

Banner Student Training

Training 2

Admissions, Advisor Assignment, and Holds

Training 2 will cover the Banner admissions which includes admissions, prior college, and general student. This training will also cover advisor assignment and student holds.

Undergraduate and Graduate admission's applications start in Slate. Once the application is in Slate the shell application is sent to Banner. For applications where decisions are made in Slate, the decision is nightly uploaded to Banner. We will cover in this training the Banner pages for admission not the Slate process.

Professional applications are initiated through outside services

A. Admissions: The Banner pages that contain the admissions information are:

- a. **SAAADMS:** This page contains the basic application information. You need to enter an id (UIN) and click go. Do not enter a term as all applications for any term can be reviewed.

The screenshot shows a search interface with a blue background. At the top, there are two input fields: "ID:" and "Term:". A red arrow points to the "ID:" input field. To the right of the "Term:" field is a "Go" button, also indicated by a red arrow. Below the "ID:" field, there is a "View Current/Active:" checkbox and a "Curricula" link.

ID: 652672297 Law, John M. Term: View Current/Active Curricula: Start Over

Application Curricula Fees, Mail Submission, Withdrawal Data Checklist Sources, Interests, Comments Contacts, Cohorts, Attributes

APPLICATION Settings Insert Delete Copy Filter

Entry Term: 220201 Spring 2020 - Chicago	Application Number: 1
Application Date: 06/11/2020	
Admission Type: RA Regular Admission	Full or Part Time: <input type="text"/>
Student Type: P First Time Professional	<input type="checkbox"/> Outstanding Requirements
Residence: R Resident, In State Tuition	Application Status: D Decision Made
Site: <input type="text"/>	Application Status: 11/25/2019 Date
Maintained By: S SYSTEM	Application: 22 Applicant Accepts Offer Decision
	Application: 05/11/2020 Decision Date
	Maintained By: U USER

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CURRICULA SUMMARY - PRIMARY Settings Insert Delete Copy Filter

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	220201	JD:Law -UIC	220201	Law - Chicago	Chicago	John Marshall Law School	Juris Doctor

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FIELD OF STUDY SUMMARY Settings Insert Delete Copy Filter

Attached to Major Details

Priority	Term	Type	Field of Study	Department	Attached to Major
1	220201	Major	Law	Law	

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1. Application tab shows the basic admissions information. Some key fields:
 - a. Term
 - b. Admission type: It is usually RA – Regular Admissions
 - c. Student Type: In most cases it will be an F for first time undergrad, G for first time graduate, and P for first time professional. Other Types are used when applicable.
 - d. Residency – In state and out of state are the most common.
 - e. Application Status: I – Incomplete; C: Complete and D: Decision made. UIC does not maintain the Banner application status for undergrad, graduate and professional applications from Incomplete to Complete stage, refer to Slate.
 - f. Application Decision: This is the latest decision for this application. The codes will be discussed with the SAADCRV page.
 - g. Curriculum Summary: Shows the program and major information.
 - h. Field of Study Summary: Priority and major information.

2. Curricula tab displays the curriculum information for this application.

Curriculum / Field of Study

CURRICULUM Settings Insert Delete Copy Filter

Replace Duplicate

Current	Activity	Key Sequence	Term	Term Description	Catalog Term	Catalog Term Description	Priority
<input checked="" type="checkbox"/>	ACTIVE	1	220201	Spring 2020 - Chicago	220201	Spring 2020 - Chicago	1

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Curriculum

Program	20FJ0385JD	JD:Law -UIC	College	FJ	John Marshall Law School
Level	2L	Law - Chicago	Degree	JD	Juris Doctor
Campus	200	Chicago	Start Date	End Date	

FIELD OF STUDY Settings Insert Delete Copy Filter

Attached Concentrations Inactivate

Current	Activity	Status	Term	Type	Type Description	Priority	Catalog	End Term
<input checked="" type="checkbox"/>	ACTIVE	APPACCEPT	220201	MAJOR	Major	1	220201	
<input type="checkbox"/>	ACTIVE	INSTACCEPT	220201	MAJOR	Major	1	220201	
<input type="checkbox"/>	ACTIVE	INPROGRESS	220201	MAJOR	Major	1	220201	

Field of Study

Field of Study	0385	Law	Start Date
Department	2984	Law	End Date
Attached to Major			
Full or Part Time			

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- Term: Banner term information
- Curriculum: Program code, college, campus and degree.
- Field of Study: Shows the decisions made on this application as well as the program and department information.

