

Banner Student Biographic

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Banner Student Biographic

Objectives

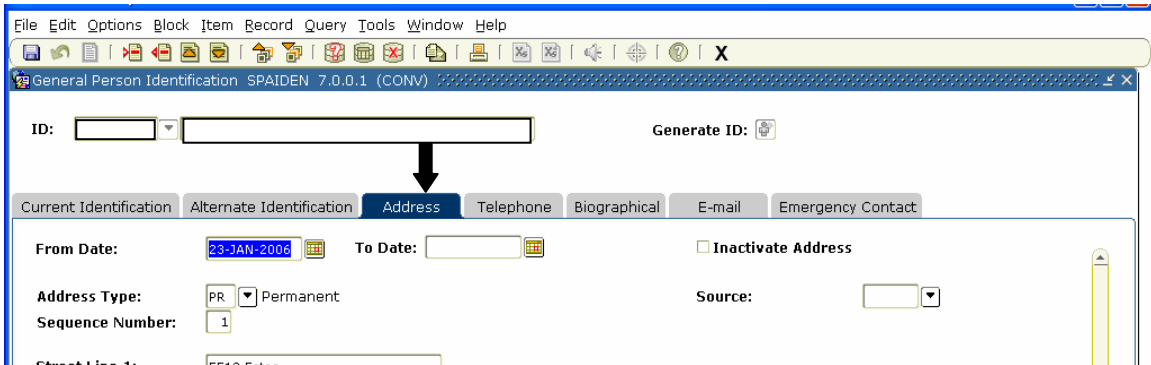
After reviewing this information, you will be able to:

- View and update biographical information for student
- Maintain Confidentiality/FERPA Restrictions
- View and update academic major for student
- View and update Residency status for student

View and Maintain Student Biographic Information (SPAIDEN)

View and Edit an Address

1. Open General Person Identification form (SPAIDEN). Enter the student's ID and next block. Select the **Address** tab. The current address is displayed.



Code	Desc	Sys Req	Tele Code	Act
BI	Billing	Y	BI	03
BU	Business	Y	BU	03
EM	Emergency Contact		EMER	20
MA	Mailing	Y	MA	03
PA	Parents	Y	PA	03
PR	Permanent		PR	29

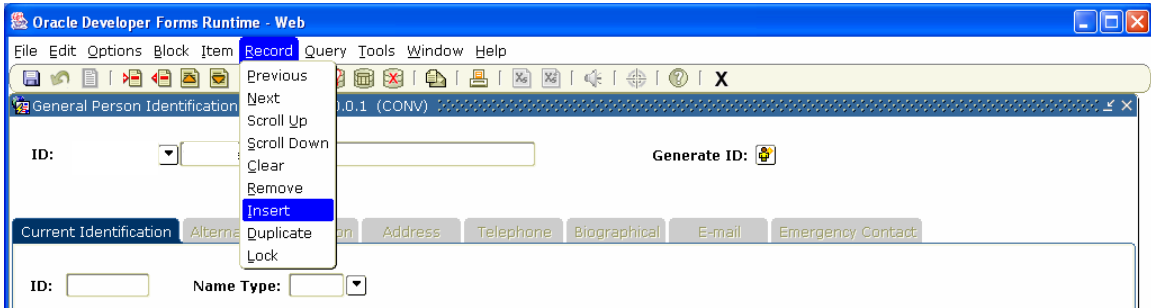
Students can have more than one **Address Type** however, only one active address per type.

The default address is the PR address.

2. If this is an address change for an address currently on record, the old address needs to be made inactive. Inactivate the address by checking the **Inactivate Address** box.

