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# My Banner

## GUAPMNU

This screen can be used to add and organize your “favorite” Banner screens.

Click on any line in the Object Selection list, then click Insert. A new line will appear below that line.

Personal Menu: KTTURNER

▼ MENU MAINTENANCE

Type: Oracle Forms module

Object Type
Description *
About Banner
Academic Calendar Rule Query
Academic History Catalog Query
Academic History Section Query
Academic Non-Course
Academic Standing Query
Account Code Validation
Account Hierarchy
Account Index Code Validation
Account Type Validation
Accounts Receivable Globals
Activity Code Validation
Additional ID Search
Additional Student Information
Address Information Query
Address List Inquiry
Address Summary
Admission Application/Checklist Summary
Admissions Application
Advancement Menu

Record 1 of 373

Object Selection	
Object	Description
SSASECT	SSASECT - Schedule
SZADARQ	SZADARQ - Audit Request
SZAEXCP	SZAEXCP - Student Exceptions
ZSRAOD	ZSRAOD - Faculty Load Report
SHASUBJ	SHASUBJ - Student Subject Sequence History

Record 46 of 46

Insert Selection  
Remove Selection  
Insert All  
Remove All

Settings Insert Delete Copy Filter

Enter your Banner code and press Tab. The description can be changed (optional). Click SAVE.

Personal Menu: KTTURNER

▼ MENU MAINTENANCE

Type: Oracle Forms module

Object Type
Description *
About Banner
Academic Calendar Rule Query
Academic History Catalog Query
Academic History Section Query
Academic Non-Course
Academic Standing Query
Account Code Validation
Account Hierarchy
Account Index Code Validation
Account Type Validation
Accounts Receivable Globals
Activity Code Validation
Additional ID Search
Additional Student Information
Address Information Query
Address List Inquiry
Address Summary
Admission Application/Checklist Summary
Admissions Application
Advancement Menu

Record 1 of 373

Object Selection	
Object	Description
SSASECT	SSASECT - Schedule
SZADARQ	SZADARQ - Audit Request
SZAEXCP	SZAEXCP - Student Exceptions
ZSRAOD	ZSRAOD - Faculty Load Report
SHASUBJ	SHASUBJ - Student Subject Sequence History
SSARRES	Schedule Restrictions

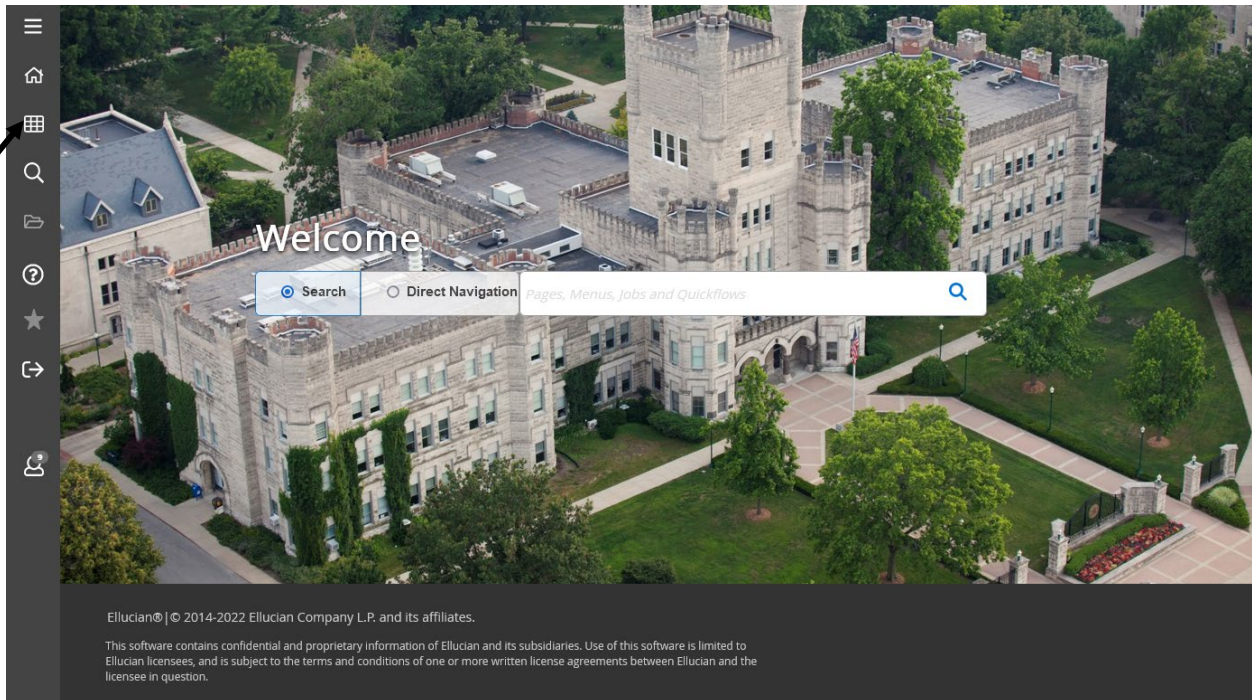
Record 46 of 46

Insert Selection  
Remove Selection  
Insert All  
Remove All

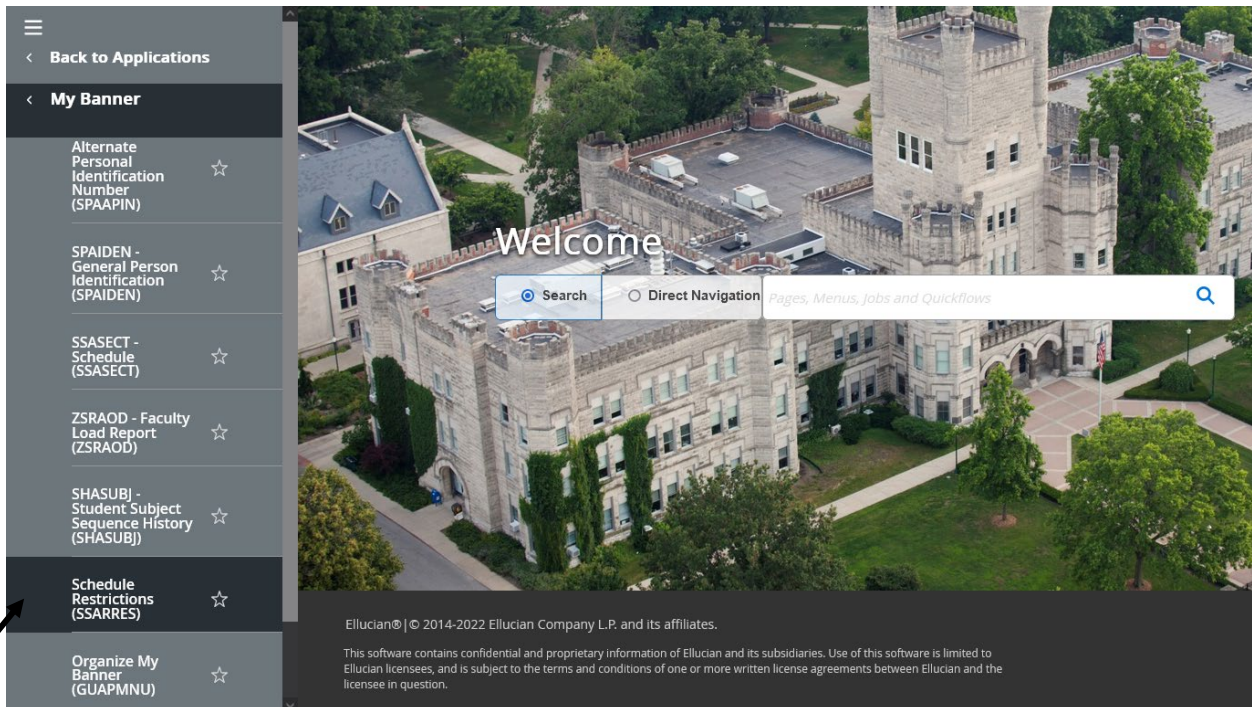
Settings Insert Delete Copy Filter

SAVE

Your saved entry will be viewable the next time you log in. Click on the Applications button. Then select My Banner.



You can now select your entry from this menu.



# SOAIDEN

## Find E-Numbers with Names

Enter the person's name. If you do not know the entire name, use % in place of the rest of the word. For example, if you do not know how to spell 'Rhoads', you could try R% in combination with the first name. Click the Go button.

This can also be used for staff and faculty.

The screenshot shows the 'PERSON SEARCH' interface in the SOAIDEN 9.3.12 (PROD) application. The search criteria are as follows:

ID	Last Name	First Name	Preferred Name	Middle Name	Birth Date	Change Indicator	Type
	R%	Piper					

Buttons for 'Clear All' and 'Go' are visible at the bottom right of the search form. The table below the form shows the search results, with the first record highlighted.

Click on the needed E-number and press Ctrl-C to copy.

The screenshot shows the search results table after the search is executed. The active filters are 'Last Name : R%' and 'First Name : Piper'. The table contains three records:

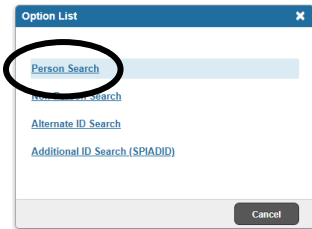
ID	Last Name	First Name	Preferred Name	Middle Name	Birth Date	Change Indicator	Type
E12672813	Reynolds	Piper		Michelle	03/17/2005		
[REDACTED]	Reynolds	Piper		Michelle	03/17/2005	I	
E12630958	Rhoads	Piper		Savannah	10/04/2002		

The first record (E12672813) is highlighted. The table footer shows 'Record 1 of 3' and 'Per Page' set to 10.

# SPAIDEN

## Detailed Student Information

If you know the E-number, enter and click Go. If you do not know the E-number, press the button with three dots next to the ID box and choose Person Search from the Option List. Enter the person's name. If you do not know the entire name, use % in place of the rest of the word. For example, if you do not know how to spell 'Rhoads', you could try R% in combination with the first name. Click the Go button at the top.



Double-click on the correct ID number and then press Go.

