

Oakton Community College

Banner for Advisors

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Version 1.0

(Subsequent version to be published as version 1.1)

Table of Contents

Overview.....	3
Login.....	4
Term Selection.....	8
ID Selection.....	9
Student Information.....	10
Student Address and Phones.....	11
Student E-Mail Addresses.....	12
Student Schedule.....	13
Registration Override.....	14
Academic Transcript.....	17
Active Registrations.....	21
Registration History.....	22
View Test Scores.....	23
View Holds.....	24

Overview

Banner Web for Advisors provides a suite of on-line services designed to support the student support/advising mission of the college. The services provided include:

- Student Address Information
- Student E-Mail Information
- Student Schedule
- On-Line Registration Permits
- Unofficial Student Transcript
- Active Student Registration
- Registration History
- View Student Test Scores
- View Student Holds

These services will be accessible to faculty both on and off campus through internet access.

This manual is designed to provide a brief summary of each service provided and general instruction on accessing and utilizing them. Please note, student information accessible through Banner for Faculty is covered under the Family Education Rights and Privacy Act (FERPA).

Login

1. Click on the “My Oakton” oak leaf icon on your desk top.
2. This will bring up the Luminis login page.

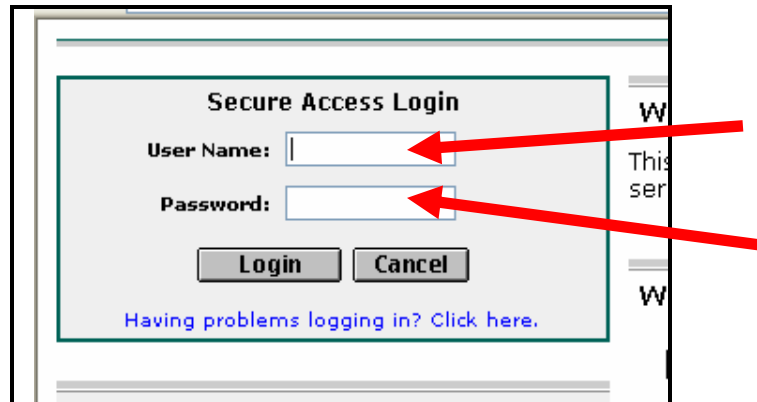


Figure 1-Luminis Login Screen

3. Enter the Login ID provided to you in the **Username** field and the password in the **Password** field.
4. Click on the “Login” button.

(If you have problems logging in, click on the “Having problems logging in?” field to report problems or click on the “How do I get a user name and password? CICK HERE” button for assistance in getting your login id.)



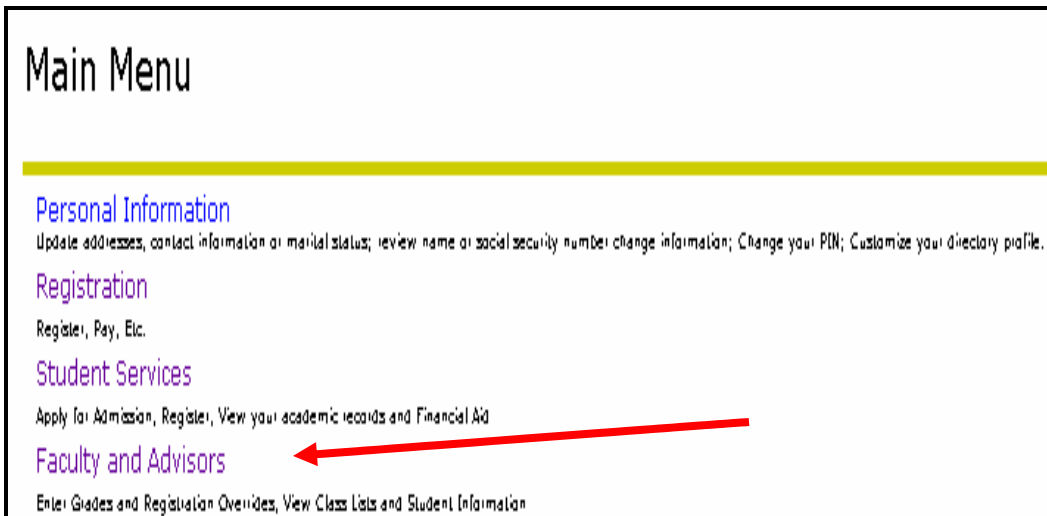
5. From your Luminis Front Page, select the **Teach & Advise** tab.



