Banner

Student Self-Service

Handbook

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Notices and Privacy

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Contents

Banner Student Self-Service

The Banner Student Self-Service application contains the following features.

- Advising Student Profile
- Student Profile
- View Grades
- Class List
- Track Attendance - Student
- Drop Roster
- Student Account
- Financial Aid Self-Service

This document does not include information about the Track Attendance - Student page. For the Track Attendance - Student page, refer to the Attendance Tracking 9.x Handbook.

The Student Account portion contains all the Accounts Receivable pages. Accounts Receivable pages is categorized under the Student Self-Service pages unlike the Financial Aid Self-Service.

Advising Student Profile and Student Profile

Advising Student Profile (formerly in the Student Advisor application) is now consolidated with Student Profile and is now part of the Student Self–Service consolidated application.

Advising Student Profile is used by advisors to view important information about their students. The advising features include the Advisee Search page, the Advisee Listing page, the Student Card, and the Student Profile page.

The Student Profile page is used by advisors, faculty members, and students who want to view the student's profile information. It contains the Student Profile page, the Student Card, the Faculty Card, and access to the View Grades page.

If permitted, faculty members can access the Student Profile page from Banner Student Faculty Grade Entry or Banner Student Attendance Tracking when the Student Self-Service application is installed.

The Advising Student Profile and the Student Profile pages are configurable by your institution. You can select data elements that you do not want to display and modify data labels by editing delivered properties files.

The advisor can select a student using an advisee search by ID, email, or name and then view a range of detailed information for that student. The information is consolidated into a profile page and can be used to assist the student with academic decisions. The profile data available to advisors and students includes:

- student photo

- student contact information
- notes
- biographical information
- general student information (such as classification, student status, student type, residency, campus, attendance start dates, last registration term, and matriculation term)
- list of advisors and advisor type with contact information
- primary and secondary curriculum records
- prior education and test score information
- academic standing, GPA, and earned hours information
- summary of registered courses with registration status and instructor
- registration notices
- hold notices
- ability to release holds, if permitted
- graduation information

The advisor can also view a complete list of assigned advisees. Advisee lists can be filtered by a number of key student data elements and can also be sorted by those data elements. An advisee list can be exported to a spreadsheet for all advisees or for a filtered list. The advisor can send an email to all advisees or to a filtered list of advisees. The advisor can open the student contact card and the student profile page from the advisee list.

Note: If confidentiality settings are associated with the student, this information is visible with the student's name in the profile and the advisee listing.

Contact cards for students, advisors, and faculty members can be displayed by selecting a link from the person’s name on the Student Profile page. The student contact card is also available on the Advisee Listing page by selecting the advisee photo. The cards contain data such as the email address, physical address, and phone number. Photos are displayed on the cards if configured to do so.

Links are provided to access existing Banner Faculty and Advisor Self-Service 8.x pages to view transcripts, registration records, student schedules, and degree evaluations. The Degree Evaluation link can be configured to access Degree Works or CAPP. Links are available to access Banner Student Registration 9.x and the View Grades page in Banner Student Self-Service 9.x. Additional links can be added at your institution.

View grades

This page contains the following sections.

- Course Work
- GPA Summary
- Curriculum Details
- Components

The View Grades page allows students and advisors to view student grades and assist students with academic decisions. Information is read only and cannot be updated.

When an advisor user views the Student Profile page, the View Grades link is displayed in the Additional Links section.

Students can navigate to the View Grades page by selecting the Banner Self-Service Menu, the Student item, the Student Records item, and then the View Grades option. They can also select the View Grades link from the Student Profile page when viewing their information.

Class List

The Class list page allows an instructor to view the list of students enrolled in classes they teach. They can also view any students in the waitlist for a class if one exists.

They can drill down to view detailed information about a student, print their roster, or export it into an excel spreadsheet and email their students.

On the Class List page, you can see the following lists.

- CRN Listing
- Class List
- Wait List

Track Attendance - Student

This document does not include information about the Track Attendance - Student page. For the Track Attendance - Student page, refer to the *Banner Attendance Tracking Handbook.*

Drop Roster

The Drop Roster functionality (when enabled) allows authorized faculty members to maintain their class rosters through Self-Service. x

The Drop Roster functionality (when enabled) allows authorized faculty members to maintain their class rosters through Self-Service. A Drop Roster Maintenance Web page allows the instructors to view all registered students and select the students to drop. These drop actions are captured in a specific Drop Roster set of audit tables.

The Drop Roster functionality allows instructors to do the following from the Student Self-Service application:

- View drop roster status for a CRN for the rosters that are enabled by institutions
- View the roster and drop students from a class
- Confirm that a class roster has been reviewed with or without dropping students

- Print the confirmation page for their records

Go to the Drop Roster chapter in this Handbook to learn more about the Self-Service pages, rules, and tasks.

Accounts Receivable

The Accounts Receivable pages are part of the Student Account and allows the students to view information about their account including billing statements, payment history, and unbilled account activity. Students can also view their tax notification (1098-T).

It also allows the student to make payments.

Refer to the *Student Accounts* in *Student Self-Service Pages* for more details.

Financial Aid Self-Service

The Financial Aid Self-Service is accessed through the Student Self-Service dashboard.

This application provides all the financial aid information to the student. It helps the student to manage all the financial aids. Refer to the *Banner Financial Aid Self-Service* section for more details.

Set Up and Use the Application

This section describes how to set up the Advising and Student Profile pages and some settings that apply to other pages.

You can set up the following items:

- Security
- Personas
- Advising/student relationship
- GTVSDAX rules
- Default term
- Faculty and Advisor Cards
- Student Card
- Student notes
- Release holds
- Name display on all pages
- Name search on the Advisee Search page
- Info Text

Security

Access for advisors, students, and faculty members to Advising Student Profile and Student Profile is discussed below.

Note: `BANPROXY` is required when the SPRIDEN ID is associated with the Oracle ID.

Set up advisor access

For an advisor to access the Advising pages, the advisor must have an active advisor record on the Faculty/Advisor Information Page (SIAINST) and must be active for at least one term that is also available for display in Self-Service on the Term Control Page (SOATERM).

Advisor access to a term is controlled by the combination of the following:

- The user must be an advisor for the term per the records in the SIBINST table.
- The **Activate on the Web (Master Web Control)** indicator must be checked for the term on SOATERM.
- Optionally, you can access the Faculty and Advisor Access Dates information in the Access Management section of SOATERM to set up date ranges. Dates cannot cross over between terms.

The valid roles are as follows:

- Advisor Only
- Faculty and Advisor
- Advisor with Override

Note: Existing rules on the Faculty/Advisor Process Rules Page (SOAFACS) apply to viewing holds and test information on the Student Profile page and when linking to existing Banner 8.x pages.

For an advisor, the access and security check for Advising and Student Profile is achieved from a URL configured to go directly to the Adviser Search Page or through the Advising Student Profile Self-Service menu link.

Students available for selection must have a general student record (SGASTDN) in effect for the term chosen by the advisor. You may also optionally require that an advisor has a relationship assignment on the Multiple Advisors Page (SGAADVR) for the selected term to view the student's profile.

An advisor relationship for the selected term is required when the rule is set up on the Proxy Access System Type Validation Page (GTVSYST) and the Proxy Access Systems and Options Type Rule Page (GTVOTYP). When the **Override** indicator is checked on SIAINST for the advisor record, the relationship rule is bypassed. See the "Require advising/student relationship" topic below.

You can configure advisor access to the Student Profile page for the Advisor Only, Advisor and Faculty, and Advisor with Override roles. The roles are defined by the records on SIAINST for the latest term in which the advisor has access to the page. This allows consistency for the advisor when different term information is viewed for the student.

For example, when the advisor has the Advisor role in SIAINST for term 201410 and has the Faculty and Advisor role for term 201420, and both terms are set up to display in Self-Service per the SOATERM rules, the Faculty and Advisor role is used for the configuration of the page display.

Set up student access

Student access can be set up for the Student Profile page and the View Grades page. For a student to access the Banner Student Self-Service application, the student must have a Student role.

A student can access their specific Student Profile page directly from a URL or from the Student Profile menu item on the Student Self-Service menu.

A student can view the same information as an advisor, and in the same format, on the Student Profile page. The institution can choose to display some or all of the information to the student by customizing the `bannerStudentAdvisorUI_configuration.properties` file.

A student can access their View Grades page using an additional link on the Student Profile page or from the View Grades menu item on the Student Self-Service menu.

Set up faculty access to the Student Profile page

Faculty members can access and view the Student Profile page from other Banner 9.x applications such as Banner Student Faculty Grade Entry or Banner Faculty Attendance Tracking. The student's name can be selected from the course roster to access the student's profile.

The Faculty Only user must have an active SIAINST faculty record for the term of the course being queried. The user must also have the **Faculty or Advisor** indicator set to `Faculty` on SOAFACS for the `DISPLAYPROFILE` process rule. For the Faculty Only user with the **Override Process Rule Security** indicator checked on SIAINST, the SOAFACS rules are bypassed and the selected student's profile page is displayed.

Note: The SOAFACS DISPLAYPROFILE rule does not apply to Advisors. For Advisors, the relationship rule is set on GTVOTYP.

Relationship rule check for a user who is both an advisor and faculty

For a user who is both a faculty member and an advisor on SIAINST, the relationship rules for the advisor are checked on GTVOTYP (Option Type Code = `ADVISEE_SEARCH_ADVR_REQ`, and the access rule for a faculty member is checked on SOAFACS (Process = `DISPLAYPROFILE`). The table below describes how access is granted and the role that is used for the configuration.

SIAINST (as of the term selected)	Faculty SOAFACS rule access	Advisor GTVOTYP relationship rule	Student Profile Page display	Configuration Role
Faculty and Advisor	Permitted	Permitted	Yes	Faculty and Advisor See "Set up Advisor Access" above.
Faculty and Advisor	Not permitted	Permitted	Yes	Advisor See "Set up Advisor Access" above.
Faculty and Advisor	Permitted	Not permitted	Yes	Faculty See "Set up Faculty Access" above.
Faculty and Advisor	Not permitted	Not permitted	No	N/A
Faculty and Advisor and Override	Bypassed	Bypassed	Yes	Advisor with Override See "Set up Advisor Access" above.

Roles

The Student Profile page can be configured by the following roles.

- Advisor Only
- Faculty and Advisor
- Advisor with Override
- Student
- Faculty Only
- Faculty with Override

The Advisee Listing page can be configured by the following roles:

- Advisor Only
- Faculty and Advisor
- Advisor with Override

The Student Profile page provides a view of the most important information about a student consolidated on a single page. The student data that is available to an advisor includes notes, biographical information, contact information, general student information, primary and secondary curriculum, GPA and earned hours, overall academic standing, registered courses, registration notices, holds, prior education, test data, graduation information, and a list of advisors. Additionally, links are available for more details such as academic transcript, degree evaluation (CAPP or Degree Works), and graduation applications, and the View Grades page.

The data elements and links used to display this information are configurable using the `bannerStudentAdvisorUI_configuration.properties` file. The advisor can view a wide range of detailed information for a student and then assist that student with academic decisions. The advisor can view a list of advisees or select a single advisee.

A student can view the same information as an advisor, and in the same format, on the Student Profile page. The institution can choose to display some or all of the information to the student by customizing the `bannerStudentAdvisorUI_configuration.properties` file.

Faculty users can view the Student Profile page when it is accessed from another Banner 9.x application such as Banner Student Faculty Grade Entry or Banner Student Attendance Tracking. The institution can choose to display some or all of the information to the faculty member by customizing the `bannerStudentAdvisorUI_configuration.properties` file.

Note: Faculty users cannot access the View Grades page that is available to students and advisors as part of the Student Self-Service application.

Require an advising/student relationship

Perform the following steps to require an advising relationship with a student.

Procedure

1. Access the Proxy Access System Type Validation Page (GTVSYST) in Banner 8.x.
2. Enter the following information:
    - **Code** - `ADVISING`
    - **Description** - `Advising`
    - **System Required Ind** - Check box is `unchecked`
3. Save your changes.
4. Access the Proxy Access Systems and Options Type Rule Page (GTVOTYP).
5. Enter the following information:
    - **System Code** - Select the value `ADVISING`
    - **Option Type Code** - `ADVISEE_SEARCH_ADVR_REQ`
    - **Description** - `Advisee Search option to require advisor relationship`
    - **Data Type** - Select the value `INDICATOR (Y or N)`
    - **Default Value** - `Y`
    - **Option Level** - Select the value `System`
    - **System Required** - Check box is `unchecked`
6. Save your changes.

Configuration settings in the .groovy and .properties files

By editing these files, you can configure a number of features specific to the Advising Student Profile and Student Profile pages.

banner_configuration.groovy

The `banner_configuration.groovy` file allows you to define conditions such as email message batch size and how other applications link to the Student Profile page.

Define email message batch size

The **Email All** button on the Advisee Listing page allows an Advisor to email all of their advisees or a filtered list of advisees. Similarly, on the Class List and Wait List pages the **Email All** button allows emails to be sent to a batch of students or selected students.

Email batch size can be configured for the **Email All**button on the Advisee Listing, Class List and Wait List pages using the below parameter. This configuration is managed in the **Configurations** tab on Banner Applications Configurations GUACONF page.

```
email.batch.size = XXX
```

This parameter setting allows the institution to control the number of recipients per email message. If the limit is exceeded, multiple email messages will be created. The user will be notified that multiple email messages were created with a link to each message.

The delivered default for this parameter is 100 for Advisee Listing, Class List and Wait List pages, but this can be changed. If no value is set, the system will use 100 as a default value for these pages. If you want to use a higher value, you need to enter that value on GUACONF page.

Link to Student Profile page

This property and URL can be used by Banner 9.x applications to link to the Student Profile page.`bannerXE.url.mapper.studentProfile = 'http://<server>:<port>/<StudentSelfService_root>/ssb/'`

messages.properties

The `messages.properties` files allow you to modify field label names, address formats, phone number formats, birth date formats, and name format for emergency contact.

Modify page-level display items

To modify page-level display items, you must edit the `messages.properties` file.

You will find the `message.properties` files here:

- `webapps/StudentSelfService/WEB-INF/plugins/banner-student-ssb-ui-0.1/grails-app/i18n`
- `webapps/StudentSelfService/WEB-INF/plugins/banner-student-advising-ui-0.1/grails-app/i18n`

Label example

To modify field labels in the Advisee Search, Advisee Listing, and Student Profile pages, locate lines in the `messages.properties` file that contains `.label`. For example:

```
student.profile.label.level=Level:
```

```
student.advisor.column.name.student.study.level=Study Level
```

Emergency Contact name on the Student Profile Page example

Name formats for the display of the emergency contact name on the Student Profile page are defined in the locale-specific `messages.properties` files using the `default.name.format` property. For example:

```
default.name.format=$surnamePrefix $lastName, $firstName $mi
```

Configure application-level formats

You can configure address and date formats used across all Student Self-Service 9.x consolidated pages.

Address format example

To configure address formats, you must edit the `message.properties` files found here:

- webapps/StudentSelfService/WEB-INF/plugins/banner-student-common-2.2.0/grails-app/i18n
- webapps/StudentSelfService/WEB-INF/plugins/banner-student-common-ss-ui-0.1/grails-app/i18n

By default, the house number and address line 4 will not display for the address on the Student Card or the Faculty Card.

To configure the address format for the Student Card and the Faculty Card, insert the following line into any location in the messages.properties files for both the Advisee Listing and Student Profile pages.

```
contactCard.contact.address.format.template=$houseNumber<br/>
$addressLine1<br/>$addressLine2<br/>$addressLine3<br/>$addressLine4<br/
>
$addressCity<br/>$addressState<br/>$addressZip<br/>$addressNation
```

Note: When configuring the address format, lines breaks are inserted using
. You may add or remove any line breaks to configure the address format for your institution.

Default date format example

To modify the default date used across all Student Self-Service consolidated applications, you must edit the message.properties files found here:

```
webapps/StudentSelfService/WEB-INF/plugins/i18n-core-9.x/
grails-app/i18n
```

Note: The date formats support any format as documented for SimpleDateFormat in the Java API's. Oracle Date Formatting is not supported.

The following date formats are used with the application:

Note: The date format that you specify will apply to all dates in the application with the exception of the dates on the Advisee Search page. Dates on the Advisee Search page use the date format specified in the Oracle database.

- default.date.format - This is the overall date format used by the application. For example: default.date.format=MM/dd/yyyy
- js.datepicker.dateFormat - This is the user interface date selection component for the display and validation of dates that may be entered by users.
- An exception to the date formatting location is the default.birthdate.format. This property is specific to the Student application and is located at:

  ```
  webapps/StudentSelfService/WEB-INF/plugins/
  banner-student-ssb-ui-0.1/grails-app/i18ndefault.birthdate.format
  ```

  The default value masks the year as format MM/dd. You may change the format to include the year using SimpleDateFormatas documented above.

bannerStudentAdvisorUI_configuration.properties

The `bannerStudentAdvisorUI_configuration.properties` file contains properties that an administrator can use to configure the Advisee Listing page and the Student Profile page. This file allows the administrator to control which items are displayed. This file can also be used to control the following.

- which items are displayed for all institutions and which items will display only for specific MEP codes
- which items on the Advisee Listing and Student Profile pages are displayed for the specific roles of Advisor, Advisor and Faculty, and Advisor with Override as defined on the Faculty/Advisor Information Page (SIAINST)
- which items on the Student Profile page are displayed to the user with the Student role
- which items on the Student Profile page are displayed to the user with role of Faculty Only and Faculty with Override as defined on the Faculty/Advisor Information Page (SIAINST)

  Note: For the Advisor, Advisor and Faculty, and Advisor with Override roles, the page configuration is based on the advisor SIAINST record in effect for the most recent term that is available for the advisor to select. For the Faculty Only and Faculty with Override roles, the page configuration is based on the faculty SIAINST record in effect for the specific term on which the faculty member is querying.

The instructions on configuring the display information can be found in the `bannerStudentAdvisorUI_configuration.example` file that is delivered with the application. See the "User Interface Configuration" appendix for more information.

Use external configuration file

By default, the `bannerStudentAdvisorUI_configuration.properties` exists in the WEB-INF/classes folder of the consolidated application. You can alternately point to an external file.

About this task

To use an external file, perform the following steps:

Procedure

1. Copy the `bannerStudentAdvisorUI_configuration.properties` file to a shared location, for example, /shared/shared_configuration.
2. For the Student Self-Service application, set the `BANNER_STUDENT_UI_CONFIG` JVM property to point at `/shared/shared_configuration/bannerStudentAdvisorUI_configuration.properties`.
3. Restart your web servers.

   This external configuration can also be used for the following files:

   - `banner_configuration.groovy`
   - `StudentSelfService_configuration.groovy`

Configure Advising Student Profile and Student Profile pages

To modify the information displayed in the application, perform the following steps.

Procedure

1. Open the `bannerStudentAdvisorUI_configuration.properties` file in an editor.
2. Locate the appropriate section of the properties file for the institution and role combination that you want to modify.
3. Make your desired changes.

   Note: Please refer to the `bannerStudentAdvisorUI_configuration.example` file for instructions on how to configure the file.

4. Save the `bannerStudentAdvisorUI_configuration.properties` file.
5. Restart the web server.

GTVSDAX rules

The following existing Crosswalk Validation Page (GTVSDAX) rules are used with the application.

External Code	Internal Code	Internal Code Group	Description	Activity Date	Applies To
999999	PREREQCHK	DEGREE WORKS	DegreeWorks Prereqs Specified	Sysdate	Student Profile
Y/N	DISPALTPIN	FACWEB	Display Alt PIN for Advisee	Sysdate	Student Profile
Y/N	REGADVISEE	FACWEB	Registered Advisees Only	Sysdate	Advisee List
Y/N	SHOWUNROLL	STUWEB	Show unrolled grades	Sysdate	View Grades
Y/N	WEBTRMDTE	FACWEB	Display Term Dates	Sysdate	Advising and Student Profile /View Grades
Y	WEBTRMDTE	STUWEB	Display Term Dates	Sysdate	Student Profile / View Grades
TO/BCC	EMAILOPT	FACWEB	Email Students through To/ Bcc fields	Sysdate	Class List / Drop Roster

External Code	Internal Code	Internal Code Group	Description	Activity Date	Applies To
, / :	EMAILDEL	FACWEB	Delimiter for student email address links	Sysdate	Class List/ Advisee List / Drop Roster
N	PHOTOS	SS CLASSLIST	Display Photos in the class list	Sysdate	Class List / Drop Roster
Y/N	WEBTRMDTE	STUWEB	Display the term date ranges on term selection drop-down	Sysdate	Accounts Receivable
Y/N	WEBDETCODE	WEBACCTSUM	Display the Detail Code column	Sysdate	Accounts Receivable

PREREQCHK rule

The `PREREQCHK` rule is used by the Degree Evaluation link on the Student Profile page to determine if the link should access the Banner Self-Service Degree Evaluation page or Degree Works.

The **External Code** value represents the effective term for Degree Works. Refer to Integration with Ellucian Degree Works in the Banner Self-Service Installation Guide to configure the URL

If your institution does not populate the `PREREQCHK` rule but still uses Degree Works and wants to display a link to Degree Works, you can disable the Degree Evaluation link that will go to CAPP and add an additional link in the `bannerStudentAdvsior_UI_Configuration.properties` file for Degree Works.

DISPALTPIN rule

The `DISPALTPIN` rule is used to control the display of the student's alternate PIN.

- When the `DISPALTPIN` rule is set to `Y`, and the PIN has been set up, the Student's Alternate PIN for registration will be displayed for the advisor under Registration Notices on the Student Profile page.
- When the `DISPALTPIN` rule is set to `N`, the alternate PIN will not be displayed.
- Third Party Display alt pin (TREG) rules are currently not supported.

PIN display security control

The student's registration or alternate PIN can be displayed on the Student Profile page in the Registration Notices section. Security controls are used to determine which advisors or faculty members can view the student's alternate registration PIN.

Three controls are available for alternate PIN display.

- `DISPALTPIN` rule on GTVSDAX

  Set the rule to `Y` to display the student's alternate PIN or `N` to not display the student's PIN.
- `bannerStudentAdvisorUI_configuration.properties` file settings

  ```
  all.registrationnotices.registrationPin.
  view=Profileall.registrationnotices.registrationPin.roles=Advisor,
   AdvisorOverride, FacultyAdvisor
  ```
- STVPROC `DISPLAYALTPIN` process code and `DISPLAYALTPIN` SOAFACS process rule

  The `DISPLAYALTPIN` process code is used on the Process Code Validation Page (STVPROC).

  Note: Data for STVPROC is delivered in a seed data script.

Process	Description	Check Order	Enforce Check Order	PIN Control Allowed	Sys Req
DISPLAY ALTPIN	ALTPIN SP Registration Notices	Both	No	No	Yes

The `DISPLAYALTPIN` process rule for Advisor and Faculty users is used on the Faculty/Advisor Process Rules Page (SOAFACS). This rule allows advisors or faculty members with a specific relationship to the student to view the PIN.

Note: Data for SOAFACS is delivered in a seed data script.

Process	Desc	Check Order	Process Available on Self-Service	All Access	PIN Control	Relationship	Primary	Attribute Type Checking	Sys Req
DISPLAY ALTPIN	ALTPIN SP Registration Notices	Advisor	Yes	No	No	No	No	No	Yes
DISPLAY ALTPIN	ALTPIN SP Registration Notices	Faculty	Yes	No	No	No	No	No	Yes

REGADVISEE rule

This `REGADVISEE` rule is used to control the display of registered advisees.

- When the `REGADVISEE` rule is set to `Y`, only registered advisees assigned to the advisor as of the term selected will be displayed on the Advisee Listing page.
- When the `REGADVISEE` rule is set to `N`, all advisees assigned to the advisor as of the selected term will be displayed.

SHOWUNROLL

The SHOWUNROLL rule is used with electronic gradebook processing in Student Self-Service to allow the display of unrolled final grades to students on the View Grades page.

- Enter Y in the Extrernal Code field to specify that unrolled final grades are displayed to the students when they view their coursework.
- Enter N in the External Code field to specify that unrolled final grades are not displayed to students when they view their coursework. Grades can only be viewed after they have been rolled to academic history. N is the default.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	System Required
Y, N	SHOWUNROLL1		STUWEB	Show unrolled grades	Yes

WEBTRMDTE rule

This WEBTRMDTE rule is used to control the display of term from and to dates. It is used with the internal code groups of FACWEB and STUWEB.

- When the WEBTRMDTE rule is used with the internal code group of FACWEB, the following is displayed for users with roles defined on SIAINST, based on the Y or N setting for the rule.
  – When the WEBTRMDTE rule is set to Y, the STVTERM from and to dates are displayed next to the term code description on the Advisee Search page, in the header of the Advisee Listing and Student Profile pages and on the Class List page.
  – When the WEBTRMDTE rule is set to N, only the term description is displayed.
- When the WEBTRMDTE rule is used with the internal code group of STUWEB, STVTERM from and to dates are displayed with the term description on the Student Profile page and the View Grades page for the Student role.

EMAILOPT rule

The EMAILOPT rule allows faculty members to email one or more students in a class. Faculty can add recipients by specifying the recipient names in the **BCC** field.

By default, Banner uses the **To** field and displays the email addresses in the **To** field. If you change the setting to add the **BCC** field, then Banner uses the email addresses in the **BCC** field.

Note: Banner uses the email type that is marked as preferred, active, and available for Web display on the Email Address (GOAEMAL) page.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description
To BCC	EMAILOPT	Not applicable	FACWEB	Email students through **To** and **BCC** fields.

EMAILDEL rule

The `EMAILDEL` rule allows faculty members to use comma or semicolon as a delimiter to separate email IDs when there are more than one student to be emailed.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description
, (comma) (Default) ; (semicolon)	EMAILDEL	NA	FACWEB	Delimiter between the student email addresses

Note: If the EMAILDEL delimiter value is not set, then the comma is considered as the default delimiter. The EMAILOPT and EMAILDEL codes are already delivered as a part of Banner 8x releases.

PHOTOS rule

The `PHOTOS` rule is used to display the student's photo in the student contact card. The student photo is also displayed in the class rosters that are displayed in the Class List page and Drop Roster pages.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
N	PHOTOS	N/A	SS CLASS LIST	Display Photo - (Y/N)	System date

Here are the setting choices for the `PHOTOS` rule.

- Set the `PHOTOS` rule to *Y* (default), to display student photos. If no photo is available for a student, a photo placeholder can be displayed.
- Set the `PHOTOS` rule to *N*, to not display student photos.

Default term for advisor access

When an advisor accesses the Advisee Search page, the default term is displayed in the **Term** field. This is the latest term that can be selected by the advisor for the combination of SIBINST and SOATERM rules.

Rule conditions are as follows:

- The user must be an advisor for the term per the records in the SIBINST table.
- The **Activate on the Web (Master Web Control)** indicator must be checked for the term on SOATERM.
- Optionally, you can access the Faculty and Advisor Access Dates information in the Access Management section of SOATERM to set up date ranges. Dates cannot cross over between terms.

Default term for student access

Use the Business Rules Page (GORRSQL) in Banner General to define the default term to be used when students access the Student Profile page and the View Grades page in the Student Self-Service application.

Verify seed data

The following seed data is used for the default term in the Banner Student Self-Service application.

Business Rule Process Code Validation Page (GTVSQPR)

This process code is used with GORRSQL.

Code	Description	System Required
STUDENT_PROFILE	Rules for Student Profile	Yes

Business Rule Code Validation Page (GTVSQRU)

This rule code is used with GORRSQL.

Code	Description	System Required
STUDENT_PROFILE_ DEFAULT_TERM	Student Profile Page Default Term	Yes

Business Rule Process Parameters Page (GORSQPA)

This process code and parameter are used with GORRSQL.

The PIDM parameter allows an institution to define a rule that uses the student's PIDM as a variable, such as `Where sgbstdn_pidm = :PIDM`. The student that is logged in will be the PIDM selected.

Process Code	Parameter Code	System Required
STUDENT_PROFILE	PIDM	Yes

Business Rules Page (GORRSQL)

This business rule is an active rule.

Process	Rule	Record	SQL Statement	Sys Req
STUDENT_ PROFILE	STUDENT_PROFILE_ DEFAULT_TERM		`'select MAX(sobterm_term_code)from sobterm where sobterm_dynamic_sched_term_ind = ''Y'''` `'select MAX(sobterm_term_code)from sobterm where sobterm_dynamic_sched_term_ind = ''Y'''`	Yes

Default term display for Student Profile page

When a student accesses the Student Profile page, a default term is displayed in the page header that is based on the active GORRSQL rule.

This default term is displayed whether the student has accessed the page from the Student Profile option in the Banner Student Self-Service Main Menu or has directly accessed the Advising Student Profile 9.x application through the URL.

The GORRSQL rule defaults the latest available term on SOATERM where the **Activate on the Web (Master Web Control)** indicator is checked. Your institution can configure the default term using additional rules defined on GORRSQL for the process code of `STUDENT_PROFILE` and the rule code of `STUDENT_PROFILE_DEFAULT_TERM`. See the setup steps later in this section.

If the active rules do not return a term, the following error message is displayed: *No terms are available. Contact your Student Records Office*. This message is delivered as seed data in the GURINFO table and can be configured by your institution.

The student can select a different term than the default term using the drop down list. The list of terms presented displays the earliest effective term for the student per the SGBSTDN record through the latest term available where the **Activate on the Web (Master Web Control)** indicator is checked on SOATERM. The default term is indicated as the *Current Term* in the list. Your institution can configure the text to be displayed to identify the default term, such as *Default Term*. This message is configured in the `messages.properties` file under the `student.profile.studentterms.defaultTerm` property.

Note: When a student signs out of CAS and is no longer authenticated, and then that student can access the Student Profile page, the default term as defined on GORRSQL will be used for the term, even if the student selects another term on a different page before opening the Student Profile page.

Define different default term

Use the following steps to configure the display of a different default term at your institution.

About this task

Procedure

1. Access the Business Rules Page (GORRSQL).
2. Enter `STUDENT_PROFILE` in the **Process** field.
3. Enter `STUDENT_PROFILE_DEFAULT_TERM` in the **Rule** field.
4. Perform a Next Block to the Rule Data block.
5. View **Record** `1` **of** `1`.
6. Enter a value in the **End Date** field that is less than today’s date, or clear the **Active** indicator.
7. Use the Down Arrow key to access the next record.
8. Enter a value in the **Start Date** field and optionally the **End Date** field.
9. Enter an SQL statement in the **SQL Statement** field.

   The `:PIDM` variable can be used in the statement if the default term is dependent on specific conditions for an individual student’s records.
10. Click the **Validate** button.
11. When the record is validated (button is green with check mark), check the **Active** indicator.
12. Save the changes.
13. Test that the expected default term is the one that is displayed, before this change is placed into production.

    Note: You can have multiple active GORRSQL records for the default term. The records are executed in record number order. When a term is not found in the first active record, the next active record is executed.

Default term display for View Grades page

When a student accesses the View Grades page using the View Grades option on the Banner Student Self-Service Main Menu, a default term is displayed in the page header that is based on the active GORRSQL rule (provided as seed data to the institution).

The student can select a different term from the drop-down list, and the term selected is displayed on the View Grades page.

When a student accesses the View Grades page using the View Grades link in the Additional Links section of the Student Profile page, the term that was previously defaulted or was selected on the Student Profile page is defaulted into the View Grades page.

Note: See the Define different default term on page 30 above for instructions on changing the default term.

The delivered GORRSQL rule defaults the latest available term on SOATERM where the **Activate on the Web (Master Web Control)** indicator is checked. Your institution can configure the default term using additional rules defined on GORRSQL for the process code of `STUDENT_PROFILE` and the rule code of `STUDENT_PROFILE_DEFAULT_TERM`.

If the active rules do not return a term, the following error message is displayed:

No terms are available. Contact your Student Records Office.

This message is delivered as seed data in the GURINFO table and can be configured by your institution.

Coursework for the selected term is displayed on the View Grades page if it exists. When no coursework exists for the term, the View Grades page is not populated, and another term must be selected. When the default term for the GORRSQL rule is used, and multiple levels exist for the student, `All Levels` is selected from the **Level** drop-down list. When only one level exists, that level is selected from the list as the default.

Additional View Grades setup

When you are using the View Grades page, you can also make sure the following setup has been performed.

- Select **Count in GPA** check box on SHATRNS.
- Set up the `DISPLAYGRADES` rule on SOAFACS for an advisor.

All Access	PIN Control	Relationship	Primary	Attribute Type Checking
Checked	Checked	Checked and SGAADVR	Checked and SGAADVR	Checked, SGAADVR, SOAFAPC

- Verify whether holds exist on SOAHOLD. Holds prevent students from viewing their grades.
- Check the **Activate on the Web (Master Web Control)** indicator on SOATERM for the term.

- Check the indicators on SSAWSEC for **Display Midterm Grades**, **Display Final Grades**, and **Display Grade Detail** to display grades in Self-Service.

Faculty or Advisor Card

Contact cards for faculty members and advisors are available from the Student Profile page.

They are accessed by a link on the faculty member or advisor name. The cards display faculty or advisor contact information such as name, title, department, address, phone, and email address, and a photo if one is provided.

You can choose to not display the Faculty Card or Advisor Card. In this case, the name of the faculty member or advisor is not an active link and will not be underlined.

The Faculty or Advisor Card displays the home department associated with the faculty member or advisor in the Faculty College and Department information on the Faculty/Advisor Information Page (SIAINST). If a home department is not identified, the Faculty Card uses the department with the highest associated percentage.

Set up Faculty or Advisor Card

Do the following to ensure that contact information is displayed on the Faculty Card.

About this task

Procedure

1. Verify that the faculty member or advisor has a person record on the General Person Identification Page (SPAIDEN).
2. Verify that the faculty member or advisor is not designated as confidential or deceased on the General Person Page (SPAPERS).
3. Verify that the faculty member or advisor has a record on the Faculty/Advisor Information Page (SIAINST) with an active status.
4. Verify that the faculty member or advisor has a home college and department defined on SIAINST.
5. Verify that the faculty member or advisor has a category defined on SIAINST.
6. Set up the email address information on the E-mail Address Page (GOAEMAL) and indicate that the email is the preferred address, is active, and should be displayed on the Web.
7. Verify that office address and office phone directory item codes exist on the Directory Item Validation Page (GTVDIRO).
   a) Verify that the directory item code of `ADDR_OF` exists on GTVDIRO.
   b) Verify that the directory item code of `TELE_OF` exists on GTVDIRO.
8. Verify that the faculty member or advisor has an address record on SPAIDEN.
9. Verify that the faculty member or advisor has a telephone record on SPAIDEN.

10. Set up the office address display options using directory rules on the Directory Options Rules Page (GOADIRO).
    a) Verify that the directory item code of `ADDR_OF` exists on GOADIRO.
    b) Set up the office address type and priority using directory rules on GOADIRO under the directory item code of `ADDR_OF`.
    c) Set the address type on SPAIDEN equal to the address type for the `ADDR_OF` rule on GOADIRO.
11. Set up the office phone display options using directory rules on the Directory Options Rules Page (GOADIRO).
    a) Verify that the directory item code of `TELE_OF` exists on GOADIRO.
    b) Set up the office phone number type and priority using directory rules on GOADIRO under the directory item code of `TELE_OF`.
    c) Set the telephone type on SPAIDEN equal to the telephone type for the `TELE_OF` rule on GOADIRO.
12. Set up the phone number format in the `messages.properties` file.

    Please refer to the *Banner Student Self-Service Installation Guide* for information on how to set up the phone number format.
13. Configure the display of the card information in the `bannerStudentAdvisorUI_configuration.properties` file for name, title, department, address, phone number, and email address.
14. Configure the display of faculty or advisor photos.

    The image folder location must be specified in the `banner_configuration` file for the `banner.picturesPath`. A default image is delivered and should be placed in this folder for use when a faculty image is not available for display.

    You can also use the `banner.defaultPhoto` property to point at a photo you want use and where you want to use it.

    Please refer to the *Banner Student Self-Service Installation Guide* for information on how to add and display photos.

Student Card

Contact cards for students are available from the Advisee Listing and Student Profile pages. On the Advisee Listing page, the card is accessed from a link on the student's photo.

On the Student Profile page, the card is accessed from a link on the student's name. The cards display student contact information such as name, major, program, email address, phone number, and address, and a photo if one is provided.

You can choose to not display the Student Card. In this case when the user clicks on the link, the card will still be displayed, but it will not contain student information. A message is displayed instead indicating that the student information is not available.

Note: When the Student Card is configured, and card display is permitted in multiple Banner 9.x applications, be sure each application is configured consistently for the role.

Set up Student Card

Do the following to set up to ensure contact information displays on the Student Card.

About this task

Procedure

1. Verify that the student has a person record on the General Person Identification Page (SPAIDEN).
2. Verify that the student is not designated as confidential or deceased on the General Person Page (SPAPERS).
3. Verify that the student has a general student record on the General Student Page (SGASTDN) and therefore a curriculum record as well.
4. Set up the email address information on the E-mail Address Page (GOAEMAL) and indicate that the email is the preferred address, is active, and should be displayed on the Web.
5. Verify that campus address and campus phone directory item codes exist on the Directory Item Validation Page (GTVDIRO).
    a) Verify that the directory item code of `ADDR_CP` for campus address exists on GTVDIRO.
    b) Verify that the directory item code of `TELE_CP` for campus telephone exists on GTVDIRO.
6. Verify that the student has an address record on SPAIDEN.
7. Verify that the student has a telephone record on SPAIDEN.
8. Set up the campus address display options using directory rules on the Directory Options Rules Page (GOADIRO).
    a) Verify that the directory item code of `ADDR_CP` exists on GOADIRO.
    b) Set up the campus address type and priority using directory rules on GOADIRO under the directory item code of `ADDR_CP`.
    c) Set the address type on SPAIDEN equal to the address type for the `ADDR_CP` rule on GOADIRO.
9. Set up the campus phone display options using directory rules on the Directory Options Rules Page (GOADIRO).
    a) Verify that the directory item code of `TELE_CP` exists on GOADIRO.
    b) Set up the campus phone number type and priority using directory rules on GOADIRO under the directory item code of `TELE_CP`.
    c) Set the telephone type on SPAIDEN equal to the telephone type for the `TELE_CP` rule on GOADIRO.
10. Configure the display of the card information in the `bannerStudentAdvisorUI_configuration.properties` file for name, curriculum (program or major), address, phone number, and email address.

11. Configure the display of student photos.

    The image folder location must be specified in the `banner_configuration` file for the `banner.picturesPath`. A default image is delivered and should be placed in this folder for use when a student image is not available for display.

    You can also use the `banner.defaultPhoto` property to point at a photo you want use and where you want to use it.

    Please refer to the *Banner Student Self-Service Installation Guide* for information on how to add and display photos.

Student notes

Notes can be entered and reviewed for a student on the Student Profile Page. Notes are accessed from the Notes tab next to the Student Information tab. The number of existing notes is displayed.

Notes can be sorted for display by category, author, or date. When sorted by dates, notes are displayed in descending order with the most recent note first by date and timestamp. When sorted by author or category code, notes are displayed in ascending order with a secondary sort by date by descending order. Existing notes can be expanded or collapsed using the Up and Down arrows. When collapsed, some note text is displayed as a preview or summary.

The +**New** button can be used to open the Note editor to create a new note for a student. Text entered for notes is stored in the Student Note Table (SORNOTE). Notes do not have a size limit. The note author can identify the roles allowed to view the note, based on institution policy.

Each note contains a **Viewable by** section with check boxes that are displayed for the roles configured (**Advisor**, **Student**, **Faculty**) by your institution. A user with the Advisor role can always view any note created by any author for a student. The **Advisor** check box is checked by default. When a note is created, the author can specify whether the Student or Faculty roles can also view the notes by checking the associated indicators. Users with the Student role can only view notes created specifically for them.

Only the user who created the note can edit the **Viewable by** options when the note is entered or after the note has been posted. Note text cannot be changed when the note has been posted. However a new note can be created when additional information is needed.

A note must be associated with a category, such as General Note or Academic Warning. A note can optionally be associated with an interaction or contact type, such as phone, email, appointment, text, and so on. Category type values must be defined in the Note Category Validation Table (STVNTCG). Interaction type/contact type values are defined in the Note Interaction Type Validation Table (STVNTIN). No seed data is delivered for note category codes or note interaction type codes.

Update configuration file properties

To use notes processing, perform the following edits in the `bannerStudentAdvisorUI_configuration.properties` file.

About this task

See Configure Advising Student Profile and Student Profile pages on page 23 of the Configuration settings in the .groovy and .properties files on page 19 chapter for instructions on updating the file.

Procedure

1. Edit the `studentnotes.enabled property` to define which user roles have access to the Notes tab on the Student Profile Page.

   `all.studentnotes.enabled.view=Profile`

   `all.studentnotes.enabled.roles=Advisor, AdvisorOverride`

   Notes can be disabled by adding a "`#`" at the beginning of the `all.studentnotes.enabled.view=Profile` property.
2. Edit the `studentnotes.enternotes` property to define which user roles are allowed to enter new notes.

   `all.studentnotes.enternotes.view=Profile`

   `all.studentnotes.enternotes.roles=Advisor,AdvisorOverride`

   The `enternotes` property is delivered with the Advisor and Advisor with Override roles enabled in the example configuration file. The Faculty and Advisor, Student, Faculty, and Faculty with Override roles can be added if you want to allow these users to enter notes.
3. Edit the `viewableby` property to define which of the **Viewable by** check boxes can be used by the note author.

   `all.studentnotes.viewableby.view=Profile`

   `all.studentnotes.viewableby.roles=Advisor`

   The **Advisor** check box is always checked, and that role is required in the property. This property controls the display of check boxes for the note author to select. The Student and Faculty roles can be added to this property if you want the **Student** and **Faculty** check boxes to be displayed.

Set up student notes

Perform the following steps to set up student notes.

Procedure

1. Set up the configuration display in the `bannerStudentAdvisorUI_configuration.properties` file. See the `bannerStudentAdvisorUI_configuration.example` file for reference and instructions.

2. Define note category codes on the Note Category Validation Page (STVNTCG).
3. Define note interaction type codes on the Note Interaction Validation Page (STVNTIN).

   Note: When validation codes are created for STVNTCG and STVNTIN, do not use the number range of 9900 - 9999 for your codes. This range is reserved for future development. On STVNTCG, the code 9999 is used for release of hold comments.

Release student holds

Authorized faculty members and advisors can release holds for students on the Student Profile page based on the hold type and the associated persona of faculty, advisor, or both. This allows the student to perform the process that was prevented by the hold.

For one example, if your institution requires that a student must meet with the advisor before registration, and a hold has been placed on the student's record that prevents registration, the advisor can release the hold at that time.

A single hold or multiple holds can be released. Also, an administrator can create a rule that requires the entry of a release reason or comment.

View student holds

Holds are displayed at the top of the Student Profile page next to the **Registration Notices** field. Click on the number next to the **Holds** field to display the holds list.

Holds the advisor or faculty member is permitted to release for the student are displayed under the Releasable Holds subheading. Remaining holds are displayed under the View Only Holds subheading. When no releasable holds exist, the subheadings are not displayed. Each hold can be expanded or collapsed as needed to view or hide hold details. Multiple holds can be released at one time, and comments can be entered for the release reason.

Comments apply to all holds being released. Release reason comments are optional but can be set up to be required. The release hold comment is displayed in the Notes section of the page and is viewable by the author of the comment. An administrator can set a property to permit an Advisor with Override role to also view the release hold reason comment.

Note: Notes processing must be enabled to view the hold release comment. When notes processing is not enabled, the comment entered is still stored in the SORNOTE table.

Holds that can be released have an active check box that can be selected. Selecting the check box activates the **Release** button which can be clicked to open the Releasable Holds window, where you can enter a release hold comment. When a release hold comment is required, an asterisk (*) is displayed next to the instruction to *Enter the comments for releasing holds.*

The following warning message is displayed in the Releasable Holds window: *This action cannot be undone unless you contact the Student Records Office. Select Cancel to leave the hold(s) in place.* The Information Text Editor Page (GUAINFO) in Banner 9.x is used to store the warning message. This message can be configured at your institution.

To release the selected holds, click the **OK** button. If you do not want to release the holds, select the **Cancel** button. When holds have been released, they are no longer displayed in the list, and the holds count is reduced. When the release of holds has been canceled, the holds list returns to its prior state.

When holds have been released, the `TO_DATE` and the `USER_ID` columns are updated on the SPRHOLD table record. The release hold reason is stored in the SORNOTE table with a delivered category code of `9999` and a description of `Release Hold Comment`. The note includes the hold description, comment text, the comment author, and the creation date.

Security rules setup

The following items must be set up to allow users to release holds on the Student Profile page.

- Role must be permitted to view holds based on the settings in the `bannerStudentAdvisorUI_configuration.properties` file.
- The `RELEASEHOLDS` and `DISPLAYHOLDS` process codes must exist on the Process Code Validation Page (STVPROC).
- The user persona must be permitted to view holds based on the setting of the `DISPLAYHOLDS` rule on the Faculty/Advisor Process Rules Page (SOAFACS).
- The user persona must be permitted to release holds based on the setting of the `RELEASEHOLDS` rule on the Faculty/Advisor Process Rules Page (SOAFACS).
- The hold type code must have the **Web Indicator** checked on the Hold Type Code Validation Page (STVHLDD) to be displayed in the holds list.
- The hold type code must be permitted to be released based on the user persona on the Persona Release Hold Type Page (SOAPHLD) and the associated Persona Release Hold Type Table (SORPHLD).

  Also, when the **Release Indicator** on the Hold Information Page (SOAHOLD) is checked for the hold assigned to the student, only the originator of the hold is permitted to release that hold.

Release holds processing

To use release holds processing, perform the following edits in the `bannerStudentAdvisorUI_configuration.properties` file.

About this task

See the bannerStudentAdvisorUI_configuration.properties on page 22topic for instructions on updating the file.

Procedure

1. Edit the following properties to enable view holds capability for the user roles that are authorized to access holds.

   `<institution>.curriculum.holds.view=Profile`

   `<institution>.curriculum.holds.roles=Advisor, AdvisorOverride, FacultyAdvisor, Student, Faculty, FacultyOverride`

2. Edit the following properties to define which roles other than the release hold comment author can view the comment.

   `all.studentnotes.releaseholdnote.view=Profile`

   `all.studentnotes.releaseholdnote.roles=AdvisorOverride`

   When notes processing is enabled, user roles with override capability (Advisor with Override, Faculty with Override) can view the release hold comments. You can add the Faculty with Override role, or you can disable the property.

Process Control Code Validation Page (STVPROC)

The `RELEASEHOLDS` and `DISPLAYHOLDS` process codes are used on the Process Code Validation Page (STVPROC).

Note: Data for STVPROC is delivered in a seed data script.

Process	Description	Check Order	Enforce Check Order	PIN Control Allowed	Sys Req
RELEASE HOLDS	Release Student Holds	Both	No	No	Yes
DISPLAY HOLDS	Display Student Holds	Both	No	Yes	Yes

Note: PIN control is not enabled for the RELEASEHOLDS rule, as a student would not need to authorize an advisor to release their holds. However, when PIN control is enabled for the DISPLAYHOLDS rule, the student's PIN is required for the advisor to view both releasable or view only holds.

Faculty/Advisor Process Rules Page (SOAFACS)

The `RELEASEHOLDS` and `DISPLAYHOLDS` process rules for Advisor and Faculty users are used on the Faculty/Advisor Process Rules Page (SOAFACS).

Note: Data for SOAFACS is delivered in a seed data script.

Process	Desc	Check Order	Process Available on Self-Service	All Access	PIN Control	Relation ship	Primary	Attribute Type Checking	Sys Req
DISPLAY HOLDS	Display Student Holds	Advisor	Yes	No	No	No	No	No	Yes
DISPLAY HOLDS	Display Student Holds	Faculty	Yes	No	No	No	No	No	Yes
RELEASE HOLDS	Release Student Holds	Advisor	Yes	No	No	No	No	No	Yes
RELEASE HOLDS	Release Student Holds	Faculty	Yes	No	No	No	No	No	Yes
DROP ROSTER	Drop Roster	Faculty	Yes	No	No	No	No	No	Yes

Hold Type Code Validation Page (STVHLDD)

Hold types must exist on the Hold Type Code Validation Page (STVHLDD) and have the **Web Indicator** checked to be displayed on the Student Profile Page. The hold types are also available for selection on the Persona Release Hold Type Page (SOAPHLD).

Persona Release Hold Type Page (SOAPHLD)

The Persona Release Hold Type Page (SOAPHLD) and the associated Persona Release Hold Type Table (SORPHLD) delivered in Banner 8.8 are used to assign the hold types to the roles/persona that can release holds on the Student Profile page.

Note: Hold codes must be valid on the Hold Type Code Validation Page (STVHLDD) with the **Web Indicator** checked.

Hold Type	Persona	Description	Active
AD Must Meet with Advisor	FACULTYADVISOR	Advisor	Yes

The following roles are supported for releasing holds.

Web Release Hold Role	Persona Code
Advisor	FACULTYADVISOR
Faculty	FACULTYINSTRUCTOR
Both	FACULTYBOTH

When a user accesses the Student Profile page, the user's relation to the student is determined by the assigned role and persona. Here is a summary of the role and persona combinations that can release holds. The role is used by the Student Profile page and is mapped to the persona code from the Persona Validation Table (STVPERS). The release persona is the persona code from the SORPHLD table for the role that can perform the holds release.