ID	Last Name	First Name	Preferred Name	Middle Name	Birth Date	Change Indicator	Type
E12672813	Reynolds	Piper		Michelle	03/17/2005		
<span style="background-color: black; color: black;">XXXXXXXXXX</span>	Reynolds	Piper		Michelle	03/17/2005	I	
E12630958	Rhoads	Piper		Savannah	10/04/2002		

The individual tabs show specific information about the student. If there is more than one option for Address, use the blue arrows to go to the next address.

**This can also be used for staff and faculty.**

ID: E12630958 Rhoads, Piper S. Start Over

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

▼ IDENTIFICATION Insert Delete Copy Filter

ID:  Name Type:

▼ PERSON Insert Delete Copy Filter

Last Name	<input type="text" value="Rhoads"/>	Prefix	<input type="text" value="Ms."/>
First Name	<input type="text" value="Piper"/>	Suffix	<input type="text"/>
Middle Name	<input type="text" value="Savannah"/>	Preferred First Name	<input type="text"/>
		Full Legal Name	<input type="text"/>

▼ NON-PERSON Insert Delete Copy Filter

Name:

▼ ID AND NAME SOURCE Insert Delete Copy Filter

Last Update

Origin	<input type="text" value="SARETMT"/>
--------	--------------------------------------

Original Creation

User	<input type="text" value="DALEE"/>	Create Date	<input type="text" value="10/12/2020"/>
------	------------------------------------	-------------	---

# SGASTDN

## Student Degree/Major Info in BANNER

Enter the E-number and current (or upcoming for new students) term. Click the Go button.

**Learner Tab:** In the middle section, the Primary degree is shown. Under Field of Study Summary, the major and, if declared, any minors and/or concentrations are shown. *Although there are several other tabs in SGASTDN, the Learner tab has most of the information you might need.*

The screenshot shows the 'Learner' tab in the SGASTDN system. The top navigation bar includes 'Learner', 'Curricula', 'Study Path', 'Activities', 'Veteran', 'Comments', 'Academic and Graduation Status, Dual Degree', and 'Miscellaneous'. The 'GENERAL LEARNER' section displays student details for ID E12630958, term 202290. The 'CURRICULA SUMMARY - PRIMARY' table shows a single entry for a Bachelor of Science degree in Biological Sciences. The 'FIELD OF STUDY SUMMARY' table shows a single entry for a Major in Biological Sciences.

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admi
1	202260	BS in Biological ...	202190	Undergraduate	Main	Liberal Arts & Scien...	Bachelor of Scie...			Standard	2021

Priority	Term	Type	Field of Study	Department	Attached to Major
1	202260	Major	Biological Sciences	Biological Sciences	

## Major and Minor

The screenshot shows the 'FIELD OF STUDY SUMMARY' table in the SGASTDN system. The table lists three entries: a Major in MUS: Teacher Education, a Minor in Jazz Studies, and a Concentration in TC Instrumental.

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201990	Major	MUS: Teacher Education	Music	
1	201990	Minor	Jazz Studies	Music	
1	201990	Concentration	TC Instrumental	Music	MUS: Teacher Education

## Double Major

If a student has a **double major**, both will be listed under the primary curricula summary. The first major decides what shows as the primary program (*BA in Political Science in the example below*).

In this situation, a student receives a single diploma and is only required to meet the minimum number of hours for their degree – 120 hours, 40 upper division, and 42 hours in residence at EIU.

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matricu
1	201730	BA in Political Sc...	201690	Undergraduate	Main	Sciences	Bachelor of Arts			Standard	201590	

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201730	Major	Political Science	Political Science	
2	201730	Major	Public Relations	Communication Studies	

## Double Degree

If a student has a **double degree**, only the first major will be listed under the Primary Curricula summary (*BS in Geology in the example below*).

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matricu
1	201890	BS in Geology	201790	Undergraduate	Main	Sciences	Bachelor of Scie...			Standard	201490	

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201890	Major	Geology	Geology/Geography	
1	201890	Minor	Geographic Information Science	Multiple Departments	

To see additional majors, click Next Section in the bottom lefthand section of the screen. Then click on the the blue arrow in the Curricula Summary. The second major will be listed under the Secondary Curricula summary (*BS in Geography in the example below*).

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matricu
2	201890	BS in Geography	201890	Undergraduate	Main	Sciences	Bachelor of Scie...			Standard	201490	

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201890	Major	Enviro/Physical Geography	Geology/Geography	

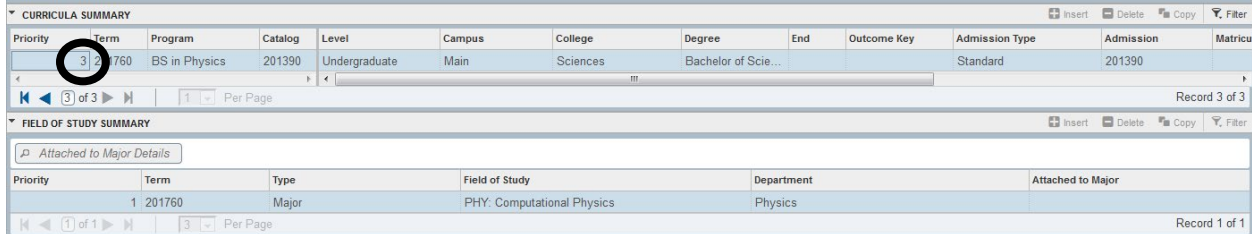
In this situation, a student receives two diplomas and is required to meet the a higher number of hours for their degree – 150 hours, 60 upper division, and 72 hours in residence at EIU.



## Triple Degree

If a student has a **triple degree**, and this is very rare, the third degree will be listed as Priority 3 under Curricula summary (*BS in Physics in the example below*).

In this situation, a student receives three diplomas and is required to meet an even higher number of hours for their degree – 180 hours, 80 upper division, and 102 hours in residence at EIU.



The screenshot shows a 'CURRICULA SUMMARY' table with the following data:

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matricu
3	201760	BS in Physics	201390	Undergraduate	Main	Sciences	Bachelor of Scie...			Standard	201390	

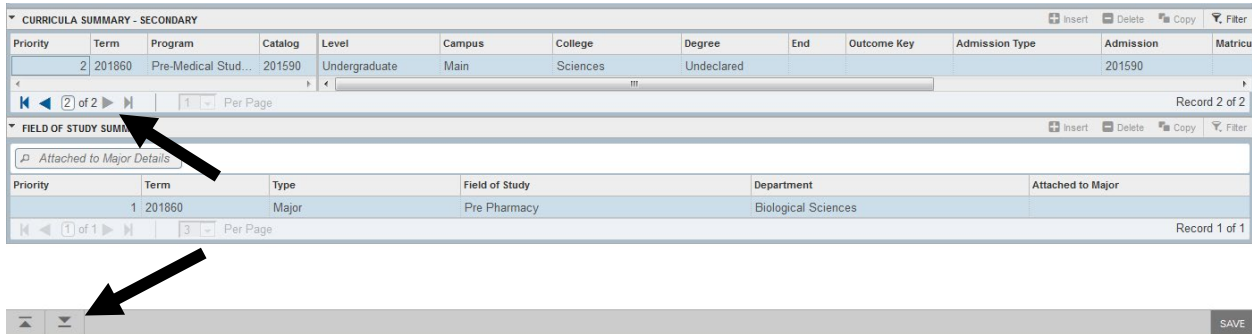
The number '3' in the Priority column is circled in red. Below the table is a 'FIELD OF STUDY SUMMARY' section with one entry:

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201760	Major	PHY: Computational Physics	Physics	

## 'Pre' Designations

For students declared as pre-health or pre-engineering, that information is shown in the same area. Click down on the slider in the Curricula Summary. The additional designation will be listed under the Curricula summary (*Pre-Medical Studies in the example below*). The specific 'major' is listed under the Field of Study (*Pre Pharmacy in the example below*). Although this is not considered a major, nor is a degree audit available for non-degree designations, these are used for advising and tracking of students.

'Pre' designations should always be listed AFTER a student's actual major. If it is listed first, then it is very difficult to run degree audits for the student and they will be unable to apply to graduate correctly. If you notice this, please let the Certification Officer know so that it may be corrected.



The screenshot shows a 'CURRICULA SUMMARY - SECONDARY' table with the following data:

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type	Admission	Matricu
2	201860	Pre-Medical Stud...	201590	Undergraduate	Main	Sciences	Undeclared				201590	

The number '2' in the Priority column is circled in red. Below the table is a 'FIELD OF STUDY SUMMARY' section with one entry:

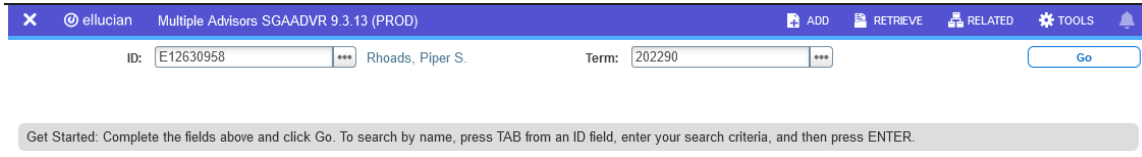
Priority	Term	Type	Field of Study	Department	Attached to Major
1	201860	Major	Pre Pharmacy	Biological Sciences	

Two black arrows point to the slider in the Curricula Summary table and the 'SAVE' button at the bottom right of the interface.