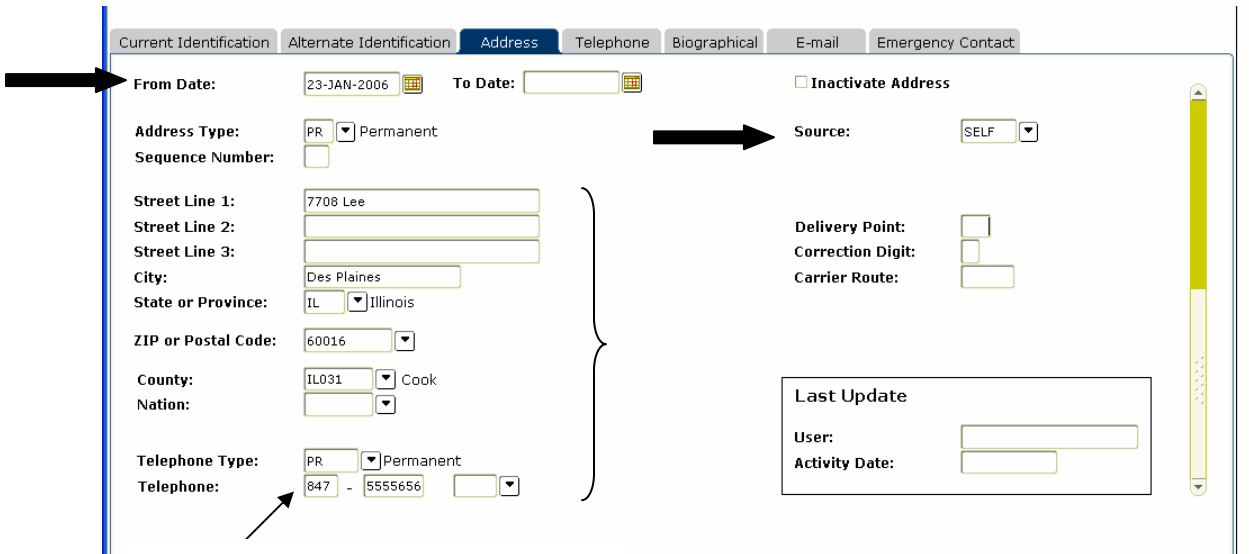


- Next, from the **Record** menu, select insert.



NOTE: Students can have only ONE active address per type.

- A blank record is created. Enter the **From Date** (today's day.) (You do not need to enter a To Date unless this is a temporary change.) Select the address type and enter the new address. **Source** indicates how the address change was reported. Click the down arrow to view choices. Save changes.



Updating the phone number here, will update the phone number on the Telephone Tab.

5. The student record will now show the new address. Use the vertical scroll bar to review previous address changes and address types.

The screenshot shows the address entry form with the following fields:

- From Date: 24-JAN-2006
- To Date: (empty)
- Inactivate Address:
- Address Type: PR Permanent
- Sequence Number: 2
- Source: SELF
- Street Line 1: 1485 Gentry Rd
- Street Line 2: (empty)
- Street Line 3: (empty)
- City: Hoffman Estate
- State or Province: IL Illinois
- ZIP or Postal Code: 60007
- County: IL031 Cook
- Nation: (empty)
- Delivery Point: (empty)
- Correction Digit: (empty)
- Carrier Route: (empty)
- Telephone Type: PR Permanent
- Telephone: 224 - 6980488
- Last Update: User: JSPROAT, Activity Date: 23-JAN-2006

A note box states: "Note Each change for the Address Type will increase the sequence number." A vertical scroll bar is on the right side of the form, and a label "Vertical Scroll Bar" points to it.

The screenshot shows two address entries in a list:

- Entry 1: From Date: 24-JAN-2006, Address Type: MA Mailing, Sequence Number: 1, Source: (empty)
- Entry 2: From Date: 24-JAN-2006, Address Type: PR Permanent, Sequence Number: 4, Source: (empty)

Arrows point from the "NOTE" box to the "Address Type" and "Sequence Number" fields of both entries. The "NOTE" text reads: "NOTE: This student had two Address Types. They are both active and valid addresses for the student."

View and Edit Student Telephone Number

1. Open General Person Identification form (SPAIDEN), enter the Student's ID and next block. Select the **Telephone** tab. The current telephone numbers are displayed in alphabetical order by type.

NOTE:
These are both active telephone numbers for the student but different **Telephone Types**.

Only one is checked as the primary phone number.

2. Changes for the telephone number not associated with an address change, such as adding a business phone is done on **SPAIDEN** or **SPATELE**. From the Record menu, select insert.

