Banner Degree Evaluation Queries

Banner Module: Student
Last revised: April 22, 2010

myHelp
How-To Demos, Docs and Guides
for WSU Faculty and Staff
## Table of Contents

A. Get Connected ..................................................................................................... 3  
B. My Banner Personal Menu ................................................................................... 4  
  View Completed Training ........................................................................... 4  
  Exercise: Adding Options to My Banner ................................................... 5  
  Navigating My Banner ........................................................................... 6  
  WSU Curriculum, Advising + Program Planning ("WSUCAPP") .................. 7  
C. Using Banner Queries .......................................................................................... 8  
  Navigation Tips .......................................................................................... 8  
  Wildcards ................................................................................................... 9  
  Query Commands ...................................................................................... 9  
  Date Searches ......................................................................................... 10  
  Number Searches .................................................................................... 11  
  Auto Hint and Status Line ........................................................................ 11  
D. Name Search Forms .......................................................................................... 12  
  Name Columns (SOAIDEN/POIIDEN) ..................................................... 13  
  Indicator Column (SOAIDEN/POIIDEN) ................................................... 13  
  Type ......................................................................................................... 14  
  Multiple Person Records .......................................................................... 14  
  Exercise: ID Search Using Wildcards ...................................................... 15  
  Exercise: Name Search Using Wildcards ................................................ 16  
  Exercise: Multiple Columns Search – ID and Name ................................ 16  
  Exercise: Query Returns No Results ....................................................... 17  
E. Detail Person Search (SOAIDNS) ...................................................................... 18  
  Person Search Detail Form (SOAIDNS) .................................................. 19  
  Address Details, Telephone Block ........................................................... 19  
  Multiple Learner Records ......................................................................... 20  
  Multiple Curricula ..................................................................................... 21  
  Registration Terms Block ......................................................................... 21  
  Exercise: Accessing SOAIDNS ................................................................ 22  
  Exercise: Navigating SOAIDNS ............................................................... 24  
  Running another Query ............................................................................ 25  
  Exercise: SOAIDNS and Copying IDs ..................................................... 26  
F. CAPP Inquiry Options ......................................................................................... 28  
  Exercise: How to Find a Student’s Program and Major Code .................. 28  
  Exercise: Find Attributes for Institutional Work ........................................ 29  
  Exercise: Find Attributes for Transfer Work ............................................. 32  
  Exercise: Using the SOACURR Form........................................................ 35
### Get Connected

<table>
<thead>
<tr>
<th><strong>Faculty/Staff Cube</strong></th>
<th>Searchable knowledgebase to view how to demos, docs and guides.</th>
<th><strong>Look for this icon in myWSU:</strong></th>
</tr>
</thead>
</table>

| **Applications Training** | Training and Support | **Assists faculty and staff with myWSU, Banner, Self Service and Reporting Services** | **5800** | **training@wichita.edu** |

| **Help Desk** | Passwords, hardware and software support for students, faculty and staff | **HELP** | **(4357)** | **helpdesk@wichita.edu** |
GUAPMNU

*My Banner (GUAPMNU)* is used to create and organize (update) your personal *My Banner* menu. Both frequently and infrequently used Banner options can be added for easy access.

Training and Security

WSU folders are based on an individual’s completed training sessions and Banner security. Training is required to gain access to Banner options.

In Banner training sessions, attendees typically add WSU folders to their *My Banner*. Most common *WSU folders include:

- **WSUREQ** WSU Requisitions
- **WSUGRANT** WSU Grant Inquiry
- **WSUHR** WSU Human Resources
- **WSUSTUADM** WSU Student and Admissions Inquiry
- **WSUPERMHOL** D WSU Permissions and Holds
- **WSUSB** WSU Schedule Builders
- **WSUCAPP** WSU Curriculum, Advising and Program Planning
- **WSUALUMINQ** WSU Alumni Inquiry

**Tips**

- Options are displayed on *My Banner* in the same order they are entered in the *Object* box.

- Forms can be entered more than once to the *Object* list.

**View Completed Training**

Training / Workshop Registration, Schedule

Not sure which training sessions you completed?

- Logon to *mywsu.wichita.edu* and click on the *Help for Faculty/Staff* tab.
- In the *Training Opportunities* channel, select *Training/Workshop Registration, Schedule*.
- Click the *Session List* button.

