BANNER FORMS

Registrar’s Office
Logging on Banner

Click on the BANNER production icon on computer desktop

When logon block appears

1. Type in USER ID
2. TAB to password field – type in password
3. TAB to database field and type in *muis_db*
4. Click on connect button

Changing BANNER password

BANNER passwords do not automatically expire. It is your responsibility to protect the security access your password provides by changing it periodically.

**Password format:**
* can be 3-30 characters in length
* can be alpha-numeric, but first character must be alpha
* is not case sensitive
* cannot include punctuation marks, symbols or a space

**To change password:**
* Type GUAPSWD in *direct access* box
* Type current password in *Oracle Password* field
* Type new password in *New Oracle Password* field
* TAB re-type new password in *Verify Password* field
* Click on *Save* button
* Click on *OK* when confirmation message – Password has been changed, reconnecting – appears on screen
Type in the Student’s ID. To view all the information on the student, leave the term blank and control-page-down or next block function. The curriculum summary will be shown below for primary degree information and secondary major, if the slide bar is highlighted in the curriculum box.
Additional Student Information (SGASADD)

- Type in Student ID
- Enter term code
- Next block or control-page-down function
- View cohort code
- Next block or control-page-down function
- View student attribute(s) – including Special Admission types, Partnership Student, International Status, Exchange Agreement Students, etc.
Person Search Form (SOAIDEN)

• TAB to Last Name Field, type in last name (case sensitive or click on NO to case sensitive query)
• If not certain of spelling type in letters you know followed by %
• TAB to First Name field and use same procedure
• Click on search button
• Select name by placing cursor in field & click on select button
• Click on Rollback to do another search
• Click on Exit twice to leave form
Type in the term and student ID, control-page-down to view schedule.
Type in the students’ ID or do a name search by clicking on the flashlight to the right.

Next block or control-page-down will show you the student’s name.

Click on the Address tab to view the address. If there is more than 1 address (local and mailing) the scroll bar to the right will be highlighted, and you can click on it to view each address.

If the address is no longer valid the inactive box will be checked.
High School Information (SOAHSCH)

- Type in student ID
- Next block or control-page-down function
- View high school information
Prior College Information (SOAPCOL)

- Type in Student ID
- Next Block or control-page-down function
- View prior college information.
Term History Form (SHATERM)

Type in the students ID and level
U=undergrad
G= graduate

Leave the start term blank
Next block or control-page-down

View attempted hours, earned hours and GPA
Control-page-down to view each term

To view term by term, use the arrow down key
**Course Summary (SHACRSE)**

- Type in Student ID
- Leave term blank to view all courses in chronological order – most recent first
- If term is typed in view course only for that term
- Next block or control-page-down function

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<tr>
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<th>Part of Term</th>
<th>Campus</th>
<th>Level</th>
<th>CRN</th>
<th>Subject</th>
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</table>
Subject Sequence History (SHASUBJ)

A two page form. View student’s cumulative totals on page 1; subject-by-subject totals along with associated courses and grades (MU & transfer) on a split screen on page 2.

* Type in Student ID and level (U or G)
* Type in Subject code for first entry on page 2 or leave blank for all subjects in alpha order
* Next block or control-page-down function
* View cumulative summary
* Next block or control-page-down function
* View subject-by-subject details in alpha order
Degree Summary (SHADGMQ)

A summary of the status(es) of MU degree is available on this form as follows:

SO – Sought degree record is created when graded term is rolled to academic history

PN – Pending degree record is created when student is an applicant for graduation

AW – Awarded degree is created when a degree is conferred

Access information by:
* Type in Student ID
* Next block or control-page-down function
* May need to roll back and delete “term” to see all sequence numbers
To view more information select Option (drop-down):
- Enrollment
- Meeting Times
- Instructor
- Course Restrictions
- Course Prerequisites

VR/Web available – if a checkmark appears this course can be registered by MAX web or phone

Written permission – Special Approval will have a “W”
Class Restriction Form

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<th>Department Restrictions</th>
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<tbody>
<tr>
<td>Include</td>
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<thead>
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<th>Description</th>
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<table>
<thead>
<tr>
<th>Field of Study Restrictions</th>
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<tbody>
<tr>
<td>Include</td>
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<table>
<thead>
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<th>Code</th>
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<td>BIOL</td>
<td>Biology</td>
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<td>BIAD</td>
<td>Business Administration</td>
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<tr>
<td>CHEM</td>
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Use Next block or control-page-down to scroll through restrictions

College Restriction – MU does not use
Class Restriction – FR, SO, JR and SR
Degree Restriction – BA, BS, BSE etc.
Department Restrictions – SOAN, BUAD, BIOL etc.
Field of Study Restrictions – Majors (BUAD, etc.), Minors (GBUS, etc.) and Concentrations (FIN, etc.)
Level Restriction – U = undergrad and G = graduate
Program Restriction – MU does not use
Campus Restriction – MU does not use

**NOTE:** major restrictions only apply to a Student’s first major.
Prerequisite & Test Score Form - SSAPREQ

Example of prerequisites & test scores:
DTN 100 = ACE or part-time students
MPT 160 = Ok to take Math 160
BPE 100 = passed BIOL 100 placement
ENG 110 = passed ENGL 110 placement
To view the class list:
1. Type in Term and CRN
2. Click on next block or use the control-page-down option.

If the scroll bar is highlighted, use the down arrow key to view all the students in the class
1. Type in term, subject and course number
2. Press the F8 key

![Schedule Query Form](image)

- Total students enrolled
Faculty Schedule Query (SIAASGQ)

* Enter Term code & Faculty ID – or click on ID button if ID is not known

* Click on ID will take you to SIAIQRY – Faculty/Advisor Query form:
  * Click on Faculty check box
  * Next block or control-page-down function
  * TAB to Dept column & type in department code
  * Click on search button
  * Highlight faculty you want & click on select button (returns to SIAASGQ)

* Next block or control-page-down function

* Use scroll bar to see time (military) & location of class

* Click on Rollback & click on ID to view another faculty schedule

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<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
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<th>End Date</th>
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<td>☑</td>
<td>1600</td>
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</tbody>
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ID and NAME
Building/Room Schedule Query (SSAMATX)

You can view a building/room/course scheduling for a given term/time. Note/Warning: This query does not show any events or blended course meeting times.

Click on **Term** button & type in **Term Code**

Type in search variables

- Building code
- Room number
- Subject
- Time
- Days of week
- Course number

Click on **Search** button

Use scroll bar to view results

Type in different search variable for another search

Click on **Exit** to leave form