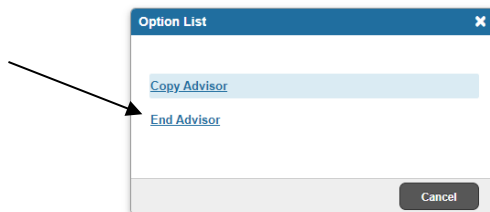
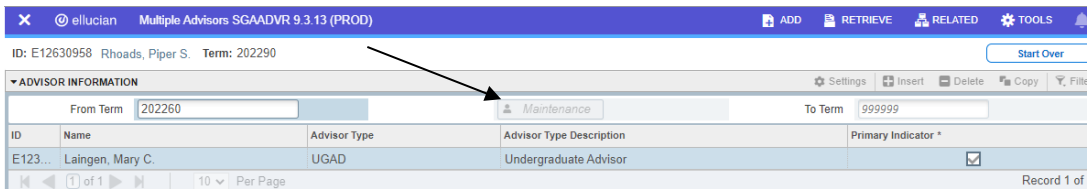
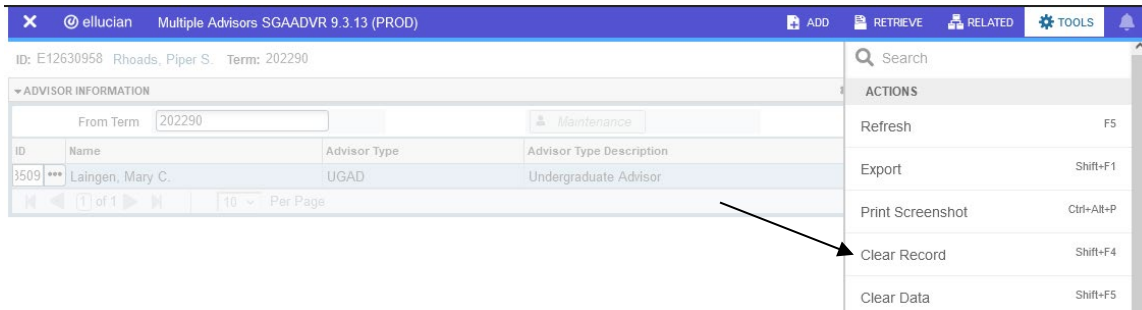
# SGAADVR

## Assign an Advisor

Type the student's E# in the ID box, tab over to the term and enter the current term (or, for new students, their initial term).



This will bring up the student's current advisor if one has been assigned. If the "From Term" below Advisor Information is the current term, go to Tools and Clear Record to delete. If the advisor was assigned during a previous term, click on the Maintenance button, and select End Advisor. If there is no advisor listed already, then go to the next step.



At this point you can enter the E# of the new advisor into the ID box, either in the empty ID box or over the current information. Tab over to Advisor Type and enter ACAD (Undergrad) or GRAD (Graduate) if it is not already listed, then tab over and click the Primary Indicator box. Click on Save.

NOTE: Only one primary advisor may be assigned per student. Students will appear on the advisee listing for primary advisors only.

The screenshot shows the 'Multiple Advisors SGAADVR 9.3.13 (PROD)' interface. The 'ADVISOR INFORMATION' section is active, displaying a table with the following data:

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
E120...	Bulla, Gary A.	UGAD	Undergraduate Advisor	<input checked="" type="checkbox"/>

The 'SAVE' button at the bottom right is circled in red.

If you do not have the advisor's E#, you can type their name in the Name box, last name first. If there is more than one person with that name, it will bring up the ID and Name Extended Search. Click on Press to See Results. Then, in the Extended Search box, click on the correct name. Finish by choosing Save.

The screenshot shows the 'Multiple Advisors SGAADVR 9.3.13 (PROD)' interface with the 'ID and Name Extended Search' dialog box open. The dialog box displays a list of search results:

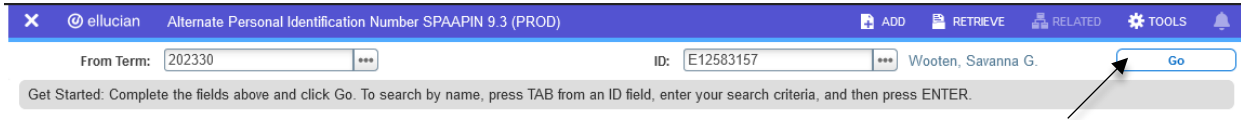
Name and ID
Condotti, Cynthia E12020400
Bulla, Elyse R E12090562
Bulla, Elyse Rebecca E12090562
Bulla, Emily N E12500164
Bulla, Gale G E12231956
Bulla, Gary A E12052368
Bulla, Meri-Kay E12256614
Bulla, Phillip W. E12409255
Bulla, Robert C E12248406

The 'Press to See Results' button in the background is circled in red.

# SPAAPIN

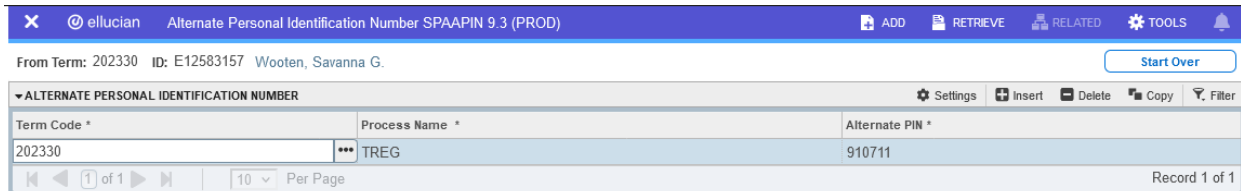
## Alternate Personal Identification Number (PIN) Search

Enter the needed term and press Tab. Enter the student E# and press Go.



The screenshot shows the SPAAPIN search interface. At the top, there is a navigation bar with the text "ellucian Alternate Personal Identification Number SPAAPIN 9.3 (PROD)" and several icons: ADD, RETRIEVE, RELATED, TOOLS, and a bell icon. Below the navigation bar, there are two input fields: "From Term:" with the value "202330" and "ID:" with the value "E12583157". To the right of the ID field is the text "Wooten, Savanna G." and a "Go" button. Below the input fields, there is a grey box with the text: "Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER." An arrow points to the "Go" button.

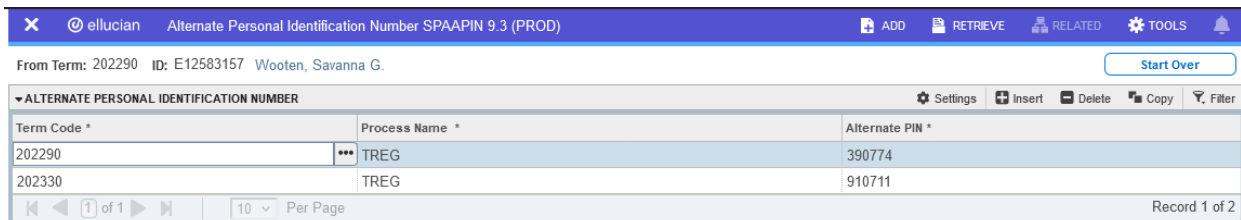
This will give you the Alternate PIN for the entered term and any other terms beyond that which have already had the PIN created.



The screenshot shows the search results for term 202330. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a "Start Over" button. The search criteria are displayed: "From Term: 202330 ID: E12583157 Wooten, Savanna G.". Below the search criteria, there is a table with the following columns: "Term Code \*", "Process Name \*", and "Alternate PIN \*". The table contains one row with the following data: "202330", "TREG", and "910711". Below the table, there is a pagination bar with the text "1 of 1" and "10 Per Page".

Term Code *	Process Name *	Alternate PIN *
202330	TREG	910711

By entering an earlier term (Fall 2022 instead of Spring 2023), it gave me two different PIN numbers for this student. This is good if the student needs both, but can be confusing if you don't watch the Term Code on the far left.



The screenshot shows the search results for terms 202290 and 202330. The navigation bar is the same as in the previous screenshots. Below the navigation bar, there is a "Start Over" button. The search criteria are displayed: "From Term: 202290 ID: E12583157 Wooten, Savanna G.". Below the search criteria, there is a table with the following columns: "Term Code \*", "Process Name \*", and "Alternate PIN \*". The table contains two rows with the following data: "202290", "TREG", "390774" and "202330", "TREG", "910711". Below the table, there is a pagination bar with the text "1 of 1" and "10 Per Page".

Term Code *	Process Name *	Alternate PIN *
202290	TREG	390774
202330	TREG	910711

**Graduate students and Post-Bacc students do not need PIN numbers to register. BGS students do not need PIN numbers either, and are typically confused by the fact that they are required if they change from BGS to another degree program.**

# SOATEST

## Test Score Information

Enter the student's E-number and click Go. This can be used to make sure a person has the necessary score to take specific courses (for example, math placement). It also shows if the student is in University Honors (100), if they have met their foreign language requirement (100), and any EWP's that have been submitted – along with their scores.

✕ ellucian Test Score Information SOATEST 9.3.15 (PROD)

ADD
RETRIEVE
RELATED
TOOLS
🔔

ID: XXXXXXXXXX Start Over

▼ TEST SCORE INFORMATION

⚙️ Settings
➕ Insert
🗑️ Delete
📄 Copy
🔍 Filter

Test Code *	Description	Test Score *	Test Date *
HSGPA	High School GPA Placement	364	04/06/2022
WP3	Electronic Writing Portfolio 3	4.0	06/26/2020
WP4	Writing Portfolio Final Score	PPD	06/26/2020
WP2	Electronic Writing Portfolio 2	4.0	12/17/2018
WP1	Electronic Writing Portfolio 1	3.5	05/10/2018
HSFL	High Sch For Lang Met	100	06/01/2017
A01	ACT English	22	04/01/2016
A02	ACT Math	22	04/01/2016
A03	ACT Reading	28	04/01/2016
A04	ACT Science Reasoning	30	04/01/2016

1 of 3
10 Per Page
Record 1 of 21

Test Scores (1)
Test Scores (2)
Test Scores (3)

Admission Request	HST1 *** High School Transcript	<input type="checkbox"/> Equivalency Indicator
Source	TRAN *** H. S. Transcript	Revised or Recentered

▼ PERCENTILES

⚙️ Settings
➕ Insert
🗑️ Delete
📄 Copy
🔍 Filter

Percentile	Percentile Type	Description	Percentile Date
Record 1 of 1			

Percentiles are for test score
HSGPA
taken on
04/06/2022

▼ DETAILS

➕ Insert
🗑️ Delete
📄 Copy
🔍 Filter

HSGPA	Scores can be a maximum of 3	- NUMERIC	characters in range	100 - 500
			of	

⬆️
⬆️
SAVE

# SHATERM

## Student GPA and EIU/Transfer Information

Enter the E-number and course level (UG, PB, GR). Click Go.

This screen is helpful in determining transfer and EIU hours (often needed for scholarship information), as well as overall GPA. The second tab, Term GPA, will give term by term GPA historical information. If using the Term GPA tab, make sure that the Start Term box is empty.

