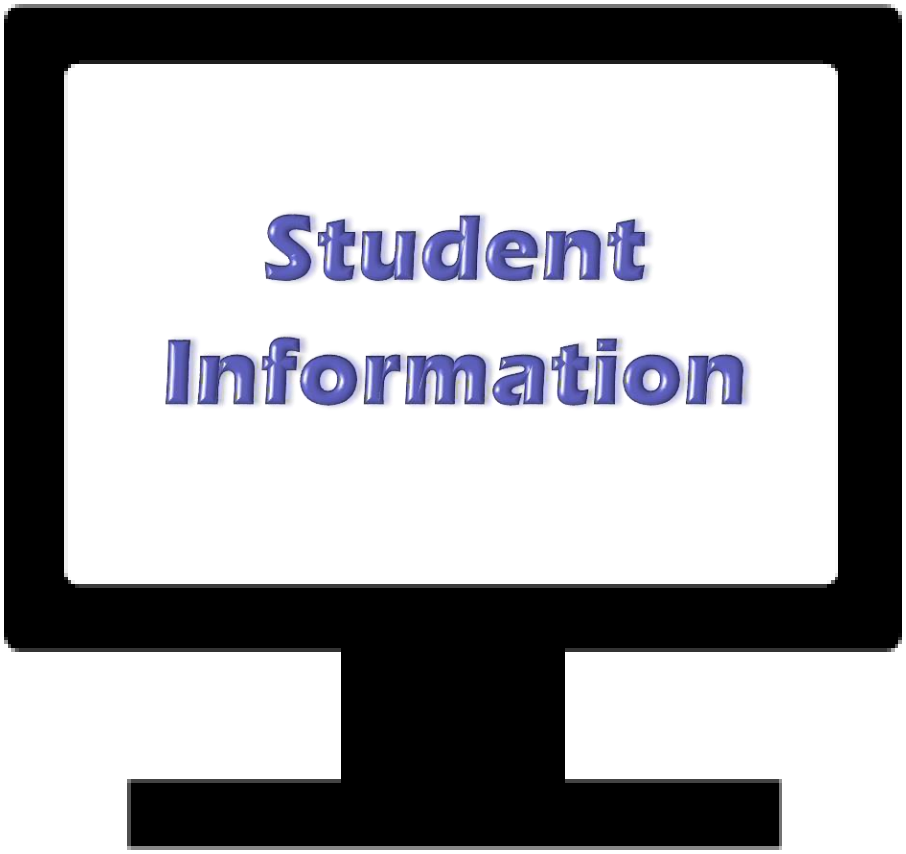
University of Idaho

BANNER



Office of the Registrar

BANNER Student Information Basics
Reference Manual
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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

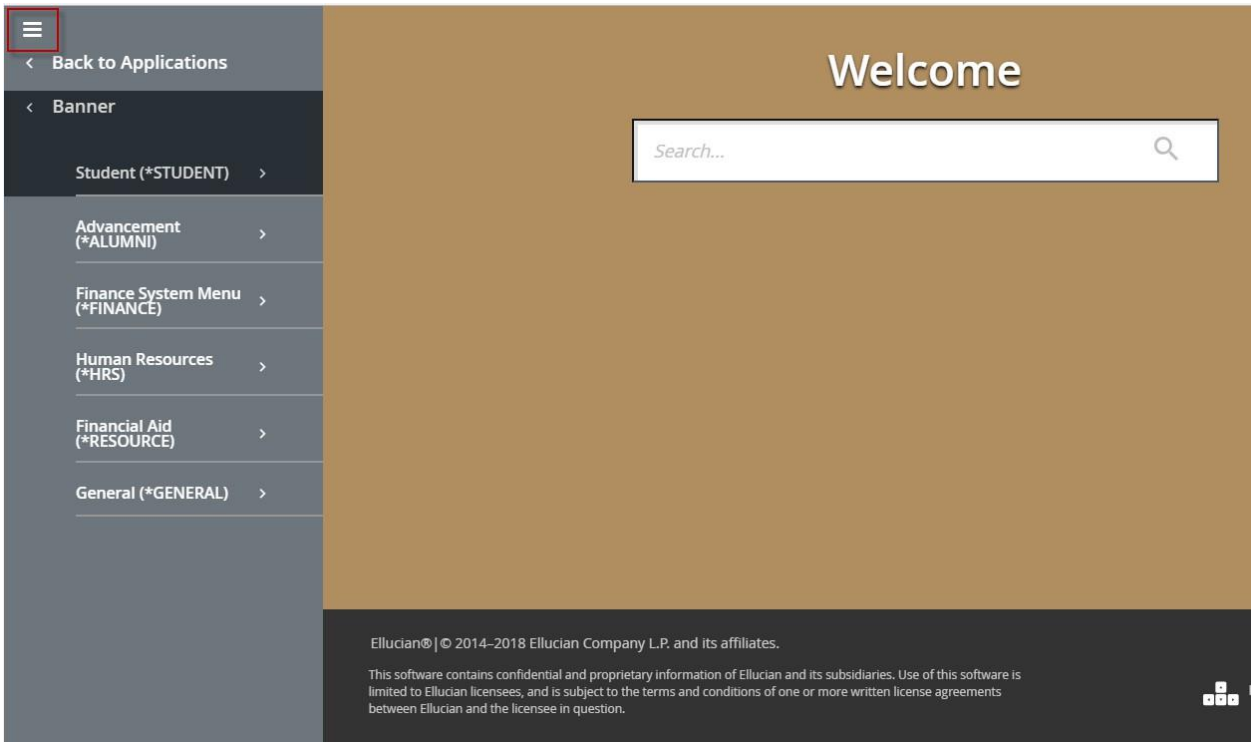
Students may authorize the University to *verbally release* record information to a third party, such a parent, spouse, or other family members. Consent allows University officials to discuss the student's information with the consentee. Verification of consent must be confirmed before any information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



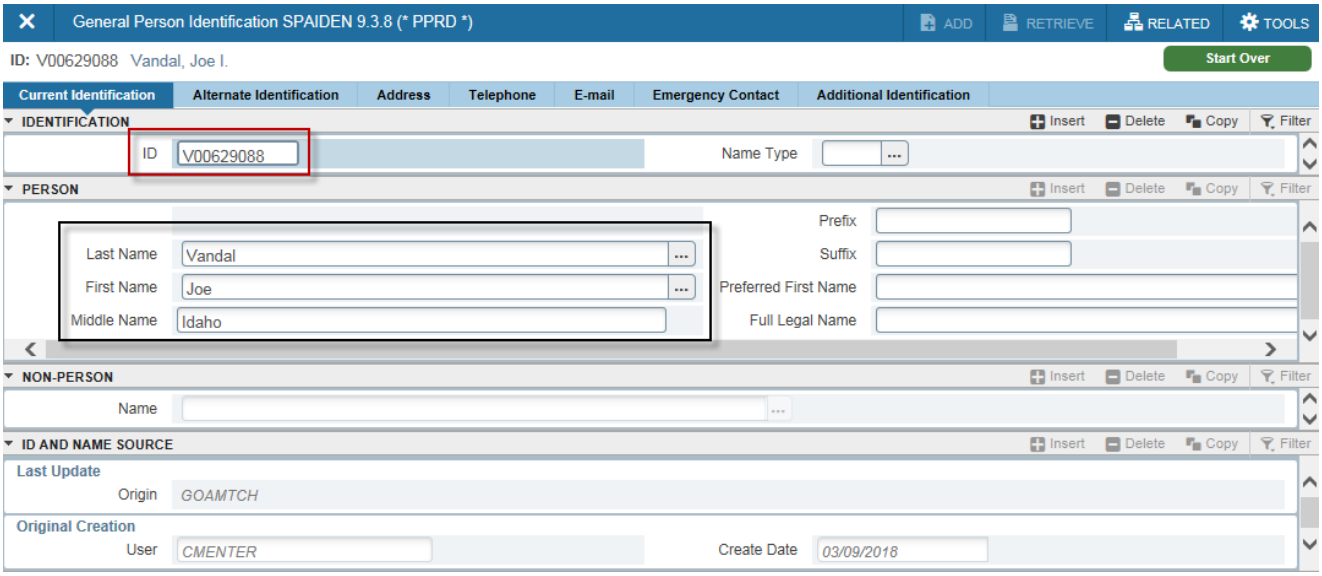
SPAIDEN

General Identification – Names and IDs

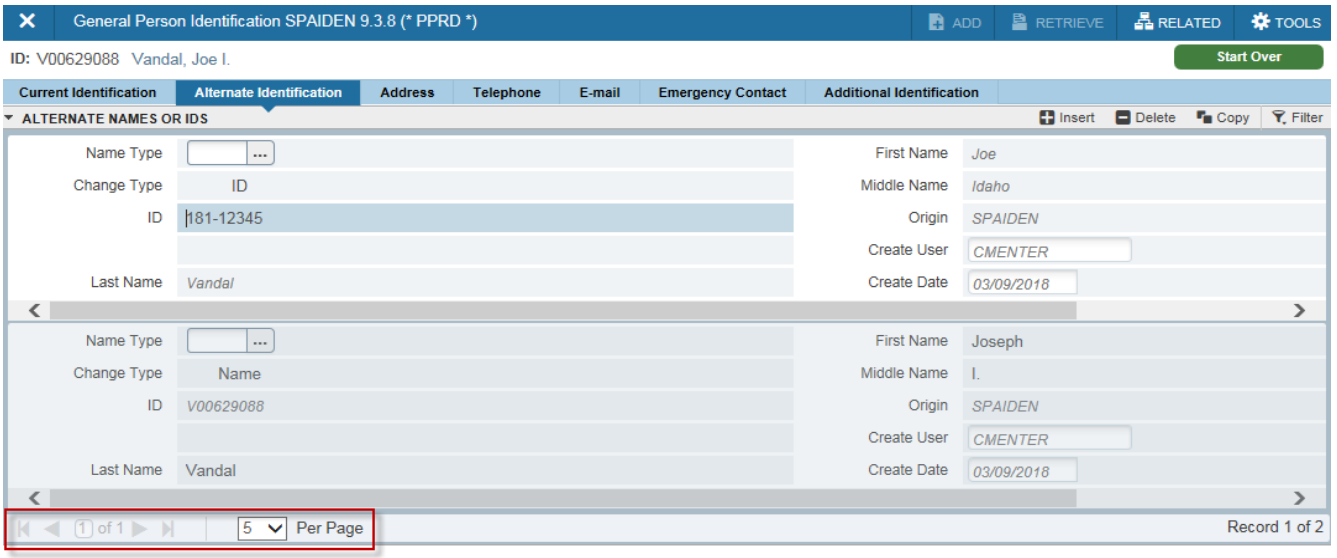
In ID field…enter student's V or ID number or search and click **Go** button

