

BANNER 8 GUIDE

For assistance or training, contact the Professional Academic Advisors in your School

- School of Arts & Sciences: 478-471-2792
 - Sandy Little-Herring, Kimberly Colón, Heather Payne
- School of Business: 478-757-2793 – Robin Parkerson
- School of Education: 478-471-2792 – Heather Payne
- School of Information Technology: 478-471-2809 – Johnathan Yerby
- School of Nursing and Health Sciences: 478-471-2771 – Tia Stephens

For technical support, contact Technical Resources: 471-2860

For Banner support, contact the Office of Technology Resources: 471-2720

- Beverly Bergman: beverly.bergman@maconstate.edu
- Roger Dixon: roger.dixon@maconstate.edu

Icons

Save - Save the current record

Rollback - Clears screen; ready for the next student

Execute Query - Run a search

Previous Block - Move back to the previous field

Next Block - Move from one field to the next

Blue Box with X - Exit screen, exit program

Drop-down Arrow - Click to search

Forms

SFAREGS - student course registration

SAFREGQ - current course schedule

SOATEST - test scores (e.g., SAT, COMPASS)

ZOAGARP - what requirements have or have not been met/GA requirements (CPC, Learning Support, Georgia History & Constitution)

Key Functions

Function	Key (please note that Banner is case sensitive)
Cancel	Esc
Clear Field/Item	Ctrl+u
Clear Form	Shift+F7
Debug Mode	Ctrl+?
Delete Forward	Del
Delete Backward	Backspace
Display Error	Shift + F1
Enter Application Parameters	Ctrl + F6
Enter Menu Parameters	Ctrl + F5
Exit	Ctrl + q
Help	F1
Move Up, Down, Left, or Right	Arrow Keys
Next Block/Query	Ctrl + Page Down
Next Field	Tab
Previous Block	Ctrl + Page Up
Previous Field	Shift + Tab
Previous Menu	Ctrl + Enter
Return	Enter
Save	F10
Show Keys	Ctrl + F1

BANNER 8 GUIDE

Signing onto Banner 8

Step One: Double click the Banner 8 icon on your desktop

- Another related program will automatically load simultaneously. BOTH Oracle Application and Oracle Developer need to remain open for Banner 8 registration to function.

Step Two: Sign on to Banner

- To get your Banner Username and Password, contact the Office of Technology Resources
Username: _____ Password: _____

Online Class Schedule

- It is a good idea to open the Online Class Schedule and have it running in the background. The Online Schedule is updated approximately every thirty minutes.

Student Course Registration Form

Advising Menu:

- Once you log on to Banner, you will see a menu on the left side of the screen. Double click My Banner, then double click Advising Menu to bring up all the forms you will need. Double click on any form name to go to that form. To register a student, click on Student Course Registration Form (SFAREGS). Next, you will be asked to enter Distribution Parameters. These printer codes will be posted in your Academic Department. After you enter the printer codes in each field, click the Blue Box with the X icon on the upper right corner of the screen and the Student Course Registration Form will open. Note: Not all departments have printer codes

Term and Student ID:

- When the Student Course Registration Form appears, you are ready to begin registering students.
- First, enter the term designation. You can click the arrow beside Term. Then, click "List of Terms" and select the term designation or you can simply type it in and click the Enter key.

Term Designations:

- 02=spring semester
- 05=summer semester
- 08=fall semester

Example:

201302 = Spring 2013

In the next field, enter the student's ID and then click the **Next Block** icon or the **Control + Page Down** key. If you do not know the student's ID, click on the **Drop-down Arrow** and you will be able to search for it. In the search screen, enter the student's name and click the **Execute Query** icon. Then double click on the student's ID to return to the registration screen, and Banner will bring the student's ID over for you.



BANNER 8 GUIDE

Student Course Registration Form (continued)

Holds:

- After you enter the student's ID, click the **Next Block** icon or use the **Control + Page Down** key to move down to the registration block. If the student has a hold, you will see **Holds: Y**, and an **ERROR** message box will appear stating, "Person has holds, cannot register. Press list to view." Click **OK or Enter** to remove the message box. To view the holds, click the **Drop-down arrow** or select **List** from the **Help** tab. Click the **Blue Box with the X** to return to the registration screen. To override a hold code, type the override code and click the **Next Block** icon or **Control + Page Down**.
- Refer to most recent Hold Code Reference Sheet in the Academic Advising Manual.

Adding Classes:

- If the student is eligible to register, click the **Next Block** icon or press **Control + Page Down** to move down to the registration lines. The first line of the registration area will be **highlighted**. If you know the **CRN**, simply type it and click enter. Once a student is registered for a class, the **Status Field** should contain the letters **RE for Registered**.
- To move between registration entries, you may click on the **Record** icon at the top of the screen for **Next** or **Previous** or use the **up** and **down arrow keys**.

Important Notes:

- If a student is registering for a course to fulfill a **CPC** requirement, you must change the **Grade Mode** field from **N** to **C**.

Searching for Classes:

- You can search for classes in Banner by clicking the **CRN Drop-down Arrow**, then clicking on **Search for Sections** on the pop-up menu. You will then see the **Registration Section Query Form**. Enter the Part of Term and/or the Subject and click the **Execute Query** icon or press the **F8** key to search. You can scroll through the results and double click on the **CRN** of the course you want to have Banner enter it in the **Registration Form**. You can also search for classes by accessing the online class schedule by clicking on the quick jump menu at www.maconstate.edu.

Removing a Course:

- To remove a course before saving the current session, click the Record menu at the top of the screen and then click Clear.
- To drop a class after saving the session, tab over to the Status field and change the RE to DD (Drop/Delete).

Saving and Printing a Schedule:

- You must save the registration information at the end of each session. Click the Save icon to save the registration. Click the Save icon or press the F10 key three times to print the student's schedule. After the second save, click OK on the message that fees have been processed. Always check the printed schedule for errors. When you are ready to begin registering another student, click the Rollback icon in the upper left corner of your screen to clear the registration form.