Internet Native Banner (INB)
Training for Undergraduate Advisors
(may also be helpful to other ETSU faculty and staff who need access to undergraduate student academic records)

Login Address for INB:  http://banner.etsu.edu:9090/
(INB only available on-campus)

To Request INB Access
Complete Banner Student Account Request Form:  
http://www.etsu.edu/oit/forms/default.asp

Objective: Learn how to identify and navigate some of the primary Banner Student forms that will be utilized in undergraduate academic advisement.
This handout is a quick overview of the following Banner Student INB forms.

- **SOAIDNS** – Student Search form  
  (similar to SIS screen 002)
- **SPAIDEN** - Student demographics  
  (address, gender, DOB, citizenship, ethnicity, marital status, etc.)
- **SAAADMS** – Student application information  
  (Date applied, entry term, major, residency status, letter of good standing, etc.)
- **SAADCRV** – Admissions decision
- **SGASTDN** – General student
- **SZAADEF** – Academic Deficiency Summary  
  (Includes Developmental Studies and high school deficiency requirements)
- **SOATEST** – Test Score Information  
  (ACT/SAT, GRE, Compass, Praxis, etc.)
- **SHACRSE** – Course summary (ETSU work)
- **SZATELS** – TELS student eligibility
- **SOAHHOLD** – Hold information
- **SPACMNT** – Person comment  
  (advisement documentation, substitutions, general education exceptions, block transfer evaluations, course waivers, etc.)
- **SHATRNS** – Transfer course information  
  (see Banner Self-Service transcript for easier access)
- **SOAPCOL** – Prior college (previous degrees)
- **SFASRPO** – Student registration permit override
- **SPAAPIN** – Alternate Personal Identification Number
The Family Educational Rights and Privacy Act (FERPA)

Federal law prohibits release of student information (attendance, grades, etc) to anyone other than the student. Students under 21, may waive this right (see Partners in Education page 4).

http://www.etsu.edu/reg/ferpa.htm

The Family Educational Rights and Privacy Act of 1974 (USCA 20, 1232G) prohibits the release of educational records or personally identifiable information except directory information without the written consent of the student other than to... "Other school officials including teachers within the educational institution or local educational agency, who have been determined to have legitimate educational interest..."

Advisors and other university officials have a right to access educational records if performing a task or function which constitues a legitimate educational interest. However, this information may not be released to third parties without the written consent of the student. All third party requests are to be addressed to the Office of the Registrar.

Inappropriate access is prohibited by the Family Educational Rights and Privacy Act.
Partners in Education Program

Program created by governor of Tennessee to create a partnership, fostering communication between students, their families and the university. Students under 21 years of age may sign a Partners in Education waiver form in the Office of Undergraduate Student Advisement (located in the Welcome Center, 2nd Level of D.P. Culp Center) allowing limited academic information to be released to a designee (parent, guardian, and spouse). All correspondence or requests for information will originate with the Office of Undergraduate Student Advisement. This office will contact university faculty or staff if academic information is to be released by the faculty member.

Do not release educational information when parent indicates student has signed the Partners in Education Program. The forms (given to student and parent) direct ALL inquiries to the Office of Undergraduate Student Advisement (423-439-8557 or 6940). Students may share their GoldLink pin and D2L password with parents if they like which gives parents access to mid-terms, grades, financial aid, transcripts, etc. General Banner information and terms:
Banner has replaced FRS, SIS, HRS and ADS providing a more integrated, web-based system for processing information on campus. The system was purchased on a state-wide contract and was implemented at all Tennessee Board of Regents institutions. ETSU was fully functional on Banner fall of 2008 for all systems.

Banner may be accessed in two different ways:
- **GoldLink** – aka Self Service Banner utilized by students, advisors, staff, and faculty
- **INB** – Internet Native Banner is the database where information is entered and is navigated thru the use of forms

**Helpful information and terms:**

**Term** = denoted by year and number of month term begins
Examples:
- 201010 = Spring 2010 = Academic term that begins January (1st month =1) with 0 added to end
- 201050 = Summer 2010 = First summer academic term that begins May (5th month =5) with 0 added to end
- 201080 = Fall 2010 = Academic term that begins August (8th month=8) with 0 added to end

**Time Ticketing** – process that issues a day/time for a student to register for classes Gold Link

**Alternate Pin** – process developed which allows student to register earlier than their assigned time ticketing such as students with disabilities, honors students and athletes.