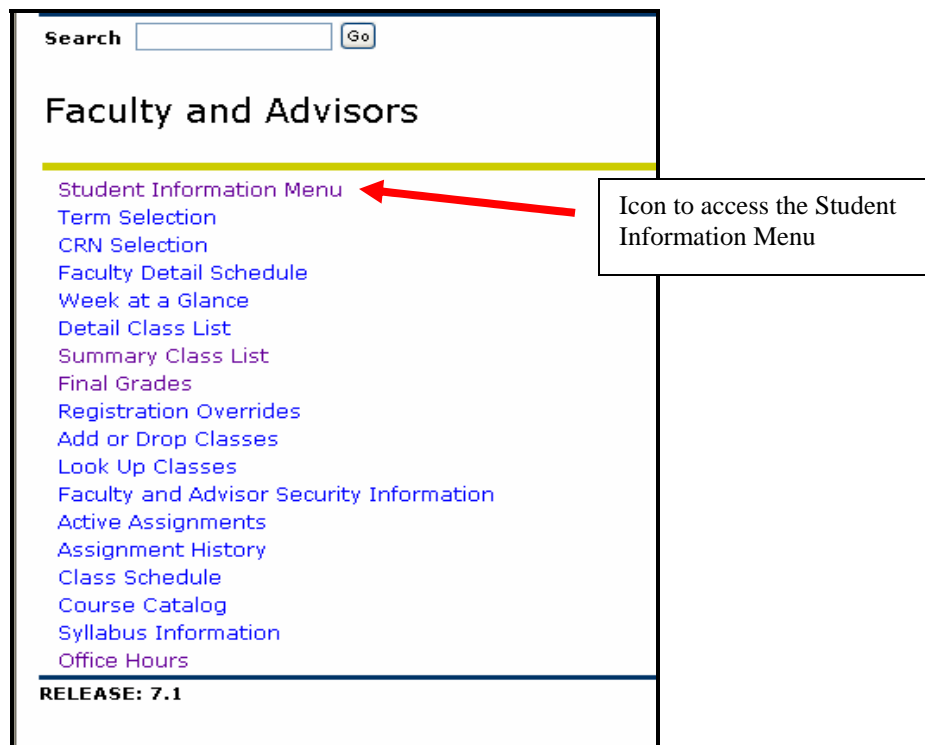
6. Select the **Self Service Banner (SSB) CONV database** tab.



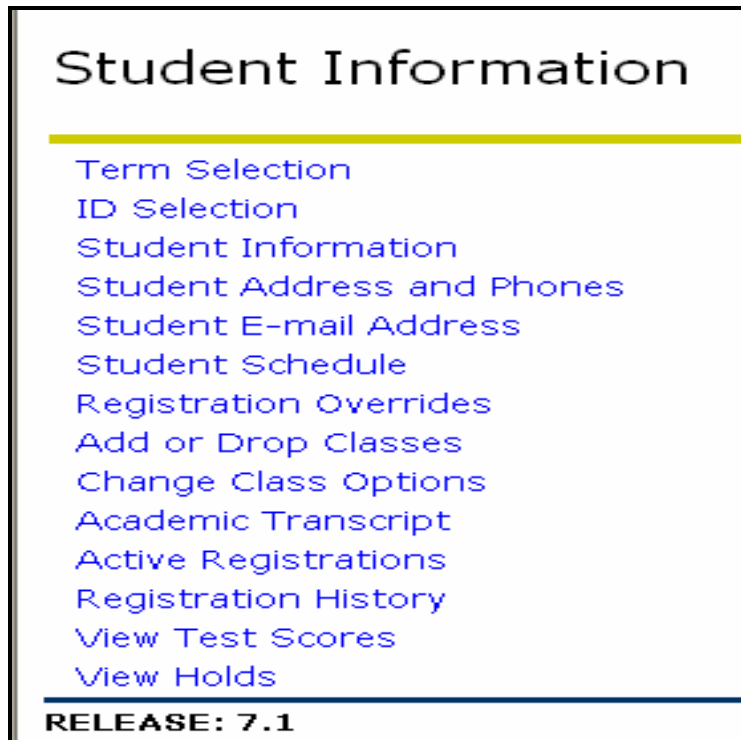
- This opens the main menu of self service options available. For individuals with both a Student and Faculty role, those options appear on the **Main menu**. Select the **Faculty and Advisors** menu option.



- This opens the main Faculty and Advisors menu. The **Student Information Menu** provides access to student academic record information which can be used to advise students. The Faculty Services Menu relates to active faculty assignment information will be covered in a separate manual.