3. The checklist tab is maintained in Banner for Graduate and Professional students. The checklist tab is maintained in Slate for Undergrad students

ID: 67455111 | Student: A. Anderson A. (Chicago) | Term: View Current/Active Curricula:

Application Curricula Fees, Mail Submission, Withdrawal Data **Checklist** Sources, Interests, Comments Contacts, Cohorts, Attributes

APPLICATION CHECKLIST

Admission Request *	Description	Received Date	Item	Item Description	Mandatory Indicator	Print Indicator
2ADM	UIC Decision Letter	02/04/2019		BDM (UI2BXPOLLSTU2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2SLT	Refer to Slate				<input type="checkbox"/>	<input checked="" type="checkbox"/>
ADTR	AADSAS Record/Transcripts				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AF85	Application Fee \$85				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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b. **SOATEST:** Test scores are displayed on SOATEST. You need to enter an ID and click go

1. The code description, score, date and source are displayed. If a student was an undergraduate at the UIC Campus, you will see other test scores. Test scores are displayed from the latest to the oldest.
- 2.

c. **SOAPCOL:** Prior college information is displayed on SOAPCOL. You need to enter the id and click go. The institution where the applicant received any additional degree will typically be here (if the institution code is in Banner).

1. Displays the Prior College Name, whether it is an official transcript, degree information and GPA.

- d. **SAADCRV:** This page shows all of the admissions decisions for a student. Enter and id, term and click go.

ID: Term:

ID: 652672297 Law, John M. Term:

Decision Processing High School Review Prior College and Degree Review Test Score Review

▼ APPLICATION SUMMARY

Entry Term *	Decision	Decision Description	Status *	Status Description	Application Date *	Application Number *	Admission Type	Admission Type Description	Session	Session De
220201	22	Applicant Accepts O...	D	Decision Made	06/11/2020	1	RA	Regular Admission		

▼ CURRICULUM

Priority	Program	Level	College	Campus	Degree	Catalog Term
1	20FJ0385JD	2L	FJ	200	JD	220201

▼ FIELD OF STUDY

Type	Code	Department
MAJOR	0385	2984

Application Decision Application Decision Letter Decision Calculator Rating Review

▼ DECISION DATA

Decision Code *	Description	Significant Decision	Institution Acceptance	Applicant Acceptance	Institution Rejection	Inactive Application	Maintained Ind	Maintained by	Decision Date *
22	Applicant Accepts Offer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U	USER	05/11/2020
U9	(NS) Admit/Accept	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U	USER	02/01/2020
98	Admit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U	USER	11/25/2019

- The application Summary, Curriculum, and Field of Study were on the application tabs.
- Application Decision: The application decisions at the bottom of the screen are all of the decisions made on this application. Decision codes vary for the different student levels. For Undergrad the codes being used are:
 - 98: Admit – Student has been admitted into the program.
 - 22: Applicant Accepts Offer - This decision creates a General Student Record for the student. The General Student Record will be created when the decision has the Applicant Acceptance Box checked.
 - Graduate and Professional normally use decision code 97 for Admit/Accepts Offer after review of the application.

- e. **SGASTDN:** A General Student Record is created when a student accepts the offer of admissions. You need to enter the ID and the term and click go.

1. Learner: This contains a view of the student’s application and curriculum, and field of study information.
2. Curricula Tab: Contains the basic curriculum information.

a. Click on Status Details and additional information is displayed:

Curriculum		Status Details		Record 1 of 1	
Admission Type	RA	Regular Admission	Rolled to Outcome	Leave From Date	
Admission Term	Z20201	Spring 2020 - Chicago	Student Type	Leave To Date	
Application	1		Site	Expected Graduation Date	
Matriculated Term			Rate	Graduation Term	
Roll Learner	Yes		Leave of Absence	Graduation Year	

b. Leave of Absence information is displayed on this subtab.