Click on Search icon … then *Person Search* option

F9



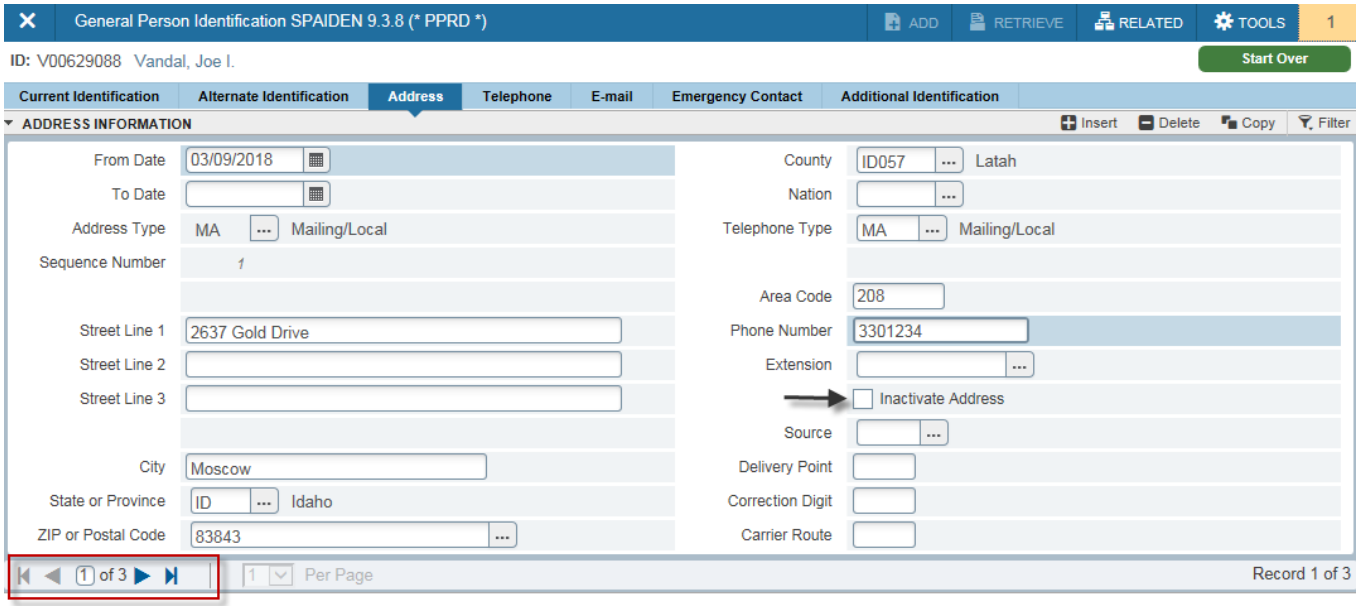
The Current Identification tab displays the official current student name. Optionally, Preferred First Name is also designated.



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

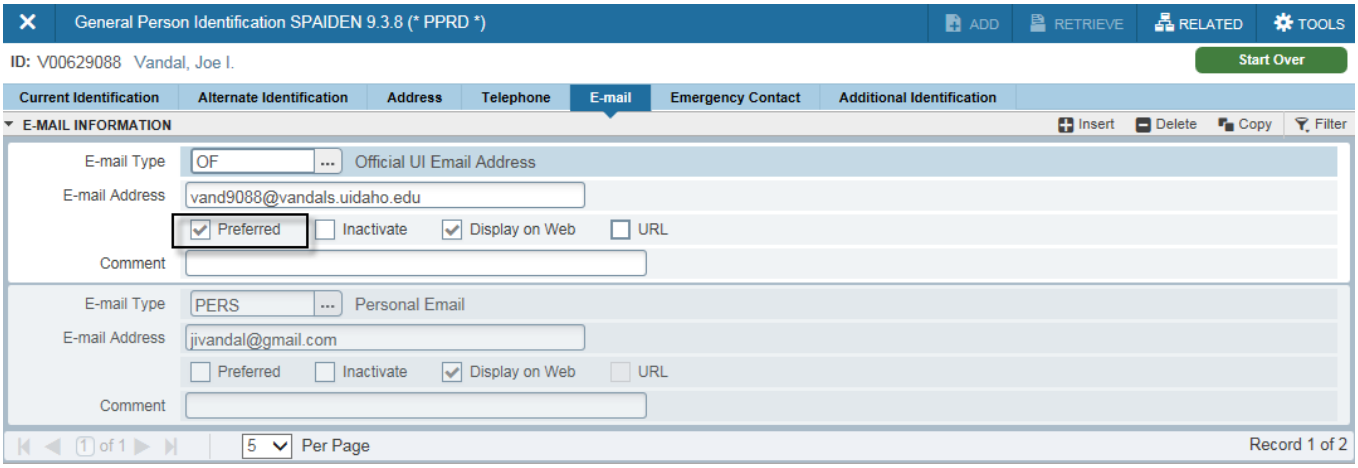
General Identification – Addresses and Email



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 MyUI.

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.

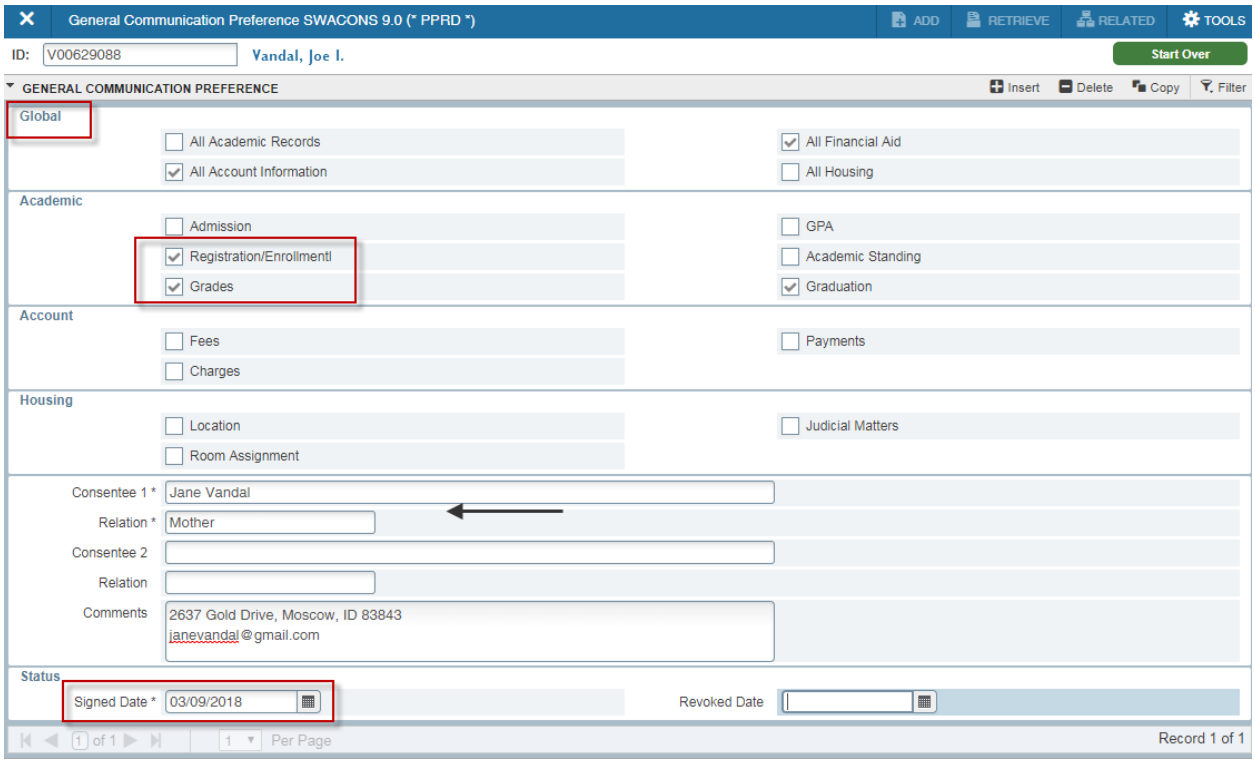
SWACONS

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



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

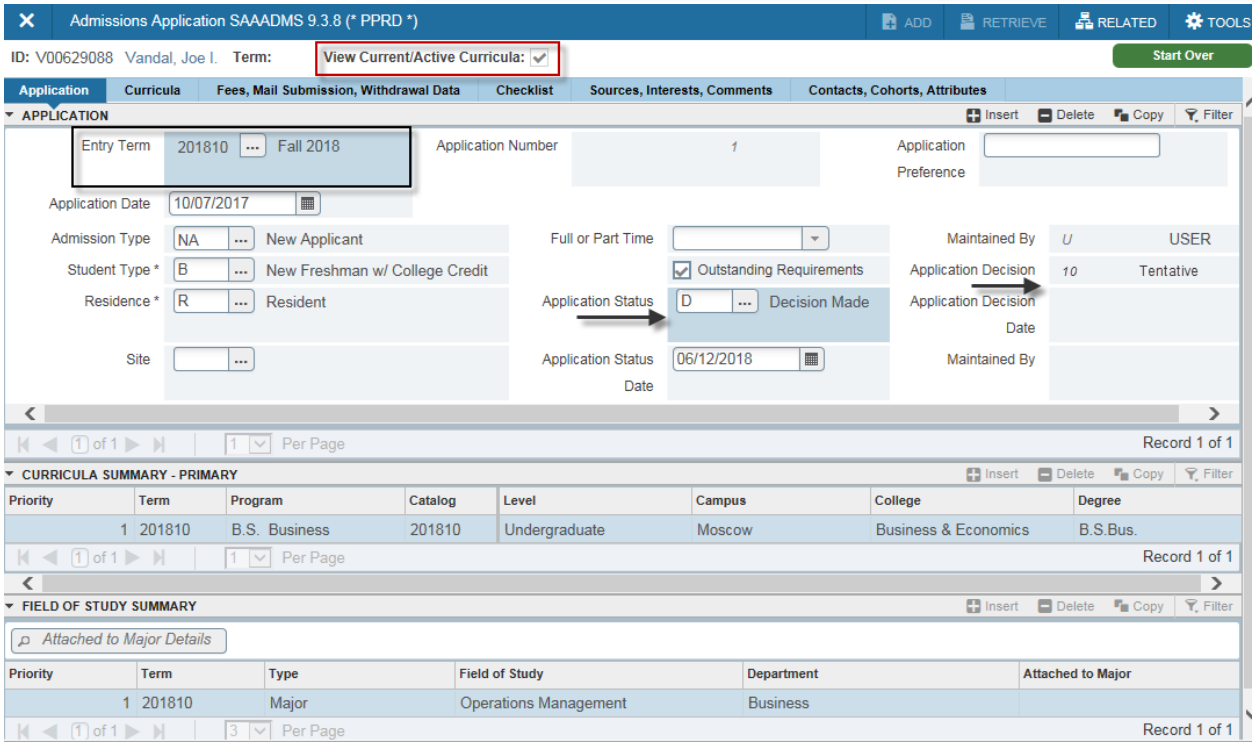
In **ID** field...enter student's V or ID number or search and click **Go** button

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

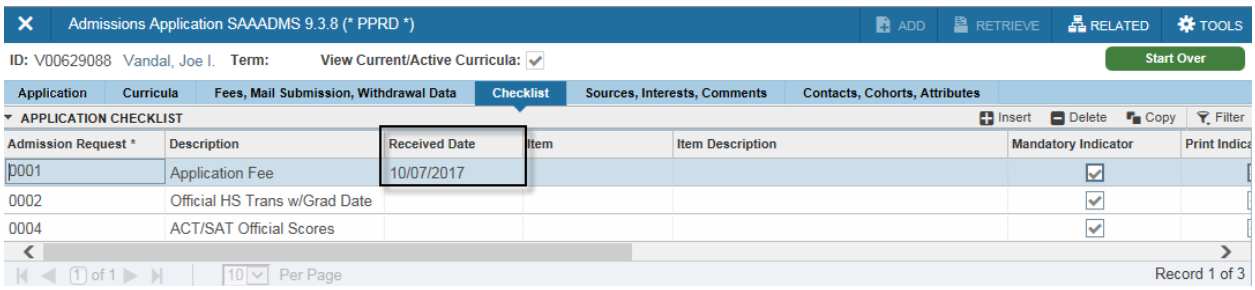
F9

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

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



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.