9. Double click on the [Student Information Menu](#) icon to access the student information menu.

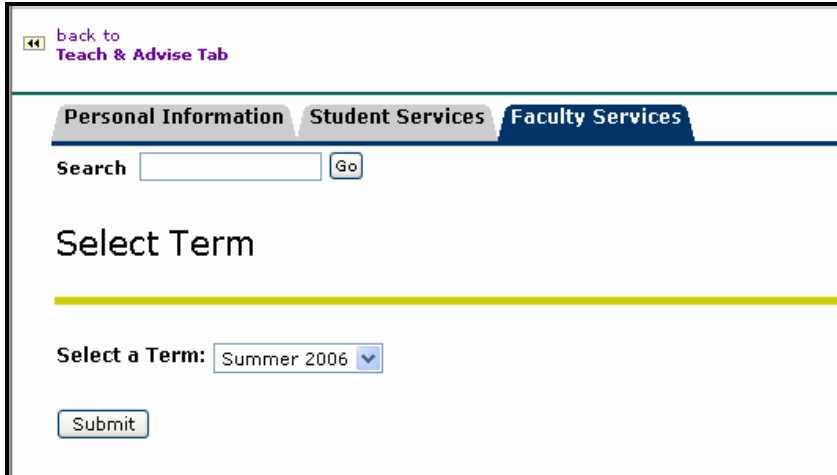


10. From this menu, Faculty and Advisors can access the needed student information.

TERM SELECTION

1. The **Select Term** screen will appear. **Select** the **Term** you wish to see in the drop-down

box. Click . The system will now use the selected term to pull information.



back to Teach & Advise Tab

Personal Information Student Services Faculty Services

Search Go


Select Term

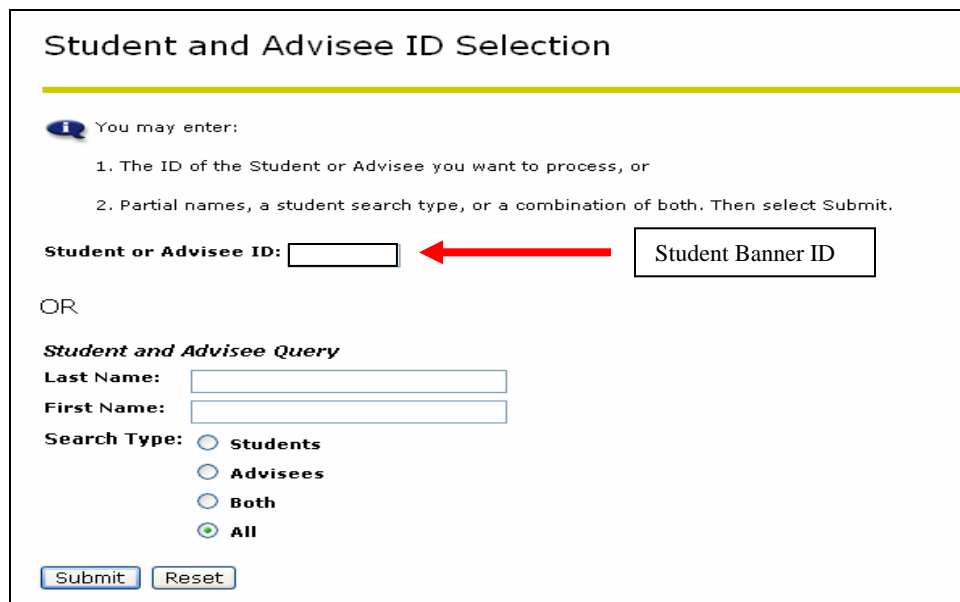
Select a Term: Summer 2006

Submit

2. The system will automatically take you back to the **Faculty and Advisors** screen so you can choose information related to the term just selected. If you wish to change terms, you simply **click** on **Term Selection** on the **Faculty and Advisors** screen and **select** a new term.
3. Using the back button will move you around in the system quickly. If you wish to leave the system, **click back to Teach & Advise** tab in the upper left hand corner, which appears on all Banner screens.

ID Selection


1. The **ID Selection** screen will appear. This will allow you to enter the ID for the student whose information you wish to access, or conduct a name search.
2. Enter the student ID in the **Student or Advisee ID** field and click on the  button.



Student and Advisee ID Selection

i You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:  **Student Banner ID**


OR

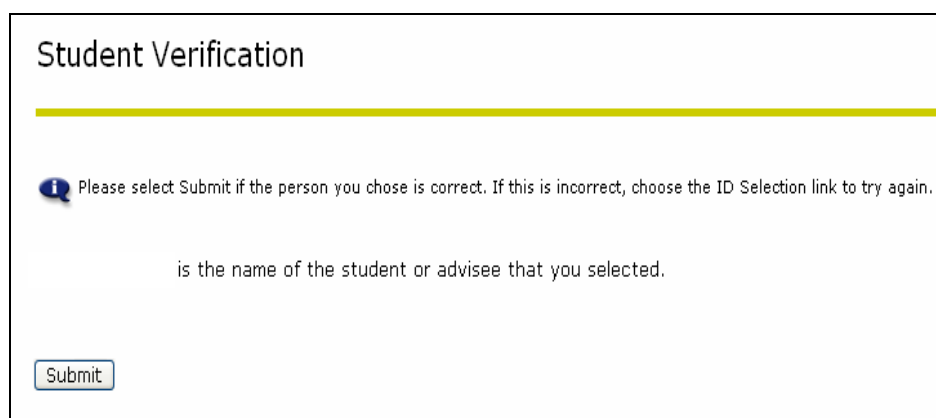
Student and Advisee Query

Last Name:

First Name:

Search Type: **Students**
 Advisees
 Both
 All

3. A verification screen will appear with the student name. If this is the correct student, click on the  button.



Student Verification

i Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

_____ is the name of the student or advisee that you selected.

4. Using the back button will move you around in the system quickly. If you wish to leave the system, **click back to Teach & Advise** tab in the upper left hand corner, which appears on all Banner screens.

Student Information

1. The **Student Information** screen will appear. It will show the address and telephone information available for the selected student.

General Student Information

Information for **Student Name**

Student Information effective from Summer 2005 to The End of Time

Registered for Term: Yes
First Term Attended: Summer 2003
Last Term Attended: Summer 2005
Status: Active
Residence: Out of District
Student Type: Continuing
Class: Freshman, Second Semester

Primary Curriculum

Program: Computer Info Systems AAS
Admit Term: Summer 2003
Admit Type: Traditional Student
Catalog Term: Summer 2003
Level: Credit Only
Degree: Associate in Applied Science
College: Credit Courses
First Major: CIS Appl Programmer

2. Data items or Field Titles in **Blue Font** will switch the user to another Faculty and Advisors menu option.
 - **Student Name** switches to the **Student Address** screen.
3. Using the back button will move you around in the system quickly. If you wish to leave the system, **click back to Teach & Advise** tab in the upper left hand corner, which appears on all Banner screens.

Student Address and Phones

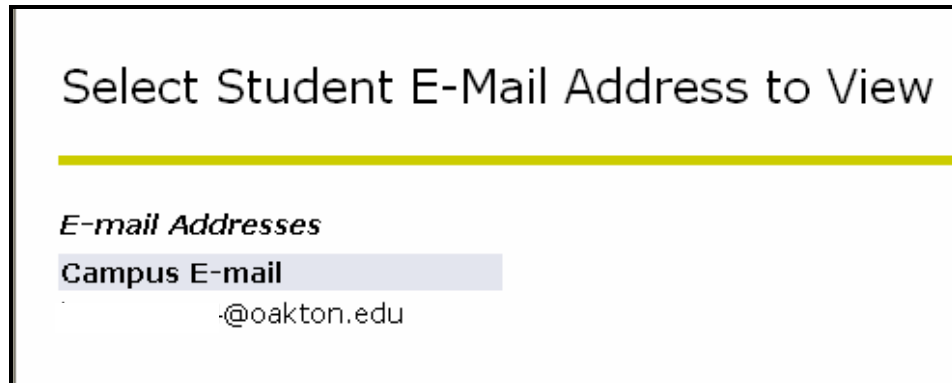
1. The **View Student Addresses and Phones** screen will appear. It will show all of the address information available for the selected student. (If you have not selected a student, you will be prompted to select a student prior to opening the screen.)

The screenshot shows a web interface for viewing student information. At the top, there is a navigation bar with tabs for 'Personal Information', 'Student Services', and 'Faculty Services'. Below this is a search bar with a 'Go' button. The main heading is 'View Student Addresses and Phones'. A yellow horizontal line separates the heading from the content below. The text 'Information for' is followed by a red arrow pointing to a box labeled 'Student Name'. Below this, the section 'Addresses and Phones' is displayed. It has two sub-sections: 'Permanent' and 'Phones'. The 'Permanent' section shows 'Current: Jun 03, 2003 - Dec 31, 2200 Primary: None Provided' and the address '358 Wiley Ave, Paw Paw, Illinois 61353, Lee'. A red arrow points from a box labeled 'Address Type' to the 'Permanent' section. The 'Phones' section shows 'Telephone number associated with address' with a red arrow pointing to it. At the bottom, there are links for 'Student Information', 'Student E-mail Address', 'Class List', and 'Term Selection'. The version number 'RELEASE: 6.1' is at the bottom left.

