Banner Student and Admissions Inquiry Options

Banner Module: Student
Last revised: July 19, 2010

myHelp
How-To Demos, Docs and Guides
for WSU Faculty and Staff
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### Get Connected

<table>
<thead>
<tr>
<th>Section</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Staff Cube</td>
<td>Searchable knowledgebase to view how to demos, docs and guides. Look for this icon in myWSU:</td>
</tr>
<tr>
<td>Applications Training</td>
<td>Training and Support Assists faculty and staff with <em>myWSU</em>, Banner, Self Service and Reporting Services 5800 <a href="mailto:training@wichita.edu">training@wichita.edu</a></td>
</tr>
<tr>
<td>Help Desk</td>
<td>Passwords, hardware and software support for students, faculty and staff HELP (4357) <a href="mailto:helpdesk@wichita.edu">helpdesk@wichita.edu</a></td>
</tr>
</tbody>
</table>
My Banner Personal Menu

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
- *WSUPERMHOlD WSU Permissions and Holds
- *WSUSB WSU Schedule Builders
- *WSUALUMINQ WSU Alumni Inquiry

Tips

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

View Completed Training

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

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

Record, Insert

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

- Do not overtype information in the Object or Description boxes!
- 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.
The **WSU General Student Information Form** (SWIGSTU) may be used to view various pieces of information on a student in one convenient form. The form contains information from over eight different forms!

**What does the student see?**

Students can view class standing, level, program information, and who is assigned as their advisor(s) through the Academic Profile channel in *myWSU.*
Main Block (SWIGSTU)

Key Block

ID and Term are required in the Key Block. The current term automatically defaults in the Term box.

Email address (WSU1 or primary WSU email only) will populate after a Next Block is performed. Additional email addresses may be viewed on GOAEMAL.

Term

The catalog term to be viewed is entered directly into the Term box or selected from the List of Values (LOV). The codes are defined by academic year using the following scheme:

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Term</th>
<th>Calendar Year</th>
<th>Banner Term Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-2011</td>
<td>Fall</td>
<td>2010</td>
<td>201110</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>2011</td>
<td>201120</td>
</tr>
<tr>
<td></td>
<td>Summer</td>
<td>2011</td>
<td>201130</td>
</tr>
<tr>
<td>2011-2012</td>
<td>Fall</td>
<td>2011</td>
<td>201210</td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>2012</td>
<td>201220</td>
</tr>
<tr>
<td></td>
<td>Summer</td>
<td>2012</td>
<td>201230</td>
</tr>
</tbody>
</table>

Continued on next page
Main Block (SWIGSTU), Continued

DOB Partial Date of Birth (MMM/DD)
Ethn Ethnicity
Cls Classification (see table below)
Coll College
Major Major code
Res Residence (see table below)

Only mailing (MA) Address and Telephone display on SWIGSTU. Additional addresses may be viewed on SOADDRQ and additional telephone numbers may be viewed on SPATELE.

<table>
<thead>
<tr>
<th>DOB</th>
<th>Ethn</th>
<th>Cls</th>
<th>Coll</th>
<th>Major</th>
<th>Res</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Area</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEB/01</td>
<td>04</td>
<td>02</td>
<td>SP</td>
<td>M11A</td>
<td>R</td>
<td>Wichita</td>
<td>KS</td>
<td>67218</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ethnicity Codes (Ethn)
- W – White
- B – Black
- H – Hispanic
- A – Asian/Pacific Islander
- I – American Indian or Alaskan Native
- N – Not indicated or unknown

Classification Codes (Cls)
- Code
- Credit hours
- 01 – Freshman 0 to 29
- 02 – Sophomore 30 to 59
- 03 – Junior 60 to 89
- 04 – Senior 90+
- 05 – Graduate

Residence Codes (Res)
- 0 – Undeclared
- F – Foreign
- N – Out of State Resident
- R – In state Resident

Enrollment Information
The next area of SWIGSTU displays enrollment information for the term entered in the Key Block and next two semesters.