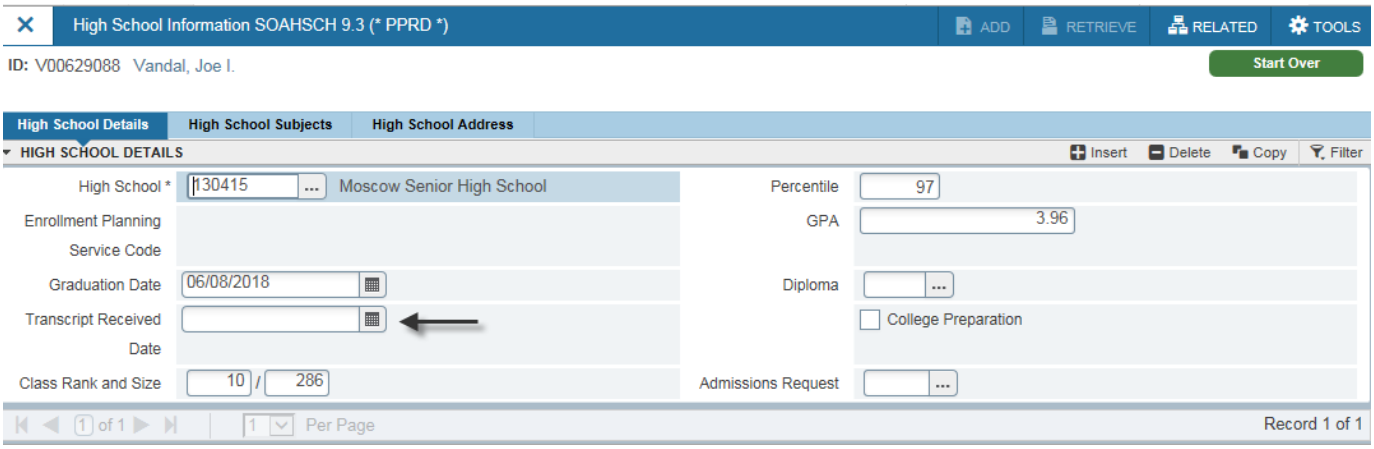
SOAHSCH and SOAPCOL

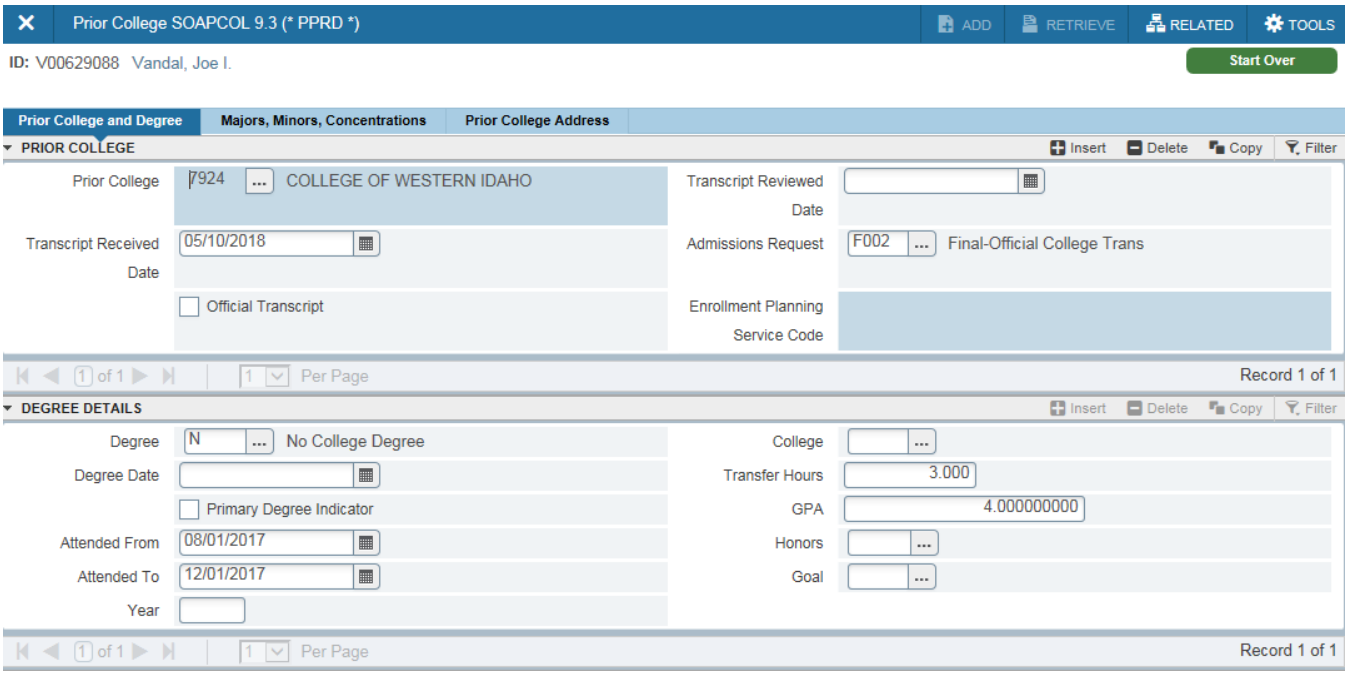
High School and Prior College

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.

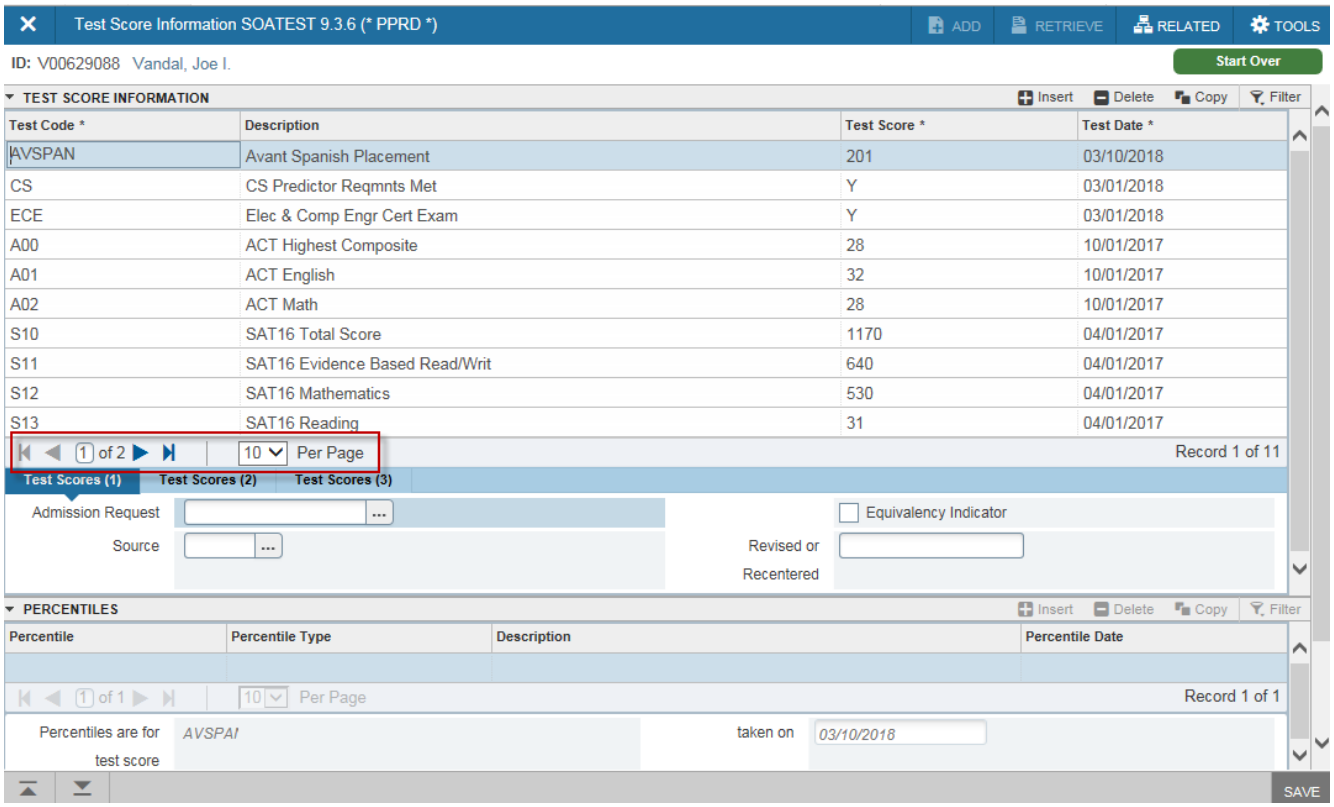
SOATEST

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



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

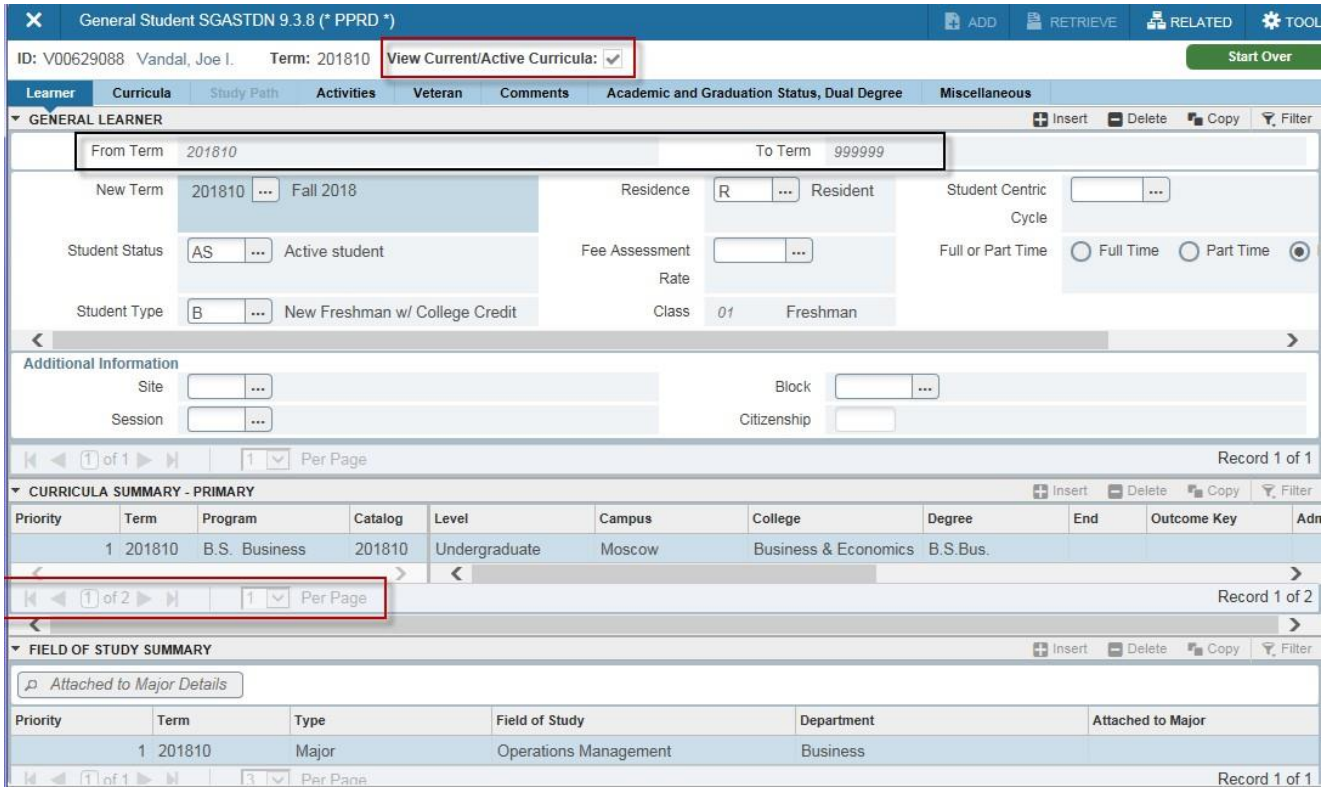
In **ID** field...enter student's V or ID number or search and click **Go** button

