Banner 9 Tips

Name field shows as needed

In Banner 9, the name field at the top of each page shows when a user enters an SID, or hits Tab or Enter. Note the gray callout providing a tip on the name field showing:

After tab or enter key:

Filing a Graduation Application on Behalf of a Student

As a reminder, only one graduation application is permitted for each curriculum record. If resubmitting a graduation application on behalf of the student, first deactivate the current graduation application by updating the Application Status with a Does Not Meet Requirements or College Deferred Application code. Then navigate to SGASTDN or SFAREGS and ensure that curriculum, catalog year, and expected graduation information is correct and click on the Duplicate button and save prior to using the Apply to Graduate button. As with the current process to review these fields in SHAGAPP before saving and before using the create/update degree record button, the user should ensure the correct combination of graduation term, year, and date are present before proceeding. Please see Filing a Graduation Application on Behalf of a Student for details.
Registration Audit Trail

User name and activity date are now at the bottom of a highlighted row in Banner 9 so they do not show as columns on SFASTCA the registration audit trail form. You can also view and sort this information quickly by using the Tools menu to export the data, which includes the user name and activity date.