BANNER OVERVIEW WORKSHOP

- Banner is computer software (much like Microsoft is a computer software) for SIS (Student Information System – student records – course, grades, financial aid, graduation status – the whole smael.
- Gain access to very privileged confidential info.
  - Exit banner/Shut down /Lock computer when you leave desk; safeguard paperwork.
- Instruction secretaries have access only to Instruction forms; Counselors only to registration/advising forms, etc.
- Instruction “side of the house” (Debie and I) are responsible for entering the curriculum “course library” and Department secretaries create CRNs (classes).
- Info is inputted on various forms – get used to memorizing names. It’s a Banner thing! e.g.
  - SSASECT - Student Scheduling Application Section
  - SSADETL - Student Scheduling Application Detail
  - SSAXLST- Student Scheduling Application Crosslist
- Banner CRNs: UHMC is given an allocation of CRNs.
  - Numbers repeat every year.
  - Debie and I have to figure out how many we’ll use, so terms won’t run into each other (e.g., Spring won’t grab numbers already used for Summer; can’t start Spring too high -- leaving behind too many for Fall, or we’ll run out)
- CRN info “rolls down” from the course library – e.g., Expository writing is ENG 100 (and not ENG 101), because ENG 100 is entered in the course library and ENG 101 isn’t there. A department cannot make a CRN for a course that does not exist in the Library. (Problem if delay in curriculum approval.)
- What info rolls and cannot be changed is the:
  - Alpha & number
  - Credit (except for variable credit classes)
  - Teaching equivalent (TE)
  - Title (is modifiable, e.g., add Wi-; add Topics course title).
- The Department does change/input: codes get very complicated, and often change.
  - “military” time.
  - Second line code for R25; now 25-Live- new codes??
  - Days offered: MTWRF.
  - Room – cannot type in, must select already “made” room codes (Banner Central makes codes via Pez/Debie request).
  - Instructor – Can only pull in someone “approved” in Banner as an Instructor (new person - send info to Amby). Shortcut - enter w/ their email username instead of Banner ID.
  - WI – Four requirements – WI Attribute on SSADETL, WI add to Title; max = 20.
    - Course must have WI committee’s approval (Chair Neil Scott checks).
  - Topics courses (90v, 190v, 290v, Upper Division pgms: 390v, 490v, 590v, 690v, 790v, 890v, 990v.
    - Instructors give secretary pdf of approved Kuali curriculum doc; send 1x to Debie (flora needs a copy).
    - Curriculum Committee does review schedule and kicks out unapproved Topics CRNs.
✓ Make prereq: Instructor Approval; use SSATEST to explain prereq (e.g., must have access to ukulele). If another prereq is needed, ask Debie or Jeannie for help entering it in Banner;

✓ Be sure to put Topic in title of CRN — THE most common error.

✓ Be sure to “fix” credit in CRN -- The 2nd most common error.

- Campus: GEN (summer), MAU, OS, MOL, LAN, DE, MUL, MUO (upper level 300+, higher tuition.
- Instructional method – DCO, DTV, and DIV - code may affect assessment of student fees, e.g., activity, government, literary, health center, etc.
- Zoom/Hybrid –

  ✓ HTI (Hybrid Technology Intensive – for Sched Type field (near the back of SSASECT.)

  ✓ If not used before for that alpha/no, ask Debie to add it to the course library.

- Dates – “1” = regular term; any new/dif term, must ask Debie to make code.
- Max Enrollment- according to division policy.
- Crosslist: code; control max.
- Campus restriction.
- Status (e.g., Active, Cancelled – C, X, P). Must convert P to X before Census date.
- "Open" Banner for that term: Can make CRNs only after Debie and I open Banner.
- Waitlist: Faculty must request WaitList before end of scheduling, and especially before start of Registration.
- Curriculum changes: are not inputted in Banner until after Lui’s signature.

  ✓ New alpha/no. – Secretary’s will not find them in Banner.

  ✓ Revised course, e.g., change of credit from 2 to 3 credits – do not make CRN.

- Coreq (Combo) classes: ENG 22, 100; MATH 75x, 100.

  ✓ Secretary inputs the CRNs.

  ✓ Secretary notifies Program Coordinator to set up meeting time with Amby & Pezzoli to tie together the combo classes – a very precarious procedure.

  ✓ Program Coordinator or Department Chair must be present to help and answer questions.