



Banner Holds Training Manual

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What is BANNER?

What is Banner?



Banner is a software product (database) from SunGard Higher Education that integrates information from various student processes into one system. It will eventually replace the current Student Information System (SIS). The Banner system is divided into modules such as Accounts Receivable, Admissions, Registration, and Academic History. More than 1,600 institutions currently use Banner products.

Features/Added Functionality

- Accessible from anywhere
- Single sign-on for multiple applications
- Better access to reporting tools
- Mass entry processing
- Reliable prerequisite enforcement
- Online graduation application
- Automated withdrawal process



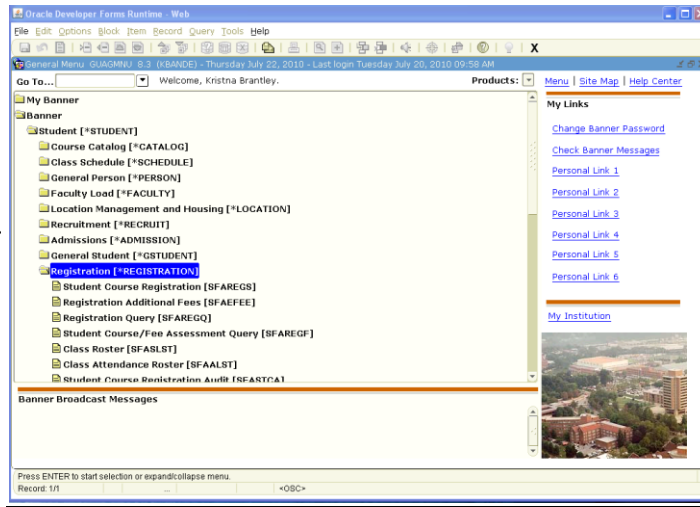
Banner Ports of Entry

There are two ports for entry into the Banner System:

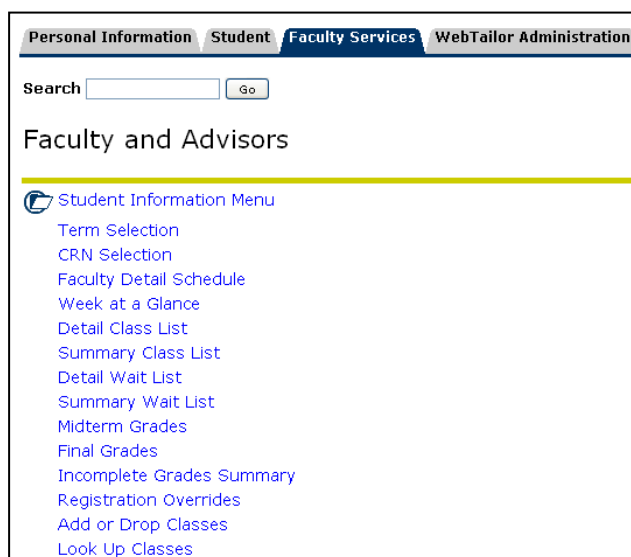
- INB (Internet Native Banner)
- SSB (Self-Service Banner).

Internet Native Banner (INB)

Internet Native Banner (INB) is the internal side of Banner used by administrative offices. It is similar in design and layout to Access



Self-Service Banner (SSB)



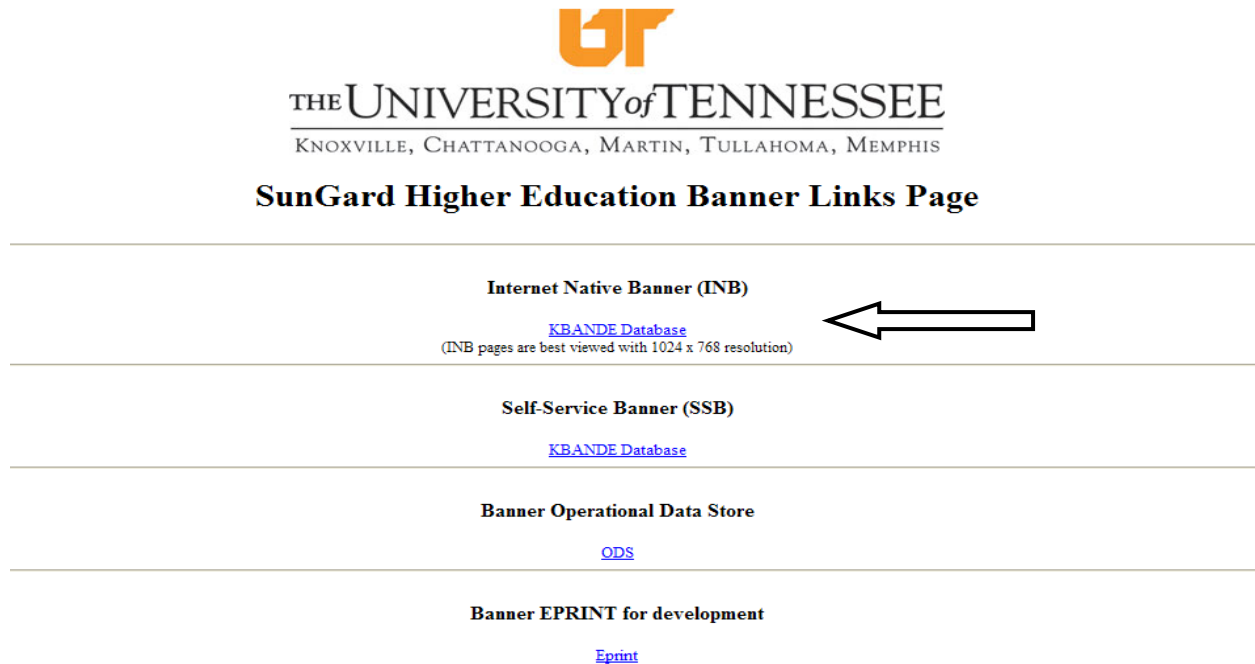
Self-Service Banner is a more accessible, web-based version of INB Banner used by faculty, students, and some staff. It is similar in design and layout to the UTK registration system (CPO) and the grade entry system (UT GO).

Logging in to Banner

Logging in to BANNER

LOG IN WITH NET ID AND PASSWORD.

1. During training you will log in by clicking the Internet native Banner (INB) link as shown below. (Eventually, when other components are installed the browser window will change slightly.)



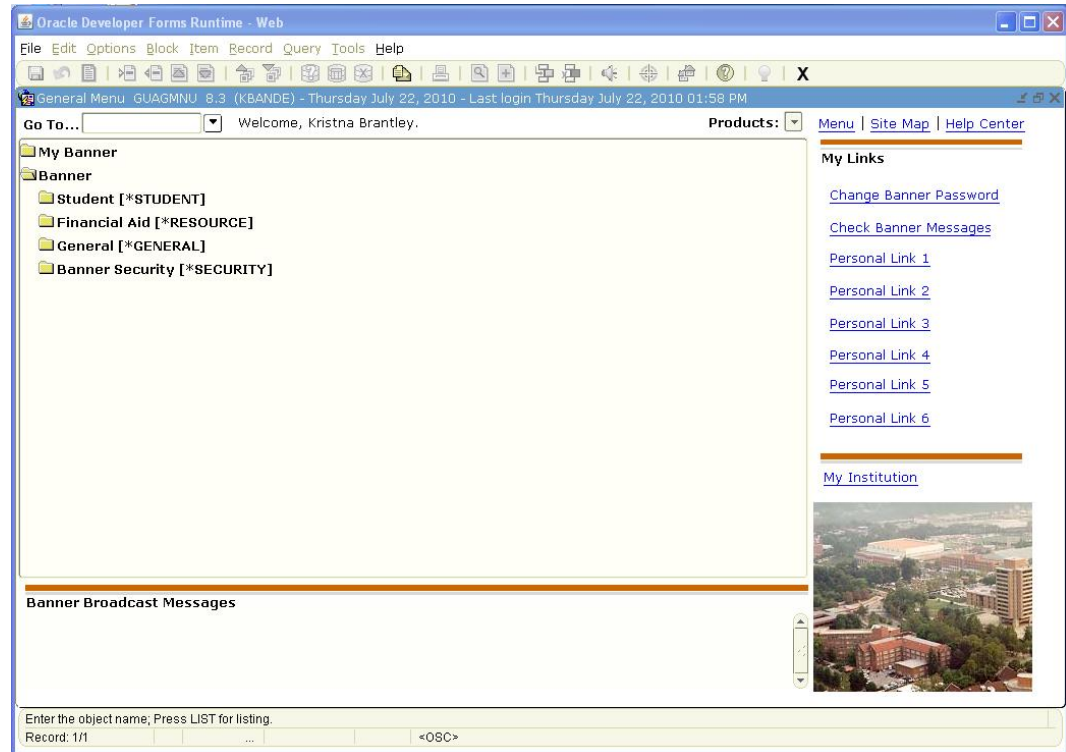
2. An additional window will open, and the Banner login box will appear.

The screenshot shows a "Logon" dialog box with a blue title bar and a close button (X). It contains three input fields: "Username:" (empty), "Password:" (empty), and "Database:" (containing "KBANDE"). Below the fields are two buttons: "Connect" and "Cancel".

3. Enter your netID and password (same one used to log into your email).
4. Click on "Connect."
5. If you have trouble logging in, contact the OIT Helpdesk (974-9900).

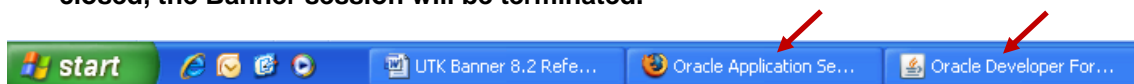
YOU ARE NOW IN THE BANNER SYSTEM!!!