Role	Persona Code	Release Persona
Advisor only	FACULTYADVISOR	FACULTYADVISOR FACULTYBOTH
Advisor with Override	FACULTYADVISOR	FACULTYADVISOR FACULTYBOTH
Advisor and Faculty	FACULTYADVISOR FACULTYINSTRUCTOR	FACULTYADVISOR FACULTYINSTRUCTOR FACULTYBOTH
Faculty	FACULTYINSTRUCTOR	FACULTYINSTRUCTOR FACULTYBOTH
Faculty with Override	FACULTYINSTRUCTOR	FACULTYINSTRUCTOR FACULTYBOTH

Additional setup

You can also verify the note category code used with releasing holds on the Student Note Category Validation Page (STVNTCG), and you have the option to modify the delivered release holds warning message on the Information Text Editor Page (GUAINFO).

Student Note Category Validation Page (STVNTCG)

The note category code of `9999` on the Student Note Category Validation Page (STVNTCG) is only used with releasing holds and associated comments. It is not displayed in the list of note category codes used for notes processing.

Note: Data for STVNTCG is delivered in a seed data script.

Note category code	Description
9999	Release Hold Comment

Information Text Editor Page (GUAINFO)

The following warning message data element is used with releasing holds. This message is delivered for the Information Text Editor Page (GUAINFO) and can be changed at your institution.

Note: Data for GUAINFO is delivered in a seed data script.

Page Name	Message Label	Source Ind	Audience	Locale	Seq No	Text Type	Message
STUDENT PROFILE	student.profile. release. holds.warning	Baseline	Faculty	en_US	1	Panel	This action cannot be undone, unless you contact the Student Records office. Select Cancel to leave the hold in place.

Require a release hold comment

Perform the following steps to require the entry of a release hold reason when a hold is released.

About this task

Note: The system assumes that comments are not required when the record does not exist or when the default value for the record is `N`.

Procedure

1. Access the Proxy Access System Type Validation Page (GTVSYST) in Banner 8.x.
2. Enter the following information:
   - **Code** - `STUDENT_PROFILE`
   - **Description** - `Student Profile codes`
   - **System Required Ind** - Check box is `unchecked`
3. Save your changes.
4. Access the Proxy Access Systems and Options Type Rule Page (GTVOTYP).

5. Enter the following information:
    - **System Code** - Select the STUDENT_PROFILE value.
    - **Option Type Code** - REQUIRE_RELEASE_HOLD_COMMENT
    - **Description** - Require Release Hold Comment
    - **Data Type** - Select the INDICATOR (Y or N) value.
    - **Default Value** - Y
    - **Option Level** - Select the System value.
    - **System Required** - Check box is unchecked
6. Save your changes.

Set up release holds

Do the following to set up the use of releasing holds on the Student Profile page.

Procedure

1. Modify the configuration display in the bannerStudentAdvisorUI_configuration.properties file.

    See the bannerStudentAdvisorUI_configuration.example file for reference and instructions.
2. Verify that the DISPLAYHOLDS process code exists on the Process Control Code Validation Page (STVPROC).
3. Set up the DISPLAYHOLDS rules for Advisor and Faculty on the Faculty/Advisor Process Rules Page (SOAFACS).
4. Verify that the RELEASEHOLDS process code exists on the Process Control Code Validation Page (STVPROC).
5. Set up the RELEASEHOLDS rules for Advisor and Faculty on the Faculty/Advisor Process Rules Page (SOAFACS).
6. Verify that hold type codes exist on the Hold Type Code Validation Page (STVHLDD).
7. Check the **Web Indicator** indicator for each code to be used with releasing holds.
8. Set up the hold types that can be released on the Persona Release Hold Type Page (SOAPHLD) for the supported personas/roles of FACULTYINSTRUCTOR, FACULTYADVISOR, and FACULTYBOTH.
9. Review the warning message text for the student.profile.release.holds.warning label on the Information Text Editor Page (GUAINFO) and update as needed.
10. Verify that the note category code of 9999 for Release Hold Comments exists on the Student Note Category Validation Page (STVNTCG).
11. To require a release hold comment, manually enter and set up the STUDENT_PROFILE system code and RELEASE_HOLD_COMMENT and REQUIRE_RELEASE_HOLD_COMMENT option type codes on the Proxy Access Systems and Options Type Rule Page (GTVOTYP).

Name display

You can setup usage rules to define which name format will be displayed on specific pages in Student Self-Service.

It is important to be aware that other applications may not have implemented this functionality or may have selected different name display options. Therefore, names may be displayed differently throughout all of Banner. More information about setting up the name formatting can be found in the *Banner General Release Guide 8.8.5* and the online help.

As a brief overview, you will use the Name Display Rules (GUANDSP) page to create and maintain the rules that define how names are formatted. The name display functionality consists of Usage Codes and Hierarchy Rules.

For each Usage code, you define the format of the name. For example: “Jane Andrea Smith” or “Smith, Jane A.” You also define the **Name Type** from SPRIDEN and which elements of the name to display. A Usage code can have multiple records with a priority assigned to each record. If the name is not found for the first priority, then it will check the next priorities for that Usage code. For example, you could define a Usage code with a **Priority** of *1* for the **Name Type** of *Also Known As* and a Usage code with a **Priority** of *2* for the *Current Name*. If the *Also Known As* Name Type doesn’t exist for an individual, then the *Current Name* will be used.

Use Hierarchy Records to indicate which **Usage Code** will be used for the name displayed in the user interface. There are a number of places in Student Self-Service where you can control how the name is displayed. These are listed in the table below.

Each of the following entries in the **Hierarchy** section have a **Product** of *Student* and an **Application Level** of *Student Self-Service*.

Page	Section	Delivered Usage Code
Advisee List		A Usage code of ASPLFM with a display format of <Last Name>, <First Name> <Middle Name> is delivered as seed data. This is so that the sorting functionality is performed starting with the Last Name field. This setting affects the sort within the grid, the search results in the filter, and the export to excel.
Advisee Search		The Usage code set here will display for the name that is returned after a valid search by ID, email, or name. See the Name Search section below for how to set up rules for the search by Name on this page.
Attendance Tracking	Side Panel	
Classlist Page		
Classlist Page	Classlist Roster	
Classlist Page	Waitlist Roster	

Page	Section	Delivered Usage Code
Drop Roster Page	Maintenance Roster	
Faculty Card		
Landing Page		
Student Contact Card		
Schedule Listing - Faculty Name		
Student Profile		
Student Profile	Advisors	A Usage code of ASPLFM with a display format of <Last Name>, <First Name> <Middle Name> is delivered as seed data. This is so that the sorting functionality is performed based on the Last Name field. Consider how the name will sort if you opt to use a different usage code.
Student Profile	Notes	A Usage code of ASPLFM with a display format of <Last Name>, <First Name> <Middle Name> is delivered as seed data. This is so that the sorting functionality is performed based on the Last Name field. Consider how the name will sort if you opt to use a different usage code.
Student Profile	Registered Courses	
View Grades		

If there is no Hierarchy record for a Section Level, the system will use the Page level hierarchy record. If the hierarchy record does not exist, the process will move up the hierarchy to the next available level defined in the hierarchy. If a Usage code is not indicated for the Product level at the top of the hierarchy, the system will use the default specified in the formatting rules.

Seed data is delivered for hierarchy records to populate the minimum rows for Student Self-Service. Institutions should review these rows and adjust the Usage code as desired. You must not change the values for the Product, Application, Page, or Section. These values have to remain the same as in the script. If the hierarchy record does exist, but the usage code is blank, the system will not walk up the hierarchy. The default usage code will be used.

Surname prefix display

To enable surname prefix for display, ensure that the following record exists on the Data Display Mask Rules Page (GORDMSK) and the field **Visible** is checked. This works in conjunction with the GUANDSP usage rules setting to display Surname prefix.

Field	Value
Object	`**SSB_MASKING`

Field	Value
Block	F_FORMAT_NAME
Item	SPRIDEN_SURNAME_PREFIX
Visible	Checked (Yes)

Note: This setting does not apply to the Search by Student Name. Surname Prefix is not included in the search criteria. After the student is successfully found the name that returns can include the surname prefix per the usage rule that you assigned to the Advisee Search page hierarchy record.

Advisee Search Page name search set up

Ellucian recommends the following settings to perform name searches by either the Current Name or an Alternate Name type on the Advisee Search Page.

Set up Name Display rules to search for current name

No set up is required. The Usage rule ASPSEARCH is delivered to search for the current name.

Set up Name Display rules to search for an Alternate Name Type

You can set up the Name Display rule to search for an Alternate Name Type, if it exists. If an Alternate Name Type doesn't exist for a person, you can set up the rules to use the Current Name.

About this task

In this example, we use the Alternate Name Type (PREF) and the Current Name (****), but you can replace this with any Name Type your institution has defined.

Procedure

1. On GUANDSP, query for Usage code ASPSEARCH. You should find one record with a Name Type of ****. **** represents the current name.
2. Change the Priority on this record to Priority 2 and save.
3. Copy the record.
4. Change the Priority to Priority 1 on the copied record.
5. Change the Name Type to Alternate Name Type = PREF and save.

Usage rule	Priority	Name Type	Sequence
ASPSEARCH	1	PREF	Last Name = 1; First Name = 2; Middle Name = 3
ASPSEARCH	2	****	Last Name = 1; First Name = 2; Middle Name = 3

Info Text (GUAINFO)

The following Info Text content can be configured at your institution using the GUAINFO 9.x page that updates the Information Text Table (GURINFO) in Banner 9.x. Records include page name, label, and sequence number. Records are delivered for the following Info Text.

- Getting Started tab

  Info Text is used for the Getting Started tab on both the Advisee Search page and the Advisee Listing page.
- Tool Tips

  Info Text is used for the Tool Tips on the Advisee Search page.
- Release Holds warning message

  Info Text is used for the Release Holds warning message on the Student Profile page.
- Info Text is used for the Student Self-Service Landing page

When Banner Administrative Pages 9.x is not installed, SQL scripts can be used to configure the Info Text.

Note: Info Text may be configured by locale and can be configured to display only during a specified time period, by populating the GURINFO_START_DATE and GURINFO_END_DATE columns for an item.

Information Text Table (GURINFO)

The following columns are in this table.

Columns	Descriptions
`GURINFO_PAGE_NAME`	Name of the Self-Service page.
`GURINFO_LABEL`	Key used to identify the text message, which is delivered as seed data for the baseline record.
`GURINFO_TEXT_TYPE`	Type of text message. Each text message is categorized under one of the following message types: • *N - Notifications* • *T - Tool tip* • *P - Panel*
`GURINFO_SEQUENCE_NUMBER`	Order or sequence in which the text messages are displayed on the Self-Service page. Each sequence is displayed as a separate paragraph.

<table>
<tr><th>Columns</th><th>Descriptions</th></tr>
<tr><td>GURINFO_ROLE_CODE</td><td>Valid persona for the message, such as DEFAULT, applies to all roles, <code>Faculty</code> or <code>Student</code>.

Exception: For the AdviseeSearch, Advisee Listing and Student Profile pages the role in the GURINFO table must be set to FACULTY, and it cannot differ based on role. The text that you include will be displayed for all advising roles.</td></tr>
<tr><td>GURINFO_TEXT</td><td>The text to be displayed on the Self-Service page.

Note: Markdown language can be used to format the text. Refer to the Appendix B – Markdown language on page 264 to learn about markdown language information.</td></tr>
<tr><td>GURINFO_LOCALE</td><td>Locale code for a language. The supported locales are as follows:
English (United States) - en_US
Arabic - ar
English (Australia) - en_AU
English (Great Britain) - en_GB
English (Ireland) - en_IE
English (India) - en_IN
Spanish - es
French - fr
French (Canada) - fr_CA
Portuguese (Brazil) - pt</td></tr>
<tr><td>GURINFO_COMMENT</td><td>Optional. Used to include information about the text message.</td></tr>
</table>

<table>
<tr><th>Columns</th><th>Descriptions</th></tr>
<tr><td><code>GURINFO_SOURCE_ INDICATOR</code></td><td>Indicates the source system of the text message to be displayed in Self-Service. Valid values are:

B: Baseline - delivered. Baseline indicates that the default text message to be displayed on the Self-Service page is from the baseline system.
Local: Local client system. Local indicates that the text message to be displayed on the Self-Service page is from the local institution system.

Note: To create a text message from the local system, the baseline default text message must exist. The default baseline text message can be copied to a local record. The local record can then be updated to include the modified text and the start and end dates (for the display of the text).

Each informational message can have a baseline record and local record for each audience and locale combination. For example, a baseline record and a local record can exist for each combination of Student/English, Student/Spanish, Admin/English, Admin/ Spanish, and so on.

When no local record exists, the baseline record is displayed on the Self-Service page.
When a local active record exists (the current date is between the start and end dates), the text from the local record is displayed.
When a local record exists, but no start and end dates have been defined, no text is displayed on the Self-Service page.
When a local record exists and the message text is blank, no text is displayed.
When a date range is defined for a local record, but the current date is outside of the date range, the baseline record is displayed.
</td></tr>
</table>

Columns	Descriptions
GURINFO_START_ DATE	Start date from which the text message is displayed on the Self-Service page. **Note:** The start and end dates are only used for local records. The baseline records do not need to have a start date for the baseline text to be displayed. The end date is ignored on baseline records.
GURINFO_END_DATE	End date after which the text message is not displayed on the Self-Service page. **Note:** If the end date is not specified, the message will continue to be displayed on the Self-Service page. **Note:** The start and end dates are only used for local records. The baseline records do not need to have a start date for the baseline text to be displayed. The end date is ignored on baseline records.

Create a local text message

To create a local text message, the baseline text record must exist. The baseline record can be copied to a local record. The local record can then be updated to include the modified text and the start and the end dates (for the display of the text).

Each informational message can have a baseline record and local record for each audience and locale combination. For example, a baseline record and a local record can exist for each combination of Student/English, Student/Spanish, Faculty/English, Faculty/Spanish, etc.

Display photograph configuration

Photographs can be displayed in the following locations in the Student Self-Service application.

- Landing page
- Advisee Listing page
- Student Card
- Student Profile page
- Class List page
- Faculty Card
- Advisor Card

You may elect to display a photograph in all locations or disable the display of the photograph on the Student and Faculty Cards by modifying the configuration file.

Student, faculty member, and advisor photographs

Student, faculty member, and advisor photographs will be displayed in the application, if available. The following image file formats are supported.

- `.png`
- `.jpg`
- `.gif`
- `.bmp`

The preferred standard for images is a `.jpg` file. The No Photo Available image is a `.png` file due to the art used.

- Remember to maintain a square aspect ratio for all images.
- Establish a maximum resolution of 200 pixels by 200 pixels.

Configure photograph location

The file location where student photograph files can be placed is configured using the banner.picturesPath property in the configuration file for each application. For example:

```
banner {
picturesPath = System.getProperty(‘base.dir’) + ‘/test/images’ }
```

In the example above, the `picturesPath` is equal to the application’s base directory appended with `/test/images`.

Note: If no value is provided in the application configuration files, `/test/images` will be the default location.

Note: If a student photograph does not exist, a default image will be displayed. The default image is configurable using the configuration file. On the Student Profile page, if a photo exists it will always be displayed.

You can also define a property to point at a default photo of your choice. For example:

```
banner {    defaultPhoto=<fully qualified path to picture> }
```

This can be included in the same block as the `picturesPath`. For example:

```
banner {    picturesPath=<path to picture folder>
 defaultPhoto=<fully qualified path to picture> }
```

Filename restrictions

In Banner it is possible for student IDs to begin with numbers. However, some file systems require that files begin with a letter instead of a number.

To ensure that a student's photograph can be displayed on all systems, it is required that all student picture filenames that start with a number use the character I as the starting character. For example, a student with an ID of 12345678 would require a photograph filename of I12345678.

Note: A student with an ID of S12345678 could use a filename of either S12345678 or IS12345678.

Because some file systems restrict the number of characters a file can have, to ensure that a picture can be displayed, you can remove the first two characters of a student ID, as long as the ID has five or more characters. For example, if you have a student with an ID of S12345678, any of the following filenames may be used to associate a photograph with the student:

- IS12345678
- SI12345678
- I2345678

For a student with the student ID of S12345678, the photograph for the student may use any of the following filenames:

- IS12345678.jpg
- SI12345678.jpg
- I2345678.jpg
- IS12345678.png
- SI12345678.png
- I2345678.png
- IS12345678.gif
- SI12345678.gif
- I2345678.gif
- IS12345678.bmp
- SI12345678.bmp
- I2345678.bmp

Set a preferred language for the application

You can set a preferred language using the following instructions instead of changing the browser locale.

About this task

Note: This setting is applicable only to a logged-in user session, so the pages that are unsecured will fall back to the browser locale.

Procedure

1. Login to the Student Self-Service application.
2. Navigate to the **Tools** menu.
3. Select **Language Settings**.
4. From the list box that lists the Banner supported languages, choose your preferred language.
5. Press **Enter** on your keyboard, or click **Save**.
   The system displays the message – `Language Setting was successful, please re-login for the preferences to take effect.`
6. Re-login to the application for the preferred language to take effect.

Student Self-Service Pages

The Student Self-Service application can be used by advisors, faculty members, and students who want to view student information. It contains the following pages.

- Student Self-Service Landing page
- Advising Student Profile-Advisee Search and Advisee List pages
- Student Profile page
- Student Card
- Faculty Card
- View Grades page
- Class List page
- Drop Roster page
- Tracking Attendance-Student
- Student Account
  - Account Summary page
  - Account Detail for Term page
  - Account Information page
  - Tax Notification (1098-T) page
  - Statement and History page
  - Payment and Deposit Processing page

Functionality from Banner Student Self-Service and Banner Faculty and Advisor Self-Service 8.x pages has been incorporated into Student Self-Service 9.x. You can review existing 8.x Self-Service pages and compare that data to the data presented on the Student Profile page, because much of that data has been incorporated into that page for easy access. You may want to disable some of the 8.x menu items.

Student Self-Service landing page

Student Self-Service delivers an optional landing page that can be used to inform and direct the user to a menu where they can access any of the available student self-service pages.

The landing page can be configured to provide information text based on the role of the user. Default text is delivered as seed data.

Note: Institutions may optionally set the landing page to another page within Student Self-Service (for example, StudentProfile), See instructions below.

To configure the text on the Ellucian delivered landing page at your institution using the Information Text Editor, see instructions provided in the “Set Up Application” section.

Note: Data for GUAINFO is delivered in a seed data script and available for all the locales. The following table shows an example using en_US:

Page Name	Msg Label	Srce Ind	Aud	Locale	Seq No	Text Type	Description
STUDENT LANDINGPAGE	Student. landpage. header	B	default	en_US	2	N	Student Services
STUDENT LANDINGPAGE	Student. landpage. greeting	B	default	en_US	3	N	Hello
STUDENT LANDINGPAGE	Student. landpage. text	B	default	en_US	1	N	This is the entry page for Banner Student. From here, you can navigate to the following pages using the Banner menu on the header (Alt +M) depending on your role at the institution: • Attendance Tracking • Student Profile • Class List • Advising Student Profile If you have any questions, please email the Registrar.

Set the landing page for Student Self-Service

The landing page can be set in the following ways.

1. To set the landing page to the delivered default, set the Web Tailor parameter `STU_SS_LAND_PAGE` to *studentCommonDashboard*.

   When the default is set, the default page is displayed on login, and you can use the menu to navigate to the other pages within the application.
2. To return to the landing page, do one of the following actions:
   - Select the institution logo in the top left of the menu.
   - Use the keyboard shortcut **(Shift + Home)**.

3. To set the landing page to another page within Student Self-Service (for example, **Student Profile**), set the Web Tailor parameter `STU_SS_LAND_PAGE` to the URL of the page.

   This URL should match the URL of the page within your Self-Service application menu structure. If the URL does not match, the following error is displayed to the logged in user:

   `Error: Landing page configuration parameter URL incorrectly set`

4. If the landing page is set to a page other than the default, select the institution logo to return to the landing page that has been set.

   For example, if `STU_SS_LAND_PAGE` is set to the **Student Profile** page, you can do one of the following:

   - Select the institution logo on the menu.
   - Use the keyboard shortcut **(Shift + Home)** to return to the **Student Profile** page.

5. For Banner Student Self-Service pages, the roles as already allowed by the application will take precedence.

   For example:

   - If the **Student Profile** page is set to the landing page and a user with the FACULTY role logs in, then that user will see the delivered default page.
   - If the **Student Profile** page is set to the landing page and user with the STUDENT role logs in, then that user will see the **Student Profile** page.

Information text

Use the Information Text Editor Page (GUAINFO) to configure text messages for display on Self-Service pages.

Text message types are categorized as:

- Notification
- Tool tip
- Panel
- Header
- Normal

Refer to the *Banner Student Self-Service Installation Guide 9.x* for information on setting up roles in Web Tailor and editing the `banner_configuration.groovy` file for supported locale entries.

Each informational text message displayed on a Self-Service page is associated with a Message Label value or key, which is delivered as seed data for the baseline record. The display of the text message can be restricted based on the target audience or persona. The text message can also be displayed in multiple languages depending on the locale specified on this page. Each text message has a start and end date. If end date is not specified, the text message will continue to be displayed on the Self-Service page.

Use the Sequence Number value to display multiple text messages in sequence for each audience or locale.

For example, if there are three text messages to be displayed, the text message with sequence number 1 will be displayed first, the text message with sequence number 2 will be displayed second, and the text message with sequence number 3 will be displayed third.

Configure a message on a Banner Self-Service landing page

Perform the following steps to configure a message to enable it to display on a Banner Self-Service landing page.

Procedure

1. Access the **Information Text Editor Page (GUAINFO)**.
2. Select a row and copy it.

   Field behavior is as follows:

Fields	Descriptions
Page Name	Value is copied; do not update.
Message Label	Value is copied; do not update.
Source Indicator	Value is copied and defaults to `Local`.
Audience	Value is copied; do not update.
The delivered value is `DEFAULT`. If you need messages that are specific for a persona, copy the information text record and specify the appropriate role, such as REGISTRAR, STUDENT, and so on.	
Locale	Value is copied; do not update
Sequence Number	Value is copied; do not update
This is only updated when additional sequences are added for the message label, audience, and local combination.	
Text Type	Value is copied; do not update.
Message	User may update the text to customize it.
Comment	User may add a comment to provide information about the message.
Start Date	User may specify the date to begin the text display.
End Date	User may specify the date to end the text display.

3. Save the changes.

Advising Student Profile pages

The Advising Student Profile pages can be used by advisers and faculty members who are advisers to view important information about their advisers. It contains the following pages.

- Advisee Search page with Getting Started tab
- Advisee Listing page with Getting Started tab
- Student Card
- Student Profile

These pages consolidate information previously found in multiple pages within the Banner Faculty and Advisor Self-Service 8.x product. You may want to disable some of the 8.x menu items.

Access paths to Advising Student Profile

An advisor or faculty member can access the Advising Student Profile pages in two ways.

- Use the `StudentSelfService/ssb/termSelection` URL, and select the Advising Student Profile menu link in Banner Faculty and Advisor Self-Service.
- Open the Banner Student Self-Service landing page, and use the menu to navigate to the Advising Student Profile menu item.

The advisor is taken to the Advisee Search page. After searching for an individual student on the Advisee Search page or selecting a record from the Advisee Listing page, an advisor can continue to the Student Profile page.

Note: For an advisor, the Advising Student Profile menu link is available on the Banner Faculty and Advisor Self-Service Main Menu (`bmenu.P_FacMainMnu`). The menu item is delivered as seed data and can be modified in Banner Web Tailor. For more information, see the *Banner Web Tailor User Guide*.

Advisee Search page

The Advisee Search page is used by an advisor to search for a student whose information they want to view.

The advisor must select a term and then may search for an individual student or view a list of all of their advisees. The advisor can navigate to the student's profile page from the Advisee Search or Advisee Listing page. When a student is found through the search and when viewing the advisee lists, confidential notification are displayed for students when applicable.

The Getting Started tab is displayed on this page.

Search for an advisee by student ID

To search for an advisee by ID, perform the following steps.

Procedure

1. Select the term for which you would like to search for an advisee.
2. Select the **Student ID** option button.
3. Enter the student's ID.

   You must enter the complete ID.
4. When a match is found, click **View Profile**.

   When no match is found, a message is displayed in the Notification Center.

Search for an advisee by email address

To search for an advisee by email address, perform the following steps.

Procedure

1. Select the term for which you would like to search for an advisee.
2. Select the **Student Email** option button.
3. Enter the student's email address.

   You must enter the complete email address for the search, up to 128 characters. The email address can also be pasted into the field.

   You can drag and expand the field to view long character strings.
4. When a match is found, click **View Profile**.

   When no match is found, a message is displayed in the Notification Center.

Search for an advisee by name

To search for an advisee by name, perform the following steps.

Procedure

1. Select the term for which you would like to search for an advisee.
2. Select the **Student Name** option button.

3. Enter the student's name, using Last Name, First Name Middle Name format, and then select the individual advisee that you would like to view.

   When using this format, at least the first three characters of the last name must be entered before a name search will take place.

   When searching by name, if the student you need is not returned in the list for the term, scroll down to the **My Student is not listed** option at the bottom of the list.

   Click **My Student is not listed** to perform a search for a student across all terms. If your search returns a valid result, after selecting the student, the most recent effective term record for that student will be displayed. This allows you to easily find the student by selecting their effective term.
4. Click **View Profile** to access the Student Profile page.

   When a student is deceased and the advisor searches by student ID or email, a message is displayed that information is not available and to contact the student records office. When searching by Name, if a student is deceased, no results are returned.

View all advisees assigned to an advisor

To view all advisees assigned to an advisor, perform the following steps.

Procedure

1. Select the term for which you would like to view all assigned advisees.
2. Click **View My Advisee Listing**.

Fields

The following fields are on this page.

Fields	Descriptions
Term	Term code and description of the term for which you would like to search for an advisee or view your advisee list.
View advisee listing or search by	Radio group used to select search parameters. `Student ID` - Radio button used to search for the student ID of the advisee. `Student Email` - Radio button used to search for the email address of the advisee. `Student Name` - Radio button used to search for the name of the advisee. Tool tips for these search by options are delivered and can be configured on GURINFO.

Fields	Descriptions
View Profile	Button used to access the student profile of the selected advisee.
View My Advisee Listing	Link used to view all advisees that are assigned to an advisor in the selected term.

Getting Started tab

The Getting Started tab is displayed at the right side of the Advisee Search page and the Advisee Listing page. The Getting Started data is delivered as Info Text that is configurable by your institution.

Sample data could be *Use the Advisee Search page to select the term for which you would like to search for a specific advisee to view their student profile information. You may also click View My Advisee Listing to see all advisees assigned to you in the selected term.*

You can also provide reminders and messages, such as *REMINDER: all students must be registered for Fall 2016 by 9-Sep-2015.*

Advisee Listing page

The Advisee Listing page contains overview information about all advisees that are assigned to you in the selected term. The advisee data on this page may be sorted to allow you to locate a specific advisee or group of advisees. The Getting Started tab is displayed on this page.

View contact information for an advisee

To view contact information for an advisee, perform the following steps.

Procedure

1. Select the term for which you would like to view all assigned advisees.
2. Click **View My Advisee Listing**.
3. Click on the photo of an advisee to view contact information for that individual.

View student profile information for an advisee

To view student profile information for an advisee, perform the following steps.

Procedure

1. Select the term for which you would like to view all assigned advisees.
2. Click **View My Advisee Listing**.
3. Click **View Profile** under the **Name and ID** field to access the Student Profile Page for a specific advisee.

Filter the advisee list

This page uses advanced filtering for queries for advisee listings.

About this task

You can filter data on the advisee listing columns. Each column has a list of defined operators displayed in the **Operator** field. Use the **Delete** (-) button or the **Clear All** button to remove added columns from the filter and the **Go** button to view the results of the filter.

The filter results displays the number of records found and the columns used in the filter. A **Column Name X** button is displayed for each field included in the filter. You can remove each column, one at a time, and the filtered results are revised for the remaining filters. Use the **Remove Filter** button to view the original unfiltered results. The filter drop down (triangle) icon is used to display your filter settings so you can review what you selected for your recent filter and modify your choices.

When a filter is in use, it remains active for the session until it is removed, the term is changed, or the user logs out. Any changes to column order and value sorting also remain in effect for the filter. If you go from the Filter Results to the Student Profile page and come back to the Advisee Listing page, the filter remains active.

Here is a list of operators that can be used with the fields in the filter. The list of operators that is available depends on the column added to the filter.

Operator	Action
Contains	Enter text
Equals	Enter text May be prompted for first three letters to receive a list of valid values May be prompted to select from a list of valid values
Not Equals	Enter text May be prompted for first three letters to receive a list of valid values May be prompted to select from a list of valid values
Starts With	Enter text
Exists	Checks the database, no text field used
Does Not Exist	Checks the database, no text field used
Is true	Checks the database, no text field used
Is false	Checks the database, no text field used

To use an advanced filter on the advisee listing, perform the following steps:

Procedure

1. Select the filter settings for the query.
   a) Select a column from the pulldown list or use the default column `Name`.
   b) Add columns to the query using the **Add Another Column** list.
   c) For each column, select an operator such as `Equals`, `Contains`, `Exists`, `Starts With`. The operator choices vary depending on the column selected.
   d) If applicable, enter text for the operator, or select a value from the valid list.
2. Click **Go**.
3. Review the results.
4. Click on the **X** buttons to remove unneeded filter components, or select the **Filter** button to edit or add additional filter columns.
5. Review the revised results.
6. Click **Remove Filter** to view the original unfiltered results.

Export the advisee list

To export the advisee list to a spreadsheet, perform the following steps.

Procedure

1. Go to the Tools menu (**Gear** button) and select Export Advisee Listing.
2. In the Export Advisee Listing window, select an export option, such as `Excel spreadsheet (.xlsx)` or `Excel spreadsheet (.xls)`.
3. Click **Export**.
4. When prompted, open or save the Excel file to view the results.
5. If prompted, check the indicator to `Do this automatically for files like this from now on`. Your browser may not display this message.
6. Click **OK**.
7. View the spreadsheet.
8. The file is automatically named based on the term used for the advisee listing. Rename the file if you choose.
9. When multiple export spreadsheets are created, you can view the files in your Download list.

   Note: When a filter is in use, only the filtered list is exported.

Email students

To email the students in the advisee list, perform the following steps.

Procedure

1. Select the **Email All** button.

2. An Email All pop up window is displayed with a message that the selection of advisees exceeds the number recipients allowed per email message.

   Links are displayed for each group of recipients, such as **Email Message 1**, **Email Message 2**, and so on.
3. Click on **Email Message 1**.
   a) Review the students included in the populated email "to" list.

      The list is populated in the blind copy field so students do not see the other email recipients.
   b) Enter the email subject and body text and click **Send**.
4. When multiple emails are needed based on the batch size allowed, click on **Email Message 2** and so on, copy and paste the email text into additional emails and send.
5. Click **Finished**.

   Note: When a filter is in use, only the students on the filtered list are emailed.

Results

Emails are sent in groups based on the batch size that is defined. For example, if the batch size is set to 100 recipients, and 300 students need to be contacted, multiple email message windows are created, and the user must select each **Email Message** link to enter or paste the email content and send the message. When the **Email Message** link is selected, it is flagged with a check mark. The **Finished** button is enabled when the links are checked. Use the **Cancel** button to close the Email All window and not send any remaining messages.

Email not found

When an email address is not found for a student, a message is displayed that you may want to filter the advisee list to identify the students without email addresses. You can click **Continue** to go ahead and email all of the other students.

Email delimiter

By default the email delimiter to separate email recipients is set to a comma. You may change the default to a semicolon using the GTVSDAX EMAILDEL rule.

Advisee Listing page fields

The following fields are on this page.

Fields	Descriptions
Term	Defaulted term code and description of the term selected on the Advisee Search page.
Email All	Button used to send email to the students in the list.

Fields	Descriptions
These fields are used for the advanced query.	
Filter	Button used to display the fields used for the filter.
Remove Filter	Button used to remove the current filter and return to the original list.
Column	Name of column on which the query is performed. The `Last Name` column is the default.
Operator	Displays a list of operators for each field in the filter.
Value	Value to be entered or selected for the query.
Add Another Column	Displays a list of columns that can be added to the filter.
Cancel	Button used to close the filter display without executing the query.
Clear All	Button used to remove added fields. The filter criteria can then be re-entered.
Go	Button used to view the filter results.
These are the fields in the Advisee Listing.	
Advisee Photo	Displays a photo of the advisee, if available. If no photo is available, a placeholder is displayed. Click on the photo to view the student's contact card.
Name and ID	Student's name, last name first, and ID number. Click on the **View Profile** link to access the Student Profile page. Confidential indicator (lock) is displayed when the student's information is set as confidential on the General Person Page (SPAPERS).
Program	Program of the curriculum for the selected term.
Primary Major	Highest priority major associated with the primary learner curriculum for the selected term.
Academic Standing	Academic standing is the standing as of the most recent term that is less than or equal to the selected term.
Student Status	Student status recorded in the general student record.

Fields	Descriptions
Student Type	Student type in effect for the term selected.
Advisor Holds	Check mark is used to indicate whether an advisor hold can be released for the advisee.
Primary Advisor	Check mark is used to indicate whether you are the student's primary advisor.
Advisor Type	Advisor type assigned to the advisor for the student.
Campus	Campus associated with the primary learner curriculum for the selected term.
Study Level	Student level associated with the primary learner curriculum for the selected term.
Admit Type	Admission type by which the student was admitted to the primary learner curriculum for the selected term.
Admit Term	Term in which the student was admitted to the primary learner curriculum.
Catalog Term	Catalog term assigned to the student for the primary learner curriculum for the selected term.
Minor	Minor associated with the current active primary learner curriculum for the selected term.
Concentration	Highest priority concentration attached to the primary major for the primary learner curriculum for the selected term.
College	College associated with the primary learner curriculum for the selected term.

Advisee Listing Getting Started tab

The Getting Started tab is displayed at the right side of the page.

The Getting Started data is delivered as Info Text that is configurable by your institution. Sample data could be *The Advisee Listing page contains overview information about all advisees that are assigned to you in the selected term.*

Student Profile page

The Student Profile page is used to view detailed information about a specific student. This page displays the following types of information.

- Page header summary information
  - Registration Notices
  - Holds
- Student Information
  - Bio Information
  - General Information
  - Graduation Information
  - Advisors Information
- Notes
- Primary Curriculum
- Secondary Curriculum
- Hours and GPA
- Registered Courses
- Prior Education and Testing
- Links to additional student information for advisors and students

An additional information link is used to access the View Grades page in the Student Self-Service application. Students and advisors can access this page. Students can access the page from the Student Profile page or the Banner Student menu. Advisor access is based on the settings on SOAFACS for the `DISPLAYGRADES` rule and the settings in the `bannerStudentAdvisorUI_configuration.properties` file. Advisors can access the page from the Student Profile page only.

Access paths to the Student Profile page

When an advisor, faculty member, or student accesses the Student Profile page, the path followed to navigate to the page differs.

Advisor access to Student Profile

An advisor does not have direct access to the Student Profile page.

The advisor must access the Student Profile page in the Student Self-Service application from the Advisee Search page or the Advisee Listing page. See the topics Advisee Search page on page 58 or Advisee Listing page on page 61 for more information.

Faculty access path to the Student Profile

The Student Profile page can be accessed by faculty members from Banner Student Faculty Grade Entry and Banner Student Attendance Tracking by clicking on the student's name.

Refer to the "Security" topic for information on defining rules for role access. Refer to the *Banner Student Faculty Grade Entry Handbook* and the *Banner Student Attendance Tracking Handbook* for detailed directions for access to the Student Profile page.

Student access path

A student can log in and use the `StudentSelfService/ssb/studentProfile` URL to access the Student Profile page.

The student can also access the Student Self-Service application from the Banner Self-Service Menu. The Student Profile menu link is available on the Banner Student Self-Service Main Menu (`bmenu.P_StuMainMnu`). Either option takes the student to the Student Profile page in the Student Self-Service application.

The Student Self-Service application Landing page can also be configured to take the Student directly their Student Profile page. Refer to Student Self-Service landing page section in this handbook.

Note: The menu item is delivered as seed data and can be modified in Banner Web Tailor. For more information, see the *Banner Web Tailor User Guide*.

Page header

The page header displays information for the student including the term, academic standing, overall hours, GPA, registration notices, and holds. Specific hold types can be released by users with the appropriate persona and relationship to the student.

Release student holds on the Student Profile page

Do the following to release student holds.

About this task

Procedure

1. Click on the number next to the **Holds** field to display the holds list.
2. Select the check box for the hold or holds to be released in the Releasable Holds section of the list.
3. Select the **Release** button.
4. Enter comments for the release reason in the Releasable Holds window.

   An asterisk is displayed when comments are required.

5. Click **OK** to release the holds, or click **Cancel** to not release the holds.

   When holds have been released, you cannot undo the release action without contacting an administrator.
6. Verify that the holds are no longer displayed in the holds list (if released), or that the list has returned to its prior display (if canceled).

Fields in the Page Header of the Student Profile page

The following information is displayed in the Page Header section.

Fields	Descriptions
Term	*For a student*, displays the default term description with term start and end dates, based on the setting of the `WEBTRMDTE` rule for the internal code group of `STUWEB`. The student can use the pulldown list to select a different term and view the profile for that term. The list displays terms from the earliest effective term to the maximum effective term on SOATERM. The default term is flagged as the "Current term" in the list. *For an advisor*, displays the term description per the term the advisor selected on the Advisee Search page. The term start and end dates are also displayed based on the setting of the `WEBTRMDTE` rule for internal code group of `FACWEB`. The advisor can change the term using the breadcrumb trail to navigate back to the Advisee Search page.
Standing	Displays the student’s most recent academic standing for the selected term.
Overall Hours	Displays the overall hours that the student has attained for the primary curriculum level.
Overall GPA	Displays the overall GPA that the student has attained for the primary curriculum level.

Fields	Descriptions
Registration Notices	Used by the advisor or student to view registration notices for the student for the selected term. Click on the number next to the field to view the notices. Registration notices include messages about academic standing and any status that affects the student's ability to register and use time tickets, in addition to the advisor PIN control. Time Ticket set up that uses the Third Party Registration Time Controls SFARGTC is not supported in this display. Disable the `all.registrationnotices.timeTickets.view=Profile` if you use this set up. The PIN control is displayed for the advisor based on the delivered configuration properties file and the setting of the `DISPLAYALTPIN` rule on SOAFACS.
Holds	Used by the advisor or student to view active holds for the student. Click on the number next to the field to view the holds. Holds are only displayed when allowed, based on the settings on Hold Type Code Validation Page (STVHLDD). The holds count includes all holds, whether the holds are allowed to be displayed, or not. The display of holds follows all security rules on the Faculty/Advisor Process Rules Page (SOAFACS) for the `DISPLAYHOLDS` process rule. When PIN control is in use for the `DISPLAYHOLDS` process rule on SOAFACS, entry of the student's PIN is required to view hold information. Refer to the "Faculty Security Process Rules" topic in the "Faculty Load" chapter of the *Banner Student User Guide* for detailed information on using process rules. Holds can be released for a student. See the "Release student holds" topic in the "Setup and use the applications" chapter for more information.
Name	Student's name with a link to the Student Card.

Fields	Descriptions
ID	Student's ID number.
Confidential	Lock indicates that the student's record is confidential.

Student Information

Select the Student Information tab to view the following sets of information for a student.

- Bio Information
- General Information
- Graduation Information
- Advisors Information

Bio Information

The Bio Information section contains personal information and contact details for the advisee.

Fields	Descriptions
Email	Student's preferred e-mail address with a link to the user's email application. **Note:** If a preferred e-mail address does not exist, the first e-mail address associated with the student that is permitted to display will be used.
Phone	Student's phone number according to the directory priority assigned on the Directory Options Rules Page (GOADIRO) for the campus telephone (`TELE_CP`).
Gender	Student's gender.
Date of Birth	Student's date of birth. This field is masked by default to not display the birth year. The birth year can be unmasked using the `message.properties` file.
Ethnicity	Student's ethnicity.
Race	Student's race.
Citizen	States if the student is a citizen.
Citizenship	Citizenship of the student.
Emergency Contact	Name of the student's highest priority emergency contact.

Fields	Descriptions
Emergency Phone	Phone number for the student’s emergency contact.

General Information

The General Information section contains information on the advisee’s status at your institution for the selected term.

Fields	Descriptions
Level	Level of the student as of the primary curriculum for the term selected.
Class	The class code for a student for the selected term. For example: • Freshman • Sophomore • Junior • Senior
Status	Status of the student according to the student's general information record for the selected term.
Student Type	Student type according to the student’s general student information record for the selected term.
Residency	Student’s residency status.
Campus	Campus associated with the primary learner curriculum for the selected term.
First Term Attended	First term the student attended your institution.
Matriculated Term	The first term in which the student takes courses towards the intended degree.
Last Term Attended	Last term the student attended your institution.
Leave of Absence	Reason for and dates of leave of absence for the selected term.

Graduation Information

The Graduation Information section contains information on the student's graduation application and awarded degree. This can be used by the advisor to review and understand the student's academic progress. Multiple degrees can be listed.

Fields	Descriptions
Graduation Applications	Number of active applications for the student, such as `Active (2)`. "Active" is a link to the Graduation Application page (`bwlkgrad.p_view_gradapp`) in Banner Student Self-Service 8.x where the applications can be viewed. Applications are active when: • The associated graduation application status code on the Graduation Application Status Validation Page (STVGAST) has both the **Active Indicator** and **Web Indicator** fields checked. • The application on the Graduation Application Page (SHAGAPP) displays the **Active** check box as checked, and the **Application Status** field has a code such as, `AC`, `Active Application`. If no active applications exist, *None* is displayed.
Awarded Degree	Degree awarded to the student, such as `Bachelor of Science`. Multiple degrees are listed. Degrees are considered to be awarded when: • The degree status code on the Degree Code Validation Page (STVDEGC) has the **Awarded Indicator** radio group set to `Awarded`. • The **Web Display** indicator on the Degree Code Validation Page (STVDEGC) is checked. • The degree on the Degrees and Other Formal Awards Page (SHADEGR) displays an **Outcome Status** value such as, `AW`, `Awarded`.

Fields	Descriptions
Term	Term description of the term in which the degree was awarded. Processing looks for the graduation term. If it is not found, processing then looks for the degree completion term as set on the Degrees and Other Formal Awards Page (SHADEGR).
Date	Graduation date.

Advisors Information

The Advisors Information section contains a list of the student's advisors with their associated advisor types and contact information.

If you use advisor types at your institution and you want to not display advisors associated with a specific advisor type, you can specify the advisor types for display on the Web Display List Customization Page (SOAWDSP) by selecting the STVADVR validation table.

Fields	Descriptions
Primary/Advisor Type	Primary advisor associated with the selected student, based on the SGAADVR records for the selected term and student. The primary advisor associated with the selected student is displayed first in the list, followed by other advisors. The advisor type is displayed when advisor types have been associated with the advisor for the student. The advisor name is a link to the Advisor Card.

Notes

Select the Notes tab to view the notes section of the page. You can enter new notes based on your user persona or view existing notes for a student.

Enter student notes

Do the following to enter a new note for a student.

About this task

Procedure

1. Access the Student Profile page.

2. Select the Notes tab.
3. Click on the **+New** button to open the note editor window.
4. Enter or paste text for the note.
5. Select a note category.
6. Select a note contact type.
7. Select one or all of the enabled role indicators to designate who can view the note, or leave the indicators unchecked so only advisors can view the note.

   The **Advisors** check box is selected and disabled by default for a new note.
8. Click the **Post** button to add/save the note for the student or the **Cancel** button to exit from the note editor window.

View student notes

Do the following to view existing student notes.

About this task

Procedure

1. Access the Student Profile page.
2. Select the Notes tab.

   The number of existing notes is displayed on the tab.
3. Select a sort option to display notes by date, author, or category.

   The default sort is by date, which is the date the note was created.
4. Expand the note summary to view the complete note text and display the **Viewable by** options.

Edit student notes

Do the following to define who can edit a specific note.

About this task

Note: Only the author of a note can define and change the roles that can view the note. When a student enters a note for himself/herself, the **Viewable by** indicators for **Student** and **Advisor** cannot be changed. When a faculty member enters a note for a student, the **Viewable by** indicators for **Faculty** and **Advisor** cannot be changed. Advisors can always view notes created by any role.

Procedure

1. Access the Student Profile page.
2. Select the Notes tab.

3. Find the note you want to edit.

   You can sort by author, category, or date to find notes you created.
4. Expand the note summary to view the complete note.
5. Check the **Viewable by** indicators for **Student** or **Faculty** to allow those roles to view the note.

Fields in the Notes section of the Student Profile page

The following fields are in the Notes section.

Fields	Descriptions
+New	Button used to open a note editor window and enter a new note for a student. Text can be entered or pasted in.
Sort	Used to sort existing note display. Values are: `Date`, `Author`, or `Category`. • Date is sorted by note creation date in descending order with the most recent note first. This is the default. • Author is sorted by surname prefix, last name, and middle name in ascending order. • Category is sorted in ascending order.
These fields are displayed when the ***+New*** *button is selected.*	
Note editor (untitled)	Editor window where note text can be entered. There is no size limit for a note.
Category	Note category. Valid values are in the list. Required.
Contact Type	Note contact or interaction type. Valid values are in the list. Optional.
Viewable by	Check boxes used to indicate who can view the notes for the student. Select any or all of the check boxes. • **Advisors** - selected by default, cannot be unchecked, is displayed as checked and disabled after the note is saved. • **Student** • **Faculty** The **Student** and **Faculty** check boxes are only displayed if the institution permits these roles to view notes.

Fields	Descriptions
Cancel	Button used to cancel the new note and exit from the Editor window.
Post Note	Button used to save the new note for the student. The button is active when the required data has been entered or selected. Note text cannot be changed when the note has been posted. When the button is clicked, the window is closed, the SORNOTE table is updated, the notes count is increased by one, and the note is displayed as collapsed. The new note will appear in the order of the most recent sort.
These fields are displayed for an existing note when it is expanded.	
Created (untitled)	Date note was created or updated. When sorted by dates, notes are displayed in descending order with the most recent note first by date and timestamp.
Note: Note Summary (untitled)	Up to 100 character preview of the note. Expand the summary to view the entire note text. The summary is displayed when the note is collapsed.
Note (untitled)	Note text.
Author (untitled)	Name of user who created or updated the note.
Category (untitled)	Note category selected when the note was created, such as `General Note` or `Academic Warning`.
Contact Type (untitled)	Contact type for the student selected when the note was created, such as `Phone`, `Email`, `Text`, and so on.

Fields	Descriptions
Viewable by	Check boxes used to indicate who can view the notes for the student. • **Advisor** • **Student** • **Faculty** Only the note author can change who can view an existing note. The **Advisor** check box is checked and disabled and cannot be changed. An advisor can always view the note. The **Student** and **Faculty** check boxes are displayed when students and faculty members are permitted to view notes. The author then controls if students and faculty members can view the specific note. When a student is the note author, the Advisor and the **Student** check boxes are checked and disabled and cannot be changed. The **Faculty** check box is displayed when faculty members are permitted to view notes. The student then controls if faculty members can view the specific note. When a faculty member is the note author, the **Advisor** and **Faculty** check boxes are checked and disabled and cannot be changed. The **Student** check box is displayed when students are permitted to view notes. The faculty member then controls if the student can view the specific note.
Cancel	Button used to cancel the changes made to the **Viewable by** check boxes. The button is only displayed when a change has been made to the check boxes. If the **Student** or **Faculty** indicators were checked for the note, canceling the note causes them to be unchecked.
Save	Button used to save changes made to the **Viewable by** check boxes. The button is only displayed when a change has been made to the check boxes.

Curriculum, Hours & GPA

This section of the page contains tabs to access primary curriculum information, secondary curriculum information, and hours and GPA information.

Primary Curriculum tab

The Primary Curriculum tab contains detailed information about the advisee's primary curriculum records.

Fields	Descriptions
Degree	Degree associated with the curriculum for the selected term.
Study Path	Study path associated with the curriculum for the selected term.
Level	Student level associated with the learner curriculum for the selected term.
Program	Name of the program associated with the learner curriculum for the selected term.
College	Name of the college associated with the learner curriculum for the selected term.
Major	Name of the major associated with the learner curriculum for the selected term. Multiple major, department, and concentration combinations can exist.
Department	Name of the department associated with the learner curriculum for the selected term.
Concentration	Name of the concentration associated with the major for the learner curriculum for the selected term.
Minor	Name of the minor associated with the learner curriculum for the selected term. Multiple minor and concentration combinations can exist.
Concentration	Name of the learner curriculum for the selected term. The concentration or concentrations are not attached to any major.
Admit Type	Admission type by which the student was admitted to the learner curriculum for the selected term.
Admit Term	Term in which the student was admitted to the learner curriculum.
Catalog Term	Catalog term assigned to the student for the learner curriculum for the selected term.

Secondary Curriculum tab

The Secondary Curriculum tab contains detailed information about the advisee's secondary curriculum records, if available.

Fields	Descriptions
Degree	Degree associated with the curriculum for the selected term.
Study Path	Study path associated with the curriculum for the selected term.
Level	Student level associated with the learner curriculum for the selected term.
Program	Name of the program associated with the learner curriculum for the selected term.
College	Name of the college associated with the learner curriculum for the selected term.
Major	Name of the major associated with the learner curriculum for the selected term. Multiple major, department, and concentration combinations can exist.
Department	Name of the department associated with the learner curriculum for the selected term.
Concentration	Name of the concentration associated with the major for the learner curriculum for the selected term.
Minor	Name of the minor associated with the learner curriculum for the selected term. Multiple minor and concentration combinations can exist.
Concentration	Name of the learner curriculum for the selected term. The concentration or concentrations are not attached to any major.
Admit Type	Admission type by which the student was admitted to the learner curriculum for the selected term.
Admit Term	Term in which the student was admitted to the learner curriculum.
Catalog Term	Catalog Term assigned to the student for the learner curriculum for the selected term.

Hours & GPA tab

The Hours & GPA tab contains information on the advisee's GPA, credit hours by level, and type of earned credit hours.

