

# Office of the Registrar

### BANNER Student Reporting Reference Manual

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**GJAPCTL General Report Processing** 

All Banner reports are generated through the standard page, GJAPCTL. The report distinction is made by the **Process** name by entering the Banner report code or searching. The Parameter Set field should always be left blank. After entering the **Process** name, click the **Go** button.

×	Process Submission Controls GJAPCTL 9.3.7 (* PPRD *)	-	🔒 ADD		RELATED	🏶 TOOLS
	Process:	Parameter Set:				Go
Get	Started: Fill out the fields above and press Go.	9				
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	being generated as a file for Excel, use	•	remaini	ng fields w	'ill	
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questions and Values are the answer provided by the user to make the report specific to their needs. The Parameter Values are detailed for each report in the following pages.

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The final block is Submission block where the report is Saved for generation and completion. Never check the Save Parameter Set as box as values will change for each report.

## **GUAUPRF**

#### **Banner & Browser Settings for Saving Files**

There are settings to check in both Banner and your browser to ensure that you can save your files correctly for Excel import. Banner data files should only be saved to your S drive or U drive; never save to your computer (C drive) for security.

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## GJIREVO

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Once the file is saved, open Excel and then open the saved file to start the Text Import Wizard. Once data has been formatted the import, the columns may also be adjusted to user needs.

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Text Import Wizard - Step 1 of 3
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1 If this is correct, choose Next, or choose the data type that best describes your data.
2 Original data type
3 Choose the file type that best describes your data:      O Delimited - Characters such as commas or tabs separate each field.
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5
6 Start import at row: 1 🔶 File grigin: 437 : OEM United States
8
9 My data has headers.
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13 1Last NameFirst NameMiddle NameNameV NumberStudent IDCampusFrimary L A
14 3 ByrneZacharyAlexa
15 4 Onradhlyssconra 5 EvansJessicaMarie
16
17
18 Cancel < Back Next > Einish
19
20

### SFRSLST Class Roster

This report is used to print class rosters for any current, future, or prior term. Midterm and final grades will be included automatically, if reported.

Go

Enter SFRSLST in Process field and click

button and enter Printer code.

× Pr	ocess Submission Controls GJAPCTL 9.3.7 (* PPRD *)			🔒 ADD		RELATE	ар 🔅 т	OOLS
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02	Term							
03	Part-of-term (% = ALL)		%					
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06	CRN (% = ALL)							
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08	Sort option		I					
09	Campus (% = ALL)		%					
10	Schedule Type (% = ALL)		%					
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In the **Parameter Values** enter the unique value for each parameter; watch the **Help Line** for each parameter.

- 01...User can enter alternate title from default print value of Class Roster; optional, can leave blank
- 02...Enter six-digit term code for semester class(es) offered.
- 03...Leave as default value %.
- 04...Leave blank.
- 05...Leave blank.
- **06...**Enter five-digit CRN for class; multiple rosters may be generated by clicking +Insert and entering **06** as the **Parameter Number** and another CRN (only one CRN value per line).
- 07...Leave as default value N.
- **08...**Default value I, default value, sorts by instructor last name or **C** by course number.
- 09...Leave as default value %.
- 10...Leave as default value %.

- CONTINUED ON NEXT PAGE -

#### SFRSLST Class Roster – Parameters Continued

PARAM	METER VALUES	🚼 Insert 🗧 Delete 🧧 Copy 🏻 🏹 Fil	ter
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12	Registration Codes (% for all) %	6	
13	Degree Status (% = ALL) %	6	
14	Combine crosslisted sections N	1	
15	Print student addresses N	4	
16	Address selection date 0	)3/19/2018	
17	Address priority and type(s) 1	MA	
18	Primary instructors only Y	(	
19	Print Long Section Title N	4	
20	Run Mode R	2	
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LENG	GTH: 5 TYPE: Character O/R: Optional M/S: Multiple		1
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SUBMIS	SSION	🚼 Insert 📮 Delete 📑 Copy 🛛 🏹 Fil	te

Additional parameter values access by active Next record icons ►.

- **11...**Leave as default value %.
- **12**...Leave as default value %.
- **13**...Leave as default value %.
- **14**...**N** default value to produce separate rosters for cross or joint listed classes; optional **Y** value to create single roster for cross or joint listed classes.
- **15** ... N default value to not print student addresses or optional A value to include address or P value to include address and phone information. Email address not included.
- **16**...Leave as default value current date.
- **17...**If parameter 15 value is A or P, set the priority number and address type. Default **1MA** defines first priority as mailing address; this can be changed to different address type and additional priorities can be entered by clicking +Insert and entering additional values (e.g. 2PR, 3OR, etc.).
- **18...Y** default prints only one copy of roster or optional **N** value printer multiple copies if multiple instructors exist.
- **19...**Leave as default value N.
- 20...Leave as default value R.

