

BANNER FORMS

Registrar's Office

Logging on Banner

Click on the BANNER production icon on computer desktop

When logon block appears

1. Type in USER ID
2. TAB to password field – type in password
3. TAB to database field and type in **muisc_db**
4. Click on connect button

Changing BANNER password

BANNER passwords do not automatically expire. It is your responsibility to protect the security access your password provides by changing it periodically.

Password format:

- * can be 3-30 characters in length
- * can be alpha-numeric, but first character must be alpha
- * is not case sensitive
- * cannot include punctuation marks, symbols or a space

To change password:

- * Type GUAPSWD in *direct access* box
- * Type current password in *Oracle Password* field
- * Type new password in *New Oracle Password* field
- * TAB re-type new password in *Verify Password* field
- * Click on *Save* button
- * Click on *OK* when confirmation message – Password has been changed, reconnecting – appears on screen

General Student Form (SGASTDN)

General Student SGASTDN 8.2 (muis_db)

ID: MOO T. Student Summary Term: View Current/Active Curricula

Learner Curricula Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

General Learner

New Term: 201020 Spring 2010 From Term: 201020 To Term: 999999

Student Status: AS Active

Student Type: N New First Time

Residence: Y Pennsylvania Resident

Fee Assessment Rate: S STANDARD STUDENT

Class: SO Sophomore

Full or Part Time: ☒ Full Time ☐ Part Time ☐ None

Additional Information

Site: Session: Block: GERM-1 German - Freshman

Citizenship: Y Citizen

Curricula Summary - Primary

Priority	Term	Program	Catalog	Student Type:	Level	Campus	Rate:	College	Degree
1	201020	Bachelor of Science	200860		Undergraduate	Main		No College Designated	Bachelor of Science

End: Outcome Key: Admission Type: New First Time Admission: 200860 Matriculation:

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201020	Major	German	Foreign Languages	
1	201020	Minor	Psychology		
2	201020	Minor	History		

Type in the Student's ID. To view all the information on the student, leave the term blank and control-page-down or next block function. The curriculum summary will be shown below for primary degree information and secondary major, if the slide bar is highlighted in the curriculum box.

Additional Student Information (SGASADD)

- Type in Student ID
- Enter term code
- Next block or control-page-down function
- View cohort code
- Next block or control-page-down function
- View student attribute(s) – including Special Admission types, Partnership Student, International Status, Exchange Agreement Students, etc.

Oracle Developer Forms Runtime - Web: Open -> SGASADD [Q]

File Edit Options Block Item Record Query Tools Help

Additional Student Information SGASADD 7.0 (muis_db)

ID: MOO Term: 200820

Student Cohort

From Term: 200820 Maintenance To Term: 999999

Cohort Code Description Inactive Reason

JYAB Study Abroad Waive Perspective

Student Attribute

From Term: 200720 Maintenance To Term: 999999

Attribute Code Description

JYAB Study Abroad Waive Perspective

Person Search Form (SOAIDEN)

- TAB to *Last Name Field*, type in last name (case sensitive or click on NO to case sensitive query)
- If not certain of spelling type in letters you know followed by %
- TAB to *First Name field* and use same procedure
- Click on *search* button
- Select name by placing cursor in field & click on *select* button
- Click on *Rollback* to do another search
- Click on *Exit* twice to leave form

[illegible]

Student Schedule (SWAREGQ)

Oracle Developer Forms Runtime - Web: Open > SWAREGQ [Q]

File Edit Options Block Item Record Query Tools Help

View Student Schedule SWAREGQ 7.3 (muis_db)