You should now see the main menu below.



IMPORTANT NOTE:

In the status bar (see below), two windows will be open: (1) "Oracle Application Server Forms Services" and (2) "Oracle Developer Forms Runtime – Web." Even though the application window looks blank, it is running an essential plug-in needed for Banner. **If either window is closed, the Banner session will be terminated.**



Family Education Rights & Privacy Act (FERPA)

Designed to protect the privacy of educational records; establish rights of students to inspect their records; and provide guidelines for correcting inaccurate data.

Does FERPA apply to all students?

- Yes. All students, (regardless of age), who attend or have previously attended postsecondary institutions have FERPA rights.
- 'Attending students' includes admitted students, students in residence, continuing education students, students auditing only, and distance education students. FERPA does not apply to applicants who have not been admitted to the institution.

Who is responsible for seeing that FERPA is enforced?

All members of the university community, (faculty, staff and students), who have access to student records are responsible for guarding their confidentiality.

What does FERPA guarantee students?

FERPA gives students the right to:

- inspect and review their own records;
- request amendments to their record;
- have some control over the release of personally identifiable information from their records; and
- file a complaint with the Department of Education concerning an alleged failure to comply with FERPA regulations.

How students are made aware of FERPA?

Notification at the University of Tennessee is furnished at freshmen orientation; through *Hilltopics*, Graduate and Undergraduate Catalogs; and on the FERPA and Student Privacy website: <http://ferpa.utk.edu/>.

What is directory information?

Directory information is student data that is not generally considered harmful if disclosed. Directory information may be disclosed UNLESS the student has invoked the FERPA right to limit disclosure. Directory information includes:

| | |
|---|---|
| Name | Graduate or Undergraduate level |
| Semester (local) address | Full-time or Part-time status |
| Permanent address | College |
| NetID | Major |
| Email address (university-supplied) | Dates of Attendance |
| Telephone number | Degrees and Awards |
| Classification | Participation in school activities and sports |
| Weight and height | |
| Most recent previous educational institution attended | |

What is not directory Information?

| | |
|------------------------|--------------------------|
| Social Security Number | Student ID Number |
| Grades | GPA (Term or Cumulative) |
| Student Schedule | Academic History |
| Academic Standing | |

What is meant by “disclosure of information?”

The University is not allowed to share information, other than “Directory Information”, without a student’s written consent.

Can a student limit release of directory information?

Yes. Students can be excluded from directory creation or have more stringent privacy measures instituted. Students can learn more at: FERPA and Student Privacy website: <http://ferpa.utk.edu/> or through Student Data Resources, 218 Student Services Building, (865) 974-2108.

How do I know if a student has asked that no information be released?

Look for the words “Privacy Requested” printed at the top of the academic history and on Banner forms accessible by departmental personnel in colleges and administrative offices.

Special note to classroom instructors:

*University faculty and staff with a legitimate educational interest **do** have the right to access information about the student’s academic status and progress (for example, academic advisors or counselors in the Early Alert Program).*

DO NOT:

- Use student IDs or social security numbers in a public posting of grades
- Link the names of students with their IDs in any public manner
- Leave tests or papers for others to review (including collecting or distributing assignments in open mailboxes or other public places)
- Circulate a printed class roll listing student ID numbers or grades as an attendance roster
- Post individual student record information on a public website
- Discuss the progress/grades of any student with anyone outside of the University without written consent of the student (including parents/guardians)
- Provide anyone with lists of students enrolled in your classes for any commercial purpose
- Provide anyone with a student schedule or academic history or assist anyone other than UT employees in finding a student on campus
- Leave computers on with student information accessible

Which requests should be forwarded to the Office of the University Registrar?

- Requests for transcripts - only the Office of the University Registrar can generate an official transcript
- Certification requests - verification of enrollment for lenders, health insurance, good student car insurance discount forms
- Questions regarding the academic record of any student

Where can I find more information about FERPA?

American Assn of Collegiate Registrars & Admissions Officers: <http://www.aacrao.org/compliance/ferpa/>
FERPA and Student Privacy website: <http://ferpa.utk.edu/>.

Concerns or Questions:

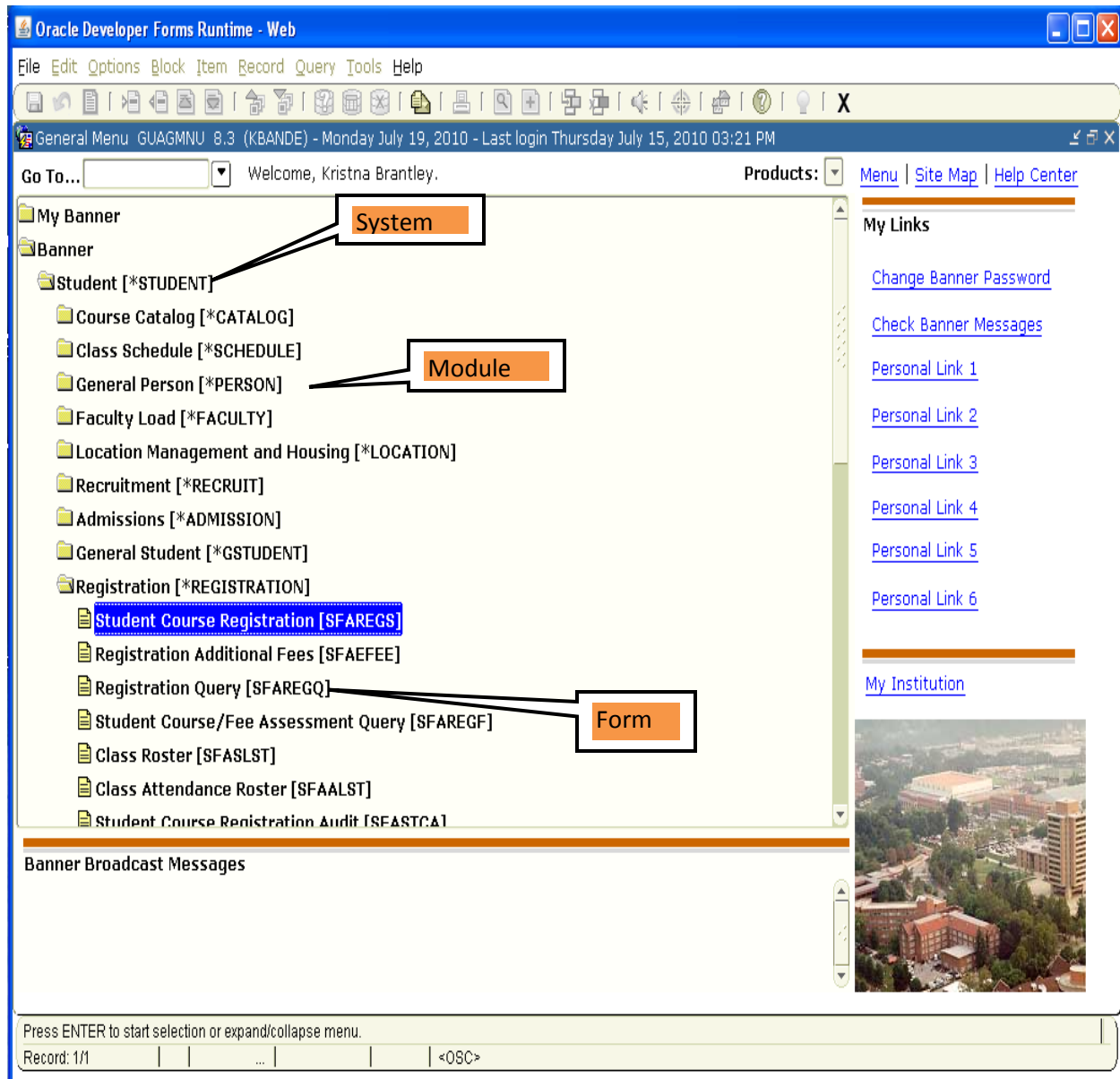
Monique Anderson, Associate Dean of Enrollment Services and University Registrar
FERPA Compliance Officer
209 Student Services Building
Knoxville, TN 37996-0200

