Introductions

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

Objectives

- Identify where in the Student process SCT 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
Agenda

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

Student System Process

1. [Diagram showing process steps]
2. [Diagram showing process steps]
3. [Diagram showing process steps]
4. [Diagram showing process steps]
5. [Diagram showing process steps]
6. [Diagram showing process steps]
7. [Diagram showing process steps]

Student System Menu

- [Menu items listed]
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)

Summary/Review Course Goals

In this course, we have:

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

Questions and Answers
Thank you for your participation