**Faculty Services Tab** (in GoldLink) – contains faculty and advisor tools. Access limited to permanent employees where job duties require access to student academic records.

**Banner** “Student” replaced SIS

**PROD** – production

**Web Tailor** – program that allows some changes in GoldLink to individualize the look and feel of GoldLink for each university.

**Form** – information in INB is organized by forms. Student forms begin with S

**Form names** = 7 alpha characters

**Validation table** - list of available options for a specific drop down menu

**Query** – a {Q} after a form name indicates you only have view or query rights.
See the top line of your INB for the form in question (Example: Oracle Developer Forms Runtime – Web: Open SOAHOLD {Q}). This indicates you only have query for SOAHOLD.
You may search for students from most forms. SOAIDNS is the primary person search detail form which identifies additional information that will help identify student(s).

SOAIDNS – Person Search Detail
- Case sensitive
- Enter student’s last name (enter first name for more narrow search)
- If not sure of spelling – type as much of name as you know and then % (% is a wildcard and will include all possibilities with the information you have typed)
- Choose Query and then Execute (or use Execute Query Icon)
- Student information will display (use next block and scroll options)
  - Several name options may appear
  - Address details located in address details block
  - Curricula Summary block will also display with degree/major
SPAIDEN – General Person Identification

Student information: name, address, phone, email (use TABS)
SAAADMS – Admissions Application
Application status and application decision

Application status codes are also listed in validation table (see overlay on form below). If you have query only on a form you may not have access to drop down arrow boxes.

To determine if in query mode – see Oracle Developer Forms Runtime note on top of form. If query it will indicate name of form and (Q). Example: SAAADMS (Q).

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Complete ready for review</td>
</tr>
<tr>
<td>D</td>
<td>Decision made</td>
</tr>
<tr>
<td>F</td>
<td>Referred</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete items outstanding</td>
</tr>
<tr>
<td>P</td>
<td>Pending</td>
</tr>
<tr>
<td>D</td>
<td>Denied</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
</tr>
</tbody>
</table>
SAAADMS – Student Application Information

Term driven, checklist, application status, application decision, etc.
SAAADMS - continued

Curriculum (TAB) includes catalog year and program of study
SAADCRV – Admissions Decision

Decision Summary:
- Entry Term: 2008 Fall
- Decision: Conditional Acceptance
- Admission Type: PR First-time Freshman
- Residence: Out of State

Priority Program Level College Campus Catalog Term Degree
1 ILDEC UG 331 200801 MAJOR Code

Decision Data:
- Decision Code: X Conditional Acceptance
- Institution Acceptance: Yes
- Applicant Acceptance: Yes
- Institution Rejection: No
- Inactive Application: No
- Maintained by: SYS
- Decision Date: 30-NOV-2007
- User ID: 300800

Application decision code: press LIST for valid codes:
- Decision Code: X Conditional Acceptance
- Applicant Acceptance: Yes
- Institution Acceptance: Yes
- Institution Rejection: No

Revision Date: August 2010

East Tennessee State University
Undergraduate Student Advisement
http://www.etsu.edu/advisement
(423)439-8537
Revision Date: August 2010
SGASTDN – General Student Record

Check: Student status = Active
Student must be active to register for classes.
See validation table for other status codes (use drop down arrows when available)

Note: Red arrow indicates the validation table (STVSTST). This form will give a larger view of code and description.
## STVSTST - Validation Table for Student Status Codes

<table>
<thead>
<tr>
<th>Status Code</th>
<th>Description</th>
<th>Allow Registration</th>
<th>System Required</th>
<th>Curriculum Status</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS</td>
<td>Active</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>24-JAN-1995</td>
</tr>
<tr>
<td>DI</td>
<td>Dismissed from College</td>
<td></td>
<td></td>
<td></td>
<td>26-JUN-2007</td>
</tr>
<tr>
<td>GR</td>
<td>Graduated</td>
<td></td>
<td></td>
<td></td>
<td>26-JUL-2007</td>
</tr>
<tr>
<td>IN</td>
<td>Inactive</td>
<td></td>
<td></td>
<td></td>
<td>24-JAN-1995</td>
</tr>
<tr>
<td>LA</td>
<td>Leave of Absence</td>
<td></td>
<td></td>
<td></td>
<td>26-JUN-2007</td>
</tr>
<tr>
<td>WD</td>
<td>Withdrew from College</td>
<td></td>
<td></td>
<td></td>
<td>26-JUN-2007</td>
</tr>
</tbody>
</table>