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

F9

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

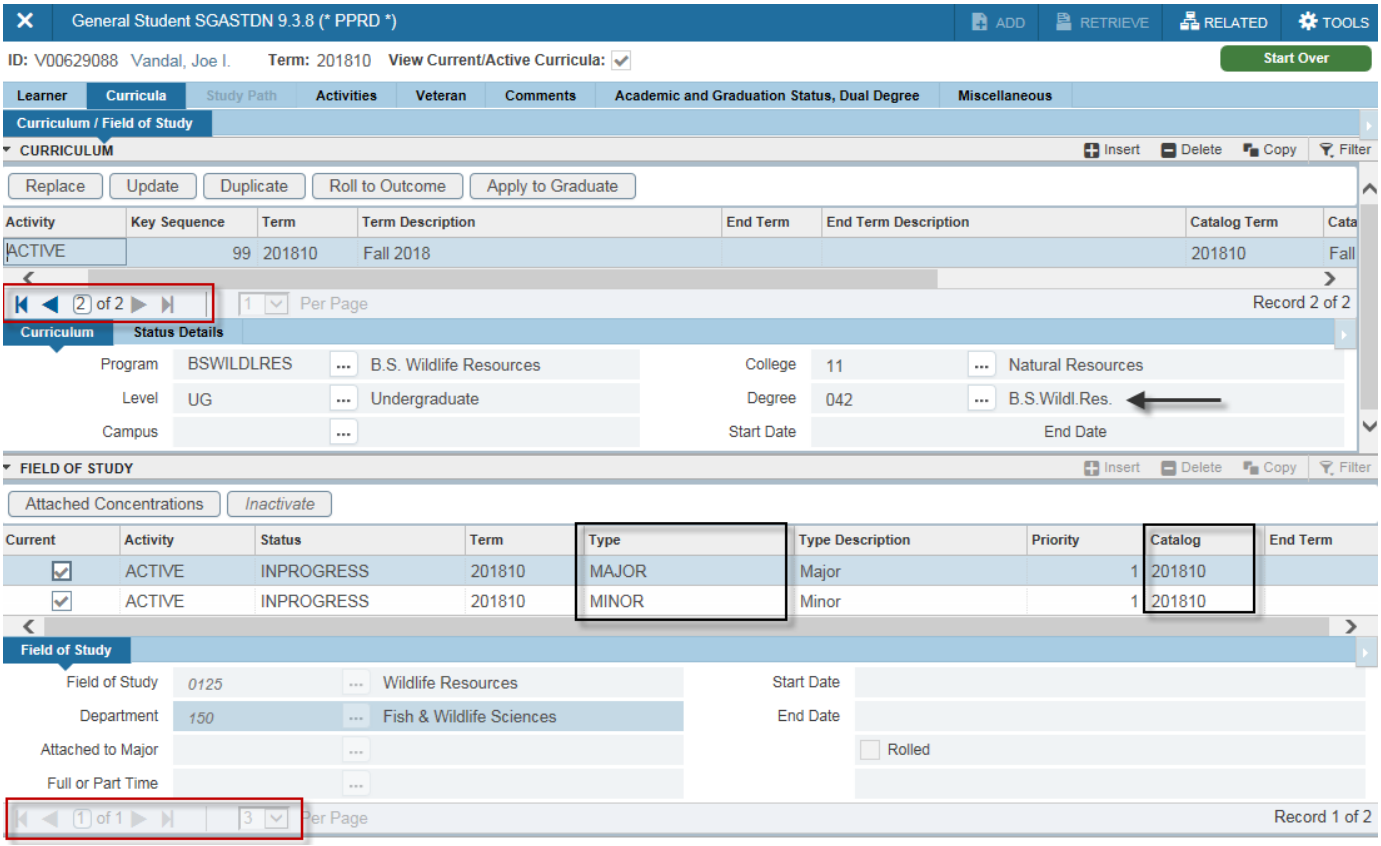
Check View Current/Active Curricula to ensure current record is displayed.



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



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

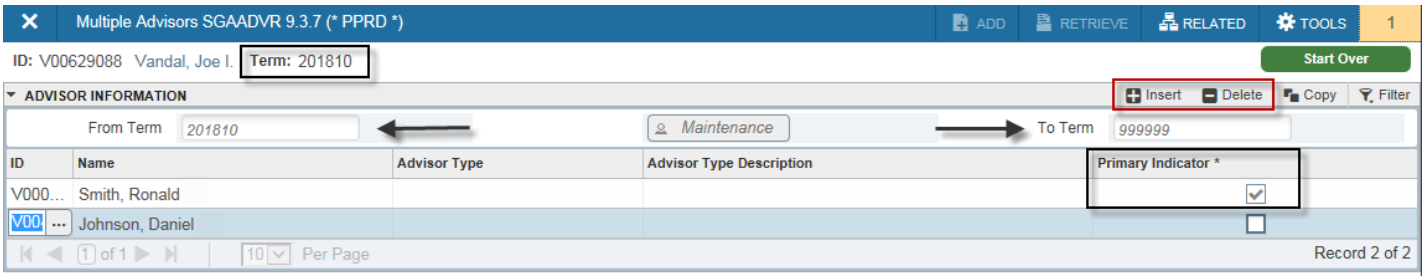
Advisors

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.



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 MyUI.

<u>To update the advisor information:</u>

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

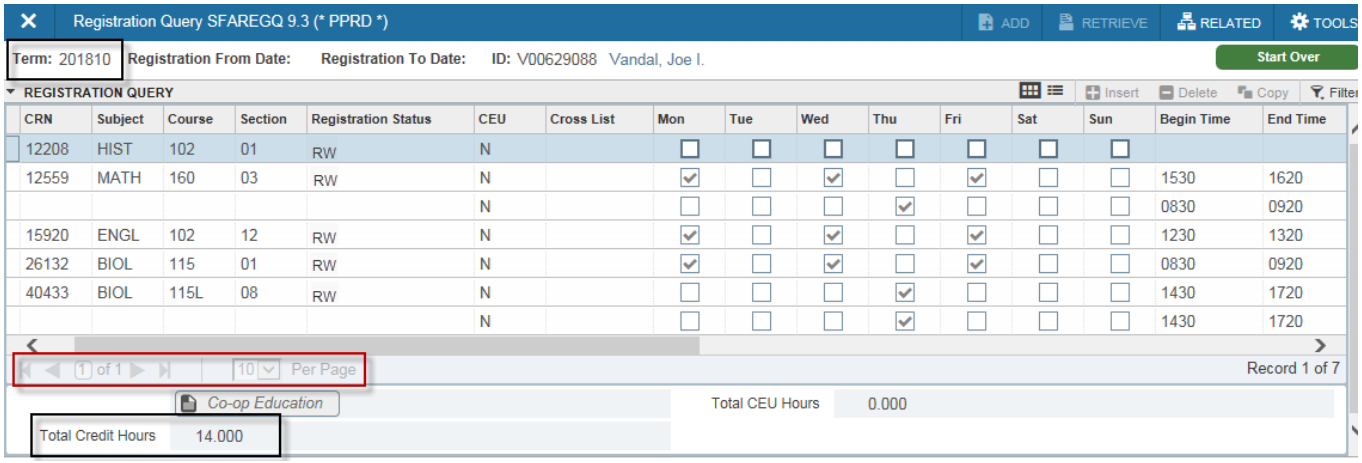
Registration Query & Registration History

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

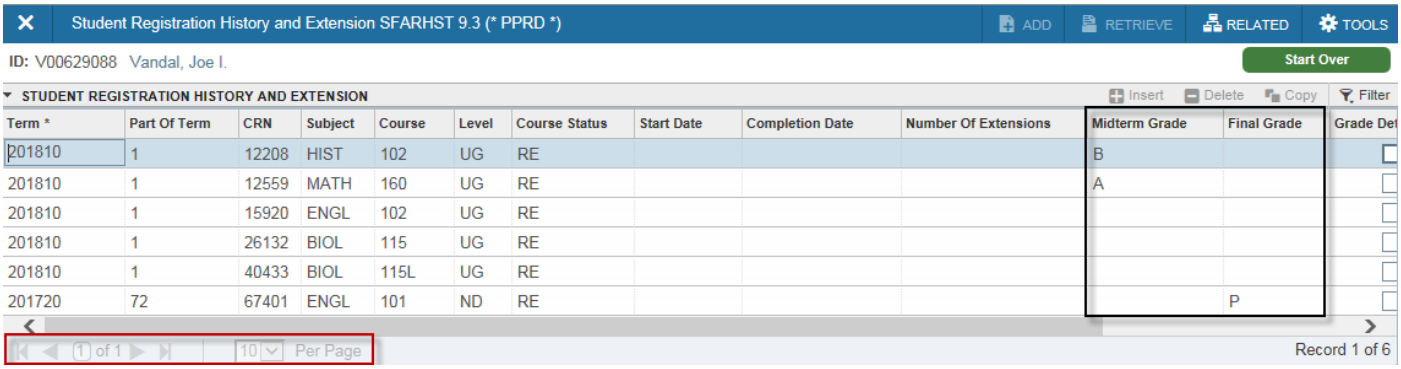
Click on Search icon ••• then *Person Search* option

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.

SFASTCA

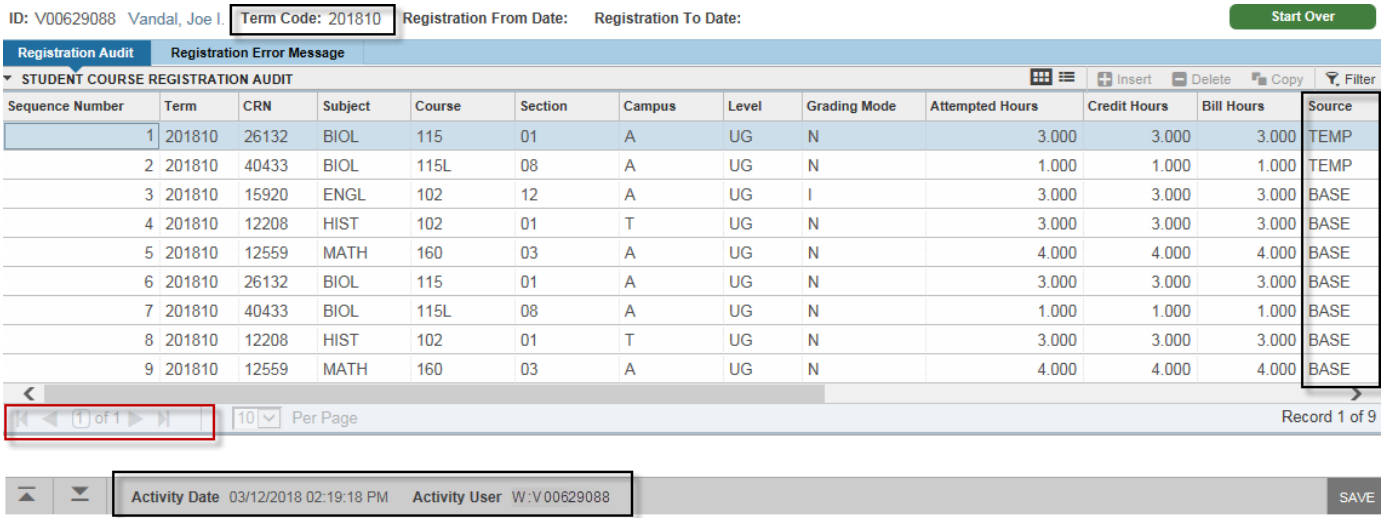
Registration Audit

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.