Completed sessions are indicated with a ‘Y’ in the completed column.
## Exercise: Adding Options to My Banner

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1    | Add **WSU Requisitions** to **My Banner**. From the **General** Menu, double click on **My Banner** to open (expand) the options.  
**New My Banner users:**  
Select **Empty; Select to build. [GUAPMNU]**  
**Current My Banner users:**  
Select **Organize My Banner. [GUAPMNU]** |
| 2    | The following form will display. The cursor is active in the **Object** box in the right panel. |
| 3    | In the **Object** box:  
- On an empty row, enter **WSUCAPP** for the CAPP folders.  
- Press the **[Down Arrow]** keyboard key to move to a blank row.  
- Press the **[Tab]** key to display the description. |
| 4    | **Invalid object** will display in the **Description** box if:  
- The form name was entered incorrectly or  
- The user does not have security to the form.  
An **ERROR** message will also display in **Auto Hint** if an option was entered without the proper security. |
| 5    | When complete, verify the cursor is NOT on a blank row.  
- **Save** the record. (**F10** on the Menu bar)  
- **Exit** the form. (**X** on the Menu bar) |
| 6    | In the **Go To:** box, type **REFRESH** and press **[Tab]** or **[Enter]**. |
| 7    | My Banner automatically collapses.  
Double click on **My Banner** to view the new options. |
Navigating My Banner

Delete All

The Delete All button in the middle of the form is used to quickly delete all current Objects on an individual’s My Banner.

<table>
<thead>
<tr>
<th>Type</th>
<th>Object</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>STVSGFF</td>
<td>A/MT Fund Source Validation</td>
</tr>
<tr>
<td></td>
<td>STVGSTA</td>
<td>A/MT Status Validation</td>
</tr>
<tr>
<td></td>
<td>STNTASK</td>
<td>A/MT Task Validation</td>
</tr>
<tr>
<td></td>
<td>STYTGTP</td>
<td>A/MT Types Validation</td>
</tr>
<tr>
<td></td>
<td>GUAMBOT</td>
<td>About Banner</td>
</tr>
<tr>
<td></td>
<td>SSSAQRCL</td>
<td>Academic Calendar Rule Query</td>
</tr>
<tr>
<td></td>
<td>STVAOCL</td>
<td>Academic Calendar Template</td>
</tr>
<tr>
<td></td>
<td>STWSIZE</td>
<td>Academic Class Size Validation</td>
</tr>
<tr>
<td></td>
<td>STNTYPE</td>
<td>Academic Class Type Validation</td>
</tr>
<tr>
<td></td>
<td>SMGSUBJ</td>
<td>Academic History Catalog Query</td>
</tr>
<tr>
<td></td>
<td>SIACTRL</td>
<td>Academic History Control</td>
</tr>
</tbody>
</table>

Record, Insert

To insert a new option on My Banner, a blank row must be added.

- To insert a blank row, first decide its location.
- Highlight the row above.
- Select Record, Insert on the Menu bar to insert a blank row.
- Enter the Banner menu or form name in object box.
- Banner will not save your My Banner if there is a blank row imbedded in the list.

Record, Remove

To delete a blank or unwanted row:

- Highlight the row to be deleted (removed).
- Select Record, Remove from the Menu bar.

Do not overtype information in the Object or Description boxes!
WSU Curriculum, Advising + Program Planning (*WSUCAPP)

*WSUREQ

There are two subfolders in **WSU Requisitions**, shown below.

Form names are displayed after expanding the subfolder **WSU Requisitions Inquiry**.

<table>
<thead>
<tr>
<th>Description</th>
<th>Form Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Sequence Course History</td>
<td>SHATERM</td>
</tr>
<tr>
<td>Course Summary</td>
<td>SHACRSE</td>
</tr>
<tr>
<td>Transfer Course Information</td>
<td>SHATRNS</td>
</tr>
<tr>
<td>General Student Information Form</td>
<td>SWIGSTU</td>
</tr>
<tr>
<td>General Student</td>
<td>SGASTDN</td>
</tr>
<tr>
<td>Curriculum Rules</td>
<td>SOACURR</td>
</tr>
<tr>
<td>Transfer Institution</td>
<td>SHATATC</td>
</tr>
<tr>
<td>Transfer Course Articulation</td>
<td>SHATATR</td>
</tr>
</tbody>
</table>

---

**WSU CAPP Inquiry subfolder options**

<table>
<thead>
<tr>
<th>Description</th>
<th>Form Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compliance Request Management</td>
<td>SMARQCM</td>
</tr>
<tr>
<td>Student Targets, Waivers &amp; Substitutions</td>
<td>SMASADJ</td>
</tr>
</tbody>
</table>
Using Banner Queries

Queries are performed from inquiry, query and many application forms. They are simply a tool used to retrieve records stored in the database.