**Legend:**
- ✓: Yes
- No: No
SGASTDN (continued)

Graduation Status: Choose Academic and Graduation Status, Dual Degree TAB
SZADEF – Academic Deficiency Summary
This form indicates the student’s academic deficiencies. A student may be deficient in required high school courses or need developmental studies courses. Advising Summary in GoldLink is easier to use and review high school deficiencies, developmental studies requirements, etc.

1. **High school deficiencies**: The completion of certain high school units as an admission requirement for Tennessee Board of Regents (TBR) universities began in the Fall of 1989. Students will be required to take the necessary courses for meeting their high school unit deficiencies prior to reaching junior standing (60 credit hours earned). For further questions and for registration hold clearing please contact: 439-7097

For more information regarding high school unit deficiencies please review the High School Deficiency Brochure at: [http://www.etsu.edu/reg/registration/highschoolunitdeficiencies.aspx](http://www.etsu.edu/reg/registration/highschoolunitdeficiencies.aspx)

2. **Developmental Studies Program placement** – students who have ACT subscores < 19 (or comparable SAT subscores) in writing, reading and/or math are required to complete developmental studies courses before beginning college level courses. If a student is required to take Developmental reading or writing courses (as noted on SZADEF), please contact the University Advisement Center (UAC) located in the ARC at 423-439-5244. UAC should be advising these students because of testing and assessment procedures. If a student has just math requirements the major advisor will advise the student.

   a. Adult students without ACT/SAT scores are required to take a Compass assessment test in Reading, Writing and Math to determine college-level placement.

   b. Transfer students who have not completed college level English and Math courses will be required to take a Compass assessment in that area. Registration error messages in GoldLink indicating Pre-Req or Test Score error can mean: 1.) student does not have prerequisite for course OR 2.) that student has not completed Developmental Studies courses required for this course or 3.) transfer student needs to take Compass assessment to determine placement. **PLEASE BE CAREFUL WHEN GIVING PERMITS – PERMITS WILL ALSO OVERRIDE DEVELOPMENTAL STUDIES REQUIREMENTS. Please contact the University Advisement Center at 423-439-5244 if in doubt.**
SOATEST – Test score information
ACT/SAT, GRE, Compass, Developmental Studies Placement, Toefl, Exit Exam, Major Field tests, etc.

Test Score Codes for Developmental Studies – Banner calculates “Best Score” for DSP Placement for students with multiple ACT or SAT scores. Similar to DSPP line on screen 136 in SIS. The Best ACT Score selects the best score from multiple ACT tests and places students accordingly. SOATEST indicates initial placement. Please see SZAADF for actual requirements.

Developmental test scores = 4 indicates student is college-level with no DSP requirements. The other codes indicate the following requirements.

Developmental Studies Writing
1 = DSPW0700 (not available at ETSU)
2 = DSPW0800

Developmental Studies Reading
1 = DSPR0700 (not available at ETSU)
2 = DSPR0800

Developmental Studies Math
1 = DSPM0700 Basic Arithmetic
2 = DSPM0800 Elementary Algebra
3 = DSPM0850 Intermediate Algebra

DSP Study Skills (ETSU - Learning Strategies)
1 = DSPS0800 (required)
2 = NOT required

(Test score will indicate lowest level. If DSP Math = 1 student is required to take DSPM0700, 800 and 850.)

If SOATEST does not have a test score for Developmental Studies Math, Reading and Writing --- please contact the University Advisement Center at 439-5244.
SHACRSE – Course Summary

Summary of ETSU courses taken by student. Leave term blank to include all semesters or request semester by semester. Can query form using subject, term, level, etc. May assist advisors in checking or completing Major/Minor sheets.