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.

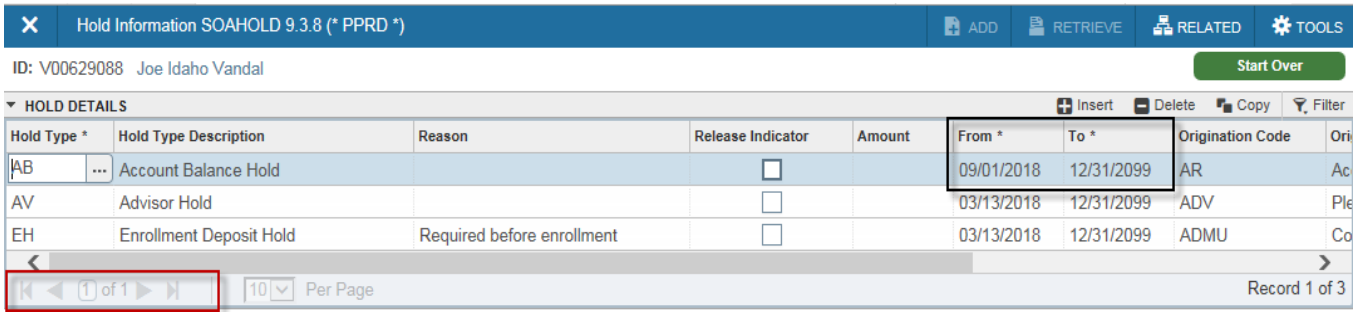
SOAHOLD

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



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 MyUI (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.

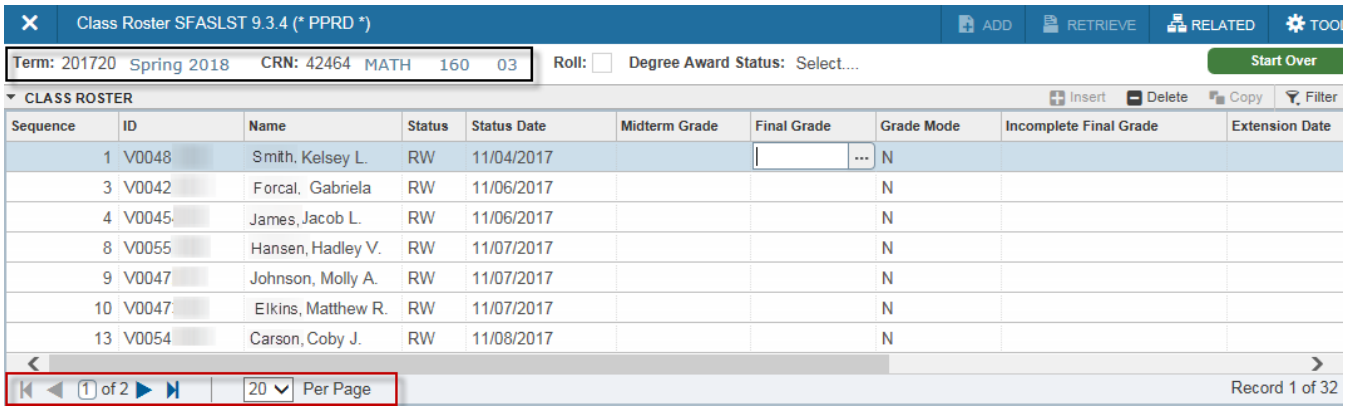
Next record icons ► will be active when additional records exist.

Advisor and Probation holds are removed by advisors in MyUI and will automatically be removed from Banner as action is taken.

SFASLST & SFAALST

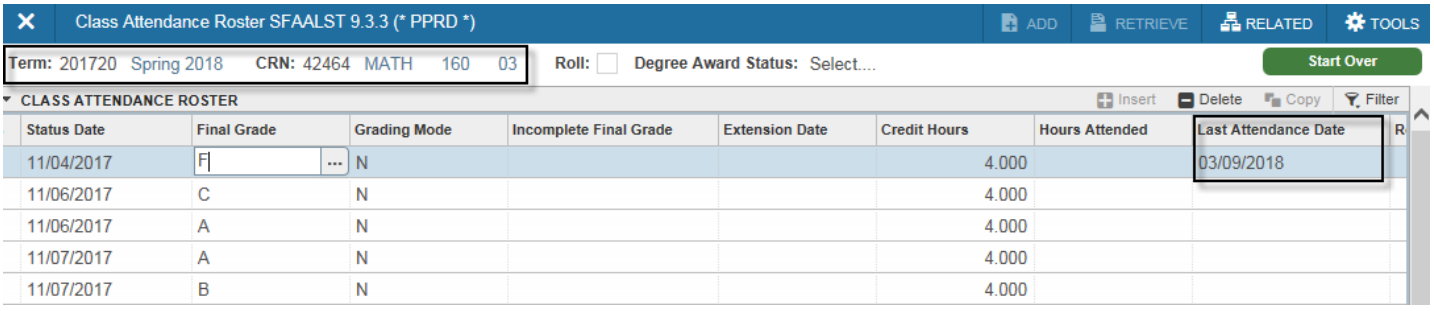
Class Roster & Attendance Roster

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 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 MyUI. 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.

SHATERM

Student Transcript by Term

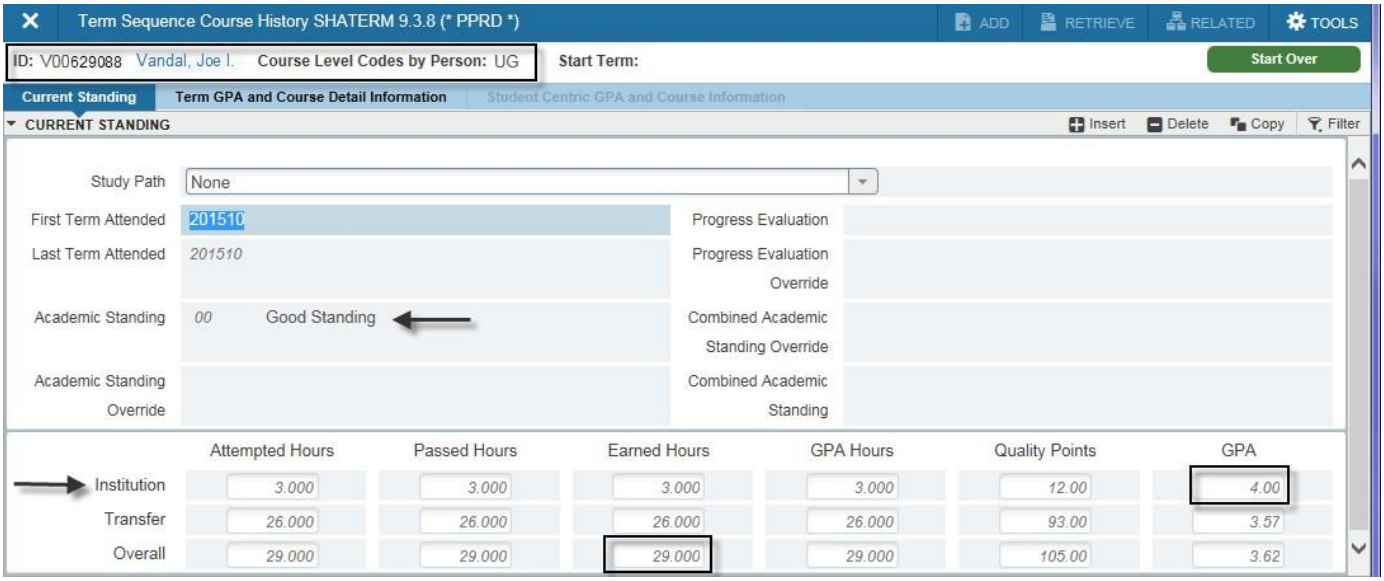
In **ID** field...enter student's V or ID number or search and click **Go** button

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

F9

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

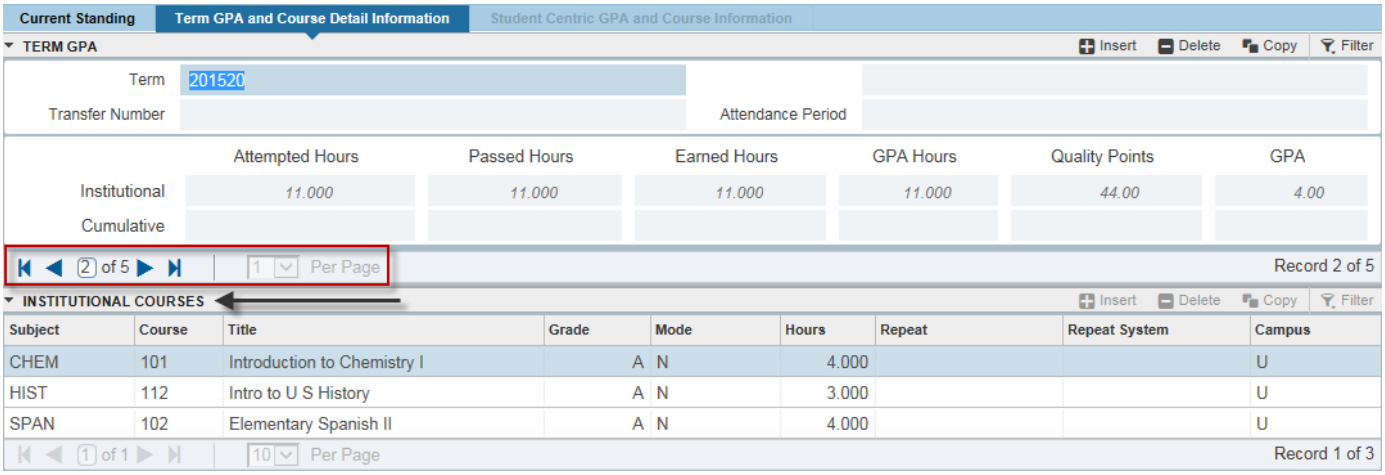
Leave Start Term blank to retrieve entire record.