BANNER BASICS

Ways to access a form

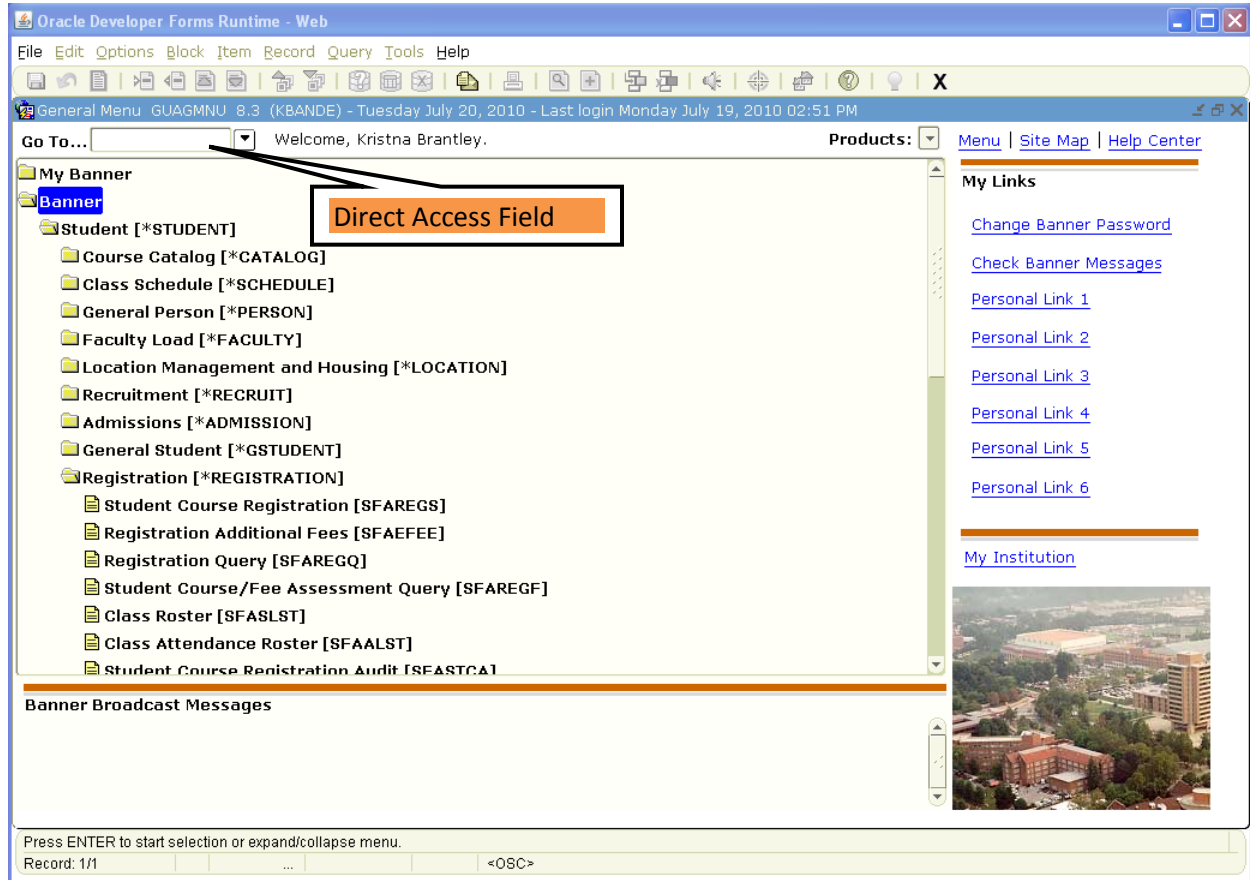
One way to access a form is to find the form in the main menu:

When accessing forms from the Main Menu they are displayed as a hierarchy. You can expand and collapse content by clicking on the folders. If you do not have permission to access certain forms on a product menu then you will not see those forms.



Another way to access a form is to type the name of the form in the **Direct Access** field:

In the Direct Access field you can enter the 7 character name of the form directly. See page 36 for more information on “What does a form name mean”.



What is a form?

A form is an online document where you can enter and look up information in your database. It is comparable to a screen in SIS+.

Parts of a form

The screenshot shows the Oracle Developer Forms Runtime interface for the 'Alternate Student Registration Form'. The window title is 'Oracle Developer Forms Runtime - Web: Open > SZAAREG'. The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for navigation and editing. The form is titled 'Alternate Student Registration Form SZAAREG 8.3.0.3 [MC:1.1] (KBANDE)'. The 'Key Block' is the 'Registration' block, which contains a 'Search button'. The 'Field' is a text input field for 'Term:'. The 'Auto Hint/Status Line' is at the bottom of the form, displaying 'Term Code; Press LIST for valid codes.' and 'Record: 1/1'. The form also includes sections for 'Enrollment Information' and 'Course Information'.

Menu Bar

Title Bar

Toolbar

Key Block

Search button

Field

Auto Hint/Status Line

Enrollment Information

Status: Reason: Process Block: Status Date: Minimum: Maximum: Source: Acceptance: ☐ Confirmed ☐ None ☐ Accepted

Course Information

| CRN | Subject | Course | Section | Grade Mode | Credit Hours | Bill Hours | Attempted Hours | Time Status | Status | Level | Part of Term | Method of Instruction | Campus |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
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| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Error Flag: **Status Type:** **Fees:** **Date:** **Credit Hours:** **Bill Hours:** **CEU Hours:**

Term Code; Press LIST for valid codes.
Record: 1/1 ... List of Valu... <OSC>

Forms are set up in blocks

To move down a block, Ctrl + Page Down or click the next block icon. To move up a block, Ctrl + Page Up or click the previous block icon.

To roll back to the Key Block, click the Rollback icon.

Tab to move from field to field within a block.

The screenshot shows the Oracle Developer Forms Runtime interface for a student registration form. The form is divided into several blocks, each outlined in red. The top block contains fields for Term, ID, Date, and Holds. Below it is the Enrollment Information block, which includes Status, Reason, Process Block, Status Date, Minimum/Maximum hours, Source, and Acceptance options. The Course Information block is a large table with columns for CRN, Subject, Course, Section, Grade Mode, Credit Hours, Bill Hours, Attempted Hours, Time Status Hours, Status, Level, Part of Term, Instruction, and Campus. At the bottom is the Error Flag block, which includes fields for Fees, Date, Credit Hours, Bill Hours, and CEU Hours. Navigation icons are located in the top toolbar: a left arrow for 'Previous block icon', a right arrow for 'Next block icon', and a circular arrow for 'Rollback icon'. Callout boxes with arrows point to these icons and the 'Previous block icon' label.

Oracle Developer Forms Runtime - Web: Open > SZAAREG

File Edit Options Block Item Record Query Tools Help

Next block icon

Previous block icon

Rollback icon

Term: [dropdown] ID: [text] Date: 20-JUL-2010 Holds: [dropdown]

Enrollment Information

Status: [dropdown] Reason: [dropdown] Process Block: [text] Status Date: [text] Minimum: [text] Maximum: [text] Source: [text] Acceptance: [radio] Confirmed [radio] None [radio] Accepted

Course Information

| CRN | Subject | Course | Section | Grade Mode | Credit Hours | Bill Hours | Attempted Hours | Time Status Hours | Status | Level | Part of Term | Instruction | Campus |
|--------|---------|--------|---------|------------|--------------|------------|-----------------|-------------------|--------|--------|--------------|-------------|--------|
| [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] |
| [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] |
| [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] |
| [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] |
| [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] |
| [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] |
| [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] |
| [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] |
| [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] |
| [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] | [text] |

Error Flag: [text] Status Type: [text] Fees: [text] Date: [text] Credit Hours: [text] Bill Hours: [text] CEU Hours: [text]

Person identification number; LIST = valid person search; CNT HITS = Alternate ID search; DUP FIELD = Time Status History.

Record: 1/1 <OSC>

Key Block

The very top part of the form is called a **Key Block**. This is where you will enter the Banner number of the person you are looking up. All forms have a key block. Notice the rest of the form is divided into what looks like blocks. A **block** is a section of the form that contains related information.

Fields

A **field** is an area on a form where you can enter, query, change, and display specific information. Some fields in Banner allow you to type directly into the space provided to populate the data. However, many other fields only accept codes from a defined **List of Values (LOV)**.

You can display the list of values for the specific field in several ways:

1. Click the **down arrow** beside the field
2. Double-click in the field itself
3. Press F9
4. Double-click on the desired value and it will be inserted into the field for you.

Moving from Block to Block

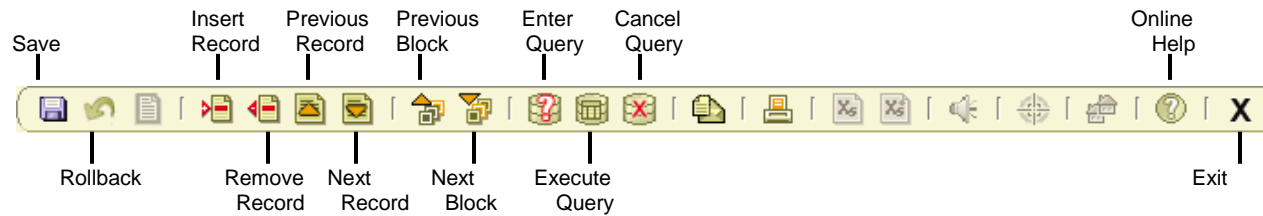
There are a few methods you can use to navigate from block to block within a form:

- 1) Select the **Next Block** or **Previous Block** icons from the Toolbar
- 2) Block > Next or Previous
- 3) CTRL + PAGE DOWN or PAGE UP
- 4) Click on the Tab you want to view

Auto Hint / Status Line

The **Auto Hint** line is the grey line at the bottom of the screen. This is where the system will display error, processing and help messages. If Banner doesn't respond to your commands, check this line for instructions for how to proceed. Options available at any given time on a form or hints for correcting an error will be displayed here, so this line is one of the most important bars of the Banner form. The **Status Line** is also displayed at the bottom of a form and provides information about the number of records displayed and whether all records have been displayed. Make sure you use the scroll bar to view all possible records on a page before moving on.

Quick Reference Guide to Banner Keyboard Commands



| Function | Toolbar Icon | Menu Option | Keyboard |
|-----------------|--------------|-----------------|----------------|
| Next Record | | Record/Next | ↓ |
| Previous Record | | Record/Previous | ↑ |
| Delete Record | | Record/Remove | Shift+[F6] |
| Insert Record | | Record/Insert | [F6] |
| Next Block | | Block/Next | Ctrl+Page Down |
| Previous Block | | Block/Previous | Ctrl+Page Up |
| Enter Query | | Query/Enter | [F7] |
| Execute Query | | Query/Execute | [F8] |
| Cancel Query | | Query/Cancel | Ctrl+Q |
| Rollback | | File/Rollback | Shift+[F7] |
| Save (Commit) | | File/Save | [F10] |
| Next Field | | Item/Next | Tab |
| Previous Field | | Item/Previous | Shift+Tab |
| Exit | X | File/Exit | Ctrl+Q |

Icons



Working with Holds in BANNER

In order to view your business profile, insert STVORIG in the go to field. This form defines the business profile associated with the hold code on STVHLDD.

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Help

General Menu GUAGMNU 8.3 (KBANDE) Thursday August 19, 2010 - Last login Wednesday August 18, 2010 03:56 PM

Go To... Welcome, CHEARD.