2. This view shows a student's active address and telephone number information. A student may have multiple addresses listed including:
 - i. Permanent Address: The student's permanent address used to establish residency for tuition calculation and state funding purposes.
 - ii. Mailing Address: An address established by the student to which correspondence from the college should be sent.
 - iii. Business Address: The student's work address.
 - iv. Billing Address: An address established by the student to which tuition and fee bills should be sent.
 - v. Parent Address: An address established by the student listing their parent/guardian address.
 - vi. Emergency Contact Address: An address established by the student listing contact information to be used by the college in case of emergency.
3. By selecting the **Student Name**, the Student Information screen for this student will be displayed.
4. Using the back button will move you around in the system quickly. If you wish to leave the system, **click back to Teach & Advise** tab in the upper left hand corner, which appears on all Banner screens.

Student E-Mail Address

1. The **Student E-Mail Address** screen will appear. It will show all of the e-mail address information available for the selected student. (If you have not selected a student, you will be prompted to select a student prior to opening the screen.)



2. This view shows a student's active address and telephone number information. A student may have multiple addresses listed including:
 - i. Permanent Address: The student's permanent address used to establish residency for tuition calculation and state funding purposes.
 - ii. Mailing Address: An address established by the student to which correspondence from the college should be sent.
 - iii. Business Address: The student's work address.
 - iv. Billing Address: An address established by the student to which tuition and fee bills should be sent.
 - v. Parent Address: An address established by the student listing their parent/guardian address.
 - vi. Emergency Contact Address: An address established by the student listing contact information to be used by the college in case of emergency.
3. Using the back button will move you around in the system quickly. If you wish to leave the system, **click back to Teach & Advise** tab in the upper left hand corner, which appears on all Banner screens.

Student Schedule

1. The **Student Schedule** screen will appear. It will show a listing of students current schedule. This enrollment data is up-to-date to the moment the list was requested. Simply scroll down the page to see information about each course in which the student is enrolled. (If you have not selected a student, you will be prompted to selected a student prior to opening the screen.)

View Student Schedule B01

Information for ← Student Name

Current Schedule

Total Credit Hours: 12.000

Fundamentals of Three-Dimensional Art I - ART 107 050

Associated Term: Spring 2006
CRN: 04117
Status: Web Registration on Dec 06, 2005
Assigned Instructor: Louis J. Pierozzi ← Open an E-Mail addressed to this instructor

Grade Mode: Standard Letter
Credits: 3.000
Level: Credit Only
Campus: Des Plaines

Scheduled Meeting Times


Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Lab	6:30 pm - 9:10 pm	MW	Des Plaines Bldg 1100	Jan 18, 2006 - May 10, 2006	Lab/lab Discussion	Louis J. Pierozzi (P)

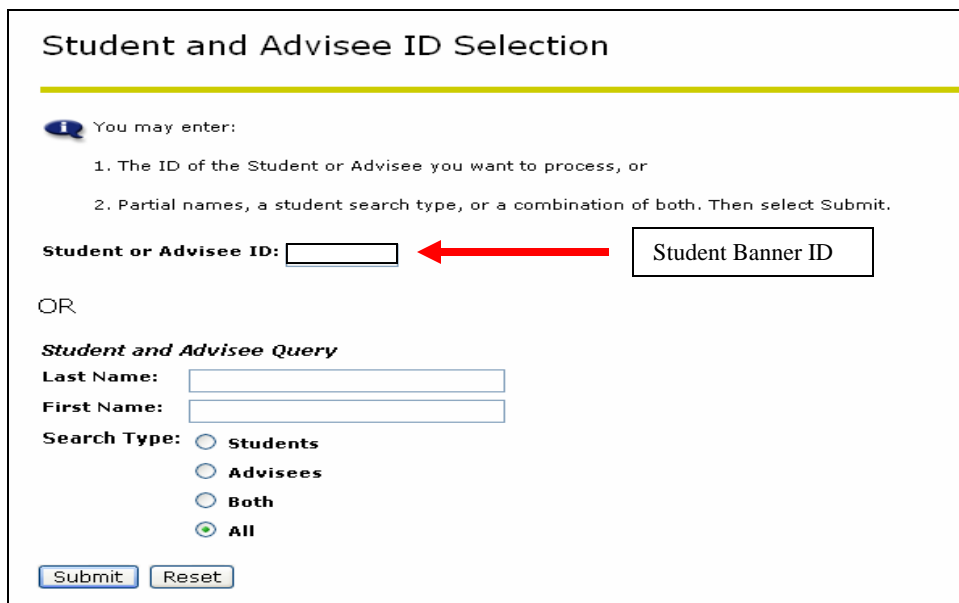
2. Data items or Field Titles in **Blue Font** will switch the user to another Faculty and Advisors menu option.
 - a. **Student Name** switches to the **View Student Addresses and Phones** information.




- b. opens an e-mail pre-addressed to the course instructor.
2. Using the back button will move you around in the system quickly. If you wish to leave the system, **click back to Teach & Advise** tab in the upper left hand corner, which appears on all Banner screens.

