degree					
2	201310	Bachelor of Science - SCI	201310	Undergraduate	Moscow	Science	B.S.					
<div style="border: 1px solid red; padding: 2px;"> ◀ ▶ 1 of 1 ▶▶ </div>									1	Per Page		Record 1 of 1
▼ FIELD OF STUDY SUMMARY									Insert	Delete	Copy	Filter
<div style="border: 1px solid red; padding: 2px;"> ▶ Attached to Major Details </div>												
Priority	Term	Type	Field of Study	Department	Attached to Major							
1	201310	Major	Chemistry-General Opt	Chemistry								
<div style="border: 1px solid red; padding: 2px;"> ◀ ▶ 1 of 1 ▶▶ </div>									3	Per Page		Record 1 of 1

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

SSASECT

Enrollment, Meeting Pattern, Instructor

Select the **Section Enrollment Information** tab to view the actual enrollment and wait list counts. Maximum enrollment is determined by offering department.

Schedule SSASECT 9.3.8 (* PPRD *)

Term: 201810 CRN: 26132 Subject: BIOL Course: 115 Title: Cells & the Evolution of Life

Course Section Information | **Section Enrollment Information** | Meeting Times and Instructor | Section Preferences

Enrollment Details | Reserved Seats

ENROLLMENT DETAILS

Maximum *	200	Waitlist Maximum *	999	Projected *	0
Actual	1	Waitlist Actual	0	Prior	179
Remaining	199	Waitlist Remaining	999	<input type="checkbox"/> Reserved	

Authorization Codes Active for Section Generated Credit Hours 3.000

Census One
Enrollment Count 1 Freeze Date 08/20/2018

Census Two
Enrollment Count 1 Freeze Date 08/31/2018

Add Authorization Registration Dates

Calculated Section	08/20/2018	Add Authorization		Waitlist Notification	
Start Date		Start Date		Ending Date	

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.

Schedule SSASECT 9.3.8 (* PPRD *)

Term: 201810 CRN: 26132 Subject: BIOL Course: 115 Title: Cells & the Evolution of Life

Course Section Information | Section Enrollment Information | **Meeting Times and Instructor** | Section Preferences

Times and Instructors | Scheduler Preferences

Meeting Dates | Meeting Location and Credits

SCHEDULE

Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time
08/20/2018	12/14/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0830	0920

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator
01	V01099991	Jones, Mary E.	0.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>

SSASECQ

Class Section Search

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.

Schedule Section Query SSASECQ 9.3 (* PPRD *)

Active filters: Term: (Equals) 201810 Subject: (Contains) BIOL Course: (Contains) 115 Clear All Filter Again

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status
201810	1			26132		BIOL	115	01	A
201810	1			26133		BIOL	115	02	A
201810	1			26134		BIOL	115	03	I
201810	1			26136		BIOL	115	05	I
201810	1			26137		BIOL	115	06	I
201810	1			41424		BIOL	115	50	A
201810	1			39434		BIOL	115L	01	A
201810	1			39435		BIOL	115L	02	A
201810	1			39436		BIOL	115L	03	A
201810	1			39437		BIOL	115L	04	A

1 of 2 Per Page 10 Record 1 of 16

	Maximum	Actual	Remaining
Enrollment	225	208	17
Waitlist	999	0	999

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.

SSARRES

Class Section Restrictions

Enter **Term** and **CRN** for class section or search using SSASECQ (see page 25) then click **Go** button.

The screenshot shows the 'CLASS RESTRICTIONS' section of the SSARRES interface. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The search criteria are: Term: 201810, CRN: 38508, Subject: ISEM, Course: 101, Title: HON:Love and Happiness. The 'Class and Level' tab is selected. Below the search bar, there are radio buttons for 'Include/Exclude (I/E)' with 'Include' selected. A table lists class sections:

Class	Description
01	Freshman
02	Sophomore
11	Freshman (Arch Prof.)
12	Sophomore (Arch Prof.)

Navigation controls show '1 of 1' records and '10 Per Page'. A 'Start Over' button is visible in the top right.

The screenshot shows the 'STUDENT ATTRIBUTE RESTRICTIONS' and 'COHORT RESTRICTIONS' sections. The 'Student Attribute and Cohort' tab is selected. Below the search bar, there are radio buttons for 'Include/Exclude (I/E)' with 'Exclude' selected. A table lists student attributes:

Attribute	Description

Navigation controls show '1 of 1' records and '10 Per Page'. Below this, the 'COHORT RESTRICTIONS' section is shown with radio buttons for 'Include/Exclude (I/E)' with 'Include' selected. A table lists cohorts:

Cohort	Description
HONORS	Honors Program Student

Navigation controls show '1 of 1' records and '10 Per Page'. A 'Start Over' button is visible in the top right.

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

SSAPREQ

Class Section Prerequisites

Enter **Term** and **CRN** for class section or search using SSASECQ (see page 26) then click **Go** button.

And/Or	Test Code	Test Score	Subject	Course Number	Level	Grade	Concurrency
			MATH	143	UG	D	(None)
And			MATH	144	UG	D	Yes
Or			MATH	143	UG	D	(None)
And	CMPT	51					(None)
Or	A02	29					(None)
Or	S02	650					(None)
Or	S12	670					(None)
Or	MTH5	Y					(None)
Or	(CMPC	51				(None)
And	CMPT	51					(None)
Or	ALEKS	76					(None)

1 of 1 Per Page 20 Record 1 of 11

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.

SIAASGQ

Faculty Schedule

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.

Faculty Schedule Query SIAASGQ 9.3.8 (* PPRD *)										
Term: 201810 ID: V00001234 Smith, Robert R. Start Over										
FACULTY SCHEDULE QUERY										
CRN	Subject	Course	Section	Session Number	Start Date	End Date	Mon	Tue	Wed	Thu
13425	PLSC	400	01	01	08/20/2018	12/14/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16053	PLSC	464	01	01	08/20/2018	12/14/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				01	08/20/2018	12/14/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32015	PLSC	398	02	01	08/20/2018	12/14/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33244	PLSC	398	07	01	08/20/2018	12/14/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39142	PLSC	201	98	01	09/24/2018	02/01/2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40706	PLSC	499	03	01	08/20/2018	12/14/2018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Navigation: (1) of 1 | 10 Per Page | Record 1 of 7

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.