Term: 200820

ID: M00

CRN	Subj	Crse	Seq	Title	Creds	Lv	Stat	Days	Time	Build	Room	Instructor
10956	INTL	491	01	Topics:Perspectives on Brazil	3.00	U	RE	MTW	0600-0900PM	MCCOM	203	Bezerra, Maria E.
10984	SPAN	331	01	Spanish Civilization 1	3.00	U	RE	MR	0500-0615PM	MCCOM	205	Borger Greco, Margar
7102	GRAD	999	01	Graduation	.00	U	RE	TBA	TBA			TBA
7361	INTL	488	01	Senior Seminar	3.00	U	RE	TR	0230-0345PM	MCCOM	206	Bookmiller, Robert J
7530	MUSI	103	0	Language of Music	3.00	U	RE	MWF	0100-0150PM	BYERL	132	Darmiento, Madeleine
9770	PHIL	100	07	Introduction to Philosophy	3.00	U	RE	MWF	1100-1150AM	MCCOM	133	Ward, Charles F.

Total Credits: 15.00

Type in the term and student ID, control-page-down to view schedule.

Address Information (SPAIDEN)

General Person Identification SPAIDEN 8.2 (muis_db)

ID: MO T. Generate ID: 

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

From Date: 17-SEP-2007  **To Date:**  ☐ **Inactivate Address**

Address Type: MA  Mailing (home) **Source:** APP 

Sequence Number: 1

Street Line 1: 809 Lorraine Dr **Delivery Point:** 

Street Line 2:  **Correction Digit:** 

Street Line 3:  **Carrier Route:** 

City: Warrington

State or Province: PA  Pennsylvania

ZIP or Postal Code: 18976 

County: 017  Bucks

Nation:  

Telephone Type: MA  Phone at mailing (home) add

Last Update

User: CGUNZENHAUSER

Activity Date: 17-SEP-2007

Area Code **Phone Number** **Extension**

   

- Type in the students' ID or do a name search by clicking on the flashlight to the right
- Next block or control-page-down will show you the student's name
- Click on the Address tab to view the address. If there is more than 1 address (local and mailing) the scroll bar to the right will be highlighted, and you can click on it to view each address.
- If the address is no longer valid the inactive box will be checked.

High School Information (SOAHSCH)

- Type in student ID
- Next block or control-page-down function
- View high school information

The screenshot shows the Oracle Developer Forms Runtime window titled "Oracle Developer Forms Runtime - Web: Open > SOAHSCH [Q]". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for navigation and editing. The address bar shows "High School Information SOAHSCH 7.3 (muis_db)".

The form has an "ID:" label followed by a text box containing "M00:". Below this are three tabs: "High School Details" (selected), "High School Subjects", and "High School Address".

The "High School Details" section contains the following fields:

- High School:** A dropdown menu showing "391115" and "Upper Perkiomen High School".
- Enrollment Planning Service Code:** An empty text box.
- Graduation Date:** A date picker showing "01-JUN-2004".
- Transcript Received Date:** A date picker showing "19-JUL-2004".
- Class Rank and Size:** A text box showing "100 / 277".
- Percentile:** A text box showing "64".
- GPA:** A text box showing "3.069".
- Diploma:** A dropdown menu showing an empty box.
- College Preparation:** A checkbox labeled "College Preparation".
- Admissions Request:** A dropdown menu showing an empty box.

Prior College Information (SOAPCOL)

- Type in Student ID
- Next Block or control-page-down function
- View prior college information.

Oracle Developer Forms Runtime - Web: Open > SOAPCOL [Q]

File Edit Options Block Item Record Query Tools Help

Prior College SOAPCOL 7.3 (muis_db)

ID: M001

Prior College and Degree Majors, Minors, Concentrations Prior College Address

Prior College

Prior College: 2309 Harrisburg Area Cmty College Enrollment Planning Service Code:

Transcript Received Date: 10-JAN-2000

Transcript Reviewed Date:

Admissions Request:

Official Transcript

Degree Details

Degree: 000000 Degree Not Declared Degree Date:

Attended From: Attended To: Year: Primary Degree Indicator

College:

Transfer Hours: GPA: 3.25

Honors: Goal:

Term History Form (SHATERM)

Oracle Developer Forms Runtime - Web: Open > SHATERM [Q]

