How to remove an advisement requirement in Internet Native Banner (INB)

After you have advised student
Go to: SPAAPIN (Alternate Personal Identification Number) in Internet Native Banner (http://banner:9090)

- Enter term – use drop down menu or use information below to type in term code
  - Term codes – explanation of term codes
    - 201010 = spring 2010 (spring semester beings in 1st month or January)
    - 201050 = summer 2010 (summer begins in 5th month or May)
    - 201080 = fall 2010 (fall begins in 8th month or August)
- Enter student ID or search for student id (may use old campus numbers C101888888 or E#, E0000xxxx_
- Next block into field
- Select row with ADVREQ in Alternate Pin Column
- Cursor should be in term code (should be highlighted)
- Click on Record
- Choose Remove
- Click on SAVE (blue disk icon)
- Verification Process: Rollback using roll back arrow and then next block. The ADVREQ row should be blank.

*Do not remove any other coding rows on this form – this form has additional processes.
Alternate Pin = ORIENT = student required to attend new student orientation. Have them contact Student Affairs at 423-439-4210 if they have extenuating circumstances and cannot attend. Students outside of 250 mile radius are not required to attend orientation but may have an ORIENT code. Student Affairs must remove ORIENT.

*Alternate PIN = 222222 = student has priority registration and can register on the first day of each registration period (athletes, honors, students with disability, etc.) Student may enter 222222 when prompted in GoldLink to enter Alternate PIN.