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)
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

<table>
<thead>
<tr>
<th>Grading Period</th>
<th>Administrative and Academic Support Staff</th>
<th>Faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>MID-TERM</td>
<td>Track grade posting in SFASLST</td>
<td>Access Mid-Term Grading page in Panthertracks</td>
</tr>
<tr>
<td>FINAL</td>
<td>Enter “I” type grades</td>
<td>Access Final Grading page in Panthertracks</td>
</tr>
<tr>
<td></td>
<td>Track grade posting in SFASLST</td>
<td>Enter Last Attends Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If student never attended, leave blank</td>
</tr>
</tbody>
</table>
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)

<table>
<thead>
<tr>
<th>Outcome Status</th>
<th>Description</th>
<th>Graduation Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AW</td>
<td>Awarded</td>
<td>GD</td>
<td>Graduated</td>
</tr>
<tr>
<td>CN</td>
<td>Cancellation</td>
<td>CN</td>
<td>Cancellation</td>
</tr>
<tr>
<td>DA</td>
<td>Disapproved</td>
<td>NO</td>
<td>Will Not Graduate</td>
</tr>
<tr>
<td>DF</td>
<td>Departmental Follow-Up</td>
<td>AP</td>
<td>Applied to Graduate</td>
</tr>
<tr>
<td>PN</td>
<td>Pending</td>
<td>AG</td>
<td>Approved to Graduate</td>
</tr>
<tr>
<td>SO</td>
<td>Sought</td>
<td>IG</td>
<td>Incomplete Grade</td>
</tr>
<tr>
<td>TC</td>
<td>Transfer Credit Expected</td>
<td>PA</td>
<td>Provost Approved Application</td>
</tr>
</tbody>
</table>
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?

Prairie View A&M University