Navigation Tips

What’s searchable?

As a general rule of thumb, an item is searchable on a query form if the cursor may be placed in the column.

Case

Capitalization matters. Most query forms are case sensitive.

Multiple columns

Multiple column searches can be used to refine the results.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Change Ind</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sny%</td>
<td>Jen%</td>
<td>N</td>
</tr>
</tbody>
</table>

Select a record

There are different ways to select a record from the query form and return it to the calling form.

- Double click in the first column of the record (row) to select.
- Highlight the record; the background color will change (as shown in the example above). Use one of the following methods to select:

  - Click the red Select icon from the toolbar
  - File > Select.
Wildcards

Wildcards are used to query the database when an exact search match is not known.

There are two different wildcards in Banner.

<table>
<thead>
<tr>
<th>Wildcard</th>
<th>Represents</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>any number of unspecified characters</td>
</tr>
<tr>
<td>_</td>
<td>one occurrence of an unspecified character</td>
</tr>
</tbody>
</table>

Examples

**Last Name** search:

<table>
<thead>
<tr>
<th>search criteria</th>
<th>will return all last names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hen%</td>
<td>starting with Hen</td>
</tr>
<tr>
<td>%der%</td>
<td>containing der</td>
</tr>
<tr>
<td>%son</td>
<td>ending with son</td>
</tr>
<tr>
<td>_e%</td>
<td>with a second letter e</td>
</tr>
</tbody>
</table>

Query Commands

<table>
<thead>
<tr>
<th>Key</th>
<th>Icon</th>
<th>Menu &amp; Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F7</td>
<td></td>
<td>Query Enter</td>
<td>Clear the query to allow for re-entry of selection criteria.</td>
</tr>
<tr>
<td>F7 twice</td>
<td></td>
<td>Query Last Criteria</td>
<td>Recalls the search criteria from the last successful query.</td>
</tr>
<tr>
<td>F8</td>
<td></td>
<td>Query Execute</td>
<td>Execute the query is used to search existing records in the database on some Banner forms.</td>
</tr>
<tr>
<td>Ctrl + Pg Down</td>
<td></td>
<td>Block Next</td>
<td><strong>Next Block</strong> is used to execute the query on other forms.</td>
</tr>
<tr>
<td>Scroll or Pg Down</td>
<td></td>
<td>Query Fetch Next Set</td>
<td>Displays the next set of retrieved records.</td>
</tr>
<tr>
<td>Double Click</td>
<td></td>
<td>File Select</td>
<td>Select a record from the query form and return it to the calling form. (Verify the cursor is in the first column on the record to select.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Query Count Query Hits</td>
<td>Counts the number of records that match the search criteria and displays that number in the <strong>Auto Hint</strong>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Query Cancel</td>
<td>Cancels the query and takes the form out of query mode.</td>
</tr>
<tr>
<td>Ctrl + Q</td>
<td>X</td>
<td>File Exit</td>
<td>Exit the form.</td>
</tr>
<tr>
<td>Ctrl + Q X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Date Searches

**Format**

Date searches require special attention.

- The date format must be **DDMMYYYY** where **MM** is entered in three alpha characters.
- When searching for a year, an ending wildcard is sometimes required (2008%).
- Specify all four digits for a year when entering for a date.

**Examples**

<table>
<thead>
<tr>
<th>Search criteria examples</th>
<th>will return records containing</th>
</tr>
</thead>
<tbody>
<tr>
<td>19%2008</td>
<td>19%08 all months in 2008 on the 19th day</td>
</tr>
<tr>
<td>%2008</td>
<td>%08 all days in 2008</td>
</tr>
<tr>
<td>%SEP-2008</td>
<td>%SEP%08 all days in September, 2008</td>
</tr>
<tr>
<td>19-SEP%</td>
<td>September 19th all years</td>
</tr>
</tbody>
</table>

**Calendar**

Click on the Calendar button to activate the form GUACALN.

