OSU BANNER
Student Information System

April, 2012
OSU Banner Student Information System is a collection of training and reference materials for OSU Faculty and Staff who require access to the Student Banner System at Oregon State University. This document provides specific information and directions for accessing and using the SIS query forms for front office employees and advisors.

Table of Contents

Table of Contents ................................................................. ii

Banner SIS Overview ............................................................... 51
  Banner Support
    SIS Systems Integrator
    Administrative Systems Trainer
    OSU Administrative Computing
  Banner SIS Security
  Access to Banner SIS

Confidentiality of Student Information ................................... 52
  Family Education Rights & Privacy Act.................................. 53
  Student Imposed Restrictions

Banner SIS Menus .................................................................. 54

Some Banner SIS Forms
  Banner SIS Form SOAIDNS .................................................. 55
  Banner SIS Form SFAREQQ ................................................. 55
  Banner SIS Form SFASLST .................................................. 56
  Banner SIS Form SSASECQ .................................................. 56
  Banner SIS Form SSASECT .................................................. 56
  Banner SIS Form SHATERM .................................................. 57

SIS Appendices ................................................................. 58
  Appendix A: Form Names in Banner SIS
  Appendix B: Banner SIS Information Flow

Third Edition, May 2005
Fourth Edition, July 2010
Current Edition, April 2012

© Oregon State University, 2012
Banner SIS Overview

Banner™ is an internet accessible data base interface developed and maintained by SunGard SCT. The module is an ORACLE database management software used to store, manage, retrieve, and protect student records and information. Banner SIS is supported by:

- The SIS Systems Integrator, Carla Cogburn (541-737-2671), who provides user support specific to the Banner SIS module and administers access to the data. The SIS Systems Integrator also supports the SIS Data Warehouse, and more detailed information on that can be found at the web site http://osu.orst.edu/dept/computing/warehouse/general.htm.
- The Administrative Systems Trainer, Ross Jackson (541-737-8767), who provides user training and assistance in Banner navigation.
- The OSU Administrative Computing staff, who provide software support by integrating OSU-specific enhancements to the Banner system.

The Banner SIS Module is a collection of program sub-modules, each associated with an area of student activity (e.g., admissions, registration), providing:

- Academic advisors with online access to student transcripts and academic histories.
- Administrative offices with the ability to locate information and make it accessible to students quickly and efficiently.
- University directors and department heads with comprehensive management information in order to monitor and optimize course offerings and faculty scheduling.
- Students with the ability to register, adjust, or confirm schedules using the Web and campus Kiosks.

Banner SIS Security

Security policies and procedures are in place to protect access to student information. Computer level security protects unauthorized access to the administrative computer system that Banner resides on, and form level security controls access to Banner forms, and subsequently, to data that is accessed through those forms.

Access to Banner SIS

Access to Banner SIS forms is based on your legitimate educational need to know, as established by your Dean or Department Head. The Registrar’s Office, which has custodial responsibility for all student data, has established campus-wide departmental access at four levels: General Query (demographic, admissions and registration data), Enrollment Management (course schedule and enrollment data), Advisor (academic history data and PINs), and Head Advisor (class overrides and assign course instructors & TAs). Access is granted as either query or update: Query-level users are limited to viewing database information, and update-level users may also insert, delete and modify information in the database. Core Office users (such as Admissions, The Registrar’s Office, and Financial Aid) and Head Advisors are typically the only users granted update-level access.

There are two requirements for receiving access to Banner SIS: 1) completing and processing an access form, and 2) attending the training sessions for SIS Banner.
The “Banner & Data Warehouse Request for Access” form available on the web site [http://osu.orst.edu/dept/computing/banner/access.html](http://osu.orst.edu/dept/computing/banner/access.html) must be completed and signed by your Dean or Department Head. The “OSU Code of Responsibility” page of your access forms must be signed by you. The printed and signed original forms are to be sent via Campus Mail (or taken directly) to Banner & DW Access, 206 Milne Computer Center, where they are processed by the WITT.

