Welcome Department Chair/Director!

Congratulations on your role! The Registrar's Office is available to facilitate a smooth transition. If at any time you need assistance please contact our office.

This document contains screen prints for the process to enter Student Course Overrides, view Student Registration Pins, and input Petitions in Degree Works. Overrides will be the primary reason you will enter Banner, and Petitions the primary reason to access Degree Works.

The following details will assist you when entering course overrides or academic petitions. You may want to ask for the following details from the student to help you complete the task.

- Student Name and ID (9-digit number)
    - Course Number (CRN)
        - Reason(s) why the student cannot enter the course, examples
            - Course requires a certain grade in a prerequisite
            - Missing a prerequisite
            - Missing a test score
            - Class is full
            - Course requires the Director/Department Chair permission
    - Reason for course substitution request
        - Some majors have non-course requirements. Once the Director/Chair validates completion, a petition is entered.
- Understanding Term Codes:
    - Summer Term 20XX10
    - Fall Term 20XX20
    - Spring Term 20XX30

Office of the Registrar, Fall 2018                    S:\Registrar\Amanda\Faculty Information\Chair-Director Training Guide
Banner OASIS DW 2020.docx Revised 8/2020

P a g e  | 1

**Banner:** https://sites.google.com/a/heidelberg.edu/banner-support-site/home

Banner
Support Site

⌃ Home

   Oasis

   Degree Works

Argos Resources

⌄ Banner 9 Resources

ℏ Heidelberg | **BANNER**SUPPORT

## Banner Support Links 04/28/2020

**BANNER 9 ADMINISTRATIVE APPLICATION**

PROD - login with your windows username/password (i.e jdoe)

NOTE: If opening multiple Banner 9 sessions, you will need to do so in a separate browser session. You can do this two ways:

- Opening a private browsing session. This can be done in Chrome by opening an Incognito window. You can find ways to do this in other browsers here.
- Opening a different browser (open a Firefox window if you're using Chrome)

If you don't do this, you can end up getting an "ERROR 500 - Internal Server Error" when trying to connect to multiple Banner instances.

If you do find yourself getting an "ERROR 500 - Internal Server Error" message, you will want to clear your browser cache. You can learn how to clear your browser's cache by visiting this link: http://www.wikihow.com/Clear-Your-Browser's-Cache. When choosing the time period, it is recommended to select "All Time". To help prevent this, be sure to logout when you're done.

JUNK - login with your windows username/password (i.e jdoe)
- **Do your testing/playing here!**
- Database as of 07/19/2019

TEST - login with your windows username/password (i.e jdoe)
- **Upgrades, patches and new software will be tested here.**
- Database as of 06/13/2019

Banner 9 Resources

**CNIT CONTACTS**

Tobey Robison

2367

trobison@heidelberg.edu

Mary Shaffer

2370

mshaffer@heidelberg.edu

Kurt E. Huenemann

2351

keh@heidelberg.edu

**OTHER**

CNIT home page

Help Desk

Ellucian Support site

Click on:  Banner 9 PROD (When 9.X PROD use most current number)
Click on: Banner 9 Resources for Keyboard Shortcuts and a short video