To navigate the calendar:

- **double arrows** to navigate years
- **single arrows** to navigate month
- **Today** to return today’s date.
- **Highlight the date** to select and click the **OK** button.
Number Searches

There are a limited number of options available when searching for numbers. Numeric operators are not permitted when querying dates.

<table>
<thead>
<tr>
<th>Function</th>
<th>Operator</th>
<th>Function</th>
<th>Operator</th>
</tr>
</thead>
<tbody>
<tr>
<td>=</td>
<td>Equal to</td>
<td>&gt;=</td>
<td>Greater than or equal to</td>
</tr>
<tr>
<td>&gt;</td>
<td>Greater than</td>
<td>&lt;=</td>
<td>Less than or equal to</td>
</tr>
<tr>
<td>&lt;</td>
<td>Less than</td>
<td>&lt;&gt;</td>
<td>Not equal to</td>
</tr>
</tbody>
</table>

Auto Hint and Status Line

Auto Hint and Status Line are located at the bottom of most forms throughout Banner.

They describe the field where the cursor is located, errors and processing messages.

They can also explain the purpose of the field and what may be done next or how to access another window or form.

Examples

Line 1: Auto Hint
Enter a query, press F8 to execute, Ctrl+Q to cancel.
Record: 1/1 | Enter-Quit |

Line 2: Status Line
Use NEXT BLK, PREV BLK to navigate; use DUPLICATE ITEM for Doc Inquiry form.
Record: 1/1 | ... | <CB> | # of record(s) found
Name Search Forms

The Person Search Form (SOAIDEN) or the Employee Search Form (POIIDEN) may be accessed from forms that require an ID number in the key block. The two forms have the same columns, but in a different order.

Banner forms in the Student module use the SOAIDEN form:

Banner forms in the Human Resources module use the POIIDEN form:

Accessing Name Search Forms

There are different ways to access the query form SOAIDEN or POIIDEN:

1. Using the Go To … box from the General Menu.

2. From the Search drop down arrow in most key blocks.

Users may only have access to one of these name search forms.
Name Columns (SOAIDEN/POIIDEN)

**POIIDEN Form**

The name columns of the general person may be searched. The wildcard (%) may be used when searching for a partial name.

For example:

| Hen%       | will return all last names starting with Hen |
| %der%      | will return all last names containing der  |
| %son       | will return all last names ending with son  |

Capitalization matters. Many query forms are case sensitive. Data is matched against the search criteria exactly as it is entered.

Refer to Section D, *Wildcards* for additional information.

Indicator Column (SOAIDEN/POIIDEN)

**SOAIDEN Form**

The following values are displayed in the Change Indicator column:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Name change</td>
</tr>
<tr>
<td>I</td>
<td>ID change</td>
</tr>
</tbody>
</table>

Blank identifies the primary (current) record

The record with a blank in the Change Indicator column, like the one highlighted in the example above, will be the record that displays in the key block after the ID is entered.

**Searching Indicators**

The Change Indicator column is searchable. Valid codes may be entered in the column to refine a search.
Type

<table>
<thead>
<tr>
<th>ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Birth Date</th>
<th>Change Indicator</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>G035V374</td>
<td>Smith</td>
<td>Alicia</td>
<td>Christine</td>
<td>25-AUG-1972</td>
<td>N</td>
<td>LCCY</td>
</tr>
</tbody>
</table>

The Type column displays the codes that represent the name types. A sample of the Name Type Validation (GTVNTYP) is shown below.

- AKA: Alumni Also Known As
- ALUM: Alumni Name
- DUPL: Dupl PIDM – Data Merge Only
- LEGL: Documented Legal Name
- LGCY: Legacy ID Converted to Banner
- MAJD: Maiden Name
- NICK: Alumni Nickname
- PROF: Professional Name
- REPORTED NAME: Name on SSN Card
- TRANSCRIPT NAME: Transcript Name

Multiple Person Records

<table>
<thead>
<tr>
<th>ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Birth Date</th>
<th>Change Indicator</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>EBB77HS55</td>
<td>Kelly</td>
<td>Barry</td>
<td>J</td>
<td>11-OCT-1956</td>
<td>N</td>
<td>LCCY</td>
</tr>
<tr>
<td>EBB77HS55</td>
<td>Kelly</td>
<td>Barry</td>
<td>J</td>
<td>11-OCT-1956</td>
<td>N</td>
<td>LCCY</td>
</tr>
<tr>
<td>V13256830</td>
<td>Kelly</td>
<td>Barry</td>
<td>J</td>
<td>11-OCT-1956</td>
<td>N</td>
<td>LCCY</td>
</tr>
</tbody>
</table>

Why are there multiple records for the same person?