File Edit Options Block Item Record Query Tools Help

Term Sequence Course History SHATERM 7.3 (muis_db)

ID: Course Level Codes by Person: Start Term:

Current Standing

First Term Attended: 200060
Last Term Attended: 200760

Academic Standing: 00 Good Standing
Academic Standing Override: ☐
Progress Evaluation: ☐
Progress Evaluation Override: ☐
Combined Academic Standing: ☐
Combined Academic Standing Override: ☐

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	108.000	99.000	99.000	102.000	352.20	3.45
Transfer:	6.000	6.000	6.000	.000	.00	.00
Overall:	114.000	105.000	105.000	102.000	352.20	3.45

Type in the students ID and level

U=undergrad

G= graduate

Leave the *start term* blank

Next block or control-page-down

View attempted hours, earned hours and GPA

Control-page-down to view each term

To view term by term, use the arrow down key

Term GPA and Course Detail Information SHATERM 7.3 (muis_db)

Term GPA

Institution or Transfer: Transfer Number: Attendance Period:

Term: 200060

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Term:	15.000	15.000	15.000	15.000	54.90	3.66
Cumulative:	21.000	21.000	21.000	15.000	54.90	3.66

Institutional Courses

Subject	Course	Title	Grade	Mode	Hours	Repeat	Campus
ENGL	110	English Composition	A	U	3.000	☐	M
ENGL	220	Introduction to Language Study	B+	U	3.000	☐	M
HPED	175	Wellness	A	U	3.000	☐	M
CHEM	101	Science of Chemistry 1	A	U	3.000	☐	M
HIST	106	Contours of US History	B	U	3.000	☐	M

Course Summary (SHACRSE)

- Type in Student ID
- Leave term blank to view all courses in chronological order – most recent first
- If term is typed in view course only for that term
- Next block or control-page-down function

Oracle Developer Forms Runtime - Web: Open > SHACRSE [Q]

File Edit Options Block Item Record Query Tools Help

Course Summary SHACRSE 7.2 (muis_db)

ID: Term:

Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Grading Mode	Repeat	Course Title
	200760	1	M	U	4161	ENGL	313	01	3.000	A	U	I	Fundamentals of Journalism
	200760	1	M	U	7491	ENGL	429	02	3.000	A	U		Seminar:Hammett,Chndlr/McDonld
	200760	1	M	U	7118	ENGL	441	01	3.000	A	U	I	Poetry
	200760	1	M	U	4740	MUSI	100	0	3.000	A	U		Music and Culture
	200720	1	M	U	8498	ENGL	240	01	3.000	A-	U		Introduction to Film
	200720	1	L	U	10363	ENGL	402	50	3.000	A	U		Middle Eng Lang and Literature
	200720	1	M	U	10492	MUSI	368	01	3.000	A-	U		International Music and Arts
	200720	1	M	U	10671	SOCY	210	02	3.000	A	U		Sociology of the Family
	200660	1	M	U	5608	ART	312	0	3.000	A	U		Survey of Art History
	200660	1	M	U	4143	ENGL	311	0	3.000	A	U		Advanced Composition
	200660	1	M	U	6264	GEOG	350	0	3.000	A	U		Topics:London Society/Culture
	200660	1	M	U	6918	MUSI	263	06	3.000	A	U		Popular Music
	200260	1	M	U	4313	ENGL	313	01	3.000	F	U	E	Fundamentals of Journalism
	200260	1	M	U	6861	ENGL	427	01	3.000	F	U		Modern American Poetry
	200260	1	M	U	6858	ENGL	441	01	3.000	F	U	E	Poetry
	200220	1	M	U	8783	ENGL	233	01	3.000	C+	U		Early English Literature
	200220	1	M	U	7743	ENGL	250	01	3.000	A-	U		The Press in its Societal Role
	200220	1	M	U	7762	ENGL	312	05	3.000	B	U		Technical Writing
	200220	1	M	U	7433	HIST	210	01	3.000	C-	U		History of Women

Subject Sequence History (SHASUBJ)

A two page form. View student's cumulative totals on page 1; subject-by-subject totals along with associated courses And grades (MU & transfer) on a split screen on page 2.