There are three training sessions related to Banner SIS:

- **Banner Basics** is an optional training based on your experience in navigating Banner. Entry-level users are encouraged to complete Banner Basics (web or instructor led) before attending the SIS Banner class.
- **FERPA - Confidentiality of Student Records** is a required web-based tutorial, sponsored by the OSU Registrar's Office, explaining the parameters of the permissible use and release of student records.
- **SIS Banner** is required for access to Student Records in Banner, and provides hands on training in Banner SIS, including specific SIS forms and the latest in navigation.

The training sessions are offered once a month, and are scheduled term-by-term. Register for your training directly on the Information Services’ Workshop and Seminar web site: [http://osu.orst.edu/dept/isteach/isclass.htm](http://osu.orst.edu/dept/isteach/isclass.htm), or by sending e-mail to the Information Services workshop registrar at: ISClass@orst.edu. Please make note of the training prerequisites (including class materials) listed on the web site.

Banner SIS users are generally granted access via their ONID accounts at the conclusion of the SIS Banner class if their request forms have been completed and turned in. For more general information about ONID accounts, refer to the Your ONID User Name and Password section of the BANNER BASICS for OSU guide.

**Confidentiality of Student Information**

Banner SIS contains a variety of data associated with the student, including personal data (such as, address and phone number) and academic data (such as, grades and courses). Federal and state legislation, as well as Oregon University System (OUS) and Oregon State University policies guarantee students the right to have their records maintained in a private and confidential manner.

The security of students’ records is an extremely important responsibility of the University. As an authorized Banner SIS user, you are responsible for maintaining both the security of your computer terminal or workstation and the confidentiality of student records in Banner. This includes both the responsibility for all transactions that occur under your user name and password, and for all information that you release about University students.

To preserve the confidentiality of the students’ records, all Banner users are expected to read, understand and comply with the Code of Responsibility for Security and Confidentiality of Records and Files. As an OSU employee responsible for student information confidentiality, be aware of the specific information you can or cannot share with others, as outlined in the web site: [http://oregonstate.edu/registrar/GuidelinesforReleaseofStudentRecords.html](http://oregonstate.edu/registrar/GuidelinesforReleaseofStudentRecords.html).
Family Educational Rights & Privacy Act

Federal legislation, the Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment or FERPA), guarantees students the right to have their records maintained in a private and confidential manner. The confidentiality of students’ records is also guaranteed in State of Oregon statutes, and by OUS and Oregon State University policy.

These policies apply to all student educational records, either on paper or in computer files, that are explicitly identified by a student’s name or by which students can be individually identified. Information cannot be released to any person (including a parent) without a legitimate educational need to know without the student’s written permission.

Only directory information may be released to the general public, unless the student has restricted its release (see Student Imposed Restrictions below). Directory information is:

- Student’s Name
- Current Mailing Address and phone number (*only* type CM)
- Student Email Address (*only* type ONID)
- Day and month (*not* including year) of birth
- Status as a graduate teaching/research assistant and campus office address
- Class standing, major field of study and full or part-time enrollment status
- Dates of attendance and most recent previous educational institution attended
- Participation in officially recognized activities and sports
- Degrees and awards received

Directory information **DOES NOT** include course and grade data.

Before releasing any student information, link to and understand the Registrar’s publication: [OSU Guidelines for Release of Student Records](#).

Faculty and staff performing instructional, supervisory, advisory, or administrative duties for OSU may have a legitimate educational need for access to student data. Students who are employed by the University are strictly limited to query level access to Banner SIS. For either, data access is granted on an *educational need to know* basis.

As a Banner user, you have the authority and responsibility to deny any request for data that you feel is not legitimate. If you are in doubt, it is better to be cautious rather than release information that is restricted by law. Refer any questions you may have to your supervisor or to the Office of the Registrar, and refer all inquiries from law enforcement officials directly to Tom Watts in the Registrar’s Office, phone (541) 737-4048.

Student Imposed Restrictions

Students have the right to view their own records, but not those of other students. If a student wishes to view or discuss his or her records, you must ask for a valid ID.

Students may restrict the release of their directory information by completing a Request to Restrict Directory Information form (at the Office of the Registrar), and restrictions remain in effect until removed by the student. When a student has chosen Confidentiality, most Banner SIS forms that contain confidential information will display “CONFIDENTIAL”.