In Banner, there are typically two or more records for a single person:
- One record is the person’s Banner ID, for example X12148610.
- One to two records are the person’s myWSU ID.
  - Records converted from the legacy system may have two myWSU ID records. One record replaced the person’s Social Security Number in the ID column.
  - Some students may only have one record with the myWSU ID.
- Additional records may indicate name changes.

People who have two myWSU ID records were converted from the legacy system to Banner.

Regardless of what ID is entered in any key block, Banner will always check its database and display the most current name and ID.
Exercise: ID Search Using Wildcards

1. Activate a name search form (SOAIDEN or POIIDEN).

   You may only have security to access one (not both) of these name search forms.

2. Enter %N724 in the column ID to search for all ID numbers ending with N724.

3. Review the three different ways to execute a query search and select one method.
   
   - Press [F8] on the keyboard.
   - Click on the Execute Query icon located on the Toolbar.
   - From the Menu bar, select Query, Execute.

4. Navigate through the results using one of the following methods.
   
   - Previous Record and Next Record icons located on the Toolbar.
   - Use the vertical scroll bars.

5. The Auto Hint and Status Line located at the bottom of the form displays the number of records found.

6. Clear the selected records form the query form using one of the following methods.
   
   - Click on the Enter Query icon located on the Toolbar.
   - From the Menu bar, select Query, Enter.

   There are two ways to recall to recall the last executed query:
   
   - From the Menu bar, select Query, Last Criteria.
Exercise: Name Search Using Wildcards

1. Enter Kell% in the Last Name column.

2. Execute the query.

3. Describe the results.

4. Perform an Enter Query function to clear the results.

Exercise: Multiple Columns Search – ID and Name

1. Enter %014 in the ID column.

2. [Tab] to Last Name and enter C%.

3. Execute the query.

4. Describe the results.

5. Exit the form one of the following ways:
   - Press [CTRL] + [Q] on the keyboard.
   - Click on the Exit icon located on the Toolbar.
   - From the Menu bar, select File, Exit.
### Exercise: Query Returns No Results

This exercise shows what happens when a query returns no results and how to exit a form that is in query mode.

1. **Activate a name search form (SOAIDEN or POIIDEN).**
   
   *You may only have security to access one (not both) of these name search forms.*

2. **Enter A123B456 in the ID box.**

   | ID   | Last Name | First Name | Middle Name | Birth Date | Change Indicator | Type *
   |------|-----------|------------|-------------|------------|------------------|-------
   | A123B456 |           |            |             |            |                  |       |

3. **Execute the query.**

4. Since no one with the ID A123B456 is in the database, no results are returned.

   The **Auto Hint and Status Line** located at the bottom of the form indicates that the query caused no records to be retrieved.

   ```
   FRM-40301: Query caused no records to be retrieved. Re-enter.
   Record: 1/1 | Enter-Quit | <OSC>
   ```

5. **When exiting a query form when no results have been returned,** users must **Exit the form twice** — first, to **cancel** the query form, then to **close** the form.

   **Exit the form twice** to return to the General Menu.
### Detail Person Search (SOAIDNS)

#### Using SOAIDEN, POIIDEN and SOAIDNS

When searching for a person, if ten people exist in Banner with the same name, it may be difficult to determine which person is the one you want.

The Person Search (SOAIDEN) form and Employee Search form (POIIDEN) have a new form option available, Person Search Detail (SOAIDNS), which provides additional, detailed information for a name search.

#### Person Search Form (SOAIDEN)

The **Person Search Form (SOAIDEN)** may be accessed from forms that require an ID number in the key block. This form displays basic information for a person: ID, Name and Birth Date.

![Person Search Form (SOAIDEN)](image)

#### Person Search Detail Form (SOAIDNS)

The **Person Search Detail Form (SOAIDNS)** may be used to further determine the correct person to be used for processing. The form contains information from five separate forms!

![Person Search Detail Form (SOAIDNS)](image)
Person Search Detail Form (SOAIDNS)

The Person Search Detail form behaves differently than most Banner forms. There are many tips, tricks and traps to avoid when using the SOAIDNS form. Refer to the included exercises for the complete overview of this form.