Products:

Menu | Site Map | Help Center

My Banner

Banner

- Student [*STUDENT]
- Financial Aid [*RESOURCE]
- General [*GENERAL]
- Banner Security [*SECURITY]

Banner Broadcast Messages

My Links

- [Change Banner Password](#)
- [Check Banner Messages](#)
- [Personal Link 1](#)
- [Personal Link 2](#)
- [Personal Link 3](#)
- [Personal Link 4](#)
- [Personal Link 5](#)
- [Personal Link 6](#)

My Institution

Enter the object name; Press LIST for listing.

Record: 1/1

<OSC>

per Forms Runtime - Web: Open > STVORIG

ns Block Item Record Query Tools Help

de Validation STVORIG 8.0 (KBANDE)

| Code | Description | Activity Date |
|------|--------------------------------|---------------|
| AD | Admissions Office | 27-MAY-2010 |
| AF | Air Force R O T C | 27-MAY-2010 |
| AG | Agriculture | 27-MAY-2010 |
| AQ | Aquatic Center | 27-MAY-2010 |
| AT | Art | 27-MAY-2010 |
| ATH | Athletic Department | 06-AUG-2010 |
| BA | Business Adm | 27-MAY-2010 |
| BANR | Banner Interface | 28-JUL-2010 |
| BN | Band Department | 27-MAY-2010 |
| BR | Bursars Office | 27-MAY-2010 |
| BS | Bookstore | 27-MAY-2010 |
| CD | Child Development Lab | 27-MAY-2010 |
| CH | Chemistry Department | 27-MAY-2010 |
| CO | Correspondence Office | 27-MAY-2010 |
| DB | Disability Services | 27-MAY-2010 |
| DEP | PERNR associated wth Dependent | 17-AUG-2010 |
| ED | Education | 27-MAY-2010 |
| EH | Educ/Human Ecology | 13-AUG-2010 |
| ES | Evening School Office | 27-MAY-2010 |
| FA | Financial Aid Office | 27-MAY-2010 |
| FR | Fraternity Affairs Office | 27-MAY-2010 |
| FS | Food Services | 30-JUL-2010 |
| GS | Graduate School | 27-MAY-2010 |

<OSC>

Oracle Developer Forms Runtime - Web: Open > STVORIG

File Edit Options Block Item Record Query Tools Help

Originator Code Validation STVORIG 8.0 (KBANDE)

| Code | Description | Activity Date |
|------|-----------------------------|---------------|
| HS | Student Health Clinic | 27-MAY-2010 |
| HU | Human Ecology | 27-MAY-2010 |
| IE | International Educ | 27-MAY-2010 |
| IRIS | IRIS | 28-JUL-2010 |
| IS | Arts & Sciences Advising | 27-MAY-2010 |
| LA | Law Admissions | 27-MAY-2010 |
| LI | Library | 27-MAY-2010 |
| LL | Law Library | 27-MAY-2010 |
| MA | Men's Athletics | 27-MAY-2010 |
| MS | Military Science | 27-MAY-2010 |
| MU | Music Department | 27-MAY-2010 |
| MWA | Athletic Department | 03-AUG-2010 |
| OR | Orientation Office | 27-MAY-2010 |
| OT | Orit Business Office | 27-MAY-2010 |
| PS | Parking Services | 27-MAY-2010 |
| RA | Readmissions Office | 27-MAY-2010 |
| RH | Residence Halls | 27-MAY-2010 |
| RO | Registrars Office | 27-MAY-2010 |
| RP | Rental Properties | 27-MAY-2010 |
| SC | Student Conduct | 27-MAY-2010 |
| SL | Student Loans Office | 27-MAY-2010 |
| SP | Student Publications | 27-MAY-2010 |
| SPC | PERNR associated withSpouse | 17-AUG-2010 |

Originator code.
Record: 46/55

<OSC>

Type in the go to field STVHLDD. This form identifies the hold type code referenced in the Academic History Module and is cross-referenced by the Hold Form (SOAHOLD) and Hold Query-Only Form.

Oracle Developer Forms Runtime - Web

File Edit Options Block Item Record Query Tools Help

General Menu GUAGMNU 8.3 (KBANDE) Thursday August 19, 2010 - Last login Wednesday August 18, 2010 03:56 PM

Go To... Welcome, CHEARD.

Products:

Menu | Site Map | Help Center

My Banner

Banner

- Student [*STUDENT]
- Financial Aid [*RESOURCE]
- General [*GENERAL]
- Banner Security [*SECURITY]

Banner Broadcast Messages

My Links

- Change Banner Password
- Check Banner Messages
- Personal Link 1
- Personal Link 2
- Personal Link 3
- Personal Link 4
- Personal Link 5
- Personal Link 6

My Institution

Enter the object name; Press LIST for listing.

Record: 1/1 <OSC>

| Code | Description | Enrollment | | | | | A/R | Application | Compliance | Voice Message |
|------|-----------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---------------|
| | | Registration | Verification | Transcript | Graduation | Grade | | | | |
| A1 | Admissions-UG | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| A2 | Needs College Tscp 8659742 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| A3 | Stop File 8659742184 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| A4 | Needs High Sch Tscp 865974 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| A5 | Transient 8658742184 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| A7 | Cmte. on English 86597421 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| A8 | Owe Applic Fee 86597421 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| A9 | Athl Dept Camp Pay 865974 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| AC | Architecture 865974324 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| AD | Admission- Intl 865974218 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| AF | Air Force R.O.T.C. 86597430 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| AH | Bad Addr Mail Undlv 8659744 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| AP | Art Printmaking Fee 8659743 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| AQ | Art Film Processing 8659743 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| AR | Accounts Receivable 865974 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| AS | Stu Success Ctr Adv 865946 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| AU | Arts & Sciences Adv 8659744 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| B1 | PEMBA 8659741771 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| BA | Band Uniform 86597450 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| BS | Bookstore 865974101 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

<

| Code | Description | Enrollment | | | | | A/R | Application | Compliance | Voice Message |
|------|-------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| | | Registration | Verification | Transcript | Graduation | Grade | | | | |
| BU | College of Business 8659741 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| C1 | Rent-Taliwa Ct Apts 8659741 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| C2 | Forfeit Rnt/Tali Ct 865974187 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| C3 | Ret Chk Svc Chg/Tc 865974 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| C4 | Elec Chgs/Taliwa Ct 8659741 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| C6 | Maint Chgs/Taliw Ct 8659741 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| CC | Collection Costs 86597444 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| CD | Child Develop 86597462 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| CH | Chemistry Dept 8659743 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| CK | Clicker Project 865974647 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| CL | Curriculum Lab 86597481 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| CN | Casnr Acad Rev Advi 865974 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| CO | RC-Ind Study 86597451 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| CS | CSA Fees 865974449 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| CY | Stu Ornt Leadsh De 8659742 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| D | Student Conduct 8659743 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| D1 | Disciplinary 8659743171 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| D2 | Dismissal 8659743171 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| DA | Academic Dismissal 8659742 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |
| DB | Disability Serv 8659746087 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="text"/> |

In order to continue to look at the description continue to either use the bar on the right hand side or you may use the next record. By using the next record icon you are going to go down one value at a time.

As of 8/6/10, STVHLDD – HOLD CODES IN BANNER WITH BUSINESS PROFILES ASSIGNED FOR FGAC: You can see that multiple hold codes can be associated a Business Profile. In the example below, holds A1-PA are assigned to the Admissions Office Business Profile. This means that staff assigned to the AD Business Profile can only add and remove holds A1 – PA.

| Code | Description | Business Profile Group | Bus Profile Code | | | | |
|------|----------------------------------|------------------------|------------------|----------------------------------|--|--|--|
| A1 | Admissions-UG | Admissions Office | AD | | | | |
| A2 | Needs College Tscp 8659742184 | Admissions Office | AD | | | | |
| A3 | Stop File 8659742184 | Admissions Office | AD | | | | |
| A4 | Needs High Sch Tscp 8659742184 | Admissions Office | AD | | | | |
| A5 | Transient 8658742184 | Admissions Office | AD | | | | |
| A7 | Cmte. on English 8659742184 | Admissions Office | AD | | | | |
| A8 | Owe Applic Fee 8659742184 | Admissions Office | AD | | | | |
| HD | Reg Hs Deficiency 8659742101 | Admissions Office | AD | | | | |
| PA | Provisional Admission 8659742184 | Admissions Office | AD | | | | |
| CN | Casnr Acad Rev Advl 8659747303 | Ag Readmissions | AG | | | | |
| ME | Military Property 8659745371 | Air Force | AF | Add Business Profile | | | |
| MS | Military Science 8659745371 | Air Force | AF | | | | |
| AU | Arts & Sciences Adv 8659744481 | Arts & Sci Advising | IS | | | | |
| A9 | Athl Dept Camp Pay 8659744664 | Athletics | ATH | I combined Men & Women (MA & WA) | | | |
| L0 | Lady Vol-Basketball 8659743871 | Athletics | ATH | Add Business Profile | | | |
| L4 | Lady Vol-Volleyball 8659743871 | Athletics | ATH | | | | |
| L6 | Lady Vol- Softball 8659743871 | Athletics | ATH | | | | |
| L7 | Lady Vol - Rowing 8659743871 | Athletics | ATH | | | | |
| LC | Lady Vol- Track 8659743871 | Athletics | ATH | | | | |