**Banner Logon**: Use your windows username/password (i.e. jdoe). The system will time out after 2 hrs.

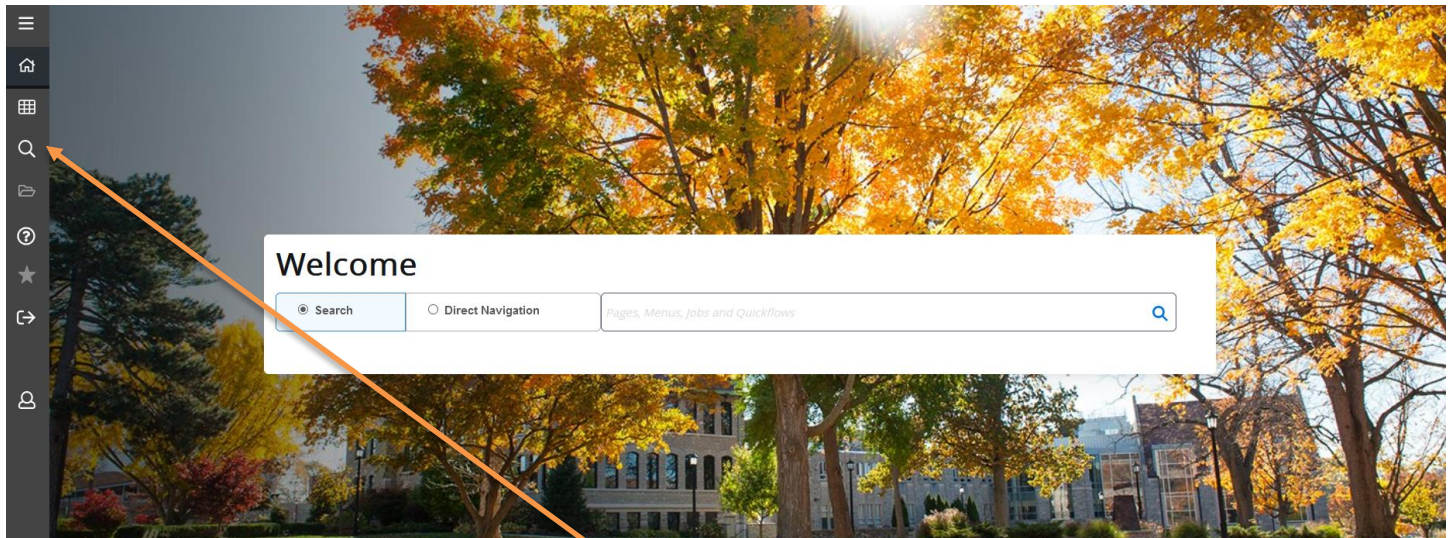ℏ Heidelberg IDENTITY SERVER

## SIGN IN

**Username**

**Password**

☐ Remember me on this computer

After a successful sign in, we use a cookie in your browser to track your session. You can refer our Cookie Policy for more details.

By signing in, you agree to our Privacy Policy

**SIGN IN**

Office of the Registrar, Fall 2018        S:\Registrar\Amanda\Faculty Information\Chair-Director Training Guide
Banner OASIS DW 2020.docx Revised 8/2020

P a g e | **2**

After logging in successfully, you will see:



You may type the form code or click the magnifying glass to search a specific form.
To search form names click Applications. Here you will see many names of forms but access is limited to overrides, registration pins, faculty course assignments. Course assignments is more funtional via OASIS.
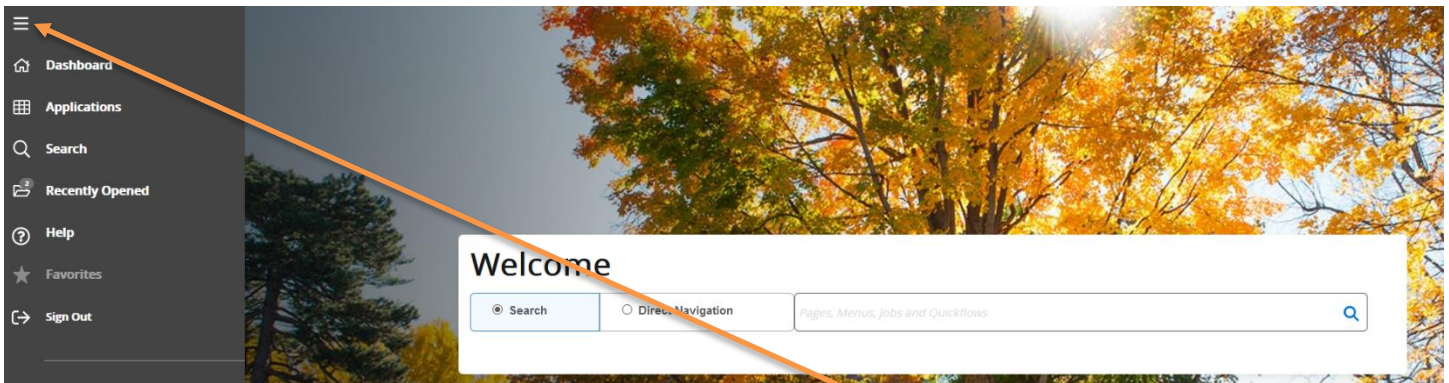
**Course Overrides SFASRPO**
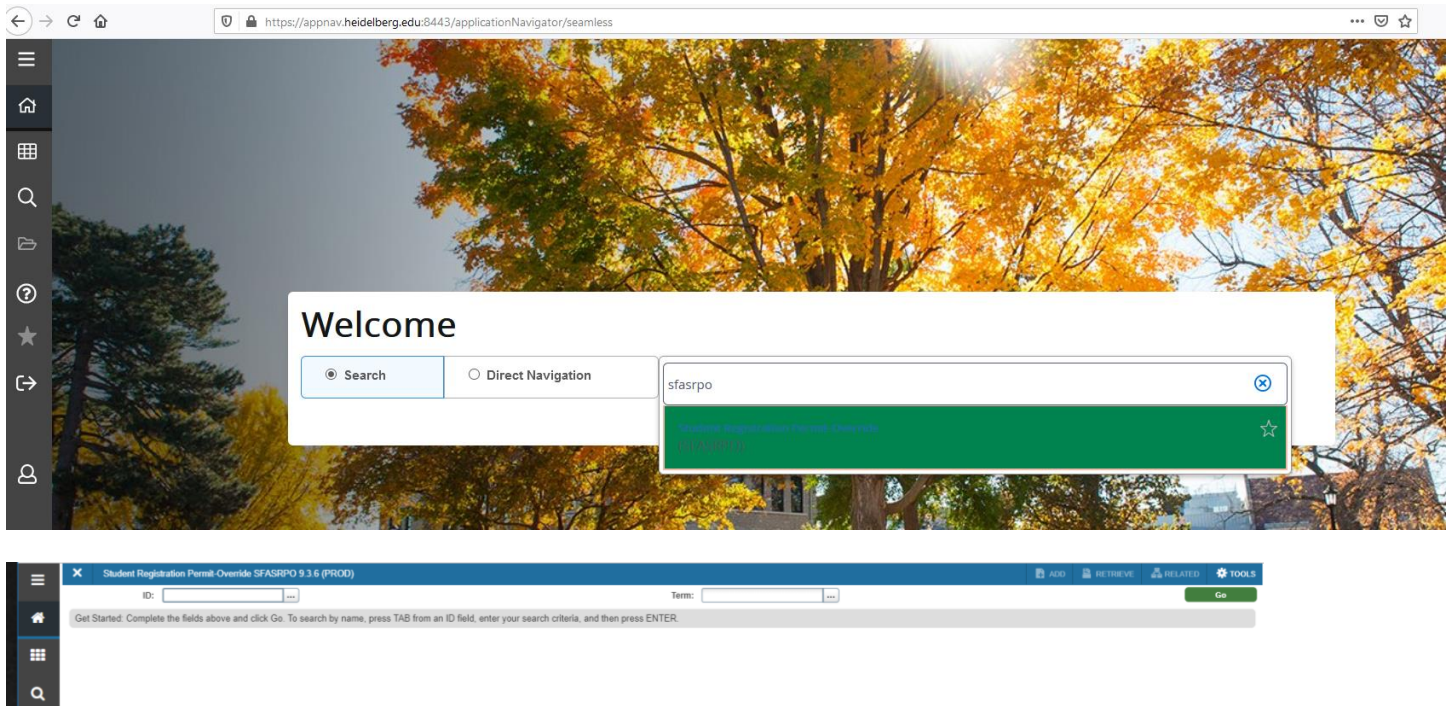


Enter Student ID and Term. Search a student by tabbing over from the ID box. Search Last Name, First Name. A partial name can be searched using the % symbol. (ex. Do%, Jo%)

Office of the Registrar, Fall 2018                                    S:\Registrar\Amanda\Faculty Information\Chair-Director Training Guide
Banner OASIS DW 2020.docx Revised 8/2020

P a g e  | **3**

Enter the Permit (override) or select the three dots for a full list. Enter the CRN, Subject Code, Course Number. Note: if the section a student enters is irrelevant, skip the CRN and enter the Subject and Course Number. Hint: Full Course Override means all seats are taken. This will not give a blanket override for all reasons the student cannot add the course. Once finished, click Save. Click Start Over to enter multiple student overrides.

## Alternative Registration Pin SPAAPIN







Enter Term and Student ID. Search a student by tabbing over from the ID box. Search Last Name, First Name. A partial name can be searched using the % symbol. (ex. Do%, Jo%) Academic advisors are to provide a student's registration pin after schedule review and confirmation. In the event that an advisor is not available, or departmental advising is taking place, the Department Chair/Director can see a student's pin.