## **SFRSLST** Class Roster – Sample Report

20-APR-2 <mark>018 09:20:26 AM</mark>	PPRD - clo	ned on 05-DEC-17	7 PAGE 1
201720	Cla	ss Roster	SFRSLST
		Spring 2018	
		Full Term	SAMPLE
CRN TERM SUBJ CRSE	SEC		CREDITS CL LEVEL(S)
71708 201720 FS 201	01 Science on You	r Plate	3.000 19 CO GR LA
			ND UG WA
INSTRUCTOR (S)	TYPE DAYS	TIME	BUILD ROOM
Smith, Brennan	Lecture TR	0200-0315	5pm 678 040
COLLEGE: Agricultura	l & Life Sciences D	IVISION:	
DEPARTMENT: UI/WSU Bist	ate School Food Sci		
Student Name	TD Le	vl Mair Cl Hrs	MGrd FGrd Stat Date Last Attend
Douteno name			
B , Josephine	V0049 UG	0173 01 3.00	RW 09-NOV-2017
			RW 30-NOV-2017
R , Riley			RW 09-NOV-2017
W , John			RW 05 NOV 2017 RW 06-NOV-2017
Z , Jessica	V0055 UG	0503 02 3.00	RW 09-NOV-2017

## GLBDATAJ

#### **Population Selection for Prereq/Registration Errors**

This report is used by departments to create a population selection of students to process the prerequisite/registration error report, SFRRGAM, against.

Enter GLBDATAJ in Process field and click Go button and enter DATABASE in Printer

× Pro	cess Submission Controls GJAPCTL 9.3.7 (* PPRD *)			<b>A</b>		🔒 🔒 REL	ATED	🗱 тооі	LS
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Spe	ecial Print MIME 1	Type Plain 1	Text 🔹		Delete After Days	999			
	Lines 65 PDF	Font			Delete After Date	12/13/20	20		
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Number *	Parameters		Values						~
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02	Selection Identifier 2								
03	New Selection Identifier								
04	Description for new selection								
05	Union/Intersection/Minus								
06	Application Code		REGISTRATION						
07	Creator ID of Selection ID		SJEMES						
08	Detail Execution Report								
K < 1	of 1 🕨 📔 10 🔽 Per Page						Record	d 1 of 8	
LENGTH:	30 TYPE: Character O/R: Required M/S: Single								
Code that	identifies the sub-population to work with.								~
▼ SUBMISSIO	N				🖶 Insert	🗖 Delete	🖥 Сору	👻 Fil	ter
	Save Parameter Set as		Hold / Submit	O Hold	Submit				~
	Name Description								~

The parameters for this population selection report are very specific and must be entered exactly as indicated.

- 01... Enter COURSE as Selection Identifier 1.
- 02... Leave blank.
- 03... Leave blank.
- 04... Leave blank.
- 05... Leave blank.
- 06... Enter REGISTRATION as Application Code.
- 07... Enter SJEMES as Creator ID.
- 08... Leave blank.

Submitting this request will activate three additional parameters to specify term, subject, and number.

#### **GLBDATAJ** Population Selection -- continued

× Pr	ocess Subi	mission Controls GJAPCTL 9	).3.7 (* PPRD *)				ADD		RELATED	🗱 т(	OOLS
Process: G	LBDATA	Population Selection Extract	Parameter Set	:					Sta	rt Over	
• PRINTER (	CONTROL							🚹 Insert 📃	Delete 🖣 Copy	🍷 Fill	ter
	Printer	DATABASE		Submit Time				PDF Font Size	<b>_</b>		
Sp	oecial Print			MIME Type	Plain	Text		Delete After Days	999		
	Lines	65		PDF Font			]	Delete After Date	12/13/2020		
<						· · · · · · · · · · · · · · · · · · ·				>	~
• PARAMET	ER VALUES	;						🕂 Insert 🗧	Delete 📲 Copy	🌱 Fill	ter
Number *	Paramete	rs				Values					
01	Selection	n Identifier 1				COURSE					
02	Selection	n Identifier 2									
03	New Sel	lection Identifier									
04	Descript	ion for new selection									
05	Union/In	tersection/Minus									
06	Applicat	ion Code				REGISTRATION					
07	Creator	ID of Selection ID				SJEMES					
08	Detail Ex	xecution Report									
88	• term										
88	subject										
88	course_	number									

After submitting the initial parameters, additional parameters are generated to select the term, subject, and course number.