3. This will create a blank record. Insert new information. (A student can have multiple **Telephone Type's**.)

Code	Description	Activity Date
BI	Billing	24-JAN-1992
BU	Business or work	26-JUL-1994
EMER	Emergency Contact	30-MAR-1995
FX	Fax	27-JUL-2005
MA	Mailing	24-JAN-1992
PA	Parents	24-JAN-1992
PR	Permanent	03-JAN-1995

4. Enter the telephone type and telephone number. If this number is associated with an address type, enter that data as well. The primary box should be checked if this is the telephone number to use for the student. Save data.

Telephone Type:	BU	Business or work	Telephone:	312 - 8787878	<input checked="" type="checkbox"/> Primary	<input type="checkbox"/> Unlisted	<input type="checkbox"/> Inactivate	
International Access:								
Comment:								
Address Type:			Sequence:		Activity Date:	24-JAN-2006	User:	JSPROAT

NOTE: Be sure to uncheck other telephone numbers if you are changing the primary telephone number.

View and Edit Student Personal Information

View Student and Change Name

1. Open General Person Identification form (SPAIDEN), enter the Student's ID and next block. The student's current name will appear. Next block.

ID: Generate ID:

Current Identification | Alternate Identification | Address | Telephone | Biographical | E-mail | Emergency Contact

ID: Name Type:

Person

Last Name:
 First Name:
 Middle Name:
 Prefix:
 Suffix:
 Preferred First Name:
 Full Legal Name:

ID and Name Source

Last Update

User:
 Activity Date:
 Origin:

2. To change the student's name tab down to the last name and type in the new name. Save data. Names changes are tracked on the **Alternate Identification** screen.

Current Identification | Alternate Identification | Address | Telephone | Biographical | E-mail | Emergency Contact

ID: Name Type:

Person

Last Name:
 First Name:
 Middle Name:
 Prefix:
 Suffix:
 Preferred First Name:
 Full Legal Name:

ID and Name Source

Last Update

User:
 Activity Date:
 Origin:

3. Click on the **Alternate Identification** tab and the former name will show. Indicate the **Name Type** for the reason for the change on this screen.

Current Identification | **Alternate Identification** | Address | Telephone | Biographical | E-mail | Emergency Contact

Alternate Names or IDs: Name Type Validation (GTVNTYP)

Name Type: Find:

ID:

Code	Desc	Activity Date
LGCY	Legacy ID converted to Banner	28-FEB-2005
MAID	Maiden Name	20-DEC-2004
PREV	Previous Name	20-DEC-2004

Last Name:
 First Name:
 Middle Name:

User:
 Activity Date:
 Origin:

Birth Date, SSN, Gender other biographic records.

1. Open General Person Identification form (SPAIDEN), enter the Student's ID and next block. Select the **Biographical** tab. The student's information is displayed.

The screenshot shows the 'Biographical' tab in the SPAIDEN system. Fields include:

- Gender: Radio buttons for Male, Female (selected), and Not Available.
- Birth: Text field with '01-MAY-1966' and a calendar icon.
- Age: Text field with '40'.
- SSN: Text field with '352664123'.
- Citizenship: Checkboxes for U.S. Citizen (checked).
- Marital Status: Dropdown menu.
- Religion: Dropdown menu.
- Legacy: Dropdown menu.
- Ethnicity: Dropdown menu with 'White Non-Hispanic' selected.
- New Ethnicity: Dropdown menu with 'None' selected.
- Confirmed Date: Text field with a calendar icon.
- Race: A separate section with a dropdown menu and three empty text fields.

NOTE:
Changes made to the social security number can be viewed on the SSN/SIN/TFN History screen (GUITINH).

Effective Banner 7.3 New fields for race/ethnicity processing.

2. Update information by entering the information in the appropriate field or selecting the drop down menu to view the options.

The screenshot shows the 'Marital Status Validation (STVMRTL)' dialog box. It features a table with the following data:

Code	Description	FinAid Equiv	Activity C
D	Divorced	D	03-DEC-
M	Married	M	03-DEC-
P	Separated	P	03-DEC-
S	Single	S	31-MAR-
W	Widowed	W	03-DEC-

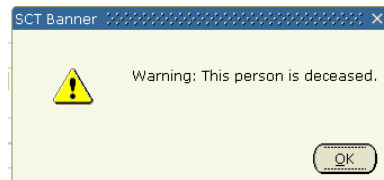
The 'D' (Divorced) row is highlighted in blue. A red box highlights the dropdown arrow next to the 'Marital Status' field on the left side of the dialog.