Status indicates whether or not the student has registered for classes.

Continued on next page
Main Block (SWIGSTU), Continued

Learner Records

Current Prog 1 indicates the current primary program a student is pursuing. Prog 2 (Current) indicates the secondary program a student is pursuing. Next indicates that the student has a change in program/major for a future semester.

Term Eff. Indicates the effective term for each program.

The information for these terms comes from the General Student form (SGASTDN) and each row displays as a separate record on that form. Refer to Section D: General Student (SGASTDN) for additional information.

If the student has an active or future hold that will affect registration, a message indicating the hold will display on the Main Block, as shown above.

Miscellaneous

Total earned hours for Institutional and Transfer work displays for both undergraduate and graduate coursework.

If the student has transfer work, the previous college code and name displays.

Last Sfrstcr Term is one term prior to the term in the Key Block. This information is most useful at the beginning of each semester.

The student’s advisor(s) displays if the advisor has been assigned to the student in Banner.
The Term Summary Block contains the following information:

**Institutional Term Summary:**
- Terms attended
- Attempted and Earned hours for undergraduate and graduate levels
- College
- Classification
- Major Code Description

**Transfer Term Summary:**
- Terms attended
- Level
- Attempted and Earned hours
- College

Students can view their **unofficial transcript** information by selecting Transcript in the Academic Profile in myWSU. All institutional and transfer work listed in SWIGSTU will appear on the unofficial transcript.
The **Student Schedule Block** displays a student’s schedule for the term indicated.

The SFAREGQ form displays instructors for a student’s schedule.

---

To view the student’s schedule for a different term:

1. Perform a **Previous Block**. *This will move the cursor to the Term block above the gold line on the Student Schedule block.*
2. Change the term.
3. Perform a **Next Block**.
# Registration Status Codes

## Student Actions

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DW</td>
<td>Student withdrew from course online during drop/add. No W on transcript.</td>
</tr>
<tr>
<td>FW</td>
<td>Student withdrew online with an F after last date to withdraw. Grade submitted by faculty person would have been an F. Students wishing to get a late “W” would have to petition through Exceptions.</td>
</tr>
<tr>
<td>RW</td>
<td>Student registered online.</td>
</tr>
<tr>
<td>WW</td>
<td>Student withdrew online within allowed withdraw period. W displays on transcript</td>
</tr>
</tbody>
</table>

## Registrar’s Office Actions

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Registrar’s Office enrolled student as an auditor.</td>
</tr>
<tr>
<td>AW</td>
<td>Administrative Withdrawal.</td>
</tr>
<tr>
<td>CA</td>
<td>Cancelled class. <em>This code is not currently used.</em></td>
</tr>
<tr>
<td>DC</td>
<td>Drop with no W on record. (same as DW, but Registrar’s action)</td>
</tr>
<tr>
<td>DD</td>
<td>Drop/Delete. (Registrar’s action when a class is cancelled)</td>
</tr>
<tr>
<td>FW</td>
<td>Withdraw with an F.</td>
</tr>
<tr>
<td>RC</td>
<td>Reinstate Course. <em>This code is not currently used.</em></td>
</tr>
<tr>
<td>RE</td>
<td>Registrar’s Office enrolled student at the window in Jardine.</td>
</tr>
<tr>
<td>SA</td>
<td>Registrar’s Office enrolled student as a Senior Citizen Audit.</td>
</tr>
<tr>
<td>WD</td>
<td>Withdraw with a grade of W.</td>
</tr>
</tbody>
</table>
Degree Info Block (SWIGSTU)

The **Degree Info Block** indicates any awarded or pending degrees from **Wichita State University**.

![Degree Info Block Screenshot]

### Active Holds Block (SWIGSTU)

The **Active Holds Block** will display only active or future holds. If the hold will prevent registration, an asterisk (*) displays next to the **Hold Type**.