Institution	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution	129.000	0.000	129.000	129.000	512.00	3.97
Transfer	76.000	0.000	76.000	0.000	0.00	0.00
Overall	205.000	0.000	205.000	129.000	512.00	3.97

The second tab, Term GPA, will give term by term GPA and course historical information. Simply use the blue arrows to choose the correct term. If using the Term GPA tab, make sure that the Start Term box at the top is empty. This shows what transfer courses have been included for hours.

Transfer	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Transfer	3.000	0.000	3.000	0.000	0.00	0.00
Cumulative	3.000	0.000	3.000	0.000	0.00	0.00

Subject	Course	Title	Grade	Mode	Hours	Count in GPA	Repeat
FLG	1101	ELEM GERMAN I		TA T	3.000	<input checked="" type="checkbox"/>	

This is also for seeing what is or is not included in the GPA and hours if these are EIU courses. This student had already taken SOC 2830 in transfer, so it has been excluded in hours. Both term and cumulative GPAs are shown.

TERM GPA								
Term	201630							
Transfer Number	Attendance Period							
	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA		
Institutional	13.000	0.000	9.000	10.000	27.00	2.70		
Cumulative	114.000	0.000	104.000	0.000	44.00	2.10		
Record 11 of 16								
INSTITUTIONAL COURSES								
Subject	Course	Title	Grade	Mode	Hours	Repeat	Repeat System	Campus
SOC	2721	Social Stratification		B S	3.000			M
SOC	2830	Family and Society		B S	3.000	E	M	M
SOC	3620	Research Methods		B S	3.000			M
EIU	2919	Strategies for Acad Success		RB R	1.000			M
SOC	3050	Sociological Theory		C S	3.000	I	S	M
Record 2 of 5								

# SHASUBJ

## Subject GPA

Enter the student's E number, level (UG, GR, PB), and subject code. You can also use the Search button (three dots) to view all subjects that the student has taken. Once a subject has been selected, click Go.

ellucian Student Subject Sequence History SHASUBJ 9.3.24 (PROD) ADD RETRIEVE RELATED TOOLS

ID:  Level: UG Start with Subject: ECN

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Subject Validation (Stvsubj)

Criteria

Code	Description	VR Msg	Activity Date
BIO	Biological Sciences		09/11/2006
BUS	Business		09/11/2006
CMN	Communication Studies		09/11/2006
CSM	Computer Science		03/04/2016
ECN	Economics		09/11/2006
EIU	EIU Senior Sem. Univ. Found.		10/26/2021
ENG	English		09/11/2006
ESC	Earth Science		09/11/2006
FCS	Family and Consumer Sciences		09/11/2006
FOR	Foreign Language-Transfer		01/11/2007

1 of 1 20 Per Page Record 5 of 18

The first screen you see will look similar to SHATERM. The student's current hours and GPA will be displayed.

ellucian Student Subject Sequence History SHASUBJ 9.3.24 (PROD) ADD RETRIEVE RELATED TOOLS

ID:  Level: UG Start with Subject: ECN

Current Standing Subject GPA and Course Detail Information

▼ CURRENT STANDING Insert Delete Copy Filter

First Term Attended	201530	Last Term Attended	201830
Academic Standing	GS Good Standing	Progress Evaluation Override	
Academic Standing Override		Combined Academic Standing	** No Combined Academic Standing
Progress Evaluation	** No Progress Evaluation	Combined Academic Standing Override	

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution	112.000	0.000	109.000	109.000	432.00	3.96
Transfer	51.000	0.000	51.000	0.000	0.00	0.00
Overall	163.000	0.000	160.000	109.000	432.00	3.96



Click on the Subject GPA and Course Detail Information tab. You will then see a full list of courses that the student has taken for that subject as well as the grades. You will also see the hours and GPA for that subject. NOTE: Courses that are in progress will not be displayed.

If you click on the blue arrows in the Subject GPA section, you can view the student's other subjects going forward alphabetically. To view all subjects for the student, you must select the first subject alphabetically in the Subject Validation search.

The screenshot displays the 'Student Subject Sequence History SHASUBJ 9.3.24 (PROD)' interface. At the top, there are navigation options: ADD, RETRIEVE, RELATED, and TOOLS. The user ID is redacted, and the level is 'UG' with 'Start with Subject: ECN'. A 'Start Over' button is visible.

The main section is titled 'SUBJECT GPA' and is currently showing 'Subject GPA and Course Detail Information'. The subject is 'ECN'. The table below shows the following data:

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution	24.000	0.000	21.000	21.000	84.00	4.00
Transfer	21.000	0.000	21.000	0.000	0.00	0.00
<b>Total</b>	<b>45.000</b>	<b>0.000</b>	<b>42.000</b>	<b>21.000</b>	<b>84.00</b>	<b>4.00</b>

Below this table is a pagination control showing '1 of 14' records and '1 Per Page'. A blue arrow points to the '1' in the pagination control.

The next section is 'INSTITUTIONAL COURSES', showing a list of courses. The table has columns: Term, Subject, Course, Title, Grade, Mode, Hours, Repeat, and Campus. The first row is highlighted in blue, and a blue arrow points to it. The table contains the following data:

Term	Subject	Course	Title	Grade	Mode	Hours	Repeat	Campus
201530	ECN	2802G	Principles of Microeconomics		A S	3.000	Exclude	M
201530	ECN	4802	Intermed Microeconomic Theory		A S	3.000	(None)	M
201590	ECN	3853	Urban and Regional Economics		A S	3.000	(None)	M
201630	ECN	3972	Statistics Applied to Econ II		A S	3.000	(None)	M
201690	ECN	3860	International Economics		A S	3.000	(None)	M
201690	ECN	4973	Introduction to Econometrics		A S	3.000	(None)	M
201730	ECN	4689	Theory and Research		A S	3.000	(None)	M
201830	ECN	5433	Applied Econometrics		A S	3.000	(None)	M

Below this table is a pagination control showing '1 of 1' records and '10 Per Page'. A blue arrow points to the '1' in the pagination control.

The final section is 'TRANSFER COURSES', showing a list of courses. The table has columns: Term, Subject, Course, Title, Grade, Mode, Hours, Count in GPA, and Repeat. The first row is highlighted in blue, and a blue arrow points to it. The table contains the following data:

Term	Subject	Course	Title	Grade	Mode	Hours	Count in GPA	Repeat
201230	ECN	4803	MATHEMATICAL ECONOMICS	TA	T	3.000	<input checked="" type="checkbox"/>	(None)
201230	ECN	2802G	PRIN OF MICROECON	TA	T	3.000	<input checked="" type="checkbox"/>	(None)
201290	ECN	2801G	PRIN OF MACROECONOMICS	TA	T	3.000	<input checked="" type="checkbox"/>	(None)
201490	ECN	3450	GAME THEORY	TA	T	3.000	<input checked="" type="checkbox"/>	(None)
201490	ECN	0000	LAW & ECONOMICS	TA	T	3.000	<input checked="" type="checkbox"/>	(None)
201490	ECN	0000	MACROECONOMICS	TA	T	3.000	<input checked="" type="checkbox"/>	(None)

Below this table is a pagination control showing '1 of 1' records and '10 Per Page'. A blue arrow points to the '1' in the pagination control.

# SFAREGS

## Student Course Registration

The first screen that pops up is one that we do not use. Click on the X at the top left of the form.

You should now be at the SFAREGS screen. Enter the term that the course is being offered in the first box. Enter the student's E# or click the search button (three dots) to activate a Person Search. See the SOAIDEN page for Person Search instructions. Click Go.

You will now be able to view the student's course information. This screen will also tell you the maximum number of hours that a student is approved to enroll in each regular semester.

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term	Method of Instruction	Campus
90513	CHM	2440	001	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	TR	M
95542	PSY	3450	001	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	TR	M
96866	BIO	3120	001	S	4.000	4.000	4.000	4.000	RW	UG	<input type="checkbox"/>		1	TA	M
97352	ECN	2800G	600	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	TD	M
90515	CHM	2445	002	S	1.000	1.000	1.000	1.000	RE	UG	<input type="checkbox"/>		1	TR	M

## ADDING A COURSE SECTION

Click the Next Section button in the bottom left corner of the screen. This will move the cursor to the course information section of the screen. Click Insert to add a course.

Registration Student Term Curricula Study Path Time Status

Term: 202290 ID: E12630958 Rhoads, Piper S. Date: 09/09/2022 Holds: View Current/Active Curricula:  Print Bill:  Print Schedule:  Start Over

ENROLLMENT INFORMATION

Status \* EL \*\*\* Eligible to Register Status Date 03/28/2022 Minimum \* 0.000 \*\*\* Source MHS Reason \*\*\* Process Block  Delete All CRNs  Acceptance  Confirmed  None  Accepted

COURSE INFORMATION

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term	Method of Instruction	Campus
90513	CHM	2440	001	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	TR	M
95542	PSY	3450	001	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	TR	M
96866	BIO	3120	001	S	4.000	4.000	4.000	4.000	RW	UG	<input type="checkbox"/>		1	TA	M
97352	ECN	2800G	600	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	TD	M
90515	CHM	2445	002	S	1.000	1.000	1.000	1.000	RE	UG	<input type="checkbox"/>		1	TR	M

Error Flag Error Override Status Type Registered

ENROLLMENT TOTALS

Fees \* N - Create collector record Date 09/06/2022 Credit Hours 14.000 Bill Hours 14.000 CEU Hours 0.000

Record 1 of 5

SAVE

Enter the CRN and press Tab.