Fields	Descriptions
Level	Level at which the student earned the hours.
Type	Type of earned credit hours. Types include: • Institutional • Transfer • Overall
Earned Hours	Total number of credit hours earned by the student.
GPA	Student's GPA. **Note:** The number of decimals that are displayed for the GPA uses the rules defined on the GPA Display Rules Page (SHAGPAR).

Registered Courses

The Registered Courses section contains summary information for the courses in which a student is registered for the selected term. When no registration records are found, the message *Not Registere*d is displayed.

Fields	Descriptions
Course Title	Title of the course for which the student is registered in the selected term.
Details	Subject code, course number, and section number for the course.
CRN	Course reference number associated with the course.
Hours	Number of credit hours for the course.
Registration Status	Student's registration status for the course.
Instructor	Instructor of the course. Click on the instructor's name to view the Faculty Card for the instructor.
Total Hours - Registered Hours	Total hours in which the student is registered for the term.
Total Hours - Billing Hours	Total billing hours for the student for the term.

Fields	Descriptions
Total Hours - CEU Hours	Total continuing education unit hours for the student for the term.
Total - Min Hours	Total minimum hours in which the student may register for the term.
Total - Max Hours	Total maximum hours in which the student may register for the term.

Prior Education and Testing

The Prior Education and Testing section contains information for the student's secondary and post secondary education, in addition to the test score data. Test score data display from the rules set up on the Web Display List Customization Page (SOAWDSP). The columns in the testing section can be sorted.

The display of testing information follows all security rules on the Faculty/Advisor Process Rules Page (SOAFACS) for the `DISPLAYTESTS` process rule. When PIN control is in use for the `DISPLAYTESTS` process rule on SOAFACS, the student's PIN is required to view test score information.

Refer to the "Faculty Security Process Rules" topic in the "Faculty Load" chapter of the *Banner Student User Guide* for detailed information on using process rules.

Fields	Descriptions
The following fields are in the Secondary Education section. *The information displayed is entered for the student on the High School Information Page (SOAHSCH).*	
School Name	Institution name.
Graduation Date	Date of student's graduation from the institution.
Location	City and state or nation where the institution is located.
GPA	Student's secondary education GPA.
The following fields are in the Post Secondary Education section. *The information displayed is entered for the student on the Prior College Page (SOAPCOL).*	
School Name	Institution name.
Degree Description/Year	Student's awarded degree and year awarded.
Attended Dates	Date range during which the student attended the institution.
Reported Hours	Student's hours for this institution.
GPA	Student's GPA.

Fields	Descriptions
The following fields are in the Testing section for the PIN access.	
PIN	Student's PIN, needed to access test score information.
Submit	Button used to submit the PIN.
The following fields are in the Testing section. *The information displayed is entered for the student on the Test Score Information Page (SOATEST).*	
Description	Test name, such as `ACT English`.
Date	Date test was taken.
Score	Test score
Source	Source of test information, such as `Testing Center`.

Additional Links

Links on the Student Profile page can be used to access Banner Self-Service pages and view additional student information. The links can be configured for display based on the user's persona/ role.

- Users with the Advisor, Faculty and Advisor, and Advisor with Override roles can view student information in Banner Faculty and Advisor Self-Service 8.x.
- Users with the Student role can view student information in Banner Student Self-Service 8.x.

Links can be reordered and renamed using the `bannerStudentAdvisorUI_configuration.properties` file. Links are found in the Additional Links section near the end of the file. Links are listed in four categories:

- Degree Evaluation
- Banner 8.x Links
- Banner XE (9.x) Links
- Other External Links

Links can also be added and configured for display based on role/persona or MEP institution code. The use of links is not limited to existing 8.x pages. Users can add links that are internal or external to Banner.

If you comment out a sectionm ensure that you adjust the sequence numbers so they are consecutive. Do not skip a number and the first sequence must start with *0*.

Advisor, Advisor and Faculty, and Advisor with Override roles

Here are the links delivered in the user interface configuration file and the pages that institutions can configure for display in Banner Faculty and Advisor Self-Service 8.x for the Advisor, Advisor and Faculty, and Advisor with Override roles.

Links	Pages accessed in 8.x Faculty and Advisor Self-Service
Academic Transcript	Goes to the Academic Transcript Options page (`bwlkftrn.P_FacDispTran`) where the user can select the transcript level and type and then proceed to the Student Academic Transcript page (`bwlkftrn.P_ViewTran`)
Degree Evaluation	Goes to the Degree Evaluation page (`bwlkfcap.P_FacDispCurrent`) or can be configured to access Degree Works. • If Degree Works is enabled using `PREPREQCHK` rule on GTVSDAX, the Degree Evaluation link will access Degree Works. • If Degree Works is not enabled, the Degree Evaluation link will access the CAPP page in Self-Service. • If Degree Works is not enabled, because your institution uses a combination of both CAPP and Degree Works, you can add a link to Degree Works in the `bannerStudentAdvisorUI_configuration.properties` file. You may want to disable the delivered Degree Evaluation link when you add the additional link.
Registration	Goes to the Faculty Student PIN page (`bwlkilib.P_FacStuPIN`) where the faculty member can enter the student's PIN and then proceed to the Add or Drop Classes page (`bwlkfrad.P_FacAddDropCrse`)
Student Schedule	Goes to the Concise Student Schedule page (`bwlkcrse.P_FacStuSchd`)
Registration Overrides	Goes to the Registration Overrides page (`bwlkfrov.P_FacRegOvr`)
Application to Graduate	Goes to the Graduation Application page (`bwlkgrad.p_view_gradapp`)
Week at a Glance	Goes to the Student Week at a Glance page (`bwlkfshd.P_FacStuCrseSchd`)

Links	Pages accessed in 8.x Faculty and Advisor Self-Service
Registration and Planning	Goes to Banner Student Registration 9.x Landing Page This link name can be changed. Link access can be modified for the following roles: Advisor, Faculty and Advisor, Advisor with Override, and Student.
View Grades	Goes to View Grades page in Banner Student Self-Service 9.x.
Class List	Goes to Class List page in Banner Student Self-Service 9.x.
Schedule by Centric Period	Goes to the Student Schedule by Centric Period page (`bwlkfstu.P_FacStuSchd_Scp`)
Faculty and Advisor Security Information	Goes to the Faculty & Advisor Security Information page (`bwlksecr.P_FacAdvrSecurity`)

Student role

Here are the links delivered in the user interface configuration file and the pages that institutions can configure for display in Banner Student Self-Service 8.x for the Student role.

Links	Pages accessed in 8.x Student Self-Service
Academic Transcript	Goes to the Academic Transcript Options page (`bwskotrn.P_ViewTermTran`) where the user can select the transcript level and type and then proceed to the Student Academic Transcript page (`bwskotrn.P_ViewTran`)

Links	Pages accessed in 8.x Student Self-Service
Degree Evaluation	Goes to the Degree Evaluation Record page (`bwckcapp.P_DispCurrent`) or can be configured to access Degree Works. • If Degree Works is enabled using `PREPREQCHK` rule on GTVSDAX, the Degree Evaluation link will access Degree Works. • If Degree Works is not enabled, the Degree Evaluation link will access the CAPP page in Self-Service. • If Degree Works is not enabled, because your institution uses a combination of both CAPP and Degree Works, you can add a link to Degree Works in the `bannerStudentAdvisorUI_configuration.properties` file. You may want to disable the delivered Degree Evaluation link when you add the additional link.
Registration	Goes to the Alternate PIN Verification page (`bwskfreg.P_AltPin`) where the student can enter the PIN and then proceed to the Add or Drop Classes page (`bwskfreg.P_AddDropCrse`)
Student Schedule	Goes to the Student Schedule Detail page (`bwskfshd.P_CrseSchdDetl`)
Registration Overrides	Does not apply to students
Application to Graduate	Goes to the Graduation Application page (`bwskgrad.p_view_gradapp`)
Week at a Glance	Goes to the Week at a Glance page (`bwskfshd.P_CrseSchd`)
Registration and Planning	Goes to Banner Student Registration 9.x Landing Page This link name can be changed. Link access can be modified for the following roles: Advisor, Faculty and Advisor, Advisor with Override, and Student.
View Grades	Goes to View Grades page in Banner Student Self-Service 9.x.
Class List	Goes to the Class List page in Banner Student Self-Service 9x.

Links	Pages accessed in 8.x Student Self-Service
Schedule by Centric Period	Goes to the Concise Student Schedule by Centric Period page (`bwskcrse.P_CrseSchdScp`)

Fields on the Student Card

The Student Card is used to view contact information about a specific student. The contact card contains the following information.

Fields	Descriptions
Advisee Photo	Displays the a photo of the student, if available.
Confidential	Lock indicates that the student's record is confidential.
View Profile	Link to Student Profile page.
Name	Name of the student.
Major	Name of the major associated with the primary learner curriculum.
Program	Program of the primary learner curriculum for the selected term.
E-mail	Student's preferred e-mail address based on the information on the E-mail Address Page (GOAEMAL) with a link to the user's email application.
Telephone	Student's phone number according to the directory priority assigned on the Directory Options Rules Page (GOADIRO) for the campus telephone (`TELE_CP`).
Address	Student's mailing address according to the directory priority assigned on the Directory Options Rules Page (GOADIRO) for the campus address (`ADDR_CP`).

Fields on the Faculty or Advisor Card

The Faculty or Advisor Card is used to view contact information for the instructor or advisor. The contact card contains the following information.

Fields	Descriptions
Faculty or Advisor Photo	Displays a photo of the faculty member or advisor, if available.
Name	Name of the faculty member or advisor.
Title	Job title according to the category code description on the Faculty/Advisor Information Page (SIAINST).
Department	Department according to the record on the Faculty/Advisor Information Page (SIAINST).
E-mail	Preferred e-mail address based on the information on the E-mail Address Page (GOAEMAL) with a link to the user's email application.
Telephone	Phone number according to the directory rules set on the Directory Options Rules Page (GOADIRO) for the office phone number (`TELE_OF`).
Address	Mailing address according to the directory rules set on the Directory Options Rules Page (GOADIRO) for the office address (`ADDR_OF`).

View Grades page

Users can use the View Grades page to see grades by term and level, or across terms, or across levels.

GPA summary information is displayed for the selected term, and transfer, institutional, and overall GPA data is also available. Attempted hours, earned hours, GPA hours, and quality points are presented in the expanded detail view. Curriculum data for primary and secondary curriculum records is available, and associated majors, minors, concentrations, and fields of study types are presented in the expanded detail view.

The View Grades page displays coursework for all terms and all course levels for the student's academic history.

- Use the **Term** drop-down list to view the terms available for filtering (including `All Terms`). The `All Terms` option is always displayed in the list.
- Use the **Course Level** drop-down list to view the levels available for filtering (including `All Course Levels`). The `All Course Levels` option is always displayed in the list.

- Use the **Study Path** drop-down list to view the student's Study Path options available for filtering (including `All Courses`). Students can select the desired Study Path from the drop-down list. The `All Courses` option is always displayed in the list. The following options are available for Study Path:
  - All Courses
  - Courses with No Study Path
  - Study Path(s) associated with the courses while registered for a course by the Student

  GPA Calculations by Study Path

  Students can view the grades for courses specific to a Study Path. Students can select a study path from the **Study Path** drop down field in View Grades page.

  The **Study Path** field is displayed under the following conditions.

  - The **Study Path** field is visible only if the **Process GPA by Study Path** check box is checked in the Academic History Control (SHACTRL) page.
  - This field is optional if displayed.
  - By default, the **Level** and the **Study Path** drop-down fields are disabled until the **Term** is selected.
  - By default, the **Study Path** drop down field is disabled until the **Term** and **Level** are selected.
  - When the **Term** and **Level** fields are selected, the **Study Path** field is displayed as *All Courses* and students can select the **Study Path** from the drop-down list.
  - The Study Path values displayed in the drop-down are formatted based on the configuration made by the institution in the SOACTRL page.
  - When the term and level are selected, and if students re-select the term, the level is reset to allow students to select a course level.
  - When the term, level, and Study Path values are selected, and if students re-select the level, the Study Path values are reset to allow students to select a Study Path.
  - When the term, level, and Study Path values are selected, and if students reselect a term, then, both the level and Study Path are reset to allow students to select the respective values.
  - Students can select the Study Path, to view the view the GPA by Study Path for the selected Term and selected Level in the View Grades page.

When you select a specific term and course level, with a default selection of Study Path (All Courses), select the **View Details** link to access additional curriculum details or GPA summary information in a popup window.

Use the **Search by Course Title or Subject Code** option to query on the returned coursework.

The **Components** button can be used to drill down to gradebook component details for a course record. Component records can be expanded as needed to show sub component information. Use the **Search by Title or Description** option to query on the returned components. The **Coursework** item can be used to return to the main display.

You can choose to display grades that have been entered but not yet rolled to history (SFRSTCR). These are displayed as unofficial grades. An indicator is displayed next to those records which have not been rolled. Grade information can be viewed for incomplete midterm and final grades, as can default final grades and extensions dates. Midterm, final, component, and subcomponent grades are displayed based on the settings on SOATERM. Grades for transfer courses from SHATCKN are also displayed.

Note: When holds exist for at student, the term and level are disabled, and grades cannot be viewed. The following message is displayed: *Your grades are not available due to holds on your record.*

The setup on SOAFACS for the `DISPLAYGRADES` rule determines when grades can be viewed by an advisor. This assumes the advisor has an active record on SIAINST for the term.

Configure View Grades page through SQL script

The View Grades menu will be available as part of the DB upgrade process. However, the user must configure the URL through Web Tailor or in the Web Tailor Repeating Menu Item (TWGRMENU) table.

Use the following script to update the URL for the View Grades page:

```
UPDATE "WTAILOR"."TWGRMENU" SET TWGRMENU_URL = 'http://
application_path_of_StudentSelfService/ssb/studentGrades' WHERE
twgrmenu_name = 'bmenu.P_AdminMnu' and twgrmenu_url_text = 'View Grades';
```

```
Where application_path_of_StudentSelfService = StudentSelfService
application path. (example: http:// host_name:port_number/
StudentSelfService)
```

Course Work

The Course Work section of the page displays CRNs for the selected term and level. The CRNs returned are sorted by CRN. CRNs can also be queried across terms and levels. These records are sorted by term in ascending order, then by level within term, and then by CRN.

The **View Details** link in the GPA Summary section takes you to the GPA Summary pop-up window that displays the student's GPA information.

The **View Details** link in the Curriculum section (Primary or Secondary) takes you to the Curriculum Details pop-up window that displays the curriculum record details based on the combination of term and level selected. The curriculum information is only displayed when a term is selected.

The following table lists all the courses based on the selection of Term, Level, and Study Path.

Term choice	Level choice	Study Path choice	Results
Specific Term	Specific Level	All Courses	Displays all courses for the specific term and level
Specific Term	Specific Level	Specific Study Path	Displays all courses for the specific term, level, and Study Path

Term choice	Level choice	Study Path choice	Results
All Terms	Specific Level	All Courses	Displays all the courses for the specific level
All Terms	Specific Level	Specific Study Path	Displays all the courses for the specific level
Specific Term	All Course Levels	All Courses	Displays all the courses for the specific term
Specific Term	All Course Levels	Specific Study Path	Displays all the courses for the specific term and Study Path
All Terms	All Course Levels	All Courses	Displays all the courses
All Terms	All Course Levels	Specific Study Path	Displays all the courses for the specific Study Path

Fields in the Course Work section

The following fields are in this section of the page.

Fields	Descriptions
The following fields are in the Page Heading information.	
Term	Used to select a term for the CRN search. `All Terms` is always an option in the list.
Course Level	Used to select a course level for the CRN search. `All Course Levels` is always an option in the list.
Study Path	Used to select a Study Path for the CRN search. `All Courses` is always an option in the list.
Search by Course Title or Subject Code	Used to query on a course or subject to refine the results returned for the term and level.
The following fields are in the Course Work information.	
Subject	Course subject code.
Course Title	Title of the course for which the student is registered in the selected term.
Campus	Campus associated with the primary learner curriculum for the selected term.

Fields	Descriptions
Midterm Grade	Student’s midterm grade for the course. The **Display Midterm Grades** indicator on SOATERM must be checked for this data to be displayed.
Final Grade	Student’s final grade for the course. The **Display Final Grades** indicator on SOATERM must be checked for this data to be displayed.
Attempted Hours	Student’s attempted hours for the current term.
Earned Hours	Student’s earned hours for the term.
GPA Hours	Student’s GPA hours. Decimal display is based on the rules defined on the GPA Display Rules Page (SHAGPAR).
Quality Points	Quality points earned by the student for the term and level.
CRN	Course reference number for the course.
Level	Student level associated with the primary learner curriculum for the selected term.
Term	Term code for the student and course level.
Study Path	Student's Study Path associated with the course.
Action	**Component** button. This button is enabled when components exist for the selected CRNs.

GPA Summary

The GPA Summary information is displayed in a popup window. Data is displayed based on the combination of term and level selected.

The basic information shown is for selected term GPA, transfer GPA, institutional GPA, and overall GPA. You can select the View Details link to expand the record and see more details for GPA data element.

Fields in the GPA Summary section

The following fields are in this window.

Fields	Descriptions
The following fields are in GPA Summary block.	
Selected Term	GPA for the selected term.
Institutional	GPA for institutional hours.
Transfer	GPA for transfer hours.
Overall	Overall GPA for institutional and transfer hours.
The following fields are in the GPA Summary pop-up window for the Selected Term, Institutional, Transfer, and Overall.	
Attempted Hours	Student’s attempted hours for the term.
Earned Hours	Student’s earned hours for the term.
GPA Hours	Student’s GPA hours.
Quality Points	Student’s quality points.
GPA	Student’s GPA.

GPA Summary by Study Path

The GPA Summary by Study Path information is displayed in a pop-up window. Data is displayed based on the combination of term, level and a Study Path selected.

The following scenarios are applicable for GPA calculation by Study Path

Scenario 1: Students select a specific Term, Level, and a Study Path

- When students select the term and level, the Study Path gets filtered based on the selected term and level and only the relevant Study Path(s) are listed.
- When students select the term and level, then the default Study Path value in the drop-down list will be displayed as “All Courses” and the page displays the existing GPA calculation Summary by the selected term and level.
- When students select the term, level, and the Study Path, then the page displays the calculated summary of the GPA by Study Path for the selected term, level and Study Path.
- If the Study Path is selected, then the page displays the heading for GPA Summary as **GPA Summary by Study Path**.
- When the Study Path is displayed as All Courses, the page displays the existing GPA calculation summary. Students can click the **View Details** link and the **GPA Summary** pop-up window opens to display the GPA calculations summary breakup.
- When students select the Study Path from the drop-down list, the page displays the GPA calculation summary by the selected Study Path. Students can click **View Details** link and the **GPA Summary by Study Path** pop-up window opens to display the GPA calculations summary by the selected Study Path breakup.

- Selection of the Study Path is optional.

Scenario 2: Students select All Terms, a specific Level, and a Study Path

- When the **Term** is selected as **All Terms** and if a level is selected, then the **Study Path** drop-down list gets filtered based on all the terms and the level selected.
- When the **Term** is selected as All Terms and a level has already been selected, then the default Study Path in the drop-down list will be displayed as “All Courses” and the View Grades page displays the existing GPA calculation Summary by all the terms and the level selected.
- When the **Term** drop-down is selected as **All Terms**, and the student has already selected a level and a Study Path, then the page displays the calculated summary of the GPA by Study Path for all the terms the selected level and Study Path.
- When the Study Path is selected as “All Courses”, the page displays the GPA calculation summary for ALL terms and the selected level. Students can click the **View Details** link and the **GPA Summary** pop-up window is displayed for students to view the GPA calculations summary breakup for ALL the terms and the selected level.
- When students select the Study Path from the drop-down list, the page displays the GPA calculation summary by the selected Study Path. Students can click **View Details** link and the **GPA Summary by Study Path** pop-up window is displayed for students to view the GPA calculations summary by the selected Study Path breakup for ALL the terms and selected level.
- Selection of the Study Path is optional.

Fields in the GPA Summary by Study Path section

The following fields are in this window.

Fields	Descriptions
The following fields are in displayed in the GPA Summary by Study Path block.	
Selected Term / All Terms	GPA for the selected term or all terms.
Institutional	GPA by Study Path for institutional hours.
Transfer	GPA for transfer hours.
Overall	Overall GPA for institutional and transfer hours.
The following fields are in the GPA Summary by Study Path pop-up window for the Selected Term or ALL Terms, Institutional, Transfer, and Overall.	
Attempted Hours	Student’s attempted hours for the term.
Earned Hours	Student’s earned hours for the term.
GPA Hours	Student’s GPA hours.
Quality Points	Student’s quality points.
GPA	Student’s GPA by Study Path.

Curriculum Details

The Curriculum Details information is presented in a popup window. Data is displayed for primary and secondary curriculum records based on the selected term.

The basic information shown is for level, college, degree, and program. You can select the View Details link to expand the record and see more details for each curriculum record for majors, minors, and concentrations.

Fields in the Curriculum Details window

The following fields are in this window.

Fields	Descriptions
The following fields are in the Primary Curriculum summary information and the Secondary Curriculum summary information.	
Level	Student level associated with the learner curriculum for the selected term.
College	Name of the college associated with the learner curriculum for the selected term.
Degree	Degree associated with the curriculum for the selected term.
Program	Name of the program associated with the learner curriculum for the selected term.
The following fields are in the Primary Curriculum details information and the Secondary Curriculum details information.	
Study Path	Study path associated with the curriculum for the term.
Level	Student level associated with the learner curriculum for the term.
College	Name of the college associated with the learner curriculum for the term.
Degree	Degree associated with the curriculum for the term.
Program	Program associated with the learner curriculum for the term.
Campus	Campus associated with the primary learner curriculum for the term.
Catalog Term	Catalog term assigned to the student for the learner curriculum for the term.
Admit Term	Term in which the student was admitted.

Fields	Descriptions
The following fields are in Major information under the Curriculum details. Multiple majors can exist.	
Department	Department associated with the learner curriculum and term.
Major Concentration	Concentration associated with the major for the learner curriculum and term. This field is displayed when the concentration is attached to the major.
The following fields are in the Minor information under the Curriculum details. Multiple minors can exist.	
Minor 1	First minor associated with the learner curriculum for the term. Multiple minor and concentration combinations can exist.
Minor 2	Second minor associated with the learner curriculum for the term. Multiple minor and concentration combinations can exist.
The following fields are in the Concentration information under the Curriculum details. Multiple concentrations can exist. Concentrations listed here are not attached to the major.	
Concentration 1	First concentration associated with the learner curriculum for the term. Multiple minor and concentration combinations can exist.
Concentration 2	Second concentration associated with the learner curriculum for the term. Multiple minor and concentration combinations can exist.

Components

Use the **Components** button to drill down into gradebook components for the record. Use the **Right Arrow** button to display subcomponents for a component.

Fields in the Components section

The following fields are in this section of the page.

Fields	Descriptions
The following fields are in the Page Heading information.	
Subject, Course Number, CRN (untitled)	Used to select a different course for which to view information.
Course Detail (untitled)	Course title, term, student level, attempted hours, midterm or final grade for the course.

Fields	Descriptions
Search by Title or Description	Used to query on a course title or description to refine the list of components.
The following fields are in the Components information. These fields are also displayed for subcomponents.	
Title	Component title.
Weight	Component's weight or percentage of the CRN's total weight out of a total of 100.
Score	Score or mark of the student earned for this component.
Grade	Student’s component grade for the course.
Percentage	Student’s gained percentage for the component.
Must Pass	Indicates whether the component is a must pass for the student by displaying `Yes` or `No`.
Stage	Indicates whether the score counts toward the midterm or the final grade by displaying `Final` or `Midterm`.

Class List page

The Class List page allows faculty members/administrators to do the following.

- View a list of terms in the Term drop-down so that faculty members can select or change the term.
- View the list of the courses in the CRN Listing block and select a CRN to view the student rosters.
- Search for a particular term within the Term drop-down
- View the summary view of class list and waitlist student rosters for the selected term and CRN combination.
- Search by term code, subject code, course number, CRN, or course title in the search filter displayed within the CRN Listing block in the CRN Listing page.
- View the contact card for the students in the roster.
- View the curriculum details of each student in the detail view of the class list and waitlist rosters of any class.
- View the enrolment counts of the course that they are viewing.
- View course catalog and schedule listing details of a course/section
- Search for students using the student name or student ID or level in the student roster of class list and waitlist.
- E-mail one or more students in a class

- Print a class list or waitlist summary and detail view of students in a class into a document.
- Export class list or waitlist summary view of the roster using the Export option available on the Class List page.
- Allows navigation to Faculty Grade Entry and Attendance Tracking pages.

Configure Class List page through SQL script

The Class List menu will be available as part of the DB upgrade process. However, the user must configure the URL through Web Tailor or in the Web Tailor Repeating Menu Item (TWGRMENU) table.

Use the following script to update the URL for the Class List page:

```
UPDATE "WTAILOR"."TWGRMENU" SET TWGRMENU_URL = 'http://
application_path_of_StudentSelfService/ssb/classListApp/ classListPage'
WHERE twgrmenu_name = 'bmenu.P_FacMainMnu'and twgrmenu_url_text = 'Class
List';
```

```
Where application_path_of_StudentSelfService = StudentSelfService
application path. (example: http:// host_name:port_number/
StudentSelfService)
```

Note: From the Class List page, you can navigate to the Attendance Tracking page.

Roles that can access the Class List page

The Class List page has the access for multiple roles, such as administrators (non-faculty member who can be a department chair person) and faculty members. This section discusses the roles and accesses of users who can use the Class List page.

Note: A faculty can also be a student in an institution. In such cases, the faculty member lands on their own Student Profile page and can access the Class List page through the Faculty and Advisors Menu.

Class List administrator

The Class List administrator will have complete access to the page and system.

The Class List administrator who is a non-faculty persona must have a person record in INB and will set the password for Web access on GOATPAD. With the Class list administrator role assigned by WebTailor, this user can access the Class List page in the Faculty and Advisors menu.

The administrator can also be a faculty if they have a SIAINST record or have assignment(s) on SIAASGN. This faculty can also be a student in the institution.

The administrator can be only a student in the institution. If the user is only a student, then the user must have an active SIAINST record with **Faculty** check box checked to access the Class List page through the Faculty and Advisors menu.

A user with only a person record can also be assigned the administrator role. But the user must also have an active SIAINST record with Faculty check box checked to access the Class List page. This person need not have any course assignments (SIAASGN) in any term. On login, the user will land on the Class List page.

Create Administrator role

Use the following steps to create a user with an Administrator role.

About this task

Procedure

1. Set up a user ID on the Third Party Access Audit Page (GOATPAD).
2. Access the Banner Self-Service application.
3. Enter a valid user ID and password.
4. This user ID should have Web Tailor administrator access.
5. Click **Login**.
6. Select the WebTailor Administration tab.
7. On the Web Tailor menu page, click **User Roles**.
8. On the **Update User Roles** page, enter the user ID that was created on the Third Party Access Audit Page (GOATPAD).
9. Click **Submit**.
10. Select the **Classlist Administrator** check box.
11. Click **Submit Changes**.

Administrator access and privileges

An administrator role is created for the Class List page that is defined in Web Tailor. With this administrator role, users can do the following.

- Navigate to the Class List page directly from the Self-Service application.
- If the user is also a faculty member, then the user will be taken directly to Class List page and can access pages in Faculty and Advisors menu with the access privileges of a faculty member.
- If the user is also a student, the student will be navigated to their own Student Profile page and can navigate to the Class list using the Faculty and Advisors menu.
- To view the class list details, the administrator need not be a faculty assigned to a particular course within a term.
- The non faculty persona will not be restricted by Faculty and Advisor Access Dates as defined on SOATERM for a particular term.
- The non faculty persona will be able to search for CRNs/courses in the CRN Listing block using the search filter.

- The non faculty persona will be able to view the Class Schedule Listing and Catalog Entries by clicking the CRN and **Course Title** links.
- The non faculty persona will be able to search for student(s) in the rosters using the search filter.
- The non faculty persona will be able to view student grades and other registration information in the Summary view of the rosters.
- The non faculty persona will be able to view student curriculum information in the Detail view of the rosters.
- The non faculty persona will be able to email one or more students.
- The non faculty persona will be able to use the print and export feature.
- The non faculty persona will be restricted by the SOAFACS rules to access Student Profile or Faculty Grade Entry or Attendance Tracking pages as follows:
  - If the user is only a non faculty persona, then, the user will not have access to Student Profile or FGE or Attendance Tracking as authorization will fail by SOAFACS rules for these pages.
  - If the user is also a faculty, then, the user will have access to Student Profile or Faculty Grade Entry or the Attendance Tracking as per the authorization privileges for that faculty role.

Faculty Access

An instructor with an active faculty role can log in to the Student Self-Service application by following these menu options: **Banner** > **Faculty and Advisors** > **Class List**. The system directly navigates the instructor to the Class List page.

A user with only the student role cannot access the Class List page.

Faculty members cannot log in to the application if they do not have an active record in the SIAINST page.

CRN Listing

The CRN Listing page allows a faculty member to view the CRNs and can select a CRN record to view the class list or waitlist details.

Term display in CRN Listing page

When the faculty is assigned to courses across multiple terms, then by default, the **Term** drop-down displays **All Terms** and the CRN Listing block displays the CRNs of all the terms.

Faculty can select a particular term from the **Term** drop-down list and the CRN Listing block will refresh and display the CRNs of the selected term. When a faculty member changes the term value in the **Term** drop-down list from All Terms option (default option displayed) to a desired term, then, then the CRN Listing section displays the list of courses for the selected term.

For the courses to be listed in the CRN Listing section of the CRN Listing page the following conditions should be set.

Display Class List indicator in SOATERM	Faculty Web Waitlist in SOATERM	Display Waitlist of a section in SSAWSEC	Display of CRN in the CRN drop-down list
Checked	Checked	Checked	Yes
Checked	Checked	Unchecked	Yes
Checked	Unchecked	Unchecked	Yes
Checked	Unchecked	Checked	Yes
Unchecked	Checked	Checked	Yes
Unchecked	Unchecked	Checked (for at least one section)	Yes
Unchecked	Unchecked	Unchecked	No
Unchecked	Checked	Unchecked (for all sections)	No

If the **Master Web Term Control** check box is unchecked on the SOATERM page, for a particular term, then, that term will not be available in the Term drop-down.

Search for a course/section in CRN Listing block

Faculty members can search for a particular course or section by keying in any characters in the **Search** field. Depending upon the key words entered, the value in the block will be refreshed to display the course information.

Faculty members can search by term code, subject code, course number, CRN, or course title in the search filter displayed in the CRN Listing block.

When the faculty member clears the search criteria in the **Search** field, the CRN Listing page will list all the existing list of courses that are associated with the displayed or selected term.

If **All Terms** option is selected in the **Term** drop-down list, the search criteria will search within courses across all the terms.

No courses or sections found.

When a faculty clicks any CRN record in the CRN Listing page, the system will navigate the faculty member to the Class List page. Faculty members can search by term code, subject code, course code, CRN, or course title in the search filter displayed in the CRN Listing block.

Sorting order in the CRN Listing page

The sorting order is done primarily by the latest term and secondarily by the CRN within each term.

However, if the faculty member changes the sorting order by clicking any of the other columns, then the secondary sorting order will not be possible, as the default sorting option will not be available.

The following fields are in this section of the page.

Fields	Descriptions
Subject	A combination of subject code, course number, and section.
Course Title	Course title.
CRN	Course Reference Number.
Enrollment Count	Displays the actual enrollment count for the selected CRN. The class list enrollment details are extracted from the Schedule page (SSASECT).
Status	Student's course status.
Duration	Duration of the selected course.
Term	Term to which the course is assigned.

CRN Listing page grid navigation

In the CRN Listing page, you can navigate using the keyboard. In the grid, you can use the arrow keys to navigate through the actionable fields.

By default, the Term drop-down list will be displayed in the page.

When there are no records present in the grid, the following message is displayed:

No courses available at this time to view the Class List.

Show/Hide columns

Faculty members can opt to show and hide columns that are displayed in the page by clicking the Show/Hide drop-down icon.

This Show/Hide drop down lists the columns that are available for viewing. Faculty members can check/uncheck the column names and depending upon the selected options, the columns will be displayed in the page.

View course catalog details

When you click on the specific course title name link you can view course catalog details of that course. Course catalog details appears as a pop up window and you can view detail information of the fields of a course.

All fields are displayed whether or not detail data exists. You can use SOAWSCR to turn off the display for specific links or to change the display order.

When you click the field names that are displayed as links in the Course catalog pop up window, the details associated to the selected field name is displayed in the right side of the window depending upon the data setup.

You can use the Tab/Shift Tab keys to navigate through the fields in the Course catalog pop up window.

Configuration on SOAWSCR for course catalog pop up

The following data is delivered for the fields.

Fields in Course Catalog window	Display Number	Persona	WS Page Code	Effective Term	Display and System Indicator	Required Indicator
Catalog	1	STUDENT/ FACULTYADVISOR	340	000000	Checked	Unchecked
Course Description	2	STUDENT/ FACULTYADVISOR	340	000000	Checked	Unchecked
Syllabus	3	STUDENT/ FACULTYADVISOR	340	000000	Checked	Unchecked
Attributes	4	STUDENT/ FACULTYADVISOR	340	000000	Checked	Unchecked
Restrictions	5	STUDENT/ FACULTYADVISOR	340	000000	Checked	Unchecked
Co-requisites	6	STUDENT/ FACULTYADVISOR	340	000000	Checked	Unchecked
Prerequisites	7	STUDENT/ FACULTYADVISOR	340	000000	Checked	Unchecked
Mutual Exclusion	8	STUDENT/ FACULTYADVISOR	340	000000	Checked	Unchecked
Fees	9	STUDENT/ FACULTYADVISOR	340	000000	Checked	Unchecked

View class schedule listing details

When you click the CRN link, the Class Schedule Listing pop up window is displayed.

Configuration on SOAWSCR for class schedule pop up

The following data is delivered for the fields.

Fields in Class Schedule window	Display Number	Persona	WS Page Code	Effective Term	Display and System Indicator	Required Indicator
Class Details	1	STUDENT/ FACULTYADVISOR	100	000000	Checked	Unchecked
Bookstore Links	2	STUDENT/ FACULTYADVISOR	100	000000	Checked	Unchecked
Course Description	3	STUDENT/ FACULTYADVISOR	100	000000	Checked	Unchecked
Syllabus	4	STUDENT/ FACULTYADVISOR	100	000000	Checked	Unchecked
Attributes	5	STUDENT/ FACULTYADVISOR	100	000000	Checked	Unchecked
Restrictions	6	STUDENT/ FACULTYADVISOR	100	000000	Checked	Unchecked
Instructor/ Meeting Times	7	STUDENT/ FACULTYADVISOR	100	000000	Checked	Unchecked
Instructor/ Meeting Times	7	STUDENT/ FACULTYADVISOR **Note:** The name of the faculty/instructor in the Faculty contact card is displayed as an hyperlink. Clicking on this link will open the contact card. This faculty contact card is configured using the SOAWSCR with the WS Page code 150.	150	000000	Checked	Unchecked
Enrollment/ Waitlist	8	STUDENT/ FACULTYADVISOR	100	000000	Checked	Unchecked
Co-requisites	9	STUDENT/ FACULTYADVISOR	100	000000	Checked	Unchecked

Fields in Class Schedule window	Display Number	Persona	WS Page Code	Effective Term	Display and System Indicator	Required Indicator
Prerequisites	10	STUDENT/ FACULTYADVISOR	100	000000	Checked	Unchecked
Mutual Exclusion	11	STUDENT/ FACULTYADVISOR	100	000000	Checked	Unchecked
Cross Listed Courses	12	STUDENT/ FACULTYADVISOR	100	000000	Checked	Unchecked
Linked Sections	13	STUDENT/ FACULTYADVISOR	100	000000	Checked	Unchecked
Fees	14	STUDENT/ FACULTYADVISOR	100	000000	Checked	Unchecked
Catalog	15	STUDENT/ FACULTYADVISOR	100	000000	Checked	Unchecked

Class List

When the faculty member selects a course in the CRN Listing block, the page will navigate the faculty member to the Class List page.

The Class List page displays the course information, enrolment count details, class list roster and waitlist roster. Course details page also contains a courses drop down and selected course is shown as a preselected value in this drop down.

In the Class List page, faculty members can search for students using the student name or student ID or student level in the student roster. Faculty members can type a minimum of one character of the student name or ID or level in the search field and the values/student records in the Summary/ Detail view of Class List/waitlist block with be refreshed depending upon the search criteria entered.

If the faculty member clears the search criteria in the Search field, the student records will be refreshed again to display the original list of students. If the student records are paginated or loaded on-demand, the search is done across all the students available in the roster for the selected term and course/ CRN.

Faculty members can also view the Confidential and Deceased labels displayed against the student names in the Class List and Waitlist tab.

The selected term description and term code from the CRN Listing page will be in a display only mode in the Class List page.

Course information

The course information block in the Class List page displays the course detail information for the selected course, the course title, CRN, the duration of the course and the course status.

Faculty members can click the **Course Title** link to open the Course Catalog details popup window to view the selected course information. Click the **CRN** link to view the Class Schedule Listing details popup window to view the selected CRN information.

Enrolment counts

The Enrolment Counts block in the Class List page displays the maximum, actual, and remaining enrolment count for the selected CRN. The class list and waitlist enrolment details are extracted from Schedule page SSASECT. The enrolment count calculation is on SSASECT from where the numbers are fetched.

The Cross List information lists the multiple CRNs associated with a single term. This is a calculated field where the information is fetched from the SSBXLST, SSRXLST tables

Depending upon the CRN selected from the **CRN** drop-down list, the Course Information and Enrolment Counts section details are refreshed.

Display of student names in Class List page

The student name will be displayed in the Surname Prefix, Last, First, Mi. Or First Last format. The name parts in SPRIDEN for a person could be associated to a Name Type. Its specific field in the Person table (SPRIDEN) table is a code value.

If no students are waitlisted for a CRN/Course, display the below message -

There are no students waitlisted for the course.

In an unlikely scenario where we have waitlisted students but no enrolled students for a CRN/ Course, display the below message (fail safe exception) -

There are no students registered for the course.

In both the above scenarios, the faculty can click on either tab (class list or waitlist) and then view the messages displayed. There will be no block displayed. There will be no search filter on the block. There will be no Summary/Detail view toggle drop-down. There will be no **Show/Hide** drop-down and email icon.

Note: For preferred name format, refer to the Name display on page 44.

View student contact card

Faculty members can hover over the student name in a desktop view to open the student contact card when the card is enabled.

He/She can click the **View Profile** button in the contact card to access the Student Profile page in Banner Advising Student Profile.

When the student name is displayed as a link, faculty members can click the link to access the Student Profile page that opens in a new tab.

By default, all the items associated to the student details are displayed as per the user interface configuration details provided to institutions along with the release. Depending upon the roles, institutions can configure the student information (add or remove items) that is displayed on the student contact card.

Note: The Student Contact Card is not controlled by any SOAFACS rule.

Refer to the Appendix A - User Interface Configuration File on page 246 to know more about user configuration details.

Class List page grid navigation

In the Class List page, you can navigate through the grid and fields using the keyboard. In the grid, you can use the arrow keys to navigate through the actionable fields.

By default, the CRN drop-down list will be displayed in the page and the Term description and code will be displayed as read-only. When student search criteria has no results, the following message is displayed.

No Students found.

Sorting of student records

The student records, by default, are displayed in alphabetical order and are sorted by the selected name format. Faculty members can change the sort order by using the sortable columns available in the block.

The records can be sorted in ascending or descending order by clicking on any of the column headings.

When a large number of records exist on the roster, the browser will set page breaks at groups of 25 records by default.

The following fields are in this Summary View of the Class List block of the page.

Fields	Descriptions
Student Name	Name of the student.
ID	Student ID.
Registration Status	Student’s class registration status.
Level	Level of study.
Credit Hours	Number of credit hours for the course.

Fields	Descriptions
Midterm	Student's midterm grade for the course. The Display Midterm Grades indicator on SOATERM must be checked for this data to be displayed.
Final	Student's final grade for the course. The Display Final Grades indicator on SOATERM must be checked for this data to be displayed.
Class	The class code for a student for the selected term.
Class Start Date	Date the student has elected to start the class (displayed for open learning classes only).
Expected Completion	Date on which the student is expected to complete the class (displayed for open learning classes only).

Detail view of Class List page

After selecting a course from CRN Listing section, faculty member is navigated to the Class List page where the Summary View (default view) of the selected CRN is displayed.

Faculty members can select the Detail View option from the drop-down to view the detailed view of the class list or waitlist rosters for any class.

When the Detail View is selected, all the student records associated to the selected section/ course are displayed in an expanded view to display the curriculum details. Clicking on a particular student record in Detail view collapses the record. However if user is in Summary view, clicking on student record expands it to show the curriculum details of that student. When another student record is selected, system closes the previously expanded record and expands the currently selected record and displays curriculum details of the student.

When all the records are collapsed, the drop-down gets changed to the Summary View automatically.

The student records are displayed in alphabetical order and are sorted by the selected name format. Faculty members can change the sort order by using the sortable columns available in the block.

In the detail view, if the selected student has multiple curriculums (primary and secondary curriculum(s)), then, all the multiple curriculum details are also displayed horizontally in the Detail Class List section.

Each curriculum of the student appears in individual boxes and faculty members can use the carousal and sleek to view the curriculum details.

Note: If the current view displayed is the Detail View and the faculty changes the course from the drop-down, the drop-down automatically changes to *Summary View* and the corresponding students are listed under **Summary Class List** section. This condition applies for the Class List/Wait List tabs too.

Export Class List summary information

Class list roster can be exported from Student Self-Service using the Export option available on the Class List page. A wizard is provided to step you through the process.

About this task

Exported files are contained in spreadsheets that use the `.xls` or `.xlsx` format. Files are opened in display only mode but can be saved and renamed for edit. On the Class List page, the **Export** button is enabled only when the student records are available in class list or waitlist rosters.

Use the following steps to export the class list into an Excel spreadsheet:

Procedure

1. Go to the Class List page
2. Click **Export** button.

   The Export template wizard pop up appears.
3. Follow the steps for the Export Grades wizard.
   a) Select the export file type as Excel spreadsheet (`.xls)` or Excel spreadsheet (`.xlsx`).
   b) Select the **Export** button.
4. Click **OK**.

Results

Review the data in the exported spreadsheet. The file is display only. Rename the file to create an editable copy.

Note the following:

- The export information has the following details:
  - Course information
  - Enrollment counts
  - Summary class list or Summary waitlist depending on the selection.
- Only the summary view is exported. The class list / waitlist details will not exported even if the details are displayed on the application.
- The columns that are displayed on the application page will be exported. For example, the Start Date and Expected Completion columns are exported only for the open learning course. For non-open learning courses these columns are not exported.
- The columns which are hidden using Show/Hide or extensibility options will be exported.

- All the student roster records, irrespective of pagination or short listing the roster with student search filter will be exported.
- The export is done in a default sort order even if the student roster is sorted on different columns.
- The exported class list or waitlist information is opened in the default application, Microsoft Office Excel.
- The default file name for exported class list or waitlist information is `termcode_CRN_classlist/waitlist.xls`. You can save the file and download it to your desktop.
- In the excel sheet, the sheet title displays whether the exported information as Class List Summary or Wait List Summary, depending upon the export.

Print Class List or Waitlist Summary

Faculty members can use the printer icon on the Class List page to print a list of students displayed in the Class List or Waitlist Summary block into a document. On this page, you can view and print the following details.

- Summary of class list or waitlist rosters depending on selection.
- Term value
- Course information
- Enrolment counts

Note the following:

- If a faculty member is on the Class List tab of the Summary View, then the printing feature will print all the students listed in the class list roster of the Summary View.
- If a faculty member is on the Wait List tab of the Summary View, then the printing feature will print all the students listed in the waitlist roster of the Summary View.
- During a search, when the student rosters are narrowed down to the search criteria entered, only those student records displayed in the roster will be printed.
- When no students are found in the search, the **Print** option is displayed as disabled.
- The **Print** option prints the class list or waitlist rosters in the same sorting order specified for any of the column.
- The **Print** option will not be printing the hidden columns, for example, the open-learning dates columns are only displayed for the open learning course. These additional date columns are printed only for open-learning courses.
- Grade Details column displays in the following ways:
  - The Grade Detail column displays only when the component grades for a CRN are available.
  - If the Grade Detail column is displayed in the page, then the print displays as available.
  - If the grade detail is not displayed in the roster, then the print will not show the grade detail column. By default, the print option opens up with print dialog.

- The **Print** icon is displayed as disabled when the *There are no students registered for the course* message is displayed on the Class List tab. Similarly, when the *There are no students waitlisted for the course* message is displayed on the Waitlist tab.
- If columns are hidden using the using Show/Hide column option, then those hidden columns does not appear in the print.
- The midterm and final grades can be viewed as they are displayed in the Class List page. That is, if the column displays *No Access*, then, the print also displays as *No Access*.
- By default, most browsers do not print background images and background colors. Therefore, to print the background images and colors, select the Background graphics check box, that is available in the print options.

Print Class list or Waitlist details

Faulty members can print the Detail View of student rosters in their class into a document from the Class List tab or Wait List tab

Click the print icon to print the detail view of the student records. To print the student rosters in the detail view mode, faculty members must select the Details View option from the drop-down list, and then click Print (icon).

The Class List or Wait List Detail View mode prints the curriculum information for all students.
The first curriculum details displayed will always be the primary curriculum followed by secondary curriculum(s)

The Print option will not be printing the hidden columns for example, the open-learning dates that will be displayed only for the open learning course.

When the printing option is executed, the print page is opened and the detail view class list details are printed. If columns are hidden using the using Show/Hide column option, then those hidden columns does not appear in the print. All the students displayed in the Class List page will be printed, even if the student records navigates across pages.

Portable Data Format (PDF) is the default supported printing option. Faculty members can also print any other formats supported by the default printer dialog.

Note: The **Print** hyperlink option will be disabled if there are no students enrolled or in waitlist for a CRN or if search criteria has no results.

Email student through the Class List

Faculty members can send e-mails to students in class list or waitlist rosters by following the steps.

About this task

Procedure

1. In the Class List page, select one or more student records/names by selecting the check box that is displayed in the page as the first column.

2. Add additional recipients, specify the subject of the mail, and enter the email content before sending the mail.

   The E-mail icon is enabled when the faculty member is navigated to the Class List page.

   If the faculty member clicks the Email icon without selecting a student record, the following message is displayed:

   Select at least one student to send an email
3. Selects a student record and click the Email icon (image will be captured here), the configured email service, for example, Microsoft Outlook, will be opened.

   This new e-mail will open with the selected student's e-mail address already displayed in the To field.

   If multiple students are selected, all the selected student's email ID will be displayed in the To field on the New email page.
4. If the faculty member wants to send the e-mail to the entire students in the class in one attempt, select the check box that is available in the grid header.

Results

Refer to EMAILOPT rule on page 26 and EMAILDEL rule on page 27 to know about the e-mail configuration rule details.

Wait List

In the Class List page, click the **Wait List** tab to view the waitlist details.

When there are no waitlisted students for a CRN/course the following message appears:

There are no students waitlisted for the course.

If there are waitlisted students but no enrolled students available for a particular CRN/course, the following message is displayed on the Class List tab:

There are no students registered for the course.

Note: Faculty members can click either the Class List tab or the Wait List tab to view the messages displayed.

The following fields are in the Wait List tab of the Class List page.

Fields	Descriptions
Student Name	Name of the student.
ID	Student ID.
Registration Status	Student’s class registration status.
Level	Level of study.
Credit Hours	Number of credit hours for the course.

Fields	Descriptions
Class	The class code for a student for the selected term.
Waitlist Position	Number indicating the student's position in the waitlist. If the student was waitlisted and has been notified that the student now has a place in the class, the value displayed is *0*.
Notification Expires	Date and time by which the student must enroll in the CRN. A value is displayed after a place has opened in a previously full CRN and the waitlisted student has been notified and can now enroll. If the student does not enroll before the expiration date and time, the registration is canceled.

Note: The **Waitlist Position** and **Notification Expires** fields are not always visible and can be configured by institutions using Waitlist Management in Banner.

Short cut keys for Windows and Macintosh in Class List page

The following short cut keys are available to navigate through the Class List Self-Service page for Windows and Macintosh.

Component	Windows Keys	Macintosh Keys	Description
Search field	ALT+Y	Ctrl+Cmd+Y	If the focus is on the CRN Listing page and Class List page and the user directly wants to do the Search, use this combination.
Email button	ALT+Q	Ctrl+Cmd+Q	If the focus is on the Class List page and the user directly wants to send e-mails, use this combination. Class list and waitlist
Export link	ALT+J	Ctrl+Cmd+J	If the focus is on the Class List page and the user directly wants to export student roasters of class list and waitlist use this combination.

Component	Windows Keys	Macintosh Keys	Description
Print link	ALT+W	Ctrl+Cmd+W	If the focus is on the Class List page and the user directly wants to print the class list and waitlist details, use this combination.
CRN Listing breadcrumb link	Shift+P	Ctrl+Cmd+P	If the focus is on the Class List page and navigates to the CRN Listing page, use this combination to go to the CRN Listing breadcrumb link. Press Enter to navigate to the CRN Listing page.

Drop Roster pages

This section discusses the functional overview of the Drop Roster feature that is available in the Banner Student Self-Service application and addresses the configuration needed to enable the Drop Roster feature for instructors and addresses the configuration needed to enable the Drop Roster feature for Instructors.

Institutions may be required (or find it beneficial) to review and keep class rolls updated before the census dates to ensure that students who never attended or who have stopped attending a class are not counted in census enrollment. Additionally, institutions may find it useful to define other checkpoints within a term to have class rosters verified by the instructors.