![Active Holds Block Screenshot]

Refer to **Section K: Hold Information (SOAHOLD)** for additional information.
General Student Form

A student will have a General Student (SGASTDN) record only if they are a current or former student.

- This form does not indicate that the student has registered in any classes for the current or future semesters.

- International students may not have a SGASTDN record even though they are admitted. Any admitted international students without a SGASTDN record should be referred to International Admissions at 978-3232.

- People who are not fully admitted to WSU do not have information on this form. Check the SAAADMS form and refer to Section G for a list of Application Decision Codes that indicate a student is admitted, but not eligible for registration.
Learner Tab (SGASTDN)

**General Learner Block**

The following information can be found on the **General Learner** block of the Learner tab:

- New Term
- Student Status (Active, Inactive)
- Student Type
- Residence (Foreign, In State or Out of State Resident)
- Class (freshman, sophomore, junior, senior, graduate)

Some students are admitted for one year as a guest student and are simultaneously admitted for the following year in their desired major.

- The learner records are displayed in chronological order.
- The student’s learner record for the current semester may not be the first record listed on the **General Learner** block.
Learner Tab (SGASTDN), Continued

Curricula Summary – Primary

The following information can be found on the Curricula Summary - Primary block of the Learner tab:

- Program Code (College, Degree and Major combination)
- Level
- College
- Degree
- Admission Type (if the student was admitted Fall 2006 or later)
- Admission and Matriculation Terms

Field of Study Summary

The following information can be found on the Field of Study Summary block of the Learner tab:

- Major or Minor
- Field of Study (description only)
- Department

<table>
<thead>
<tr>
<th>Priority Term</th>
<th>Program</th>
<th>Catalog</th>
<th>Level</th>
<th>Campus</th>
<th>Rate: College</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>B-BBA</td>
<td>200310</td>
<td>Undergraduate</td>
<td></td>
<td>Barton School of Business</td>
<td>Bachelor of Business</td>
</tr>
<tr>
<td>Admission Type:</td>
<td></td>
<td>Admission Term:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>200230</td>
<td>Matriculation Terms:</td>
<td>200230</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Priority Term</th>
<th>Type</th>
<th>Field of Study</th>
<th>Department</th>
<th>Attached to Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MAJOR</td>
<td>International Business</td>
<td>Management</td>
<td></td>
</tr>
</tbody>
</table>
Eligible for Registration

Use the **New Term** and **Student Status** boxes on SGASTDN to determine if a student is eligible to register for classes.

<table>
<thead>
<tr>
<th>General Learner</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Term:</td>
</tr>
<tr>
<td>Student Status:</td>
</tr>
</tbody>
</table>

Eligible for Registration

In order to be eligible for registration, a student must have an **active Student Status** and:

- **New students** - New Term must match term of admissions on SAAADMS.
- **Reactivated students** - New Term must match term of registration.
- **Continuing students** - New Term is within last 2 years.

*If a student is reactivated for the summer semester but does not enroll in summer classes, they must be reactivated again by the Registrar’s Office for the fall semester.

Not Eligible for Registration

Students with the following information are not eligible for registration. They will either need to contact Admissions or the Registrar’s Office prior to registration.

Contact the **Admission’s Office** to reapply or adjust the application:

- **Student Status**: Inactive No Show
- **Student Status**: Active; (New student) **New Term does not match** term of admissions on SAAADMS

Contact the **Registrar’s Office** (978-3055) to reactivate the record:

- **Student Status**: Inactive
- **Student Status**: Active; (Returning/reactivated student) **New Term does not match** term of admissions on SAAADMS
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**

<table>
<thead>
<tr>
<th>Field of Study Summary</th>
<th>Primary curricula:</th>
<th>Major in International Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority</td>
<td>Catalog</td>
<td>Program</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Secondary Major**