Registration Student Term Curricula Study Path Time Status

Term: 202290 ID: E12630958 Rhoads, Piper S. Date: 09/09/2022 Holds: View Current/Active Curricula:  Print Bill:  Print Schedule:  Start Over

ENROLLMENT INFORMATION

Status \* EL \*\*\* Eligible to Register Status Date 03/28/2022 Minimum \* 0.000 \*\*\* Source MHS Reason \*\*\* Process Block  Delete All CRNs  Acceptance  Confirmed  None  Accepted

COURSE INFORMATION

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term	Method of Instruction	Campus
90513	CHM	2440	001	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	TR	M
97394	***										<input type="checkbox"/>				
95542	PSY	3450	001	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	TR	M
96866	BIO	3120	001	S	4.000	4.000	4.000	4.000	RW	UG	<input type="checkbox"/>		1	TA	M
97352	ECN	2800G	600	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	TD	M
90515	CHM	2445	002	S	1.000	1.000	1.000	1.000	RE	UG	<input type="checkbox"/>		1	TR	M

Error Flag Error Override Status Type Registered

ENROLLMENT TOTALS

Fees \* N - Create collector record Date 09/06/2022 Credit Hours 14.000 Bill Hours 14.000 CEU Hours 0.000

Record 2 of 6

SAVE

For standard courses, the Grade Mode can be left at Standard Letter (S). It can also be changed to Audit (A) or Credit/No Credit (C) by entering the appropriate letter or by clicking the search button.

Click the Save button in the bottom right corner of the screen two times.

## OVERRIDING AN ERROR

If you received an error when you tried to hit save, and it is something within your area, you will need to override the error. To override the error, click on the override cell for that course and choose YES. This would include allowing a student from outside of your major to take a restricted course or adding additional students beyond the open seats. Please do not choose ALL instead of YES. In choosing ALL, you have now overridden any other errors that might have popped up, one by one, including those that should not be within your area to approve. Once you have overridden the error(s), press SAVE twice.

If the error refers to low ACT score for a math course, not the correct level to take the course, not admitted to Honors College, time conflict, etc., then you will need to drop the course.

## DROP DELETING A COURSE SECTION

To remove a student from the course section, you will enter the information (term, E# or name) as you did to put them into a course. Click Go and Next Section to get to the course information and enter DD (Drop Delete) as the Status for that course. Click the Save button twice.

Once the course has been dropped, you can clear the record completely by returning to the course information and clicking Delete.

**COURSE INFORMATION** [Insert] [Delete] [Copy] [Filter]

Section Detail | View Detailed Results

CRN	Subject *	Course *	Section *	Grade Mode *	Credit Hours *	Bill Hours *	Attempted Hours	Time Status Hours	Status *	Level *	Appr Recd	Override	Part of Term	Method	Instruct
93361	EIU	4193G	099	S	4.000	4.000	4.000	4.000	RW	UG	<input type="checkbox"/>		1	TE	
90680	MUS	3562G	001	S	3.000	3.000	3.000	3.000	RW	UG	<input type="checkbox"/>		1	TR	
91216	MUS	3800	001	S	1.000	1.000	1.000	1.000	RW	UG	<input type="checkbox"/>		1	TR	
90775	MUS	1103	001	A	0.000	0.000	0.000	0.000	RW	UG	<input type="checkbox"/>		1	TR	
92049	MUS	4600A	003	S	3.000	3.000	3.000	3.000	RE	UG	<input type="checkbox"/>		1	TR	
94098	MUS	0240R	001	S	1.000	1.000	1.000	1.000	RW	UG	<input type="checkbox"/>		1	TR	
94830	CMN	2040	600	S	0.000	0.000	0.000	0.000	DD	UG	<input type="checkbox"/>		1	TD	

Error Flag: In Progress  
Status Type: In Progress

Record 7 of 7

**ENROLLMENT TOTALS** [Insert] [Delete] [Copy] [Filter]

Fees \* N - Create collector record [Date: 08/13/2018]  
Credit Hours: 15.000 [Bill Hours: 15.000]  
CEU Hours: 0.000

Activity Date Activity User [SAVE]

If you have a student with a hold on their record, you will immediately see a screen like below, and you will be unable to make any changes to their schedule. If it is necessary for you to remove a student from a course, such as with a course that is being canceled, contact the Registrar's Office and they will be able to help you.

To view the details of the hold, click the search button next to the Hold field. This will open SOAHOLD.

Student Course Registration SFAREGS 9.3.10 (PROD) [ADD] [RETRIEVE] [RELATED] [TOOLS] 1

Term: 201890 [ID: E12420602] Dixon, [ERROR] \*ERROR\* Person has holds, cannot register. Press LIST to view.

Date: 08/14/2018 [Holds: Y] [Print Bill] [Time Status Information]

View Current/Active:   
Curricula  
Print Schedule: \*

Print Bill: \*

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

# SFAREGQ

## Student Detail Schedule Information

Enter the term and E-number. Click Go.

ellucian Registration Query SFAREGQ 9.3.21 (PROD) ADD RETRIEVE RELATED TOOLS

Term:  Registration From:  Go

Date

Registration To Date:  ID:  Guzman, Estela

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

A summary of the student's schedule for that term will be displayed.

ellucian Registration Query SFAREGQ 9.3.21 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 202290 Registration From Date: Registration To Date: ID: E12583550 Guzman, Estela Start Over

REGISTRATION QUERY Settings Insert Delete Copy Filter

Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Part of Term	Campus	Start Date
202290	90004	THA	3751G	001	RW	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1530	1645	1	M	08/22/20
202290	97383	CMN	1310G	009	RW	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300	1415	1	M	08/22/20
202290	98006	THA	2258	001	RW	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1215	1	M	08/22/20
202290	98007	THA	2801	001	RW	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0930	1045	1	M	08/22/20
						N		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					08/22/20

1 of 1 Per Page Record 1 of 5

Co-op Education Total CEU Hours 0.000

Total Credit Hours 12.000

# SFASTCA

## Student Course Registration Audit

This screen can be used to view a record of any changes to a student's course registration for a particular term.

Enter the student E# and term code. Click Go.

The screenshot shows the search interface for the Student Course Registration Audit. It includes a header bar with the application name and navigation icons. Below the header, there are input fields for 'ID' (containing 'E12476677'), 'Term Code' (containing '201890'), and 'Registration From/To Date'. A 'Go' button is located to the right of the ID field. A status bar at the bottom provides instructions: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

This screen shows all registration activity for Fall 2018. If an override was necessary, the error message for that override will be displayed in the Message column. At the bottom of the screen, you can see the specific user who made the change. If the user is "WWW2\_USER" it means the student made the change on PAWS.

The screenshot displays the results of the search, showing a table of registration activity. The table has columns for 'Se. Nu...', 'Term', 'CRN', 'Subject', 'Course', 'Section', 'Campus', 'Level', 'Grading Mode', 'Attempted Hours', 'Credit Hours', 'Bill Hours', 'Source', 'Course Status', 'Status Date', 'Add Date', 'Block', and 'Message'. The table contains 20 rows of data. Row 19 is highlighted in blue. At the bottom of the table, there is a footer area with navigation controls, including '1 of 3' pages, '20 Per Page', and 'Record 19 of 44'. The 'Activity User' is listed as 'KTTURNER'. A 'SAVE' button is visible in the bottom right corner.

Se. Nu...	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source	Course Status	Status Date	Add Date	Block	Message
1	201890	93361	EIU	4193G	099	M	UG	S		4.000	4.000	TEMP	RW	03/30/2018	03/30/2018		
2	201890	93361	EIU	4193G	099	M	UG	S		4.000	4.000	BASE	RW	03/30/2018	03/30/2018		
3	201890	90680	MUS	3562G	001	M	UG	S		3.000	3.000	TEMP	RW	03/30/2018	03/30/2018		
4	201890	90680	MUS	3562G	001	M	UG	S	3.000	3.000	3.000	BASE	RW	03/30/2018	03/30/2018		
5	201890	91216	MUS	3800	001	M	UG	S		1.000	1.000	TEMP	RW	04/02/2018	04/02/2018		
6	201890	91216	MUS	3800	001	M	UG	S	1.000	1.000	1.000	BASE	RW	04/02/2018	04/02/2018		
7	201890	90775	MUS	1103	001	M	UG	A		0.000	0.000	TEMP	RW	04/02/2018	04/02/2018		
8	201890	90775	MUS	1103	001	M	UG	A	0.000	0.000	0.000	BASE	RW	04/02/2018	04/02/2018		
9	201890	92049	MUS	4600A	003	M	UG	S	3.000	3.000	3.000	BASE	RE	04/26/2018	04/26/2018		
10	201890	94098	MUS	0240R	001	M	UG	S		1.000	1.000	TEMP	RW	08/06/2018	08/06/2018		
11	201890	94098	MUS	0240R	001	M	UG	S	1.000	1.000	1.000	BASE	RW	08/06/2018	08/06/2018		
12	201890	94830	CMN	2040	600	M	UG	S	0.000	0.000	0.000	BASE	DD	08/14/2018	08/14/2018		
13	201890	94830	CMN	2040	600	M	UG	S	0.000	0.000	0.000	BASE	DD	08/14/2018	08/14/2018		Record deleted on 14-AUG-2018
14	201890	94830	CMN	2040	600	M	UG	S	3.000	3.000	3.000	TEMP	RE	08/14/2018	08/14/2018		Closed Section
15	201890	94830	CMN	2040	600	M	UG	S	3.000	3.000	3.000	BASE	RE	08/14/2018	08/14/2018		
16	201890	94830	CMN	2040	600	M	UG	S	0.000	0.000	0.000	BASE	DD	08/14/2018	08/14/2018		
17	201890	94830	CMN	2040	600	M	UG	S	0.000	0.000	0.000	BASE	DD	08/14/2018	08/14/2018		Record deleted on 14-AUG-2018
18	201890	94830	CMN	2040	600	M	UG	S	0.000	0.000	0.000	TEMP	DD	08/14/2018	08/14/2018		Record deleted on 14-AUG-2018
19	201890	94830	CMN	2040	600	M	UG	S	3.000	3.000	3.000	TEMP	RE	08/14/2018	08/14/2018		Closed Section
20	201890	94830	CMN	2040	600	M	UG	S	3.000	3.000	3.000	BASE	RE	08/14/2018	08/14/2018		

# Majors Meeting Minimum GPA - Argos

Argos – Student – Department Chairs – Custom Student Counts – Majors Meeting Minimum GPA

## Run Dashboard

**Select an academic period:** Choose the correct term.

**Select a major or hold down the control (Ctrl) key to select multiple majors:** The description says it all.

**Select students meeting the minimum GPA. Enter the minimum GPA:** You can use this report for looking up GPAs for scholarships or honors invites. You can also set the GPA at zero, and this will show the students in academic trouble.