In regions where institutions have this process as a regulatory requirement, historically, this was accomplished by issuing Drop Rosters to faculty members, who would use the rosters to report students that had stopped attending the class before returning the information to an administrative office to perform the actual drops. Banner had a localization module for California that provided a Drop Roster function.

This function is now available in baseline Banner. This optional Drop Roster functionality will allow authorized faculty members to maintain their class rosters through Self-Service. A Drop Roster Maintenance web page allows the instructors to view all registered students and select the students to drop. These drop actions are captured in a specific Drop Roster set of audit tables.

The Drop Roster functionality provides the ability to do the following:

- Define rules for Self-Service drop rosters
- Set up drop rosters to be displayed in Banner Student Self-Service
- View drop roster status for a CRN in Self- Service
- View drop roster information and status on a report
- Drop students from a class

- Confirm a class roster with or without dropping students

  Drop roster rules are defined for a term (mandatory) and district ID (optional) on the Drop Roster Rules page (SFARORL). These rules have settings that indicate what types of CRNs they cover. For each CRN for a term/district combination, the CRN's related data is compared to the values for each rule, processing the rules in priority order (lowest value to highest). A CRN can have only a limited number of rules true for it. It can have one of the following:

  Drop Rosters are enabled for a Term or for a CRN using a new control page the Drop Roster Controls Page (SFADRPC).

- One Total Roster rule, which will create one Total Roster. If the CRN is using a Total Roster, there is no need for any of the other roster types, as the Total Roster covers the entire range of the CRN. For a traditional CRN, its starting available date is based on the calculated start date. (This is the same date concept used with add authorizations and calculated drops.) The last available date is based on the end date of the CRN. If the CRN is a traditional CRN, this is the end date specified in the Part of Term End field of SSASECT (SSBSECT_PTRM_END_DATE).
- One to three other rosters types, which would include at most one each of the following categories.
  - One Opening Day Roster rule, which will create an Opening Day Roster. This roster type would generally cover the date range near the start of the CRN. For a traditional CRN, its available dates are based on the calculated start date. (This is the same date concepts used with add authorizations and calculated drops.)
  - One Census Roster rule, which will create one or two Census Rosters. This roster type would generally cover the date range near the census-1 date (SSBSECT_CENSUS_ENRL_DATE) of the CRN, and its available dates are based on that date.

    If there is need for two census deadlines for the CRN, the CRN will have two census rosters available to it. However, only one census roster rule will be defined for and matched to the CRN. That one rule will be used to create a census-1 roster based on the census-1 date and a census-2 roster based upon the census-2 date (SSBSECT_CENSUS_2_DATE). In this situation, you could have four rosters for the CRN, but the CRN is still using only three roster rules.
  - One W-Grade Roster rule, which will create one W-Grade Roster. This roster type would generally cover the date range near the "Last Date to Drop Without a Penalty" date (SSBSECT_DROP_CUT_OFF_DATE) of the CRN, and its available dates are based on that date.

  This means if you are not using a Total Roster you could either have any one, two, or three of the roster rules described above, which will create the same quantity of drop rosters (or one additional for census-2 only if the CRN is two-census-average).

When a drop roster rule exists and the conditions are met, the Section Drop Roster History page (SFISECH) and the Drop Roster Status page in Banner Student Self-Service will display the roster information created for the CRN.

Two census CRNs

It may be desirable to review a CRN for both the census 1 and the census 2 deadlines. For example, certain traditional census CRNs are required by California Community College regulations to count the enrollment on two census dates and report the average of the counts.

A CRN will be identified in Banner Student as a candidate for two census rosters by settings on the Integration Configuration Settings page (GORICCR).

Process = REG_DROP_ROSTER

Setting = TWO_CENSUS

Value = Codes from STVATTR

An authorized user can create multiple entries for above mentioned process and setting combination specifying different values of STVATTR code. If a CRN with at least one of the specified STVATTR codes matches a census rule, the CRN will have two census Drop Rosters generated (known as Census 1 and Census 2). If a CRN does not match any of the specified STVATTR codes, it will have at most one census Drop Roster (known as Census 1).

Configure Drop Roster page through SQL script

The Drop Roster menu will be available as part of the DB upgrade process. However, the user must configure the URL through Web Tailor or in the Web Tailor Repeating Menu Item (TWGRMENU) table.

Use the following script to update the URL for the Drop Roster page:

```
UPDATE "WTAILOR"."TWGRMENU" SET TWGRMENU_URL = 'http://
application_path_of_StudentSelfService/ssb/dropRoster/ dropRosterPage'
WHERE twgrmenu_name = 'bmenu.P_FacMainMnu'and twgrmenu_url_text = 'Drop
Roster';
```

```
Where application_path_of_StudentSelfService = StudentSelfService
application path. (example: http:// host_name:port_number/
StudentSelfService)
```

Supporting Drop Roster information

More information about the Drop Roster feature follows.

Online Learning Classes

The Drop Roster feature does not currently support online learning classes, although we have provided some basic infrastructure that can be used in the future for these types of classes.

Pin Control

Faculty and instructors using Drop Roster to drop students will NOT be required to enter a student’s pin.

Registration Controls

Depending on the values your institutions chose for the Registration Controls, you may want to run the Registration Admin Message Report (SFRRGAM) to review administrative drop errors that need to be resolved.

Pages/Process

The following administration pages and report in Banner Student support the Drop Roster functionality:

- Drop Roster Rules (SFARORL) page
- Drop Roster Control (SFADRPC) page
- Section Drop Roster History (SFISECH) page
- Drop Roster Status List (SFRROST) report

Refer to the *Banner Student Online Help* to know more about the page fields and descriptions and *Banner Student Reports Handbook* to know more about processes and reports.

Drop Roster pages in Banner Student Self-Service

The Drop Roster feature in Self-Service has the following pages.

- Drop Roster Status page
- Drop Roster Maintenance page
- Drop Roster Confirmation page

Navigate to Drop Roster pages

An instructor with an active faculty role can log in to the Student Self-Service application by following these menu options: **Banner**> **Faculty and Advisors** > **Drop Roster**

Criteria used to match rules to a CRN

Drop roster rules are matched to CRNs by selecting a CRN, finding its relevant drop roster data, and then determining, in processing priority order, what rules are a match (that is, are true) for that CRN.

All logic approaches the matching in this order. To ensure that the results will always be consistent, none of the logic will ever select a drop roster rule and then find the CRNs that match it.

If a CRN has no matching drop roster rules, the Section Drop Roster History page (SFISECH) will list the CRN with the all fields null in the Roster Status block. On the Drop Roster Status page in Banner Student Self-Service, the CRN will be listed in the “Sections Disabled or Without Drop Rosters” section.

The following are the available roster types which can be selected in the **Roster Type** field of SFARORL to assign to rules:

- Total Roster (TR)
- Opening Day Roster (OR)
- Census Roster (CR)
- W-grade Roster (WR)

A CRN can be covered by zero to three rules, and following conditions apply.

- A CRN can have only one rule of a given type. Using the value in the Processing Priority field of SFARORL, the system finds the lowest number that matches for a rule type.
- If a rule with a roster type of CR, OR, or WR matches the CRN first, the CRN will not be matched to a TR rule. Alternatively, if a rule with a roster type of TR matches the CRN first, it will not be matched to any CR, OR, or WR rules.
- Therefore, a CRN cannot have all four rules types; a CRN can have no more than three rules that apply to it.
- When the system identifies either one TR rule or a set of CR, OR, and WR rules, it stops searching for rules.

From the drop roster rules that are found to match a CRN, there will be one roster of each type per matched rule (CR, OR, and WR, or TR). The only exception to this is for two- census CRNs. These CRNs can potentially have four actual rosters because of the two census rosters. The CR rule will be used to create two census drop rosters, one based on the census-1 date of the CRN and the other based on the census-2 date.

Therefore, from the drop roster rules that are found to match the CRN, there will one of each type of roster (CR, OR, and WR) for the CRN, with a possible second census-2 roster for the CR rule.

The following table shows the SFARORL page fields and SFRRORL table columns that are used to match a rule to a CRN. When evaluating a CRN, the CRN data shown in the “CRN Example Data” column is selected and compared to each drop roster rule until it finds the appropriate matching rule(s).

Drop Roster Column Name	CRN Data	CRN Example Data	Rule Example
District ID Code SFRRORL_ DICD_CODE	Refer to the extended examples following this table		
Rule Term Code SFRRORL_ TERM_CODE	SSBSECT_TERM_CODE	201040	201040
Rule Active SFRRORL_ ACTIVE_IND	Not applicable	Not applicable	Y(ignore inactive rules set to N)
Drop Roster Type SFRRORL_ ROSTER_TYPE	Complex match to rule values: OR, CR, WR, or TR		
	1. if SSBSECT_PTRM_CODE is null, class will be skipped	Part of Term is null; CRN is open learning	Not eligible
	2. if SSBSECT_PTRM_CODE is not null	Part of Term is not null;CRN is traditional	

<table>
<tr><th>Drop Roster Column Name</th><th>CRN Data</th><th>CRN Example Data</th><th>Rule Example</th></tr>
<tr><td></td><td>TR, OR, and WR rules can apply to any traditional CRN.
CR rules can only apply to traditional census CRNs and cannot apply to Actual (positive attendance) CRNs:SSBSECT_ACCT_CODE = (STVACCT_CODE where STVACCT_ACTUAL_IND <> Y)</td><td>No additional conditions

Attendance Method is not Actual</td><td>TR, OR, or WR (traditional CRN)

CR(traditional and census CRN only)</td></tr>
<tr><td>Rule Processing Priority SFRRORL_ PROCESS_ PRIORITY</td><td>Not applicable</td><td>Not applicable</td><td>1</td></tr>
<tr><td colspan="4">Use the following processing priority to set the order for selecting the rules that will be used to create the CRNs drop rosters.
Using the lowest priority number and the criteria noted above, find the first rule for the CRN that matches it.
If the first matching rule is a TR rule, that excludes all CR, OR, and WR rules. Use this rule to create a Total Roster and stop searching for more rules.
If the first matching rule is a CR, OR, or WR rule, that excludes all TR rules.
When the first matching OR rule is found for creating an opening day roster that excludes all other OR rules. Continue searching only for other rules of types CR or WR that have no matching rule yet.

Or when the first matching CR rule is found for creating a census roster(s) that excludes all other CR rules. Continue searching only for other rules of types OR or WR that have no matching rule yet.

Or when the first matching WR rule is found for creating a W-grade roster that excludes all other WR rules. Continue searching only for other rules of types OR or CR that have no matching rule yet.</td></tr>
<tr><td colspan="2">Attendance Type SFRRORL_CRN_ACCT_TYPE</td><td colspan="2">Complex match. Values: O, A, C, P</td></tr>
<tr><td colspan="4">Using the lowest priority number, find the first rule for the CRN that matches it.
When the first matching O rule is found, that excludes all other rules. Or when the first matching A rule is found, that excludes all other rules. Or when the first matching C rule is found, that excludes all other rules. Or when the first matching P rule is found, that excludes all other rules.</td></tr>
<tr><td></td><td>O (open learning condition): SSBSECT_PTRM_CODE</td><td>Part of Term is null</td><td>Not eligible</td></tr>
</table>

Drop Roster Column Name	CRN Data	CRN Example Data	Rule Example
	A (all traditional rule conditions): SSBSECT_PTRM_CODE cannot be null. (If not, ignore A.)	Part of Term is not null	A(any traditional CRN)
	C (census rule conditions): SSBSECT_ACCT_CODE= (STVACCT_CODE where STVACCT_ACTUAL_IND <> Y) --AND--SSBSECT_PTRM_CODE cannot be null. (If not, ignore C.)	Part of Term is not null and Attendance Method is not Actual	C (any traditional census CRN)
	P (positive attendance rule conditions): SSBSECT_ACCT_CODE= (STVACCT_CODE where STVACCT_ACTUAL_IND = Y) --AND--SSBSECT_PTRM_CODE cannot be null. (If not, ignore P.)	Part of Term is not null and Attendance Method is Actual	P (any traditional positive attendance)

District ID matching

It is optional for both a section and a Drop Roster rule to have an associated district ID. The matching can be described as the following:

- If the District ID associated with a CRN matches the District ID of the rule

  Use that rule
- Else, if the District ID of the rule is null

  Use that rule

As an example, let us assume we have two rules for a term:

Rule Number	District ID	Roster Type	Active?
1	<null>	Census	Yes
2	120	Total	Yes

The following table is the roster that sections will have based on these rules:

CRN	Campus	District ID	Roster Type	Based on rule
10015	M	D1	Census	1
10033	2	120	Total	2

CRN	Campus	District ID	Roster Type	Based on rule
10034	1	<null>	Census	1

If we inactivate rule number 1 in our above example, we will have:

Rule Number	District ID	Roster Type	Active?
1	<null>	Census	No
2	120	Total	Yes

The following table is the roster that sections will have based on this remaining rule:

CRN	Campus	District ID	Roster Type	Based on rule
10015	M	D1	<none>	
10033	2	120	Total	2
10034	1	<null>	<none>	

If instead we inactivate rule number 2 in our above example, we will have:

Rule Number	District ID	Roster Type	Active?
1	<null>	Census	Yes
2	120	Total	No

The following table is the roster that sections will have based on this remaining rule:

CRN	Campus	District ID	Roster Type	Based on rule
10015	M	D1	Census	1
10033	2	120	Census	1
10034	1	<null>	Census	1

For simplicity in the above examples, we have included a Total rule as one of the potential matches. This means that we will either get a Total rule or a non-Total rule in our results; we can easily see which rule is being used.

However, this term/district ID check is being done for each *type* of roster. Depending on your configuration, you can have a section with a roster that results from a rule with a district ID and with a different type of roster that results from a rule without a district ID.

As an example for this scenario, let's assume we have two rules for a term:

Rule Number	District ID	Roster Type	Active?
1	<null>	Census	Yes
2	120	W-Grade	Yes

The following table is the roster that sections will have based on these rules:

CRN	Campus	District ID	Roster Type	Based on rule
10033	2	120	Census	1
			W-Grade	2

Available drop roster date calculation

This section provides details about the types of available date calculations in the Drop Roster feature.

A drop roster is available for a specific date range that is based on the setups of the drop roster rule that created it and on the date or dates of the CRN. The available dates are calculated and validated to each other within a single roster and also across the multiple rosters for a single CRN.

The available dates are displayed on the Section Drop Roster History page (SFISECH) and the Drop Roster Status page in Student Self-Service. These dates determine when the drop roster can be maintained by the instructor in Self-Service.

Validation of Date First Available and Date Last Available for a single roster of a CRN

This validation applies to TR rosters and any other single roster of any type.

- The following statement must be true for every roster of any type on any CRN: Date First Available <= Date Last Available
- Calculate the Date First Available
- Calculate the Date Last Available
- If the Date Last Available would be earlier than the Date First Available because of the rule setups or the dates of the CRN, set Date Last Available = Date First Available. (The roster is available for only one day.)
- Neither the Date First Available nor the Date Last Available can be null
- In any situation where these conditions cannot be met, the system displays a warning message. There might be erroneous or unusual data issues with bad dates on a CRN. In this situation, the following occur.
    - The Section Drop Roster History (SFISECH) page will display the following warning for this CRN: **WARNING* Availability date conflict in the roster rules. This section's dates may not be defined properly, or the roster rules cause a conflict in the dates.*
    - The Drop Roster Status page will list the CRN in the Drop Roster Conflicts section

Validation of Date First Available and Date Last Available for multiple rosters of a CRN

The requirements for Date First Available and Date Last Available for multiple-roster CRNs are as follows.

- When more than one roster is used for a CRN, the date order of the rosters must be as follows:
  - OR Opening roster
  - CR Census 1 roster
  - CR Census 2 roster (if applicable)
  - WR W-grade roster
- Each roster must be available for consecutive dates without interruption. A roster cannot “wrap around” the dates of another roster.
- If applicable, Census 2 roster dates are always determined immediately after Census 1 (by the CR rule priority) before any other rosters that follow.
- In any situation that would cause the rosters to be in a different date order, the system displays a warning message. There might be erroneous or unusual data issues with bad dates on a CRN. In this situation, the following occur.
  - The Section Drop Roster History (SFISECH) page will display the following warning for this CRN: **WARNING* Availability date conflict in the roster rules. This section's dates may not be defined properly, or the roster rules cause a conflict in the dates.*
  - The Drop Roster Status page will list the CRN in the Drop Roster Conflicts section.

The validation logic for multiple rosters considers all of the following conditions. (The dates might not be calculated in this order because of the processing priority, but after all dates are calculated, the validation applies.)

1. OR Opening roster (Date First Available <= Date Last Available)
2. OR Opening roster Date Last Available < CR Census 1 roster Date First Available
3. CR Census 1 roster (Date First Available <= Date Last Available)
4. CR Census 1 roster Date Last Available < CR Census 2 roster Date First Available (if applicable)
5. CR Census 2 roster (if applicable) (Date First Available <= Date Last Available)
6. CR Census 2 roster Date Last Available (if applicable) < WR W-grade roster Date First Available
7. CR Census 1 roster Date Last Available < WR W-grade roster Date First Available
8. WR W-grade roster (Date First Available <= Date Last Available)

Calculations for a TR Total Roster

The samples shown in this section are simple calculations without the Schedule Exclusion Rules (SSAEXCL) date exclusions and without rule overlap prevention.

For an explanation of SSAEXCL date exclusions, see SSAEXCL date exclusions on page 127. For calculations with rule overlap prevention, see Roster overlap prevention

TR rule logic for starting available date

1. Find the CRN start date as: If SSBSECT_PTRM_CODE is not null, then CRN start date = calculated start date
2. Find the unadjusted starting available date as: unadjusted starting available date = CRN start date + SFRRORL_AVAIL_BEGIN_NUM
3. Find the starting available date as follows:
    - If SFRRORL_BEGIN_WORKDAYS_IND = N, then starting available date = unadjusted starting available date
    - If SFRRORL_BEGIN_WORKDAYS_IND = Y, determine whether a weekend adjustment is needed as follows.
        – If the unadjusted starting available date is a weekend day, adjust backward one or two days, as applicable, to the day immediately preceding the weekend.
        – If the date is during the work week, use the unadjusted starting available date.

TR rule logic for last available date

1. Find the CRN end date as: CRN end date = SSBSECT_PTRM_END_DATE
2. Find the unadjusted last available date as: unadjusted last available date = CRN end date + SFRRORL_AVAIL_END_NUM
3. Find the last available date as follows:
    - If SFRRORL_END_WORKDAYS_IND = N, then last available date = unadjusted last available date
    - If SFRRORL_END_WORKDAYS_IND = Y, determine whether a weekend adjustment is needed as follows:
        – If the unadjusted last available date is a weekend day, adjust forward one or two days, as applicable, to the day immediately following the weekend
        – If the date is during the work week, use the unadjusted last available date

Calculations for an OR Opening Day Roster

This section discusses the various calculations included in the OR Opening Day roster.

OR rule logic for starting available date

Use the following steps:

1. Find the CRN start date as: If SSBSECT_PTRM_CODE is not null, then CRN start date = calculated start date
2. Find the unadjusted starting available date as: unadjusted starting available date = CRN start date + SFRRORL_AVAIL_BEGIN_NUM
3. Find the starting available date as follows:
   - If SFRRORL_BEGIN_WORKDAYS_IND = N, then starting available date = unadjusted starting available date
   - If SFRRORL_BEGIN_WORKDAYS_IND = Y, determine whether a weekend adjustment is needed as follows:
     – If the unadjusted starting available date is a weekend day, adjust backward one or two days, as applicable, to the day immediately preceding the weekend
     – If the date is during the work week, use the unadjusted starting available date

OR rule logic for last available date

Use the following steps:

1. Find the CRN start date as: If SSBSECT_PTRM_CODE is not null, then CRN start date = calculated start date
2. Find the unadjusted last available date as: unadjusted last available date = CRN start date + SFRRORL_AVAIL_END_NUM
3. Find the last available date as follows:
   - If SFRRORL_END_WORKDAYS_IND = N, then last available date = unadjusted last available date
   - If SFRRORL_END_WORKDAYS_IND = Y, determine whether a weekend adjustment is needed as follows:
     – If the unadjusted last available date is a weekend day, adjust forward one or two days, as applicable, to the day immediately following the weekend
     – If the date is during the work week, use the unadjusted last available date

Calculations for a CR Census Roster

The CR rule for census-1 uses only census-1 date for both dates. If the CRN requires a census-2 roster, the census-2 date is used for both of its dates.

CR rule logic for starting available date

Use the following steps:

1. Find the unadjusted starting available date as follows:

   (for census 1) unadjusted starting available date = SSBSECT_CENSUS_ENRL_DATE + SFRRORL_AVAIL_BEGIN_NUM (for census 2) unadjusted starting available date = SSBSECT_CENSUS_2_DATE + SFRRORL_AVAIL_BEGIN_NUM

2. Find the starting available date as follows:
   - If SFRRORL_BEGIN_WORKDAYS_IND = N, then starting available date = unadjusted starting available date
   - If SFRRORL_BEGIN_WORKDAYS_IND = Y, determine whether a weekend adjustment is needed as follows:
     – If the unadjusted starting available date is a weekend day, adjust backward one or two days, as applicable, to the day immediately preceding the weekend
     – If the date is during the work week, use the unadjusted starting available date

CR rule logic for last available date

Use the following steps:

1. Find the unadjusted last available date as follows:

   (for census 1) unadjusted last available date = SSBSECT_CENSUS_ENRL_DATE +SFRRORL_AVAIL_END_NUM(for census 2) unadjusted last available date = SSBSECT_CENSUS_2_DATE + SFRRORL_AVAIL_END_NUM
2. Find the last available date as follows:
   - If SFRRORL_END_WORKDAYS_IND = N, then last available date = unadjusted last available date
   - If SFRRORL_END_WORKDAYS_IND = Y, determine whether a weekend adjustment is needed as follows:
     – If the unadjusted last available date is a weekend day, adjust forward one or two days, as applicable, to the day immediately following the weekend
     – If the date is during the work week, use the unadjusted last available date

Calculations for a WR W-grade Roster

This section discusses the calculations involved in the WR W-Grade roster.

Note: The WR rule uses only the *last date to drop without penalty* for both dates.

WR rule logic for starting available date

Use the following steps:

1. Find the unadjusted starting available date as: unadjusted starting available date = SSBSECT_DROP_CUT_OFF_DATE + SFRRORL_AVAIL_BEGIN_NUM

2. Find the starting available date as follows:
    - If SFRRORL_BEGIN_WORKDAYS_IND = N, then starting available date = unadjusted starting available date
    - If SFRRORL_BEGIN_WORKDAYS_IND = Y, determine whether a weekend adjustment is needed as follows:
        - If the unadjusted starting available date is a weekend day, adjust backward one or two days, as applicable, to the day immediately preceding the weekend
        - If the date is during the work week, use the unadjusted starting available date

WR rule logic for last available date

Use the following steps:

1. Find the unadjusted last available date as: unadjusted last available date = SSBSECT_DROP_CUT_OFF_DATE + SFRRORL_AVAIL_END_NUM
2. Find the last available date as follows:
    - If SFRRORL_END_WORKDAYS_IND = N, then last available date = unadjusted last available date
    - If SFRRORL_END_WORKDAYS_IND = Y, determine whether a weekend adjustment is needed as follows:
        - If the unadjusted last available date is a weekend end day, adjust forward one or two days, as applicable, to the day immediately following the weekend
        - If the date is during the work week, use the unadjusted last available date

SSAEXCL date exclusions

The Schedule Exclusion Rules (SSAEXCL) page is used to specify non-class days, such as holidays, by year and part of term.

These dates have no impact on open learning CRNs and are matched to a traditional CRN by matching the calendar year of the related CRN date and the part of term of the CRN. When calculating the available dates for traditional CRNs, its matching SSAEXCL dates are used to calculate the first and last available dates.

The Date First Available cannot be a date listed in SSAEXCL. If it is one of those dates, the logic continues adjusting backward to the first non-SSAEXCL date. If SFRRORL_BEGIN_WORKDAYS_IND = Y, the adjustment continues to exclude weekend days.

The Date Last Available cannot be a date listed in SSAEXCL. If it is one of those dates, the logic continues adjusting forward to the first non-SSAEXCL date. If SFRRORL_END_WORKDAYS_IND = Y, the adjustment continues to exclude weekend days.

Roster overlap prevention

Roster overlap prevention does not relate to the rosters for TR rules, and it applies only to the second and third priority rules' rosters of a CRN (CR, OR, or WR) when they exist or to the CR rule's census-2 roster when it is applicable.

The intention of roster overlap prevention is to disallow two rosters for a CRN to be available on the same dates. When two rosters would be available on the same date, the roster for the rule with the highest priority (that is, lowest value) is assigned the date in question, and availability dates of the rule with the next highest priority are adjusted to prevent the overlap.

After the first roster's availability dates are assigned (using weekend and SSAEXCL logic), the system follows the logic presented in this section for the second roster. It does not further adjust the dates for the SSAEXCL and weekend logic; it simply makes this overlap adjustment and sets the date as needed regardless of whether it is a weekend or if it is SSAEXCL excluded.

Applying roster overlap prevention

The following logic is used in applying rule overlap prevention.

Note: This logic considers only the applicable available rules.

1. Determine and allocate the dates for the first priority rule. ("Allocate" means the system notes the dates in the range from Date First Available to Date Last Available.)
2. Determine what the second priority roster rule is. This will be one of the following:

   A census 2 roster if the first priority rule was a census 1 rule (SFRRORL_ROSTER_TYPE = CR) and this CRN meets the conditions to have a census 2 roster.

   OR

   Another rule type (SFRRORL_ROSTER_TYPE not the same)
3. Determine the second priority roster rule Date First Available.
4. If the date is equal to or between the first priority rule Date First Available and Date Last Available, adjust the date forward or backward (depending on specifics of the rule types) to the first date that is beyond the first priority rule.

   For example, let's say the prior roster ends on 08-JAN-2017 and by the date order validations would precede this roster. This roster should begin on 07-JAN-2017, but that overlaps with the prior roster. So instead, 09-JAN-2017 is used for this next roster's Date First Available. The following tables will show this situation in an alternative format:

   Step 1: Unadjusted Dates

Which Roster?	Start Date	End Date
Opening day	02-JAN-2017	08-JAN-2017

Which Roster?	Start Date	End Date
Census roster	07-JAN-2017	16-JAN-2017

Step 2: Adjusted Dates

Which Roster?	Start Date	End Date
Opening day	02-JAN-2017	08-JAN-2017
Census roster	09-JAN-2017	16-JAN-2017

Note: The census roster date has been shifted so that the census roster will immediately follow the opening day roster.

ERROR situation: If no usable date range exists because two other rules oppose each other and exclude the needed date range (based on the date order validation), the SFISECH page will leave the available dates null and display the following warning: `*WARNING* Availability date conflict in the roster rules. This section's date may not be defined properly, or the roster rules cause a conflict in the dates".`

The Drop Roster Status page will list the CRN in the Drop Roster Conflicts section. This is shown in the following example:

- If the CRN ends 08-JAN-2017, the prior roster ends on 08-JAN-2017, and this roster should begin on 08-JAN-2017, this roster cannot be set up and the system displays the warning
- If prior roster #1 ends 08-JAN-2017, the prior roster #2 starts on 09-JAN-2017, and this roster, #3, should be between them per the date order validation, this roster cannot be set up and the system displays the warning
- The following table shows this same information:

Which Roster?	Priority	Start Date	End Date
Opening day	10	02-JAN-2017	08-JAN-2017
W-grade roster	20	09-JAN-2017	16-JAN-2017
Census roster	30	Does not matter	Does not matter

5. If there are more rosters to be processed for this CRN, repeat this process for them in priority order, using all of the Date First Available and Date Last Available ranges for all other rosters that preceded each roster.

Roster overlap prevention example (Date First Available and Date Last Available)

In this example, the CRN is a two-census CRN (requires census 2) and the rule priority is in the following order: CR, OR, WR.

1. Determine and allocate the dates for the CR census 1 roster. The dates noted have already been adjusted for SSAEXCL and SFRRORL_BEGIN_WORKDAYS_IND = Y.

   Final Census 1 Date First Available = 18-DEC-2016 Final Census 1 Date Last Available = 04-JAN-2017

   This means that all dates from 18-DEC-2016 to 04-JAN-2017 cannot be used for any other roster.
2. Determine the calculated dates for the CR census 2 roster. The dates noted have already been adjusted for SSAEXCL and SFRRORL_BEGIN_WORKDAYS_IND = Y, but are not yet adjusted for the prior roster rules.

   Preliminary Census 2 Date First Available = 02-JAN-2017

   Preliminary Census 2 Date Last Available = 11-JAN-2017
3. Determine the non-overlapping dates and allocate these dates for the CR census 2 roster. Because 01-JAN-2017 to 04-JAN-2017 are already allocated to the CR census 1 roster, adjust the CR census 2 Date First Available to 05-JAN-2017. (In this step, ignore SSAEXCL and SFRRORL_BEGIN_WORKDAYS_IND = Y.)

   Final Census 2 Date First Available = 05-JAN-2017 Final Census 2 Date Last Available = 11-JAN-2017

   This means that in addition to the census 1 allocation in Step 1, all dates from 05-JAN-2017 to 11-JAN-2017 cannot be used for any other roster.
4. Determine the calculated dates for the OR roster. The dates noted have already been adjusted for SSAEXCL and SFRRORL_BEGIN_WORKDAYS _IND = Y. Because these dates do not overlap with any other roster, no further adjustment is needed.

   Final Opening Date First Available = 03-DEC-2016 Final Opening Date Last Available = 08-DEC-2016

   This means that in addition to the allocations above, all dates from 03-DEC-2016 to 08-DEC-2016 cannot be used for any other roster.
5. Determine the calculated dates for the WR roster. The dates noted have already been adjusted for SSAEXCL and SFRRORL_BEGIN_WORKDAYS_IND = Y. Because these dates do not overlap with any other roster, no further adjustment is needed.

   Final W-grade Date First Available = 12-JAN-2017

   Final W-grade Date Last Available = 19-JAN-2017

   This is the last possible roster. In addition to the allocations above, all dates from 12- JAN-2017 to 19-JAN-2017 are for the W-grade roster.

   The resulting rosters sorted into proper date order:

   - OR Opening Day roster: available 03-DEC-2016 to 08-DEC-2017
   - CR Census 1 roster: available 18-DEC-2016 to 04-JAN-2017
   - CR Census 2 roster: available 05-JAN-2017 to 11-JAN-2017
   - WR W-grade roster: available 12-JAN-2017 to 19-JAN-2017

   The following table lists working through the same example but in a different format:

Step 1: Unadjusted dates in priority order:

Which Roster?	Start Date	End Date
Census 1	18 Dec 2016	4 Jan 2017
Census 2	02 Jan 2017	11 Jan 2017
Opening day	3 Dec 2016	8 Dec 2016
W-Grade	12 Jan 2017	19 Jan 2017

Step 2: Adjusted dates in priority order:

Which Roster?	Start Date	End Date
Census 1	18 Dec 2016	4 Jan 2017
Census 2	05 Jan 2017	11 Jan 2017
Opening day	3 Dec 2016	8 Dec 2016
W-Grade	12 Jan 2017	19 Jan 2017

Step 2: Adjusted dates in drop roster order:

Which Roster?	Start Date	End Date
Opening day	3 Dec 2016	8 Dec 2016
Census 1	18 Dec 2016	4 Jan 2017
Census 2	05 Jan 2017	11 Jan 2017
W-Grade	12 Jan 2017	19 Jan 2017

Determine registration status codes

The Registration Status Code (RSTS code) used to drop students is determined by the rule for the roster defined on the Drop Roster Rules (SFARORL) page as follows.

- If the value in the rule's Standard Status field (SFRRORL_RSTS_CODE_DROP) is not null, that value will be the code listed in the drop-down list for the Action field on the Drop Roster Maintenance page.
- If the value in the rule's Standard Status field is null, the Computed Drop Code/Fee Refund feature is used to determine the code to list. Drop Roster specifically will use the "Faculty or Advisor" codes from the Course Registration Drop Status Rules (SFADROP) page. The only variation when the Computed Drop Code/Fee Refund functionality is used with drop roster is that the drop date is not always the system date. Therefore, the code calculated will be the equivalent of the code that would be used on Student Course Registration (SFAREGS) page

based on the date entered in the key block (the current date or possibly backdated). The system logic performs the following steps to determine the RSTS code.

1. The system determines the RSTS date for processing the drops from the rule setups as follows.

   – If the rule's **System Transaction Date** check box is checked (that is, SFRRORL_RSTS_SYS_DATE_IND = Y), the RSTS date is always the system date. Registration processing will be similar to standard baseline logic for Self-Service.

   – If the rule's **System Transaction Date** check box is unchecked (SFFRORL_RSTS_SYS_DATE_IND <> Y), the RSTS date will be either the system date or backdated. Backdating occurs only at the end of the available date range when the rule is available beyond the drop roster type's related date. Determining this uses dates from the CRN that depend on the rule type.

     If No-show is offered on this rule, the no-show RSTS code entries will also be backdated this way. When backdating applies, all drops selected are at a time backdated to the same day.

     If the roster type is Total Roster (SFRRORL_ROSTER_TYPE = TR), the system determines dates as follows:

     If SSBSECT_PTRM_CODE is not null, the traditional CRN end date = SSBSECT_PTRM_END_DATE

     Determine the RSTS date:

   – If the system date is less than or equal to the end date, the RSTS date will be the system date

   – If the system date is greater than the end date, the RSTS date will be the CRN end date

     For example:

System Date	**CRN End Date**	**RSTS Date Used**
13-SEP-2017	13-SEP-2017	System date (13-SEP-2017)

System Date	CRN End Date	RSTS Date Used
13-SEP-2017	12-SEP-2017	Backdated CRN end date (12-SEP-2017)

If the roster type is Opening Day Roster (SFRRORL_ROSTER_TYPE = OR), the system determines dates as follows:

Determine the CRN start date. This must be a traditional CRN (open learning CRNs are excluded), and the CRN start date is the calculated start date. (This is the same date concepts used with add authorizations and calculated drops.)

Determine the RSTS date:

– If the system date is less than the CRN start date, the RSTS date is the system date
– If the system date is greater than or equal to the CRN start date, the RSTS date is the CRN start date *minus 1 day*

For example:

System Date	CRN Start Date	RSTS Date Used
13-SEP-2017	14-SEP-2017	System date (13-SEP-2017)
13-SEP-2017	13-SEP-2017	Backdated CRN start date *minus 1 day* (12-SEP-2017)

If the roster type is Census Roster (SFRRORL_ROSTER_TYPE = CR) and the census type is Census 1, the system determines dates as follows.

Determine the RSTS date:

– If the system date is less than the Census 1 date (SSBSECT_CENSUS_ENRL_DATE), the RSTS date is the system date.
– If the system date is greater than or equal to the Census 1 date, the RSTS date is the Census 1 date *minus 1 day*

For example:

System Date	Census 1 Date	RSTS Date Used
13-SEP-2017	14-SEP-2017	System date (13-SEP-2017)

System Date	Census 1 Date	RSTS Date Used
13-SEP-2017	13-SEP-2017	Back dated census 1 date *minus 1day* (12-SEP-2017)

If the roster type is Census Roster (SFRRORL_ROSTER_TYPE = CR) and the census type is Census 2, the system determines dates as follows.

Determine the RSTS date:

– If the system date is less than the Census 2 date (SSBSECT_CENSUS_2_DATE), the RSTS date is the system date

– If the system date is greater than or equal to the Census 2 date, the RSTS date is the Census 2 date *minus 1 day*

For example:

System Date	Census 2 Date	RSTS Date Used
13-SEP-2017	14-SEP-2017	System date (13-SEP-2017)
13-SEP-2017	12-SEP-2017	Back dated census 2 date *minus 1day* (11-SEP-2017)

If the roster type is W-Grade (SFRRORL_ROSTER_TYPE = WR), the system determines dates as follows:

– If the system date is less than or equal to the drop without penalty date (SSBSECT_DROP_CUT_OFF_DATE), the RSTS date

– If the system date is greater than the drop cutoff date, the RSTS date is the drop without penalty date

For example

System Date	Drop Without Penalty	RSTS Date Used
13-SEP-2017	13-SEP-2017	System date (13-SEP-2017)
13-SEP-2017	12-SEP-2017	Backdated drop without penalty date (12-SEP-2017)

2. The system determines the standard RSTS code for processing the drops based on the RSTS date and the rule setups, as follows.

   – If the value for the RSTS standard code (SFRRORL_RSTS_CODE_DROP) is not null, the standard RSTS code is that code

   – If the value for the RSTS standard code is null, the standard RSTS code is the calculated instructor drop code for the RSTS date. This is the same logic used in the Self-Service Add or Drop Classes page if the system date was the RSTS date found in Step 1.

3. The system determines whether the selected standard RSTS code is valid for processing the drops on the RSTS date based upon baseline validation logic. If the standard RSTS code would be valid for populating the Action drop-down list on the baseline Add or Drop Classes page when the system date is the RSTS date, then it is valid for using here. If it is

not valid or if the calculation returns a null (code not found), this will cause the maintenance page to open with an error. The maintenance page will note that the CRN cannot be processed for drop rosters because the RSTS code is not valid. If the standard RSTS code passed validation and the SFARORL rule for the roster includes a no-show status (SFRRORL_RSTS_CODE_ NOSHOW), that RSTS code will be included in the Action drop-down list if it passes all baseline validation for use and the rule's no-show cutoff (SFRRORL_NOSHOW_CUTOFF_TYPE) has not passed. This is compared to dates on the CRN (SSBSECT) as follows:

– RD (Last Date for Refund): Include the no-show RSTS code if the system date is less than or equal to the last date for refund date SSBSECT_REFUND_CUT_OFF_DATE value
– CD (Census One Date): Include if the system date is less than the census 1 date SSBSECT_CENSUS_ENRL_DATE value
– AD (Last Date to Record Academic History): Include the no-show RSTS code if the system date is less than or equal to the last date to record academic history date SSBSECT_ACAD_CUT_OFF_DATE value
– PD (Last Date to Drop without a Penalty): Include the no-show RSTS code if the system date is less than or equal to the last date to drop without penalty SSBSECT_DROP_CUT_OFF_DATE value

The no-show RSTS code is not critical to opening the maintenance page. The standard RSTS code is. If the no-show RSTS code is not valid but the standard RSTS code is, this will not produce an error and only the standard RSTS code will be listed. However, if the situation is reversed (no-show RSTS code is valid and standard RSTS code is not), this will cause the error noted in step Step 3.

If back dating is used, the no-show RSTS code will also be posted with the backdated RSTS date.

4. The STVRSTS (registration status) codes are eligible for use on a Drop Roster. Basically, the code (either defined as part of the rule on SFARORL or provided by the Calculated Drop functionality) must:

– Pass the date check, looking at the information on SFARSTS
– The web indicator should be checked
– The extension indicator should not be checked
– The Waitlist indicator should not be checked
– The Include in Section Enrollment indicator should not be checked
– The status type must be either Dropped or Withdrawn

System Transaction Date in a Drop Roster rule

Institutions should be aware of possible implications of clearing the **System Transaction Date** for a Drop Roster rule. Instead of using the system date (the current date) for the transaction's activity date, an alternative date will be calculated for use. This date will set the registration activity date (SFRSTCR_RSTS_ACTIVITY_DATE) to a date in the past. This is effectively backdating the drop. Depending on your assessment configuration, this calculated date may impact a dropped student's reassessment/assessment.

We highly recommend thorough testing around this point.

Other Fee Assessment implications

Drop Roster processing can be enabled throughout the term. Due to this, institutions should be aware of fee assessment implications of the drops that are done in any penalty period (that is, any period that doesn't offer 100% refund). For example, a Total Roster will be active (subject to the beginning and ending date adjustments) for the duration of the term. If a drop is done on the last day of the term, the student will be dropped and any applicable re-assessment will be done.

WEBRSTSDRP entry in GTVSDAX

If the drop code specified for a rule (either for the standard status or the no-show status) matches the value set for the WEBRSTSDRP entry in GTVSDAX, the drop will include a "record remove" so that the class is no longer visible on SFAREGS.

Updates made by Drop Roster processing

All updates are made after a Faculty Self-Service user clicks Confirm on the Drop Roster Confirmation page. At any point before that, canceling or ending the session will not result in updates.

The system updates the following after changes are submitted.

- The Drop Roster History (SFRSECH) table is updated, setting the activity date to the system date, which is displayed in various places as the last submitted date for the drop roster. This update always occurs even if no students were selected for dropping when the user confirms the roster is correct as is.
- If students were selected to be dropped, the registration drops are processed using standard Banner Student processes.
- If students were selected to be dropped, a record is added to the Student Audit Records (SFRSDRP) table for each student dropped successfully. Each column will be updated appropriately with the following special considerations.
  - The drop roster session number is a system-assigned number that uniquely identifies the group of students that were dropped/processed by this drop roster session when changes were submitted on the Drop Roster Confirmation page. This number changes every time the instructor clicks Confirm. For example, if an instructor does not log out and processes the same CRN twice dropping two different sets of students, the system will create two unique numbers.
  - The Student Email Sent indicator is set to N (student not notified of the drop).

Errors while processing the drops

After the drops are confirmed, Registration Services are invoked to process the set of requests. If an error is detected for a student, the changes for that student are rolled back, the error is displayed for the student, and processing of the set is stopped. For example:

- Five students are confirmed to be dropped
- The first three are processed without a problem
- There is a problem with the fourth
- The changes for the fourth student are rolled back

- The changes for the first three students are retained
- The fifth student is not processed at all
- The error message is displayed for the fourth student
- The count for the first three students is not shown

Drop Roster Self-Service pages

The following pages are delivered to support the Drop Roster feature.

- Drop Roster Status page
- Drop Roster Maintenance page
- Drop Roster Confirmation page

Setup requirements

The following setup is required for the Drop Roster pages to work as expected.

Item	Description
Faculty/Advisor Process Rules Page (SOAFACS)	Data for SOAFACS is delivered in a seed data script. Refer to Faculty/ Advisor Process Rules Page (SOAFACS) to learn more about the rules and configuration details.
Drop Rules Roster page (SFARORL)	Defines the drop roster rules that will be matched to the CRN and used to create roster entries.

Item	Description
Integration Configuration Settings page (GORICCR)	The following controls are set in the GORICCR page. 1. Rule for census two roster **Process** = REG_DROP_ROSTER **Setting** = TWO_CENSUS **Value** = Codes from STVATTR User can create multiple entries for above mentioned process and setting combination specifying different values of STVATTR code. If a CRN with at least one of the specified STVATTR codes matches a census rule, the CRN will have two census Drop Rosters generated (known as Census 1 and Census 2). If a CRN does not match at least one of the specified STVATTR codes, it will have at most one census Drop Roster (known as Census 1). 2. Rule for creating drop rule **Process** = REG_DROP_ROSTER **Setting** = DISTRICT **Value** = Optional (Default) When value = Optional, the District ID is optional when creating or maintaining a Drop Roster rule. User can create Drop Rules for a Term without a District ID and for a Term with a District ID. When value = Required, the District ID is required to create or maintain a Drop Roster rule. User can create Drop Rules for a Term with District ID only.
Drop Roster Control page (SFADRPC)	Enables or disables the drop roster controls for a term and (optional) CRN. You can specify the level of error checking that will happen during the drop processing. The available options are Links, Prerequisites, Corequisites, and minimum hours; these can be set to Fatal or No Check. An additional option is to allow or disallow the student’s last class to be dropped.

Drop Roster Status page

Use this page to view drop roster status information. Records for all CRNs for which the user is an instructor and responsible for Drop Roster processing are included in the display. All fields are display only.

An instructor with an active faculty role can navigate to the Drop Roster Status by following these menu options: **Banner**> **Faculty and Advisors** > **Drop Roster**

Web page fields

This page contains the following fields.

Item	Description / Source Information
Term drop-down	Default selection is “All Terms”. This drop-down will list only the terms the faculty member is assigned to
The following fields are displayed in the ***Current Drop Roster Summary*** *section.*	
Subject	Subject, course number, and section of the class.
Title	Title of the class.
CRN	Course reference number of the class. If a drop roster for the CRN is currently active and available (that is, the value in the **Active** field is *Now*), clicking on the row will navigate to the Drop Roster Maintenance page.
Rule ID	System sequence number assigned to the rule for this roster.
Roster Type	Type of drop roster, such as Census Roster, Opening Day, W-Roster, and Total Roster. Note the following about the rosters for a class. • Although we do not expect to see a Total Roster in the list with any other roster for a specific term and CRN, it is possible under certain circumstances. • Drop Roster rules are set so that the faculty is presented with a Total Roster. • Faculty processes the Total Roster through the confirmation. • Drop Roster rules are modified so that the faculty is presented with another type of roster. • This other roster will be in the faculty's list along with the Total Roster that was already worked on. • No attempt will be made to adjust the dates of the list of rosters for the term & CRN.
Census Type	Type of census roster, if applicable.
Status	Indicator for whether the drop roster is currently active and available. Values are as follows: ***Expired***: Roster entry is from an active roster rule and availability dates are in the past ***Now***: Roster entry is from an active roster rule and availability dates include the current date ***Future***: Roster entry is from an active roster rule and availability dates are in the future
Available	Date range for when the drop roster for this record was or will be available.

Item	Description / Source Information
Last Submitted	Date on which the roster was last submitted for processing. If it has not yet been submitted, Not Submitted is displayed.
Recorded Grades	Grade code, such as A, B-, and so on. Only grade codes that have been assigned to students registered for the CRN are displayed. The total count shows the number of all gradable students based on their registration RSTS code and the number of those that have a grade recorded. Then, when applicable, recorded grades are listed with a count of students who received each grade. This is shown in the following illustration. In this example, 20 students have gradable RSTS codes currently and 17 of those students have grades. From this, the user can see that three more students need to have their grades entered. This does not display and summarize the grades that are rolled to Academic History. It only displays and summarizes the grades from Registration to help identify whether some students are missing grades.
Rolled	Indicator for whether grades have been rolled to Academic History for this CRN. The green check mark indicates that at least one student has been rolled and an empty space that no one has been rolled.
Term	Term of the class.

The following fields are displayed in the **Sections Disabled or Without Defined Drop Rosters** section. The CRNs listed in this section either have no drop roster rules defined for them (no matching rules found) or have been disabled from drop roster processing on the Drop Roster Control page (SFADRPC) through the **Drop Roster for CRN Enable/Disable** option button.

Sections

Subject	Subject, course number, and section of the class.
Section Condition	Reason the CRN is listed in this section.

Item	Description / Source Information
Recorded Grades	Grade code, such as A, B-, and so on. Only grade codes that have been assigned to students registered in the CRN are displayed. The total count shows the number of all gradable students based on their registration RSTS code and the number of those that have a grade recorded. Then, when applicable, recorded grades are listed with a count of students who received each grade. This is shown in the following illustration. In this example, 20 students have gradable RSTS codes currently and 17 of those students have grades. From this, the user can see that three more students need to have their grades entered. This does not display and summarize the grades that are rolled to Academic History. It only displays and summarizes the grades from Registration to help identify whether some students are missing grades.
Rolled	Indicator for whether grades have been rolled to Academic History for this CRN. The green check mark indicates that at least one student has been rolled and an empty space that no one has been rolled.
Term	Term for which you want to access drop rosters.
The following fields are displayed in the **Drop Roster Conflicts** section. The CRNs in this section have at least one matching roster rule, but there was a problem that prevented the system from determining the availability dates.	
Subject	Subject, course number, and section of the class.
Title	Title of the class.
CRN	Course reference number of the class.
Rule ID	System sequence number assigned to the rule for this roster.
Roster Type	Type of drop roster, such as Census, Opening Day, W-Grade, and Total.
Census Type	Type of census, if applicable.
Term	Term of the class.

Links to other information

This page contains the following links.

Link	Action
Title	Goes to the Course Details pop-up window.
CRN	Goes to the Class Details pop-up window for the selected CRN.

Buttons/icons on this page

This page contains the following buttons/icons.

Button / Icon	Action
Show/Hide Column	Displays the Drop Roster records as per the column selection. **Note:** This is not available on mobile devices.
Search	Searches for the section records as per the keywords entered in the field.

Drop Roster Maintenance page

Select an open or active drop roster (by clicking on the student record or row) on the Drop Roster Status page to get to Maintenance page. Use this page to review students registered in a class.

After specifying one or more students to be dropped, the user clicks **Submit** to go to the Drop Roster Confirmation page to confirm the drop(s).

To confirm the class list without dropping any students, the user can leave all of the students with the default value (*None*) in the **Action** field and click **Submit**on this page. This will take you to the Drop Roster Confirmation page, which will include a note saying that no students were selected to be dropped.

When the user clicks **Confirm** on the Confirmation page, the system creates a record in history after dropping any specified students. This record is to note that the instructor agrees with the class roster as it is and updates the “last submitted date” for the roster.

The following students will be listed in a Drop Roster on the Maintenance page and are eligible to be dropped:

- Students with an active registration that is gradable
- Students who have not been rolled

  Note: Students who have been graded but not rolled will appear in the roster.

Web page fields

This page contains the following fields.

Item	Description / Source Information
The following fields are displayed in the **Course Information** section. This section can be collapsed.	
Title	Title, subject, and course number of the class, concatenated and displayed as a hyperlink to the Course Details page.
CRN	Course reference number of the class, displayed as a hyperlink to the Class Details page.

Item	Description / Source Information
Rule ID	System sequence number assigned to the rule for this roster.
Roster Type	Type of drop roster, such as Census, Opening Day, W-Grade, and Total.
Census Type	Type of census, if applicable. If this is a Census Roster, this field specifies whether it is the census one or census two roster.
Dates Available	Date range when the drop roster for this record is available.
Roster Last Submitted	Date on which the roster was last submitted for processing. If it has not yet been submitted, *Not Submitted* is displayed.