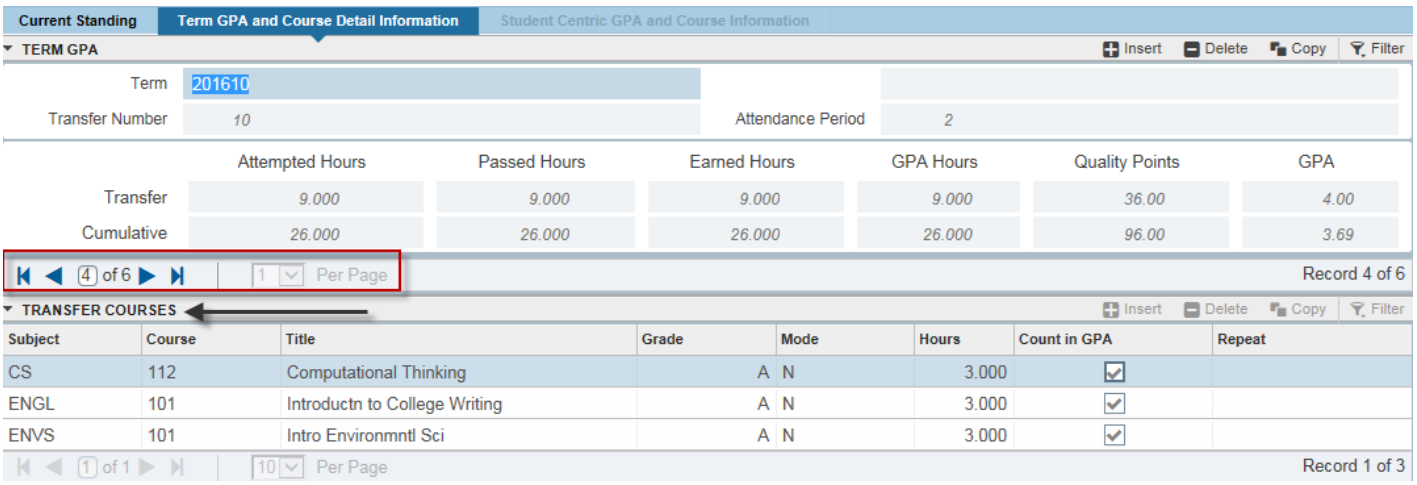


The *Current Standing* tab displays the academic standing and cumulative GPA for the designated Level. Overall Earned Hours are applied toward graduation and include both institutional and transfer.The UI official GPA of the student is the Institutional GPA; Transfer and Overall are unofficial, informational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

SHATERM

Course Detail





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

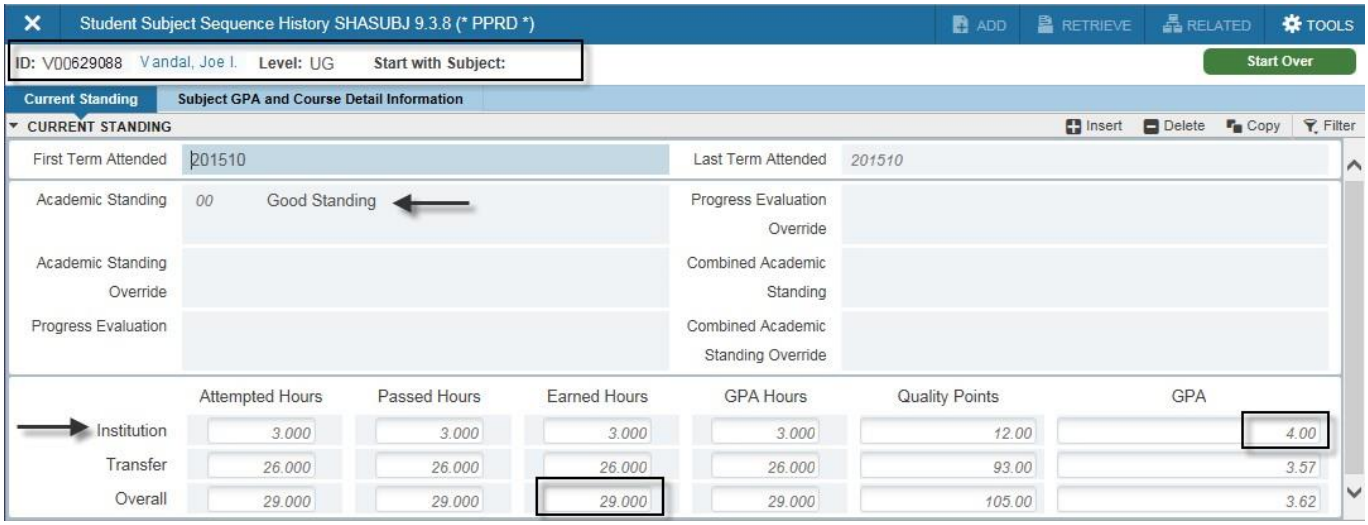
In **ID** field...enter student's V or ID number or search and click **Go** button

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

F9

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

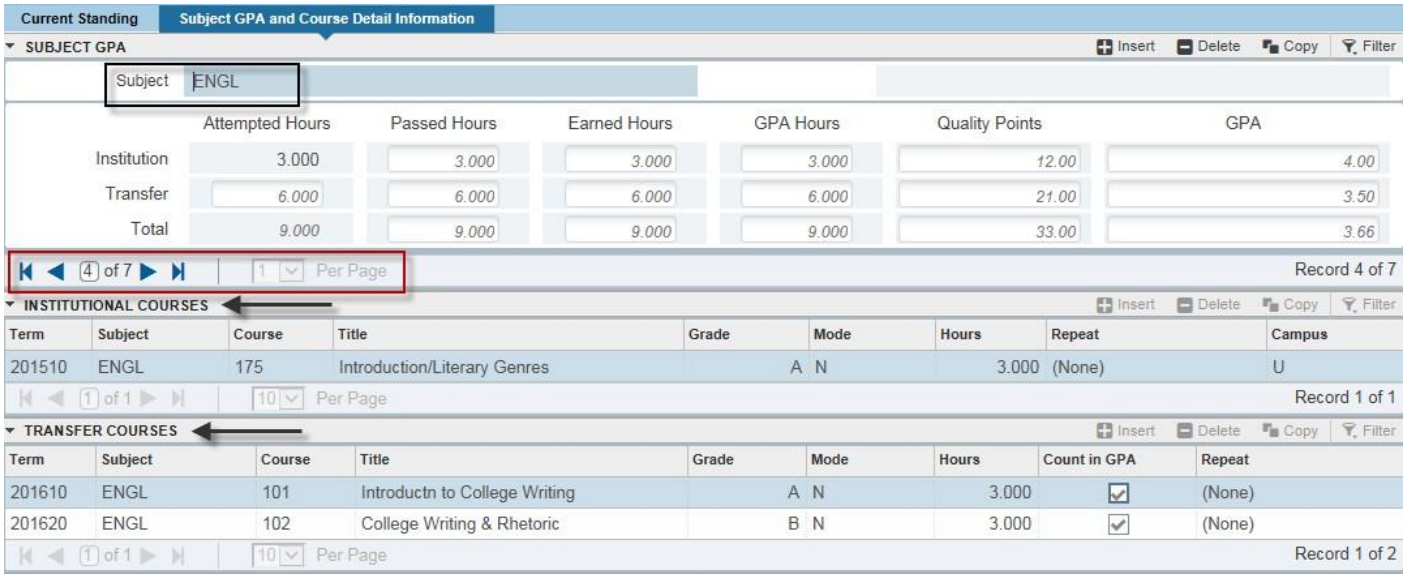
Start with Subject can be left blank to retrieve entire record or a specific subject entered to see associated classes.



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



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

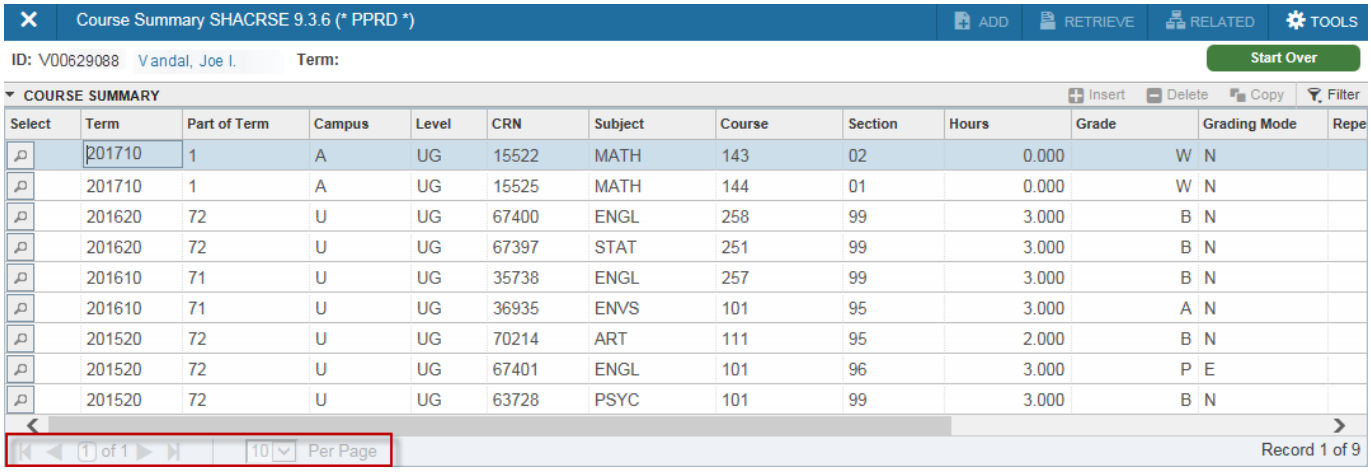
Institutional Course Summary

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.



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.

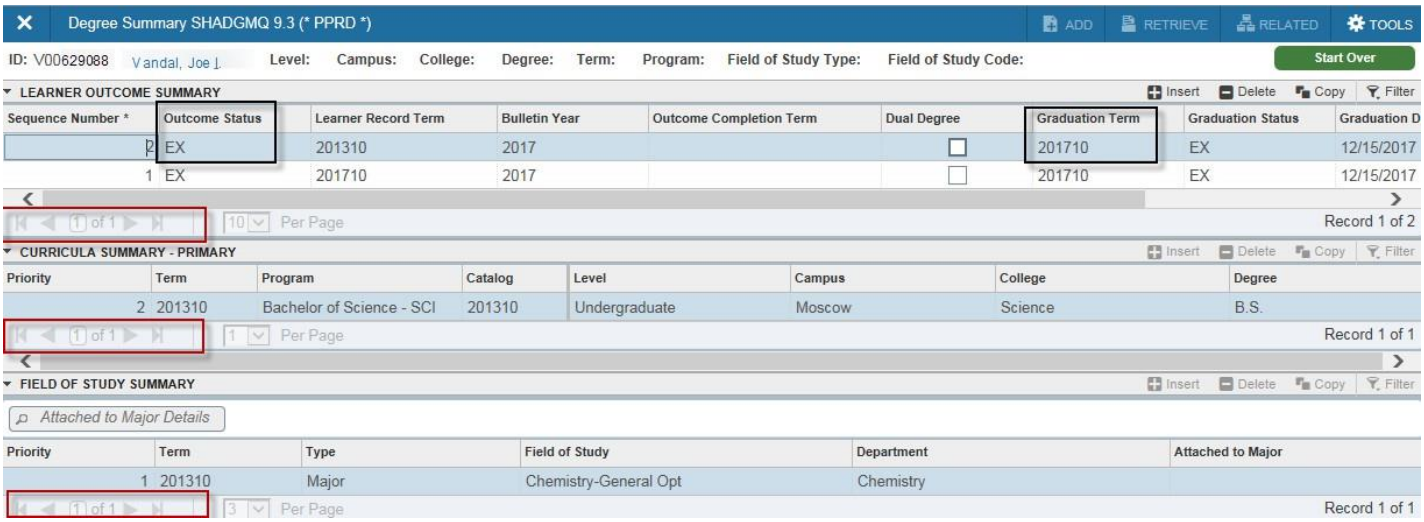
SHADGMQ
Graduation

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.



