Useful Native Banner Screens

For Faculty and Staff

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Privacy Information

Whenever you access student records, it is important to make sure you protect their privacy. The Family Educational Rights & Privacy Act (FERPA) requires that the university protect the confidentiality, accuracy and privacy of the information it collects on its students.

The information collected on students may be viewed by those individuals who have a "business" need to use the data as determined by the University's FERPA Officer. The FERPA Officer at Sul Ross State University is the Registrar (Alpine) and Director of Admissions and Records (Rio Grande College).

Who on campus can access student records?

At Sul Ross State University, access to student educational records without prior consent of the student is limited to those faculty, administrators and staff who individually or collectively, are acting in the student's educational interest, within the limitations of their need to know.

FERPA Do's and Don'ts – Are you in compliance?

DO - Obtain a written release from a student when using educational record information for a recommendation. For example, if you want to refer to a student's GPA, class standing, or a particular grade in a course in a recommendation, you would need to obtain a written release from the student. This type of data is considered part of the student's educational record and therefore it is protected under FERPA.

DO pay attention to any confidential indicators in Banner (pop-up box) and Banner Self Service (text with icon on each page). Consult the Office of the Registrar for assistance determining the items for which the student has requested nondisclosure before releasing any information about the student; 432-837-8049.

DO NOT release a student's class schedule to anyone. For security purposes, this information must be kept confidential.

DO NOT - Post student grades by name, by student number or in any other personally identifiable manner. Student ID numbers should be used for internal use only and should never be released or posted publicly. Grades are available on the web shortly after you enter your grades on-line. If you use Blackboard and the grade book function the students can all view their grades.

DO NOT leave graded papers with student names or student numbers on a table for students to collect themselves. The idea is to prevent students from seeing one another's grades and personal information.

DO lock up file cabinets and secure rooms that are used for storing confidential student files.

DO NOT just toss degree audits, transcripts, grades, etc. in the trash receptacle. Any piece of paper with personally identifiable information on it needs to be destroyed properly. Shred it!

DO NOT ask for students' social security numbers unless required by law. Student ID numbers should be used for internal use only and should never be released or posted publicly.

DO NOT leave your workstation or computer unattended while logged in to Banner or Banner self Service, and DO NOT give your password to another employee or student. You are responsible for maintaining the security of your workstation or computer. This includes all transactions that occur under your username and password.

DO shred unneeded documents that include personal student information (i.e. social security number, grades, etc.). Placing records in the trash is a violation of FERPA.

What are education records?

Education records include handwriting, print, computer, videotape, audiotape, film, microfilm, microfiche or e-mail of an institution that contain information directly related to the student and are maintained by an agency or institution or party acting in its behalf.

Education records do not include:
- Private notes in your possession that are not accessible or revealed to any other persons and are not stored in the students record
- Medical records
- Employment records when employment is not contingent on being a student, provided the record is used only in relation to the individual's employment
- Records created and maintained by a law enforcement unit used only for that purpose, is revealed only to law enforcement agencies of the same jurisdiction, and the enforcement unit does not have access to education records
- Information obtained when a person is no longer a student (i.e., alumni records) and does not relate to the person as a student

Directory Information at Sul Ross State University:

FERPA allows the release of certain pieces of "directory information" without the prior written consent of the student. Each college and university identifies what, if any, information will be considered as "directory information." The student has the legal right to "opt out" of the directory so that no information is released to anyone at any time unless written consent is granted. Our directory information includes student's name, degrees, certificates, or formal awards, address, e-mail address, previous institutions attended, telephone number, participation in officially recognized activities or sports, field of study, dates of attendance, and height and weight of athletes.

Can directory information be released to anyone who requests it?

NO- If the student has requested that directory information be withheld, no information can be released.

YES- If the student has NOT requested that directory information be withheld.

How can a student request that their information be withheld?

Those students who do not desire the release of directory information can request the privacy block in person at the Registrar's Office. The form is also available at www.sulross.edu/registrar by clicking on "Forms for Students" and selecting "Request to Withhold Directory Information."

How can a student request that non-directory FERPA protected information be released?

Students can complete the "Release Information to Parent/Guardian" form at the above website and submit it to the Registrar's Office.

Who is responsible for the collection, upkeep and maintenance of student records data?