<table>
<thead>
<tr>
<th>Field of Study Summary</th>
<th>Secondary curricula:</th>
<th>Major in Commun.-Integrated Marketing Minor in Spanish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority</td>
<td>Catalog</td>
<td>Program</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Curricula Tab (SGASTDN)

Curriculum Tab

The following information can be found on the Curriculum tab:

- Catalog Term
- Program
- Level
- College
- Degree

Field of Study Tab

The following information can be found on the Field of Study tab:

- The Field of Study - 4 character code (H10D in example below)
- Department
Change of Majors (SGASTDN – Field of Study Tab)

Banner tracks any change of majors for individual students. Using the Record buttons on the Field of Study tab (under the Curriculum tab), indicated by the arrow in the example below, review the highlighted information.

The examples below show how a change of major is recorded in Banner. A student changed their major from **A10U – Undecided LAS** to **D21A - Elementary Education** during the Fall 2006 (200710) semester.

**Record indicates current major (record 1):**

**Record to indicate changed of major (record 2):**

**Record indicates previous major (record 3):**
Admissions Application (SAAADMS) Form

The Admissions Application (SAAADMS) form contains information such as:

- Major
- Semester of entry
- Student and admission type
- Assigned admissions representative
- Contacts and attributes
- Sources, interests, and comments
- Application checklist

The information on the student's application does not change. If the student changes majors, their SGASTDN record is updated and the SAAADMS record is not.

Conditions for a SAAADMS Record

A SAAADMS record exists if:

- An application is on file, and/or
- An application fee is paid, and/or
- A transcript is on file.

Students admitted to WSU before the Fall 2006 semester will not have a SAAADMS record in Banner.
Application Decision Codes

Students must have one of the following Application Decision Codes listed on their application (SAAADMS) to be admitted to the university.

Students cannot register for classes the same day they are admitted to the university.

Admitted to WSU and Eligible for registration:

<table>
<thead>
<tr>
<th>Decision Code</th>
<th>Description</th>
<th>Decision Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Academic Admission</td>
<td>P2</td>
<td>Probation with Conditions</td>
</tr>
<tr>
<td>A2</td>
<td>Intensive English Admit</td>
<td>PK</td>
<td>Prob/Cond (Grad School)</td>
</tr>
<tr>
<td>AF</td>
<td>Final Admission</td>
<td>PR</td>
<td>Probation (Grad School)</td>
</tr>
<tr>
<td>E1</td>
<td>In-state Exception to QA</td>
<td>R1</td>
<td>Provisional</td>
</tr>
<tr>
<td>E2</td>
<td>Exception-Intl Tracking</td>
<td>RG</td>
<td>Provisional (Grad School)</td>
</tr>
<tr>
<td>FS</td>
<td>Full Standing (Grad School)</td>
<td>T1</td>
<td>Tentative – ACT (Non-accred)</td>
</tr>
<tr>
<td>G1</td>
<td>High School Guest</td>
<td>TA</td>
<td>Tentative (Full)</td>
</tr>
<tr>
<td>G2</td>
<td>College Guest</td>
<td>TB</td>
<td>Tent Prob/Cond (Grad School)</td>
</tr>
<tr>
<td>G3</td>
<td>Grad School Guest</td>
<td>TC</td>
<td>Tentative Cond (Grad School)</td>
</tr>
<tr>
<td>GG</td>
<td>Graduate Guest</td>
<td>TF</td>
<td>Tentative Full (Grad School)</td>
</tr>
<tr>
<td>K1</td>
<td>Conditional</td>
<td>TK</td>
<td>Tentative (Conditional)</td>
</tr>
<tr>
<td>KC</td>
<td>Conditional (Grad School)</td>
<td>TP</td>
<td>Tentative (Probation)</td>
</tr>
<tr>
<td>L1</td>
<td>QA Out-of-State Cond Admit</td>
<td>TR</td>
<td>Tentative Prob (Grad School)</td>
</tr>
<tr>
<td>O1</td>
<td>Open Admission</td>
<td>TS</td>
<td>Tentative (Prob with Cond)</td>
</tr>
<tr>
<td>P1</td>
<td>Probation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Admitted to WSU but **not** eligible for registration:

<table>
<thead>
<tr>
<th>Decision Code</th>
<th>Description</th>
<th>Decision Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IA</td>
<td>Admissible(Full)-Missing Items</td>
<td>IR</td>
<td>Admissible(Prov)-Missing Items</td>
</tr>
<tr>
<td>IG</td>
<td>Admissible(Gst)-Missing Items</td>
<td>IS</td>
<td>Admissible(Prob/Prov)-Miss Itm</td>
</tr>
<tr>
<td>II</td>
<td>Admissible-Missing Items</td>
<td>IT</td>
<td>Admissible(Tent)-Missing Items</td>
</tr>
<tr>
<td>IK</td>
<td>Admissible(Cond)-Missing Items</td>
<td>T2</td>
<td>Tentative – Rank</td>
</tr>
<tr>
<td>IP</td>
<td>Admissible(Prob)-Missing Items</td>
<td>T3</td>
<td>Tentative – Pre-College Curr.</td>
</tr>
</tbody>
</table>

Any questions regarding the application decision should be directed to the appropriate admissions office.
A Message from Admissions

Please be extremely careful when reviewing admission status with students you are advising or assisting. As you know, admission policies/processes are complicated so any questions you or the student may have should be referred to the appropriate admission office (see below).

As well, do not inform students that they have been denied admission to WSU. (Any student with a "Decision Code" that starts with "D" which include D1, D2, D3, D4 and D5.) The denial and exception process is quite complicated. If a student is in a denial status, the student should be referred directly to the appropriate office below with questions.

- **Domestic Undergraduate Admissions**
  - 978-3085
  - Admissions@Wichita.edu

- **International Admissions**
  - 978-3232
  - International@Wichita.edu

- **Graduate School Admissions**
  - 978-3095
  - WSUGradSchool@Wichita.edu
Application Tab (SAAADMS)

<table>
<thead>
<tr>
<th>Application Block</th>
<th>The following information can be found on the Application block of the Application tab:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Admission Type</td>
</tr>
<tr>
<td></td>
<td>- Student Type</td>
</tr>
<tr>
<td></td>
<td>- Residence</td>
</tr>
<tr>
<td></td>
<td>- Outstanding Requirements (Y if something is missing)</td>
</tr>
<tr>
<td></td>
<td>- Application Status (Incomplete, Complete, Decision made or Withdrawn)</td>
</tr>
<tr>
<td></td>
<td>- Application Decision</td>
</tr>
</tbody>
</table>

Multiple Terms, Multiple Applications

An unlimited number of applications can be entered for one applicant for any term. For example, an applicant may have multiple applications if they attend WSU for both undergraduate and graduate degrees.

Application Decision

If the student has an Application Decision on the SAAADMS form that is listed on the previous page, that student is admitted to WSU.

If the student does not have an Application Decision that is listed on page 23, refer the student to the appropriate Admissions Office.

![Application Form Screenshot]

Continued on next page
Application Tab (SAAADMS), Continued

Curricula Summary – Primary Block

The following information can be found on the Curricula Summary - Primary block of the Application tab:

- Catalog term
- Level
- College, Program and Degree

The degree listed on this form may not be the official curricula the student chooses to pursue. If the student changes curricula after applying to WSU, the changes are shown on the General Student (SGASTDN) form, which is covered in the previous section.

Field of Study Summary Block

The following information can be found on the Curricula Summary - Primary block of the Application tab:

- Field of Study (description only)
- Department
Curricula Tab (SAAADMS)

Curriculum Tab
The following information can be found on the Curriculum tab of the Curriculum tab:

- Catalog Term
- Program
- Level
- College
- Degree

Field of Study Tab
The following information can be found on the Field of Study tab of the Curriculum tab:

- The Field of Study - 4 character code (H10D in example below)
- Department
System Identification (GUASYST) provides a quick overview of information about an ID as it exists in the Banner database. Check boxes are automatically updated by Banner.