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.

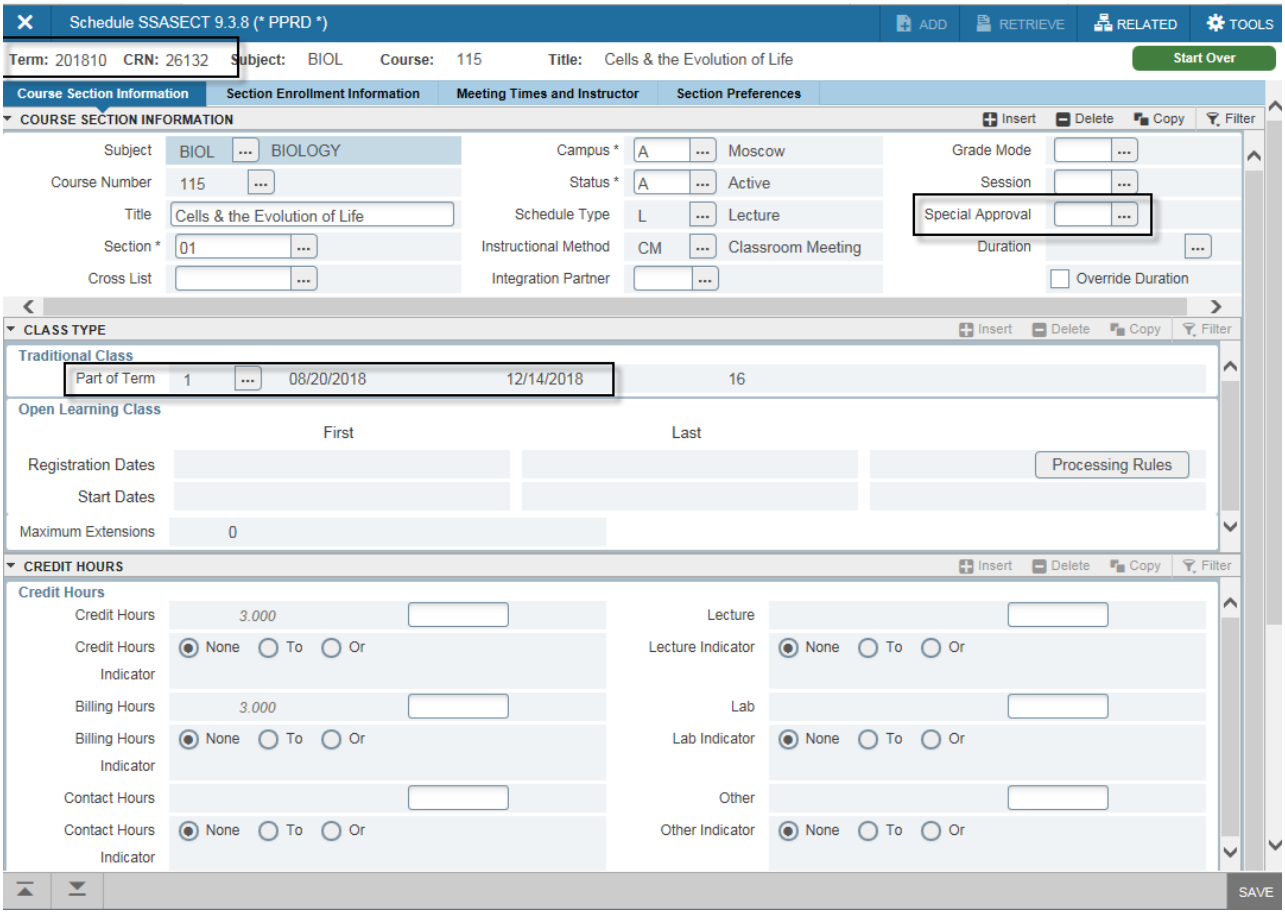
The Outcome Status codes are:

- 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

Class Section Detail

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

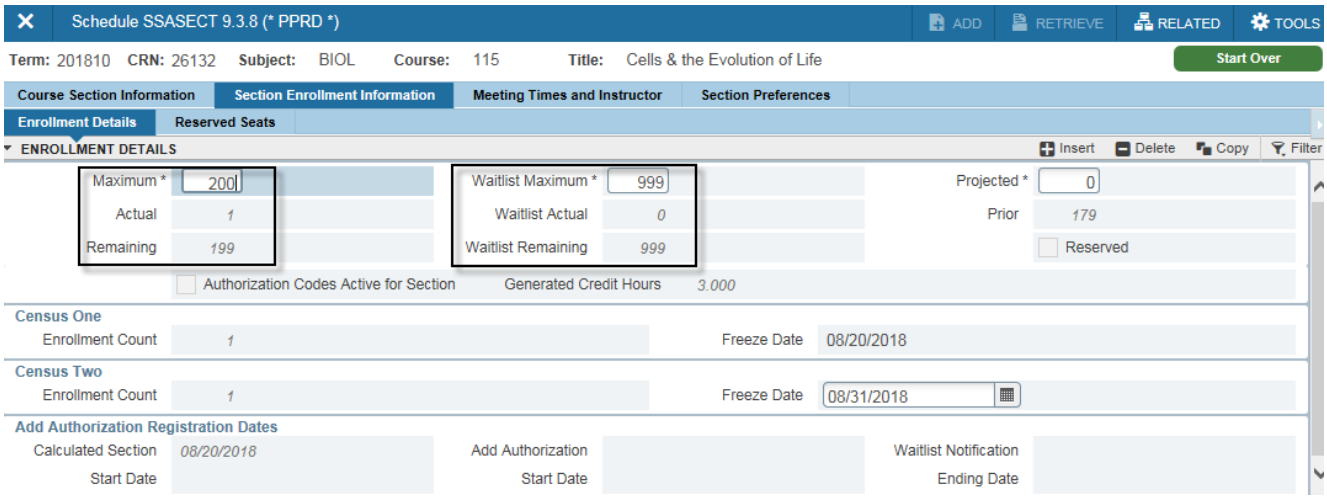


Class section detail information for term. Displays **Subject, Course Number, Section, Title, Campus , Part of Term** dates, and **Credit Hours**. **Special Approval** indicates if *Department* or *Instructor Approval* override is required for registration.

SSASECT

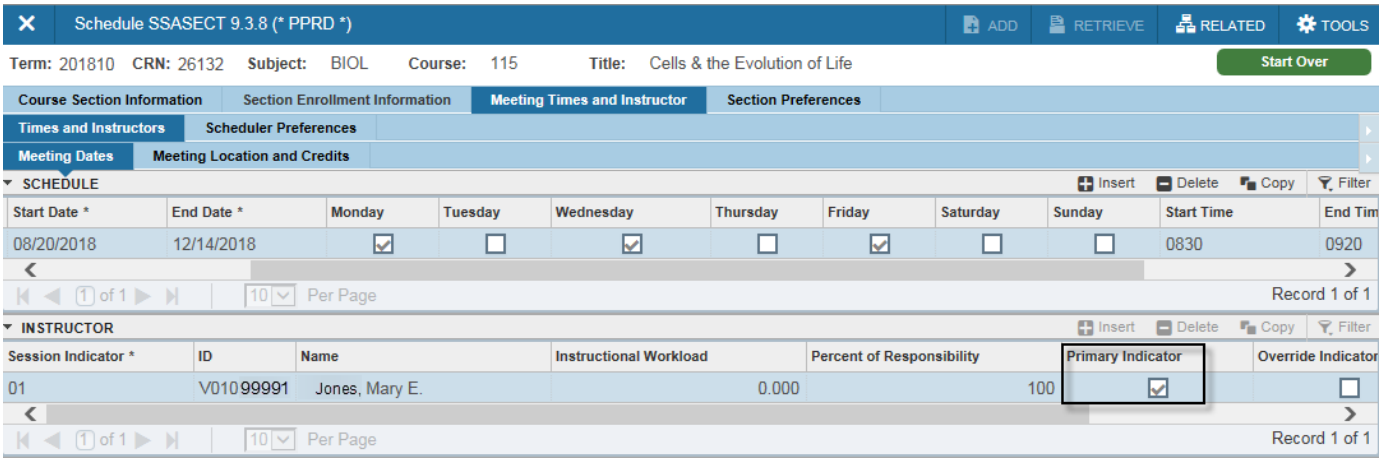
Enrollment, Meeting Pattern, Instructor

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



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.

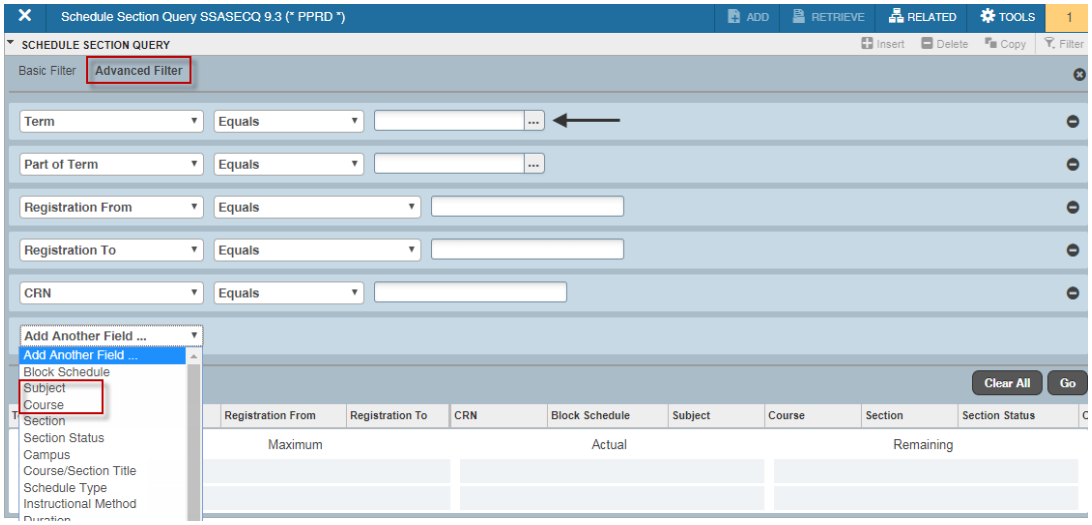
Multiple instructors can be assigned to section, but only one will have the Primary Indicator, which is the instructor responsible for all grade entry.