Office of the Registrar, Fall 2018                    S:\Registrar\Amanda\Faculty Information\Chair-Director Training Guide
Banner OASIS DW 2020.docx Revised 8/2020
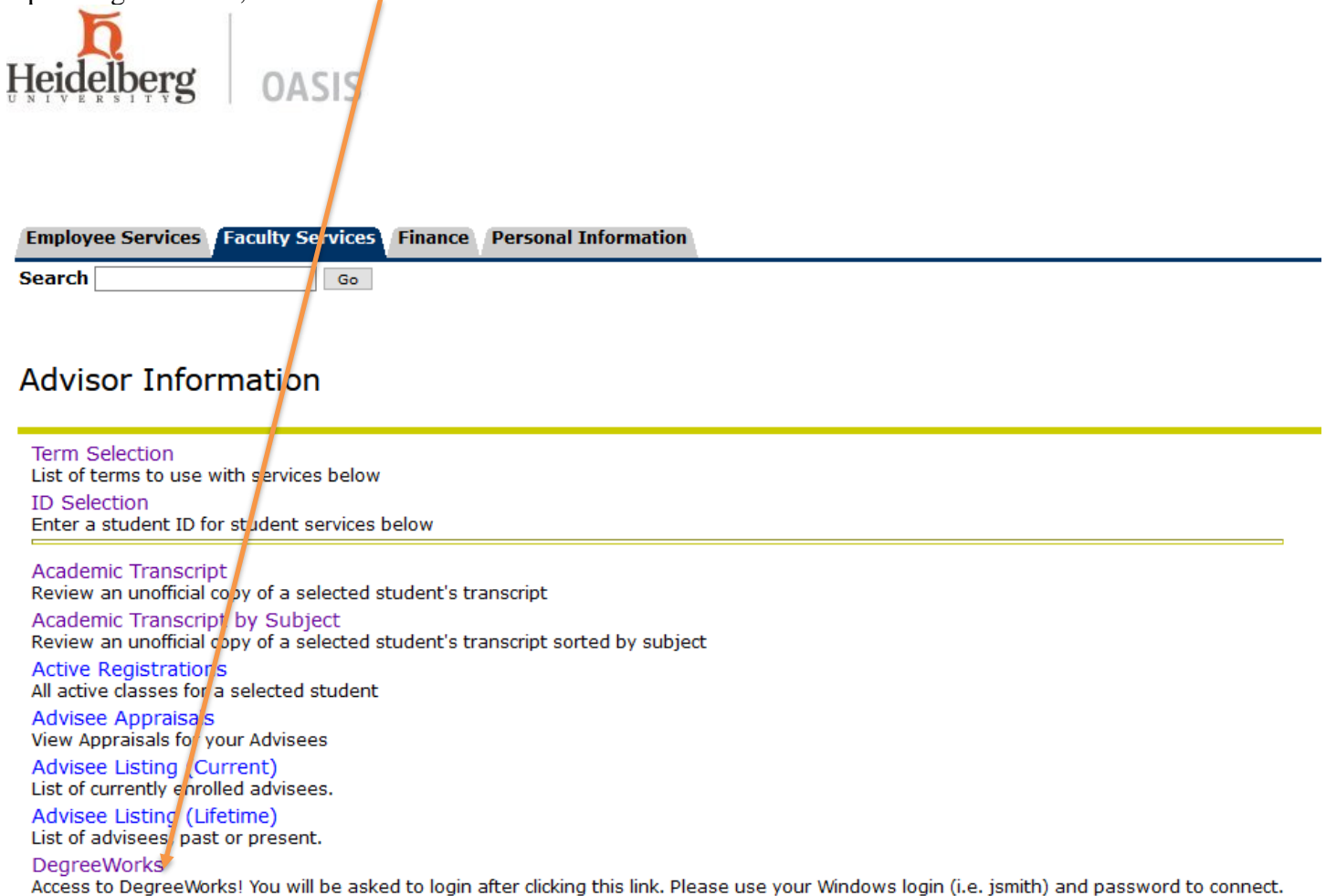
P a g e  | 4

**Banner Log out**



From any page, click on the three lines in the top left-hand corner (Toggle Menu). Once the Menu appears, click on Sign Out. You will be successfully signed out of Banner.

## DegreeWorks: Course Petitions

Department Chairs/Directors may enter in course substitutions for the major/minor of your responsibility. When a Director/Chair also reports to you, only the Director/Chair has access to enter the substitution. General Education substitutions go through the Vice President for Academic Affairs/Provost.