Deceased Records

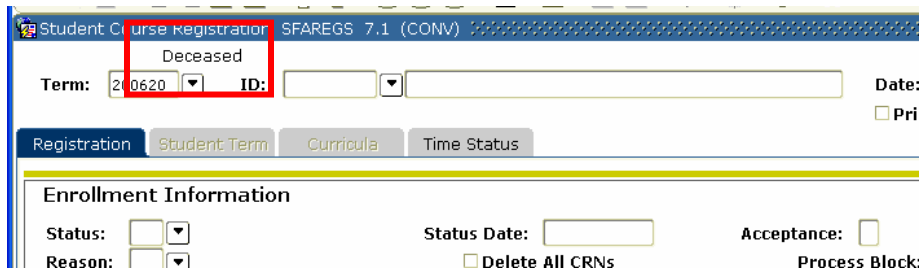
1. Update Deceased record by checking the **Deceased** box and enter the deceased date on the Biographical tab on SPAIDEN.



2. A warning message will appear whenever the student's record is accessed



3. A deceased indicator will appear on screen accessed.



View and Edit Student Emergency Contact Information

1. Open General Person Identification form (SPAIDEN), enter the Student's ID and next block. Select the **Emergency Contact** tab. Emergency contact information is shown.

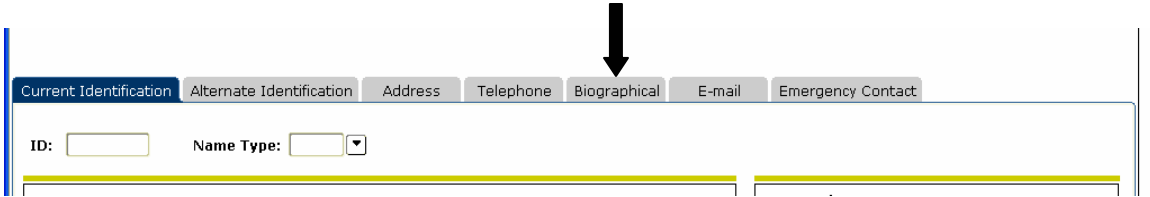
The screenshot shows the 'Emergency Contact' tab selected in the SPAIDEN form. The 'Priority' field is empty. The form includes fields for Contact Last Name, First Name, Middle Initial, Relationship, Address Type, Street Line 1, 2, and 3, City, State or Province, ZIP or Postal Code, Nation, and Telephone. A 'Last Update' box contains fields for User and Activity Date.

2. Enter the **Priority** as 1 and enter the individual's information. To add another contact to go to the Record menu, insert and put the next person as priority 2. If the person already listed is now a lower priority for emergency contact, change the numbers in the priority field to reflect the correct order.

The screenshot shows the 'Emergency Contact' tab with the 'Priority' field circled in red. The form is populated with the following information: Contact Last Name: Wells, First Name: Dorothy, Middle Initial: (empty), Relationship: M (Mother), Address Type: EM (Emergency Contact), Street Line 1: 5522 Wright Terr, Street Line 2: (empty), Street Line 3: (empty), City: Niles, State or Province: IL (Illinois), ZIP or Postal Code: 60714, Nation: (empty), Telephone: 847 - 4772222. The 'Last Update' box shows User: JSPROAT and Activity Date: 24-JAN-2006. A callout box on the right points to the vertical scroll bar with the text: 'Use vertical scroll bar to view other contacts.'