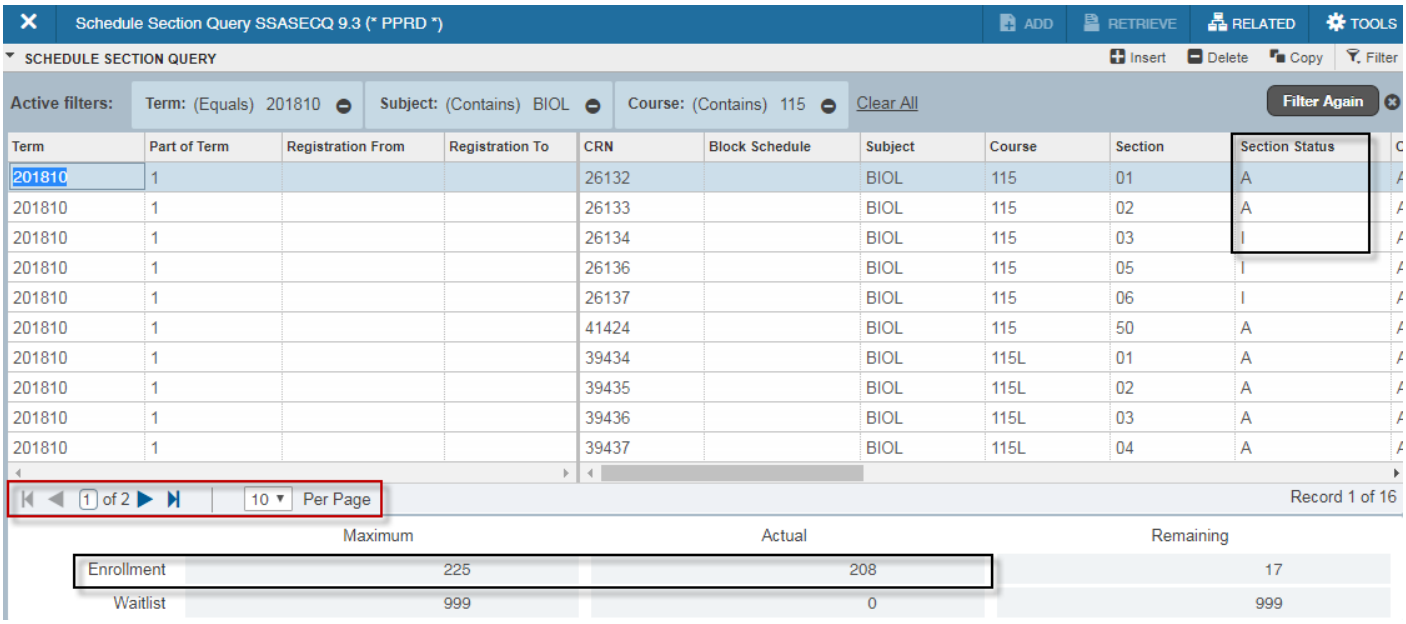


SSASECQ

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.



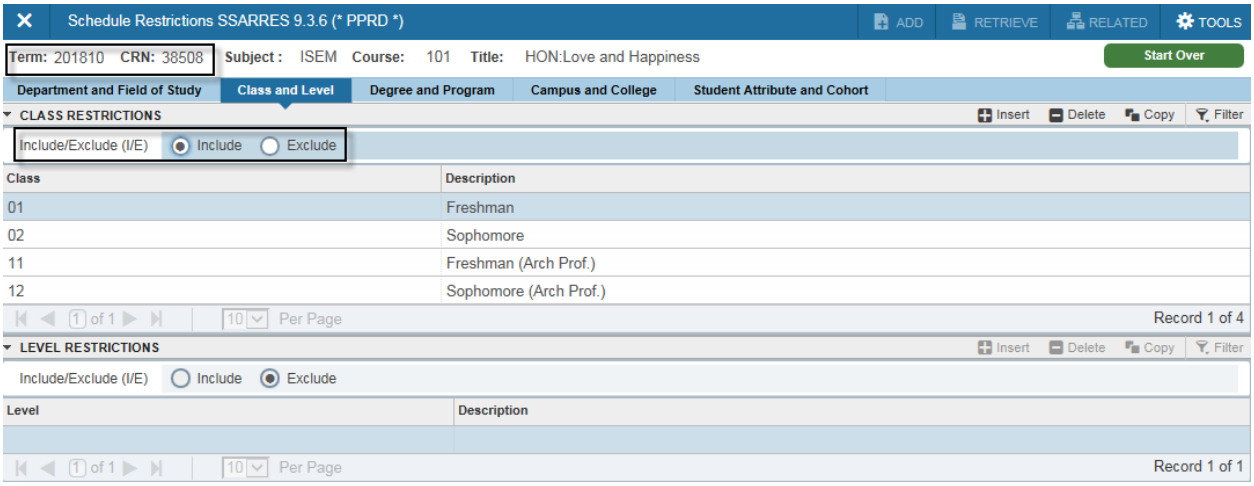


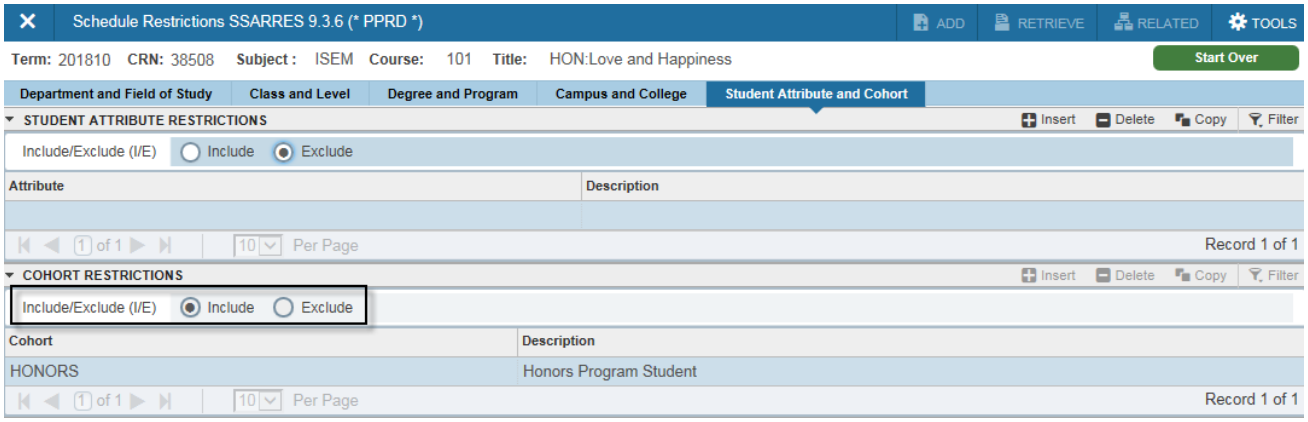
All section records matching criteria searched on will be retrieved. The Section Status indicator denotes if the section is Active or Inactive. Enrollment Maximum and Actual are displayed for each section associated with the cursor placement. Horizontal scroll bars will be active to display additional 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.





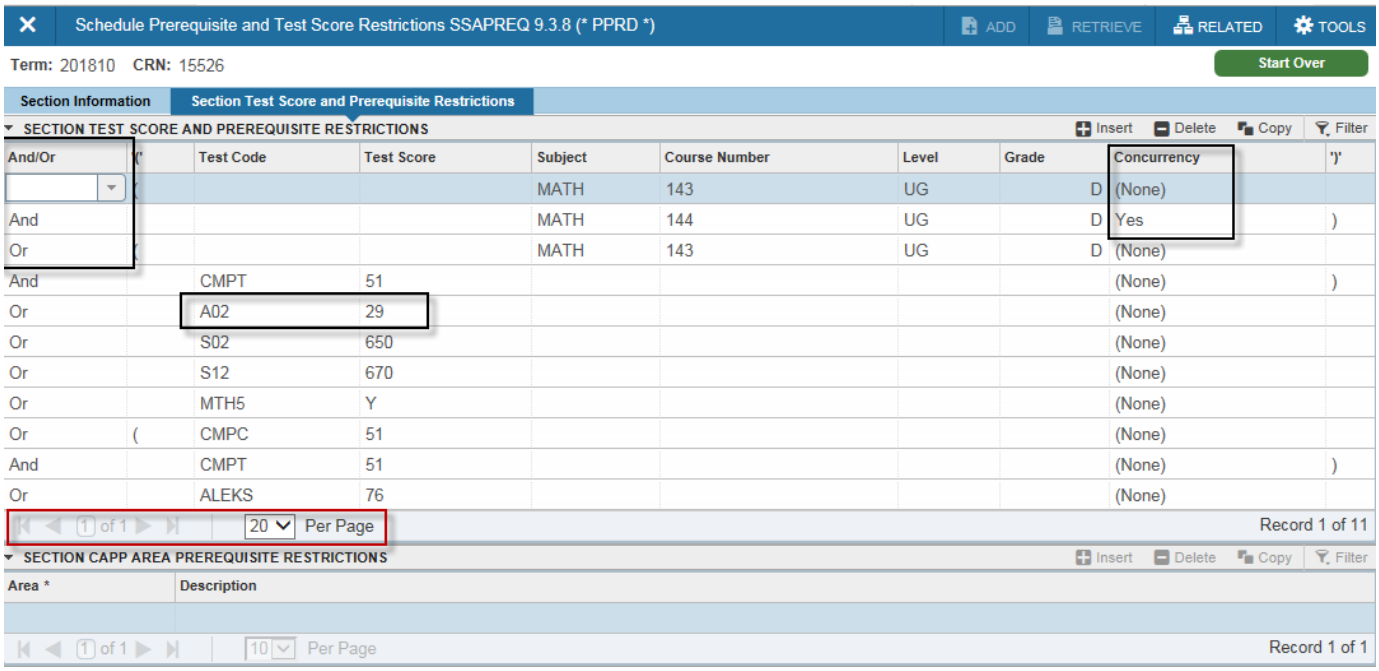
Registration restrictions can be placed on class sections to Include or Exclude enrollment by the tab selections on this page.

- 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 andProgram = 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.



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 perquisites and the minimum Test Score are designated.

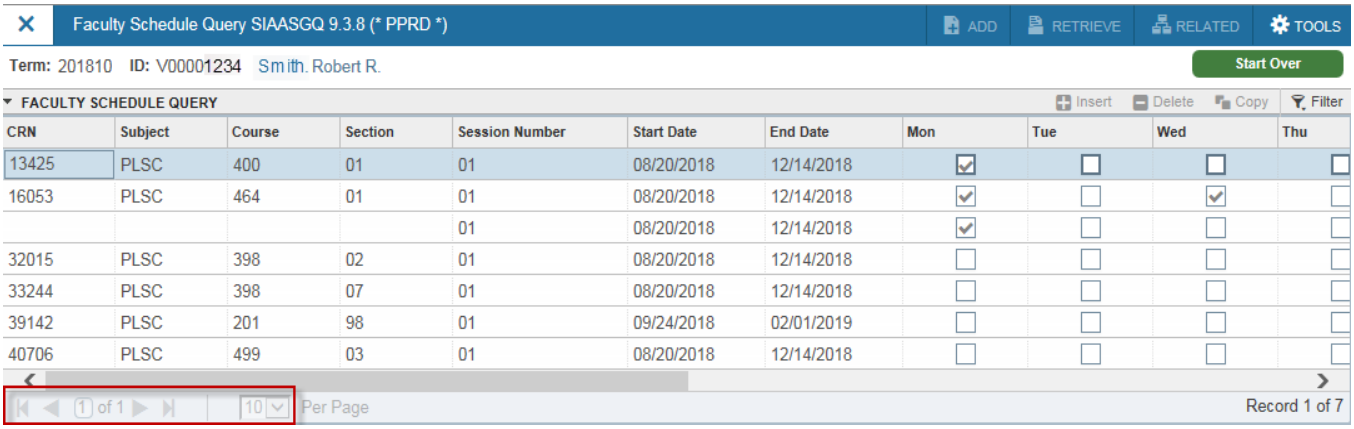
A Concurrency status of *Yes* is a co-requisite requirement where the student must be enrolled in the selected class and the designated co-requisite at the same time. If a Grade is also present with a co-requisite it will be satisfied by prior completion with the minimum grade.

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.



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.