| | | | |
|----|--------------------------------|-----------------|-----|
| LE | Lady Vol-Weight Rm 8659743871 | Athletics | ATH |
| LK | Lady Vol-Marketing 8659743871 | Athletics | ATH |
| LM | Lady Vol-Media Rel 8659743871 | Athletics | ATH |
| LN | Lady Vols - Tennis 8659743871 | Athletics | ATH |
| LO | Lady Vols - Soccer 8659743871 | Athletics | ATH |
| LR | Lady Vol-Train Room 8659743871 | Athletics | ATH |
| LV | Lady Vol-Developmnt 8659743871 | Athletics | ATH |
| LW | Lady Vol- Swimming 8659743871 | Athletics | ATH |
| M1 | Mens Ath-Football 8659741219 | Athletics | ATH |
| M2 | Mens Ath-Basketball 8659741219 | Athletics | ATH |
| M3 | Mens Ath-Baseball 8659741219 | Athletics | ATH |
| M4 | Mens Ath-Track 8659741219 | Athletics | ATH |
| M5 | Mens Ath-Golf 8659741219 | Athletics | ATH |
| M6 | Mens Ath-Tennis 8659741219 | Athletics | ATH |
| M7 | Mens Ath-Swimming 8659741219 | Athletics | ATH |
| M8 | Welfare of Athlete 8659741219 | Athletics | ATH |
| M9 | Spirit Danc For Ath 8659741219 | Athletics | ATH |
| MV | Sports Publicity 8659741219 | Athletics | ATH |
| BA | Band Uniform 8659745031 | Band Department | BN |

| | | | | | | | |
|----|--------------------------------|-----------------|----|------------------------------------|--|--|--|
| MU | Music Uniform Out 8659743496 | Band Department | BN | | | | |
| BS | Bookstore 8659741011 | Bookstore | BS | | | | |
| AH | Bad Addr Mail Undlv 8659744495 | Bursar's Office | BR | | | | |
| AR | Accounts Receivable | Bursar's Office | BR | | | | |
| CD | Child Develop 8659746281 | Bursar's Office | BR | (Will need detail code for charge) | | | |
| CS | CSA Fees 8659744495 | Bursar's Office | BR | | | | |
| ES | Evening School 8659744495 | Bursar's Office | BR | | | | |
| FA | Emergency Loan 8659743131 | Bursar's Office | BR | | | | |
| FD | Knoxville Place 8659741564 | Bursar's Office | BR | | | | |
| KS | Knox Socwrk-Ret Chk 8659743176 | Bursar's Office | BR | | | | |
| LG | Legacy | Bursar's Office | BR | | | | |
| NC | Non-Citizen Form 8659744495 | Bursar's Office | BR | | | | |
| SC | Sign Check 8659744495 | Bursar's Office | BR | | | | |
| SS | SS# Needed 8659744495 | Bursar's Office | BR | | | | |
| SW | MSSW - Bookstore 9014485625 | Bursar's Office | BR | | | | |
| TO | Unpaid Prior Trmchg 8659744495 | Bursar's Office | BR | | | | |
| UF | UTSI Student Fees 8888828874 | Bursar's Office | BR | | | | |
| B1 | PEMBA 8659741771 | Business Admin | BA | | | | |
| MB | MBA Program 8659748784 | Business Admin | BA | | | | |

| | | | | | | | |
|----|------------------------------------|-----------------------|-----|--|-----------------------------------|--|--|
| CH | Chemistry Dept 8659743414 | Chemistry | CH | (Waiting to hear from Sharon Marshall) | | | |
| FS | Food Service 8659743430 | Dining Services | FS | | | | |
| DB | Disability Services 8659746087 | Disability Services | DS | | | | |
| ED | Ed Hth & Hs 8659748355 | Educ, Health, Hum Sci | EH? | Add Business Profile | combine Education & Human Ecology | | |
| HE | Human Ecology 8659746281 | Educ, Health, Hum Sci | EH? | Add Business Profile | combine Education & Human Ecology | | |
| G1 | Admissions-Grad | Graduate School | GS | | | | |
| G2 | Grd Sch Inc Readm 8659743251 | Graduate School | GS | | | | |
| G3 | Require Not Met 8659742475 | Graduate School | GS | | | | |
| G4 | Grad Sch Probatin 8659742475 | Graduate School | GS | | | | |
| G6 | Grad Sch Dismissal 8659743251 | Graduate School | GS | | | | |
| G7 | Grad Schl Admit Probation 86597432 | Graduate School | GS | | | | |
| IA | Intl Admission 8659742184 | Internatioanal Educ | IE | | | | |
| IL | Internatl Loan 8659744453 | Internatioanal Educ | IE | | | | |
| LF | Law Fax Charges 8659744263 | Law Admissions | LA | | | | |
| L1 | Law Lib Book Out 8659745906 | Law Library | LL | Add Business Profile | | | |
| LL | Law Library 8659745906 | Law Library | LL | | | | |
| LI | Library | Library | LI | | | | |
| ST | Clicker Pgm-Itc Lib 8659746470 | Library | LI | | | | |
| MO | Music Fee Owed 8659743496 | Music Dept | MU | Add Business Profile | | | |
| OT | OIT Bus Office 8659744410 | OIT Business Office | OT | Add Business Profile | | | |

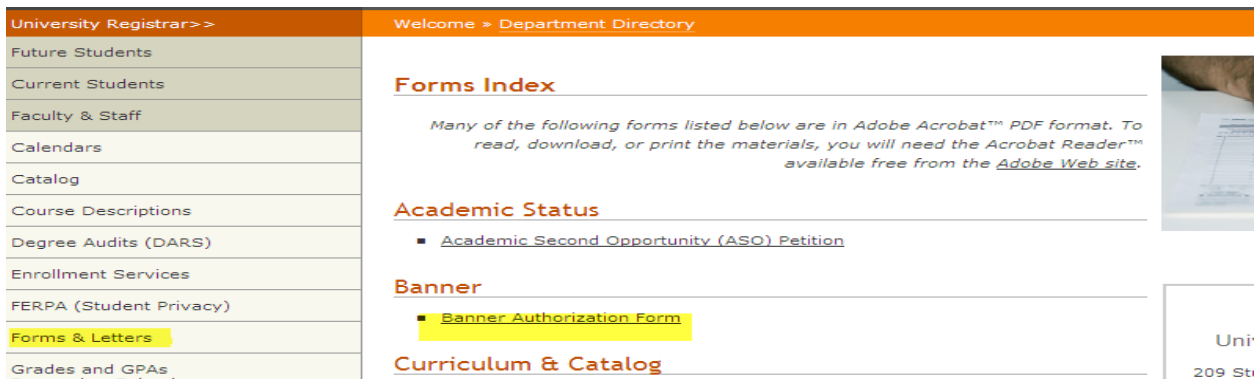
| | | | | | |
|----|--------------------------------|---------------------|----|----------------------|--|
| TC | Telephone Services 8659748006 | OIT Business Office | OT | | |
| V1 | Vol Connect-Res Hal 8659748006 | OIT Business Office | OT | | |
| V4 | Vol Connect-Ren Pro 8659748006 | OIT Business Office | OT | | |
| V7 | Volvision 8659748006 | OIT Business Office | OT | | |
| CY | Stu Ornt Leadsh De 8659742435 | Orientation | OR | Add Business Profile | |
| PK | Parking | Parking Services | PS | | |
| TR | Park Svc Ticket 8659746031 | Parking Services | PS | | |
| RA | Readmission Incompl 8659742184 | Readmissions Office | RA | | |
| RL | Released from College | Readmissions Office | RA | | |
| DA | Academic Dismissal 8659742184 | Registrar's Office | RO | | |
| IR | Regist Indiv Req 8659742184 | Registrar's Office | RO | | |
| R1 | Academic Review 1 | Registrar's Office | RO | | |
| RP | Probation | Registrar's Office | RO | | |
| C1 | Rent-Taliwa Ct Apts 8659741871 | Residence Hall | RH | | |
| C2 | Forfeit Rnt/Tali Ct 8659741871 | Residence Hall | RH | | |
| C3 | Ret Chk Svc Chg/Tc 8659741871 | Residence Hall | RH | | |
| C4 | Elec Chgs/Taliwa Ct 8659741871 | Residence Hall | RH | | |
| C6 | Maint Chgs/Taliw Ct 8659741871 | Residence Hall | RH | | |
| K1 | Rent-Kingston Apts 8659741871 | Residence Hall | RH | | |

| | | | |
|----|--------------------------------|----------------|----|
| K2 | For. Rent/Kingston 8659741871 | Residence Hall | RH |
| K3 | Ret Chk Svc Chg/La 8659741871 | Residence Hall | RH |
| K6 | Maint Chgs/Kingston 8659741871 | Residence Hall | RH |
| O1 | Rent-Golf Range Apt 8659741871 | Residence Hall | RH |
| O2 | For Rent/Golf Range 8659741871 | Residence Hall | RH |
| O3 | Ret Chk Svc Chg/Ga 8659741871 | Residence Hall | RH |
| O4 | Elec Chgs/Golf Rang 8659741871 | Residence Hall | RH |
| O6 | Maint Chg/Golf Rang 8659741871 | Residence Hall | RH |
| RH | Residence Halls 8659743411 | Residence Hall | RH |
| S1 | Rent-Sutherland Apt 8659741871 | Residence Hall | RH |
| S2 | For Rent/Sutherland 8659741871 | Residence Hall | RH |
| S3 | Ret Chk Svc Chg/Sa 8659741871 | Residence Hall | RH |
| S4 | Elec Chg/Sutherland 8659741871 | Residence Hall | RH |
| S6 | Maint Chg/Sutherlnd 8659741871 | Residence Hall | RH |
| T1 | Rent-Taliwa Ct Addt 8659741871 | Residence Hall | RH |
| T2 | For Rent/Taliwa Ct 8659741871 | Residence Hall | RH |
| T3 | Ret Chk Svc Chg/TC 8659741871 | Residence Hall | RH |
| T4 | Elec Chgs/Taliwa Ct 8659741871 | Residence Hall | RH |
| T6 | Main Chgs/Taliwa Ct 8659741871 | Residence Hall | RH |