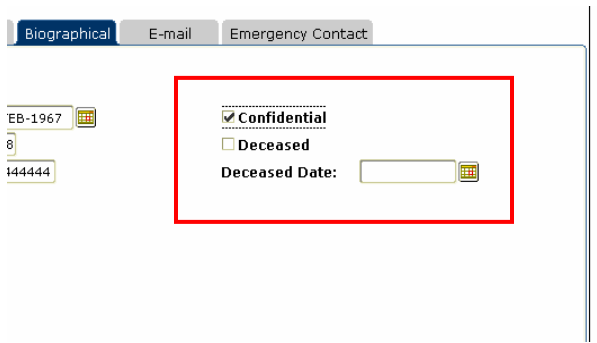
Maintain Confidentiality/FERPA Restrictions (SPAIDEN)

1. Open General Person Identification form (SPAIDEN), enter the Student's ID and next block. Select Biographic tab.



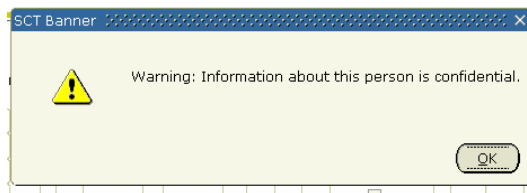
The screenshot shows the SPAIDEN form with several tabs: Current Identification, Alternate Identification, Address, Telephone, Biographical, E-mail, and Emergency Contact. The Biographical tab is selected and highlighted. Below the tabs, there are input fields for ID and Name Type.

2. Update a student's record per request for confidentiality by checking the **confidential** box on the Biographical tab on SPAIDEN.

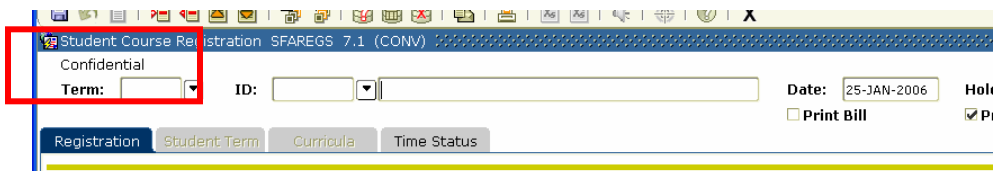


The screenshot shows the Biographical tab selected. A red box highlights the 'Confidential' checkbox, which is checked. Below it, there is a 'Deceased' checkbox (unchecked) and a 'Deceased Date' field with a calendar icon.

3. A confidential warning would appear whenever the student's record is accessed.



4. The word Confidential will appear on the student's screens.



The screenshot shows the Student Course Registration screen. The word 'Confidential' is displayed in the top left corner, highlighted by a red box. Below it, there are fields for Term, ID, Date, and Print Bill options.

View and Maintain Student Academic Major

1. Open General Student form (SGASTDN), enter the Student's ID and next block. Select the **Curricula** tab. The students current Curriculum will display.

The screenshot shows the Banner Student Biographic interface with the 'Curricula' tab selected. The 'Curriculum' section displays the following information:

- Current:** **Change Curriculum:**
- Activity:** ACTIVE
- Key Sequence:** 99
- Term:** 200710 Spring 2007
- Catalog Term:** 200510 Spring 2005
- Priority:** 1
- Program:** AA0700
- Level:** CR Credit Only
- Campus:** [Dropdown]
- College:** Credit Courses
- Degree:** AA Associate in Arts (circled in red)
- Admission Type:** AD Adult Student
- Admission Term:** 198430 Fall 1984
- Application:** [Dropdown]
- Matriculated Term:** 198430 Fall 1984

On the right side, there are fields for 'Roll Learner' (Yes/No/Default), 'Rollover to Outcome', 'User ID' (JSPROAT), 'Activity Date' (20-SEP-2006), 'Start Date', 'End Date', 'End Term', 'Student Type', 'Site', 'Rate', 'Leave of Absence' (From/To Date), 'Expected Graduation Date', 'Graduation Term', and 'Graduation Year'.

"Y" Indicates the curriculum is active. "N" indicates it is not.

If there are more curriculums for this student click here to view them.

2. If the change is for the current term listed, select the **Change Curriculum** button in the Curriculum block. The current curriculum will be made inactive and the new curriculum will show. For changes to terms other than the current term listed, skip to step 7.

This screenshot is similar to the previous one, but the 'Change Curriculum' button is highlighted in yellow. The 'Activity' field now contains the text: 'Copies curriculum and makes it inactive; inserts new curriculum to change.'

3. If the student is currently registered for classes, a new record will not open and the following message will appear in the auto hint line.

The screenshot shows a message box with the text: 'Registration exists, must make changes in the Registration Form.' Below the message, it says 'Record: 1/4' and 'OSC>'. The message box is highlighted with a red border.