[Image of SHACRSE Course Summary form]

East Tennessee State University
Undergraduate Student Advisement
http://www.etsu.edu/advisement
(423)439-8537
Revision Date: August 2010
SZATELS – Lottery Scholarship TELS Student Eligibility Form
(have student contact financial aid or Scholarship Office for more information)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Value</th>
<th>Description</th>
<th>S/N</th>
<th>User</th>
<th>Activity Date</th>
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</table>

Identification Numbers; press LIST for valid numbers.
SOAHOOLD - Placing a hold in Banner INB

Students can view holds on Gold Link. Not all departments have authority to issue holds. Note: A {Q} after SOAHOOLD (very top line of form) indicates query or view only.

- Next block into Hold Details
- Click on drop down menu
- Choose type hold (security will limit your options)
- Select type hold from list
- Choose OK
- Enter Reason if applicable
- **DO NOT USE RELEASE INDICATOR**
- Once you save your hold – your username will appear in the box next to the release indicator
- Enter “from” date (if different than today’s day which is auto populated)
- Enter “to” date (if different than end-of-time date which is auto populated 31-Dec-2099
- Origination code: pending – may be your area/department
- SAVE
- Verify hold
- Rollback using (see arrow)
- Next block
- Verify hold
To END hold:
- Next block into Hold Details
- Change “To” date to today’s date
- Save changes
- Rollback, next block and check changes

Note: in Banner INB, to insert today’s date type in T and hit enter (should auto populate today’s date)

To DELETE hold record:
- Next block into Hold Details
- Click on Hold Type (of hold you want to delete)
- Select Record
- Record Remove
- Enter
- Save
- Rollback, next block and check changes
SPACMNT – Person Comments
Course substitutions, block transfer analysis results, advisement documentation, etc. may be entered here. Viewable to all who have INB access.

To enter comment or advisement documentation.
If there is already a comment – select record and select insert record.

- Select comment type from drop down menu
- Select originator (may be left blank)
- Select contact (may be left blank)
- Checking confidentiality box emphasizes that comment may be sensitive – **there are no** private comments in Banner
- Click in comments box and type.
- Select SAVE icon
- Your username will be inserted in the Last updated by (system maintained)
SHATRNS – Transfer coursework

*ALWAYS view transcripts on GoldLink. Use academic transcript for unofficial transcript or transfer evaluation (for more detailed transfer course information – when needed for substitutions).

If you use SHATRNS you will select transfer institution number with drop down arrow and then select attendance period number. If student has transfer work from multiple institutions, you will have to select each one separately. Remember to use next block. Each course is listed one page at a time. I strongly recommend using GoldLink for transcripts and transfer evaluations.
SOAPCOL – Prior college (previous degrees)

Student may have multiple degrees. You may need to use the scroll bar to see additional information. Prior college: transcript reviewed date may be helpful information. Degree details – a degree date indicates that the degree is complete/official.
SFASRPO – Student registration permit override
How to Enter a Permit in Banner. Not everyone has authority to issue permits. Only issue permits for your department. Issuing permits outside of your department will result in disciplinary action.

1. Go to SFASRPO
2. Enter Student ID
3. Enter Term
4. Click Drop Down Menu
5. Choose Approval (Instructor/Dean/Dept/Approval) – (Approval should over ride pre-reqs etc., use other codes for record purposes or to override time conflicts etc.)
6. Enter CRN, or Subject and Course Number (section)
7. Click Save

** If you need to issue more than 4 permits – select record insert and an additional row will be inserted for your use.

![SFASRPO Form](image-url)
SPAAPIN –
Beginning Fall 2010 – Advisement Holds and Orientation Holds will be on SOAHOST. Watch for details via email in October 2010.

After you have advised student
- Go to: SPAAPIN
- Enter term — use drop-down menu or use information below to type in term code
  - Term codes — explanation of term codes, use drop-down menu or type in term
    - 201010 = spring 2010 (spring semester begins in 1st month or January)
    - 201050 = summer 2010 (summer begins in 5th month or May)
    - 201080 = fall 2009 (fall begins in 8th month or August)
- Enter student ID or search for student
- 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 rollback arrow and then next block. The ADVREQ row should be blank.

*** Do not remove any other coding 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.

Alternate PIN = 222222 = student has priority registration and can register on the first day of each registration period (athletes, honors, students with disability, etc.)