The following fields are displayed in the **Enrollments Counts** section.

The Enrollment Counts block in the Drop Roster Maintenance page displays the maximum, actual, and remaining enrollment count for the selected CRN.

The Enrollment and Wait List details are extracted from Schedule page (SSASECT).

The Cross List information lists the multiple CRNs associated with a single term. This is a calculated field where the information is fetched from the SSBXLST and SSRXLST tables.

The following fields are displayed in the **Students Eligible to be Dropped** section.

E-mail selection check box	Check box used to indicate that users can select a student record to send an e-mail. To select all the student records listed, users can select the check box displayed in the first column header. If a student does not have an eligible email address, this check box will not be updateable.
Student photo, if configured.	Refer to the PHOTO rule section in this Handbook
Student Name	Name associated with the student ID.
Student ID	Student’s Banner ID.
Current Registration	Student’s current registration status in the class.

Item	Description / Source Information
Action	Action code to be selected from this drop-down list for dropping a student. The action code categories available are as follows; specific codes and descriptions are institution-dependent: *None*: This indicates that there will not be any action taken, because the student is showing up for class. The student record remains as is. *Drop*: This indicates that the student has not shown up recently or regularly enough to be considered active and should be dropped from the class. *No Show*: This indicates that the student has never shown up and should be dropped from the class. Note: The Drop and No Show codes are both STVRSTS drop codes. However, there may be financial implications if the student has never shown up. That is, students may have different tuition refunding. Also, for international students, there may be visa and immigration implications if they are "no shows". The valid drop codes available under this drop-down list are based on various configurations. To know more about the rules and conditions, refer to the **Drop roster rule determination of registration status codes** section.
Email	Student's e-mail address. The e-mail address of the student is retrieved based on the e-mail type that is marked as preferred, active, and available for Web display on the E-mail Address Form (GOAEMAL) for that student. The Drop Roster Maintenance page uses the same configuration for email controls that the Class List page uses. Refer to EMAILOPT rule on page 26 and EMAILDEL rule on page 27 to know about the e-mail configuration rule details.

Links to other information

This page contains the following links.

Link	Action
Title	Opens the Catalog information pop-up window.
CRN	Opens the Schedule information pop up window.
Student Name	Goes to the Student Profile page when the link is enabled. **Note:** Student Name appears as a hyperlink when the Available in Self-Service check box is selected in the SOAFACS page for this process.

Link	Action
Student Contact Card	Hover over the student name in a desktop view to open the student contact card when the card is enabled. Refer to View student contact card on page 106 to learn more about Student contact card.

Buttons/icons on this page

This page contains the following buttons/icons.

Button / Icon	Action
Email	Launches the user's e-mail program with the selected students' email addresses.
Show/Hide Column	Displays the Drop Roster records as per the column selection. **Note:** This is not available on mobile devices.
Search	Searches for the student section as per the keywords entered in the field.
Export	Click the Export link. System launches the Export Template pop-up. Users can export the data using the selected format to review the data in the exported spreadsheet. **Note:** Fields hidden using the Show/ Hide column functionality will still be included in the exported spreadsheet
Submit	Takes you to the Confirmation page with the appropriate list of students displayed for review and confirmation.
Reset	Clears any updates the user has made after prompting the user with a confirmation. If the user confirms the reset the page is restored to the default state of *None* in the Action column.

Confirmation page

Click **Submit** in the Drop Roster Maintenance page to go to the Confirmation page. Use the Confirmation page to confirm the students that were selected for dropping on Drop Roster Maintenance and drop them (or cancel to not drop them).

To confirm the class list without dropping any students, the user can leave all of the students with the default value (*None*) in the **Action** field and click **Submit** on the Drop Roster Maintenance. The system displays this Confirmation page, which will include a note saying that no students will be dropped.

When the user clicks **Confirm**, the system creates a record in history after dropping any specified students. This record is to note that the instructor agrees with the class roster as it is and updates the "last submitted date" for the roster.

Web page fields

This page contains the following fields.

Item	Description / Source Information
The following fields are displayed in the **Course Information** section. This section can be collapsed.	
Title	Title, subject, and course number of the class, concatenated and displayed as a hyperlink to the Course Details page.
CRN	Course reference number of the class, displayed as a hyperlink to the Class Details page.
Rule ID	System sequence number assigned to the rule for this roster.
Roster Type	Type of drop roster, such as Census, Opening Day, W-Grade, and Total.
Census Type	Type of census, if applicable. If this is a Census Roster, this field specifies whether it is the census one or census two roster.
Dates Available	Date range when the drop roster for this record is available.
Roster Last Submitted	Date on which the roster was last submitted for processing. If it has not yet been submitted, *Not Submitted* is displayed.
The following fields are displayed in the **Enrollments Counts** section. The Enrollment Counts block in the Drop Roster Maintenance page displays the maximum, actual, and remaining enrollment count for the selected CRN. The Enrollment and Wait List details are extracted from Schedule page (SSASECT). The Cross List information lists the multiple CRNs associated with a single term. This is a calculated field where the information is fetched from the SSBXLST and SSRXLST tables.	
The following fields are displayed in the **Students Selected to be Dropped** section.	
Student photo, if configured.	Refer to the PHOTO rule section in this Handbook
Student Name	Name associated with the student ID.
Student ID	Student’s Banner ID.
Pending Registration	Registration status that was selected on the Drop Roster Maintenance page and to which the record will be set when **Confirm** is clicked.

Updates to Banner

If you click **Confirm** in the Confirmation page, the following updates are made to the database.

- An entry is added or updated for the CRN and roster in SFRSECH to specify that the roster was reviewed by the instructor and processed.

- If students were selected for dropping:
  - The registration drop process is run for the students using Banner baseline standards according to the error checking specified for the term in SFADRPC.
  - This update process includes the following: o If your SOATERM setting for Web Fee Assessment (SOBTERM_FEE_ASSESS_VR) was online, this includes processing fee assessment.
  - If you also have SOATERM set up for web online exemptions (SOBTERM_EXEMPT_VR_IND), exemptions will be included o If your SOATERM setting for Web Fee Assessment was not online, this includes adding an entry in SFRBTCH.
  - For each student dropped, an entry is added to SFRSDRP with SFRSDRP_STUDENT_NOTIFIED_IND set to N.

Links to other information

This page contains the following links.

Link	Action
Title	Opens the Catalog information pop-up window.
CRN	Opens the Schedule information pop-up window.
Student Name	Goes to the Student Profile page when the link is enabled. **Note:** Student Name appears as a hyperlink when the Available in Self-Service check box is selected in the SOAFACS page for this process.
Student Contact Card	Hover over the student name in a desktop view to open the student contact card when the card is enabled. Refer to View student contact card on page 106 to know more about Student contact card.

Buttons/icons on this page

This page contains the following buttons/icons.

Button / Icon	Action
Show/Hide Column	Displays the Drop Roster records as per the column selection. **Note:** This is not available on mobile devices.
Search	Searches for the student records as per the keywords entered in the field.
Print	Click the **Print** icon to print the drop roster confirmation details. If you chose to print after you confirm the changes, the printed page will not include the photograph of the student.
Cancel	Goes to the Drop Roster Maintenance page without dropping students or updating the drop roster history table.

Button / Icon	Action
Confirm	Processes the students listed as documented above and remain on the Drop Roster Confirmation page.

Drop Roster administrative tasks

This section provides the step-by-step tasks that you can perform using the Drop Roster feature.

You can also refer to the Banner Student Online Help to know more about the Banner Student Administrative page field names and descriptions. To know more about the Web page fields and descriptions, refer to Drop Roster Self-Service pages section in this Handbook.

Define status codes for Drop Roster activities

Use the following steps to define or specify status codes for Drop Roster activities, if you want to take advantage of the Calculated Drop functionality. Alternatively, you can specify the status codes to use on the Drop Roster rules page as described in this section.

Procedure

1. Access the Course Registration Drop Status Rules (SFADROP) page.
2. Specify the desired term in the Key block.
3. Click Go.
4. In the **Course Registration Status For Drop Calculation** block, select the status from the Course Registration Status Validation STVRSTS pop-up window. This RSTS status code is the status code that triggers the calculation of a drop code; this is not the code that will be presented to users on the Drop Roster Maintenance page.
5. 5. In the **Schedule Calendar Registration Drop Or Withdraw Status** block specify the status code details for the Drop Roster activities.
6. Save your changes.

Enable Drop Roster for a term

To use the Drop Roster feature, you can enable a Drop Roster at a term level.

About this task

When enable Drop Roster is ON at term level in SFADRPC and a user tries to create a CRN, attendance method becomes required. After a section gets created with an attendance method, the user can explicitly enable or disable Drop Roster for that section in SFADRPC. Users can delete a section with or without Drop Roster enabled for a section.

The following actions are mandatory/optional edits for attendance method that happen when enabling/disabling Drop Roster:

- If Drop Roster is disabled at the term level: The attendance method is optional for any new sections created for that term

- If Drop Roster is enabled at the term level: The attendance method is mandatory for any new sections created for that term
- If Drop Roster is enabled at the term level and Drop Roster is enabled for a specific CRN (or configuration doesn't exist for a CRN): The attendance method is mandatory for any existing sections being updated for that term
- If Drop Roster is enabled at the term level and Drop Roster is disabled for a specific CRN: The attendance method is optional for this CRN when it is updated
- If Drop Roster is disabled at the term level and Drop Roster is enabled for a specific CRN: The attendance method is mandatory for this CRN when it is updated
- If Drop Roster is disabled at the term level and Drop Roster is disabled for a specific CRN (or doesn't exist for the CRN): The attendance method is optional for this CRN when it is updated

Note the following:

- If there is a disable rule for a CRN, then attendance method is optional
- If there is no CRN rule (for the CRN in question) and the term is enabled, then attendance method is mandatory
- If there is no CRN rule (for the CRN in question) and the term is disabled, then attendance method is optional

The following step-by-step procedure describes how to enable a Drop Roster for a specific term.

Procedure

1. Access the Drop Roster Control (SFADRPC) page.
2. Specify the desired term in the Key block.
   Selecting a CRN is optional.
3. Click Go.
4. In the Term Configuration block, select the **Enable Drop Roster** check box.
5. In the Registration Error Checking block, select the appropriate options for error checking.
   The term configuration registration error checking restrictions apply only to the Drop Roster process and to the students who are being dropped by authorized faculty using the Drop Roster pages in Self-Service. The settings on SOATERM for registration error checking do NOT apply to the Drop Roster process.
6. Save your changes.
   All the CRNs associated with the selected term will now be eligible for dropping the students.

Disable Drop Roster for a term

The following step-by-step procedure describes how to disable a Drop Roster for a specific term.

Procedure

1. Access the Drop Roster Control (SFADRPC) page.
2. Specify the desired term in the Key block.
   Selecting a CRN is optional.

3. Click Go.
4. In the Term Configuration block, clear the **Enable Drop Roster** check box.
5. Save your changes.

   All the CRNs associated with the selected term will be disabled for Drop Roster. You can enable or disable the Drop Roster option for a CRN even if the Drop Roster option is not selected for selected CRN’s term.

Enable or disable Drop Roster for a CRN

The following step-by-step procedure describes how to enable or disable a Drop Roster for a specific CRN.

Procedure

1. Access the Drop Roster Control (SFADRPC) page.
2. Specify the desired term and CRN in the key block.
3. Click Go.
4. In the Section Configuration block, select the **Enable** option button to enable the Drop Roster for the selected CRN.

   OR
5. Select the **Disable** option button if you want to disable the Drop Roster for the selected CRN.
6. Save your changes.

   The selected CRN associated with the selected term will now be enabled or disabled depending upon your selection, for using the Drop Roster functionality.

   Note the following:

   - You can explicitly disable specific CRN(s) even if the Drop Roster is enabled at the term level.
   - You cannot use the Drop Roster feature to drop students from those specific CRN(s) for which the Drop Roster is explicitly disabled.

   SFADRPC page consideration

   When a Drop Roster control has been set for a term/CRN (on SFADRPC), there is no way to remove the configuration so that the section enable/disable will match the term's enable/disable. You may need to explicitly update the section configuration under some circumstances.

   Here's a scenario where this may happen:

   - The term is initially disabled
   - A section is flagged as enabled (maybe so it can be opened early, maybe as a mistake)
   - It is decided that the section should be disabled; it must be the same as the term
   - The radio control for the section must be set to "disabled"
   - When the term is enabled, this section will still be disabled
   - A user will need to find and update any such sections

Define Drop Roster rules

The following step-by-step procedure describes how to define Drop Roster rules.

About this task

You should have a good understanding of how the system calculates available dates to ensure that your rules give you the expected results. You should also review the CRN results on the Section Drop Roster History (SFISECH) page to verify the available dates and rules matched to it are what you expected. See Criteria used to match rules to a CRN for information.

Procedure

1. Access the Drop Roster Rules (SFARORL) page.
2. Specify the desired term and district ID in the Key block.

   The District ID, which is an optional field, is used to match rules to CRNs by using the CRN's campus code and the settings on the Campus Code Validation (STVCAMP) page.
3. Click Go.
4. Create a new record.

   The system enters is a unique, system-controlled value in the **Rule ID Sequence** field. This value is used to identify the rule listed in the following places:

   - Section Drop Roster History (SFISECH) page
   - Drop Roster Status List (SFRROST) report
   - Drop Roster Status page (Self-Service)
   - Drop Roster Maintenance page(Self-Service)
   - Drop Roster Confirmation page (Self-Service)
5. Enter the priority of this rule (the lower the number, the higher the priority) in the **Processing Priority** field.

   The lowest priority number rule is the first to be potentially matched to a CRN.
6. Select the type of Drop Roster for this rule in the **Roster Type** field.

   The roster type impacts rule matching because certain CRNs can only use certain rosters. For example, an open learning CRN can only use a *Total* rule.

   The system defaults the description associated with the roster type into the **Description** field, but you can change it to help identify the purpose of the rule. If you change the roster type again, the description will reset to that type's default description.
7. If this rule is active, click the **Active** check box.

   Inactive rules will not be matched to CRNs for Drop Roster processing.
8. Select the attendance type for this rule in the **Attendance Type** field.

   The attendance type impacts rule matching for a CRN.
9. If you want to designate the registration status code for dropping students with this roster, enter the registration status code in the **Standard Status** field.

   This field is optional. If this is left blank, the system uses the calculated drop code logic to determine what status codes are available. However, if you want a specific standard RSTS code to process students dropped using this roster, enter the registration status code in the Standard Status field.

10. If you want faculty members to be able to specify that a student was a no-show, enter the desired no-show registration status code in the **No-Show Status** field.
11. If you entered a value in the **No-Show Status** field, select the cutoff date after which the no-show status will no longer be available in the **No-Show Cutoff** field.
12. Enter the number of days (-99 to 99) from the calculated start date on which the roster of this type is to be available on the Web in the **Available Begin Adjustment** field.

    Refer to Available Drop Roster date calculation to know the way this entry is used to calculate the date.
13. Enter the number of days (-99 to 99) from the calculated end date on which the roster of this type is to stop being available on the Web in the **Available End Adjustment** field.

    The value entered in this field must be greater than or equal to the value entered in the **Available Begin Adjustment** field.
14. Specify whether the system is to use the system date or allow backdating for processing students dropped through this roster as follows:
    - If you want the system to use only the system date, check the **System Transaction Date** check box.
    - If you want the system to allow back dating, clear the **System Transaction Date** check box. An example of why you would clear this check box is census roster processing. You might want to allow back dating so that the instructor can update the registrations for apportionment reporting the day before the census date.
15. Specify which days you want the system to use in calculating the beginning date as follows:
    - If you want beginning dates to fall only during the defined work week (not weekends), check the **Begin Available Workdays** check box.
    - If you want to use literal calendar dates and allow the beginning date to be any day of the week, clear the **Begin Available Workdays** check box.

    This setting only impacts the determination of the specific start date. Its intended use is to prevent a Drop Roster from being available only over a weekend.

    For example, let us say you set the **Available Begin Adjustment** field to -1 and the CRN's begin date used with this roster is a Monday (the first day of your standard work week). Subtracting 1 would result in the begin date being a Sunday. If the **Begin Available Workdays** check box is checked, the system will use Friday as the start date, but if the **Begin Available Workdays** check box is unchecked, the system will leave the date as Sunday.

    Similarly, if you set the **Available Begin Adjustment** field to -4 with the same CRN Monday date, the begin date would be a Thursday and the setting of the **Begin Available Workdays** check box would not affect the date or cause it to be adjusted.

16. Specify which days you want the system to use in calculating the ending date as follows:
    - If you want ending dates to fall only during the defined work week (not weekends), check the **Ending Available Workdays** check box.
    - If you want to use literal calendar dates and allow the ending date to be any day of the week, clear the **Ending Available Workdays** check box.

    This setting only impacts the determination of the specific end date. Its intended use is to prevent a Drop Roster from being available only over a weekend.

    For example, let us say you set the **Ending Available Workdays** field to 2 and the CRN's end date used with this roster is a Friday (the last day of your standard work week). Adding 2 would result in the end date being a Sunday. If the **End Available Workdays** check box is checked, the system will use Monday as the end date, but if the **End Available Workdays** check box is unchecked, the system will leave the date as Sunday.

    Similarly, if you set the **Ending Available Workdays** field to 3 with the same CRN Friday date, the begin date would be a Monday and the setting of the **End Available Workdays** check box would not affect the date or cause it to be adjusted.
17. Save your changes.

    Changes made to values on SFARORL page will be seen the next time a faculty member logs in. A browser refresh is not sufficient to cause the updated values to be used.

Steps to review before Drop Roster processing for a term

The following step-by-step procedures describe how to view a summary of drop roster information in Banner registration.

This is a critical task that must be done before you start using the drop roster processing at the beginning of a term to verify that the correct drop roster rules are matched to the CRNs and that no problems exist with the roster availability dates.

These steps can be done in the following ways:

- For a single CRN: Using the Section Drop Roster History (SFISECH) page
- For many or all CRNs in a term: Using Drop Roster Status List Report (SFRROST)

Refer to Common Drop Roster configuration problems on page 244 to learn about the common setup errors and what you can do to fix the errors.

Using the Section Drop Roster History (SFISECH) page

Use the following steps view a summary of Drop Roster information in Banner registration using the SFISECH page.

Procedure

1. Access the Section Drop Roster History (SFISECH) page
2. Enter the term code and CRN in the Key Block, and then go to the next block.

3. Ensure that the **Disable Drop Roster** check box is set with the desired value.

   If the value in the **Disable Drop Roster** check box is incorrect, correct it on the Drop Roster Control (SFADRPC) page.

4. Review the results for rule matching, using the following guidelines.

   - If a warning is displayed indicating that Drop Rosters are not defined for a CRN, then rule matching did not find an active rule for the CRN. Review Criteria used to match rules to a CRN for more information about this situation.
   - If a warning is displayed indicating that a CRN has availability date conflicts, the CRN will not be accessible for Drop Roster processing. Check the following.
     - Review the CRN's dates that appear on the Schedule Calendar Rules (SSAACCL) page for completeness and reasonableness.
     - Review Available Drop Roster date calculation for the data noted that is used in the calculations of the roster types listed.
     - Review the Drop Roster Rules (SFARORL) page for reasonableness of the listed rules' definitions.
   - Review the rules that are matched to the CRN for reasonableness.
   - Review the dates first and last available for reasonableness.
   - Make adjustments to the rules (SFARORL and SFADRPC) or the CRN (SSAACCL) as needed.

Using Drop Roster Status List (SFRROST) report

Use the following steps view a summary of Drop Roster information in Banner registration using the SFRROST process/report.

Procedure

1. Run the Drop Roster Status List (SFRROST) report.
2. Review the output for warning messages, using the following guidelines.

   - If a warning is displayed indicating that Drop Rosters are not defined for a CRN, then rule matching did not find an active rule for the CRN. Review Criteria used to match rules to a CRN for more information about this situation.
   - If a warning is displayed indicating that a CRN has availability date conflicts, the CRN will not be accessible for Drop Roster processing. Check the following.
     - Review the CRN's dates that appear on the Schedule Calendar Rules (SSAACCL) page for completeness and reasonableness.
     - Review Available Drop Roster date calculation for the data noted that is used in the calculations of the roster types listed.
     - Review the Drop Roster Rules (SFARORL) page for reasonableness of the listed rules' definitions.
   - If a warning is displayed indicating that a CRN has been disabled from Drop Roster processing, verify the value in the **Enable Drop Roster** check box in the SFADRPC page is correct for the CRN.

3. Review the rosters listed for the CRNs, using the following guidelines.
   - Review the rules that are matched to the CRN for reasonableness.
   - Review the dates first and last available for reasonableness.
   - Make adjustments to the rules (SFARORL and SFADRPC) or the CRN (SSAACCL) as needed.

Drop Roster Self-Service tasks

When the above administrative tasks are completed successfully, it means that you have completed the necessary configuration. Your faculty and instructors can now begin using the Drop Roster feature for the configured term. Here are the tasks for the faculty and instructors.

View Drop Roster information in Self-Service

The following step-by-step procedure describes how to view a summary of Drop Roster information in Banner Student Self-Service.

Procedure

1. Access Banner Student Self-Service.
2. Select **Drop Roster** option from the Faculty and Advisor menu.
   The Drop Roster Status page is displayed with All Terms option selected as default.
3. If you want to select a specific term, select the desired term from the drop-down list.
   The Drop Roster Status page is displayed with the Drop Roster information for the term selected.
4. Click the **Sections Disabled or Without Drop Rosters** section.
   The Sections block is displayed with the sections that are disabled or the records without Drop Rosters.
5. Click the **Drop Roster Conflicts** section to view the sections that have conflicts with the Drop Roster.

Drop students from a class

The following step-by-step procedure describes how to drop one or more students from a class.

Procedure

1. Access Banner Student Self-Service.
2. Select **Drop Roster** option from the Faculty and Advisor menu.
   The Drop Roster Status page is displayed with All Terms option selected as default.
3. If you want to select a specific term, select the desired term from the drop-down list.
   The Drop Roster Status page is displayed with the Drop Roster information for the term selected.

4. In the Drop Roster Status section, if a Drop Roster for the CRN is currently active and available (that is, the value in the Active field is *Now*), clicking on the row will navigate to the Drop Roster Maintenance page.
5. When the Drop Roster Maintenance page is displayed, find the student(s) to be dropped and select the appropriate value in the corresponding **Action** drop-down list.

   There will be at least one drop status available; if an optional *No Show* status is available for the roster, this will also be displayed.
6. Click **Submit**.
7. When the Drop Roster Confirmation page is displayed, review the records and take one of the following actions, as appropriate.
   - If all of the records displayed should be dropped, click **Confirm**.
   - If any records are displayed that should not be dropped, click **Cancel** to return to the Drop Roster Maintenance page, and repeat steps from Step 5 to Step 7 listed in this procedure.

Confirm a class roster without dropping students

The following step-by-step procedure describes how to confirm a class roster without dropping students from the class.

Procedure

1. Access Banner Student Self-Service.
2. Select **Drop Roster** from the Faculty and Advisor menu.

   The Drop Roster Status page is displayed with All Terms option selected as default.
3. If you want to select a specific term, select the desired term from the drop-down list.

   The Drop Roster Status page is displayed with the Drop Roster information for the term selected.
4. When the Drop Roster Status page is displayed, click the CRN record for the class you want to confirm.
5. When the Drop Roster Maintenance page is displayed, click **Submit** without changing the value in the Action field for any records.
6. When the Drop Roster Confirmation page is displayed, click **Confirm**.

Migrating from CALBSTU Drop Roster to Banner 9 Drop Roster

This section discusses the information for institutions that are migrating from CALBSTU Drop Roster to Banner 9 Drop Roster.

With the CALB Drop Roster functionality being moved to the Banner 9 Drop Roster functionality, some of the following changes were made as a part of the migration.

What has changed from 8.x to 9 (at a high level)?

The following are the changes involved in the migration of CALBSTU Drop Roster 8x to Banner 9 Drop Roster feature.

1. District ID is no longer mandatory. This will impact setting up rules initially in addition to interpreting the rules.
2. The **Enable Drop Roster** check box for a specific term & CRN has moved to a new page (Drop Roster Controls (SFADRPC) page) from the Section Web Controls (SSAWSEC).
3. There is a new control at the term level which did not exist in the CALBSTU localization version. Drop Roster functionality must be explicitly turned on for each applicable term.
4. The administration pages have had their seven letter acronyms updated to reflect baseline naming conventions.
5. The batch process/report has had its seven letter acronym updated to reflect baseline naming conventions.
6. The “two census” roster designation has changed; identifying attributes are now in Integration Configuration Settings (GORICCR).
7. We are no longer using GTVSDAX to specify the STVRSTS codes being used for the drop codes; the values are now coming from either the drop roster rule or the Calculated Drop functionality.

   This change brings Drop Roster in line with the changes made for both the Calculated Drop and the Add Authorization functions.
8. In CALB, STVACCT was modified so that the Independent Study flag could not be checked by itself. This restriction will not be carried over into Banner baseline. CALB clients will need to be aware of this change, especially as it applies to the 320 report.

Rule processing after migration

When existing CALB data is migrated from the localization tables to our new baseline tables, the intention is that Drop Roster processing can be done with these older (migrated) terms. Also we anticipate that clients will need to be able to view the audit reports about previous terms and processing that was done using the CALB functionality.

However, because of the differences inherent in our implementation, the rule processing may not be identical. It will be entirely possible (and expected) that the available roster types and their dates may not be the same when looked at in the CALB tables and in the baseline tables.

Here are some specific examples:

- Two census CRN's will need to have the appropriate attribute types set up in GORICCR. In addition, this may mean that different attributes need to be assigned to CRN's. If these two steps are not done, then CRN's that had been "two census" will now be "single census".
- Every attempt is being made to convert the "disable" flag on SSAWSEC to the new control table, but it is possible that some combination will be missed. If so, a CRN may not be appropriately categorized.

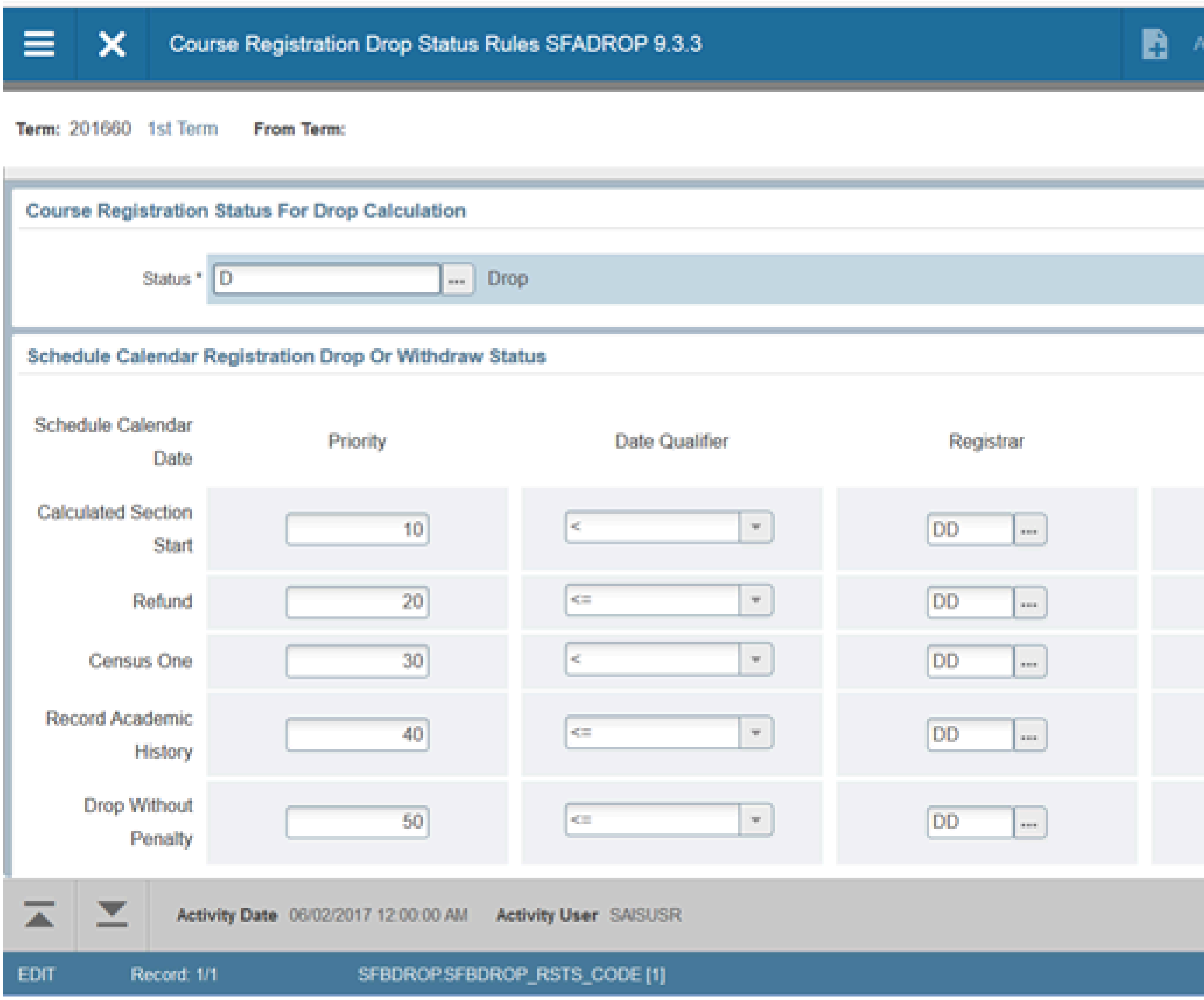
Faculty Audit

With the added security functionality provided by the Faculty/Advisor Process rules (SOAFACS), it is now possible to configure Drop Roster to allow access to non-primary instructors. The audit information (stored in the SFRSECH table) will record the information of the most recent activity; it will not record the information separately for each instructor. If you only allow the primary instructor access to Drop Roster, you will see no change in the audit information either stored or displayed on the various pages and the batch process (report).

Changes in Calculated Drop may impact Drop Roster

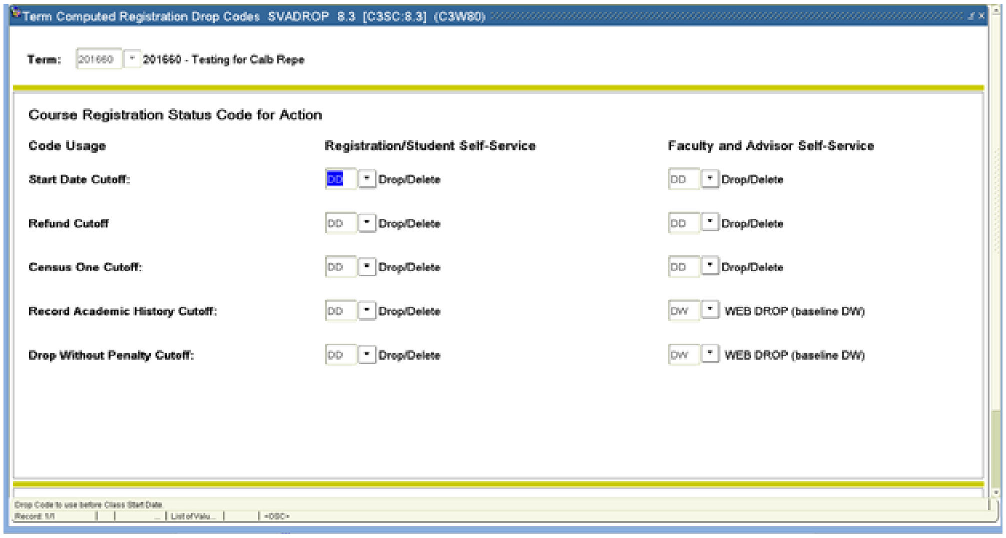
Both CALBSTU and baseline allow an institution to specify which drop code will be presented to a user; this is an optional functionality for both implementations. The baseline functionality for Calculated Drop allows for additional configuration beyond what is offered for CALBSTU. If an institution wishes to continue with existing CALBSTU functionality for Drop Roster purposes, we recommend that you configure your Course Registration Drop Status Rules (SFADROP) to simulate the assumptions that were inherent in CALBSTU.

In particular, in the SFADROP page, you should set up your status, relative priorities, and date qualifiers to match in the following image.



Note: The exact priorities are optional; however, the relative order of the priorities is necessary. And, you must use your desired status codes.

The configuration set in the SFADROP page will be equivalent to in the following image.



Database changes

The following changes are made to support the migration from CALBSTU Drop Roster to Banner 9 Drop Roster.

New tables

The following tables are included to support the Drop Roster functionality:

- Drop Roster Term Level Controls (SFBDRTC) table
- Drop Roster Section Level Controls (SFBDRSC) table
- Instructor Audit Records (SFRSECH) table
- Student Audit Records (SFRSDRP) table
- Drop Roster Rules (SFRRORL) table

Obsolete CALB tables

The following tables are no longer used:

- Instructor Audit Records (SVBSECH) table
- Student Audit Records (SVRSDRP) table
- Drop Roster Rules (SVBRORL) table
- Validation for the SCBCRSE credit status field used by CALBSTU (SVVCCST)

Obsolete CALB fields on baseline tables

The following CALB fields are no longer being used from the baseline tables:

- SCBCRSE_CREDIT_STATUS_CODE
- SSBFSEC_ROSTER_DISABLE_IND
- STVATTR_INMATE_SECT_IND

Changed SSAWSEC page

The **Disable Drop Roster** check box that is used by CALBSTU to specify that a selected CRN is excluded from using the Drop Roster functionality has been removed from the SSAWSEC page and is now available in the Drop Roster Control (SFADRPC) page.

Student Account

The Student Account portion of Banner Student Self-Service contains all the Accounts Receivable pages.

The Accounts Receivable pages of the Banner Student Self-Service allows a student to do the following:

- View account information including summary and details of transactions.
- View billing statements, payment history, and unbilled account activity.
- View tax notification (1098-T).
- Make successful payments.

Introduction to Accounts Receivable pages

As an institution's administrator, you have many options for selecting the information you display to students through the Accounts Receivable pages.

This section outlines the features that are available in the Accounts Receivable pages and includes the set up instructions required to configure them. It also includes step-by-step procedures to implement any administrative changes required as a result of switching from Banner 8x to Banner 9x.

The Accounts Receivable pages consists of the following pages in 9.10 release:

- Account Summary page on page 161
  - Account Summary Overview on page 162
  - Account Summary by Term on page 163
  - Account Summary by Period on page 164
- Account Detail for Term page on page 171
- Tax Notification (1098-T) page on page 177
- Account Information page on page 176
- Statement and Payment History page on page 183
- Payment and Deposit Processing page on page 186

Note: To differentiate between the Banner 9x pages used by your institution to administer Banner and the Banner Self-Service pages used by students, this document refers to the Banner pages as "Admin pages" or "Admin 9x pages".

Navigate to Accounts Receivable Pages

The following steps describe show to navigate to the Accounts Receivable pages from the Student Self-Service dashboard.

About this task

After logging into the application, the Accounts Receivable pages can be accessed through the Banner Menu.

Procedure

1. Log in to the Student Self-Service application to open the student common dashboard.
2. Open the Banner Menu or press Alt+M.
3. Click on Banner.
4. Click on Student.
5. Click on Student Account.
6. Select the 9x menu of the Student Accounts page you are trying to access.

   Note: The above navigation (menus) are provided as part of baseline delivery. The administrator can change navigation path using the Web Tailor Menu Administrator.

   However, the user must configure the URL through Web Tailor menu administrator or in the Web Tailor Repeating Menu Item (TWGRMENU) table.

Account Summary page

The Account Summary page displays the summary of the students account and balance.

Entries are summarized by detail code (for example, two unapplied cash payments of $50.00 and $200.00 net to one entry of $250.00). Only the unapplied balance, not the original amount of the transactions, is displayed. A summary of total charges, total payments, total balance, and the following are displayed at the top and bottom of the list of account entries:

- **Current Amount Due**- Current amount due as of the current date (i.e system date) shows the amount student owes to the institution. The value is calculated from the amount column for current activity from all terms.
- **Account balance**- Charges less payments for all transactions on a student's account, without regard to term or effective date of transactions.

When there are no transactions available in a student account, the page loads with the message- `No account detail exists on your record` is displayed to the user.

When student clicks on the Account Information 9x sub menu item, the default page loads with a drop down allowing the student to select one of the following pages:

- View by Overview
- View by Term

- View by Period

The administrator can configure the default page which loads on click of Account Information 9x sub menu item. Refer to *Configure default view for Account Summary page* for more information.

Information messages for labels in Account Summary pages

The administrator can configure the information messages with custom text. Filter with the message label names on the GUAINFO page to find the respective information messages and customize them.

Display Condition/Location	Information Message	Message Label Name
Current Amount Due label.	Amount for current activity from all terms.	accountSummary CurrentAmountDue
Account Balance label.	Sum of all transactions, without regard to term or effective date of transactions.	accountSummary AccountBalance

Account Summary Overview

The Account Summary Overview page displays student account balance information summarized by detail code.

Webpage fields in Account Summary page

Field	Description
Account Balance	Student’s account balance. A negative value indicates financial aid awards and other sources of aid are greater than current charges.
Description	Description of the detail code.
Charge	Amount of the charge associated with the source.
Payment	Amount of the payment associated with the source.
Balance	For charges, this is the remaining balance of the charge after application of payments. For payments, this is the remaining balance of the payment that has not yet been applied.

Information messages in Account Summary Overview

The administrator can configure the information messages with custom text. Filter with the message label names on the GUAINFO page to find the respective information messages and customize them.

Display Condition/Location	Information Message	Message Label Name
Display at the top of Account Summary Overview page.	Review summarized charges and payments to your account. Anticipated third party contract payments, financial aid payments, and memo items are not included in this summary.	accountSummary Overview.body
When there are transactions that nets to zero on applying the configuration on GUACONF page, no records will be displayed.	For more information on the account transaction, please contact your Registrar`s Office.	accountSummaryOverview .noRecordsInfoMsg

Account Summary by Term

Account Summary for Term page displays student account balance information grouped by term, in descending order by term code (most recent term first).

If the current view is All Terms or Single Term view based on the drop-down selection, then on browser student can refresh to clear any term selection to get back the Account summary by Term-Default view

If there are non-term items on an account (using the term code ARTERM), they are displayed at the beginning and can be identified by the heading **Non-Term Item**.

Within the Account Summary by Term page student can select a term to view details for that term from the term drop-down box.

Within each term section, items are displayed in detail-code order, with charges listed first and the payments. The terms which are hyper-linked, navigates the user to the Account Detail for Term page. This page is accessible from the main menu also.

Webpage fields in Account Summary by Term page

Field	Description
Account Balance	Student’s account balance. A negative value indicates a credit balance.
Term	Description of the term, displayed as a hyperlink to the Account Detail for Term page (bwskoacc.P_ViewAcctTerm).
Detail Code	Detail code associated with the item.
Description	Description of the charge or payment.
Charge	Amount of the charge associated with the source.

Field	Description
Payment	Amount of the payment associated with the source.
Balance	For charges, this is the remaining balance of the charge after application of payments. For payments, this is the remaining balance of the payment that has not yet been applied. The value is calculated using the Amount column minus applied transactions.
Term Charges	Total charges for the term.
Term Credits and Payments	Total credits and payments for the term.
Term Balance	Outstanding balance for the term.

Information messages in Account Summary by Term

The administrator can configure the information messages with custom text. Filter with the message label names on the GUAINFO page to find the respective information messages and customize them.

Display Condition/Location	Information Message	Message Label Name
Display at the beginning of Account Summary By Term page.	Anticipated third party contract payments, financial aid payments, and memo items are NOT included in this summary.	accountSummaryByTerm.body
When there are transactions that nets to zero on applying the configuration on GUACONF page, no records will be displayed.	For more information, please contact your Registrar`s Office.	accountSummaryByTerm .noRecordsInfoMsg

Account Summary by Period

Student can display period specific account summary information.

This page is used with Banner Financial Aid enrollment period processing, which enables you to combine multiple terms to create a single enrollment and payment period. Please see the Banner Accounts Receivable User Guide for more information on enrollment period processing.

This page displays student account summary information grouped by enrollment period. Student account summary is displayed in descending order by period with the most recent period first. If there are non-period items on an account, such as using the term code ARTERM, the items are displayed at the beginning and are identified by the heading **Items not related to a period**. Within each period section, items are displayed in detail code order with charges listed first followed by payments.

Within the Account Summary by Period page student can select a period to view details for that period from the period drop-down box.

Memos and authorizations are not displayed on this page.

Account Summary by Period Terms

Account Summary by Period Terms shows the summary information for terms in the selected enrollment period. Slide the Period Terms toggle bar to display all the terms within the selected period.

Webpage fields in Account Summary by Period page

Field	Description
Account Balance	Student's account balance. A negative value indicates a credit balance. This field appears at the beginning and end of the enrollment period information.
Detail Code	Detail code associated with the transaction.
Description	Description associated with the detail code.
Charge	Charge posted to the account.
Payment	Payment posted to the account.
Balance	For charges, this amount is the remaining balance of the charge after application of payments. For payments, this amount is the remaining balance of a payment that has not been applied. The value is calculated using the amount from the Payment or Charge column minus applied transactions.
Period	Charges Total charges for the period.
Period Credits and Payment	Total credits and payments for the period.
Period Balance	Outstanding balance for the enrollment period.

Information messages in Account Summary by Period

The administrator can configure the information messages with custom text. Filter with the message label names on the GUAINFO page to find the respective information messages and customize them.

Display Condition/Location	Information Message	Message Label Name
Display at the beginning of Account Summary By Period page.	Review summarized charges and payments to your account by Financial Aid Enrollment Period. Anticipated third party contract payments, financial aid payments, and memo items are not included in this summary.	accountSummary ByPeriod.body
Display when Fin Aid is not installed.	Financial-Aid is not installed. Page cannot be displayed.	finAidNotInstalled
When there are transactions that nets to zero on applying the configuration on GUACONF page, no records will be displayed.	For more information, please contact your Registrar`s Office.	accountSummaryByPeriod .noRecordsInfoMsg

Set up Account Summary

There are various configurations that an administrator can do to customize the Account Summary pages as per the institution's requirement.

Disable a view from Account Summary options

Configure to disable a drop-down option from Account Summary page.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Banner Applications Configuration (GUACONF)** page.
2. Enter `SSS` in the **Application ID:** field or select from the drop-down list.
3. Click **GO**.
4. In the **Configurations** tab, locate the row with the **Configuration Name**: **banner.student.accounts.receivable.account.summary.disableView**.
5. Choose and enter any of the following **Configuration Value** of the page you want to disable inside the square braces:

Option	Description
[accountSummaryOverview]	Disables the Account Summary Overview page
[accountSummaryByTerm]	Disables the Account Summary view By Term page

Option	Description
[accountSummaryByPeriod]	Disables the Account Summary view By Period page

Note: If you choose to hide all the three page, you should add as comma separated values with no spaces. With all the three pages hidden, the application will show a message `No account detail exists on your record`.

6. Click **SAVE**.

Configure default view for Account Summary page

Set the default page which opens when you open the Account Summary page.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Banner Applications Configuration (GUACONF)** page.
2. Enter `SSS` in the **Application ID:** field or select from the drop-down list.
3. Click **GO**.
4. In the **Configurations** tab, locate the row with the **Configuration Name banner.student.accounts.receivable.account.summary.default**.
5. Choose and enter any of the following **Configuration Value** for the page which you want as default.

Option	Description
accountSummaryOverview	Overview page is set as default
accountSummaryByTerm	By Term page is set as default
accountSummaryByPeriod	By Period page is set as default

By default, the Overview page is set as default page.
6. Slick **SAVE**.

Configure records with amount net to zero

Configure to display or suppress the records (payment or charge transactions) whose payment and charges nullify each other.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Banner Applications Configuration (GUACONF)** page.
2. Enter `SSS` in the **Application ID:** field or select from the drop-down list.
3. Click **GO**.
4. In the **Configurations** tab, locate the row with the **Configuration Name**: **banner.student.accounts.receivable.account.summary.suppressRecords.netToZero**.
5. Choose and enter any of the following **Configuration Value**:

Option	Description
True	Does not display Zero netted records
False	Display Zero netted records

   By default, configuration value should be set to **True**.
6. Click **SAVE**.

Configure Current Amount Due as of Date on the Accounts Receivable pages

Configure Current Amount Due as of <date> label on all Accounts Receivable pages except the Account Detail for Term view. On Account Detail by Term page, the date is determined by the TSATERM configuration. While the date of this label is system date on all other pages.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Banner Applications Configuration (GUACONF)** page.
2. Enter `SSS` in the **Application ID:** field or select from the drop-down list.
3. Click **GO**.
4. In the **Configurations** tab, locate the row with the **Configuration Name**: **banner.student.accounts.receivable.account.summary.displayCurrentAmountDue**.
5. Choose and enter any of the following **Configuration Value**:

Option	Description
True	Display Current Amount Due
False	Does not display Current Amount Due

   By default, configuration value is set to **True**.
6. Click **SAVE**.

Configure Balance Column on Account Summary pages

Configure to display or hide the **Balance** column present in the grid.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Banner Applications Configuration (GUACONF)** page.
2. Enter `SSS` in the **Application ID:** field or select from the drop-down list.
3. Click **GO**.
4. In the **Configurations** tab, locate the row with the **Configuration Name**: **banner.student.accounts.receivable.account.summary.displayBalanceColumn**.
5. Choose and enter any of the following **Configuration Value**:

Option	Description
True	Display Balance
False	Does not display Balance

   By default, configuration value is set to **True**.
6. Click **SAVE**.

Configure as of Date display

Configure to display or hide the **as of date** text which appears beside the **Current Amount Due** label.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Banner Applications Configuration (GUACONF)** page.
2. Enter `SSS` in the **Application ID:** field or select from the drop-down list.
3. Click **GO**.
4. In the **Configurations** tab, locate the row with the **Configuration Name**: **banner.student.accounts.receivable.account.summary.displayAsOfDateTextOnCurrentAmountDue**.
5. Choose and enter any of the following **Configuration Value**:

Option	Description
True	Display as of date

Option	Description
False	Does not display as of date

By default, configuration value is set to **True**.

6. Click **SAVE**.

Default and disabled view configurations

The default and disabled view configurations list provides all the possible configurations that an administrator can set to achieve a particular display result, when the Account Summary page is loaded.

Default view	Disabled view	Expected result on page
Overview	Overview	Load the results for by Term Drop-down should have the By Term selected Drop-down should have other option By Period
By Term	By Term	Load the results for by Overview Drop-down should have the By Overview selected Drop-down should have other option By Period
By Period	By Period	Load the results for by Overview Drop-down should have the By Overview selected Drop-down should have other option By Term
Not set	All	No account detail exists on your record
Overview	By Period	Load the results for By Overview Drop-down should have By Overview selected Drop-down should have other option By Term On select of By Overview or By Term it should change the view accordingly
Overview	By Period By Term	Load the results for by Overview Drop-down should have By Overview selected

Default view	Disabled view	Expected result on page
By Term	By Overview	Load the results for By Term Drop-down should have By Term selected Drop-down should have other option By Period On select of By Overview or By Period it should change the view accordingly
By Term	By Overview By Period	Load the results for by Term Drop-down should have By Term selected
by Period	By Overview	Load the results for by Period Drop-down should have by Period selected Drop-down should have other option By Term On select of By Overview or By Term it should change the view accordingly
by Period	By Overview By Term	Load the results for by Period Drop-down should have by Period selected
Not set	Not set	Account Summary Overview will be displayed
Not set	Overview	Next available view of the account Summary will be displayed, in this case, By Term view will be displayed
Not set	By Term	Next available view of the account Summary will be displayed, in this case, By Period view will be displayed
Not set	By Period	Next available view of the account Summary will be displayed, in this case, By Overview view will be displayed

Account Detail for Term page

Account Detail for Term page displays the detailed account information for the selected term on one page, which makes it easy for a student to review their account detail and see at a glance how much money they owe to the institution.

When assessments are enabled on the Term Control Form (SOATERM) and the Housing Term Control Form (SLATERM), and a student who has not been assessed or has charges pending accesses the page, then fee assessment will run automatically. This applies to tuition and fees and housing (including room, meals, and phone).

Other information can also be displayed, such as memoed and authorized financial aid, other Accounts Receivable memos (contracts, exemptions, deposits), and installments as enabled through the Accounts Receivable Term Control Form (TSATERM). New assessments and installment plan assignments are saved to the database, but calculated memo transactions are not retained. The values that are displayed on this page depend on the choices made on TSATERM for memos and authorized financial aid, and on the Student Billing Control Form (TSACTRL)for installment plan information.

Webpage fields for Account Detail for Term page

Field	Description
The following fields are in the Term Detail section of the page. This section includes information about charges and payments made on the student's account as of the Current Due Effective Date, which is the greater of the system date or the date entered in the Current Due Effective Date field on TSATERM. Fields are displayed based on the selections made on TSATERM.	
Detail Code	Detail code associated with the transaction.
Description	Description associated with the detail code.
Item Date	Effective date of the transaction. In summary mode, this field is not displayed.
Charge	Charge posted to the account.
Payment	Payment posted to the account.
Net Term Balance	Balance (charges less payments) for the specified term. Balance may be comprised of both current- and future-dated transactions.
Current Balance for Term	Balance of current activity for the term selected. This field is displayed only if current- and future-dated activity exists for the term. If all activity is current-dated, only the Net Balance for Term field is displayed.
Future Balance for Term	Balance of future-dated activity for the term selected. This field is displayed only if future-dated activity exists for the term.
Net Balance for Other Terms	Net account balance (charges less payments) for terms other than the one selected. The balance can be composed of current- and future-dated transactions.
Current Balance for Other Terms	Balance of current activity for terms other than the one selected. This field is displayed only if current- and future-dated activity exists for other terms. If all activity is current-dated, only the Net Balance for Other Terms field is displayed.
Future Balance for Other Terms	Balance of future activity for terms other than the one selected. This field is displayed only if future-dated activity exists for other terms.
Account Balance	Charges less payments for all transactions on a student's account, without regard to term or effective date of transactions.