If the student is not currently registered for classes, skip the next step.

4. Access the student record on SFAREGS and select the **Curricula** tab. Select the change curriculum button on this screen.

Registration Student Term **Curricula** Time Status

Curriculum Field of Study

Curriculum Record 1 of 8

Current: **Change Curriculum:**

Activity: ACTIVE

Roll Learner: Yes No Default

Rollover to Outcome:

User ID: JSPEAT

Activity Date: 20-SEP-2006

Start Date:

End Date:

End Term:

Key Sequence: 99

Term: 200630 Fall 2006

Catalog Term: 200510 Spring 2005

Priority: 2

Program: AAS0041

Level: CR Credit Only

Campus:

College: CR Credit Courses

Degree: AAS Associate in Applied Scien

Student Type:

Site:

Rate:

Leave of Absence:

From Date:

To Date:

Admission Type: AD Adult Student

Admission Term: 198430 Fall 1984

Application:

Expected Graduation Date:

Matriculated Term: 198430 Fall 1984

Graduation Term:

Graduation Year:

5. A new record is created. Enter the **Catalog Term, Priority, and Program**. Press enter and the rest of the data will fill in. Save data.

Catalog Term = the current term

Priority = 1

Program = Code for degree selected. (A drop down box will give the codes.)

Curriculum

Current: **Change Curriculum:**

Activity: ACTIVE

Key Sequence: 99

Term: 200630 Fall 2006

Catalog Term: 200510 Spring 2005

Priority:

Program:

Level:

Campus:

6. Click the Field of Study tab to view the new major.

Curriculum Field of Study

Curriculum Record 1 of 10

Current: Activity: ACTIVE Term: 200630 Key Seq: 99

Priority: 1 Program: AAS0041 Catalog: 200510 Level: CR Campus: College: CR Degree: AAS

Field of Study

Current: Inactivate: Priority: 1 Rollover: Field of Study: 0041 Financial Services Start Date:

Activity: ACTIVE Type: MAJOR Department:

Status: INPROGRESS Catalog: 200510 Attached to Major:

Term: 200630 End Term: Full or Part Time: User ID: JSPEAT

Activity Date: 17-OCT-2006

Current: Inactivate: Priority: Rollover: Field of Study: Start Date:

- If the change is for a different term a new term needs to be created on SGASTDN. Click on the drop down menu next to New Term and select Create New Effective Term.

The screenshot shows the 'General Learner' tab in the Banner Student Biographic system. An arrow points to the 'New Term' dropdown menu, which is open to show an 'Option List' dialog box. The dialog box has a 'Create New Effective Term' option selected. Below the dialog, the 'Curricula Summary - Primary' and 'Field of Study Summary' tables are visible.

Priority	Term	Program	Cat
1	200710	AA0700	200

Priority	Term	Type	Field of Study	Department	Attached to Major
1	200710	MAJOR	Liberal Arts		
2	200710	MAJOR	A+ Computer Diag Spec		

- Enter the new term and save. The previous curriculum will default in. To change it, select the Curricula tab.

The screenshot shows the 'Curricula' tab in the Banner Student Biographic system. An arrow points to the 'Curricula' tab. The 'Curriculum' form is displayed, showing various fields for 'Current', 'Activity', 'Key Sequence', 'Term', 'Catalog Term', 'Priority', 'Program', 'Level', 'Campus', 'College', 'Degree', 'Admission Type', 'Admission Term', 'Application', 'Matriculated Term', 'Roll Learner', 'Rollover to Outcome', 'User ID', 'Activity Date', 'Start Date', 'End Date', 'End Term', 'Student Type', 'Site', 'Rate', 'Leave of Absence', 'From Date', 'To Date', 'Expected Graduation Date', 'Graduation Term', and 'Graduation Year'.

- Click on the Change Curriculum button and the screen will clear and the new term will default in. Enter the new curriculum information and save.

Catalog Term = the current term

Priority = 1

Program = Code for degree selected. (A drop down box will give the codes.)

