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SCT Banner 7.3

Student System Overview

Introductions

- Name
- Organization
- Title/function
- Job responsibilities
- SCT Banner experience
- Expectations

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Objectives

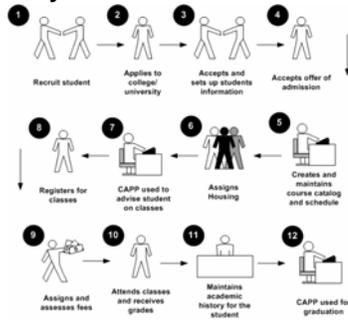
- Identify where in the Student process Banner interacts with people, institutions, and other systems
- navigate through the Student main and submenus and explain the purpose of each module
- create QuickFlows and explain how they can be used in the Student system

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Agenda

- Process Introduction
- Student System Menu
- Student System Primary Forms
- Student System Modules
- QuickFlows
- Question and Answer

Student System Process



Student System Menu

- Student [STUDENT]
 - Course Catalog [CATALOG]
 - Class Schedule [SCHEDULE]
 - General Person [PERSON]
 - Faculty Lead [FACULTY]
 - Location Management and Housing [LOCATION]
 - Recruitment [RECRUIT]
 - Admissions [ADMISSION]
 - General Student [GSTUDENT]
 - Registration [REGISTRATION]
 - Accounts Receivable [TACSTREC]
 - Academic History [AHISTORY]
 - Curriculum, Advising and Program Planning [CAPP]
 - Student System Management [SMANAGER]
 - Student Administration [STDADMIN]
 - Information Access [INFOACCESS]

Student System Modules-Primary Forms

Your instructor will review the numerous primary forms used in the Student System Modules such as

- Course Catalog
- Class Schedule
- General Person
- Faculty Load
- Location Management and Housing
- Recruitment

Student System Modules-Primary Forms, continued

- Admissions
- General Student
- Registration
- Accounts Receivable
- Academic History
- Curriculum, Advising, and Program Planning
- Student System Management
- Student Administration
- Information Access

Student System Modules-Course Catalog

Using the Course Catalog module enables you to

- define courses to be entered in the institution's catalog
- build or change a course catalog
- build schedule restrictions on courses
- build registration restrictions on course
- waive tuition fees
- extract catalog data from Banner

Student System Modules-Class Schedule

Using the Class Schedule module enables you to

- identify and assign instructors to sections and classrooms
- create a future term schedule
- build and change course sections as well as reserve seats
- assign meeting times and rooms
- create sessions and cross lists
- create and modify restrictions



Student System Modules-General Person

Using the General Person module enables you to

- create person records for inquirers, applicants, students, academic members of staff, and people living in institution accommodation
- create non-person records associated with your institution



Student System Modules-Faculty Load

Using the Faculty Load module enables you to

- set up faculty workload rules
- create and maintain faculty information
- establish the instructional workload and assign faculty to classes
- perform faculty contract analysis
- assign an instructor to multiple contracts



Student System Modules-Location Management and Housing

Using the Location Management and Housing module enables you to

- define buildings and rooms
- set up housing validation and control rules
- define housing-related fee assessment codes and rules
- create residence hall room and meal applications
- enter room, meal, and phone assignments



Student System Modules-Recruitment

Using the Recruitment module enables you to

- maintain information about potential recruits such as, source, intended majors, test scores, high school and prior college information, and outside interests



Student System Modules-Admissions

Using the Admissions module enables you to

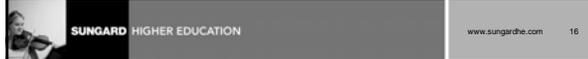
- define admissions rules
- create application records
- admit students
- work with AMCAS procedures
- produce various reports



Student System Modules-General Student

Using the General Student module allows you to

- modify current information for students such as changes to major, residency, and student type
- provide a place for entering information on career choice, including advisor, activities, and veteran information



Student System Modules-Registration

Using the Registration module enables you to

- define registration rules
- create and maintain student records
- register students
- grade courses and roll to history
- create reports listing registration information



Student System Modules-Accounts Receivable

Using the Accounts Receivable module establishes

- accounts receivable controls, including, detail codes identifying charges or payments; default values, methods of payment, and how credits are handled; and messages to print on bills



Student System Modules-Academic History

Using the Academic History module enables you to

- build, enter, and roll grades to Academic History
- build/change term header information
- build academic standing rules and calculate academic standing
- produce grade mailers
- add/change degrees
- enter/maintain transfer course work



Student System Modules-Academic History, Continued

Using the Academic History module enables you to

- add/change transcript events and comments
- enter qualifying papers
- review academic history online
- print transcripts
- process web transcript requests
- perform transfer articulation
- perform task related to graduation, ceremony, and diploma



Student System Modules-CAPP

Using the Curriculum, Advising, and Program Planning module builds

- degree program codes establishing appropriate majors, minors, and concentrations for degree programs



Student System Modules- Student System Management

Using the Student System Management module enables you to use

- tape load processing and rule creation, as well as person and non-person system searches



Student System Modules-Student Administration

Using the Student Administration module provides

- a quick way to access validation forms needed for Student System setup and Accounts Receivable setup



Student System Modules-Information Access

Using the Information Access module allows you to

- maintain information used in telephone registration processing and electronic admissions processing via the Web



QuickFlows

Creating and Using QuickFlows

- **The QuickFlow form (GUAQFLW)**
 - permits you to call the defined sequence of forms established by the QuickFlow Definition form (GUAQUIK)



Creating a Personal Menu

- **My Banner**
 - A "personal menu" that appears at the top of the Banner main menu and in the product links bar
 - Use the Personal Menu Maintenance Form (GUAPMNU) to create and change your personal menu



Summary/Review Course Goals

In this course, we have:

- Identified where in the Student process Banner interacts with people, institutions, and other systems
- navigated through the Student main and submenus and explain the purpose of each module
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Questions and Answers



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Thank you for your participation