Here are two main traps:

- **The SOAIDNS form is Case Sensitive.** Smith is treated differently than smith. Be sure to use Title Case (first letters of names are capitalized) when searching for a person.

- **SOAIDNS does not use the sticky ID like other Banner forms use – the highlighted ID will not follow the user to the next activated form.** Refer to the Copying a Person’s myWSU ID exercise in for tips.

Address Details, Telephone Block

The Address Details, Telephone block displays addresses on file for a person.

- Telephone numbers are listed if they are associated with the listed address type. Additional telephone numbers may be found on the SPATELE form.

- An ‘I’ in the Inactive Indicator indicates the address is inactive.
Multiple Learner Records

General Learner Block

If the scroll bar is active in the General Learner block, then the person has multiple learner records. This could indicate a change of status including: term, status, residence, class, level or admission type and term.

In the example below, the person has three General Learner records. This person was admitted for the 2006-2007 school year as a High School Guest and admitted for the Fall 2007 semester as a Pre-Dental Hygiene student.

<table>
<thead>
<tr>
<th>Term</th>
<th>Admission Type</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2007</td>
<td>HS Senior domestic</td>
<td>Pre-Dental Hygiene</td>
</tr>
<tr>
<td>Spring 2007</td>
<td>High School Guest</td>
<td>High School Guest</td>
</tr>
<tr>
<td>Fall 2006</td>
<td>High School Guest</td>
<td>High School Guest</td>
</tr>
</tbody>
</table>

Term: 200810 (Fall 2007)

Term: 200720 (Spring 2007)

Term: 200710 (Fall 2006)
Multiple Curricula

If the scroll bar is active in the Curricula Summary block, then the person is pursuing multiple majors.

In the example below, the person has two curricula records. Notice that the heading Curricula Summary changes from Curricula Summary – Primary to Curricula Summary – Secondary.

Primary Major

Primary curricula: Major in International Business

Secondary Major

Secondary curricula: Major in Commun.-Integrated Marketing Minor in Spanish

Registration Terms Block

If the scroll bar is active in the Registration Terms block, then the person has registered in more than one semester.

This block does not indicate how many hours the person registered for in a given semester. Refer to the SFAREGQ form for further registration information. Remember: Banner contains registration information starting with the Fall 2006 term.
Exercise: Accessing SOAIDNS

Use the SOAIDNS form when there are multiple people that meet a specific search criteria.

The following exercise shows when it would be helpful to access the SOAIDNS form.

1. Access the form you want the person’s ID to appear on.

   Examples:
   - To check if there are holds on the person’s record, activate the SOAHOLD form.
   - To view financial aid information for federal work study employees, activate the RJASEAR form.

2. Click the **Search** drop down arrow next to the ID in the key block.

   If prompted, select **Person Search**.

3. Enter **Brown** in the **Last Name** column and **Ja%** in the **First Name** column.

   ![Table showing search results](image)

4. **Execute** the query.

5. The results are displayed.

   ![Additional records](image)

When multiple records are retrieved, additional information may be necessary to determine which person is needed.

6. Highlight a record to view more detailed information.

   For this exercise, highlight one of the **Jacob Brown** records.

*Continued on next page*
Exercise: Accessing SOAIDNS, Continued

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>7</strong></td>
<td>Select <strong>Query, Count Hits</strong> from the Menu bar.</td>
</tr>
</tbody>
</table>
| **8** | The Person Search Detail (SOAIDNS) form displays. Values are automatically entered in the **Last Name** and **First Name** boxes and **may be changed**.  

![Person Search Detail SOAIDNS 7.3.2 (PROD)](image)

This is the Last and First name of the person highlighted from the previous form. This name may be different than the **query** entered on the previous form."
Exercise: Navigating SOAIDNS

1. Activate the **Person Search Detail Form (SOAIDNS)**.
   Refer to the previous exercise for instructions.

2. Enter information in one or more of the following columns:
   **ID, Last Name, First Name, Middle Name**.

   **This query is Case Sensitive!** Use Title Case (first letters of names are capitalized) when searching for a person.

3. Execute the query using one of these options.

4. While the cursor is still in the Query Search block, navigate through the results using one of the following methods:
   - Press **[Up]** and **[Down]** arrow keys on the keyboard.
   - **Previous Record** and **Next Record** icons located on the Toolbar.
   - Use the vertical scroll bars.