- * Type in Student ID and level (U or G)
- * Type in Subject code for first entry on page 2 or leave blank for all subjects in alpha order
- * Next block or control-page-down function
- * View cumulative summary
- * Next block or control-page-down function
- * View subject-by-subject details in alpha order

Oracle Developer Forms Runtime - Web: Open > SHASUBJ [Q]

File Edit Options Block Item Record Query Tools Help

Subject Sequence History SHASUBJ 7.0 (muis_db)

ID: M001 Level: U Start with Subject:

Current Standing

First Term Attended: 200060
Last Term Attended: 200760

Academic Standing: 00 Good Standing
Academic Standing Override:
Progress Evaluation:
Progress Evaluation Override:
Combined Academic Standing:
Combined Academic Standing Override:

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	108.000	99.000	99.000	102.000	352.20	3.45
Transfer:	6.000	6.000	6.000	.000	.00	.00
Overall:	114.000	105.000	105.000	102.000	352.20	3.45

Subject Sequence History SHASUBJ 7.0 (muis_db)

ID: M001 Level: U Start with Subject: ENGL

Subject: ENGL

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	57.000	48.000	48.000	51.000	171.00	3.35
Transfer:	6.000	6.000	6.000	.000	.00	.00
Total:	63.000	54.000	54.000	51.000	171.00	3.35

Institutional Courses

Term	Subject	Course	Title	Grade	Mode	Hours	Repeat	Campus
200060	ENGL	110	English Composition	A	U	3.000		M
200060	ENGL	220	Introduction to Language Study	B+	U	3.000		M
200120	ENGL	231	World Literature 1	A	U	3.000		M
200150	ENGL	235	Early American Literature	B+	U	3.000		M

Transfer Courses

Term	Subject	Course	Title	Grade	Mode	Hours	Count in GPA	Repeat
200060	ENGL	110	English Composition	PT	T	3.000		
200060	ENGL	230	Introduction to Literature	PT	T	3.000	☒	

Degree Summary (SHADGMQ)

A summary of the status(es) of MU degree is available on this form as follows:

SO – Sought degree record is created when graded term is rolled to academic history

PN – Pending degree record is created when student is an applicant for graduation

AW – Awarded degree is created when a degree is conferred

Access information by:

- * Type in Student ID
- * Next block or control-page-down function
- * May need to roll back and delete “term” to see all sequence numbers

File Edit Options Block Item Record Query Tools Help

Degree Summary SHADGMQ 7.3 (muis_db)

ID: M00: [] Level: [] Campus: [] College: [] Degree: []

Term: [] Program: [] Field of Study Type: [] Field of Study Code: []

Learner Outcome Summary

Sequence Number	Outcome Status	Learner Record Term	Bulletin Year	Outcome Completion Term	Dual Degree	Graduation Term	Graduation Status	Graduation Date	Diploma Name
4	PN	200660	2006	200820	☐	200820	APD	10-MAY-2008	Alissa Nichole Robinson
3	SO	200620	2005		☐			31-MAY-2014	
2	SO	200530	2005		☐			31-MAY-2014	
1	AW	199760	1999	200120	☐	200120	APD	12-MAY-2001	Alissa Nichole Robinson
					☐				
					☐				

Curricula Summary - Primary

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	200660	MSW DEGREE	200660	Graduate	Main	No College Designated	Master of Social Work

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	200660	MAJOR	Social Work	Social Work	☐

Schedule Form (SSASECT)

Schedule SSASECT 8.1 (muis_db)

Term: 201020 CRN: 8680 Create CRN: Copy CRN: Subject: MATH Course: 100 Title: Survey of Mathematical Ideas