Applying for Access into Banner:

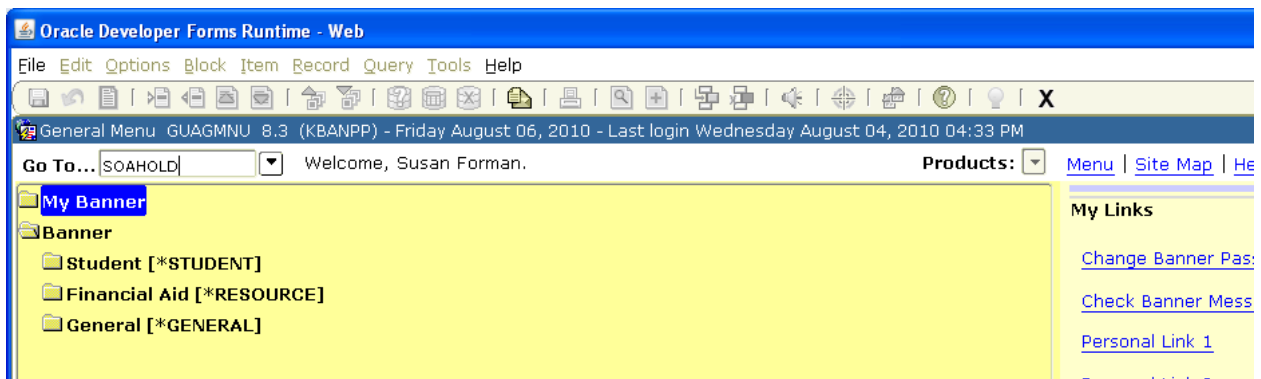
Before you can add/remove holds in Banner, you must first apply for access to Banner and the appropriate Business Profile Group. That form is forthcoming and will be available on the Registrar's Website at:

<http://registrar.tennessee.edu/forms/index.shtml>.



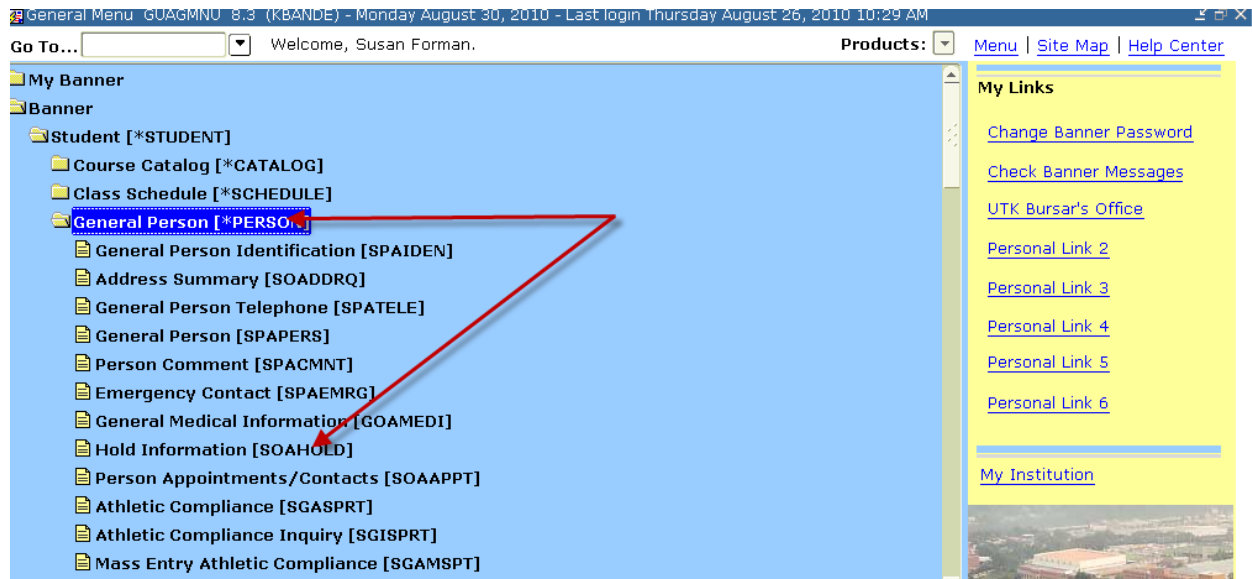
The screenshot shows the University Registrar's website. The left sidebar contains a list of links: Future Students, Current Students, Faculty & Staff, Calendars, Catalog, Course Descriptions, Degree Audits (DARS), Enrollment Services, FERPA (Student Privacy), Forms & Letters (highlighted), and Grades and GPAs. The main content area is titled "Welcome » Department Directory" and features a "Forms Index" section. Below this, there is a note about Adobe Acrobat PDF format. The "Academic Status" section lists the "Academic Second Opportunity (ASO) Petition". The "Banner" section lists the "Banner Authorization Form" (highlighted). The "Curriculum & Catalog" section is also visible. On the right side, there is a small image of a person and some text partially visible.

After receiving proper authorization you will log into banner. Type in the Go to field (SOAHOLD).

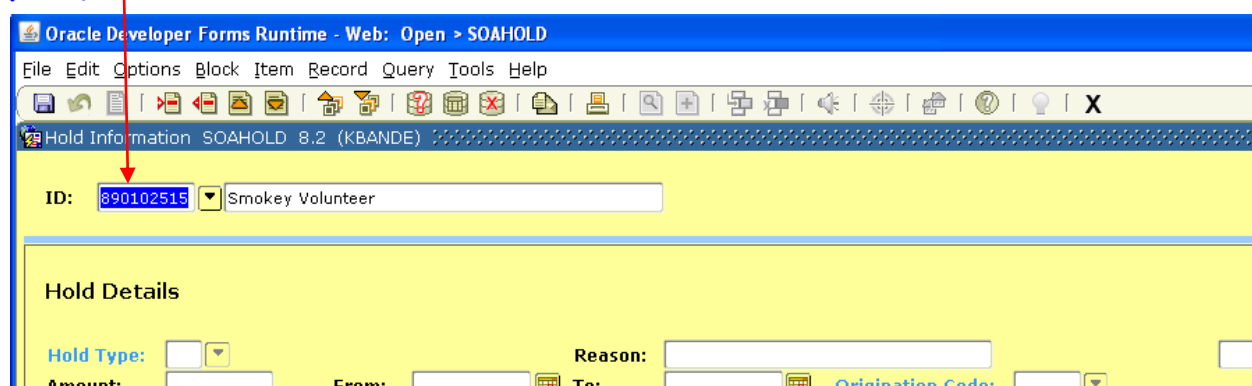


The screenshot shows the Oracle Developer Forms Runtime - Web interface. The top menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The main area displays the "General Menu GUAGMNU 8.3 (KBANPP) - Friday August 06, 2010 - Last login Wednesday August 04, 2010 04:33 PM". Below this, there is a "Go To..." field with "SOAHOLD" entered, and a "Welcome, Susan Forman." message. The "Products:" dropdown is set to "Banner". The left sidebar shows a tree view with "My Banner" and "Banner" folders. Under "Banner", there are three sub-folders: "Student [*STUDENT]", "Financial Aid [*RESOURCE]", and "General [*GENERAL]". The right sidebar contains a "My Links" section with links for "Change Banner Pas:", "Check Banner Mess", "Personal Link 1", and "Personal Link 2".

Or you can go through the menu path:

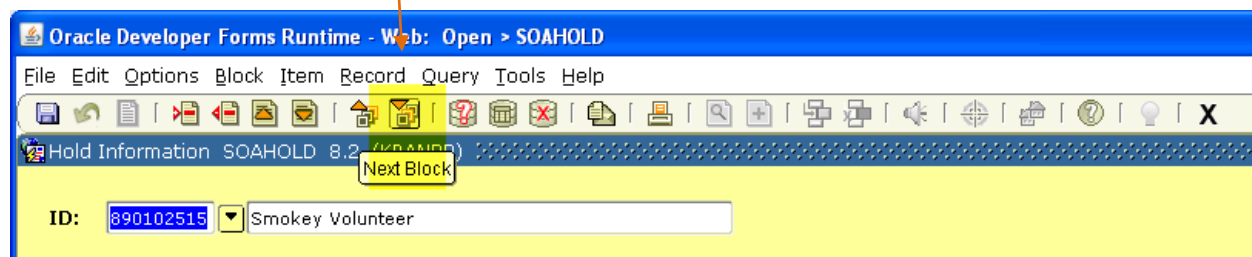


Enter the student's ID#. You can also enter the student's netid in the ID field.



After the ID is entered, the students name will appear.

This process can be used to view, add or end-date (clear) a hold. Next perform a "Next Block" (OR)



You can also do a next block by Pressing "CTRL" and the "Page Down" keys.

Oracle Developer Forms Runtime - Web: Open > SOAHOLD

File Edit Options Block Item Record Query Tools Help

Hold Information SOAHOLD 8.2 (KBANDE)

ID: 890102515 Smokey Volunteer

Hold Details

| | | | | |
|---------------|---------------------|-----------------|----------------------|-----------------|
| Hold Type: MU | Music Uniform Out | 8659743496 | Reason: test | SFORMAN |
| Amount: | From: 06-AUG-2010 | To: 31-DEC-2099 | Origination Code: BN | Band Department |
| Hold Type: A4 | Needs High Sch Tscp | 8659742184 | Reason: | CHEARD |
| Amount: | From: 06-AUG-2010 | To: 31-DEC-2099 | Origination Code: AG | Agriculture |
| Hold Type: BS | Bookstore | 8659741011 | Reason: | CHEARD |

When you do a next block, you will be able to see any current hold that the student has. This particular hold has a Hold End Date of "31-Dec-2099" which is considered the Banner End of Time date. These will all sort to the top of the form. You can scroll down through the active and end-dated/cleared holds by using the scroll bar on the side of the form.