As the user navigates through the results, the information on the remaining portion of the form will change to reflect the highlighted person’s information.

Continued on next page
Exercise: Navigating SOAIDNS, Continued

5. If available, use the scrollbars in the Address Details, General Learner, Registration Terms or Curricula Summary blocks to view additional information for the highlighted person.

6. After reviewing additional information, return to the Query Search block (Key block) using one of the following methods:
   - Click in one of the columns in the Query Search block
   - Next Block to the Query Search block

Once the cursor is back in the Query Search block, repeat steps 4 and 5 to find the desired person.

Running another Query

The SOAIDNS form behaves differently than other Banner query forms. After running one query, there are two ways to clear the form to run another query:

**Enter Query** Enter Query **will not clear** the information on the Curricula Summary block. A new query can be executed and the correct information will display.

**Rollback** Rollback will fully clear all information on the form.
Exercise: SOAIDNS and Copying IDs

Use the following steps to copy the person’s ID and paste it into the key block of another form.

SOAIDNS does not use the sticky ID like other Banner forms use – the highlighted ID will not follow the user to the next activated form.

1. Search for a person using the SOAIDNS form as explained in the Accessing SOAIDNS exercise.

2. Once the desired person is highlighted, verify the cursor is in the Query Search block (Key block) and that the ID is highlighted.

3. Use one of the following methods to copy the person’s ID:
   - Select Edit, Copy from the Menu bar
   - Press [CTRL] + [C] on the keyboard.

4. Close the Person Search Detail SOAIDNS form.

5. Close the SOAIDEN or POIIDEN form.

6. By following the Accessing SOAIDNS exercise, there should be one remaining Banner form open.

   If the General Menu displays, activate a Banner form.

7. Note: If you have viewed information on a person during the current Banner session, a different person’s ID may appear in the key block. Either leave the ID highlighted in the key block or completely remove the ID.

Continued on next page
## Exercise: SOAIDNS and Copying IDs, Continued

<table>
<thead>
<tr>
<th></th>
<th>Use one of the following methods to paste the person's ID in the Key block:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>➢ Select <strong>Edit, Paste</strong> from the Menu bar.</td>
</tr>
<tr>
<td></td>
<td>➢ Press <strong>[CTRL] + [V]</strong> on the keyboard.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Next press <strong>[Enter]</strong> or <strong>[Tab]</strong> to fill in the person’s name.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td></td>
</tr>
<tr>
<td></td>
<td><img src="Image" alt="ID Input" /></td>
</tr>
<tr>
<td></td>
<td>ID: 4370378 Mark &amp; Johnson</td>
</tr>
</tbody>
</table>

Before performing a **Next Block**, verify the person in the Key block is who you intended to look up.
Exercise: How to Find a Student’s Program and Major Code

This exercise shows how to find a student’s program code.

1. Activate the Banner form SWIGSTU.

By default, the current term defaults in the Term box in the Key block.

2. Enter the student’s myWSU ID in the ID box or
   - Click the Search drop down arrow to search for a myWSU ID using the Person Search form SOAIDEN.

3. Perform a Next Block using one of these options.

<table>
<thead>
<tr>
<th>Key</th>
<th>Icon</th>
<th>Menu, Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTRL + Page Down</td>
<td>🌐</td>
<td>Menu, Next Block</td>
</tr>
</tbody>
</table>

4. The Program Code (combination of college, degree, and major) and major codes are listed in the Current Prog1 line.

5. Exit the form.
Exercise: Find Attributes for Institutional Work

This exercise shows how to view attributes for institutional courses.

1. Activate the Banner form SHACRSE.

2. 
   - Enter the student’s *myWSU* ID in the **ID** box
   - or
   - Click the **Search** drop down arrow to search for a *myWSU* ID using the Person Search form SOAIDEN.

3. Leave **Term** box blank to access all coursework and perform a **Next Block**.

4. The student’s course summary is displayed.

5. Clear the query using one of these options.

<table>
<thead>
<tr>
<th>Key</th>
<th>Icon</th>
<th>Menu, Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>F7</td>
<td></td>
<td>Query, Enter</td>
</tr>
</tbody>
</table>

Continued on next page
Exercise: Find Attributes for Institutional Work, Continued

6. Enter a subject in the **Subject** column.

7. Execute the query using one of these options.

<table>
<thead>
<tr>
<th>Key Icon Menu, Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>F8</td>
</tr>
</tbody>
</table>

8. The results are returned.

9. To view the Course Attributes for a specific course, highlight the course, then click the **icon** in the **Select** column of the desired course.