- **88... term**: enter the six-digit term code for the semester of registration to check.
- **88... subject**: enter the subject abbreviation (in capitals) to check; wildcard % can be used to select multiple subjects (i.e. MUS% will select all music subjects).
- **88... course\_number**: enter the three-digit course number to check a specific course *or* use the wildcard % in conjunction with a partial number *or* enter the wildcard % alone to select all numbers.

This report/selection must complete before proceeding to the Prerequisite/Registration Check report, SFRRGAM. Verify completion by reviewing the output before continuing.

## SFRRGAM Prereq/Registration Errors

This report is used by departments to identify students who are ineligible for registration due to a failed or missing prerequisite.

Requests can be submitted to the Registrar to drop ineligible students.

	Enter SFRRGAM in Process field	and clicl	k <mark>Go</mark> bu	tton and er	nter <b>Printer</b>				
× Pro	cess Submission Controls GJAPCTL 9.3.7 (* PPRD *)			E		🖧 REL	ATED	🗱 тооі	LS
Process: SF	RRGAM Registration Admin Messages Parameter Set:						Start (	Dver	
• PRINTER CO	ONTROL				🚹 Insert	Delete	🖣 Сору	👻 Fil	ter
	Printer DATABASE	Submit Time			PDF Font Size		-		
Spe	ecial Print	MIME Type	Plain Text	-	Delete After Days	999			
	Lines 55	PDF Font			Delete After Date	12/13/20	20		
<								>	×
· PARAMETE	RVALUES				🖶 Insert	🗖 Delete	Г Сору	👻 Fil	ter
Number *	Parameters		Values						
01	Term Code								
02	Start Range From Date								
03	Start Range To Date								
04	Application Code		REGISTRATI	ION					
05	Selection ID		COURSE						
06	Creator ID		SJEMES						
p7	User ID			-					
08	Student ID								
09	CRN								
10	Report Option		А						
▲ 1	of 4 🕨 🔰 🛛 10 🗸 Per Page						Record	7 of 32	
LENGTH:	30 TYPE: Character O/R: Optional M/S: Single								
Enter your	r Banner USERNAME / login								~
- SUBMISSIO	N				🚹 Insert	Delete	Р Сору	🔍 Fil	ter

In the **Parameter Values** enter the unique value for each parameter; watch the **Help Line** for each parameter.

- 01... Enter six-digit term code for semester of registration.
- 02... Leave blank.

Γ

- 03... Leave blank.
- 04... Leave as default value REGISTRATION.
- 05... Leave as default value COURSE.
- 06... Leave as default value SJEMES.
- 07... Enter OWN Banner user name/login.
- 08-32...Leave all default values.

1

## **SFRRGAM** Prereq/Registration Errors – Sample Report

										PAGE 1
SFRRGAM	8.4			PP	RD - cloned	on 05-DEC-17				RUN DATE 20-APR-2018
		SAM	ΡL	Re	gistration A	dmin Message:	3			RUN TIME 09:39 AM
ID 	Name		LV Term	Date Added	Crse Start	Crse End	CRN	Subj	Crse	Message
V0055	A	, John Mitchell	UG 201720	09-NOV-2017	10-JAN-2018	11-MAY-2018	65284	ME	123	MAJORS ONLY-CONTACT DEPT
V0049	A	, Ricardo	UG 201720	08-NOV-2017	10-JAN-2018	11-MAY-2018	56362	ENVS	225	Department Permission Rqd
V0049	В	Casandra Shea	UG 201720	08-NOV-2017	10-JAN-2018	11-MAY-2018	56362	ENVS	225	Department Permission Rqd
V0059	CI	, Nisha	UG 201720	16-NOV-2017	10-JAN-2018	11-MAY-2018	42470	MATH	176	Duplicate Course with Section 6845
V0048(	D	, Alyssa	UG 201720	07-NOV-2017	10-JAN-2018	11-MAY-2018	56362	ENVS	225	Department Permission Rqd
V0055'	H	, Hana Jain	UG 201720	07-NOV-2017	10-JAN-2018	11-MAY-2018	56362	ENVS	225	Department Permission Rqd
V0059	Н	Devon Lewis	UG 201720	07-NOV-2017	10-JAN-2018	11-MAY-2018	67375	BIOL	121	Instructor Permission Rqd
V0056	L	, Nikole Ann	UG 201720	07-NOV-2017	10-JAN-2018	11-MAY-2018	56362	ENVS	225	Department Permission Rqd