Registration Override


- The **Registration Override** screen will appear. It will open the **Student and Advisee ID Selection** screen. This will allow you to enter the ID for a student you wish to enter a registration permit. *You must have the student ID in order to enter a registration permit.* (If you have not selected a term, you will be prompted to selected a term prior to opening the Registration Override.)
- Enter the student ID in the **Student or Advisee ID** field and click on the  button.



Student and Advisee ID Selection

 You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID: 


OR

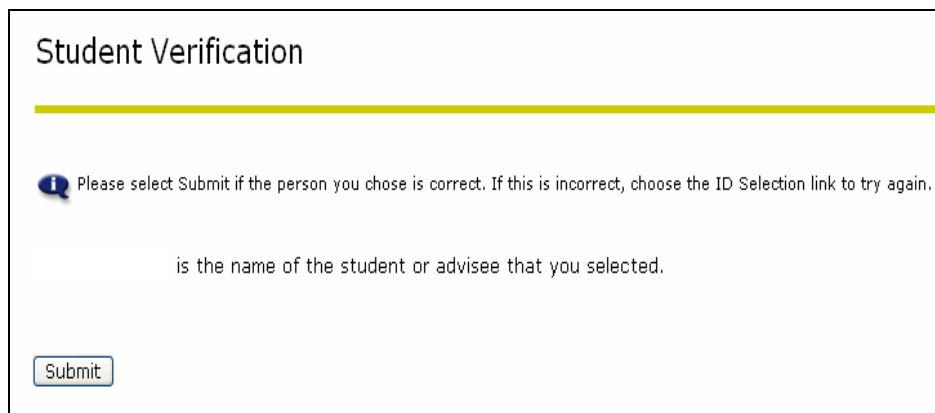
Student and Advisee Query

Last Name:


First Name:

Search Type: Students
 Advisees
 Both
 All

- A verification screen will appear with the student name. If this is the correct student, click on the  button.

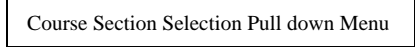


Student Verification


 Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

8. The Registration Override screen will appear. Using the pull down menus, select the type of Override permit and then the course section for which you want to issue the permit.

Click on the  button.



NOTE: If you are not teaching a class that appears on your list, or one you are teaching is missing, contact your Department Chair/Coordinator or Division Office.

9. A permit verification screen will open with the permit information. Confirm the Registration Override by clicking on the  button.

Override	CRN	Course	Number	Section	Student	Activity Date
Prerequisite Override	04732	MAT	045	003	James M. Love	Feb 02, 2006

10. The **Registration Override** screen will appear showing the override permits issued for the student.

Information for

The registration overrides you entered have been saved successfully.

Registration Overrides

Override	Course
None	None
None	None
None	None

Current Student Overrides

Override	Course	Activity Date	Entered by
Prerequisite Override 04732 - MAT 045 003		Feb 02, 2006	WWW2_USER
Prerequisite Override 04732 - MAT 045 003		Feb 02, 2006	WWW2_USER

Summary list of Overrides issued for this student.

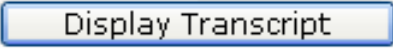
11. Using the back button will move you around in the system quickly. If you wish to leave the system, **click back to Teach & Advise** tab in the upper left hand corner, which appears on all Banner screens.

Academic Transcript


1. The **Academic Transcript** screen will automatically appear for the selected student. (If you have not selected a student, you will be prompted to select a student prior to opening the screen.)

The screenshot shows a web interface for viewing academic transcripts. At the top left, there is a link labeled "back to Teach & Advise Tab". Below this is a navigation bar with three tabs: "Personal Information", "Student Services", and "Faculty Services". Underneath the navigation bar is a search field with a "Go" button. A yellow horizontal bar contains an information icon and the text "Select the transcript level and transcript type." Below this bar are two dropdown menus: "Transcript Level:" with the selection "All Levels" and "Transcript Type:" with the selection "Unofficial Transcript". A "Display Transcript" button is located below these menus. Two red arrows point from text boxes labeled "Transcript Type" and "Transcript Level" to their respective dropdown menus. At the bottom of the page, it says "RELEASE: 6.1".

2. To access the student transcript, both the Transcript Level and Transcript Type must be selected using the pull down menus attached to each field.
 - a. **Transcript Level:** Select the type of transcript information displayed based upon the type of credit awarded for the course.
 1. Credit: The transcript will display only credit classes taken by the student.
 2. Non-Credit: The transcript will display only non-credit classes taken by the student.
 3. All Levels: The transcript will display both credit and non-credit classes taken by the student.
 - b. **Transcript Type:** Only an Unofficial Transcript can be viewed.