10. The Course Maintenance (SHATCKN) form displays.
**Exercise: Find Attributes for Institutional Work, Continued**

<table>
<thead>
<tr>
<th>Exercise: Find Attributes for Institutional Work, Continued</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

![Diagram of Banner Degree Evaluation Queries](image)

- **Course Section Attributes**:  
  - Code  
  - Activity Date

- **Person Course Attributes**:  
  - Code  
  - Activity Date  

- Copy Attributes: [ ]
Exercise: Find Attributes for Transfer Work

This exercise shows how to view the following information:

- Transfer, Institutional and Overall GPA
- Attributes for transfer courses

1. Activate the Banner form **SHATERM**.

2. Enter the student’s *myWSU* ID in the **ID** box
   or
   - Click the **Search** drop down arrow to search for a *myWSU* ID using the **Person Search** form **SOAIDEN**.

3. Click the Search drop down arrow next to **Course Level Codes by Person** to view the available level codes for the selected student.

Highlight an available value and click **OK**. Leave **Start Term** blank to access all coursework.

*Continued on next page*
Exercise: Find Attributes for Transfer Work, Continued

4 Perform a Next Block. Institution, Transfer and Overall GPA are displayed.

5 Perform a Next Block. Make note of term – this is the catalog term.

6 Use one of the following methods to review the terms attended:
   - Use the [Page Down] or [Page Up] keys on the keyboard.
   - Use the up or down arrows on the keyboard.
   - Click the Previous or Next Record icons on the toolbar.
   - Select Record, Next from the Menu bar.

Once the desired course is located, make note of the Transfer Number and Attendance Period.

7 Exit the form.
Exercise: Find Attributes for Transfer Work, Continued

8. Activate the Banner form SHATRNS.

9. The student's name displays in the Key block. Enter the Transfer Number and Attendance Period from step 6 in the appropriate boxes.

   ![Banner Form SHATRNS](image)

10. Next Block three times.

    ![Banner Form SHATRNS](image)

    Using the scroll bar or the up and down arrows on the keyboard, review the courses taken for the given attendance period. **Course Attributes** are displayed at the bottom of the form.
Exercise: Using the SOACURR Form

CAPP will be maintained for all current major codes. Use the Curriculum Rules (SOACURR) form to determine the most current major code for a given program code.

1. Activate the Banner form SOACURR.

2. Enter 000000 (six zeros) in the Term box.

3. Perform a Next Block.

4. Execute the Query to populate the form.

5. Highlight the desired Program Code.

6. Click the Majors and Departments tab.

Continued on next page
Exercise: Using the SOACURR Form, Continued

7 The **Major** codes within the selected Program Display.

<table>
<thead>
<tr>
<th>Major and Departments</th>
<th>Minor Dependents-Congenialities</th>
<th>Minors</th>
<th>Module Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Term: 900000</td>
<td>To Term: 900000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program: 2-50-240</td>
<td>Base Curriculum Rule Term Range</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level:</td>
<td>Colleague: 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus:</td>
<td>Degree: 69400</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If **Multiple Effective Terms Present** displays, then one or more of the Major codes is inactive.

To determine which Major code is inactive, click the Search drop down arrow next to the **From Term** box.

8 **Select Display Existing Rules** from the Option List box that displays.

9 **Continued on next page**
Exercise: Using the SOACURR Form, Continued

10  In addition to the 000000 term (The Beginning of Time), one or more terms are listed. Select the term.

<table>
<thead>
<tr>
<th>Code</th>
<th>Term Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>000000</td>
<td>The Beginning of Time</td>
<td></td>
</tr>
<tr>
<td>200010</td>
<td>Fall 2005</td>
<td></td>
</tr>
</tbody>
</table>

11  The Major code that does not have a checkmark in the Recruiting, Admissions, CAPP and EDI Mapped columns is the inactive Major code.

If a student has an inactive Major code listed on SGASTDN, the student will require a Change of Major.

To request a Change of Major, send an email to Jenifer Perkins at Jenifer.Perkins@wichita.edu with the correct major code and the student’s myWSU ID.