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: MATH Mathematics

Course Number: 100 Title: Survey of Mathematical Ideas

Section: 02

Cross List:

Campus: M Main

Status: O Open

Schedule Type: E Lecture

Instructional Method:

Integration Partner:

Grade Mode: U Undergraduate Standard Letter

Session:

Special Approval:

Duration: 1 18-JAN-2010 08-MAY-2010 16

Part of Term: First Last

Registration Dates:

Start Dates:

Maximum Extensions: 0

CEU Indicator:

Credit Hours: 3.000 None To Or

Billing Hours: 3.000 None To Or

Contact Hours:

Lecture: 3.000 None To Or 3.500

Lab:

Other:

Link Identifier:

Attendance Method:

Weekly Contact Hours:

Daily Contact Hours:

☒ Print ☒ Voice Response and Self-Service Available

☒ Gradable ☐ CAPP Areas for Prerequisites

☐ Tuition and Fee Waiver

☐ Long Title ☒ Comments ☐ Syllabus

To view more information select Option (drop-down):

Enrollment
Meeting Times
Instructor
Course Restrictions
Course Prerequisites

VR/Web available – if a checkmark appears this course can be registered by MAX web or phone

Written permission – Special Approval will have a “W”

Class Restriction Form

Schedule Restrictions SSARRES 8.0 (muis_db)

Term: 201020 CRN: 7471 Subject: MATH Course: 101 Title: College Algebra

Department and Field of Study Class and Level Degree and Program Campus and College Student Attribute and Cohort

Department Restrictions

☐ Include ☒ Exclude

Department	Description

Field of Study Restrictions

☒ Include ☐ Exclude

All Field of Study Types ☐

Type MAJOR Major

Code	Description
ANTH	Anthropology
BIOL	Biology
BUAD	Business Administration
CHEM	Chemistry

Use Next block or control-page-down to scroll through restrictions

College Restriction – MU does not use

Class Restriction – FR, SO, JR and SR

Degree Restriction – BA, BS, BSE etc.

Department Restrictions – SOAN, BUAD, BIOL etc.

Field of Study Restrictions – Majors (BUAD, etc.),
Minors (GBUS, etc.) and Concentrations (FIN, etc.)

Level Restriction – U = undergrad and G = graduate

Program Restriction – MU does not use

Campus Restriction – MU does not use

NOTE: major restrictions only apply to a Student's first major.

Prerequisite & Test Score Form - SSAPREQ

Schedule Prerequisite and Test Score Restrictions SSAPREQ 7.3 (muis_db)

Term: 200860 CRN: 6325

Section Information

Subject: ENGL

Course Number: 316

Section Title: Business Writing

Type in term and CRN

Control-page-down or next block

To view prerequisites & test scores

Control-page-down or next block

Example of prerequisites & test scores:

DTN 100 = ACE or part-time students

MPT 160 = Ok to take Math 160

BPE 100 = passed BIOL 100 placement

ENG 110 = passed ENGL 110 placement

Schedule Prerequisite and Test Score Restrictions SSAPREQ 7.3 (muis_db)

Term: 200860 CRN: 6325

Section Test Score and Prerequisite Restrictions SSAPREQ 7.3 (muis_db)

And/Or	'('	Test Code	Test Score	Subject	Course Number	Level	Grade	Concurrency	')
				ENGL	110	U	C-	(None)	
O		ENG	110					(None)	
O				ENGL	110H	U	C-	(None)	

Class Roster Form (SFASLST)

Class Roster SFASLST 8.0 (muis_db)

Term: CRN: ☐ Roll Degree Award Status:

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date	Hours
	Student Name and ID	Student Name and ID	W	26-MAR-2010			W U			3.000
Rolled	☐	Grade Comment:								
	Student Name and ID	Student Name and ID	RE	12-NOV-2009			U			3.000
Rolled	☐	Grade Comment:								
	Student Name and ID	Student Name and ID	RE	12-NOV-2009			U			3.000
Rolled	☐	Grade Comment:								
	Student Name and ID	Student Name and ID	RE	13-NOV-2009			U			3.000
Rolled	☐	Grade Comment:								