To enter a hold:

Enter your Hold Code as given to you by the Bursar's Office or Registrar's Office. Since Smokey Volunteer has so many holds a new record must be created. Click on the on the "Insert Record" icon or pressing "F6".

Oracle Developer Forms Runtime - Web: Open > SOAHOLD

File Edit Options Block Item Record Query Tools Help

Hold Information SOAHOLD 8.2 (KBANDE)

ID: 890102515 Smokey Volunteer

Hold Details

| | | | | |
|---------------|---------------------|-----------------|----------------------|-----------------|
| Hold Type: MU | Music Uniform Out | 8659743496 | Reason: test | SFORMAN |
| Amount: | From: 06-AUG-2010 | To: 31-DEC-2099 | Origination Code: BN | Band Department |
| Hold Type: A4 | Needs High Sch Tscp | 8659742184 | Reason: | CHEARD |
| Amount: | From: 06-AUG-2010 | To: 31-DEC-2099 | Origination Code: AG | Agriculture |
| Hold Type: BS | Bookstore | 8659741011 | Reason: | CHEARD |

A blank line will appear in the form.

Oracle Developer Forms Runtime - Web: Open > SOAHOLD

File Edit Options Block Item Record Query Tools Help

Hold Information SOAHOLD 8.2 (KBANDE)

ID: 890102515 Smokey Volunteer

Hold Details

Hold Type: MU Music Uniform Out 8659743496 Reason: test SFORMAN

Amount: From: 06-AUG-2010 To: 31-DEC-2099 Origination Code: BN Band Department

Hold Type: Amount: From: 06-AUG-2010 To: 31-DEC-2099 Origination Code:

Hold Type: A4 Needs High Sch Tscp 8659742184 Reason: CHEARD

We will use a Bursar's office code for examples. I have entered "CS" which is the hold code assigned to Student Fees. Enter the hold and press Enter.

Hold Details

Hold Type: MU Music Uniform Out 8659743496 Reason: test

Amount: From: 06-AUG-2010 To: 31-DEC-2099 Origination Code: BN Band Dep.

Hold Type: CS CSA Fees 8659744495 Reason:

Amount: From: 06-AUG-2010 To: 31-DEC-2099 Origination Code:

If you wish to enter a reason, you can. This is a free-form field and can be used to tie to the record in your department. If you wish to enter an amount, you may. This is an informational ONLY field and is not used for collection purposes.

The FROM: date will default in "current date" for a new hold. The TO: date will default to Banner End-of-Time, 31-Dec-2099.

Oracle Developer Forms Runtime - Web: Open > SOAHOLD

File Edit Options Block Item Record Query Tools Help

Hold Information: SOAHOLD 8.2 (KBANDE)

ID: 890102515 Smokey Volunteer

Hold Details

| | | | | | | | | |
|------------|----|---------------------|-------------|---------|-------------|-------------------|----|-------------------|
| Hold Type: | MU | Music Uniform Out | 8659743496 | Reason: | test | SFORMAN | | |
| Amount: | | From: | 06-AUG-2010 | To: | 31-DEC-2099 | Origination Code: | BN | Band Department |
| Hold Type: | BS | Bookstore | 8659741011 | Reason: | | CHEARD | | |
| Amount: | | From: | 06-AUG-2010 | To: | 31-DEC-2099 | Origination Code: | MA | Men's Athletics |
| Hold Type: | CS | CSA Fees | 8659744495 | Reason: | | | | |
| Amount: | | From: | 19-AUG-2010 | To: | 31-DEC-2099 | Origination Code: | | |
| Hold Type: | AR | Accounts Receivable | 8659744495 | Reason: | | CHEARD | | |
| Amount: | | From: | 06-AUG-2010 | To: | 06-AUG-2010 | Origination Code: | WA | Women's Athletics |
| Hold Type: | CN | Casnr Acad Rev Adv | 8659747303 | Reason: | test | SFORMAN | | |
| Amount: | | From: | 06-AUG-2010 | To: | 06-AUG-2010 | Origination Code: | AG | Agriculture |
| Hold Type: | CS | CSA Fees | 8659744495 | Reason: | test | SFORMAN | | |
| Amount: | | From: | 06-AUG-2010 | To: | 06-AUG-2010 | Origination Code: | BR | Bursars Office |

Hold Originator, press LIST for valid codes.

Record: 3/? ... List of Valu... <OSC>

The only thing you have to enter other than Hold Type code is the Origination Code. This code is the code assigned to your Business Profile. Since I am entering a hold code as an employee of the Bursar's Office, I will click on the drop-down arrow and choose Bursar's Office.

If you know the code, you can just enter the code in the box.

[illegible]


Once the code is selected from the table by double-clicking or entered in the box, your screen will look like this:

ID:

Hold Details

| | | | | | | |
|-------------------|---|---|--|----------------------|---|--|
| Hold Type: | <input type="text" value="CS"/> <input type="text" value="CSA Fees"/> | <input type="text" value="8659744495"/> | Reason: | <input type="text"/> | <input type="checkbox"/> Release Indicator | <input type="text"/> |
| Amount: | <input type="text"/> | From: | <input type="text" value="06-AUG-2010"/> | To: | <input type="text" value="31-DEC-2099"/> | Origination Code: |
| | | | | | | <input type="text" value="BR"/> <input type="checkbox"/> Bursars Office |

| | | | | | |
|-------------------|----------------------|----------------|----------------------|---|----------------------|
| Hold Type: | <input type="text"/> | Reason: | <input type="text"/> | <input type="checkbox"/> Release Indicator | <input type="text"/> |
|-------------------|----------------------|----------------|----------------------|---|----------------------|

Important: In order for the hold to be saved you must save the entry by clicking the save icon . This will save the hold to the student's account.

Oracle Developer Forms Runtime - Web: Open > SOAHOLD

File Edit Options Block Item Record Query Tools Help

Save Information SOAHOLD 8.2 (KBANPP)

ID: 890102515 Smokey Volunteer

Hold Details

Hold Type: CS CSA Fees 8659744495 Reason: Release Indicator:
 Amount: From: 06-AUG-2010 To: 31-DEC-2099 Origination Code: BR Bursars Office
 Hold Type: Reason: Release Indicator:

You may also save a record by pressing "F10". The way you know the student has a hold when viewing SOAHOLD is look at the "TO" date of the hold. If the date is the current date or earlier, the hold is no longer in effect.

Hold Type: A4 Needs High Sch Iscp 8659742184 Reason: CHEARD
 Amount: From: 06-AUG-2010 To: 31-DEC-2099 Origination Code: AG Agriculture
 Hold Type: BS Bookstore 8659741011 Reason: CHEARD
 Amount: From: 06-AUG-2010 To: 31-DEC-2099 Origination Code: MA Men's Athletics
 Hold Type: L4 Lady Vol-Volleyball 8659743871 Reason: CHEARD
 Amount: From: 06-AUG-2010 To: 06-AUG-2010 Origination Code: WA Women's Athletics

In looking at the 2 holds above, the "BS" hold is still in effect because the "TO" date is 31-Dec-2099. The "L4" hold is cleared because the "TO" date is 8/6/10.

Oracle Developer Forms Runtime - Web: Open > SOAHOLD

File Edit Options Block Item Record Query Tools Help

Hold Information SOAHOLD 8.2 (KBANDE)

ID: 890102515 Smokey Volunteer

Hold Details

Hold Type: MU Music Uniform Out 8659743496 Reason: test SFORMAN
 Amount: From: 06-AUG-2010 To: 31-DEC-2099 Origination Code: BN Band Department
 Hold Type: BS Bookstore 8659741011 Reason: CHEARD
 Amount: From: 06-AUG-2010 To: 31-DEC-2099 Origination Code: MA Men's Athletics
 Hold Type: CS CSA Fees 8659744495 Reason: CHEARD
 Amount: From: 19-AUG-2010 To: 31-DEC-2099 Origination Code: BR Bursars Office
 Hold Type: AR Accounts Receivable 8659744495 Reason: CHEARD
 Amount: From: 06-AUG-2010 To: 06-AUG-2010 Origination Code: WA Women's Athletics
 Hold Type: CN Casnr Acad Rev Advl 8659747303 Reason: test SFORMAN
 Amount: From: 06-AUG-2010 To: 06-AUG-2010 Origination Code: AG Agriculture
 Hold Type: CS CSA Fees 8659744495 Reason: test SFORMAN
 Amount: From: 06-AUG-2010 To: 06-AUG-2010 Origination Code: BR Bursars Office

FRM-40400: Transaction complete: 1 records applied and saved.
 Record: 3/? List of Valu... <OSC>

Holds are not removed from a student's record. The holds are end dated.

Clearing a Hold from a Student's Record:

To clear a hold or "end-date" a hold in Banner, you will go into the student's record as previously discussed. You will go to the hold code that you have been assigned and change the "TO" date to the current date.

