

PRAIRIE VIEW A&M UNIVERSITY

OFFICE OF THE REGISTRAR

BANNER INTRODUCTION AND REFRESHER

Delco Building Room 240

Wednesday August 12, 2015

9:00 a.m. – 12:00 p.m.



FACILITATORS, PRESENTERS, and RESOURCES



- Soluria Pearson - Facilitator
- Deborah J. Dungey - Facilitator and Presenter
- Ginger Phillips – Presenter
- Guy Spangler – IT Resource
- Suhasini Kommalapati – IT Resource

Who should attend this session?



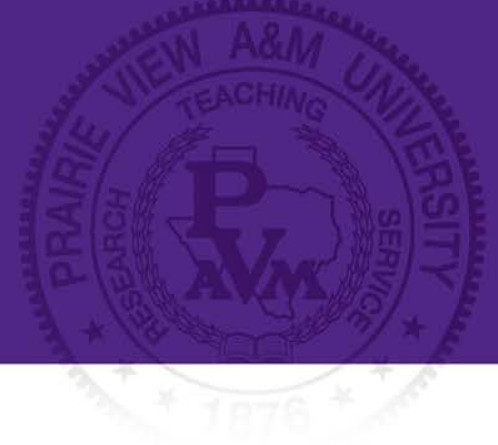
Administrators and Academic Support Staff

- BANNER – Internet Native Banner (INB)

Faculty and Advisors

- PANTHERTRACKS VIA PVPLACE

AGENDA



- **ACTIVATING FACULTY IN BANNER**
- **COURSE SCHEDULE BUILD AND MAINTENANCE**
- **ADVISEMENT**
- **ADMINISTRATIVE ADD/DROP**
- **ATTENDANCE**
- **GRADING**
- **GRADUATION**

COURSE SCHEDULE BUILD AND MAINTENANCE



Administrators and Academic Support Staff

- Schedules are built for summer and fall in February
- Schedules are built for spring in October
- Performed in SSASECT by Administrators

Faculty and Advisors

- View schedule in Panthertracks via PVPLACE

ADVISEMENT



Administrators and Academic Support Staff

- Assignment of advisors (SAAADVR)
- Assignment of alternate pins where missing (SPAAPIN)

Faculty Advisor

- Advise
- Issuing of alternate pins (SPAAPIN)

ADMINISTRATIVE ADD AND DROP



Administrators and Academic Support Staff

- Drop for pre-requisite courses not met
- Combine small course sections
- Split large course sections
- Assign faculty
- Other administrative registration clean-up
- Notify students of all effected changes

ATTENDANCE



Faculty and Advisors

- Reported after the second census date of each Part of Term (1st 8 weeks, 2nd 5 weeks, etc.)
- Access mid-term grading page in Panthertracks
- Enter each student's last attends date
- If student never attended –leave blank

GRADING



Grading Period	Administrative and Academic Support Staff	Faculty
MID-TERM	Track grade posting in SFASLST	Access Mid-Term Grading page in Panthertracks
FINAL	Enter "I" type grades	Access Final Grading page in Panthertracks
	Track grade posting in SFASLST	Enter Last Attends Date If student never attended, leave blank



GRADUATION

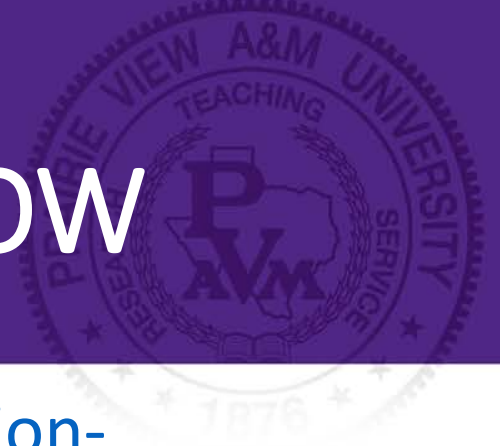
Administrators and Academic Support Staff

- Registrar's Office sends list of applicants and calls for...
- ✓ Graduation Audit Certification form
- ✓ Current CAPP audit
- Please ensure that any supporting documentation i.e. Substitution/Targeted Elective form, is included and forms are properly completed

TRACKING GRADUATION STATUS

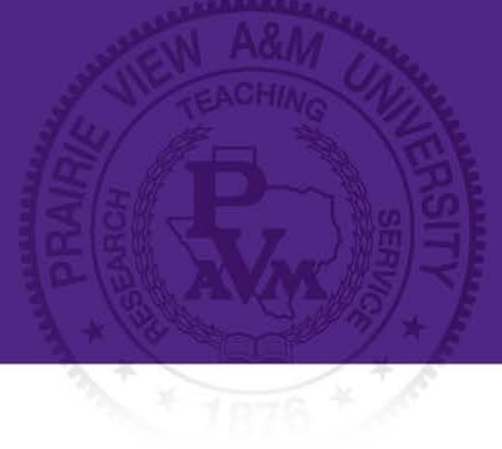
(for Administrators and Academic Support Staff)

OUTCOME STATUS	DESCRIPTION	GRADUATION STATUS	DESCRIPTION
AW	Awarded	GD	Graduated
CN	Cancellation	CN	Cancellation
DA	Disapproved	NO	Will Not Graduate
DF	Departmental Follow-Up	AP	Applied to Graduate
PN	Pending	AG	Approved to Graduate
SO	Sought	IG	Incomplete Grade
TC	Transfer Credit Expected	PA	Provost Approved Application



LINKS YOU SHOULD KNOW

- <http://www.pvamu.edu/irm/information-resources/panthertracks-facultyadvisors-2/panthertracks-facultyadvisor-guides/>
- <http://www.pvamu.edu/irm/information-resources/panthertracks-facultyadvisors-2/panthertracks-faqs/>
- <http://www.pvamu.edu/irm/information-resources/forms-2/>



CONCLUSION

- QUESTIONS?