The Registrar is the official keeper and disseminator of student information. Any and all requests for the use or release of student information must be approved by the Registrar. SRSU offices as well as those outside the university must have prior approval.

If you have questions, please contact the Registrar's office at (432) 837-8049.

Banner Tips and Tricks

View the video here for tips on navigating in Banner 9: Banner 9 Tutorial

Student Information Screens

SPAIDEN: General Person Identification

SPAIDEN provides general student information:

- – Mailing addresses

- – Telephone numbers

- – Email addresses

- – Emergency contacts

- – Gender, birthdate, social security number, ethnicity & confidentiality flag

The tabs provide the following information:
- Alternate Identification:
  - o Other names the student has used
  - o Old ID numbers (from the Plus system)
- Address: Campus, local, mailing and permanent
- Telephone: Cell, campus, permanent
- Biographical:
  - o NOTE: If the Confidential Box is checked, do not release directory information on this student.
  - o Gender
  - o Birth Date
  - o Social Security Number
  - o Citizenship
  - o Marital status
  - o Ethnicity
- Email: SRSU address and personal email addresses
- Emergency contact: Name, phone number and address of emergency contact

SPACMNT: Person Comment

SPACMNT displays comments about the student. If the student has authorized someone else to see his/her confidential information, that will be recorded on this form.

SGASTDN: General Student Information

SGASTDN displays the student's status, residency information, campus, class, and major.

SHADEGR: Degree Awards

SHADEGR provides information regarding the degrees a student is seeking or has earned. An Outcome Status of "SO" indicates the student is working toward the indicated degree. "AP" means that the student has applied for graduation, and "AW" means that the student has been awarded the degree.

Admissions Information

SAAADMS: Admissions Application

SAAADMS displays the student's application status. Here, you can view the student's level (graduate or undergraduate), major, residency status, campus, and application decision. If the student has not been admitted, the "Checklist" tab will list the outstanding items needed to complete the application.

SAASUMI: Admissions Application Summary

SAASUMI summarizes the SAAADMS information.

SOAHSCH: High School Information

SOAHSCH displays the name, address, graduation date, class rank and size, and the student's GPA. The school address can be found on the "High School Address" tab.

SOATEST: Test Score Information

SOATEST displays the student's TSI test scores.

SOAPCOL: Prior College

If the student attended other colleges, and we have received and reviewed their transcripts, his/her previous institutions will be displayed here.

SHATRNS: Transfer Course Information

SHATRNS lists all of the courses for which the student has received transfer credit. Type in the student's "A" number, and then tab over to the Transfer Institution Number. Use the LOV button to the right to choose which transfer institution you want to look at. The attendance period is always "1."

Click down arrow at the bottom left 3 times to see the list of classes transferred from that institution.

The first block shows the course listing from the other university. Use the arrows below this block to navigate through the courses.

The second block shows how the credit was transferred to Sul Ross. Here, Sul Ross offers an equivalent course, so the student receives credit for that course. If Sul Ross does not offer an equivalent course, the student can still receive transfer credit. In that case, the course will be listed as 1TRN for Freshman, 2TRN for Sophomore, etc.

The third block lists any applicable course attributes, such as core, dual credit or honors.

Advising and Registration Screens

SGAADVR: Advisor Information

You can look up the student's advisor on SGAADVR. If the student has more than one advisor (perhaps a Lobo Den advisor and a major advisor), one will be designated as the primary advisor.

SOAHOLD: Hold Information

SOAHOLD displays a list of all of the holds a student has on his/her account. Some are automatically generated by the Banner system, such as the advisor hold. Others are manually added. When a hold is manually added, the ID of the person who placed the hold is displayed on the right side of the screen. You may contact that person for more information. Please do not remove or over-ride holds that others have placed on a student. If a hold has been released, the release indicator will be checked, and the date the hold was released will be some time in the past.

SFAREGS: Student Course Registration Form

SFAREGS is used to register students in classes. If the "Status" begins with a "D," the student dropped the class, and there will not be a grade. If it starts with an "R," the student completed the class and there will be a grade.

SFAREGQ: Registration Query

This screen provides additional information about the student's schedule.

Academic History Information

SHACRSE: Course Summary

SHACRSE lists all of the student's <u>completed</u> courses with grades. Courses in progress are listed on SFAREGQ.