Before you respond to any request for information about a student, make certain the “CONFIDENTIAL” message is NOT displayed. If the “CONFIDENTIAL” message is displayed, you may not release any information about that student, including their status as a student at OSU, except to OSU personnel with a legitimate *educational need to know*. 
Banner SIS Menus

Menus provide the map for the Banner structure, and for Banner SIS users, there are two menus to become familiar with:

The **STUDENT MENU** under the **SCT BANNER MENU** displays only the areas of Banner SIS where you have access. OSU faculty and staff access is limited (in the PROD instance) to a small selection of forms listed in this menu based on what is necessary for each person to do their job.

**NOTE**: in the developmental instances (DEVL & DEV2), you have access to all Student forms, query and update, using the training username and password you used in Banner classes. If you do not remember the username or the password has expired, call the Administrative Systems Trainer at extension 7-8767.

The **STUDENT SYSTEM QUERY MENU** is a subset of forms found in the **STUDENT MENU** within **SCT BANNER**, and is also limited to your access. This subset is primarily query only, and is comprised of the forms that most OSU College faculty and staff would use to access class management and student information.

The sub-menus within the **STUDENT SYSTEM QUERY MENU** provide access to the forms that are assigned to each of the four levels of access to Banner SIS: General Query, Enrollment, Advisor, and Head Advisor. **REMEMBER**: each of the levels of access build on each other - a person with Enrollment access also has access in General Query.
Some Banner SIS Forms

SOAIDNS - Person Search Detail Form

One of the most useful Banner SIS search forms for names is SOAIDNS. It provides address, college and major information with the results of the search, which is sometimes useful in identifying a student from a list of students with the same name.

To navigate the form:

- Enter the **LAST NAME** and **FIRST NAME** (or portions thereof, using wildcards) and [**EXECUTE QUERY**].
- A list of name records will be returned to the **KEY BLOCK**.
- Selecting records returned to the **KEY BLOCK** displays the associated data in the **INFORMATION BLOCKS**.
- To “select” a record from this form to carry back to another form, use the standard Windows [**Cut**] and [**Paste**] functions.

*NOTE: The confidentiality flag is indicated at the extreme right of the **KEY BLOCK**.*

SFAREGQ - Registration Query Form

The Banner SIS form used to retrieve a student’s class schedule is SFAREGQ.

To navigate the form:

- Enter the **TERM** code, Tab to the **ID field** in the **KEY BLOCK**, and enter the student’s **ID**.
- After the student’s name appears, do a [**NEXT BLOCK**].

The word “Confidential” appears in the upper left corner when the student has elected confidentiality.

Some other things to notice here are that each record is identified within block boundaries, and the active record is highlighted.

*Printing data from within most student Banner forms proves difficult because of the few records that are displayed on the screen at any given time, requiring multiple prints.*
SFASLST - Class Roster Form

The Banner SIS form used to retrieve a list of students enrolled in a specific class is **SFASLST**, and is found in the **ENROLLMENT MANAGEMENT QUERY MENU**.

<table>
<thead>
<tr>
<th>Sequence</th>
<th>ID</th>
<th>Name</th>
<th>Status</th>
<th>MIdTerm Grade</th>
<th>Final Grade</th>
<th>Grade Mode</th>
<th>Incomplete Grade</th>
<th>Extension Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>933</td>
<td>MT4434442</td>
<td>Sherwood, Cheryl</td>
<td>CW</td>
<td>F</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>934</td>
<td>110446667</td>
<td>Sherwood, Clinton L</td>
<td>CW</td>
<td>B</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>935</td>
<td>110446664</td>
<td>Sherwood, Clinton C</td>
<td>CW</td>
<td>C</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MidTerm Grade** and **Final Grade** indicate any assigned grades. **Rolled** indicates that the grades have been posted and moved into academic history.

SSASECQ - Schedule Section Query Form

This query form is used to identify the **CRN** for any class by using the **SUBJECT code** and **Sec number** for the class, and list enrollment numbers for the class.