Field	Description
Current Amount Due as of	Current amount due as of the Current Due Effective Date. The value is calculated from the Amount column for current activity from all terms.
The following fields are in the Authorized Financial Aid section of the page. This section includes authorized financial aid transactions that have been created by the Financial Aid Disbursement Process (RPEDISB) and will be applied to the student’s account. This section and its totals are displayed based on the selections you made on TSATERM.	
Detail Code	Detail code for the item.
Description	Description of the item.
Expected Payment	Authorized financial aid payment expected to be posted to the student's account.
Authorized Financial Aid Balance	Total of all authorized financial aid expected to be posted to the student's account.
Account Balance net of Authorized Financial Aid	Student net account balance less financial aid authorized, but not yet disbursed on the student’s account.
Current Due net of Authorized Financial Aid	Current amount due from the student less financial aid authorized, but not yet disbursed on the student’s account. If the amount due is less than zero, zero displays here.
The following fields are in the Memos section of the page. This section includes memos for pending transactions. Memos may include Financial Aid memos, third party contract credits, exemptions, deposits eligible for release, and other manually created memos with the Billing Indicator of Y. Memos are excluded if the expiration date is less than the Current Due Effective Date. This section and its totals are displayed based on the selections you made on TSATERM.	
Detail Code	Detail code associated with the transaction.
Description	Description of the detail code.
Expected Charge	Pending charge expected to be posted to the student's account.
Expected Payment	Pending payment expected to be posted to the student's account.
Account Balance net of [Authorized Financial Aid] and Memos	Student account balance, less authorized financial aid (if enabled) and other memos not yet posted to the student's account.
Current Due net of [Authorized Financial Aid] and Memos	Current amount due from the student less authorized financial aid (if enabled) and memos not yet posted to the student’s account. If the amount due is less than zero, zero is displayed in this field.

Field	Description
The following fields are in the Installment Plan section of the page. This section displays installment plan information (both manual and automated) when students are assigned or eligible for an installment plan. For automated installment plans to be assigned or calculated for display on the Account Detail for Term page, the applicable check boxes must be selected on TSACTRL Existing installment plans (both automated and manual) already posted to the student's account will always be displayed in the Account Detail section of the Account Detail for Term page.	
Detail Code	Detail code for the item.
Description	Description of the item.
Due Date	Date the installment payment becomes due.
Amount	Amount of the installment payment.
Total	Total of the installment plan payments, including any service fee or interest charges.
Current Amount Due as of	Amount due, which includes the installment payment, and any current charges not eligible for the installment plan.

Information messages in Account Detail for Term page

The administrator can configure the information messages with custom text. Filter with the message label names on the GUAINFO page to find the respective information messages and customize them.

Display Condition/Location	Information Message	Message Label Name
Display when at least one term is enabled in TSATERM page.	Review detail transactions on your account, including current and future balance totals for the selected term and other terms.	accountDetailForTerm
Display when none of the terms are enabled in TSATERM page.	No Information available on your account.	accountDetailForTermDisabled
Display when memo data is available for selected term.	Review pending transactions on your account and the expected charge or credit for the selected term.	memosForTerm
Display when no memo data available for selected term.	No pending transactions exist on your record for the selected term.	noMemosForTerm
Display when installment plan data is available for selected term.	Payment for selected term may be made according to the schedule below.	installmentPlansForTerm
Display when no installment plan data available for selected term.	No Installment Plans exist on your record for the selected term.	noInstallmentPlansForTerm

Display Condition/Location	Information Message	Message Label Name
Display when financial aid data is available for selected term.	Review Authorized Financial Aid on your account and the expected payment for the selected term.	financialAidForTerm
Display when no financial aid data available for selected term.	No Authorized Financial Aid exists on your record for the selected term.	noFinancialAidForTerm

Set up Account Detail for Term page

The steps required to set up the Account Detail for Term page.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Account Receivable Term Control Form (TSATERM)** page.
   a) Choose a term (required). The term you select on this form is the term for which you want to create rules.
   b) Select **Enable Term** to include the term in the drop-down choices for terms on the Account Detail for Term Self-Service page. Make your other selections based on what you want to display on the page.

      For detailed information about TSATERM, refer to the *Banner Accounts Receivable User Guide* and the *Banner Accounts Receivable Online Help*.
2. Open the **Student Billing Control Form (TSACTRL)** page.
   a) Under **Installment Plans** section, make the appropriate selection regarding assignment and calculation of automated installment plans.
   b) Select the **Automatically Calculate Installments** check box on TSAISTP, TSICSRV, Self Service and VR for installment plans to be displayed on the Account Detail for Term page.

      Note: If the **Automatically Assign Installment Plans** on TSAISTP, TSICSRV, Self Service and VR check box is also selected, eligible students will be added to an automated plan.

      For detailed information about automated installment plans, refer to the *Banner Accounts Receivable User Guide*.
3. Open the **Housing Term Control Form (SLATERM)** page.
   a) Under the **Housing Term Control**, select the **Permit On-line Fee Assessments** check box to enable housing fee assessment.

4. Open the **Term Control Form (SOATERM)** page.
    a) Under **Registration Fee Assessment**, select the **On-line Assessment** check box to enable tuition and fee assessment.
    b) In the **Web Self-Service**, **Voice Response**, and **Partner Systems** section, select the **On-line Assessment** to enable housing, tuition and fee assessment on the Account Detail for Term page.

    For detailed information about fee assessment, refer to the *Registration* chapter in the *Banner Student User Guide*.

Account Information page

The Account Information page displays the details for account transactions and outstanding deposits. You cannot make updates on this page.

Information is displayed for charges, credits, and deposits posted to a student's account. Only deposits with outstanding balances are displayed in the Deposits Information. This page has two tabs– Transactions and Deposit. Use the Transactions tab to access the charges and credits. Use the Deposits tab to access the deposits.

For example- Student pays a lump-sum amount to the institution for housing charges which reflects under the **Deposit** tab. The Administrator use this amount to avail the housing services for the student. The transactions made for the same is shown under **Transaction** tab.

Webpage fields in Account Information page

Field	Description
The following fields are in the Account Detail information.	
Account Balance	Student's account balance.
Date	Recorded Date of the transaction.
Description	Description of fee or payment for the transaction.
Term	Term in which the transaction took place.
Charge	Amount of transaction charge.
Credit	Amount of transaction credit.
The following fields are in the Deposits information.	
Date	Recorded Date of the deposit.
Description	Description of the deposit.
Term	Term in which the deposit was made.
Original Amount	Original deposit amount received on the date recorded.
Balance	Outstanding deposit amount to be paid.

Information messages in Account Information page

The administrator can configure the information messages with custom text. Filter with the message label names on the GUAINFO page to find the respective information messages and customize them.

Display Condition/Location	Information Message	Message Label Name
Display information message in Account Transaction tab.	Charges and payments on your account are listed below, beginning with the most recent. Anticipated credits including pending financial aid are NOT included in this listing.	accountTransactions
Display when there is no transactions.	You do not have any Transactions to display.	noTransactions
Display information message in Account Deposits tab.	Deposits held on your account are listed below. The Original Amount column is what was received at the time the Deposit was recorded. The Balance column indicates the amount of your deposit still remaining at this time.	accountDeposits
Display when there is no deposits information.	You do not have any Deposits on record at this time.	noDeposits

Transaction tab

The transactions displayed is grouped by the transaction number in descending order. Any record added in the TSAAREV page creates a new record under account transactions.

Deposits tab

The deposit tab displays the lump-sum payment that a student makes in advance to the institution from the Payment and Deposit Processing page. The administrator can use this amount to set standing instruction to avail institutional services.

Tax Notification (1098-T) page

The Tax Notification (1098-T) page displays a representation of the student’s 1098-T form for a specific tax year.

The 1098-T representation appears at the top of the page, with supplemental and detail information beneath it. This page is display-only. You have the option to mask the student’s SSN on the 1098-T form.

Student can select the year from the tax-year drop-down list on the page. The tax year is displayed in the drop-down for the student when:

- Tax form 1098-T is available for the student.
- Status is configured in Tax Reporting Rules Form (TSATAXR) and Student Tax Notification (TSATAXN) pages.

  Note: The1098-T representation for tax years before 2017 will be displayed in the 1098-T format as of 2017 and may not be an accurate representation of the format of IRS form of the actual tax year.

For detailed information about TSATAXR page, refer to the *Banner Accounts Receivable User Guide* and the *Banner Accounts Receivable Online Help*.

This page contains two sections

1. 1098-T form
2. Supplemental information

Display Indicators

On the Tax Reporting Rules Form (TSATAXR) page:

- Select the **Total Access** check-box, to display the supplemental information total.
- Select the **Detail Access** check-box to display the supplemental information details.

For the Tax Notification to display the version supported for Banner admin is Ar854/938 and Ar 8541/939 so AR is current.

The Banner Student Self-Service needs to be at release 8.7.2.7.

Webpage fields in Tax Notification (1098-T) page

Field	Description
The following fields are displayed in the Supplemental Information section, which provides additional tax report information. Numbered amounts that are underscored indicate that the student can access additional detail for that amount.	
Hard Copy Mailed	Student notification date if the form has been sent, or No if it has not been sent.
Tax Report Description	Description of a supplemental rule if the student has matching transactions and access is authorized.
Total	Total amount associated with this tax report item
The following fields are displayed in the Detail of Reported Amounts section, where data displayed to support the amount in box 2, 3, 4, or 5 of the 1098-T is summarized by term and detail code.	
Term	Term of the transaction. Terms beginning in the following year are designated in the description.

Field	Description
Code	Detail code of the transaction.
Description	Description of the transaction.
Amount	Monetary amount associated with the detail code for the specified term.
Pro-rata	A value of Yes indicates that this amount has been pro-rated.
Return to Form 1098-T	This link returns the student to the representation of the1098-T form at the top of the page.
The following fields are displayed in the Supplemental Detail section.	
Reported In	Tax year and box number in which the amount was reported. If this amount was not reported, this field is blank.
Term	Term of the transaction.
Description	Description of the category code, detail code, or transaction.
Amount	Monetary amount associated with the specified detail and category codes.
Date	Date this amount was reported.
Future Tax Year	A value of Yes indicates that this amount is associated with a term beginning in the first three months (January - March) of the next tax year.
Pro-rata	A value of Yes indicates that this amount has been pro-rated.
Return to Supplemental Summary	This link returns you to the Supplemental Summary section.

View Supplemental Information total and details

Admin Page	Description
Tax Reporting Rules Form (TSATAXR)	If you want supplemental information totals to be displayed on the Web, select the **Total Access** check box. If you want supplemental information details to be displayed on the Web, select the **Detail Access** check box.

Information Messages in Tax Notification Page

The administrator can configure the information messages with custom text. Filter with the message label names on the GUAINFO page to find the respective information messages and customize them.

Display Condition/Location	Information Message	Message Label Name
Display when the student does not have tax notification.	No 1098-T form available to view.	noFormsMessage
Display information message on 1098-T form suggesting the user to not consider this as an official document.	This is an unofficial copy of the form 1098-T and is provided for information only.	unofficialInfoMessage
Display information message on 1098-T form for ready status.	A representation of the Tuition Statement form 1098-T is shown below. This important tax information will be sent to you and furnished to the Internal Revenue Service.	statusReady
Display information message on 1098-T form for sent student status.	A representation of the Tuition Statement form 1098-T is shown below as sent to you. This important tax information will be furnished to the Internal Revenue Service.	statusSentStudent
Display information message on 1098-T form for sent IRS status.	A representation of the Tuition Statement form 1098-T is shown below as sent to you. This important tax information has been furnished to the Internal Revenue Service.	statusSentIrs
Display information message on 1098-T form for sent file status.	A representation of the Tuition Statement form 1098-T is shown below. This important tax information has been forwarded for processing. Select links on the reported amounts to review the associated detail.	statusSentFile
Display information message on 1098-T form for not ready status.	A representation of the Tuition Statement form 1098-T is shown below. We will not be able to furnish this important tax information to you or the Internal Revenue Service, as required information is missing. Please contact the Student Accounts office immediately.	statusNotReady

Display Condition/Location	Information Message	Message Label Name
Display information message on 1098-T form for sent excluded status.	A representation of the Tuition Statement form 1098-T is shown below. This will not be sent to you or to the Internal Revenue Service as the amounts do not require reporting.	statusExcluded
Display information message on 1098-T form for removed status.	Form 1098-T is not scheduled to be sent to you for this Tax Year. Please contact Student Accounts if there is any question.	statusRemoved
Display information message for Supplemental Information.	Below section provides the additional detail which may be helpful in determining the amount to claim for Hope Scholarship or Lifetime Learning Credit.	supplementalInformation

Form 1098-T

Form 1098-T, Tuition Statement, is an IRS tax form filed by eligible education institutions (or those filing on the institution's behalf) to report payments received and payments due from the paying student.

The institution has to report a form for every student that is currently enrolled and paying qualifying tuition and related expenses.

The 1098-T Form representation is closest to the official copy of IRS. No RTL and no translation is applied for the 1098-T representation.

Set up the Watermark in Form 1098-T

Configure the display of the **Unofficial Copy** watermark on the form 1098-T representation on the Tax Notification page.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Banner Applications Configuration (GUACONF)** page.
2. Enter `SSS` in the **Application ID:** field or select from the drop-down list.
3. Click **GO**.

4. In the **Configurations** tab, locate the row with the **Configuration Name**: **banner.student.accounts.receivable.tax.notification.displayUnofficialCopyWatermark**.
5. Choose and enter any of the following **Configuration Value**:

Option	Description
true	Display the Unofficial Copy watermark on the form 1098-T representation.
false	Do Not display the 'Unofficial Copy' watermark on the form 1098-T representation

Note:

The configuration value is set to **true** by default.

Supplemental Information

The Supplemental Information section provides additional tax report information.

The Supplemental Information helps the student to review the details of payments received which are accounted for the tax reporting for the specific tax year.

There are sub-section which can be collapsed or expanded form as follows:

- When Collapsed: the accordion group header shows the total supplemental payments or charge amount.
- When Expanded: the grid total row display the label **Total** at the end of the **Amount** column which shows the total supplemental payments or charge amount.

Set up the Supplemental Information

Configure the display of the supplemental charges and supplemental payments amount totals and its details in the **Supplemental Information** section of Tax Notification page.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Tax Reporting Rules (TSATAXR)** page.
2. Enter the **Tax Report Code** (`Supplemental Charges` or `Supplemental Payments`) and **Tax Year**.

3. Under the **Tax Rules** tab choose any of the following configuration options for the **Self-Service Total Access** and **Self-Service Detail Access** check boxes:

Self Service Total Access check box	Self Service Detail Access check box	Result
selected	cleared	The accordion header display the **Supplemental charges** or **payments** title and its total amount and remove the accordion arrow (as the grid details are not available to view).
cleared	selected	The accordion header display the **Supplemental charges** or **payments** title and the accordion arrow so that user can expand to view the details in the grid.

4. Click **SAVE**.

Statement and Payment History page

The Statement and Payment History page enables students to view and print stored statements, payment history, and unbilled activity for an account.

Students can view stored statements and payment history as defined by the institution on the Accounts Receivable Billing Control Form (TGACTRL). When student access the Statement and Payment History page, it displays a page with three tabs:

- **Statements**- Shows the current statement. This section displays information about the most recent statement.
- **Payment History**- Recorded payments for the account. This section displays payment history for the account. Transactions that display in payment history are detail codes marked as Payment History on the Detail Code Control forms (TSADETC or TFADETC).
- **Unbilled**- Account activity that has not been billed yet. This section displays information about activity posted to the account after the last statement was generated and also the transactions that had a future effective date at the time of billing.

Note: In IE11 (Internet Explorer, version 11) browser, students are redirected to a different page when they select a statement.

Webpage fields in Statement and Payment History page

Field	Description
The following fields are displayed on the Statement tab.	
Account Balance	Monetary amount of the account balance as of the current date.

Field	Description
Select Statement Bill Date	Date for which a statement is to be viewed.
View Statement	Hypertext link to the statement for the selected date.
Amount Due	Total amount due at the time of billing.
Due Date	Date payment is due.
The following fields are displayed on the Payment History tab.	
Payments since	Identifies beginning date for which payments are listed.
Account Balance	Monetary amount of the account balance as of the current date.
Post Date	Date the payment was posted to the account.
Term	Term associated with the payment.
Description	Description of the transaction.
Amount	Amount of the transaction.
Bill Date	Date transaction was billed on a statement. A blank in this field indicates that the transaction has not yet appeared on a statement.
The following fields are displayed on the Unbilled tab.	
Account Balance	Monetary amount of the account balance as of the current date.
Effective Date	Effective date of the transaction.
Term	Term associated with the transaction.
Description	Description of the transaction.
Charge	Charge amount of the transaction.
Payment	Payment amount of the transaction.
Post Date	Date the charge or payment was posted to the account.

Information Messages in Statement and Payment History Page

The administrator can configure the information messages with custom text. Filter with the message label names on the GUAINFO page to find the respective information messages and customize them.

Display Condition/Location	Information Message	Message Label Name
Display when there is no statement data.	There are no Statements available for review.	noStatementData

Display Condition/Location	Information Message	Message Label Name
Display when there is no payment history data.	No payment history exists.	noPaymentHistoryData
Display when there is no unbilled data.	No unbilled activity exists on your account.	noUnbilledData

Set up Statement and Payment History

Configure the Statement and Payment History page.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Accounts Receivable Billing Control Form (TGACTRL)** page.

   For detailed information about TGACTRL, refer to the *Banner Accounts Receivable User Guide* and the *Banner Accounts Receivable Online Help*.
2. In the **Statement History Months** field, enter the number of months for which students can view their statements.

   Note: The default value for this field is 3. Banner calculates a cut-off date based on the number of months entered in this field. Students will have access to all statements with a bill date greater than or equal to the calculated cut-off date.
3. In the **Payment History Months** field, enter the number of months that office staff and students can view as history.

   Note: The default value for this field is 3. Banner calculates a cut-off date based on the number of months entered in this field. Eligible payments with an entry date greater than or equal to the calculated cutoff date are displayed.
4. Open the **Detail Code Control Form (TSADETC)** page.

   For detailed information about TSADETC, refer to the *Banner Accounts Receivable User Guide* and the *Banner Accounts Receivable Online Help*.
5. Select the **Payment History** check box for each detail code you want to be displayed on the Statement and Payment History page.
6. Save your changes.

Payment and Deposit Processing page

The Payment and Deposit processing page allows students to submit payments for deposits or other transaction fees.

The transaction links or deposit links setup by the institution allows students to make payments by selecting it from the drop-down list item on the Payment and Deposit Processing view. Students can choose to pay for the transactions in single or multiples. The transactions displayed on selection of the drop-down link item is an HTML table and hence extensibility features are not applicable.

On the Web Payment Rules Form (TSAWPAY) page, under the **Display Rules** tab, select the **Active**, **Students** indicators and add the **Web Payment Matching** rules to display the defined transaction link or deposit link for the matching students on the Payment and Deposit processing page.

On the TSAWPAY page, under the **Transaction Rules** tab, multiple transactions may be setup for a transaction link or deposit link based on the institution setup as follows:

- **Required** indicator- The students are required to pay the amount associated with the transaction that have this indicator selected. If this indicator is not selected, the student can choose to pay or not to pay.
- **Multiple** indicator- Number of payments can be made in multiples for those transactions that have this indicator selected.

  Note: When both the **Required** and **Multiple** indicators are checked, the configuration related to**Multiple** takes precedence.

When a student selects the Transaction link or Deposit link and makes the payment by clicking on the **Pay Now** button displayed below the transaction list, it connects to the Payment Gateway configured by the institution.

On completion of a transaction, students receives either an approval or denial message for the transaction on the Payment Confirmation static page. If a denial is received, a denial message is returned to the student. If an approval is received, an approval message is returned, and a payment transaction is written to the student's account.

Webpage fields in Payment and Deposit Processing page

Field	Description
Description	Description of the Transaction type
Amount	The amount to be paid by the student
No of payments	Number of times the amount against the transaction type that can be paid

Information Messages in Payment and Deposit Processing page

The administrator can configure the information messages with custom text. Filter with the message label names on the GUAINFO page to find the respective information messages and customize them.

Display Condition/Location	Information Message	Message Label Name
When there is data.	Select the check box against the transaction to make a payment. The required transaction to be paid is already selected. Enter the number in text box for the transaction to pay in multiples.	DEPOSITPROCESSING WITHDATA
When there is no data.	There are no Payment or Deposit links available at this time	NOPAYMENTORDEPOSIT
When card payment is not available.	Web credit card payments are not available at this time.	PAYMENT.PROCESS .GOAMRED.RECORD .NOT.FOUND
When payment is disabled.	You either have a hold on your account or your account has been referred for collection. Please contact the Bursar's office for more information	PAYMENT.PROCESS .PREVENT.PAYMENT

Set up Payment and Deposit Processing page

Configure the Payment and Deposit Processing Page to display the payments or other transaction fees.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Make sure that valid entries exist on the Credit Card Type Validation Form (GTVCCRD) for the payment type codes in use and the external merchant ID as used by the payment vendor.
2. Verify that the WEBPAYGCCID rule exists on the Crosswalk Validation Form (GTVSDAX) for the description of Web Credit Card AR Payment Gateway Process.
3. Set the External Code for the WEBPAYGCCID rule to the external merchant ID that is expected by the payment vendor and is used as the Third Party Transaction value on the Credit Card Merchant ID Form (GOAMERC). This rule is used to activate the Accounts Receivable payment gateway.
4. Verify that the ADDRESS rule exists on GTVSDAX for the Internal Code of WPAYADDR.

   This rule is used with the address hierarchy for the BWSKPAYG package, to populate fields in the Credit Card Audit Table (GORCCAU). This is delivered as a marker row with an External Code value of <UPDATE_ME> to establish the address hierarchy.

5. Verify that the WEBCCARGATEWAY process name code exists on the Process Name Validation Form (GTVPROC).

   Entries are needed in GOAMERC for this process name code with definitions for all the credit card types from GTVCCRD where the Third Party Transaction code value is set to the value on GOAMERC.

   The third party transaction code is also passed to the gokpven.f_collect_payment_info object, to go to the payment vendor when the redirect is made. Appropriate coordination with the specific payment vendors is the responsibility of the institution.

6. Activate the term in the Admissions Web Calendar Rules Form (SAAWAAD) by checking the View Application indicator for a date range.

   This allows non-student applicants who do not have PIDMs or logins to view information in Self-Service Admissions.

   This step is not required when applicants have been assigned PIDMs and can log in through the secure login.

7. On the Banner Applications Configuration (GUACONF) page, enter or select the **SSS** in the **Application ID** field. Update the configuration in the table below:

Action	Configuration Name
Payment Gateway when not using Banner PPC (aka PCI)	banner.nonpci.payment.gateway .paymentAndDepositProcessing.url
Payment Gateway when using Banner PPC (PCI)	banner.pci.enabled.payment.gateway .paymentAndDepositProcessing.available

8. Create payment codes for payment or transaction types on the Payment Code Validation Form (TTVPTYP) with the Type indicator set to Payment for the payment types or Transaction for the transaction types.

   These codes are used on the Web Payment Rules Form (TSAWPAY).

9. Create deposit crosswalk rules on the Deposit Crosswalk Form (TGADEPX).

   These rules establish the crosswalk between the payment detail code used with credit card processing, as defined on GOAMERC, and the deposit type and deposit detail codes used to create a deposit. Each rule uses a base code, deposit type, deposit code, and payment code.

10. Set up Web payment display, matching, and transactions rules on the Web Payment Rules Form (TSAWPAY).

    Rules are set up by term and payment type, for applicants, students, or both. Rules can be active or inactive. You can copy transaction rules for students and applicants between terms using the Copy item in the Options Menu.

    Rules use links to deposit and fee groups for applicants and students in Banner Self- Service who match the rule criteria. The matching criteria determines whether the deposit and fee group is displayed in Self-Service, in addition to the specific deposit and fee transactions to be collected from the applicant or student.

    Matching is performed for applicants or students on admission decision, attribute, campus, class, cohort, degree objective, level, major, program, rate code, residency, student type, and visa. (Some Web payment matching types are for applicants, some are for students, and some are for both.) Matching on applicants uses the first major of the primary or secondary curriculum. Curriculum types, when defined, are matched as a group.

Transactions are defined by type, sequence number, amount, if required, if multiple or single, process and procedure, release deposits, and code (deposits use deposit types from TTVDTYP, fees use detail codes from TSADETC).

Common configurations in Accounts Receivable pages

There are some configurations which can be configured in all the Accounts Receivable pages.

Currency and Number format

The base currency set by an institution determines the currency symbol that Banner will display on Accounts Receivable pages.

The currency format applies at three level:

- GUAINST – Base Currency is set

  Change in the Base currency needs App Server reboot
- Browser locale

  Browser level settings takes effect when the application level language is not set
- Application level

  Language settings takes precedence over the Browser level language setting if the app level setting has a value

The position of the currency symbol depends on the browser locale settings.

For example- If the base currency is implemented as the US dollar, then the position of the dollar symbol is determined by the locale of the browser.

The number format is fixed to two decimal places.

Information messages

The Information Messages are always shown starting with a i icon. On mouse hover of the icon information messages are displayed.

The messages are always displayed at the beginning of the applicable pages or section.

The administrator can modify/update the information messages by finding the required information messages with the help of the message labels and then adding local records in the General Links and Configurable Text (GUAINFO) page.

Refer to the *Information Messages* section under respective Accounts Receivable page for more details.

Configure the Detail Code column

Configure to display or hide the **Detail Code** column on the grids of Accounts Receivable pages.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Crosswalk Validation (GTVSDAX)** page.
2. Filter with the **Code WEBDETCODE**.
3. Under **Internal** section, choose and enter any of the following value for the **External Code** field:

Option	Description
Y	Display the Detail Code column
N	Do not display the Detail Code column

4. Click **SAVE**.

Configure term date range on term selection drop-down

Configure to display or hide the term date range on term selection drop-down on the Accounts Receivable pages.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Crosswalk Validation (GTVSDAX)** page.
2. Filter with the following:
   - **Code=WEBTRMDTE**
   - **Group=STUWEB**
3. Under **Internal** section, choose and enter any of the following value for the **External Code** field:

Option	Description
Y	Display term date ranges are displayed
N	Do not display the term date ranges

4. Click **SAVE**.

Common functionalities in Accounts Receivable pages

The various common functionality in all the Accounts Receivable pages includes extensibility, holds, print, pay now, currency formatter and information messages.

Extensibility in Accounts Receivable pages

The administrator has the ability to configure the all the Accounts Receivable pages to better suit the institution's practices without actually changing anything in the admin pages.

Extensibility is one of the standard key features of Banner 9x. The Extensibility in Accounts Receivable pages is applied to all the pages which enables the administrator to tailor the application according to the institutions needs.

Extensibility is supported for both desktop and mobile application. The administrator must have the web tailor admin access to modify the JSON script to configure the following extensibility features:

1. Page elements
    - Rename label text
    - Change tool tip text
2. Grid elements
    - Hide a column section
    - Change text for the header labels
    - Change placeholder text for the **Search** field

Admin configuration always precedes extensibility

The configurations set from the admin pages always takes precedence over extensibility. Consider the following example of display or hiding of **Balance** column:

Display or hiding of **Balance** column on the Account Summary pages is done by two means:

1. Configuration on Banner Applications Configurations (GUACONF)
2. Extensibility feature

The possible scenarios are listed below:

Admin Configuration in GUACONF	Extensibility	Result
Display Balance column (Y)	Display Balance column (Y)	Balance column is displayed
Hide the balance column (N)	Hide the balance column (N)	Balance column is not displayed

Admin Configuration in GUACONF	Extensibility	Result
Display of Balance column (Y)	Hide the balance column (N)	Balance column is not displayed. **Note:** The data would be still sent from server but not relevant to the end user
Hide the balance column (N)	Display of Balance column (Y)	Balance column is not displayed.

Configure using Extensibility

Configure the Accounts Receivable pages using extensibility to meet your institutions requirement.

Before you begin

You will need the following:

- login credentials to Banner admin 9x pages, and
- Web Tailor Admin access.

Procedure

1. Open the required Accounts Receivable page.
2. Click the gear located at the header.
3. Click on **Edit Extensions**.
4. In the **Extension Editor** dialog box locate the feature which you want to extend in the JSON script.
   a) Set the value of the exclude property to either true or false for the specific field names depending on your choice to display or hide.
   b) Replace the attributes for the specific field names with the custom text in the JSON script that you want to display.

   Note: The configurations set from the Banner admin pages always takes precedence over extensibility. Refer to *Admin configuration always precedes extensibility* section in *Extensibility in Accounts Receivable Application* for more details.

Holds

Holds are displayed on Accounts Receivable pages as a button. If a student has any hold, the number of holds are displayed on the button.

On click of the button the details of holds will be displayed in an expanded window. The current date is within the date range specified on the Hold Information Form (SOAHOLD) for the student.

The hold type must be Web-enabled and the hold must be in effect (that is, the current date is within the date range specified on the Hold Information Form (SOAHOLD) for the student). If the person has holds in effect, but none of the holds are Web-enabled, the message- `The holds on your record may not be viewed on the Web` is displayed.

The holds on a student is visible to the student in the application in the Student Profile page and the Student Accounts pages.

When there is no holds defined for the student, the **Hold** dialog box display a message- `There are no holds to be displayed`.

Sensitive Holds

Some holds are assigned to the students but are not displayed in the Accounts Receivable pages. These holds are called sensitive holds. In such cases, a message is displayed within the holds window- `Some holds are sensitive and may not be displayed.` The total number of holds shown includes the number of sensitive holds also.

Holds that have **Web Indicator** fields not checked in the Hold Type Code Validation (STVHOLD) page becomes a sensitive hold.

Display indicators

- Enter a future date in the **To** field in Hold Information (SOAHOLD) page to display the hold.
- On the STVHOLD page, check the **A/R** indicator to make the hold applicable for the Accounts Receivable pages.

Information messages in Holds window

The administrator can configure the information messages with custom text. Filter with the message label names on the GUAINFO page to find the respective information messages and customize them.

Display Condition/Locations	Information Message	Message Label
Message for zero holds scenario.	There are no holds to be displayed.	noHolds
Message for sensitive holds.	Some holds are sensitive and may not be displayed.	sensitiveHolds

Set up Holds

Configure the holds to display them in the Accounts Receivable pages.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Hold Type Code Validation (STVHLDD)** page.

2. Click on **Insert** or **Copy** to create a new record.
3. Enter a hold code in the **Code** field and select the other choices.

   Note: If you do not select the **Web Indicator** field, then the hold is considered as a sensitive hold and is not displayed in the Accounts Receivable pages.

4. Click **SAVE**.
5. Open the **Hold Information (SOAHOLD)** page.
6. Associate the hold code that you have created in STVHLDD page.
7. Enter a valid future date in the **To** field.

   Note: If you enter a past date in the **To** field, then the hold is not displayed in the Accounts Receivable pages.

8. Click **SAVE**.

Print Button

Print functionality allows the student to print the information that is displayed on the Accounts Receivable pages in PDF format.

The **Print** button is displayed across all the pages in the Accounts Receivable pages except the Payment and Deposit Processing page. Students are allowed to choose the information that they want to print on click of the print button.

The exact information that is displayed in the application is printed. Whatever the application display after extensibility or admin configuration is applied, the same information is printed in the PDF document.

The PDF header shows the university logo and the student name, ID and PDF generation date. The disclaimer shown at the end of the page content is configurable. The administrator can choose to display the information message in the disclaimer or not. Refer to *Set up display of the disclaimer information on print preview and PDF* for more information. The disclaimer message- `Please note this is not an official document and is provided for information only` is displayed if configured.

A continuous scroll which is applied on the page and within each grid if there are more than 25 records is not shown in the PDF. The PDF expands the grid to show all the records. The print feature is displayed within the ellipsis for mobile. The PDF generated is same for desktop, mobile and tablet.

Print in Account Summary by Overview

The **Print - Account Summary by Overview** dialog box allows the student to print the account summary overview in PDF format. The same information that is displayed in the application is printed in the PDF format. The information messages for the labels are not printed. The grid functions such as sorting or show/hide though applicable on the application is not considered for the PDF.

Print in Account Summary Overview by Term

The student gets the option to select the term that they want to print. Student can select one or more term to print or select the **Select All** filed to print all the terms. The **Print- Account Summary by Term** dialog box shows the same options to print (all the terms are listed along with select all field) irrespective of the specific term the student have selected. When there are no terms displayed on the Account Summary by Term view, then the print button is disabled.

Print in Account Summary Overview by Period

The **Print- Account Summary by Period** dialog box allows the student to print either the period information or all the terms present inside in a particular period. Student can hence select multiple periods to print with a mix combination (one period and another with period-terms) also. Select the **Period-Terms** slider to print the respective terms in that periods. The period terms inside the period can not be selected unless the respective period is selected.

Print in Tax Notification

The **Print- Tax Notification** dialog box allows the student to print the 1098-T form which is displayed as per the student IRS copy. Student can also print the supplemental information. If the watermark is disabled in the application, is not printed in the PDF.

Print in Account Information

The **Print- Account Information** allows the student to print the account transaction and deposits. The information displayed on these pages are printed into PDF.

Print in Statement and Payment History

The **Print- Statement and Payment History** allows the student to print the statement, payment history and unbilled information. The statement tab shows a PDF file or a text file as statement, the same information content is printed in PDF. The statement does not allow the disclaimer to display in PDF.

Information messages in print preview

The administrator can configure the information messages with custom text. Filter with the message label names on the GUAINFO page to find the respective information messages and customize them.

Display Condition	Information Message	Message Label
Disclaimer information which gets displayed in the print preview.	Please note this is not an official document and is provided for information only.	disclaimerMessage

Set up Student Name in the Tax Notification PDF

The administrator controls the display of student ID on the PDF of Tax Notification page (Print Form 1098-T alone or print all information available on the page).

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Banner Applications Configuration (GUACONF)** page.
2. Enter `SSS` in the **Application ID:** field or click on the ellipsis to select this option from the drop-down list.
3. Click **GO**.
4. In the **Configurations** tab, locate the row with the **Configuration Name** **banner.student.accounts.receivable.taxnotification.displayStudentIDOnPrintPreview**.
5. Choose and enter any of the following **Configuration Value** for the page which you want as default.

Option	Description
True	Display the Student ID on the print preview of Tax Notification page
False	Does not display the Student ID on the print preview of Tax Notification page.

6. Click **SAVE**.

Set up display of the disclaimer information on print preview and PDF

The administrator can control the display of disclaimer information on the print preview of the following pages.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Banner Applications Configuration (GUACONF)** page.
2. Enter `SSS` in the **Application ID:** field or click on the ellipsis to select this option from the drop-down list.
3. Click **GO**.
4. In the **Configurations** tab, locate the row with the **Configuration Name** **banner.student.accounts.receivable.account.summary.displayDisclaimerInfoOnPrintPreview**.

5. Choose and enter any of the following **Configuration Value** for the page which you want as default.

Option	Description
True	Display the disclaimer information.
False	Does not display the disclaimer information.

Note: Configuration value is set to true, by default.

6. Click **SAVE**.

Pay Now button

The **Pay Now** button is available across all the Accounts Receivable pages which allows the student to make payments.

This button works the same way across all the pages. The Tax Notification and Payment and Deposit Processing pages will not have this button.

Clicking on the **Pay Now** button will open a **Payment** dialog box or navigates the user to the interface of your preferred payment gateway or vendor, based on configuration.

If configured such that the **Payment** dialog box opens, this window contains help text which gives the students information about how to make the payment.

The **Payment** dialog box list the terms that have at least one transactions for the student account and the term which has the **Enable Pay Now buttons** indicator selected in the TSATERM page. The **Net Term Balance** will be displayed for each of the terms listed. The student can select any one of the terms to make the payment for.

Note: Student can pay only for one term at a time.

For a selected term, you can pay the amount displayed or enter the desired amount. Clicking on the **Pay Now** button in the modal window, connects you to the payment gateway configured where the payment is processed.

Term selection

All the terms that are listed in the Payment window may not be enabled. If the **Enable Pay Now buttons** indicator in TSATERM for a specific Term is not selected, you cannot select the term or edit the amount in the Payment window.

Selecting a term and changing the amount is reflected in the **AmountPayable** field. The **AmountPayable** is the amount of the payment to be made.

Note: The **Net Term balance** includes the current and future transactions for the term.

On mobile, student can access the **Pay Now** button through ellipsis button.

Information messages in Pay Now

The administrator can configure the information messages with custom text. Filter with the message label names on the GUAINFO page to find the respective information messages and customize them.

Display Condition	Information Message	Message Label
Display the Pay Now Pop Up Information.	Select the check box against the term to make the payment. Upon selection, Net term balance amount can be edited.	PAYNOWPOPUPMESSAGE
When card payment is not available.	Web credit card payments are not available at this time.	PAYMENT.PROCESS .GOAMRED.RECORD .NOT.FOUND
When payment is disabled.	You either have a hold on your account or your account has been referred for collection. Please contact the Bursar's office for more information	PAYMENT.PROCESS .PREVENT.PAYMENT

Configure the payment gateway

The administrator can choose to implement any of the supported payment gateways to handle a secure and complete transaction when a student clicks on the **Pay Now** button.

The below configurations will need to be updated using the Applications Configuration administrative (GUACONF) page. These configurations are new to the 9x Accounts Receivable pages.

Configuration on General Self-Service

On the Banner Applications Configuration (GUACONF) page, enter or select the **GENERAL_SS** in the **Application ID** field. Update the configuration in the table below:

Action	Configuration Name	Default value provided
Vendor name	banner.payment.vendor	touchnet (Default)
Vendor URL	banner.payment.vendor.url	http://UPDATE_ME (Default value)
Payment Gateway when not using Banner PPC (aka PCI)	banner.nonpci.payment. gateway.url	Appropriate url
Payment Gateway when using Banner PPC (PCI)	banner.pci.enabled.payment. gateway.available	true

Configuration on Student Self-Service

If you choose a Payment Gateway that connects to Banner using the Banner PPC (aka PCI) this will bring up the **Payment** dialog window which allows the student to enter an amount for payment.

However, if the configuration does not require or use Banner PPC then clicking the **Pay Now** button will redirect the user to vendor URL configured. In the 9x Accounts Receivable pages, institution can choose to configure the Payment Gateway on the page level.

On the Banner Applications Configuration (GUACONF) page, enter or select the **SSS** in the **Application ID** field. Update the configuration in the table below:

Action	Configuration Name
Payment Gateway when not using Banner PPC (aka PCI)	banner.nonpci.payment.gateway.accountSummary.url banner.nonpci.payment.gateway.statementAndPaymentHistory.url banner.nonpci.payment.gateway.accountInformation.url banner.nonpci.payment.gateway.accountDetailByTerm.url
Payment Gateway when using Banner PPC (PCI)	banner.pci.enabled.payment.gateway.accountDetailByTerm.available banner.pci.enabled.payment.gateway.accountInformation.available banner.pci.enabled.payment.gateway.accountSummary.available banner.pci.enabled.payment.gateway.statementAndPaymentHistory.available

Retained Configurations

In addition, the Make payment solution continues to use the configurations that are used in the Banner 8x Self-Service pages as detailed below:

Item	Description
Credit Card Merchant ID Form (GOAMERC)	Define the payment card types that you would want to be displayed on the Self-Service pages. The system code, the process code, and the merchant ID determine the payment card types that will be displayed to the student. All other payment card processing set up must be completed as well, See the *Payment Processor Connection Handbook* for more information.
Process Name Validation Form (GTVPROC)	Check the appropriate process name codes and external merchant ID numbers have been set up on GTVPROC.

For more information about setting up credit card payment processing for Self-Service, see the *Payment Processor Connection Handbook*.

On completion of a transaction, student receives either an approval or denial message for the transaction displayed on the **Payment Confirmation** static page. If a denial is received, a denial message is returned to the student. If an approval is received, an approval message is returned, and a payment transaction is written to the student's account.

Theme Editor

The Theme Editor is a tool that allows for the creation of themes containing the institution's colors and logo for Banner Self-Service applications.

Themes are created one time and apply across the application. For detailed information on how to install and create themes using the Theme editor, see the Banner Extensibility Theme Editor Installation Guide 9.0. The Drop Roster pages have been tested with the Theme editor; be aware that the Theme editor does not support the grid component.

Extensibility in Student Self-Service (select pages only)

Extensibility is one of the key features of Banner 9.x. It uses tools, techniques, documentation, and source code to make Banner easier to tailor for existing and changing business requirements. The Domain Extension Tool is delivered in this release.

The following extensibility tools are delivered for Banner Student Self-Service:

- Configure Page Components
- Domain Extension Tool

The following pages in the Student Self-Service application can be extended:

- View Grades
- Class List
- Drop Roster

Configure Page Components

You can use this tool to customize delivered user interface common components and add new common components to the Student Self-Service pages.

You can hide fields that are not required, change the field type of delivered fields (within the bounds of the database functionality), and change the behavior of fields. For more information, refer to the *Banner Customize Page Components Tool for Self-Service Pages for Developers*.

Tool	Version	Availability
Configure Page Components tool	9.0	Embedded

Domain Extension Tool

You can use this tool to make changes to the domains without modifying the source code.

About this task

It is recommended that this tool is used by experienced developers who are familiar with the nomenclatures and concepts used in Banner 9.x development. For more information, refer to the *Domain Extension Tool for Developers Handbook 9.0*.

Tool	Version	Availability
Domain Extension Tool	9.0	Using Client Git Repository

Use the following steps to access extensibility tools user documentation on the Ellucian Support Center:

Procedure

1. Go to the Ellucian Client Support web site:

   http://www.ellucian.com/Solutions/Ellucian-Client-Support.
2. Click **Ellucian Hub** to log in to the Ellucian Hub.
3. Choose the Ellucian Download Center application.

   or
4. Choose the Ellucian Support Center application.

Available domains for View Grades page

The following domains are included in the Student Self-Service application for the View Grades page. You can use the Domain Extension Tool to extend a domain if you need to capture additional data.

Note: This section refers specifically to the View Grades page in Banner Student Self-Service.

View Grades Page	Domain Class Name	Associated Table or View
View Grades Page Term and Level Selection	net.hedtech.banner.student.history. HistoryTermForStudentGrades	SVQ_TERM_STUDENT_GRADES
View Grades Page Course Listing	net.hedtech.banner.student.history. HistoryStudentCourseDetail	SVQ_COURSE_DETAIL
View Grades Page Level Selection	net.hedtech.banner.student.history. HistoryAttendancePeriodByTransferInstitution	SHRTRAM

View Grades Page	Domain Class Name	Associated Table or View
View Grades Page Student Information	net.hedtech.banner.general.person. PersonRelatedHold	SV_SPRHOLD
View Grades Page GPA Details	net.hedtech.banner.student.history. HistoryInstitutionalCourseTermMaintenance	SHRTCKN
View Grades Page GPA Details	net.hedtech.banner.student.history. HistoryLevelGpa	SHRLGPA
View Grades Page GPA Details	net.hedtech.banner.student.history. HistoryTermGpa	SHRTGPA
View Grades Page Component Listing	net.hedtech.banner.student.history. HistoryComponentGradesView	SVQ_COMPONENT_GRADES
View Grades Page Sub-Component Listing	net.hedtech.banner.student.history. HistorySubComponentGradesView	SVQ_SUBCOMPONENT_ GRADE

Available domains for Class List page

The following domains are included in the Student Self-Service application for the Class List page. You can use the Domain Extension Tool to extend a domain if you need to capture additional data.

Class List Page	Domain Class Name	Associated Table or View
Term Dropdown	net.hedtech.banner.student. faculty.FacultyTermsView Or net.hedtech.banner. student.faculty.AdminTermsView	SVQ_CL_FACULTY_TERMS Or SVQ_CL_ADMIN_TERMS
Course Listing	net.hedtech.banner.student.faculty. FacultyCourseSummaryView Or net.hedtech.banner.student. faculty.AdminCourseSummaryView	SVQ_CL_FACULTY_COURSES Or SVQ_CL_ADMIN_COURSES
Course Information	net.hedtech.banner.student.faculty. FacultyCourseSummaryView Or net.hedtech.banner.student.faculty. AdminCourseSummaryView	SVQ_CL_FACULTY_COURSES Or SVQ_CL_ADMIN_COURSES

Class List Page	Domain Class Name	Associated Table or View
Enrollment Counts	net.hedtech.banner.student.faculty. FacultyCourseSummaryView Or net.hedtech.banner.student.faculty. AdminCourseSummaryView	SVQ_CL_FACULTY_COURSES Or SVQ_CL_ADMIN_COURSES
Class List Roster Summary View	net.hedtech.banner.student.faculty. FacultyClasslistSummaryView Or net.hedtech.banner.student.faculty. AdminClasslistSummaryView	SVQ_CL_FACULTY_CLASSLIST Or SVQ_CL_ADMIN_CLASSLIST
Wait List Roster Summary View	net.hedtech.banner.student.faculty. FacultyWaitlistSummaryView Or net.hedtech.banner.student.faculty. AdminWaitlistSummaryView	SVQ_CL_FACULTY_WAITLIST Or SVQ_CL_ADMIN_WAITLIST
Class List Roster Detail View	net.hedtech.banner.student.overall. LearnerCurriculumCurrentActiveView And net.hedtech.banner.student.overall. LearnerCurriculumFieldOfStudyView	SVQ_SOVLCUR_TERM And SVQ_SOVLFOS
Wait List Roster Detail View	net.hedtech.banner.student.overall. LearnerCurriculumCurrentActiveView And net.hedtech.banner.student.overall. LearnerCurriculumFieldOfStudyView	SVQ_SOVLCUR_TERM And SVQ_SOVLFOS

Limitations of page customization

Here is a list of Configure Page Components tool known issues for Student Self-Service.

- You cannot change placeholder text in the backbone.grid custom components such as a select box or an input box.
- You cannot change placeholder text in the backbone.grid custom component for the searchTextBox.
- You cannot change the label of the fields inside an angular grid in the Class List page.

Banner Financial Aid Self-Service

The Banner Financial Aid Self-Service is delivered as a part of Student Self-Service. It is a highly configurable web-based interface to your institution's Banner Financial Aid information.

Note: To differentiate between the Banner 9x pages used by your institution to administer Banner and the Banner Self-Service pages used by students, this document refers to the Banner pages as "Admin pages" or "Admin 9x pages".

Introduction to Banner Financial Aid Self-Service

As an administrator of the Banner Financial Aid, you have many options for selecting the information you display to students through the Financial Aid Self-Service.

This handbook outlines the features and configuration options that are available in Banner Financial Aid Self-Service.

The handbook includes set up requirements to configure the Banner Financial Aid Self-Service. The handbook also includes step-by-step procedures to implement any administrative changes required as a result of switching from Banner 8 to Banner 9 Self-Service.

The Banner Financial Aid Self-Service consists of the seven page based tabs. The pages are as follows:

- Home on page 207,
- Award Offer on page 215,
- Financial Aid History on page 229,
- Resources on page 229,
- Notifications on page 232,
- Satisfactory Academic Progress on page 234, and
- College Financing Plan on page 234.

The Banner Financial Aid Self-Service supports HTML tags. The list of fields/places which supports HTML tags are as follows:

- Question and Answers (Both questions section and answers awaiting review) in View Questions,
- Requirement description, requirement message, requirement source, requirement terms in Student Requirements,
- Fund description across all the pages,
- Aid year drop down,
- Award comments in Award Offer page,
- Responses to Questions and Terms and Conditions sections in Resources page,

- Comments in Add New Resources under Outside Resources,
- Across Award Payment Schedule section,
- Across Financial Aid History page,
- Message description in Notification page,
- Withdrawal Information term drop down in Notification page, and
- Fund messages.

Mobile devices

The Banner Financial Aid Self-Service supports certain mobile devices up to the version listed.

- Android tablet (Nexus 7)
- iPhone 6 and later*
- iPad Air 2
- Samsung s4

*The minimum product support starts from iPhone 6 and above which has 375 pixel. OS support is iOS11 & above.

Navigate to the Banner Financial Aid Self-Service

This section gives the steps on how to navigate to the Banner Financial Aid Self-Service from the Student Self-Service log in dashboard.

Before you begin

You will need a student login credential.

Procedure

1. Log in to the Student Self-Service application to open the student common dashboard.
2. Open the Banner Menu or press **Alt+M**.
3. Click on **Banner**.
4. Click on **Financial Aid**.
5. Select **FinAid 9X Self-Service**.

   Note:

   - The above navigation is provided as part of baseline delivery. The administrator can change navigation path using the Web Tailor Menu Administrator.
   - When the Financial Aid in the menu is localized using the Web Tailor Menu Administrator, then the sub-menus should also be localized.
   - If the clients want to access the direct URL, they can do so by configuring http://servername:<port>/StudentSelfService/ssb/financialAid.

Results

The Banner Financial Aid Self-Service Home page opens.

Aid Year

The aid year is a drop-down list to filter and display a particular year specific information.

The Banner Financial Aid Self-Service calls this **Award Year**. The admin pages however, refers to it as aid year. Both are similar and hereafter in this Banner Financial Aid Self-Service Handbook it is called aid year.

You can add drop-down value with a maximum of thirty characters. The selected value from the drop-down or the aid year does not change when you navigate through different Financial Aid Self-Service pages.

Display Conditions

For an aid year to display, the following conditions should be met:

- Student record exists on the Applicant Status (ROASTAT) page.
- Select the Aid year **Information Access Indicator** in the Global Institution Financial Aid Options (ROAINST) page.