3. Press the  button.
4. The student's unofficial academic transcript will be displayed. (For security reasons, the student name does not appear on the unofficial transcript.)

Student Academic Transcript

 This is not an official transcript. Courses which are in progress may also be included on this transcript.

[Institution Credit](#) [Transcript Totals](#) [Courses in Progress](#)

Transcript Data

STUDENT INFORMATION

Student Type: Continuing
Major: Early Childhood Educ

This is NOT an Official Transcript

PRE-SYSTEM INSTITUTION SUMMARY HOURS [-Top-](#)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total:						

Unofficial Transcript

COURSES IN PROGRESS [-Top-](#)

Spring 2006

Major: Early Childhood Educ

Subject	Course	Level	Title	Credit Hours
ART	107	CR	Fundamentals of Three-Dimensional Art I	3.000
ART	134	CR	Ceramics I	3.000
ART	231	CR	Drawing II	3.000
EGL	102	CR	Composition II	3.000

Unofficial Transcript

5. The unofficial transcript is organized into separate sections. In order from top to bottom are:

i. **Student Information:** Student Type and Major

1. Student Type is the student classification at Oakton during the current term. Student Type includes:

- Continuing Student
- New Student
- Readmit Student
- Returning Student
- Transfer Student

2. Major is the student's current major.

Transcript Data

STUDENT INFORMATION

Student Type: Continuing
Major: Early Childhood Educ

This is NOT an Official Transcript

ii. **Institution Credit:** Transfer and Alternative Education Credits

PRE-SYSTEM INSTITUTION SUMMARY HOURS -Top-

Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
---------------	--------------	--------------	-----------	----------------	-----

Total:

Unofficial Transcript

iii. **Courses in Progress:** Courses in current or future terms in which the student is enrolled.

COURSES IN PROGRESS -Top-

Spring 2006

Major: Early Childhood Educ

Subject	Course	Level	Title	Credit Hours
ART	107	CR	Fundamentals of Three-Dimensional Art I	3.000
ART	134	CR	Ceramics I	3.000
ART	231	CR	Drawing II	3.000
EGL	102	CR	Composition II	3.000

Unofficial Transcript

iv. **Transcript Total:** The complete student academic record starting with the first Oakton term followed in chronological order subsequent terms including courses in progress.

Between the semester record for that student's last completed term and any Course In Progress, the transcript totals appear. The totals section displays;

- Attempted Hours
- Passed Hours
- Earned Hours
- GPA Hours
- Quality Hours

- Grade Point Average

Each total is organized by three groups;

- Total Institution
- Total Transfer
- Overall


Summer 2005						
Major:		CIS Appl Programmer				
Academic Standing:		Good Standing				
Subject	Course	Level	Title	Grade	Credit Hours	Quality Points R
PHY	131	CR	College Physics I	B	4.000	12.00
Unofficial Transcript						
TRANSCRIPT TOTALS (CREDIT ONLY) -Top-						
		Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points GPA
Total Institution:		0.000	0.000	0.000	0.000	0.00
Total Transfer:		0.000	0.000	0.000	0.000	0.00
Overall:		0.000	0.000	0.000	0.000	0.00
Unofficial Transcript						
COURSES IN PROGRESS -Top-						
Spring 2006						
Major:		CIS Appl Programmer				
Subject	Course	Level	Title	Credit Hours		
ANT	202	CR	Introduction To Social And Cultural Anthropology	3.000		
ANT	203	CR	Introduction To Archaeology	3.000		
ECO	110	CR	Elements Of Economics	3.000		
MUS	286	CR	Applied Music: Bass Guitar IV	2.000		
Unofficial Transcript						



4. Using the back button will move you around in the system quickly. If you wish to leave the system, **click back to Teach & Advise** tab in the upper left hand corner, which appears on all Banner screens.


Active Registrations

1. The **Academic Transcript** screen will automatically appear for the selected student. (If you have not selected a student, you will be prompted to select a student prior to opening the screen.)

Active Registrations for Feb 03, 2006 04:49 pm

 The following classes are not officially considered complete for transcript purposes. Additional information is available by selecting hyperlinked data.