If you leave the term block in the upper right-hand corner blank, all courses will be displayed. If that block contains a term, only the courses from that term will be displayed.

A grade of WX indicates that that class counts against the student's 6 drops. A grade of W does not count against the 6-drop rule.

On the "Repeat" column, "I" indicates that the grade is included in the student's GPA. "E" indicates that the grade is not included in the GPA.

SHATERM: Term Sequence Course History

Use SHATERM to view the student's academic standing and GPA. Enter the ID and a level (UG, GR, or PB – the student may have all three.) The first tab displays the overall GPA. If the student is a transfer student, it will also display the student's GPA for transfer course and for Sul Ross courses.

The second tab displays the GPA for each term completed, along with the courses and grades for that term. A "#" next to the grade indicates that the course was developmental and not included in the GPA. Use the yellow bar on the right to navigate to different semesters.

SHASUBJ: Subject Sequence History

The first tab of SHASUBJ is the same as the first tab of SHATERM. The second tab, "Subject GPA and Course Detail Information," displays the student's coursework and GPA by subject. Use the arrows to navigate through the subjects alphabetically.

SFARHST: Student Registration History and Extension

SFARHIST displays all of the course in which the student is enrolled. If the "Course Status" begins with a "D," the student dropped the class, and there will not be a grade. If it starts with an "R," the student completed the class and there will be a grade.

Course/Section Information

SCACRSE: Basic Course Information

Enter the subject, course number and term to view the basic information about a class. This screen displays the course title, department, whether the class is active or not, and the number of credit and contact hours.

SCAPREQ: Course Prerequisite Information

If the course has prerequisites, they will be listed under the "Course Prerequisite Restrictions" tab on SCAPREQ.

SFASLST: Class Roster

This screen displays the list of students enrolled in a class and their enrollment status. If the status starts with an "R," the student is currently enrolled in the class. If the status starts with a "D," the student has dropped the class. After the semester is over and grades have been posted, student grades will also be displayed.

SSASECT: Course Section Information

This screen displays information about a specific section of a course. To access the information, input the term and CRN. If you do not know the CRN, you can search for it using the search button immediately to the right of the box.

The first tab, "Course Section Information," displays the basic information about the course.

The "Section Enrollment Information" tab displays the maximum, actual and remaining enrollment.

The "Meeting Times and Instructor" screen displays the class meeting times, building and room (scroll to the right to view this), and the instructor assigned to teach the class.

SSADETL: Schedule Detail Information

SSADETL provides additional information about course links, corequisites, and section fees

Faculty Screens

SIAASGQ: Faculty Schedule Query

This screen displays an instructor's course schedule for the semester indicated in the "Term" box. Use the arrows to see all courses assigned to the instructor.

SIAFDEG: Faculty Degree Information

SIAFDEG shows you the degrees earned for each faculty member.

SIAINST: Faculty/Advisor Information

This screen displays faculty member details.

Student Information Cross-list

Student Information	Screen
Admission status	SAAADMS
Advisor	SGAADVR
Authorization to release grades to parent	SPACMNT
Birthdate	SPAIDEN
Campus	SGASTDN
Citizenship	SPAIDEN
Class (Freshman, Sophomore, etc.)	SGASTDN
Confidentiality Flag	SPAIDEN
Courses, Current Term	SFAREGS
Courses, Current Term: Instructor, Time & Location	SFAREGQ
Courses, Previous Term	SHACRSE
Degrees sought, applied for, & awarded	SHADEGR
Email Addresses	SPAIDEN
Emergency Contact Information	SPAIDEN
Enrollment Status	SGASTDN
Ethnicity	SPAIDEN
Gender	SPAIDEN
GPA by Subject	SHASUBJ
GPA by Term	SHATERM
High School Information	SOAHSCH
Holds	SOAHOLD
Mailing Addresses	SPAIDEN
Major	SGASTDN
Marital Status	SPAIDEN
Other Names Used (Maiden, etc.)	SPAIDEN
Registration History	SFARHIST
Residency Status	SGASTDN
Prior Colleges	SOAPCOL
Registration	SFAREGS
Social Security Number	SPAIDEN
Telephone Numbers	SPAIDEN
Test Scores	SOATEST
Transfer Information (Colleges & Courses)	SHATRNS
Veteran Benefits	SGASTDN