3. Activities, Veteran, Comments are not used.

4. Academic, Graduation Status and Dual Degree information is on this tab.

Learner	Curricula	Study Path	Activities	Veteran	Comments	Academic and Graduation Status, Dual Degree	Miscellaneous
ACADEMIC STATUS							
Academic Term		Progress Evaluation		Combined Academic Standing			
Academic Status		Progress Evaluation Override		Combined Academic Standing Override			
Academic Standing Override		Progress Evaluation Override Term		Combined Academic Standing Override Term			
Academic Status Override Term		Graduation Status		Graduation Status			
Expected Graduation Date		Graduation Term		Graduation Year			
Dual Degree		Degree		College			
Level		Department		Major			

a. Dual Degrees are listed when appropriate.

b. Academic Standing Information: Current Academic Standing information will be listed.

5. Miscellaneous tab displays the Educational Goal for Undergrad applicants when available.

f. **SOAHOLD:** The page displays the current holds for a student. Enter an Id and click Go.

ID: Go

ID: 652672297 John Marshall Law Start Over

HOLD DETAILS

Hold Type *	Hold Type Description	Hold Reason *	Reason Description	Amount	From *	To *	Origination Code *	Origination Code Description	Updated By
NS	New Student	CA	Contact your college office		06/11/2020	09/05/2020	ADVR	All Advisors	MIKEK
2B	UIC JMLS Registrar	2L	Contact JMLS Registrar Office		06/11/2020	12/31/2099	20FJ	John Marshall Law School	MIKEK

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1. Hold Reason: Some common holds are:
 - a. NS : New Student placed on all incoming students.
 - b. Title IX : Sexual Harassment Training required.
2. Hold Reason and Description: The description for most holds will contain a phone number. Some holds are used across campus. NS holds can be removed by anyone with hold update access.
3. From and To Date: From date is when the hold starts. To Date is when the hold expires. For NS holds the to date is the day after registration ends. The hold will be deleted.
4. Originator code/Description: It shows who originated the hold.
5. Updated By: This is who or how the hold was placed. 2NSABATCH is used when systems hold are placed in batch mode.

g. **SZIHOLS:** This is the hold history screen. It is an audit of hold placement and removal. You need to Enter the ID for the student,

ID: Go

ID: 652672297 Law, John M. Start Over

HOLD DETAILS

Hold Type	Hold Type Description	User ID	Hold Reason	Hold Reason Description	Amount	From	To	Origination Code	Origination Code Description	Sequence No	Activity Date	Type
2B	UIC JMLS Registrar	MIKEK	2L	Contact JMLS Registrar Office		06/11/2020	12/31/2099	20FJ	John Marshall Law School	2	06/11/2020	Insert
2B	UIC JMLS Registrar	MIKEK	2L	Contact JMLS Registrar Office		06/11/2020	12/31/2099	20FJ	John Marshall Law School	3	06/11/2020	Delete
NS	New Student	MIKEK	CA	Contact your college office		06/11/2020	09/05/2020	ADVR	All Advisors	1	06/11/2020	Insert
NS	New Student	MIKEK	CA	Contact your college office		06/11/2020	09/05/2020	ADVR	All Advisors	4	06/11/2020	Delete
NS	New Student	MIKEK	CA	Contact your college office		06/11/2020	09/05/2020	ADVR	All Advisors	5	06/11/2020	Insert

1. This page displays the holds by type in chronological order. For instance, 2B was first inserted then deleted. NS was inserted then deleted and inserted again.

h. SGAADVR: This page is where you assign an advisor. Enter in the ID and Term then click Go:

The screenshot shows the SGAADVR interface. At the top, there is a search bar with the following fields: ID: 652672297, Name: Law, John M., Term: 220201, and a Go button. Below this is a summary bar with the same information and a Start Over button. The main section is titled 'ADVISOR INFORMATION' and contains a table of assigned advisors. The table has columns for ID, Name, Advisor Type, Advisor Type Description, and Primary Indicator. The first row shows an advisor with ID @0424..., Name Marshall, John A., Advisor Type COLL, Advisor Type Description College Advisor, and Primary Indicator checked. The interface also includes a 'Maintenance' button, 'From Term' (220201), and 'To Term' (999999) filters, along with navigation and pagination controls.

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
@0424...	Marshall, John A.	COLL	College Advisor	<input checked="" type="checkbox"/>

1. All of the student's assigned advisors will be listed. It is based on the term that was entered.