Click on the calendar to the right of the TO date block:

Oracle Developer Forms Runtime - Web: Open > SOAHOLD - GUACALN

File Edit Options Block Item Record Query Tools Help

Hold Information SOAHOLD 8.2 (KBANDE)

ID: 890102515 Smokey Volunteer

Hold Details

Hold Type: CS CSA Fees 8659744495 Reason: Amount: From: 06-AUG-2010 To: 31-DEC-2099 Origination Code:

Hold Type: A4 Needs High Sch Tscp 865974211 Amount: From: 06-AUG-2010

Hold Type: BS Bookstore 8659741011 Amount: From: 06-AUG-2010

Hold Type: L4 Lady Vol-Volleyball 8659743871 Amount: From: 06-AUG-2010

Hold Type: LN Lady Vols - Tennis 8659743871 Amount: From: 06-AUG-2010

Hold Type: M1 Mens Ath-Football 8659741219 Amount: From: 06-AUG-2010

Calendar GUACALN 8.1 (KBANDE)

DECEMBER 2099

SUN MON TUE WED THU FRI SAT

1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

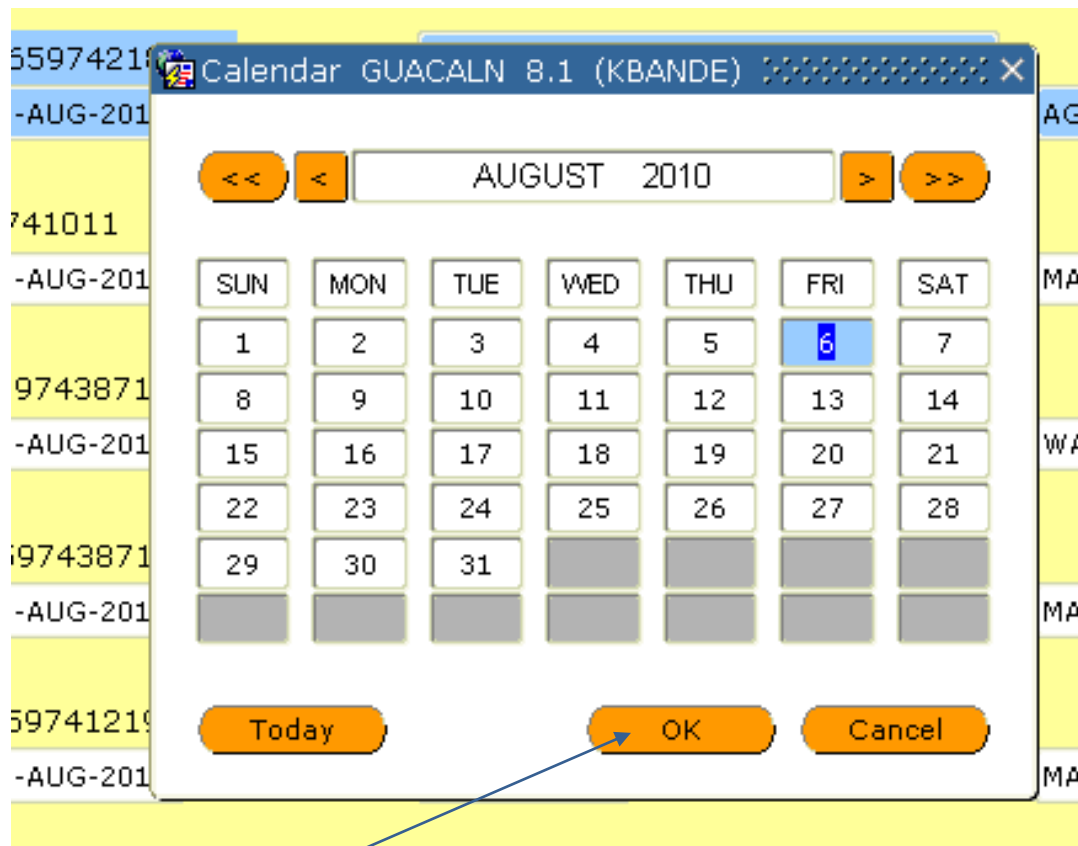
20 21 22 23 24 25 26

27 28 29 30 31

Today OK Cancel

Next click on the "Today" button on the Calendar.

The calendar will change to the current date:



Click the "OK" button. The current date will populate the TO date block instead of the Banner End-of-Time date.

Hold Details

| | | | | | | |
|------------|----|----------|-------------|---------|-------------|-------------------------------------|
| Hold Type: | CS | CSA Fees | 8659744495 | Reason: | | SFORMAN |
| Amount: | | From: | 06-AUG-2010 | To: | 06-AUG-2010 | Origination Code: BR Bursars Office |

Now you need to save the record as previously instructed. The next person who views this record will see the "CS" code has move down in the list as shown in the next print screen.

You can exit the form by clicking on the "X" or you can "Roll Back" to the beginning of this form by clicking the "Roll Back" Button.

Oracle Developer Forms Runtime - Web: Open - SOAHOLD

File Edit Options Block Item Record Query Tools Help

Hold Information SOAHOLD 8.2 Next Block

ID: 890102515 Smokey Volunteer

Hold Details

Hold Type: MU Music Uniform Out 8659743496 Reason: test
 Amount: From: 06-AUG-2010 To: 31-DEC-2099 Origination Code: BN Band Departm

Hold Type: BS Bookstore 8659741011 Reason:
 Amount: From: 06-AUG-2010 To: 31-DEC-2099 Origination Code: MA Men's Athletic

Hold Type: AR Accounts Receivable Reason:
 Amount: From: 06-AUG-2010 To: 06-AUG-2010 Origination Code: WA Women's Athl

Hold Type: CN Casnr Acad Rev Adv 8659747303 Reason: test
 Amount: From: 06-AUG-2010 To: 06-AUG-2010 Origination Code: AG Agriculture

Hold Type: CS CSA Fees 8659744495 Reason: test
 Amount: From: 06-AUG-2010 To: 06-AUG-2010 Origination Code: BR Bursars Office

The red bracket shows current holds and the green bracket with the smiley face shows holds that have been cleared or end-dated.

Exiting a form

To exit the any Banner form click the X (Exit button).

Oracle Developer Forms Runtime - Web: Open - SZAREG

File Edit Options Block Item Record Query Tools Help

Alternate Student Registration Form SZAREG 8.3.0.3 [MC 1.1] (X-SANDE)

Term: 201120 ID: 000010248 Registration, Rachel Date: 20-JUL-2010

Registration

Enrollment Information

Status: EL Eligible to Register Process Block: Minimum: .000 Maximum: 19.000
 Reason: Status Date: 16-JUL-2010

Course Information

| CRN | Subject | Course | Section | Mode | Grade | Credit Hours | Bill Hours | Attempted Hours | Time Status Hours | Status Level | Part of Term | Instruction Campus |
|-------|---------|--------|---------|------|-------|--------------|------------|-----------------|-------------------|--------------|--------------|--------------------|
| 20001 | ACCT | 200 | 001 | G | | 3.000 | 3.000 | 3.000 | 3.000 | RW UG | 1 01 | K |
| 23809 | ANTH | 110 | 001 | G | | 3.000 | 3.000 | 3.000 | 3.000 | RW UG | 1 01 | K |

Error Flag: No error Status Type: Registered

Fees: Y - Immediate assessm... Date: 16-JUL-2010 Credit Hours: 6.000 Bill Hours: 6.000 CEU Hours: .000

CRN: Press LIST for sections, HELP for specific section info, DUPITEM for CAPP area pre-reg errors.
 Record: 1/2 <OSC>

To review a student's account, you may go to **TSAAREV** if you have the proper access. You can see if a student has active holds by looking in the hold box as highlighted below:

Oracle Developer Forms Runtime - Web: Open > TSAAREV

File Edit Options Block Item Record Query Tools Help

Account Detail Review Form - Student TSAAREV 8.1.1 (KBANDE)

ID: three test Credit Limit: Holds:

User:

Account Details

| Detail Code | Description | Term | Charge | Payment | Balance | Source Code | Effective Date |
|-------------|-------------|------|--------|---------|---------|-------------|----------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

You may also, if you have the proper access, go to **SZAAREG**. Holds are indicated in the highlighted box:

Oracle Developer Forms Runtime - Web: Open > SZAAREG

File Edit Options Block Item Record Query Tools Help

Alternate Student Registration Form SZAAREG 8.3.0.3 [MC:1.1] (KBANDE)

Term: ID: test, three Date: Holds:

Registration

Enrollment Information

Status: Process Block: Minimum: Maximum: Source: Acceptance: ☐ Confirmed ☐ None ☐ Accepted

Reason: Status Date:

Course Information

| CRN | Subject | Course | Section | Grade | Credit Hours | Bill Hours | Attempted Hours | Time Status Hours | Status | Level | Part of Term | Method of Instruction | Campus |
|-----|---------|--------|---------|-------|--------------|------------|-----------------|-------------------|--------|-------|--------------|-----------------------|--------|
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

Your access in Banner will be based upon your job classifications.

What does the form name mean?

Every form has an abbreviated 7 character form name. Most of the time, forms are referred to by this 7 character form name.

- Position 1 – Identifies the Banner product owning the form, report, process or table.
 - G = General
 - S = Student
- Position 2 – Identifies the application module owning the form, report, process or table. Is unique to the product identified in position 1
 - G = General
 - E = Event Management
 - J = Job Submission
 - L = Letter Generation
 - O= Overall
 - P = Purge
 - S = Security
 - T = Validation form/table
 - U = Utility
 - S = Student
 - A = Admissions
 - C = Catalog
 - E = Support Services
 - F = Registration/Fee Assessment
 - G = General Student
 - H = Grades/Academic History
 - I = Faculty Load
 - L = Location Management
 - M = CAPP
 - O= Overall
 - P = Person
 - R = Recruiting
 - S = Schedule
 - T = Validation form/table
- Position 3 – Identifies the type of form, report, process or table.
 - A = Application
 - B = Base Table
 - I – Inquire
 - P = Process
 - R – Rule Table, Repeating Table, Report or Process
 - V = Validation
 - M = Maintenance
- Position 4, 5, 6, 7 – Identifies a unique four-character code for the form, report, process or table.
 - ***IDEN = Identification
 - ***PINC = Position Incumbent
 - ***STDN = Student Relation
 - ***PERS = Person