Introduction To Social And Cultural Anthropology - ANT 202 010			
Associated Term	Spring 2006	Credits	3.000
CRN	05349	Grade Mode	Standard Letter
Status	In Person Registration Jan 19, 2006	Course Level	Credit Only
Schedule Type	Discussion/Lecture	Midterm Grade	
Instructional Method	N/A	Grade Detail	
Campus	Des Plaines	Associated Instructor	Lance T. Lindquist 
		Course URL	
Introduction To Archaeology - ANT 203 001			
Associated Term	Spring 2006	Credits	3.000
CRN	03607	Grade Mode	Standard Letter
Status	In Person Registration Jan 19, 2006	Course Level	Credit Only
Schedule Type	Discussion/Lecture	Midterm Grade	
Instructional Method	N/A	Grade Detail	
Campus	Des Plaines	Associated Instructor	Mary R. Vermillion 
		Course URL	

2. Data items or Field Titles in **Blue Font** will switch the user to another Faculty and Advisors menu option.
 - a. **Course Section** information switches to the **Class Schedule Listing** for this section.
 - b. **CRN** switches to the **Syllabus Information** option from which a course syllabus can be entered.
 - c.  opens an e-mail pre-addressed to the course instructor.
3. Using the back button will move you around in the system quickly. If you wish to leave the system, **click back to Teach & Advise** tab in the upper left hand corner, which appears on all Banner screens.

Registration History

1. The [Registration History](#) screen will automatically appear for the selected student. (If you have not selected a student, you will be prompted to select a student prior to opening the screen.

Registration History for Feb 03, 2006 04:49 pm

 The following represents active as well as completed registrations. Withdrawn, dropped, and/or cancelled classes are also displayed. An asterisk preceding the final grade denotes that this grade will be displayed on your transcript.

Associated Term	CRN	Course	Course Title	Credits	Level	Status	Midterm Grade	Final Grade
Spring 2006	05349	ANT 202	Introduction To Social And Cultural Anthropology	3.000	Credit Only	In Person Registration Jan 19, 2006		
Spring 2006	03607	ANT 203	Introduction To Archaeology	3.000	Credit Only	In Person Registration Jan 19, 2006		
Spring 2006	07475	ANT 204	Introduction To Physical Anthropology		Credit Only	No Show Jan 20, 2006		
Spring 2006	05013	ECO 110	Elements Of Economics	3.000	Credit Only	In Person Registration Jan 19, 2006		
Spring 2006	03845	MUS 286	Applied Music: Bass Guitar IV	2.000	Credit Only	In Person Registration Jan 19, 2006		

RELEASE: 6.0 [[Active Registration](#) | [Look Up Classes](#) | [Add or Drop Classes](#) | [Academic Transcript](#)] Powered by **SunGard SCT**


2. Data items or Field Titles in [Blue Font](#) will switch the user to another Faculty and Advisors menu option.
 - b. [Course Section](#) information switches to the **Class Schedule Listing** for this section.
 - c. [CRN](#) switches to the **Syllabus Information** option from which a course syllabus can be entered.
3. Using the back button will move you around in the system quickly. If you wish to leave the system, **click back to Teach & Advise** tab in the upper left hand corner, which appears on all Banner screens.

View Test Scores

1. The [View Test Scores](#) screen will automatically appear for the selected student. (If you have not selected a student, you will be prompted to select a student prior to opening the screen.)

Test Scores

Feb

 This page lists the test scores for this student if the student is registered for the selected term.

Information for

Test Scores

Test Description	Test Score	Date Taken
Constitution	0	Jan 04, 2006
Reading Pleacment EGL071	071	Jan 04, 2006

2. Using the back button will move you around in the system quickly. If you wish to leave the system, **click back to [Teach & Advise](#)** tab in the upper left hand corner, which appears on all Banner screens.


View Holds


1. The [View Holds](#) screen will appear. It will show detailed information about any holds on the student whose record is being viewed. (If you have not selected a student, you will be prompted to select a student prior to opening the screen.)

The [View Holds](#) screen displays the following information for any holds placed on the student. This information includes;

- The **Hold Type** shows a description of the hold being placed.
- The **From Date** shows the date the hold was placed on the student record.
- The **To Date** shows the date the hold ends. The default date is December 31, 2099. If a to date has passed, this hold is no longer being enforced.
- The **Amount** shows a dollar value associated with this specific hold.
- The **Reason** shows additional information about the hold entered by the person placing the hold.
- The **Originator** shows the office responsible for the hold.
- The **Processes Affected** shows what, if any, processes the student will be restricted from using. [Registration](#) indicates that the student may not register until the hold has been released. [Transcripts](#) indicates that the student may not received an official academic transcript until the hold has been released.

View Holds

 **Confidential Information** fr

 Please note that some holds are sensitive and may not display.

Administrative Holds

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Owes Institutional Fees	Mar 17, 2005	Dec 31, 2099			Accounting Office	Registration Transcripts
Collection Agency Has Account	Jul 06, 2005	Dec 31, 2099	\$0.00		Accounting Office	Registration Transcripts

2. Using the back button will move you around in the system quickly. If you wish to leave the system, **click** [back to Teach & Advise](#) tab in the upper left hand corner, which appears on all Banner screens.