**Click button to run the report:** Click Run Report. You may then right-click in the box, Copy All, and paste into Excel. If you are simply looking for something specific, you may sort by columns in Argos.

Majors Meeting Minimum GPA Dashboard

Dashboard Options: [Dropdown] Report Options: [Dropdown]

Select a major or hold down the control (Ctrl) key to select multiple majors.

Select Academic Period: 201930

Minimum GPA: 3 [Go]

Prefer the Current Local Mailing Address

To save results as an Excel worksheet:

- \* Right click in the result box.
- \* Click the 'Save results' button.
- \* Uncheck fields that are not needed.
- \* Click the Save button.

ID	FIRST_NAME	MIDDLE_N...	LAST_NAME	GPA	STUDENT_...	MAJOR	MA
0 items							

This may contain confidential material and/or personally identifiable student or employee information protected by law, and may be shared only with employees that have the proper authorization to view the information. Redistribution of this information to a third party requires prior approval from the Registrar/FERPA officer or the FOIA officer.



# Students without Advisors - Reportal

Reportal – Student Advising – Advisor Reports – Student by Major by Advisor

**Enter Term:** Use the Banner format (ex. 201930). Click Submit.

Expand the “No Advisor Assigned” category at the top to view affected majors.

The screenshot shows a web browser window displaying a report. The browser title is 'Untitled Page - Internet Explorer'. The report title is 'Students by Major by Advisor Spring 2019' and the data date is '2/11/2019'. The report is filtered for 'No Advisor Assigned'. The left sidebar shows a 'Group Tree' with 'No Advisor Assigned' selected. The main content area lists students by major and advisor.

Major	Student ID	Advisor
Accounting	E12586052	Chen, Yushu
Accounting	E12080978	Green, Bradley J.
Accounting	E12569490	Huffman, Tristan A.
Accounting	E12585491	Wu, Yingqiao
ART: Art Education	E12571434	Kinney, Rachel M.
ART: Graphic Design	E12503236	Jones, Elisha I.
ART: Graphic Design	E12585483	Liu, Caixia
ART: Graphic Design	E12588399	Suzuki, Tsuyoshi
ART: Graphic Design	E12573080	Wullenweber, Taylor L.
ART: Pre-Graphic Design	E12554559	Price, Kara N.
ART: Pre-Graphic Design	E12585626	Wang, Junjie
ART: Studio Art	E12477217	Baker, Kassandra D.
ART: Studio Art	E12580455	Bazzell-Smith, Kofi M.
ART: Studio Art	E12500739	Highland, Graham J.
ART: Studio Art	E12580970	Humes, Rachel G.
ART: Studio Art	E12456574	Steppe, Lane J.
ART: Studio Art	E12579952	Wendler, Marilyn A.
ART: Teacher Education	E12547519	Lockhart, Haley R.
Bio Sci: Non-thesis Option	E12571936	Mohammed, Hauwa E.
Bio Sci: Thesis Option	E12586276	Alanazi, Abdulmohsen F.
Bio Sci: Thesis Option	E12539662	Alharbi, Rana M.
Bio Sci: Thesis Option	E12513621	Alsubaie, Nadh H.
Bio Sci: Thesis Option	E12543581	Jahan, Iffat
Bio Sci: Thesis Option	E12523234	Pareek, Nivedita
Bio Sci: Thesis Option	E12526223	Ucar Ciftci, Kezban
Bio Sci: Thesis Option	E12530623	Vidana Gamage, Hashni Epa

# All Advisors Advisee List (Undergrad only) - Argos

Argos – Student – Department Chairs – All Advisors Advisee List – All Advisors Advisee List

Run Dashboard

**Select Academic Period:** Choose the term needed in the Select Academic Period dropdown box.

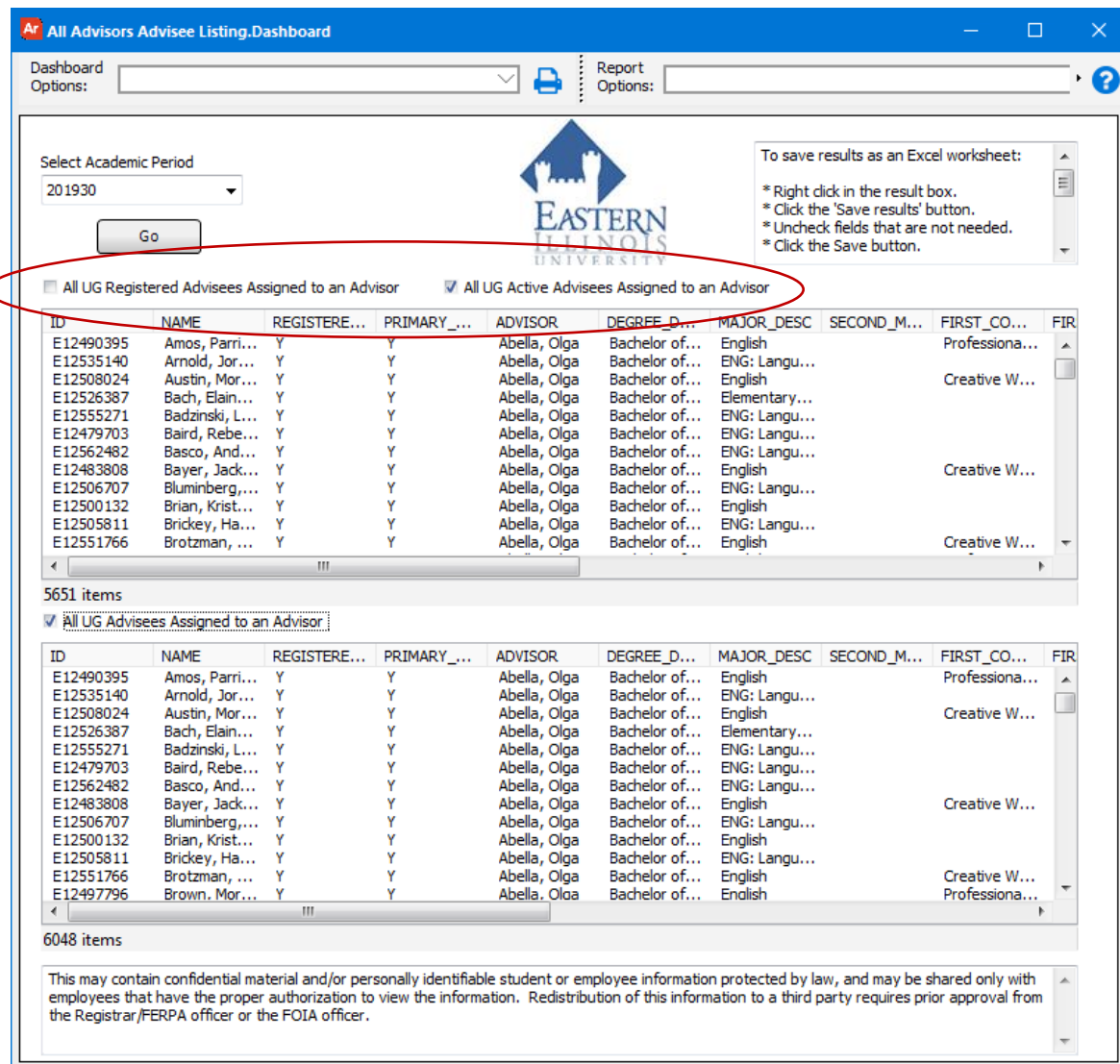
## Checkboxes:

All UG Registered Advisees Assigned to an Advisor – all UG advisees who are registered for the chosen term.

All UG Active Advisees Assigned to an Advisor – All UG first time and ongoing students who are anticipated for the chosen term.

In the lower half of the screen, there is an option to run All UG Advisees – this will include those who are not active but are still assigned to advisors.

It starts to run without the need to press Go.



Dashboard Options: [Dropdown] Report Options: [Dropdown]

Select Academic Period: 201930 [Go]

All UG Registered Advisees Assigned to an Advisor  All UG Active Advisees Assigned to an Advisor

ID	NAME	REGISTERED	PRIMARY	ADVISOR	DEGREE	MAJOR	SECOND	FIRST	FIR
E12490395	Amos, Parri...	Y	Y	Abella, Olga	Bachelor of...	English		Professiona...	
E12535140	Arnold, Jor...	Y	Y	Abella, Olga	Bachelor of...	ENG: Langu...			
E12508024	Austin, Mor...	Y	Y	Abella, Olga	Bachelor of...	English		Creative W...	
E12526387	Bach, Elain...	Y	Y	Abella, Olga	Bachelor of...	Elementary...			
E12555271	Badzinski, L...	Y	Y	Abella, Olga	Bachelor of...	ENG: Langu...			
E12479703	Baird, Rebe...	Y	Y	Abella, Olga	Bachelor of...	ENG: Langu...			
E12562482	Basco, And...	Y	Y	Abella, Olga	Bachelor of...	ENG: Langu...			
E12483808	Bayer, Jack...	Y	Y	Abella, Olga	Bachelor of...	English		Creative W...	
E12506707	Bluminberg,...	Y	Y	Abella, Olga	Bachelor of...	ENG: Langu...			
E12500132	Brian, Krist...	Y	Y	Abella, Olga	Bachelor of...	English			
E12505811	Brickey, Ha...	Y	Y	Abella, Olga	Bachelor of...	ENG: Langu...			
E12551766	Brotzman, ...	Y	Y	Abella, Olga	Bachelor of...	English		Creative W...	