If no information displays on SWIGSTU, SGASTDN or SAAADMS, check the GUASYST form. It is possible that the person is an admissions recruit.

The information displayed is not distinguishable by date, term, or other time frame. The form is simply a quick-reference to systems where further information about an ID may be stored in Banner.

If the Registration box is checked, this does not mean that the student is registered for the current term. It simply means that there is registration information in the system for the student.

An ID number can be entered directly into the ID: box or Access SOAIDEN by clicking on the Search drop down arrow.

Once an ID is entered in the Key block, the checkmarks will automatically change to reflect the information Banner has on the person.
The Test Score Information (SOATEST) form contains test scores such as:

- ACT
- SAT
- GED
- GRE
- GMAT
- GPA (Unofficial only)
- Self reported GPA, ACT, and/or SAT scores
- Noel-Levitz score – (The Noel-Levitz score predicts how likely the student is to enroll at WSU.)
- English and Math placement scores

Scores listed on this form will indicate whether they are official or unofficial.

SOATEST contains the **unofficial** high school GPA.

SOAHSCR contains the **official** high school GPA.
High School Information (SOAHSCH)

The High School Information form contains **official** information such as:

- High School
- Transcript Received Date – If no date is present in this field, the transcript has not yet been received.
- Class rank
- GPA (official score)

SOATEST contains the **unofficial** high school GPA.

SOAHSCH contains the **official** high school GPA.
The Prior College (SOAPCOL) form contains official transcript information including the date(s) received, GPA and hours.

If a student is missing transfer transcript information on this form, either it WSU has not yet received the transcript from the other college or it has not yet been entered into Banner.
Prior College (SOAPCOL), Continued

**Prior College Block**
The following information can be found on the Prior College block:

- Prior colleges attended
- Dates transcripts received

The Prior College code **000001 Cumulative Transcript Info** is used to calculate cumulative transfer hours and GPA for the colleges listed in the Prior College block.

The Prior College block acts as a key block to the Degree Details Block. Use the vertical scroll bar to view additional information on the Degree Details block.

**Degree Details Block**
The following information can be found on the Degree Details block:

- Dates attended
- Transfer hours and GPA

The records in the Degree Details block are entered in no specific order. The most current information may not be the first record in the block.
The Hold Information (SOAHOLD) form is used to assign academic holds to a person.

A hold listed on this form is active if today’s date is between the date in the From: box and the To: box. Inactive holds are not removed from the student’s record.

The Dean’s signature is not located on the SOAHOLD form. It is not a hold, rather permission for the student to enroll in classes.

Students can view active holds on their record by selecting Holds in the Academic Profile channel in myWSU.
Active and Inactive Holds

**Active Hold**

In the example below, the hold is **active**. The **To:** date is the end of the century. (The December 21, 2099 is the default end date for holds.)

If the date in the **From:** box is today's date, the hold is **active**.


**Inactive Hold**

In the example below, the hold is **not active**. The **To:** date is March 15, 2006.

If the date in the **To:** box is today's date, the hold is **not active**.


**Hold Type Validation (STVHLDD)**

**SOAHOLD’s Validation Form**

The Hold Type Validation (STVHLDD) form indicates the processes each available hold effects.
The Registration Query (SFAREGQ) form displays a student's schedule for a given term.