To view the class list:

1. Type in Term and CRN
2. Click on next block or use the control-page-down option.

If the scroll bar is highlighted, use the down arrow key to view all the students in the class

Schedule Query Form (SSASECQ)

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus
200820	1			7030		ENGL	110	02	O	M
Course/Section Title				Schedule Type	Instructional Method	Duration		Unit		
English Composition				E						
Link	Cross List	Reserved Seats	Long	Syllabus	Comments	Enrollment: Maximum		23	- Actual	21 = 2
						Waitlist: Maximum		0	- Actual	0 = 0

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus
200820	1			7031		ENGL	110	03	O	M
Course/Section Title				Schedule Type	Instructional Method	Duration		Unit		
English Composition				E						
Link	Cross List	Reserved Seats	Long	Syllabus	Comments	Enrollment: Maximum		23	- Actual	22 = 1
						Waitlist: Maximum		0	- Actual	0 = 0

1. Type in term, subject and course number

2. Press the F8 key

Total students enrolled

Faculty Schedule Query (SIAASGQ)

- * Enter Term code & Faculty ID – or click on ID button if ID is not known
- * Click on *ID* will take you to SIAIQR – *Faculty /Advisor Query* form:
 - * Click on *Faculty* check box
 - * *Next block or control-page-down* function
 - * TAB to *Dept* column & type in department code
 - * Click on *search* button
 - * Highlight faculty you want & click on *select* button (returns to SIAASGQ)
- * *Next block or control-page-down* function
- * Use scroll bar to see time (military) & location of class
- * Click on *Rollback* & click on *ID* to view another faculty schedule

Faculty Schedule Query SIAASGQ 7.0 (muis_db)

Term: 200820 ID: ID and NAME

CRN	Subject	Course	Section	Session Number	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
10360	ENGL	331	01	01	14-JAN-2008	10-MAY-2008	☒	☐	☒	☐	☐	☐	☐	1600	1715
					Building	Room	Cross List Group		Override	Time Conflict					
					HASH	210	BX		☐	*					
11153	ENGL	331H	02	01	14-JAN-2008	10-MAY-2008	☒	☐	☒	☐	☐	☐	☐	1600	1715
					Building	Room	Cross List Group		Override	Time Conflict					
					HASH	210	BX		☐	*					
CRN	Subject	Course	Section	Session Number	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time

Building/Room Schedule Query (SSAMATX)

You can view a building/room/course scheduling for a given term/time. Note/Warning: This query does not show any events or blended course meeting times.

Click on *Term* button & type in *Term Code*

Type in search variables

* Building code

* Time

* Room number

* Days of week

* Subject

* Course number

Click on *Search* button

Use scroll bar to view results

Type in different search variable for another search

Click on *Exit* to leave form

Building/Room Schedule SSAMATX 7.3.2 (muis_db)

Building	Room	Campus	Meeting Patterns		Subject	Course	CRN	Cross List	Function
			Days	Times					
MCCOM	120	M	MW	0900-1015	SOWK	302	7314		
MCCOM	120	M	F	0900-1145	SOWK	404	7321		
MCCOM	120	M	TR	0930-1045	BUAD	251	7291		
MCCOM	120	M	MW	1030-1145	SOWK	302	7313		
MCCOM	120	M	TR	1300-1415	ENGL	311	7413		
MCCOM	120	M	TR	1430-1545	BUAD	231	7288		
MCCOM	120	M	MW	1500-1615	SOWK	302	10270		
MCCOM	120	M	T	1800-2100	ENGL	110	10696		
MCCOM	120	M	W	1800-2100	SOWK	621	10990		
MCCOM	120	M	R	1800-2100	SOWK	521	10274		

Query Term: 200820