5651 items

All UG Advisees Assigned to an Advisor

ID	NAME	REGISTERED	PRIMARY	ADVISOR	DEGREE	MAJOR	SECOND	FIRST	FIR
E12490395	Amos, Parri...	Y	Y	Abella, Olga	Bachelor of...	English		Professiona...	
E12535140	Arnold, Jor...	Y	Y	Abella, Olga	Bachelor of...	ENG: Langu...			
E12508024	Austin, Mor...	Y	Y	Abella, Olga	Bachelor of...	English		Creative W...	
E12526387	Bach, Elain...	Y	Y	Abella, Olga	Bachelor of...	Elementary...			
E12555271	Badzinski, L...	Y	Y	Abella, Olga	Bachelor of...	ENG: Langu...			
E12479703	Baird, Rebe...	Y	Y	Abella, Olga	Bachelor of...	ENG: Langu...			
E12562482	Basco, And...	Y	Y	Abella, Olga	Bachelor of...	ENG: Langu...			
E12483808	Bayer, Jack...	Y	Y	Abella, Olga	Bachelor of...	English		Creative W...	
E12506707	Bluminberg,...	Y	Y	Abella, Olga	Bachelor of...	ENG: Langu...			
E12500132	Brian, Krist...	Y	Y	Abella, Olga	Bachelor of...	English			
E12505811	Brickey, Ha...	Y	Y	Abella, Olga	Bachelor of...	ENG: Langu...			
E12551766	Brotzman, ...	Y	Y	Abella, Olga	Bachelor of...	English		Creative W...	
E12497796	Brown, Mor...	Y	Y	Abella, Oloa	Bachelor of...	Enlish		Professiona...	

6048 items

This may contain confidential material and/or personally identifiable student or employee information protected by law, and may be shared only with employees that have the proper authorization to view the information. Redistribution of this information to a third party requires prior approval from the Registrar/FERPA officer or the FOIA officer.

There is a column for Registered for term, so it makes sense to run the second option and simply sort if you want to see registered vs. not registered.

Click on a line of the first box (Advisee Listing), right-click, and choose Copy All.

Paste into an Excel worksheet. You may then delete the unneeded rows or simply copy what you need to another worksheet.

ID	NAME	REGISTERED_IND	PRIMA	ADVISOR	DEGREE_DESC	MAJOR_DESC	SECOND_MAJOR_DESC	FIRST_CONCENTRATION	FIRST_MINOR_DESC	SECOND_MINOR_DESC
4443	E12516532 Young, Marissa L.	Y	Y	Floress, Margaret	Bachelor of Arts	Psychology			Business Administration	
4444	E12440541 Zuber, Miranda P.	Y	Y	Floress, Margaret	Bachelor of Arts	Psychology			History	
4445	E12464642 Abernathy, Hailee B.		Y	Floress, Margaret	Bachelor of Arts	Psychology			Sociology	Family and Consumer Sci
4446	E12465987 Augustin, Ebony R.		Y	Floress, Margaret	Bachelor of Arts	Psychology			Studio Art	
4447	E12043591 Pepperdine, Dee M.		Y	Floress, Margaret	Bachelor of Arts	Psychology				
4448	E12517468 Skoff, Lindsey N.		Y	Floress, Margaret	Bachelor of Arts	Psychology				
4449	E12506598 Weaver, Brittany S.	Y	Y	Hendrickson, Darren	Bachelor of Arts	Psychology			Studio Art	
4450	E12434395 Webb, Cassidy B.	Y	Y	Holly, Donald H.	Bachelor of Arts	Psychology			Sociology	
4451	E12472987 Mayberry, Shelby A.	N	Y	Isacson, Norman	Bachelor of Arts	Psychology			Family and Consumer Sciences	
4452	E12433808 Brooks, Colby K.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology				
4453	E12505959 Brown, Carly H.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology				
4454	E12531199 Burton, Emma J.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology				
4455	E12479060 Cain, Maya E.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology				
4456	E12497242 Coleman, Patrick D.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology				
4457	E12512604 Dokken, Lindy J.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology				
4458	E12516954 Duncan, Dylan M.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology				
4459	E12533248 Holdren, Tristan M.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology				
4460	E12507141 Holthoff, Jacob A.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology				
4461	E12476871 Lay, Matthew J.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology				
4462	E12459120 McDonald, Taylor R.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology			Family and Consumer Sciences	Business Administration
4463	E12442876 McKee, Cierra D.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology			Family and Consumer Sciences	
4464	E12528090 Mennitt, Marcus J.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology			Criminology	
4465	E12490942 Nichol, Jorie A.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology	FCS: Option Unknown			
4466	E12514846 Popp, Nicholas C.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology				
4467	E12542350 Rayford, Joshua C.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology				
4468	E12525683 Roman, Rachael R.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology				
4469	E12478470 Romeo, Gloria J.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology				
4470	E12532937 Tripod, Alyssa M.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology				
4471	E12531362 Wilson, Madelyn K.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology			Criminology	
4472	E12509079 Lanoue-Trudeau, Hannah M.		Y	Isacson, Norman	Bachelor of Arts	Psychology				
4473	E12515412 Abdoulaye-Pedilla, Claude	Y	Y	James, Shelley J.	Bachelor of Arts	Psychology			Pre-Law Studies	
4474	E12535420 Carr, Isaiah L.	Y	Y	James, Shelley J.	Bachelor of Arts	Psychology			Mathematics	
4475	E12540808 De Lude, Christina A.	Y	Y	James, Shelley J.	Bachelor of Arts	Psychology			Neuroscience	
4476	E12484549 Dwyer, Emma C.	Y	Y	James, Shelley J.	Bachelor of Arts	Psychology			Neuroscience	Professional Writing
4477	E12493888 Herrera, Geraldo A.	Y	Y	James, Shelley J.	Bachelor of Arts	Psychology			Philosophy	Community Health
4478	E12532321 Jones, Ashley E.	Y	Y	James, Shelley J.	Bachelor of Arts	Psychology			Sociology	
4479	E12542537 McNellis, Madeline E.	Y	Y	James, Shelley J.	Bachelor of Arts	Psychology				
4480	E12024311 Mitchell, Elizabeth L.	Y	Y	James, Shelley J.	Bachelor of Arts	Psychology			Sociology	

# Majors, Concentrations, and Minors – Argos

Argos – Student – Department Chairs – Majors, Concentrations, and Minors – Majors, Concentrations, and Minors

## Run Dashboard

**Select Academic Period:** Choose the needed term.

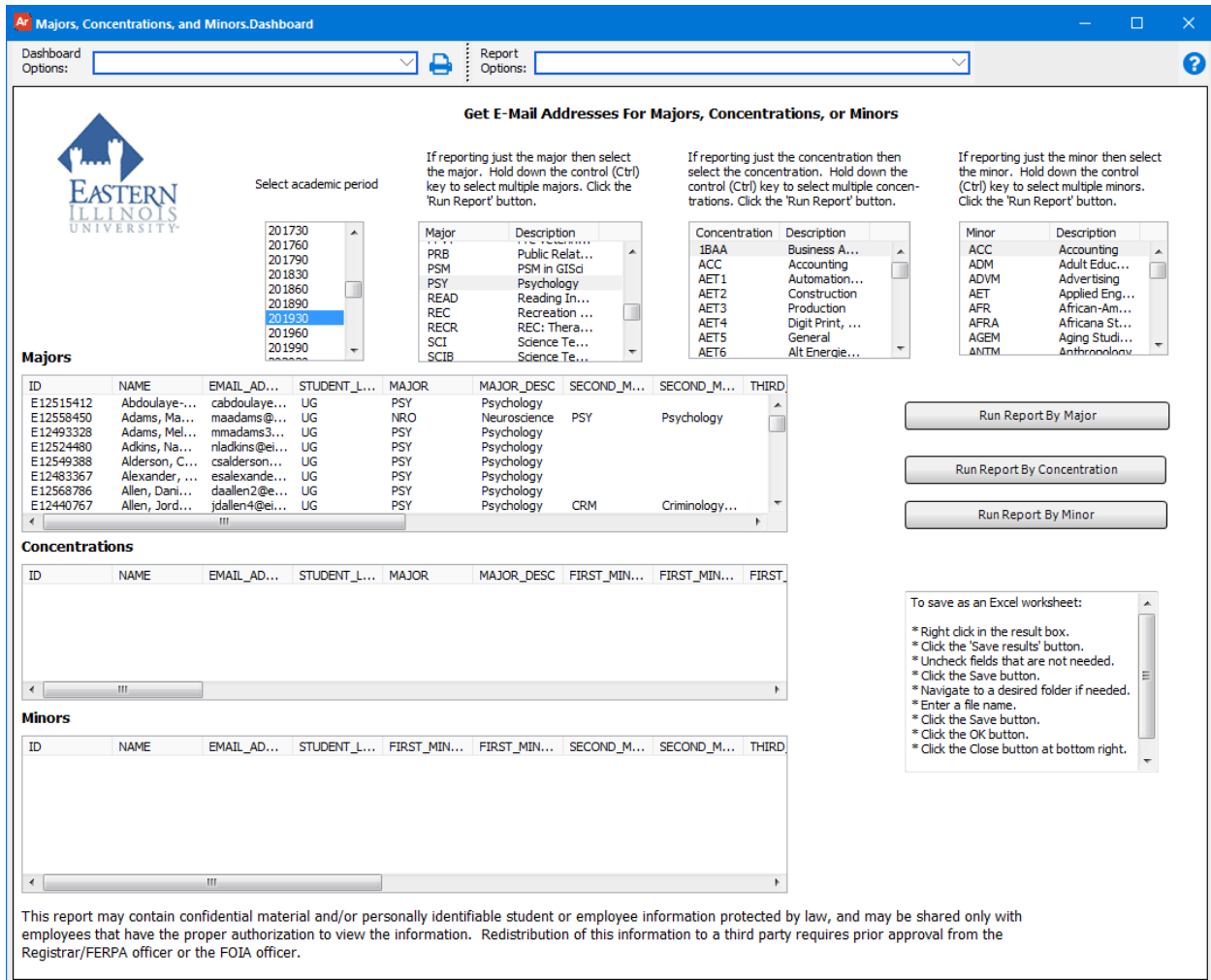
Choose one of the below – Major, Concentration, OR Minor – and then press the button that goes with that option (Run Report By Major, etc.).

**Major:** You can choose multiple majors by holding down control (Ctrl).

**Concentration:** You can choose multiple concentrations by holding down control (Ctrl).

**Minor:** You can choose multiple minors by holding down control (Ctrl).

These can all be right-clicked, copied, and pasted into Excel.