Field Names and Descriptions

- **CRN** or Course Reference Number is the unique five-digit identifier assigned to each course.
- **Registration Status** (covered on the following page).
- **Monday – Saturday check boxes** indicates days class meets. If none are checked, class is arranged.
- **Begin and End Time** indicates in military time format when class meets.
- **Instructor(s)**
- **Total Credit Hours**

Multiple Records

Multiple records for the same CRN indicates one of the following:

- CRN has multiple meeting times (ex. Friday, Saturday, Sunday)
- CRN has multiple meeting locations (lecture hall and lab room)
- CRN has multiple instructors
Exercise: How to View a Student’s Schedule

1. Activate the Registration Query form (SFAREGQ).
2. Enter a term in the Term: box.
3. 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.
4. Perform a Next Block.
5. The student’s schedule displays.

If no class information displays, look in the Auto Hint line. If the following message displays, the student has not registered for the selected term.

*ERROR* Student has no registration for term entered.
Record: 1/1 | | ... | List of Valu... |

The total credit hours the student is taking for the semester is available at the bottom of the form.

If available, use the scroll bar to view additional CRNs.
Address Summary (SOADDRQ)

The Address Summary (SOADDRQ) form displays addresses on file for a student. Both active and inactive addresses display on this form.

Here’s a tip if you need to access a student’s address, telephone and email address:

1. Activate the SOADDRQ (address) form.
2. Enter the student’s myWSU ID in the ID box and perform a Next Block.
4. The SPATELE form displays. Perform a Next Block.
5. Select Options, Email Addresses [GOAEMAL] from the Menu bar.
6. The GOAEMAL form displays.
7. To return to the General Menu, close the three forms.
The **Telephone (SPATELE)** form displays telephone numbers on file for a student. Active, inactive and unlisted numbers display on this form.

Here’s a tip if you need to access a student’s telephone and email address:

1. Activate the **SPATELE** (telephone) form.
2. Enter the student’s **myWSU** ID in the ID box and perform a **Next Block**.
3. Select **Options, Email Addresses [GOAEMAL]** from the Menu bar.
4. The **GOAEMAL** form displays.
5. To return to the General Menu, close the two forms.
The **E-mail Address (GOAEMAL)** form displays e-mail addresses on file for a student. Both active and inactive e-mail addresses display on this form.
### Quick Hints

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Form Description</th>
<th>Description of Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions and General Learner forms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWIGSTU</td>
<td>WSU General Student Information Form</td>
<td>Combines information from indicated forms *</td>
</tr>
<tr>
<td>GUASYST</td>
<td>System Identification</td>
<td></td>
</tr>
<tr>
<td>SGASTDN*</td>
<td>General Student</td>
<td>Displays student status and past curriculum information</td>
</tr>
<tr>
<td>SAAADMS</td>
<td>Admissions Application</td>
<td>Displays Admission applications</td>
</tr>
<tr>
<td>Test Scores and Transfer Work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOATEST</td>
<td>Test Score Information</td>
<td>Official test scores, self reported GPA and/or self reported test scores.</td>
</tr>
<tr>
<td>SOAHSCH</td>
<td>High School Information</td>
<td>Official High School GPA</td>
</tr>
<tr>
<td>SOAPCOL*</td>
<td>Prior College</td>
<td>Transfer GPA – cumulative GPA per college and cumulative transfer GPA</td>
</tr>
<tr>
<td>Hold and Registration Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOAHOLD*</td>
<td>Hold Information</td>
<td>Displays all holds, not just current and future holds</td>
</tr>
<tr>
<td>SFAREGQ*</td>
<td>Registration Query</td>
<td>Displays instructor</td>
</tr>
<tr>
<td>Personal Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOADDRQ*</td>
<td>Address Summary</td>
<td>Displays additional address types.</td>
</tr>
<tr>
<td>SPATELE*</td>
<td>General Person Telephone</td>
<td>Displays additional telephone numbers.</td>
</tr>
<tr>
<td>GOAEMAL*</td>
<td>E-mail Address</td>
<td>Displays additional address types.</td>
</tr>
</tbody>
</table>

SWIGSTU also contains the following information that is not available on other Banner forms:

- Advisor (if assigned)
- Indication of holds which restrict registration
- Awarded and pending degree information