



# PRAIRIE VIEW A&M UNIVERSITY

Deans and Dept. Heads  
Summer Course Scheduling  
and Banner Status Meeting

April 3, 2008

**BENCHMARKS**  
*Charting the Future*



# Financial Aid Go-Live

- April 2<sup>nd</sup>
- Loaded more than 5,000 Institutional Student Information Reports (ISIRs)
- Printed more than 4,900 missing document letters
- Early awarding incoming freshmen to begin by May
- Fall 2008 awards for returning students projected for June 15th

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# Change in Early Registration Dates

- Summer 2008
- SIS processes

DATE	CLASSIFICATION
April 15, 2008 - June 4, 2008	Graduates and Seniors
April 16, 2008 - June 4, 2008	Juniors
April 17, 2008 - June 4, 2008	Sophomores
April 18, 2008 - June 4, 2008	Freshmen

# Change in Early Registration Dates

- Fall 2008
- Banner processes

DATE	CLASSIFICATION
April 22, 2008 – August 29, 2008	Graduates and Seniors
April 23, 2008 – August 29, 2008	Juniors
April 24, 2008 – August 29, 2008	Sophomores
April 25, 2008 – August 29, 2008	Freshmen

# Summer 2008 Course Scheduling Issues

- All clean-up done by the close of business Monday, April 7th
- Course offerings available for view on Tuesday, April 8<sup>th</sup>

College	Issues (Graduate courses)
ED	Not approved for Internet & TTVN Missing Bldg/Room Info
EN	Specific Topic requires Academic Affairs approval
JP	Not approved for Internet

# Fall 2008 Scheduling Issues

- Existing courses with changes pending Coordinating Board approval for Fall 2008 will be inactive during early registration – should be available for registration late July/early August
  - Will not be scheduled to a room
  - Will not be displayed as an available course section
- Allowing early registration creates duplicate effort in student registration
- Allows for proper funding through CIP code identification

# Fall 2008 Scheduling Issues

- Registrar's office will not input courses which are not approved for Internet or TTVN
- Missing Building and Room assignments
- Utilize Schedule Adjustment Electronic Submission Form
  - Registrar's Office Forms Page
  - Confirmation Code - Contact Registrar's Office for this code

# Fall 2008 Schedule Review

- Utilize SSB (Banner Panthertracks) STAGE
- New number scheme for sections
- Check for course restrictions
  - Pre-requisite
  - Co-requisite
  - Classification restrictions
  - Major restrictions
- Utilize Schedule Adjustment Electronic Submission Form
- Open for view via Banner Panthertracks on April 15, 2008

PV-Prairie View-Main Campus	P01 - P99
MC-Houston Medical Center	M01 - M99
NW-Spring-North West Center	N01 - N99
WD-Woodlands-Univ Center	W01 - W99
BC-Bryan/College Station Site	B01 - B99
HU-Huntsville-Mem Hospital Site	H01 - H99
CH-Dallas Area-Cedar Hill Center	C01 - C99
UL-Dallas-Urban League	U01 - U99
GA-Galveston-UT Medical Branch	G01 - G99
IT-Internet	Z01 - Z99

# Academic History

- Not available in Banner for early registration
  - Need to ensure integrity of student records
  - Concern for multiple data migrations
  - Available after Spring 2008 grade postings – no later than June 1
  - Summer data migration – August date to be determined
  - No transcripts printed from Banner until September 2008

# Academic History-Early Registration

- Pre-requisites will need to be verified in SIS
- Pre-requisite checking will be temporarily disabled during early registration (communicated in Banner Panthertracks)
- Pre-requisite Compliance Report run first week in June
- On-going discussions about automatic drop
- Establishing an extensive communication plan for notification to students who are out of compliance (email and snail mail)
- Pre-requisite checking enabled after June 1 and Spring 2008 academic history migration

# Advisement – Alternate Registration PIN

- Established to ensure advisement
- Different number for each student (established by algorithm)
- View on SPAAPIN
- Advisor view via Panthertracks
- List provided by Registrar's Office

# Advisor Access to Banner

- Banner Panthertracks only
- Advisor Assignment on SGAADV
- Training Roll-out
  - Begin April 7<sup>th</sup>
  - College or Dept meeting
  - Demonstration only with handouts by Registrar's office
  - BEST available for one-on-one hands on training
- Opportunity for hands-on practice in SSB STAGE

# College/Departmental Mock Registration Activities

- April 9<sup>th</sup> – April 18<sup>th</sup>
- STAGE INB and SSB (refresh nightly)
- Daily homework assignments
  - Mandatory
  - Participants: Deans, Dept Heads, Admin. Assistants, & Advisors
  - Dept. option to allow students to participate
  - Example: Change major for 3 students, Register 3 students for 12 hour and drop two courses

# Production Go-Live Pre-Check

- April 14<sup>th</sup> – 16<sup>th</sup>
- Participants: Deans, Dept Heads, Admin. Assistants, & Advisors
- Log-in to Banner Production environment (INB and SSB)
- SSB-Banner Panthertracks access

[For Summer 2008 - Click here](#)    [For Fall 2008 - Click here](#)

[Enter Faculty and Advisor Services](#)

Review your faculty schedule, class lists or wait lists; register students for your classes or enter grades. Advisors review students' course work and degree audit information.

[FAQ for Faculty and Advisors](#)

[Browser Requirements](#)

[Accessibility Information](#)

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# Banner Help Channels

- Training Documentation (on BENCHMARKS Documentation webpage)
- Banner Support Request Form
- **BEST**     **Banner Exceptional Super Users Team (BEST)**

<b>College</b>	<b>Representative</b>
Academic Affairs	Michelle Davis
Agriculture and Human Sciences	Helen Gaines
Architecture	Sonja Hackney Perry
Arts & Sciences	Jeanette Williams Victoria Pearce
Business	Terry Robinson
Education	Margie Bradford
Engineering	Barbara Thompson
Juvenile Justice and Psychology	Sandy Seigmund
Medical Academy	Paula Campbell
Nursing	Lois Hale Crystal Edwards
University College	Ila Schauer

# Banner Expectations Timeline

Departmental CAPP (degree audit) testing	Begin June 2008 Completion August 2008
Departmental Transfer Course Articulation	Begin training June 2008
Computer Based Training Modules	Available July 2008
Faculty designation in schedule with a signed contract (EPA feed)	Begin August 2008
Student payments via Banner Panthertracks	August 5th

# Banner Expectations Timeline

Faculty Syllabus and Office Hours Posting on Banner Panthertracks	Late August 2008
Banner Advisement Tool Option setup for Spring 2009	Begin September 2008
Midterm Grading Training	October 2008
Spring 2009 Dept Schedule Build Training	October 2008
Final Grading – I/IP instructor input with dept. head approval	December 2008