Email icon

The student will be able to send an email to the email address configured in the setup by clicking on this icon.

The administrator will be able to specify which email address to use in the set up instructions.

Note: The email icon display is not shown by default. It must be configured by the administrator. Refer to *Set up Email Icon* to configure the email icon.

Set up Email icon

Configure the Financial Aid contact's email address.

Before you begin

Make sure that the application and browser language is set to same language as the locale set for copied (Local) record in GUAINFO page.

Procedure

1. Open the **Information Text Editor (GUAINFO)** page.
2. Filter with the **Message Label**- FINAID.SS.FAO.EMAIL.

3. **Copy** an existing **Baseline** record or click **Insert** to add new **Local** record.

   Note: When you copy a **Baseline** record, all the fields are copied except the **Source Indicator**. New records are always added with a **Local** source which you cannot edit.

4. Select a **Start Date**.

   Note: If you select a future **Start Date** or do not provide a **Start Date**, **Baseline** records will be preferred for display.

5. Enter the email id in the **Message** field.

Results

An email icon appears on all the pages of Banner Financial Aid Self-Service, on click of which the student can send an email to the configured email address.

Print icon

The print icon is available on the Award Offer page only. Students have the ability to print the award offer by clicking this icon.

Note: The print icon display is not shown by default. It must be configured by the administrator. Refer to *Set up Print Icon* to configure the print icon.

Display Indicator

On the Award Maintenance (RPAAWRD) page, select the **Information Access** check box under the **Packaging Group** tab to display the print icon only in the Award Offer page.

Set up Print icon

Set up to configure the display of the print icon.

Procedure

1. Open the **Award Maintenance (RPAAWRD)** page.
2. Under the **Packaging Group** tab, select the **Information Access** check box.

Home

The Home page is the landing page when you open the Banner Financial Aid Self-Service 9x.

The Home page consists of the following features:

Section/Features	Admin Page	Description
Configurable Text	Information Text Editor (GUAINFO)	Help text and Tool Tips for the Home page. Refer to *Tool Tips in Banner Financial Aid Self-Service* section for more details.
Webtext	Web Text Rules (RORWTXT)	Webtext for the Home page. Refer to *Webtext in Banner Financial Aid Self-Service* section for more details.
Responses Required	Web Question and Answer Rules (RORWBQA)	Questions for which the students can provide answers.
Holds	Applicant Holds (ROAHOLD)	Holds placed on a student's Financial Aid account.
Student Requirements	Applicant Requirements (RRAAREQ)	Requirements for the student which are satisfied and pending.
General Links	Information Text Editor (GUAINFO)	Reference website links.

Related concepts

Webtext in BannerFinancial Aid Self-Service on page 235
Configurable Text in Banner Financial Aid Self-Service on page 237

Responses Required

The Responses Required section displays the questions students are required to answer.

Click **VIEW QUESTIONS** to open **Questions from the Financial Aid Office** dialog box to view the mandatory and optional questions. The questions displayed in this section are determined by the set up on Web Question Validation page (RTVWEBQ) and Web Question and Answer Rules (RORWBQA) page. Some questions are marked with an asterisk. Answers cannot be submitted unless these mandatory questions are answered.

Note: If no questions are configured for an aid year, this section does not display for that aid year.

After the student has answered the questions, they must click **Submit**. These answers appear in the **Answers Waiting Review** section awaiting administrator review. The administrator can review these answers on the Web Applicant Reported Information (RPAINFO) page. Refer to *Change the Status of the Answer* section for more details.

Stop Award Processing

Some student answers can stop award processing. Under **Answer Rules** in RORWBQA, **Stop Processing** rules are defined for each **Question Code**. Answers that meet the following criteria, stop award processing:

- **A=Any Not Null Answer**- any not null answer given for the question.
- **Z=Any Answer > Zero**- the answer given is greater than zero for the question.
- **S=This Specific Defined Answer**- the answer given for the question equals the defined **Answer Value**.

When an answer stops award processing, the message code associated with the question is recorded in the Applicant Messages (ROAMESG) page if indicated on RORWBQA. In addition, in the Award Maintenance (RPAAWRD) page, the **Information Access** indicator under **Packaging Group** is unselected, preventing the student from accessing award information in the Self-Service UI. If any message is configured in RORWBQA by an administrator, it is shown in the Award Offer page.

When there is no access to the Award Offer page a default message is shown when you open the Award Offer page. If RORWBQA is configured, the message displays along with the default message.

Display Indicator

Questions in RORWBQA with the **Active Indicator** checked for the aid year are displayed.

When there is a stop award processing, the student does not have access to award information until an administrator resets the **Information Access** indicator in the RPAAWRD page.

Set up questions under Responses Required

Configure Responses Required to display the question to student.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Web Question and Answer Rules (RORWBQA)** page.
2. Enter the year in the **Aid Year** field and click **Go**.
3. Enter or select the **Question Code** from the **Web Question Validation (RTVWEBQ)** page.
4. Define the **Answer Type**:

Option	Description
L	Defined List
N	Numeric
T	Free Form Text

5. Select the **Active Indicator** check box for the **Question Code** that you want to display.

6. Define the **Question Occurrence**:

Option	Description
E	Every Time Awards are Accessed
O	One Time for Aid Year
U	When Unaccepted Awards Exist

7. Select the **Required Indicator** check box to make a question mandatory.
8. Define the **Question Text**.
9. Click **SAVE**.

Results

The Banner Financial Aid Self-Service shows the questions when the student clicks on **VIEW QUESTIONS**.

Change the status of the answer

Change the status of the answers submitted by the student from the Responses Required section.

Before you begin

You will need the following:

- Student ID for which you want to change the status.
- Login credentials to Banner admin 9x pages.

Procedure

1. Open the **Web Applicant Reported Information (RPAINFO)** page.
2. Enter the year in the **Aid Year** field and Student **ID**.
3. Define the **Review Status**:

Option	Description
N	Not Reviewed
P	Pending
R	Reviewed

4. Click **SAVE**.

Results

The Banner Financial Aid Self-Service shows the updated answer status.

Holds

The Hold page only displays holds placed on a student's Financial Aid account.

Use holds to prevent packaging, memoing, and disbursements of Financial Aid. Holds can be in effect for an aid year or for a date range.

When there is no hold defined for a student's aid year, the entire section is not displayed and a display message shows no holds for the student. Fund-specific holds are not displayed on Banner Financial Aid Self-Service.

Set up Holds

You can configure the holds and assign them to students.

Before you begin

You will need the following:

- Student ID for which you want to change the status.
- Login credentials to Banner admin 9x pages.

Procedure

1. Open the **Hold Type Validation (RTVHOLD)** page.
2. Enter values for the **Hold Type** (hold code), **Hold Description** and all the other fields.
3. Select the **Info Access** for each **Hold Type** you want to display.
4. Click **SAVE**.
5. Open the **Applicant Holds (ROAHOLD)** page.
6. Enter the student **ID** and click **Go**.
7. Click **Insert** and select the holds defined in the RTVHOLD page.

   Note: After you click **Insert**, you should click on the ellipsis (...) to open the required validation page.

8. Click **SAVE**.

Results

The Banner Financial Aid Self-Service shows the holds placed on the student's Financial Aid account.

Student Requirements

The Students Requirements page displays the requirements and statuses for the student for a specific aid year.

Student Requirements is categorized under two types:

1. **Unsatisfied Requirements**: This section requires the student to take action. It displays any requirement that has a value of **N** in the **Satisfied** column in the **Requirements** section on the Applicant Requirements (RRAAREQ) page and which has the **Information Access** indicator checked on both RRAAREQ and the Requirements Tracking Validation (RTVTREQ) page.
2. **Satisfied requirements**: This section displays any requirement that has a value of **Y** in the **Satisfied** column in the **Requirements** section on the Applicant Requirements (RRAAREQ) page and the Requirements Tracking Validation (RTVTREQ) page.

The Student Requirements are shown for the configured aid year and specific to the student. If no requirements are configured for a student, a display message shows- `There are no student requirements established for the aid year`.

Access Indicator

Check the information access indicator in the following pages. Refer to the *Set up Student Requirements* section for more details.

- Requirements Tracking Validation (RTVTREQ)
- Message Code Validation (RTVMESG)
- Message Rules (RORMESG)
- Requirements Tracking Status Validation (RTVTRST)
- Fund Base Data (RFRBASE) (Applicable only when the requirement is attached to the fund.)
- Applicant Requirements (RRAAREQ)

Set up Student Requirements

Configure the Student Requirements that a student must complete before getting awarded with financial aid.

Before you begin

You will need the following:

- Student ID for which you want to set a requirement.
- Login credentials to Banner admin 9x pages.

Procedure

1. Open the **Requirements Tracking Validation (RTVTREQ)** page.
   a) Click **Insert** or **Copy** to create new records.
   b) Enter the **Code** and select the **Information Access** check box for each requirement's code that you want to make available.
   c) Enter the **URL** to display the requirement as a hyper-link for accessing another Web page.
   d) Enter any additional information for the requirement in the **Instructions** field.

2. Open the **Message Code Validation (RTVMESG)** page.
    a) Click **Insert** or **Copy** to create new records.
    b) Enter the **Message Code** and select the **Information Access** check box for each message code you want to be available.
    c) Click **SAVE**.
3. Open the **Message Rules (RORMESG)** page.
    a) Enter the required year in the **Aid Year** field.
    b) Select **Tracking** in the **Type** field drop-down list.
    c) Select the required code from the RTVTREQ.

       Note: Click the ellipsis (...) to open the required validation page.

    d) Click **GO**.
    e) Select a **Message code** from RTVMESG to associate the message to the requirement code from RTVTREQ.

       Note: Click the ellipsis (...) to open the required validation page.

    f) Click **SAVE**.
4. Open the **Requirements Tracking Status Validation (RTVTRST)** page.
    a) Click **Insert** or **Copy** to create new records.
    b) Enter the **Code** and select the **Information Access** check box for each requirement status code that you want to be available.
    c) Select the **Display Instructions**, **Messages**, and **Active URL Link** check boxes for each requirement status code that you want to be available.
    d) Click **SAVE**.
5. Open the **Fund Base Data (RFRBASE)** page.
    a) Click **Insert** or **Copy** to create new records.
    b) Select the **Info Access** check box for each fund that you want to be available.
    c) Click **SAVE**.

6. Open the **Applicant Requirements (RRAAREQ)** page.
   a) Enter **Aid Year** and student **ID**.
   b) Under **REQUIREMENTS**, select the **Info Access** indicator to display the student's requirements.

   Note: The **Information Access** indicator on RTVTREQ acts as a master switch to indicate whether that requirement will display for any student. The **Information Access** indicator on RRAAREQ controls display for that individual student only when the RTVTREQ indicator is set to **Y** When the content of RAAREQ is displayed, requirements defined under **Additional Requirement** and **Direct loan MPN** tab of RAAREQ will also be displayed.

Information Access on RTVTREQ	Information Access on RRAAREQ	Display Result
Checked	Checked	Display
Checked	Unchecked	Does not display
Unchecked	Checked	Does not display
Unchecked	Unchecked	Does not display

Results

The Banner Financial Aid Self-Service application shows the Student Requirements.

General Links

The General Links section provides the student with reference links for more information as configured by the administrator. Links to Federal Financial Aid websites are provided as part of baseline delivery.

The links are added in the Information Text Editor (GUAINFO) page. On GUAINFO page filter with the **Message Label**- FINAID.SS.HOME.GENERAL.LINKS. to find all the general links.

As part of baseline delivery, a set of general links is provided as **Baseline** records. Administrator can configure to show custom general links by adding new records as **Local** records.

Note: When the default URL in the **Baseline** records is no longer valid or there is a change in source, the administrator can add a custom URL with **Local** records. Ellucian does not support any updates to the baseline URL.

The Local records added should always have a valid **Start Date**, **Sequence Number**, and **Message**.

If the **Message** field is empty, then the record is ignored even if it has a **Comment** (link URL) specified. However, if the **Comment** field is empty with **Message** field specified, then the record displays with no click action.

Set up General Links

Configure the general links to provide additional resources for the students.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **General Links and Configurable Text (GUAINFO)** page.
2. Filter with the **Message Label** - FINAID.SS.HOME.GENERAL.LINKS.
3. Copy an existing **Baseline** record or click **Insert** to add new **Local** record.

   Note: When you copy a **Baseline** record, all the fields are copied except the **Source Indicator**. New records are always added with a **Local** source which you cannot edit.
4. Enter an incremental sequence number starting from one to display multiple general links for all the **Local** records you add.
5. Select a **Start Date**.

   Note: If you select a future **Start Date** or do not provide a **Start Date**, **Baseline** records will be preferred for display.
6. Enter your message in the **Message** field.
7. Enter your URL in the **Comment** field.

Results

The Banner Financial Aid Self-Service shows the website links under the General Links section.

Award Offer

The Award Offer page contains all the details on the funds offered to the student, including the student's ability to accept or decline awards.

The page contains the following sections:

Section/Features	Admin Page	Description
Configurable Text	Information Text Editor (GUAINFO)	Shows the configurable text and tool tips for the Award Offer page. Refer to *Configurable Text in Banner Financial Aid Self-Service* section for more details.
Webtext	Web Text Rules (RORWTXT)	Shows the webtext for the Award Offer page. Refer to *Webtext in Banner Financial Aid Self-Service* section for more details.

Section/Features	Admin Page	Description
Award Payment Schedule	Package Maintenance (RPAAPMT), Award Maintenance (RPAAWRD), Fund Management (RFRMGMT), Fund Award and Disbursement Schedule Rules (RFRASCH), Default Award and Disbursement Schedule Rules (RFRDEFA), Loan Application (RPALAPP), Electronic Loan Application (RPAELAP), Direct Loan Origination (RLADLOR)	A hyper-linked page that shows the student's award disbursement schedule and a record of payments made to the student's account.
Expected Enrollment Status	Packaging Options (RPROPTS) and Applicant Status (ROASTAT)	The student's expected enrollment within the full year or respective term
Housing Status	Need Analysis (RNANA*XX*)	The student's housing status for the aid year.
Expected Family Contribution	Need Analysis Result (RNARS*XX*	An index number used to determine how much financial aid to provide to the student, as reported on the FAFSA or institutional form.
Cost of Attendance	Applicant Budget (RBAABUD), Budget Components (RTVCOMP), Applicant Period Budget (RBAPBUD), and Period Budget Component Validation- Aid Year (RBRPBCP)	The estimated cost the student can expect to incur for a year of attendance at the school.
Grants and Scholarships, Work, Loans	Award Maintenance (RPAAWRD), Fund Messages (RFRMGMT)	Various funds offered to a student for all the terms.

Section/Features	Admin Page	Description
Additional Payment Options	Resource Maintenance (RPAARSC), Resource Code Validation (RTVARSC), and Web Applicant Reported Information (RPAINFO)	The aid received from third-party contracts, exemptions, or other resources.
Comments	Web Applicant Reported Information (RPAINFO)	Allows the student to submit a comment or question.

Related concepts

Webtext in BannerFinancial Aid Self-Service on page 235
Configurable Text in Banner Financial Aid Self-Service on page 237

Award Payment Schedule

Award Payment Schedule is a hyper-linked page that displays the student's award disbursement schedule and a record of payments made to the student's account.

The Award Payment Schedule shows records for the selected aid year. The awards are grouped into terms and categorized into the following sequence:

1. Grants and Scholarships
2. Work
3. Loans

The accepted and paid loan amounts displayed in the Award Payment Schedule also appear on the Loan Disbursement (RPALDSB) page. When there is no record in Award Payment Schedule for the selected aid year, the following message is displayed: `Award payment schedule has not been established for the Aid Year.`

Display Conditions for Awards

The UI shows records in Award Payment Schedule for an award for all the following conditions:

- The administrator/student enters student's acceptance of an award in one of the following pages:
  - Package Maintenance (RPAAPMT)
  - Award Maintenance (RPAAWRD)

- On the Fund Management (RFRMGMT) page, the **Disburse** field under **Packaging** is set to **System**.

  Note: If the **Disburse** field on RFRMGMT is set to **Manual**, the administrator can manually enter a disbursement schedule when the admin page does not create it automatically. However, if the **Disburse** field is set to **None**, the administrator cannot maintain a disbursement schedule for the award.

- Establish a disbursement schedule for the fund on one of the following pages:
  - Fund Award and Disbursement Schedule Rules (RFRASCH)
  - Default Award and Disbursement Schedule Rules (RFRDEFA)

Display Conditions for Loans

The system shows loan records in Award Payment Schedule when loan application exists on the following pages:

- Loan Application (RPALAPP)
- Electronic Loan Application (RPAELAP)
- Direct Loan Origination (RLADLOR)
- Direct Loan Origination (RPALORG)

Display Indicator

Select the **Information Access** indicator under the **Packaging Group** tab on the RPAAWRD page. This is the master indicator. Also, select the **Information Access** indicator at the fund level in all the above mentioned pages.

Expected Enrollment Status

Expected Enrollment Status shows the enrollment status of the student for a specific time period.

An administrator can choose between two display modes to display the enrollment status of the student as follows:

- Full Year Enrollment- Shows the student's enrollment within the full aid year. For example- **1/2 Time**. This denotes the student is anticipating enrollment of half-time.
- Term Enrollment- Shows a student specific expected enrollment by term. For example, **Fall 2017: Full Time**. The **Expected Enrollment Status** field under **Period Status** in the Applicant Status (ROASTAT) page always fetches the value.

Within Full Year Enrollment display mode mentioned above, the administrator can also choose to display the Expected Enrollment Status to be aid year-specific across all students or a student-specific status:

- Aid year-specific Expected Enrollment Status- The **Default Estimated Enrollment** field on the Packaging Options (RPROPTS) page, fetches the value.
- Student-specific Expected Enrollment Status- The **Expected Enrollment Status** field on the ROASTAT page fetches the value.

Note: On the RPROPTS page, select the **Use Estimated Enrollment** check box to fetch the student's specific status from the ROASTAT page

Display Indicator

On the Global Institution Financial Aid Options (ROAINST) page, under **Web Processing Rules** tab, select a mode of display (either full year or term enrollment) for the **Display Enrollment Status** field. Refer to *Set the Display Mode for Expected Enrollment Status* section for more details.

Set the display mode for Expected Enrollment Status

The administrator can choose between **Full Year Enrollment** or **Term Enrollment** to display the Expected Enrollment Status.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Global Institution Financial Aid Options (ROAINST)** page.
2. Enter the year in the **Aid Year** field.
3. Under the **Web Processing Rules**, select any of the following values from the **Display Enrollment Status** field:

Option	Description
F	Full Year Enrollment
N	Don't Display Enrollment
T	Term Enrollment

4. Click **SAVE**.

Display Aid Year Student-Specific Expected or default Enrollment Status

The administrator can choose to show between student-specific expected enrollment status or default enrollment if the display mode is already selected as Full year Enrollment on the Global Institution Financial Aid Options (ROAINST) page.

Before you begin

You will need the following:

- Student ID for which you want to display the status.
- Login credentials to Banner admin 9x pages.

Procedure

1. Open the **Packaging Options (RPROPTS)** page.
2. Enter the year in the **Aid Year** field and click **Go**.
3. To display estimated Expected Enrollment Status, do the following:
   a) Keep the **Use Estimated Enrollment** indicator unchecked.
   b) Choose any of the following statuses from the drop-down field **Default Estimated Enrollment:**

Option	Description
1	Full Time
2	3/4 Time
3	1/2 Time
4	< 1/2 Time

4. To display student-specific **Expected Enrollment Status**, do the following:
   a) Check the **Use Estimated Enrollment** indicator.
   b) Open the **Applicant Status (ROASTAT)** page.
   c) Enter the year in the **Aid Year** field, Student **ID**, and click **Go**.
   d) For full-year enrollment status, select the required value from the drop-down **Expected Enrollment Status** field under **Applicant Status**.
   e) For term-enrollment status, select the required value from the drop-down **Expected Enrollment Status** field under **Period Status**.

Housing Status

The **Housing Status** shows the student housing status information.

The status you see is the status a student reported on their ISIR on the Need Analysis (RNANA*xx*) page.

Note: The *xx* denotes the aid year. For example, the RNANA18 page is applicable for aid year 2017-2018. Similarly, if you want to set the housing status for the aid year 2018-2019, you should open the RNANA19 page.

The **Institutional Housing Plans** field under **Information Release** fetches the Housing Status. If you select **None**, the Housing Status section does not display.

Display Indicator

The Housing Status is shown or hidden from the master indicator on the Global Institution Financial Aid Options (ROAINST) page. On ROAINST, select the **Display Housing Status** indicator under **Web Processing Rules** to show the Housing Status.

Set up Housing Status

Set up the housing status for the student.

Before you begin

You will need the following:

- Student ID for which you want to display the status.
- Login credentials to Banner admin 9x pages.

Procedure

1. Open the **Need Analysis (RNANAxx)** page.

   Note: The *xx* denotes the aid year. For example, the RNANA18 page is applicable for aid year 2017-2018. Similarly, if you want to set the housing status for the aid year 2018-2019, you should open the RNANA19 page.

2. Enter the Student **ID** and click **Go**.

   Note: When you enter the student **ID**, the other field populates automatically.

3. Under **Information Release**, select any of the following drop-down values from the **Institutional Housing Plans** field:

Option	Description
1	With Parents
2	Campus Housing
3	Off Campus
4	With Relatives

4. Click **SAVE**.

Results

The Banner Financial Aid Self-Service shows the selected Housing Status.

Expected Family Contribution

Expected Family Contribution or EFC is the reported value on the ISIR or Institutional calculation used as an index to determine aid eligibility.

The Banner Financial Aid Self-Service shows the aid year budgeting preferred **Expected Family Contribution** by default. Select the **Period Budgeting Enabled** indicator in the **Defaults** tab, on the Global Institution Financial Aid Options ROAINST page if you want to change the preference to period budgeting.

Based on the above selection the administrator can choose to display the **Expected Family Contribution** to prefer either institutional or federal methodology as follows:

- For aid year budget processing- Define your selection in the **Methodology** field, in the **Options** tab on the ROAINST page.
- For period budget processing- Define your selection in the **Period Budget Preferred EFC** field, in the **Web Processing Rules** tab on the ROAINST page.

The Banner Financial Aid Self-Service pulls either institutional or federal methodology based calculation data from The Need Analysis Result (RNARS*xx* page).

Note: The *xx* denotes the aid year. For example, the RNARS18 page is applicable for aid year 2017-2018. Similarly, if you want to set the Expected Family Contribution for 2018-2019, you should open the RNARS19 page.

On the RNARS*xx* page the **Total** of the **FM SC** and **FM PC** is the federal methodology data. The **IM EFC** data is the institutional methodology data.

Display Indicator

The Expected Family Contribution section is shown or hidden from the master indicator on the Global Institution Financial Aid Options (ROAINST) page. On the ROAINST page, select the **Display Need Calculation** indicator in the **Web Processing Rules** tab to display Expected Family Contribution.

If the indicator is not selected, **Expected Family Contribution** section is not displayed in the Banner Financial Aid Self-Service .

Cost of Attendance

The Cost of Attendance is the estimated cost the student can expect to incur for a year of attendance at the school.

This amount can include tuition, room and board, fees, books and supplies, transportation, and personal expenses. The Cost of Attendance is displayed in two different ways:

- Aid Year budgeting: This is the default mode to display the Cost of Attendance.
- Period budgeting: This mode is enabled when the administrator checks the **Period Budget Enabled** indicator under the **Defaults** tab on the Global Institution Financial Aid Options (ROAINST) page.

Aid Year Budgeting

Aid Year budgeting displays the amount that student needs to pay for the full aid year. All the budget components and their respective amounts are shown.

A student is always associated with the budget group. The Budget Group holds all the Budget Types, which are linked to all the budget components. The administrator adds or deletes Budget components on the Budget Components (RTVCOMP) page.

Applicant Budget (RBAABUD) is the page where the administrator can create a budget and link the budget type and budget components for an aid year.

For the Aid Year budgeting to display, select the **Information Access Indicator** under the **Applicant Budget** tab on RBAABUD.

Period Budgeting

Period Budgeting shows the amount that a student needs to pay for different periods. Budget components that are grouped under periods, display the respective amounts.

A student is always associated with the budget group. The budget group holds all the budget types, which are linked to all the budget components. The administrator adds or deletes budget components on the Period Budgeting Component Validation- Aid Year (RBRPBCP) page.

Applicant Period Budget (RBAPBUD) is the page where the administrator can create a budget group and add the budget components on the Period Budget Component Validation- Aid Year (RBRPBCP) page. The administrator can establish the linking between the budgets groups and budget types, budget categories, and budget components in Period Budgeting Aid Year Rules (RBRPBYR).

When you add the Budget Group in the RBAPBUD page, the linked budget components populate automatically. The administrator can view the tabular data in the read-only page Applicant Budget by Period (RBIABPR) by clicking the **View Budgets by Periods** RBAPBUD page.

For the Period Budgeting to display, you can select the **Information Access Indicator** under the **Applicant Budget** tab on RBAPBUD.

Display Indicator

Cost of Attendance is shown or hidden from the master indicator on the Global Institution Financial Aid Options (ROAINST) page. On the ROAINST page, select the **Display COA Detail** check box under the **Web Processing Rules** to show Cost of Attendance.

The budget components are shown as NA when not defined for any term.

Set up Billable components and non Billable components

An administrator can choose to display a Budget Component under the Billable Items or Non Billable Items section.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. To configure the Billable and non Billable Budget Components for an Aid Year Budgeting:
    a) Open the **Budget Component Validation (RTVCOMP)** page.
    b) Click **Go**.
    c) For every **Component Code**, select the **Billable** check box to display it as Billable item.

        Note: Select the **Billable** check box to show the component under Billable items.

    d) Click **SAVE**.

2. To configure the Billable and Non Billable Budget Components for Period Budgeting:
   a) Open the **Budget Components in Period Budgeting Aid Year Rules (RBRPBYR)** page.
   b) Enter **Aid Year** and click **Go**.
   c) Under the **Budget Category** tab, for every **Category Code**, select the **Billable** check box to display it as Billable Item.

      Note: Select the **Billable** check box to show the component under Billable Items.

   d) Click **SAVE**.

Grants and Scholarships, Work, and Loans

Grants and Scholarships, Work, and Loans displays the various funds that a student is offered for all the terms. The administrator can configure various actions for the student.

The hyper-linked funds to provide more information about the fund as configured in the Fund Messages on the (RFRMGMT) page.

Student Take Action

The administrator can define whether the student can take action (accept, decline or modify) on the fund awarded for the complete aid year or for every Term by configuring a **Take Action** column in the RFRMGMT page for each fund.

The administrator is also able to configure the following for an awarded fund:

- Term level action: The student can take action (accept all, decline all, or modify) for each of the respective awarded funds.
- Aid year level action: The student can take action (accept, decline, or modify) for a particular term only.

When there are unanswered mandatory questions, the **Take Action** column does not display. A Terms and Conditions pop-up display is configured by the administrator when the students accepts an award. When the student **Submits** the award, it is submitted in the database.

Note: Pell Grants are always added on the RPAAWRD page with **A** (Accepted) **Status**. Hence the student cannot take any actions.

Lock Funds

The administrator can enable the fund lock to not allow any action from the student for a particular fund. When the **Lock** value is set to **Y** under the Award Maintenance tab on the RPAAWRD page the fund amount for the particular term shows with a locked status to the student. The lock is of two types as follows:

- Term lock: Each of the fund amounts shows the **Lock** label.
- Aid year lock: The total amount of the fund shows the **Locked** label.

A tool tip displayed with an "i" icon gives more information on the locked status. Configure this tool tip to show custom text. Refer to *Tool Tip* section for more details.

Note: Check the **Allow Award Status Updates When Locked** field under **Options** tab on the ROAINST page to allow the student to take action (Accept or Decline) against the funds even if the administrator has locked the funds on the RPAAWRD page. However, the student will not be able to modify the fund amount.

Note: Funds that are set to auto-accept on RFRMGMT are always added on the RPAAWRD page with a status that means accepted and will display on Self-Service with an A (Accepted) status. Hence, the student cannot take any actions. Most institutions auto-accept PELL awards.

Display Indicators

Select the following indicators to display funds:

- Select the **Information Access** indicator on the RORSTAT page.
- Select the **Information Access** indicator for each of the funds on the RPAAWRD page.
- Select the **Information Access** indicator on the RFRBASE page.
- Select the **Packaging Group** indicator on RTVPGRP page if its linked.
- Select the **Information Access** indicator on the RTVAWST page.

Set up hyper-linked fund messages

Configure the message which displays when a hyper-linked fund is clicked.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Message Code Validation (RTVMESG)** page.
   a) Click **Insert** or **Copy** to create new records.
   b) Enter the **Message Code**
   c) Enter the message text in the **Text**.
2. Open the **Fund Management (RFRMGMT)** page.
   a) Enter the year in the **Aid Year** field and enter a **Fund Code**.
   b) Click **Go**.
   c) Under the **Messages** tab, enter the applicable **Message Code** to associate the fund with the message.

      Note: Click the ellipsis (...) to open the required validation page.

   d) Click **SAVE**.

Set up Term level or Aid Year level Take Action for a fund

Configure the **Take Action** feature for each fund. Choose between Term level or aid year level actions that a student will take.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Fund Management (RFRMGMT)** page.
2. Enter the year in the **Aid Year** field and enter a **Fund Code**.
3. Under the **Packaging** tab, open the **Web Processing Rules** tab.
4. Select any of the following drop-down values for the **Allow Web Accept/Decline by** field:

Option	Description
A	Aid Year unless status mixed
P	Period

5. Check the **Allow Accept/Decline** and **Allow Partial Amount Acceptance** indicators to allow fund-specific student action.
6. Click **SAVE**.

Set up the Take Action column

Configure the display of the Take Action column in the Banner Financial Aid Self-Service, which will be applicable for all the funds for an aid year. The student is allowed to individually take action on each fund.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Global Institution Financial Aid Options (ROAINST)** page.
2. Enter year in the **Aid Year** field and click **Go**.
3. Under the **Web Processing Rules** tab, select the **Display Accept Award Offer Tab** to display the **Take Action** column.
4. Click **SAVE**.

Set up Terms and Conditions pop-up display

Configure the Terms and Conditions that is shown as a pop-up every time a student is trying to take action on a fund. The students needs to agree to the terms and conditions to take action on the fund.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Requirements Tracking Validation (RTVTREQ)** page
2. In the **Code** field, enter the code that applies to the terms and conditions you would like to add.
3. Open the **Applicant Requirements (RRAAREQ)** page.
4. Enter the year in the **Aid Year** filed, Student **ID**, and click **Go**.
5. Under the **Applicant Requirements** tab, in the **Requirement** field, enter the applicable code to associate the Terms and Conditions.
6. Open the **Global Institution Financial Aid Options (ROAINST)** page.
7. Enter **Aid Year** and click **Go**.
8. Under the **Web Processing Rules** tab, in the **WEB ACCEPT TRACKING RULES**, add the code in **Requirement Code** field.

   Note: To display the Terms and Conditions pop-up, the status should always be Unsatisfied on the RRAAREQ page. If the student accepts the Terms and Conditions, the status changes to **Satisfied** automatically.

Results

The Banner Financial Aid Self-Service shows the terms and condition pop up when the students take action on the fund.

Additional Payment Options

The Additional Payment Options page displays the aid received from third-party or other resources.

The Award Offer page shows the various resources from which the student is expecting the funds. Contracts and Exemptions are not shown currently in the Banner Financial Aid Self-Service Self-Service 9x.

When the student clicks on **Add/View Resource**, the **Outside Resources** dialog box opens displaying the following sections:

Existing Resources

Existing resources is the same grid that shows under Additional Payment Options section in the Award Offer page with the additional **Received Amount** column. The administrator controls the amount of fund that the student will get in the Web Applicant Reported Information (RPAINFO) page which is the **Received Amount**.

Resources Waiting Review

The Resources Waiting Review grid displays the Additional Resources that the student has added and is waiting for the administrator review. The administrator can review these resources in the RPAINFO page.

The administrator needs to select the **Update Applicant Resource Table** indicator in RPAINFO to update the Additional Payment Option grid in the Self-Service when the resources are reviewed. The resources is not displayed anywhere, if **Update Applicant Resource Table** is not selected.

Add New Resources

Student can add the additional resources specifying the period. The period is the mandatory field for adding a new resource. No resource code is added for the resources on the RPAARSC page when a student adds it through the Financial Aid Self-Service.

Display Indicator

Satisfy the following conditions to show the Additional Payment Options section on the Award Offer page:

- In the Global Institution Financial Aid Options (ROAINST) page:
  - Select the **Display Resources/Additional Information Tab** indicator. If unselected then the entire section will not be displayed.
  - Select the **Display Outside Resource Detail** indicator. If unselected the existing resource detail will not be displayed.
- Select the **Allow Student to Submit Outside Resource Information** indicator.
- Select the information access indicator at the resource level should on the Resource Maintenance (RPAARSC) and Resource Code Validation (RTVARSC) pages.

Change the resource status in RPAINFO

The administrator has the ability to control the additional resources added by the student. The administrator can enter an actual amount, change the applicable period, and change the review status on the Web Applicant Reported Information (RPAINFO) page.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Web Applicant Reported Information (RPAINFO)** page.
2. Enter year in the **Aid Year** field and Student **Id**.
3. Select **R=Outside Resource Information** from the **Type** field.
4. Select **N=Not Reviewed** from the **Records Displayed** field.

5. In the **Review Status** field, select **Y=Reviewed**.
6. Click **SAVE**.
7. For the award to display in the Other Resources Section on the Award Offer page, click **Update Applicant Resource Table** and **Save**.

Results

The Banner Financial Aid Self-Service removes the entry under the **Resources Waiting Review**.

Financial Aid History

The Financial Aid History page displays the student's award history.

This read-only page allows the student to filter and display resources information based on the aid year. The page displays a consolidated **All Year** view by default.

If there are no records available for the student, the following message displays:`There is no award history available. Please contact your financial aid officer`.

Display Conditions

For this page to display award information, the following conditions must be met:

- The student has entries in the Fund Award section in one of the following pages:
  - Package Maintenance (RPAAPMT)
  - Award Maintenance (RPAAWRD)
- The accepted amount must be greater than zero.

Display Indicator

You must select the **Information Access** check box for the student in the **Packaging Group Information** section of RPAAPMT or RPAAWRD.

Related concepts
Webtext in BannerFinancial Aid Self-Service on page 235

Resources

The Resources page displays the **Responses to Questions** and **Terms and Conditions** sections.

Section/Features	Admin Page	Description
Webtext	Web Text Rules (RORWTXT)	Shows the webtext for the Award Offer page. Refer to *Webtext in Banner Financial Aid Self-Service* section for more details.

Section/Features	Admin Page	Description
Responses to Questions	Web Applicant Reported Information (RPAINFO)	Student responses to the web questions listed under the **Response Required**
Terms and Conditions	Message Code Validation (RTVMESG), Award Maintenance (RPAAWRD), and Fund Management (RFRMGMT)	Shows the fund messages and the webtext.

Related concepts

Webtext in BannerFinancial Aid Self-Service on page 235

Responses to Questions

Responses to Questions shows the student responses to the web questions listed under the **Response Required** section of the Home page.

Students can view the status of their response for each response they have provided. HTML format is supported in answer fields on the Financial Aid Self-Service. The answered questions are shown with any of the following statuses:

- **NOT YET REVIEWED**
- **REVIEWED**
- **PENDING REVIEW**

The administrator can review the student responses on the Web Applicant Reported Information (RPAINFO) page to assign one of the above status to a student response.

Terms and Conditions

The Terms and Conditions section displays the fund messages and the webtext as defined by the administrator in the Fund Management (RFRMGMT) page.

The webtext and the fund messages forms the Terms and Conditions. Refer to the *Set up Terms and Conditions* for more details on how to configure this section.

Display Conditions

To show Terms and Condition, the following conditions must be met:

- Funds are awarded to the student.
- A message is associated with the fund.

Display Indicators

On the Global Institution Financial Aid Options (ROAINST) page, under **Web Processing Rules**, you must select the following indicators to display the terms and conditions:

- **Display Terms and Conditions Tab**
- **Display Award Messages with Terms and Conditions**

Also select the information access indicators in the following pages:

- RTVMESG
- RPAAWRD/RPAAPMT

Refer to the *Set up Terms and Conditions* for more details.

Set up Terms and Conditions

Configure the display of the Terms and Conditions in the **Resources** page and also the pop up content which is displayed as Terms and Conditions when a student takes action on the funds.

Before you begin

You will need the following:

- Student ID for which you want to change the status.
- Login credentials to Banner admin 9x pages.

Procedure

1. Open the **Global Institution Financial Aid Options (ROAINST)** page.
    a) Enter the **Aid Year** and click **GO**.
    b) Under the tab **Web Processing Rules**, select the following information access indicators:
        - **Display Terms and Conditions Tab**
        - **Display Award Messages with Terms and Conditions**
    c) Click **SAVE**.
2. Configure the message specific indicator.
    a) Open the **Message Code Validation (RTVMESG)** page.
    b) Enter the message you want to show in the **Text** field.
    c) Select the **Information Access** indicator for the message code.
3. Configure the fund specific indicator.
    a) Open the **Award Maintenance (RPAAWRD)** page.
    b) Enter the year in the **Aid Year:** field and Student **ID:**.
    c) Click **Go**.
    d) Under **Packaging Group**, select the **Information Access** indicator.

4. Configure a fund specific message.
   a) Open the **Fund Management (RFRMGMT)** page.
   b) Enter the **Aid Year**.
   c) Select a **Fund Code** from the **Fund Base Data (RFRBASE)** page.
   d) Click **Go**.
   e) Under the **Messages** tab, associate a message code from **Message Validation (RTVMESG)** page with the fund.
   f) Click **SAVE**.

Notifications

The Notification page displays the webtext, active **Messages**, **Withdrawal Information**, and the **Financial Aid to be Returned** information to the students.

Refer to the *Webtext in Banner Financial Aid Self-Service* section for more details on webtext.

If there is no information to be shown for a student for an aid year, the following display message is shown- `No Messages or Withdrawal information is found`.

Section/Features	Admin Page	Description
Messages	Message Code Validation (RTVMESG) and Applicant Messages (ROAMESG)	The active messages to the student to convey specific information to the students
Withdrawal Information	Term Code Validation (STVTERM) and Term Control (SOATERM)	Shows if the student has withdrawn from the institution for the selected term and has completed a Return to Title IV (R2T4).
Financial Aid to be Returned	RPATIVC	Shows the amount information related to Title IV funds required to be returned.

Related concepts

Webtext in BannerFinancial Aid Self-Service on page 235

Messages

The active messages displayed to the student serves as a medium for the administrator to convey specific information to the student.

If there are no messages configured for a student for the selected aid year, the messages section does not display.

Configure the messages in the Applicant Messages (ROAMESG) page. A configured message will display when a future **Expiration Date** exists for the **Message Code**.

Set up Messages

Set up the display of the active Messages which enables the administrator to convey information to the student.

Before you begin

You will need the following:

- Student ID for which you want to change the status.
- Login credentials to Banner admin 9x pages.

Procedure

1. Open the **Message Code Validation (RTVMESG)** page.
2. Select the **Information Access** indicator for the **Message Code** which you want to display.
3. Enter the text under the **Text** field.
4. Open the **Applicant Messages (ROAMESG)** page.
5. Enter the year in the **Aid Year** field and Student **ID**.
6. Click **Go**.
7. Select the **Message Code** from the RTVMESG page.
8. Enter a future date in the **Expiration Date** field.
9. Enter any additional message text in the **Message** field.

   Note: If you add any text in the **Message** field, it is shown appended with the **Description**.
10. Click **SAVE**.

Results

The Banner Financial Aid Self-Service displays the configured Message.

Withdrawal Information

The Withdrawal Information section displays if the student has withdrawn from the institution for the selected term and a Return to Title IV (R2T4) was completed.

If there is no withdrawal information present for a student for the selected aid year, the **Withdrawal Information** section does not display.

The **Term** drop-down list shows the terms for which an R2T4 is present on RPATIVC.

Set up Term for Withdrawal Information

The terms for which there is withdrawal information are shown in the term drop down list. Configure the drop-down list which filters the withdrawal information.

Procedure

1. Open the **Term Control (SOATERM)** page.
2. Enter the **Term** code or select the term from the **Term Code Validation (STVTERM)** page.
3. Click **Go**.
4. Under **Registration**, **CONTROL SETTINGS** select the **Master Web Term Control** information access indicator.
5. Click **SAVE**.

Financial Aid to be Returned

The Financial Aid to be Returned section displays the amount information related to Title IV funds required to be returned.

This section does not display if no Return to Title IV (R2T4) calculation has been performed for a student term on RPATIVC.

Satisfactory Academic Progress

The Satisfactory Academic Progress (SAP) is a read-only page that displays the student's satisfactory academic progress for an associated term.

The Satisfactory Academic Progress (ROPSAPR) page will evaluate the student's SAP status and populate the status to the assigned term on the Applicant Status (ROASTAT) page.

On the ROASTAT page, under the **Eligibility Status** tab, the **New SAP Status** field pulls the value from the Satisfactory Academic Progress Validation (RTVSAPR) page.

The administrator can create a manual status for the student. The status shown in the Banner Financial Aid Self-Service is from the **New** field on the ROASTAT page.

Related concepts

Webtext in BannerFinancial Aid Self-Service on page 235

College Financing Plan

The College Financing Plan page provides the student a HTML view with information about the Cost of Attendance and awarded funds.

The College Financing Plan is a standard format prescribed by the US Department of Education that allows a student to compare awards received from various colleges and universities in the same format regardless of college and university (if applicable). The HTML view is not affected irrespective of the language settings. It is always shown in English (enUS). Right-to-left (RTL) is also not applied.

The student has access to the College Financing Plan even if access to the award information is currently off.

The **Display College Financing Plan - PDF** indicator on ROAINST is not functional for the current version of Banner Financial Aid under the Student Self-Service 9.10.

Display Indicators

Select the following indicators to display the College Financing Plan:

- The **College Financing Plan Information Indicator** under the **Packaging Group** tab on the Award Maintenance (RPAAWRD) page.
- The **Display College Financing Plan- HTML** indicator under the **Web Processing Rules** tab on the Global Institution Financial Aid Options (ROAINST) page.

Webtext in BannerFinancial Aid Self-Service

Webtext displays messages to the student in the BannerFinancial Aid Self-Service which are configured by the administrator.

The administrator can define the population of students who are able to see specific webtext. The webtext supports HTML tags, images, graphs. The webtext is shown in blue text with a heading and description. The administrator can change the text color with the necessary HTML markup.

There are three admin pages for setting up the webtext:

1. Web Text Rule Code Validation (RTVWTXT) - Create rules.
2. Web Tab Rules (RORWTAB) - Associate the created rule to the page code where you want to display.
3. Web Text Rules (RORWTXT) - Define the actual message and query.

To show the webtext to selected population of students, associate it with a defined query and provide the query output. When the query output value matches, the associated webtext is displayed in the BannerFinancial Aid Self-Service. Refer to the *Set up Webtext* section for the detail procedure on how to configure the webtext.

Hyperlinks in Webtext

Webtext must be configured in a specific format as follow for the hyperlinks to redirect properly:

```
<a href="javascript:;" onclick="window.location.href = 'https:<webpage
link>" target="_blank"></a>
```

For example:
```
<a href="javascript:;" onclick="window.location.href
= 'https://studentloans.gov/myDirectLoan/index.action';"
target="_blank">Click here</a>for entrance counseling.
```

Display Indicators

There are no display indicators for any of the webtext except the **Special Messages** which is displayed in the Home page.

- On the Global Institution Financial Aid Options (ROAINST) page, select the **Display Special Messages Tab** indicator under the **Web Processing Rules** tab to display the Special Messages.
- On the ROAINST page, select the **Display Special Messages Tab** indicator under the **Web Processing Rules** tab to display the Special Messages.

List of Webtext

Following are the list of pages where the administrator can display the webtext in the Banner Financial Aid Self-Service.

Page Code	Page/Section
9x_HM	9x- Home
9x_FH	9x- Financial Aid History
9x_SA	9x- SAP
9x_CA	9x- Cost of Attendance
9x_NT	9x- Notification
9x_RS	9x- Resources
9x_AO	9x- Award Offer
9x_AS	9x- Award Payment Schedule
9x_TC	9x- Terms And Conditions
9x_OR	9x- Outside resources
9x_WI	9x- Withdrawal Information
9x_HL	9x- Holds
9x_RQ	9x- Student Requirements
9x_SM	9x- Special Messages

Set up Webtext

Follow the steps to configure the webtext in the Banner admin pages and display them in the Banner Financial Aid Self-Service.

Before you begin

You will need the login credentials to Banner admin 9x pages.

Procedure

1. Open the **Web Text Rule Code Validation (RTVWTXT)** page.
   a) Click on **Insert** or **Copy** to create a new **Text Rule Code**.
   b) Enter a **Description**.
   c) Click **SAVE**.
2. Open the **Web Tab Rules (RORWTAB)** page.
   a) Enter the **Aid Year** and select the page code from the drop-down list of **Self-Service Tab** where you want to display the webtext.

      Note: Refer to the *List of Webtext* section to see the list of all pages which you can select to display the webtext.

   b) Click **Go**.
   c) **Insert** the **Text Rule Code** that you have created in RTVWTXT.
   d) Click **SAVE**.
3. Open the **Web Text Rules (RORWTXT)** page.
   a) Enter the **Aid Year** and **Rule**.
   b) Enter the query in the **SQL Statement** field under **SQL rules** tab.
   c) Enter the query output value in **Select Value** field in **Select Value Rules** tab.

      Note: Query output value should match with the value provided in the **Select Value** field to display the webtext to selected student population.

   d) Enter the webtext **Heading** and **Text** description.
4. Click **SAVE**.

Results

The Banner Financial Aid Self-Service shows webtext in the configured places in blue text.

Configurable Text in Banner Financial Aid Self-Service

The configurable text consists of tool tip and help text which are configured by the administrator.

The Banner Financial Aid Self-Service shows configurable text across all the pages. The package comes with some default baseline records. The administrator can add local records to display a custom configurable text.

Tool Tip

Tool tips are extra pieces of information that are stored in the question mark icon present near every sectional heading. When the student clicks the icon, then the configurable text are shown. The **Start Date** and **Message** fields are mandatory for a local record to be displayed. When the administrator inserts a local record with a valid **Start Date** but no **Message**, it will not display the tool tip. If two local records have the same **Message** and same **Start Date**, then both the local records are displayed.

Refer to *List of Tool Tips* section for more details on each of the tool tip and all the location where it is configured. Refer to *Set up Configurable Text* section on how to configure a custom tool tip.

Help Text

Help text are generic and conditional based configured text. If the condition is satisfied then the help text is displayed. The **Start Date** and **Message** fields are mandatory for a local record to be displayed. A local record with **Start Date** but no **Message** then fall back message configured in code (message properties) will be displayed. If baseline and local records both are not available then, the fall back configured error message is displayed. Both the local records are displayed when there are two local records with the same **Message** and same **Start Date**.

Refer to *List of Help Text* section for more details on each of the help text and all the location where it is configured. Refer to *Set up Configurable Text* section on how to configure custom help text.

Display Indicators

There is no specific display indicators for the configurable text.

List of Tool Tips

The following is a list of tool tips, the location where they are shown in BannerFinancial Aid Self-Service and the text description.

Use the **Message Label** to filter a particular tool tip. The administrator can add custom text to display in the locations defined below:

Section/Condition	Tool Tip	Message Label
Responses Required	These questions are required by the financial aid office and all mandatory questions must be answered to view your financial aid award letter.	FINAID.SS.HOME. RESPONSES.REQUIRED. TOOLTIP
Holds	This section displays holds that have been placed on a your inancial aid. It can prevent packaging and disbursements.	FINAID.SS.HOME. HOLDS.TOOLTIP
Student Requirements	Satisfied requirements have been completed. There is no additional action required. Unsatisfied requirements must be completed to be awarded financial aid. Please complete and submit the requested information.	FINAID.SS.HOME.STUDENT. REQUIREMENTS.TOOLTIP

Section/Condition	Tool Tip	Message Label
Expected Enrollment Status	This is your expected enrollment status for the term/ year. If this has changed, please contact the financial aid office.	FINAID.SS.AWARD.OFFER. ENROLLMENT.STATUS. TOOLTIP
Housing status	This is your expected housing status based on the information you provided on the FAFSA. If this has changed, please contact the financial aid office.	FINAID.SS.AWARD.OFFER. HOUSING.STATUS.TOOLTIP
Expected Family Contribution	The EFC is an index number that college financial aid staff use to determine how much financial aid you would receive if you were to attend their school. The information you report on your FAFSA form or the Institutional Form is used to calculate your EFC.	FINAID.SS.EFC.TOOLTIP
Cost of Attendance	The COA is the estimated amount it will cost you to go to school for the designated terms.	FINAID.SS.AWARD.OFFER. COA.TOOLTIP
Grants and Scholarship	Financial aid that doesn't have to be repaid.	FINAID.SS.AWARD.OFFER. GSP.TOOLTIP
Net Cost	This is the amount you’ll be paying for college. It is the cost of attendance minus total grants and scholarships.	FINAID.SS.AWARD.OFFER. NET.COST.TOOLTIP
Work	A work program through which you earn money to help you pay for school.	FINAID.SS.AWARD.OFFER. WS.TOOLTIP
Loans	Borrowed money in which you are responsible for repaying with interest. The U.S. Department of Education pays the interest on subsidized Federal Direct loans while you are in school at least half time.	FINAID.SS.AWARD.OFFER. LOANS.TOOLTIP
Other Resources	These are resources you are expecting to receive from an outside resource. Please report these awards to the financial aid office by clicking the "add/ View Resource" button	FINAID.SS.AWARD.OFFER. OTHER.RESOURCES. TOOLTIP

Section/Condition	Tool Tip	Message Label
Other Resources Shows next to Resources Waiting Review	Information you have submitted to the financial aid office that has not been reviewed is displayed below.	FINAID.SS. RESOURCES.WAITING. REVIEW.TOOLTIP
Other Resources Shows next to Add New Resources. It is always displayed	If you have additional outside resources that are not reflected above, please inform the financial aid office by entering the information below and clicking Submit.	FINAID.SS. ADD.NEW.RESOURCES. TOOLTIP
Locked status	Contact financial aid office.	FINAID.SS.AWARD.OFFER. LOCKED.FUND.TOOLTIP
When 'Accept/Decline' is disabled, shows next to the status	Updates to this award are currently locked. Please contact the financial aid officer for further information.	FINAID.SS.AWARD.OFFER. ACCEPT.DECLINE. DISABLED.TOOLTIP
Comments	If you have questions regarding financial aid, please enter them here.	FINAID.SS.AWARD.OFFER. COMMENTS.TOOLTIP
Common text at the top, shows next to drop down	This displays your award history at this institution. You can filter by academic year or view a summary of all years.	FINAID.SS.AWARD.HISTORY. COMMON.TOOLTIP
Accepted	Accepted amounts are the amounts you accepted on the award letter.	FINAID.SS.AWARD.HISTORY. ACCEPTED.TOOLTIP
Paid	Paid amounts are the gross amount of your loan minus fees, which equal the net amount, or amount paid to your student account. For other aid, gross is the net/paid amount.	FINAID.SS.AWARD.HISTORY. PAID.TOOLTIP
SAP Status	Satisfactory Academic Progress (SAP) is based on your academic performance (GPA) and the completion of the courses you attempt within your program of study. Poor performance will affect your eligibility for federal, state and institutional aid. Satisfactory = eligible, Probation = eligible and Unsatisfactory = Ineligible.	FINAID.SS.SAP.TOOLTIP

List of Help Text

The following is a list of help text and the location/condition where they are shown in Banner Financial Aid Self-Service and the text description of each help text.