The screenshot shows the 'Curriculum' form with the following fields and values:

- Current: Change Curriculum:
- Activity: ACTIVE
- Key Sequence: 99
- Term: 200630 Fall 2006
- Catalog Term: 200510 Spring 2005
- Priority:
- Program:
- Level:
- Campus:

- Click the Field of Study tab to view the new major.

The screenshot shows the 'Field of Study' tab selected. The 'Curriculum' summary at the top includes:

- Record 1 of 10
- Current: Activity: ACTIVE Term: 200630 Key Seq: 99
- Priority: 1 Program: AAS0041 Catalog: 200510 Level: CR Campus: College: CR Degree: AAS

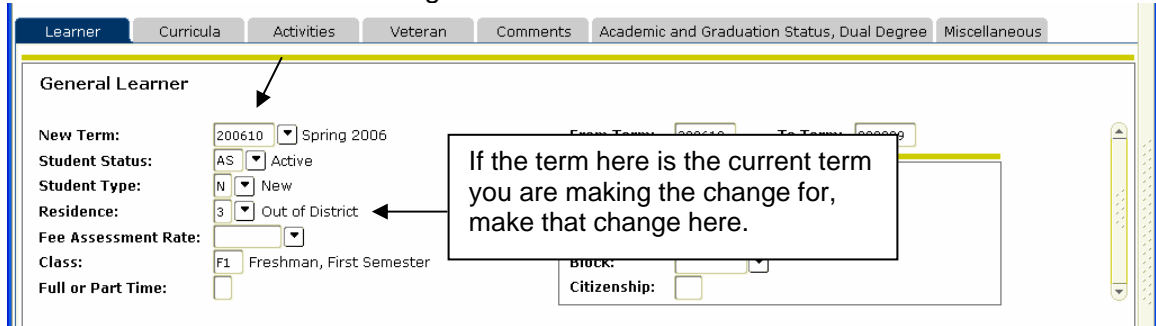
The 'Field of Study' section contains the following details:

- Current: Inactivate: Priority: 1 Rolled: Field of Study: 0041 Financial Services Start Date:
- Activity: ACTIVE Type: MAJOR Department: End Date:
- Status: INPROGRESS Catalog: 200510 Attached to Major: User ID: JSPEAT
- Term: 200630 End Term: Full or Part Time: Activity Date: 17-OCT-2006

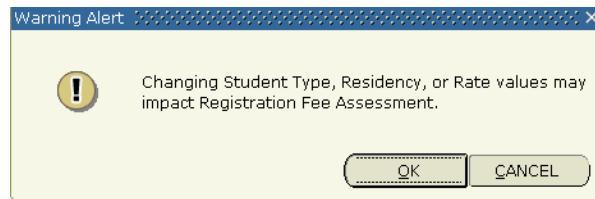
At the bottom, there is a second set of empty fields for the Field of Study.

View and Maintain Student Residency Status

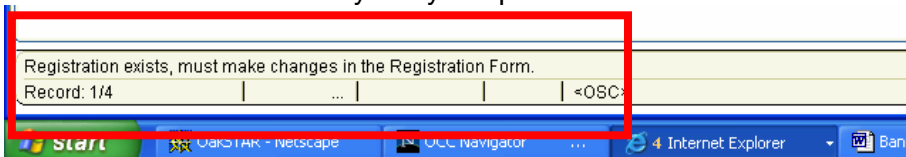
1. Open General Student form (SGASTDN), enter the Student's ID and next block. The information for the student is shown on the Learner tab. To change the Residency status for a student where the **New Term** field is the same as the current term, click in the **Residence** field and change the code.



2. A warning message appears indicating the change may impact fee assessment. Click "OK". Save the data.



3. If the student is currently registered for classes the following message will appear in the auto hint line when you try to update the record.



If the student is currently registered for classes, skip to step 6.

- If the change is for a term later than the term currently on the student's record, a new term needs to be created for the student. Create a new General Student Record on SGASTDN for the student by selecting the Down Arrow on the New Term field and choosing Create New Effective Term from the menu.

The screenshot shows the 'General Learner' form with the following fields:

- New Term:** 200720 Summer (The dropdown arrow is circled in red)
- Student Status:** AS Active
- Student Type:** C Continuing
- Residence:** 1 In District
- Fee Assessment Rate:** [Empty]

 An 'Option List' dropdown menu is open, showing:

- List of Terms
- Create New Effective Term** (indicated by a red arrow)

- Enter the new term and new Residence code. Save data. A new term has been created. The old term is still viewable by clicking on the scroll bar to view prior records.