Step: 1
Open DegreeWorks, via OASIS



**Employee Services** | **Faculty Services** | **Finance** | **Personal Information**

Search [        ] Go

## Advisor Information

**Term Selection**
List of terms to use with services below
**ID Selection**
Enter a student ID for student services below

**Academic Transcript**
Review an unofficial copy of a selected student's transcript
**Academic Transcript by Subject**
Review an unofficial copy of a selected student's transcript sorted by subject
**Active Registrations**
All active classes for a selected student
**Advisee Appraisals**
View Appraisals for your Advisees
**Advisee Listing (Current)**
List of currently enrolled advisees.
**Advisee Listing (Lifetime)**
List of advisees, past or present.
**DegreeWorks**
Access to DegreeWorks! You will be asked to login after clicking this link. Please use your Windows login (i.e. jsmith) and password to connect.

Office of the Registrar, Fall 2018                    S:\Registrar\Amanda\Faculty Information\Chair-Director Training Guide
Banner OASIS DW 2020.docx Revised 8/2020

P a g e | **5**

Step 2.
Find your advisee's Worksheet.



Step 3.
Go to the three dots and click for a drop-down. Click on Petitions.
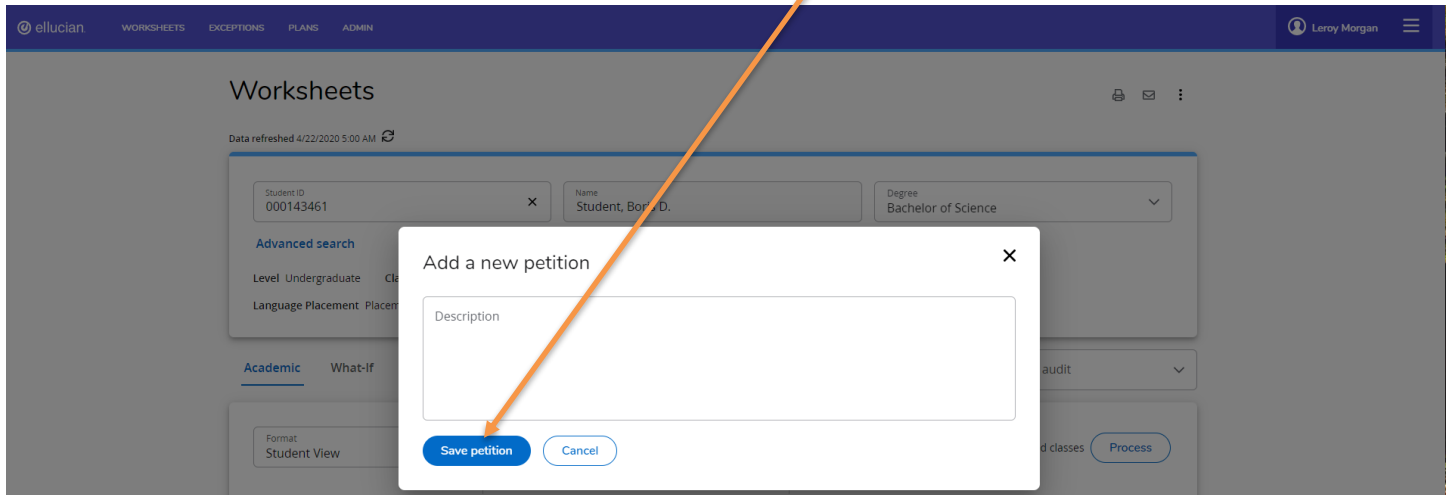


Step 4.
This is what you see when you click Petitions at the drop-down. Click on Add a new petition.

Office of the Registrar, Fall 2018                    S:\Registrar\Amanda\Faculty Information\Chair-Director Training Guide
Banner OASIS DW 2020.docx Revised 8/2020

P a g e  | **6**

Step 5.
Enter the new petition in the Description box and click Save petition when done.



**Access in OASIS**

As a Department Chair/Director, you may view the course roster for the course subjects you are responsible to oversee. Use the Class List- Customizable option. Deans are able to see lists within their school.

**Major and Minor Student Lists**

Most students will report when searching within the major or minor listing. However, because students now have multiple majors and minors this confuses the code populating these lists. When an accurate list is needed, contact the Office of the Registrar.

Office of the Registrar, Fall 2018                        S:\Registrar\Amanda\Faculty Information\Chair-Director Training Guide
Banner OASIS DW 2020.docx Revised 8/2020

P a g e  | **7**