The administrator can add custom text to display the help texts in the locations defined below. The following table also provides the conditions when the help text is displayed. Use the **Message Label** to filter a particular help text.

Page/Condition	Help Text	Message Label
Mandatory question pop up in Home	Please answer the following mandatory questions to view your financial aid awards.	FINAID.SS.HOME.RESPONSES.REQUIRED.HELPTEXT
No Student Requirements in Home	No actions are required at this time.	FINAID.SS.HOME.STUDENT.REQUIREMENT.HELPTEXT
Award Offer main page **Note:** This help text is displayed only when take action drop down is present.	This is your Financial Aid Award Offer. Please review the information below. After taking action on each of your awards, please submit the offer by clicking the "Submit" button at the bottom of this page.	FINAID.SS.AWARD.OFFER.GENERAL.HELPTEXT
When there is no access to Award offer page	No information is available for this aid year.	FINAID.SS.AWARD.OFFER.NO.ACCESS.HELPTEXT
Shows at the top of Award Offer page when there is no award.	No award information is available for this aid year.	FINAID.SS.AWARD.OFFER.NO.AWARD.OFFER.HELPTEXT
When unanswered mandatory questions are present	Please answer the mandatory question in the home page to take action on your award.	FINAID.SS.AWARD.OFFER.UN.ANSWERED.QUESTIONS.HELPTEXT
When there is no record in Award Payment Schedule	Award payment schedule has not been established for the Aid Year.	FINAID.SS.AWARD.OFFER.PAYMENT.SCHEDULE.HELPTEXT
When there is no Financial Aid History	There is no award history available. Please contact your financial aid officer.	FINAID.SS.AWARD.HISTORY.HELPTEXT
When the Resource menu is empty	No 'Responses to Questions' or 'Terms and Conditions' are found.	FINAID.SS.AWARD.HISTORY.HELPTEXT
When there is no Notification	No Messages or Withdrawal information is found.	FINAID.SS.NOTIFICATION.HELPTEXT
When there is no Federal Shopping Sheet	No information is available for this aid year.	FINAID.SS.COLLEGE.FINANCINGPLAN.HELPTEXT

Set up Configurable Text

Below are the steps to modify the configurable text to display custom tool tip and help text.

Before you begin

1. You will need the login credentials to Banner admin 9x pages.
2. Make sure that the application and browser language is set to same language as the locale set for copied (Local) record in GUAINFO page.

Procedure

1. Open the **Information Text Editor (GUAINFO)** page.
2. Click on **Filter** to filter with a **Message Label**.

   Note: Refer to *List of Tool Tips* and *List of Help Text* sections to find the required **Message Label**.

3. Copy an existing **Baseline** record or click **Insert** to add new **Local** record.

   Note: When you copy a baseline record, all the fields are copied except the **Source Indicator**. New records are always added with a local source which you cannot edit.

4. Enter your browser **Locale**.
5. Enter an incremental sequence numbers starting from one to display multiple local records which you add.
6. Provide a valid **Start Date**.
7. Enter the custom text in the **Message** field.

   Note: The **Start Date** and **Message** are the mandatory fields to display the custom local record.

8. Click **SAVE**.

Results

The BannerFinancial Aid Self-Service displays the tool tip/help text in the configured places.

Troubleshooting

This section discusses potential issues and resolutions.

TWBKWBIS package error

An error may occur after a change is made to the TWBKWBIS package and the package is recompiled. The error is displayed as the connection reloads the package when the user attempts to view a student’s profile.

Sorry, the server received an internal error.

Error Message: ORA-04068: existing state of packages has been discarded ORA-04061: existing state of package body "WTAILOR.TWBKWBIS" has not been validated ORA-04065: not executed, altered or dropped package body "WTAILOR.TWBKWBIS"

The error is received the first time a connection in the connection pool calls TWBKWBIS. Subsequent calls are successful.

It is necessary to restart Tomcat for Advising Student Profile to resolve the error. The application also needs to be restarted on WebLogic, The server does not need to be restarted.

Blank Student Profile page

You may access the Student Profile page and find that it does not display any expected data and is blank. This usually occurs when the application cannot find the `bannerStudentAdvisorUI_configuration.properties` file.

This can be checked by looking at the web server startup file for the section that prints out the location from which the configuration files are being loaded.

- For Tomcat, the location is the `catalina.out` file.
- For WebLogic, the location is the `<server>.out` file.

You should see the following:

```
configuration: file:/u50/banner/shared_proc/banner_configuration.groovy

configuration: file:/u50/banner/shared_proc/
StudentSelfService_configuration.groovy

configuration: file:/u50/banner/shared_proc/
bannerStudentAdvisorUI_configuration.properties

configuration: classpath:WebAppExtensibilityConfig.class
```

When the line containing the properties file is missing, either the web server process could not read the file or the configuration is incorrect. Please check your configuration.

When the file is present and can be read, then ensure that the user logging in has the persona you are expecting and the configuration is set up to display information for that persona.

Common Drop Roster configuration problems

The following table is an incomplete list of reasons why Drop Rosters do not look or work as you expect and what you might do to fix the problem.

Field	Description
No Drop Rosters are showing up	Term is not enabled on SFADRPC
CRN is in disabled section	CRN is disabled on SFADRPC
CRN is in disabled section	CRN does not have any attendance method set on SSASECT
CRN is in disabled section	CRN does not have appropriate attendance method set on SSASECT
CRN is in disabled section	Drop code specified on SFARORL isn't valid (check SFARSTS & STVRSTS
CRN is in conflicts section	Ensure that the appropriate date is set on SSAACCL to use for beginning and end date calculations (That is, W-grade rosters need SSBSECT_DROP_CUT_OFF_DATE set, Total rosters need SSBSECT_PTRM_END_DATE set, Census 1 rosters need SSBSECT_CENSUS_ENRL_DATE set, Census 2 rosters need SSBSECT_CENSUS_2_DATE set and Opening day rosters need a start date)
Expecting CRN to be a 2 census roster, but only see one census	Either attribute not specified on GORICCR or on the section or both
Expecting CRN to be a 2 census roster but in error section	Check that a census 2 date has been specified
Maintenance page does not show registered students	RSTS code for *Drop* code on rule (or from Calculated Drop) may not be active according to SFARSTS
"The registration status code needed to drop students from this CRN is not valid at this time."	RSTS code for "drop" code on rule (or from Calculated Drop) may not be active according to SFARSTS, it may not be on SFARSTS, it may not be enabled for Web on STVRSTS or it may not be Withdrawn or Dropped on STVRSTS
Specified *No Show* code not in drop-down on Maintenance page	RSTS code may not be valid for date based on SFARSTS
Specified *No Show* code not in drop-down on Maintenance page	RSTS code may not be on SFARSTS for term & part-of-term

Field	Description
Specified *No Show* code not in drop-down on Maintenance page	RSTS code may not be defined as a Dropped or Withdrawn type on STVRSTS
Specified *No Show* code not in drop-down on Maintenance page	RSTS code may not be defined as "display on Web" on STVRSTS
Specified *No Show* code not in drop-down on Maintenance page	Today's date may be past the end date specified on SFARORL
Specified *No Show* code not in drop-down on Maintenance page	“No Show cut-off” end date chosen on SFARORL may not be specified for the CRN on SSAACCL
Expected Calculated Drop code in drop-down on Maintenance page but it was not	Calculated Drop not enabled for term on SOATERM
Expected Calculated Drop code in drop-down on Maintenance page but it was not	SFARORL needs a blank status code
Expected Calculated Drop code in drop-down on Maintenance page but it was not	Calculated Drop not set up correctly on SFADROP
Drop fails with "You are not eligible to register" message	The registration model code on SMAPROG must be compatible with the registration model on SOATERM
SFISECH has no information and no message	Section may need to have attendance method defined on SSASECT
After confirming a drop, get this message: *Invalid drop code. Please contact the registration office.*	Drop code matches the WEBRSTSDRP code; this STVRSTS code should NOT have "include in assessment" or "section enrollment" checked

Appendix A - User Interface Configuration File

Here is the `bannerStudentAdvisorUI_configuration.example` file that is delivered for use with Banner Advising Student Profile. It contains instructions for user interface display configuration.

About this task

To use this file:

Procedure

1. Review the settings that are available in the `bannerStudentAdvisorUI_configuration.example` file.
2. Replace the `bannerStudentAdvisorUI_configuration.properties` file with this file.
3. Review the applications and determine the settings you want to use for information display.
4. Modify the `bannerStudentAdvisorUI_configuration.properties` file with the needed settings.
5. Test your applications to check the results.

```
# This is an example file that can be used for future reference.
 The production version of this file should be renamed
 bannerStudentAdvisorUI_configuration.properties
# and placed in one of the following locations:
#   1. A directory referenced by a JVM argument (-D). For the
 Advising module, the argument is BANNER_ADVISOR_UI_CONFIG. For the
 Student module, the argument is BANNER_STUDENT_UI_CONFIG.
#   2. In the classpath, such as in WEB_INF/classes.
#   3. An exported shell variable. For the Advising module, the
 argument is BANNER_ADVISOR_UI_CONFIG. For the Student module, the
 argument is BANNER_STUDENT_UI_CONFIG.
#
# The bannerStudentAdvisorUI_configuration.properties file contains
 properties that an administrator can modify to configure the Banner
 Student Advising Student Profile
# application.
#
#You may substitute values for the following items in
 this .properties file:
#
#<institution>  possible values:  all - if no MEP code is used
#                 <user's MEP code>
#  Note: If <institution> does not match a MEP code, all columns
 will be displayed in the default order.
#
#<role>         possible values: Advisor - user is only an advisor
#         AdvisorOverride - user is an Advisor or FacultyAdvisor and
 override is selected on SIAINST
#         FacultyAdvisor - user is both a member of the faculty and
 an advisor
#                                   Student â€“ user is a Student -
 applies to Student Profile page only
```

```
#                               Faculty - user is a member of
 the faculty - applies to Student Profile page only
#                               FacultyOverride - user is a
 faculty and override is selected in SIAINST - applies to Student
 Profile page only. FacultyOverride without AdvisorOverride is not
 supported
#
#  Note: When configuring your viewing options, the handbook has
 additional information explaining how the roles are assigned to the
 user for the configuration of the page.
# _________________Advisee List page
 information___________________________
#
#You may configure both the columns that display on the Advisee List
 page in addition to the order of those columns. This properties
 file uses the following formatting convention for the Advisee List
 page:
#
#<insititution>.advisee.column.list.<role>=<columns>
#
#<columns>   possible values:  studentStatus, studentType,
 hasReleasableHolds, isPrimaryAdvisor, advisorType, program, major,
 standing, campus, studyLevel, admitType, admitTerm, catalogTerm,
#                  minor, concentration, college
#
#For example:
# all.advisee.column.list.Advisor=program, college          displays
 the program and college columns for all users with the role of
 Advisor across all MEP entities
# all.advisee.column.list.FacultyAdvisor=program, primary major
 displays the program and primary major columns for all users with
 the role of FacultyAdvisor across all MEP entities
# north.advisee.column.list.Advisor=campus, college         displays
 the campus and college columns for all users with the role of
 Advisor associated with the north MEP entity
# north.advisee.column.list.FacultyAdvisor=program, campus, college
 displays the program, campus, and college columns for all users
 with the role of FacultyAdvisor associated with the north MEP
 entity
# south.advisee.column.list.Advisor=program, campus, college
 displays the campus and college columns for all users with the role
 of Advisor associated with the south MEP entity
# south.advisee.column.list.FacultyAdvisor=campus, concentration
  displays the campus and concentration columns for all users with
 the role of FacultyAdvisor associated with the south MEP entity
# all.advisee.column.list.AdvisorOverride=program, primary major
 displays the program and primary major columns for all users with
 the role of AdvisorOverride associated with the south MEP entity
#
#  Note: If column names are repeated in the list, the first
 matching item will be used and any that follow will be ignored.
#  Note: The preferred email, and non preferred email are not
 columns on the advisee list. They are used when applying a filter
 to the list to identify advisees with or
#  without email addresses. These columns should not be removed from
 the records below.
#all.advisee.column.list.FacultyAdvisor=studentStatus, studentType,
 hasReleasableHolds, isPrimaryAdvisor, advisorType, program, major,
```

```
 campus, studyLevel, admitType, admitTerm, catalogTerm, minor,
 concentration, college

all.advisee.column.list.Advisor=program, major, standing,
 studentStatus, studentType, hasReleasableHolds, isPrimaryAdvisor,
 advisorType, campus, studyLevel, admitType, admitTerm,
 catalogTerm, minor, concentration, college, preferredEmailAddress,
 nonPreferredEmailAddress
all.advisee.column.list.FacultyAdvisor=program, major, standing,
 studentStatus, studentType, hasReleasableHolds, isPrimaryAdvisor,
 advisorType, campus, studyLevel, admitType, admitTerm,
 catalogTerm, minor, concentration, college, preferredEmailAddress,
 nonPreferredEmailAddress
all.advisee.column.list.AdvisorOverride=program, major, standing,
 studentStatus, studentType, hasReleasableHolds, isPrimaryAdvisor,
 advisorType, campus, studyLevel, admitType, admitTerm,
 catalogTerm, minor, concentration, college, preferredEmailAddress,
 nonPreferredEmailAddress

#
# _________________Advisee List EmailAll
 information__________________________________
#
#You may customize the EmailAll information displayed in the
 application.
#EmailAll information may be displayed on the Student Profile
 (Profile) page.
#This properties file uses the following formatting convention to
 configure both the page on which the information will display and
 the roles that may view the information:
#
#<institution>.adviseelist.emailAll.view=Profile, AdviseeList
#<institution>.adviseelist.emailAll.roles=Advisor, AdvisorOverride,
 FacultyAdvisor
#
#To disable the use of EmailAll information, please place a # at the
 start of the <institution>.adviseelist.emailAll.view line.

all.adviseelist.emailAll.view=Profile, AdviseeList
all.adviseelist.emailAll.roles=Advisor, AdvisorOverride,
 FacultyAdvisor

# _________________Student Card
 information________________________________
#
#You may elect to display or disable the display of the student card
 in the application. If you elect to display the student card, you
 may customize the information displayed on the student card.
#The Student Card may be displayed either on the Advisee List
 (AdviseeList) page, the Student Profile (Profile) page, or both the
 Advisee List page and the Student Profile page.
#This properties file uses the following formatting convention to
 configure both the page on which the information will display and
 the roles that may view the information:
#
#<institution>.studentcard.cardEnabled.view=Profile, AdviseeList
#<institution>.studentcard.cardEnabled.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student, Faculty, FacultyOverride
#
```

```
#To disable the use of the student card, please place a # at the
 start of the all.studentcard.cardEnabled.view line to comment it
 out.
#To enable the use of the student card in only one location in the
 system, remove either Profile or AdviseeList from the following
 line:
#  all.studentcard.name.view=Profile, AdviseeList
#To disable the display of an individual element, please place a #
 at the start of that individual element's .view line to comment it
 out.

all.studentcard.cardEnabled.view=Profile, AdviseeList, ClassList
all.studentcard.cardEnabled.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.studentcard.name.view=Profile, AdviseeList, ClassList
all.studentcard.name.roles=Advisor, AdvisorOverride, FacultyAdvisor,
 Student, Faculty, FacultyOverride
all.studentcard.photo.view=Profile, AdviseeList, ClassList
all.studentcard.photo.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.studentcard.major.view=Profile, AdviseeList, ClassList
all.studentcard.major.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.studentcard.program.view=Profile, AdviseeList, ClassList
all.studentcard.program.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.studentcard.address.view=Profile, AdviseeList, ClassList
all.studentcard.address.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
all.studentcard.telephone.view=Profile, AdviseeList, ClassList
all.studentcard.telephone.roles=Advisor,
 AdvisorOverride,FacultyAdvisor, Student
all.studentcard.email.view=Profile, AdviseeList, ClassList
all.studentcard.email.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride

# _________________Faculty Card
 information________________________________
#
#You may elect to display or disable the display of the faculty card
 in the application. If you elect to display the faculty card, you
 may customize the information displayed on the faculty card.
#The Faculty Card may be displayed on the Student Profile (Profile)
 page.
# This properties file uses the following formatting convention to
 configure both the page on which the information will display and
 the roles that may view the information:
#
#<institution>.facultycard.cardEnabled.view=Profile
#<institution>.facultycard.cardEnabled.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student, Faculty, FacultyOverride
#
#To disable the use of the faculty card, please place a # at the
 start of the all.facultycard.cardEnabled.view line to comment it
 out.
#To disable the display of an individual element, please place a #
 at the start of that individual element's .view line to comment it
 out.
```

```
all.facultycard.cardEnabled.view=Profile
all.facultycard.cardEnabled.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.facultycard.name.view=Profile
all.facultycard.name.roles=Advisor, AdvisorOverride, FacultyAdvisor,
 Student, Faculty, FacultyOverride
all.facultycard.photo.view=Profile
all.facultycard.photo.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.facultycard.title.view=Profile
all.facultycard.title.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.facultycard.department.view=Profile
all.facultycard.department.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.facultycard.address.view=Profile
all.facultycard.address.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.facultycard.telephone.view=Profile
all.facultycard.telephone.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.facultycard.email.view=Profile
all.facultycard.email.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride

# _________________Registered Courses
 information________________________________________________________
#
#You may customize the information displayed in registered courses.
#Registered courses information may be displayed on the Student
 Profile (Profile) page.
#This properties file uses the following formatting convention to
 configure both the page on which the information will display and
 the roles that may view the information:
#
#<institution>.registeredcourses.maxHours.view=Profile
#<institution>.registeredcourses.maxHours.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student, Faculty, FacultyOverride
#
#To disable the use of Registered courses, please place a # at the
 start of every line in the Registered courses section.
#
#To disable the display of an individual element, please place a #
 at the start of that individual element's .view line to comment it
 out.
#
#
 __________________________________________________________________________

all.registeredcourses.maxHours.view=Profile
all.registeredcourses.maxHours.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
all.registeredcourses.minHours.view=Profile
all.registeredcourses.minHours.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student


# _________________Registration Notices
 information________________________________________________________
```

```
#
#You may customize the information displayed in registration
 notices.
#Registration notices information may be displayed on the Student
 Profile (Profile) page.
#This properties file uses the following formatting convention to
 configure both the page on which the information will display and
 the roles that may view the information:
#
#<institution>.registrationnotices.overallStanding.view=Profile
#<institution>.registrationnotices.overallStanding.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student, Faculty, FacultyOverride
#
#To disable the use of Registration Notices, please place a # at the
 start of every line in the Registration Notices section.
#
#To disable the display of an individual element, please place a #
 at the start of that individual element's .view line to comment it
 out.
#
#
 ____________________________________________________________________________

all.registrationnotices.overallStanding.view=Profile
all.registrationnotices.overallStanding.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.registrationnotices.combinedStanding.view=Profile
all.registrationnotices.combinedStanding.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.registrationnotices.studyPathStanding.view=Profile
all.registrationnotices.studyPathStanding.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.registrationnotices.enrollmentStatus.view=Profile
all.registrationnotices.enrollmentStatus.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.registrationnotices.regStudentStatus.view=Profile
all.registrationnotices.regStudentStatus.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.registrationnotices.registrationPin.view=Profile
all.registrationnotices.registrationPin.roles=Advisor,
 AdvisorOverride, FacultyAdvisor
all.registrationnotices.timeTickets.view=Profile
all.registrationnotices.timeTickets.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student

# _________________Bio
 information_________________________________________
#
#You may customize the bio information displayed in the application.
#Bio information may be displayed on the Student Profile (Profile)
 page.
#This properties file uses the following formatting convention to
 configure both the page on which the information will display and
 the roles that may view the information:
#
#<institution>.bioinformation.isCitizen.view=Profile
#<institution>.bioinformation.isCitizen.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student, Faculty, FacultyOverride
#
```

```
#To disable the use of Bio information, please place a # at the
 start of every line in the Bio information section.
#
#To disable the display of an individual element, please place a #
 at the start of that individual element's .view line to comment it
 out.
#Note: If you elect to display the Ethnicity field, you may display
 either the New Ethnicity or Ethnicity value in the field. The other
 value must be commented out.
#      In the example below, the New Ethnicity value will display in
 the Ethnicty field.

all.bioinformation.isCitizen.view=Profile
all.bioinformation.isCitizen.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
all.bioinformation.citizenship.view=Profile
all.bioinformation.citizenship.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
all.bioinformation.emergencyContact.view=Profile
all.bioinformation.emergencyContact.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
all.bioinformation.email.view=Profile
all.bioinformation.email.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.bioinformation.telephone.view=Profile
all.bioinformation.telephone.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.bioinformation.gender.view=Profile
all.bioinformation.gender.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
all.bioinformation.birthDate.view=Profile
all.bioinformation.birthDate.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
all.bioinformation.newEthnicity.view=Profile
all.bioinformation.newEthnicity.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
#all.bioinformation.ethnicity.view=Profile
#all.bioinformation.ethnicity.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
all.bioinformation.race.view=Profile
all.bioinformation.race.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student

# _________________General
 information_____________________________________
#
#You may customize the General information displayed in the
 application.
#General information may be displayed on the Student Profile
 (Profile) page.
#This properties file uses the following formatting convention to
 configure both the page on which the information will display and
 the roles that may view the information:
#
#<institution>.generalinformation.level.view=Profile
#<institution>.generalinformation.level.roles=Advisor,
 AdvisorOverride, Faculty, FacultyOverride, FacultyAdvisor, Student
#
```

```
#To disable the use of General information, please place a # at the
 start of every line in the General information section.
#
#To disable the display of an individual element, please place a #
 at the start of that individual element's .view line to comment it
 out.

all.generalinformation.level.view=Profile
all.generalinformation.level.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.generalinformation.class.view=Profile
all.generalinformation.class.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.generalinformation.status.view=Profile
all.generalinformation.status.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
all.generalinformation.type.view=Profile
all.generalinformation.type.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
all.generalinformation.residency.view=Profile
all.generalinformation.residency.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
all.generalinformation.campus.view=Profile
all.generalinformation.campus.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.generalinformation.firstTermAttended.view=Profile
all.generalinformation.firstTermAttended.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.generalinformation.matriculatedTerm.view=Profile
all.generalinformation.matriculatedTerm.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.generalinformation.lastTermAttended.view=Profile
all.generalinformation.lastTermAttended.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.generalinformation.leaveOfAbsence.view=Profile
all.generalinformation.leaveOfAbsence.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.generalinformation.leaveOfAbsenceDates.view=Profile
all.generalinformation.leaveOfAbsenceDates.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student

# _________________Graduation
 Information______________________________________________
#
all.graduationinformation.display.view=Profile
all.graduationinformation.display.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
all.graduationinformation.applications.view=Profile
all.graduationinformation.applications.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.graduationinformation.link.view=Profile
all.graduationinformation.link.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
all.graduationinformation.degree.view=Profile
all.graduationinformation.degree.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
all.graduationinformation.term.view=Profile
all.graduationinformation.term.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
```

```
all.graduationinformation.date.view=Profile
all.graduationinformation.date.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student

#
# _________________Advisors
 information__________________________________
#
#You may customize the Advisors List displayed in the application.
#Advisors may be displayed on the Student Profile (Profile) page.
#This properties file uses the following formatting convention to
 configure both the page on which the information will display and
 the roles that may view the information:
#
#<institution>.advisor.list.display.view=Profile
#<institution>.curriculum.hours.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
#
#To disable the use of Advisor information, please place a # at the
 start of the <institution>.advisor.list.diplay.view line.

all.advisor.list.display.view=Profile
all.advisor.list.display.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride

#
#_______________Notes______________
# Enable notes feature
# This example file is delivered with All MEP codes enabled.
# This example file is delivered with the Roles of Advisor, and
 AdvisorOverride enabled.
# You can add the additional roles of Student, FacultyAdvisor,
 Faculty, FacultyOverride if you want the notes feature to be
 enabled for these roles.
# To disable the Notes feature for all users place a # at the start
 of the all.studentnotes.enabled.view=Profile property.

all.studentnotes.enabled.view=Profile
all.studentnotes.enabled.roles=Advisor, AdvisorOverride

# The ability to view notes and create notes are controlled by two
 separate properties:
# The studentnotes.enternotes determines who is allowed to enter new
 notes
# This example file is delivered with Roles of Advisor,
 AdvisorOverride enabled for the enternotes property
# You can add the additional roles of FacultyAdvisor, Student,
 Faculty, FacultyOverride if you want enter notes ability to be
 enabled for these roles.

all.studentnotes.enternotes.view=Profile
all.studentnotes.enternotes.roles=Advisor, AdvisorOverride

# Make viewable by... Property to control who can view the notes.
 This controls the checkboxes that display on the UI for the person
 entering to select. Advisor is always permitted
# to view and must always be enabled.
# You can add the additional roles of Student, Faculty if you want
 the notes viewable by feature to be enabled for these roles.
```

```
all.studentnotes.viewableby.view=Profile
all.studentnotes.viewableby.roles=Advisor

# If Notes are enabled the Release Hold comment entered by the
 person releasing a hold is displayed in the Notes section to the
 author of the comment.
# Use the following property to control if in addition the roles
 AdvisorOverride and FacultyOverride can view the Release Hold
 Comment.
# You can add role of FacultyOverride in addition to AdvisorOverride
 or disable the Property.

all.studentnotes.releaseholdnote.view=Profile
all.studentnotes.releaseholdnote.roles=AdvisorOverride

# _________________Curriculum
 information__________________________________
#
#You may customize the Curriculum information displayed in the
 application.
#Curriculum information may be displayed on the Student Profile
 (Profile) page.
#This properties file uses the following formatting convention to
 configure both the page on which the information will display and
 the roles that may view the information:
#
#<institution>.curriculum.degree.view=Profile
#<institution>.curriculum.degree.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
#
#To disable the use of Curriculum information, please place a # at
 the start of every line in the Curriculum information section.
#
#To disable the display of an individual element, please place a #
 at the start of that individual element's .view line to comment it
 out.

all.curriculum.degree.view=Profile
all.curriculum.degree.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.curriculum.studyPath.view=Profile
all.curriculum.studyPath.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.curriculum.level.view=Profile
all.curriculum.level.roles=Advisor, AdvisorOverride, FacultyAdvisor,
 Student, Faculty, FacultyOverride
all.curriculum.program.view=Profile
all.curriculum.program.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.curriculum.college.view=Profile
all.curriculum.college.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.curriculum.major.view=Profile
all.curriculum.major.roles=Advisor, AdvisorOverride, FacultyAdvisor,
 Student, Faculty, FacultyOverride
all.curriculum.department.view=Profile
all.curriculum.department.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
```

```
all.curriculum.majorConcentrations.view=Profile
all.curriculum.majorConcentrations.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.curriculum.minor.view=Profile
all.curriculum.minor.roles=Advisor, AdvisorOverride, FacultyAdvisor,
 Student, Faculty, FacultyOverride
all.curriculum.concentrations.view=Profile
all.curriculum.concentrations.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.curriculum.admitTerm.view=Profile
all.curriculum.admitTerm.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.curriculum.admitType.view=Profile
all.curriculum.admitType.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
all.curriculum.catalogTerm.view=Profile
all.curriculum.catalogTerm.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
#
# _________________GPA Information__________________________________
#
#You may customize the GPA information displayed in the application.
#GPA information may be displayed on the Student Profile (Profile)
 page.
#This properties file uses the following formatting convention to
 configure both the page on which the information will display and
 the roles that may view the information:
#
#<institution>.curriculum.gpa.view=Profile
#<institution>.curriculum.gpa.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
#
#To disable the use of GPA information in both the page header
 and the GPA & Hours tab, please place a # at the start of the
 <institution>.curriculum.gpa.view line.

all.curriculum.gpa.view=Profile
all.curriculum.gpa.roles=Advisor, AdvisorOverride, FacultyAdvisor,
 Student
#
# _________________Hours
 information__________________________________
#
#You may customize the Hours information displayed in the
 application.
#Hours information may be displayed on the Student Profile (Profile)
 page.
#This properties file uses the following formatting convention to
 configure both the page on which the information will display and
 the roles that may view the information:
#
#<institution>.curriculum.hours.view=Profile
#<institution>.curriculum.hours.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
#
#To disable the use of Hours information in both the page header
 and the GPA & Hours tab, please place a # at the start of the
 <institution>.curriculum.hours.view line.
```

```
all.curriculum.hours.view=Profile
all.curriculum.hours.roles=Advisor, AdvisorOverride, FacultyAdvisor,
 Student
#
#
# _________________ Academic Standing
 information__________________________________
#
#You may use this property to turn on/off Academic Standing in the
 information bar (top bar) independently of registration notices.
#This properties file uses the following formatting convention to
 configure both the page on which the information will display and
 the roles that may view the information:
#
#<institution>.informationbar.standing.view=Profile
#<institution>.informationbar.standing.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student, Faculty, FacultyOverride
#
all.informationbar.standing.view=Profile
all.informationbar.standing.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
#
# _________________Holds
 information__________________________________
#
#You may customize the Holds information displayed in the
 application.
#Holds information may be displayed on the Student Profile (Profile)
 page.
#This properties file uses the following formatting convention to
 configure both the page on which the information will display and
 the roles that may view the information:
#The Release Holds feature also has a dependency on this property,
 in addition to SOAFACS security rules for DISPLAYHOLDS and
 RELEASEHOLDS the role must have access to view holds per this
 property record.
#
#<institution>.curriculum.holds.view=Profile
#<institution>.curriculum.holds.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student, Faculty, FacultyOverride
#
#To disable the use of Holds information, please place a # at the
 start of the <institution>.curriculum.holds.view line.

all.curriculum.holds.view=Profile
all.curriculum.holds.roles=Advisor, AdvisorOverride, FacultyAdvisor,
 Student
all.curriculum.holdsReason.view=Profile
all.curriculum.holdsReason.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
all.curriculum.holdsOriginator.view=Profile
all.curriculum.holdsOriginator.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
all.curriculum.holdsAmountOwed.view=Profile
all.curriculum.holdsAmountOwed.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
all.curriculum.holdsAffected.view=Profile
all.curriculum.holdsAffected.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
```

```
#
# _________________Prior Education and Testing
 information__________________________________
#
#You may customize the prior education and testing information
 displayed in the application.
#Prior Education and Testing may be displayed on the Student Profile
 (Profile) page.
#This properties file uses the following formatting convention to
 configure both the page on which the information will display and
 the roles that may view the information:
#
#<institution>.priorEducationAndTesting.secondaryEducation.view=Profile
#<institution>.priorEducationAndTesting.secondaryEducation.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student, Faculty, FacultyOverride
#
#To disable the use of information, please place a # at the start of
 the <institution>.priorEducationAndTesting.secondaryEducation.view
 line.

all.priorEducationAndTesting.secondaryEducation.display.view=Profile
all.priorEducationAndTesting.secondaryEducation.display.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.priorEducationAndTesting.postSecondaryEducation.display.view=Profile
all.priorEducationAndTesting.postSecondaryEducation.display.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.priorEducationAndTesting.testScores.display.view=Profile
all.priorEducationAndTesting.testScores.display.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student

all.priorEducationAndTesting.secondaryEducation.schoolName.view=Profile
all.priorEducationAndTesting.secondaryEducation.schoolName.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.priorEducationAndTesting.secondaryEducation.graduationDate.view=Profile
all.priorEducationAndTesting.secondaryEducation.graduationDate.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.priorEducationAndTesting.secondaryEducation.location.view=Profile
all.priorEducationAndTesting.secondaryEducation.location.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.priorEducationAndTesting.secondaryEducation.gpa.view=Profile
all.priorEducationAndTesting.secondaryEducation.gpa.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student

all.priorEducationAndTesting.postSecondaryEducation.schoolName.view=Profile
all.priorEducationAndTesting.postSecondaryEducation.schoolName.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.priorEducationAndTesting.postSecondaryEducation.degree.view=Profile
all.priorEducationAndTesting.postSecondaryEducation.degree.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.priorEducationAndTesting.postSecondaryEducation.attendedDates.view=Profile
all.priorEducationAndTesting.postSecondaryEducation.attendedDates.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.priorEducationAndTesting.postSecondaryEducation.transferHours.view=Profile
all.priorEducationAndTesting.postSecondaryEducation.transferHours.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.priorEducationAndTesting.postSecondaryEducation.gpa.view=Profile
all.priorEducationAndTesting.postSecondaryEducation.gpa.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
```

```
all.priorEducationAndTesting.testScores.description.view=Profile
all.priorEducationAndTesting.testScores.description.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.priorEducationAndTesting.testScores.score.view=Profile
all.priorEducationAndTesting.testScores.score.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.priorEducationAndTesting.testScores.date.view=Profile
all.priorEducationAndTesting.testScores.date.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student
all.priorEducationAndTesting.testScores.source.view=Profile
all.priorEducationAndTesting.testScores.source.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student



# _________________Additional
 Links______________________________________________
#
# This section is used to configure Additional Links for both
 students and advisors.
# To disable the display of an individual element, please place a #
 at the start of that individual element's .view line.
# Each additional link includes the following information, each as
 part of their own property:
#     roles = The roles that will be able to see the link on the
 page.
#     description = This is what the link will be called in the user
 interface. Use this or
#     descriptioncode = This is what the link will be called in the
 user interface, but it will be a code that is found
#         in messages.properties
#     url = This is the URL. It can make use of the following
 special parameters, and any other parameter found
#           in the application configuration file or
 banner_configuration.groovy:
#         id - The id of the person logged in.
#         studentId - The id of the person the page is being
 rendered for.
#         role - The role of the person logged in.
#         profileTerm - The term the profile page is loaded for.
# It important to note that if you are using a URL with an =, you
 need to escape the = with a \, so \=
#
# Each additional link is given a sequence number. The system will
 start at 0 and process the links until it encounters a
# sequence number which does not have a property. If you comment out
 a section be sure to adjust the sequence numbers
# so they are consecutive. Do not skip a number and the first
 sequence must start with 0.
#
# For MEP institutions, the additional links section does not
 support an all institution. If you are making use of MEP,
# then you will need a set of links for each institution. Each set
 of links will start at sequence number 0.
#
# _________________Degree
 Evaluation_______________________________________________
```

```
# The Degree Evaluation link can be turned on or off here. Unlike
 the other links in the additional links section, the Degree
# Evaluation link URL is not configurable.  The Degree Evaluation
 URL will be determined depending on if your
# institution is using CAPP or Degree Works per the GTVSDAX setting
 for the Internal Code = PREREQCHK.
# If your institution is using Degree Works, refer to the
 Integration with Ellucian Degree Works in the
# Banner Student Self-Service Installation Guide to configure the
 URL.
# The description of the link can only be changed by modifying the
 messages.properties file.
# Degree Evaluation is always displayed before the more configurable
 additional links.
all.navigation.degreeEvaluation.view=Profile
all.navigation.degreeEvaluation.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student

#
# _________________Banner 8.x
 Link_______________________________________________
# These links are designed to link directly into Banner 8. They make
 use of the banner8.SS.url, which is configured in
# either the application's configuration file, or the
 banner_configuration.groovy file. All of the link descriptions are
# taken from messages.properties and are localized. Notice that many
 of the links are duplicated for advisors and students.
# They make use of the same description but have different roles and
 URLs.
#<institution>.navigation.additionallinks.xx.roles=Advisor,
 AdvisorOverride, FacultyAdvisor, Student, Faculty, FacultyOverride
# Banner 8 links should include the additional line:
#<institution>.navigation.additionallinks.xx.type=Banner8
# This will provide them with special treatment for SSO into the
 Banner 8 system.
all.navigation.additionallinks.0.roles=Advisor, AdvisorOverride,
 FacultyAdvisor
all.navigation.additionallinks.0.descriptioncode=student.profile.menu.academicTran
all.navigation.additionallinks.0.url=
${banner8.SS.url}bwlkftrn.P_FacDispTran
all.navigation.additionallinks.0.type=Banner8
all.navigation.additionallinks.1.roles=Student
all.navigation.additionallinks.1.descriptioncode=student.profile.menu.academicTran
all.navigation.additionallinks.1.url=
${banner8.SS.url}bwskotrn.P_ViewTermTran
all.navigation.additionallinks.1.type=Banner8

all.navigation.additionallinks.2.roles=Advisor, AdvisorOverride,
 FacultyAdvisor
all.navigation.additionallinks.2.descriptioncode=student.profile.menu.registration
all.navigation.additionallinks.2.url=
${banner8.SS.url}bwlkfrad.P_FacAddDropCrse
all.navigation.additionallinks.2.type=Banner8
all.navigation.additionallinks.3.roles=Student
all.navigation.additionallinks.3.descriptioncode=student.profile.menu.registration
all.navigation.additionallinks.3.url=
${banner8.SS.url}bwskfreg.P_AltPin
all.navigation.additionallinks.3.type=Banner8
```

```
all.navigation.additionallinks.4.roles=Advisor, AdvisorOverride,
 FacultyAdvisor
all.navigation.additionallinks.4.descriptioncode=student.profile.menu.studentSched
all.navigation.additionallinks.4.url=
${banner8.SS.url}bwlkcrse.P_FacStuSchd
all.navigation.additionallinks.4.type=Banner8
all.navigation.additionallinks.5.roles=Student
all.navigation.additionallinks.5.descriptioncode=student.profile.menu.studentSched
all.navigation.additionallinks.5.url=
${banner8.SS.url}bwskcrse.P_CrseSchdDetl
all.navigation.additionallinks.5.type=Banner8

all.navigation.additionallinks.6.roles=Advisor, AdvisorOverride,
 FacultyAdvisor
all.navigation.additionallinks.6.descriptioncode=student.profile.menu.registration
all.navigation.additionallinks.6.url=
${banner8.SS.url}bwlkfrov.P_FacRegOvr
all.navigation.additionallinks.6.type=Banner8

all.navigation.additionallinks.7.roles=Advisor, AdvisorOverride,
 FacultyAdvisor
all.navigation.additionallinks.7.descriptioncode=student.profile.menu.applicationT
all.navigation.additionallinks.7.url=
${banner8.SS.url}bwlkgrad.p_view_gradapp
all.navigation.additionallinks.7.type=Banner8
all.navigation.additionallinks.8.roles=Student
all.navigation.additionallinks.8.descriptioncode=student.profile.menu.vewApplicati
all.navigation.additionallinks.8.url=
${banner8.SS.url}bwskgrad.p_view_gradapp
all.navigation.additionallinks.8.type=Banner8

all.navigation.additionallinks.9.roles=Advisor, AdvisorOverride,
 FacultyAdvisor
all.navigation.additionallinks.9.descriptioncode=student.profile.menu.weekAtAGlanc
all.navigation.additionallinks.9.url=
${banner8.SS.url}bwlkfshd.P_FacStuCrseSchd
all.navigation.additionallinks.9.type=Banner8
all.navigation.additionallinks.10.roles=Student
all.navigation.additionallinks.10.descriptioncode=student.profile.menu.weekAtAGlan
all.navigation.additionallinks.10.url=
${banner8.SS.url}bwskfshd.P_CrseSchd
all.navigation.additionallinks.10.type=Banner8

# If you enable these, ensure the sequence numbers are correct.
#all.navigation.additionallinks.xx.roles=Advisor, AdvisorOverride,
 FacultyAdvisor
#all.navigation.additionallinks.xx.descriptioncode=student.profile.menu.scheduleBy
#all.navigation.additionallinks.xx.url=
${banner8.SS.url}bwlkfstu.P_FacStuSchd_Scp
#all.navigation.additionallinks.xx.type=Banner8
#all.navigation.additionallinks.xx.roles=Student
#all.navigation.additionallinks.xx.descriptioncode=student.profile.menu.scheduleBy
#all.navigation.additionallinks.xx.url=
${banner8.SS.url}bwskcrse.P_CrseSchd_Scp
#all.navigation.additionallinks.xx.type=Banner8

#all.navigation.additionallinks.xx.roles=Advisor, AdvisorOverride,
 FacultyAdvisor
#all.navigation.additionallinks.xx.descriptioncode=student.profile.menu.advisorSec
```

```
#all.navigation.additionallinks.xx.url=
${banner8.SS.url}bwlksecr.P_FacAdvrSecurity
#all.navigation.additionallinks.xx.type=Banner8

# _________________Banner 9
 Links______________________________________________
# These links connect to other Banner 9 products or pages. You can
 directly link to these products without going through the
# banner8.SS.url.

# Note: For Registration and Planning, you will need to enter the
 URL below. If you are not making use of Registration
# and Planning, you may comment out this section.
all.navigation.additionallinks.11.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
all.navigation.additionallinks.11.descriptioncode=student.profile.menu.registratio
all.navigation.additionallinks.11.url=<Fully Qualified path to
 registration and planning.>

# This is the link to the View Grades page. If you are not making
 use of the View Grades link, you may comment out this section.
# For View Grades, you will need to enter the URL below.
# Example URL: http://myschool.edu/StudentSelfService/ssb/
studentGrades?bannerId\=${studentId}&termCode\=${profileTerm}
all.navigation.additionallinks.12.roles=Student, Advisor,
 FacultyAdvisor, AdvisorOverride
all.navigation.additionallinks.12.descriptioncode=student.profile.menu.viewGrades
all.navigation.additionallinks.12.url=<Fully Qualified path to View
 Grades>

# This is how to configure links to the General Self Service pages
 delivered with GeneralSsb beginning with release 9.1. If you have
 GeneralSsb 9.1,
# you may enable links to the My Profile or Personal Information
 pages from the Student Profile page for the role = Student.
# For the My Profile page, you will need to enter the URL below and
 set the correct sequence.
#   Example URL: http://myschool.edu/BannerGeneralSsb/ssb/general#/
home
# For the Personal Information page, you will need to enter the URL
 below and set the correct sequence.
#   Example URL: http://myschool.edu/BannerGeneralSsb/ssb/
personalInformation#/personalInformationMain

#all.navigation.additionallinks.xx.roles=Student
#all.navigation.additionallinks.xx.description=My Personal
 Information
#all.navigation.additionallinks.xx.url=<Fully Qualified path to
 GeneralSsb page>

# _________________Other External
 Links______________________________________________
#
# You may configure other additional links. An example is provided
 that makes use of the special system properties defined above.

# all.navigation.additionallinks.xx.roles=Advisor, AdvisorOverride,
 FacultyAdvisor, Student
# all.navigation.additionallinks.xx.description=My School Webpage
```

```
# all.navigation.additionallinks.xx.url=http://myschool.edu/student?
person\=${id}&for\=${studentId}&term\=${profileTerm}

# Note if your institution is using the Other External Links option
 for linking to Degree Works instead of the Degree Evaluation link
 provided.
# Be aware of the following URL configurations
# Format for Degree Works versions before 4.1.6:
#     all.navigation.additionallinks.xx.url=http://
<degreeworks.school.edu>/IRISLink.cgi?CAS\=ENABLED&SERVICE
\=LOGON&SCRIPT\=SD2WORKS&PORTALSTUID\=${studentId}
# Format for Degree Works 4.1.6 forward:
#    all.navigation.additionallinks.xx.url=https://
<degreeworks.school.edu>/416_upd_Dashboard/dashboard?SCRIPT
\=SD2WORKS&PORTALSTUID\=${studentId}
```

Appendix B – Markdown language

You can use Markdown language to format the Info Text for Attendance Tracking. Here are some examples of Markdown language commands and the formatting results.

Headers

Here are examples of heading levels.

Markdown Input	Output
`# Level 1 Header (H1)`	`Level 1 Header (H1)`
`## Level 2 Header (H2)`	`Level 2 Header (H2)`
`##### Level 5 Header (H5)`	`Level 5 Header (H5)`

Paragraphs

Here are examples of separating text into paragraphs and adding link breaks.

Markdown Input	Output

`One or more consecutive lines of text separated by one or more blank lines.`
 	
`This is another paragraph.`
	`One or more consecutive lines of text separated by one or more blank lines. This is another paragraph.`

To create a line break, end a line in a paragraph with two or more spaces.	

`I am a sentence with`
 	
`a line break.`
	`I am a sentence with`
	
	`a line break.`

Lists

Here are examples of unordered and ordered lists.

Markdown Input	Output
For unordered lists, use asterisks (*), plus signs (+), or dashes (-).	

Markdown Input	**Output**

`* Red`
`* Green`
`* Blue`
	• Red
	• Green
	• Blue

`+ Red`
`+ Green`
`+ Blue`
	• Red
	• Green
	• Blue

`- Red - Green - Blue`	• Red • Green • Blue
For ordered lists, use numbers.	

`1. Bird`
`2. MacHale`
`3. Parish`
	1. Bird
	2. MacHale
	3. Parish

Emphasis

Here are examples of using italics and bold for emphasis.

Markdown Input	**Output**
Italic (em tag)	
`I am *emphasized*`	I am *emphasized*
`I am _emphasized_`	I am *emphasized*
Bold (strong tag)	
`I am **bold**`	I am **bold**
`I am __bold__`	I am **bold**

Links

Here are examples of inline, reference, and automatic links.

The reference method has two parts, the link definition and the actual link. The link definition can be placed anywhere on the page, and it will not be displayed on the page itself.

Markdown Input	Output
Inline method	
This is [an example] (http://example.com/ “Optional Title”) inline link.	`This is an example inline link.`
Reference method	
Link definition [id]: http://example.com/ “Optional Title Here”	`This is an example reference-method link.`
Link `This is [an example] [id] reference-method link.`	

Note: If you do not define the link as `[an example]`, then use the link name instead of the ID for the link definition, such as [an example]: http://example.com/ “Optional Title Here”.

Automatic method	
`<http://example.com/>`	http://example.com
<mailto:address@example.com></code>	mailto:address@example.com

Tables

Here is the Markdown input for a sample formatted table.

```
| First Header  | Second Header  |
| ------------- | -------------- |
| Row1 Cell1    | Row1 Cell2     |
| Row2 Cell1    | Row2 Cell2     |
```

Here is the output for that sample formatted table.

First Header	Second Header
Row1 Cell1	Row1 Cell2
Row2 Cell1	Row2 Cell2

Image call

Here is an example of calling an image for display.

Markdown Input	Output
`![Alt text](/files/expand_arrow.JPG “Image call example”)`	Image call example

Literal characters

The characters in the following list may have special meanings in Markdown language. You can prevent Markdown language from interpreting them by placing a backslash (\) in front of them.

<table>
<tr><th>Character</th><th>Description</th></tr>
<tr><td>\</td><td>backslash</td></tr>
<tr><td>`</td><td>backtick</td></tr>
<tr><td>*</td><td>asterisk</td></tr>
<tr><td>_</td><td>underscore</td></tr>
<tr><td>{}</td><td>curly braces</td></tr>
<tr><td>[]</td><td>square brackets</td></tr>
<tr><td>()</td><td>parentheses</td></tr>
<tr><td>#</td><td>hash mark</td></tr>
<tr><td>+</td><td>plus sign</td></tr>
<tr><td>-</td><td>minus sign or hyphen</td></tr>
<tr><td>.</td><td>dot</td></tr>
<tr><td>!</td><td>exclamation mark</td></tr>
<tr><td>:</td><td>colon</td></tr>
<tr><td>|</td><td>pipe</td></tr>
</table>

<table>
<tr><th>Markdown Input</th><th>Output</th></tr>
<tr><td>\\</td><td>\</td></tr>
<tr><td>\`</td><td>`</td></tr>
<tr><td>*</td><td>*</td></tr>
<tr><td>_</td><td>_</td></tr>
<tr><td>\{\}</td><td>{}</td></tr>
<tr><td>\[\]</td><td>[]</td></tr>
<tr><td>\(\)</td><td>()</td></tr>
<tr><td>\#</td><td>#</td></tr>
<tr><td>\+</td><td>+</td></tr>
<tr><td>\-</td><td>-</td></tr>
<tr><td>\.</td><td>.</td></tr>
<tr><td>\!</td><td>!</td></tr>
<tr><td>\:</td><td>:</td></tr>
<tr><td>\|</td><td>|</td></tr>
</table>