The screenshot shows the 'General Learner' form with the following fields:

- New Term:** 200510 Spring 2005
- Student Status:** AS Active
- Student Type:** N New
- Residence:** 3 Out of District
- Fee Assessment Rate:** [Empty]
- Class:** UC Unclassified
- Full or Part Time:** [Empty]

 The 'Additional Information' section shows:

- From Term:** 200510
- To Term:** 200610
- Site:** [Empty]
- Session:** [Empty]
- Block:** [Empty]
- Citizenship:** [Empty]

 A callout box points to the 'From Term' and 'To Term' fields with the text: "Previous term with 'out of district' rate."

The screenshot shows the 'General Learner' form with the following fields:

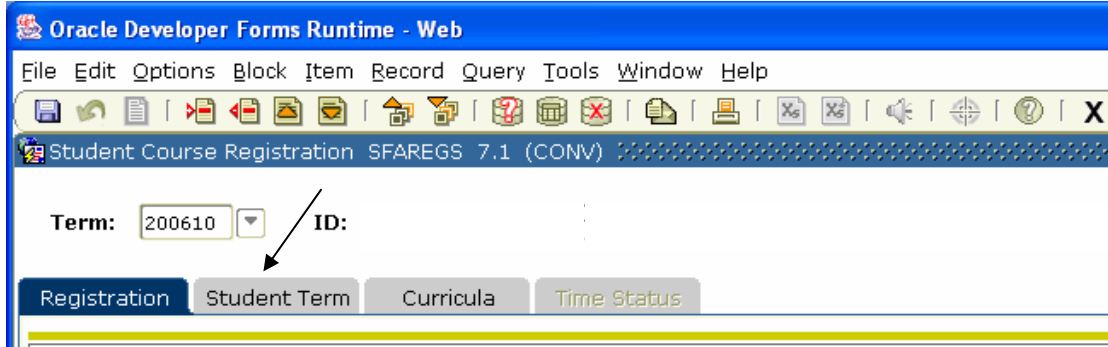
- New Term:** 200610 Spring 2006
- Student Status:** AS Active
- Student Type:** N New
- Residence:** 1 In District
- Fee Assessment Rate:** [Empty]
- Class:** UC Unclassified
- Full or Part Time:** [Empty]

 The 'Additional Information' section shows:

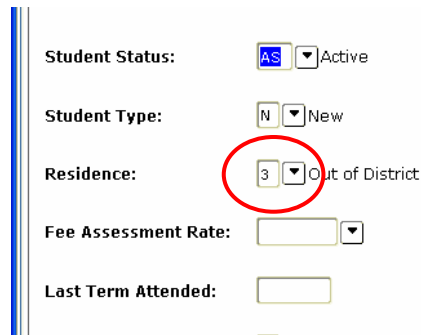
- From Term:** 200610
- To Term:** 999999
- Site:** [Empty]
- Session:** [Empty]
- Block:** [Empty]
- Citizenship:** [Empty]

 A callout box points to the 'From Term' and 'To Term' fields with the text: "New term with 'in district' rate."

6. If the student is currently enrolled in classes for the term, access the student record on the Registration form (SFAREGS) by entering student ID (or executing a student query on SOAIDEN or GUIALT) and the current term. Next block and select the **Student Term** tab.



7. This will open the "Student Term" record. Change the **Residence** code to "1" for In District and save.



8. Click on the Registration tab to Assess fees.



9. The registration screen is displayed again and the fees will be re-assessed for student the for current registration period to now reflect the In District rate.

CRN	Subject	Course	Section	Grade Mode	Credit Hours	Orig Hours	Status	Level
04253	ART	114	002	S	3.000	3.000	RE	CR
07160	ELT	110	050	S	4.000	4.000	RE	CR
05674	MKT	290	001	S	3.000	3.000	RE	CR
04222	CAD	117	050	S	4.000	4.000	RE	CR

Fees: Date: Credit Hours:

Fee Assessment processed.
Record: 1/4 ... <OSC>