For additional information about the class, the **COURSE SECTION INFORMATION** selection in the **OPTIONS MENU** will open the form **SSASECT**.

SSASECT - Schedule Form

The Schedule Form is the central form identifying information about a class. The **KEY BLOCK** requires a **TERM** code and a **COURSE REFERENCE NUMBER** (CRN), and [**LIST OF VALUES**] in the **COURSE REFERENCE NUMBER** field will also open the form **SSASECQ**.

Besides the class information available in the **SECTION INFORMATION BLOCK** of the form, there is a long list of additional information blocks and related forms available through the **OPTIONS MENU**.

Remember, as you step down through a series of forms, the way to get back is to [**Exit**] the forms.
SHATERM - Term Sequence Course History Form

Academic history information is available in the form SHATERM, found in the ADVISOR QUERY MENU. It is a data driven form, and as such, operates somewhat uniquely ...

In the **KEY BLOCK**: By doing a [LIST OF VALUES] in the LEVEL code field, only the levels that the student attended the University will show in the **VALIDATION TABLE**.

The other thing to note is that if a term code has been previously identified, it will show up in the **START TERM** field. If you are unsure of the first term of attendance at a given LEVEL code, change the **START TERM** field to null.

The **CURRENT STANDING** information block that is displayed, will show the **FIRST and LAST TERMS ATTENDED** at the chosen LEVEL code, the current **STANDINGS and OVERRIDEs**, and the current **GPA summary** information.

To access the term-by-term detail of the academic history, click on the **TERM GPA and COURSE DETAIL INFORMATION** tab or do a **[NEXT BLOCK]**.

The **TERM GPA** information block that is displayed serves as a term-by-term “**KEY BLOCK**” for the course detail records displayed below.

The data in the **INST/TRNS radio button** determines the name of the lower information block and detail in it.

- In the top example, where the **INST/TRNS radio button = “Institution”** the courses displayed were taken at OSU.
- In the bottom example, where the **INST/TRNS radio button = “Transfer”** the courses displayed were taken elsewhere.

**Notice that the full scroll bars indicate no other classes taken that term.**
A: Form Names in Banner SIS

Banner forms follow a standard naming convention. Names are seven characters long, and the first character of the form name identifies the primary Banner system to which the form belongs. For example:

- **F** = Finance
- **G** = General
- **P** = Human Resources/Payroll
- **R** = Financial Aid
- **S** = Student
- **T** = Accounts Receivable

The second character identifies the program module or other Banner system module that issues the form:

- **A** = Admissions
- **B** = Billing
- **C** = Catalog
- **D** = Degree Audit
- **F** = Registration & Fee Assessment
- **G** = General Student
- **H** = Grades & Academic History
- **N** = a user-developed module (a number)
- **L** = Location Management
- **O** = Overall
- **P** = Person
- **R** = Recruiting
- **S** = Schedule
- **T** = Validation
- **U** = Utility

The third character identifies the type of form. The most common forms you’ll encounter are:

- **A** = Functional or Application
- **Q** = Query
- **V** = Validation (value list)
- **I** = Stand-alone Query

The last four characters reflect the purpose of the form, using an acronym or abbreviation, so that the form name SPAIDEN can be interpreted as:

- **S** = Student System
- **P** = Person Module
- **A** = Application
- **IDEN** = Identification Data

B: Banner SIS Information Flow

Identification and demographic information related to a person (or non-person, such as a vendor) is entered into Banner’s database using the General Person module. The person information is passed to the Recruiting and Admissions modules. Data is collected and maintained about potential recruits and applicant records are established. Applicant data is used to generate General Student data and Academic History data.

Course information is entered into Catalog, flows through the Schedule module, and combines with student information in the Registration module. Registration creates term attributes and class rosters and passes information to Academic History to update the student’s records. Academic History updates Compliance Reporting (CAPP) which is used to create progress reports and degree requirements. Accounts Receivable receives data from General Person, Location Management, Registration, and Financial Aid for tuition and fee charges. The Financial Aid module is a system that accesses information in General Person, Admissions, and Registration, and sends information to Accounts Receivable.