

BANNER UPDATE

4th Edition | May 2, 2016



Departmental Exemptions

Discover how to add and/or remove a Student to a previously-established Exemption with this [PDF](#) tutorial.



Placement Scores



Banner Lab: Academic

This [PDF](#) training covers UCR's placement scores for the University Writing Program, Academic Resource Center for Math, Foreign Languages and Chemistry.

Scheduling and Learning Communities

Review Academic Scheduling in Banner, 25Live Classroom Scheduling, and how to schedule block courses, such as Learning Communities. [Log in](#) to UCR Learning. Keyword: **Communities**



Banner Feedback Form

Have questions or suggestions for improvement? Share your feedback on the [Banner Support Feedback Form](#). (For technical support, first refer to [User Support](#).) Your information will be kept confidential, and we will make every effort to respond in a timely manner.

LABS

NOTE: Banner Lab Registration - Practice what you've been taught in Banner Labs! Visit [UCR Learning](#) to find the appropriate labs for your role at UCR. Then reserve your spot. Be sure to register for a Lab even if you're still working through Banner tutorial prerequisites. **Don't miss the opportunity to participate in a lab – they will not be offered again!**

Banner Lab: Curriculum Changes - Practice material covered in the online tutorial Curriculum Changes. [Log in](#) to UCR Learning. Keyword: **Curriculum**

Banner Lab: Academic History - Review materials from Transfer History Navigation, Academic History Navigation, Placement Scores (PDF), Removing Lower Division Units, and Assigning Advisors. [Log in](#) to UCR Learning. Keywords: **Banner Lab**

Banner Lab: Graduation - Refresh your training in Graduation (online tutorial) and Expected Graduation Date. [Log in](#) to UCR Learning. Keyword: **Graduation**

Banner Lab: Registration - Practice the material covered in the Enrollment and Waitlisting tutorials. [Log in](#) to UCR Learning. Keyword: **Registration**

HELPFUL TIPS



F7: Enter Query

This shortcut puts the form in query mode. It also allows you to enter search criteria.



F8: Execute Query

Create a quick search for information based on entered search criteria.



Ctrl+Q: Cancel or Exit a Query

Ctrl+Q closes any form. When using it from the General Menu Form, it exits Banner altogether.



Ctrl+E: Edit

Make editing even faster



F1: Help

Have questions about a



Ctrl+F1: Show Keys

Each Banner form comes

with the Ctrl+E keystroke.

Banner form? Use F1 to get answers. For technical needs, visit [User Support](#).

with specific function keys. To see a list of these keys for the form you're currently viewing, select Show Keys from the Help menu.

REMINDERS

[Assigning Advisors](#) - Learn to explain how advisors are assigned to and removed from student records. The form is term driven, and will record a history of advisors the student had in prior terms. Multiple advisor types can be assigned to a student, and multiple advisors of the same type can be assigned to students. [Log in](#) to UCR Learning. Keywords: **Assigning Advisors**

[Removing Excess Lower Division Units](#) - Find out how to remove Excess Lower Division Units from transfer student records in order to adhere to the 105 quarter unit-cap. [Log in](#) to UCR Learning. Keyword: **Excess**

[Viewing Admission Decision](#) - Discover how to view a summary of admissions application, status and decision for a student. [Log in](#) to UCR Learning. Keyword: **Admission**

[Enrollment](#) - Learn how to complete common enrollment procedures, such as add a student to a course, remove a student from a waitlist, and view a student's registration audit. [Log in](#) to UCR Learning. Keywords: **Banner Enrollment**

[Holds \(Viewing and Maintenance\)](#) - Manually assign and release a hold on a student account with this Banner tutorial. Holds is a prerequisite for Waitlisting and Graduation Process. [Log in](#) to UCR Learning. Keyword: **Holds**

[Waitlisting](#) - This training provides Academic Departments with information on how to view and manage waitlist enrollment. [Log in](#) to UCR Learning. Keyword: **Waitlisting**

[Graduation Process](#) - Find out how graduation applications are managed in Banner. Topics include viewing a student-filed application, approving/denying an application for graduation, and viewing a conferred degree for a student. [Log in](#) to UCR Learning. Keywords: **Graduation Process**

[Curriculum Changes \(After SIR\)](#) - This tutorial teaches you how to make various curriculum changes within select Banner forms. [Log in](#) to UCR Learning. Keywords: **After SIR**

[Departmental Billing](#) - Add a charge or a reversal to Student and Non-Student Accounts with this Banner tutorial. [Log in](#) to UCR Learning. Keyword: **Departmental**

[Academic History Navigation](#) - Discover how the academic history portion of the student

record is recorded and viewed. This tutorial reveals at a high level where to look to review the student's achievements at UCR. The navigation is not intended to instruct a user on how to make changes on these forms, but to provide an understanding of the data they contain. [Log in](#) to UCR Learning. Keyword: **History**

QUESTIONS? [Visit the Banner FAQ page.](#)

Note: Banner Student does not work on Chrome.

BANNER UPDATE IS MOBILE-FRIENDLY

Keep up with current Banner updates anytime, anywhere.

Visit the new Banner website at UCRBANNER.UCR.EDU to be in-the-know, on-the-go.



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This message was sent for the sole purpose of testing a draft message.