**Get E-Mail Addresses For Majors, Concentrations, or Minors**

Select academic period: 201730, 201760, 201790, 201830, 201860, 201890, **201930**, 201960, 201990

If reporting just the major then select the major. Hold down the control (Ctrl) key to select multiple majors. Click the 'Run Report' button.

Major	Description
PRB	Public Relat...
PSM	PSM in GISci
PSY	Psychology
READ	Reading In...
REC	Recreation ...
RECR	REC: Thera...
SCI	Science Te...
SCIB	Science Te...

If reporting just the concentration then select the concentration. Hold down the control (Ctrl) key to select multiple concentrations. Click the 'Run Report' button.

Concentration	Description
IBAA	Business A...
ACC	Accounting
AET1	Automation...
AET2	Construction
AET3	Production
AET4	Digit Print, ...
AET5	General
AET6	Alt Energie...

If reporting just the minor then select the minor. Hold down the control (Ctrl) key to select multiple minors. Click the 'Run Report' button.

Minor	Description
ACC	Accounting
ADM	Adult Educ...
ADVM	Advertising
AET	Applied Eng...
AFR	African-Am...
AFRA	Africana St...
AGEM	Aging Studi...
ANTM	Anthropolog...

**Majors**

ID	NAME	EMAIL_AD...	STUDENT_L...	MAJOR	MAJOR_DESC	SECOND_M...	SECOND_M...	THIRD
E12515412	Abdoulaye...	cabdoulaye...	UG	PSY	Psychology			
E12558450	Adams, Ma...	maadams@...	UG	NRO	Neuroscience	PSY	Psychology	
E12493328	Adams, Mel...	mmadams3...	UG	PSY	Psychology			
E12524480	Adkins, Na...	niadkins@ei...	UG	PSY	Psychology			
E12549388	Alderson, C...	csalderson...	UG	PSY	Psychology			
E12483367	Alexander, ...	esalexande...	UG	PSY	Psychology			
E12568786	Allen, Dani...	daallen2@e...	UG	PSY	Psychology			
E12440767	Allen, Jord...	jdallen4@ei...	UG	PSY	Psychology	CRM	Criminology...	

**Concentrations**

ID	NAME	EMAIL_AD...	STUDENT_L...	MAJOR	MAJOR_DESC	FIRST_MIN...	FIRST_MIN...	FIRST
----	------	-------------	--------------	-------	------------	--------------	--------------	-------

**Minors**

ID	NAME	EMAIL_AD...	STUDENT_L...	FIRST_MIN...	FIRST_MIN...	SECOND_M...	SECOND_M...	THIRD
----	------	-------------	--------------	--------------	--------------	-------------	-------------	-------

Run Report By Major

Run Report By Concentration

Run Report By Minor

To save as an Excel worksheet:

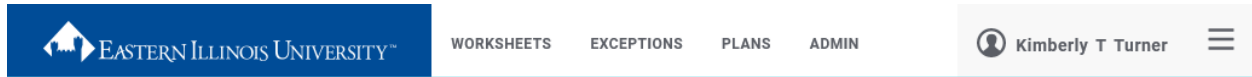
- \* Right click in the result box.
- \* Click the 'Save results' button.
- \* Uncheck fields that are not needed.
- \* Click the Save button.
- \* Navigate to a desired folder if needed.
- \* Enter a file name.
- \* Click the Save button.
- \* Click the OK button.
- \* Click the Close button at bottom right.

This report may contain confidential material and/or personally identifiable student or employee information protected by law, and may be shared only with employees that have the proper authorization to view the information. Redistribution of this information to a third party requires prior approval from the Registrar/FERPA officer or the FOIA officer.

# Running Degree Audits in Degree Works

Degree audits can only be accessed in the Degree Works Responsive Dashboard. Degree Works often works best when opened in an incognito window within the browser.

Enter the Student ID and hit the Enter key. You can also use the Advanced search if you do not know the ID.







## Worksheets

×  
[Advanced search](#)

Before reviewing or printing the audit, you must always begin by refreshing the student data. This will give you the most up-to-date data.

### Worksheets

Data refreshed 09/13/2022 4:23 AM    

×

[Advanced search](#)

**Level** Undergraduate   **Classification** Senior   **Major** MUS: Teacher Education   **Minor** Jazz Studies   **Program** Bachelor of Music in Music

**Concentration** TC Instrumental   **College** Liberal Arts & Sciences   **Advisor** David Boggs   **Graduation Status** Pending

**Graduation Term** Spring 2023   **Academic Standing** Good Standing   **Catalog Year** 201990

[Academic](#)   [What-If](#)   View historic audit 08/31/2022 at 11:49 PM ...

Click the printer icon to print a PDF of the audit.

To run a What-If audit, click on What-If and select the appropriate information. Click the Process button.

Academic [What-If](#)

### What-If Analysis

Use current curriculum  In-progress classes  Preregistered classes

**Program**

Catalog year \*  
2019 Fall

Degree \*  
Bachelor of Arts

Level \*  
Undergraduate

**Areas of study**

Program  
BA in History

Major \*  
History

Minor  
Anthropology

Concentration

**Additional areas of study**

**Future classes**

Subject

Number

ADD

RESET PROCESS

# SFASLST

## Class Roster

Enter the term code and CRN. Click Go.

ellucian Class Roster SFASLST 9.3.24 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 202290 Fall 2022 CRN: 90234 MAT 1020 001 Go

Roll:  Degree Award: Select... Status

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Students will be listed in the order that they registered.

ellucian Class Roster SFASLST 9.3.24 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 202290 Fall 2022 CRN: 90234 MAT 1020 001 Roll:  Degree Award Status: Select... Start Over

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date	Hours	Rolled	Grade Comment	Grade Comment
11	E12643848	Baird, Logan M.	RW	06/06/2022			D			1.000	<input type="checkbox"/>		
3	E12645499	Beier, Sidney P.	RW	04/06/2022			D			1.000	<input type="checkbox"/>		
8	E12513457	Brown, Mercedes I.	RW	04/25/2022			D			1.000	<input type="checkbox"/>		
19	E12656482	Denning, Alexis J.	RW	06/28/2022			D			1.000	<input type="checkbox"/>		
2	E12661052	Gamboa, Hannah...	RW	03/30/2022			D			1.000	<input type="checkbox"/>		
7	E12626639	Hilliard, Makila T.	RW	04/19/2022			D			1.000	<input type="checkbox"/>		
14	E12650618	Hromeck, Amelia C.	RW	06/13/2022			D			1.000	<input type="checkbox"/>		
10	E12633199	Huffstutler, Fiona E.	RW	04/29/2022			D			1.000	<input type="checkbox"/>		
20	E12654243	Jasper, Claire N.	RW	06/30/2022			D			1.000	<input type="checkbox"/>		
15	E12642809	Keener, Leyana A.	RW	06/13/2022			D			1.000	<input type="checkbox"/>		
16	E12645046	Ohnesorge, Coral...	RW	06/15/2022			D			1.000	<input type="checkbox"/>		
12	E12653105	Pack, Mackenzie L.	RW	06/08/2022			D			1.000	<input type="checkbox"/>		
4	E12477743	Rosine, Kierstin N.	RW	04/08/2022			D			1.000	<input type="checkbox"/>		
17	E12644243	Shelton, Charley A.	RW	06/16/2022			D			1.000	<input type="checkbox"/>		
18	E12606081	Smith, Haley J.	RW	06/20/2022			D			1.000	<input type="checkbox"/>		
9	E12604580	Tatar, Grace N.	RW	04/29/2022			D			1.000	<input type="checkbox"/>		

20 Per Page Record 1 of 16

# SFRSLST

## Printing Rosters in BANNER

Click Go to go to the Printer Control area. Either (1) type the word DATABASE and press Tab or (2) use the dropdown box next to the printer selection area and choose DATABASE, then click OK. Click Next Section.

The screenshot displays the Banner SFRSLST interface. At the top, the browser title is "ellucian Process Submission Controls GJAPCTL 9.3.23 (PROD)". The main header shows "Process: SFRSLST Class Roster Parameter Set" and a "Start Over" button. The "PRINTER CONTROL" section includes fields for "Printer" (set to DATABASE), "Special Print", "Lines" (55), and "Submit Time". A "Printer Validation (GTVPRNT)" dialog box is open, showing a table of printer options. The "DATABASE" option is selected. Below the dialog, the "PARAMETER VALUES" section lists 10 parameters. The "SUBMISSION" section at the bottom has a "Save Parameter Set as" checkbox and "Name" and "Description" fields. A "SAVE" button is located at the bottom right of the interface.

Code	Description	Printer Comm
BusOff_Printer3	Business Office Printer #3	
BusOff_Printer_FF	BusOffice HP4510 FormFusion	
CHECKS_Printer	DataCenter Checks and EFTs	
DATABASE	DATABASE	
DataCenter	Xerox DocuPrint 90 SSB Rm 2312	lp -d DataC
EFT_Printer	DataCenter Checks and EFTs	
Facilities_BA	Facilities Planning Management	
FinancialAid_Printer	Financial Aid Printer	
LPA1:	Lpa1	



Enter the needed term and course CRN. See **Running Multiple CRNs** in this section for instructions for running more than one CRN at a time. Enter % for Campus (09) and Degree Status (13). Click Next Section. From here, it is very much like running AODs. Click SAVE and your report will start to run

Process: SFRSLST Class Roster Parameter Set

Printer: DATABASE  
Special Print:   
Lines: 55

Submit Time:   
MIME Type: None  
PDF Font:   
PDF Font Size:   
Delete After Days:   
Delete After Date:

Number *	Parameters	Values
01	Report Title Override	
02	Term	202290
03	Part-of-term (% = ALL)	%
04	Start Range From Date	
05	Start Range To Date	
06	CRN (% = ALL)	90234
07	No Grade Report Option	N
08	Sort option	G
09	Campus (% = ALL)	%
10	Schedule Type (% = ALL)	%

1 of 2 | 10 Per Page | Record 1 of 20

LENGTH: 30 TYPE: Character O/R: Optional M/S: Single  
Enter a title; otherwise will default to "Class Roster".

Save Parameter Set as:   
Name:   
Description:   
Hold / Submit:  Hold  Submit

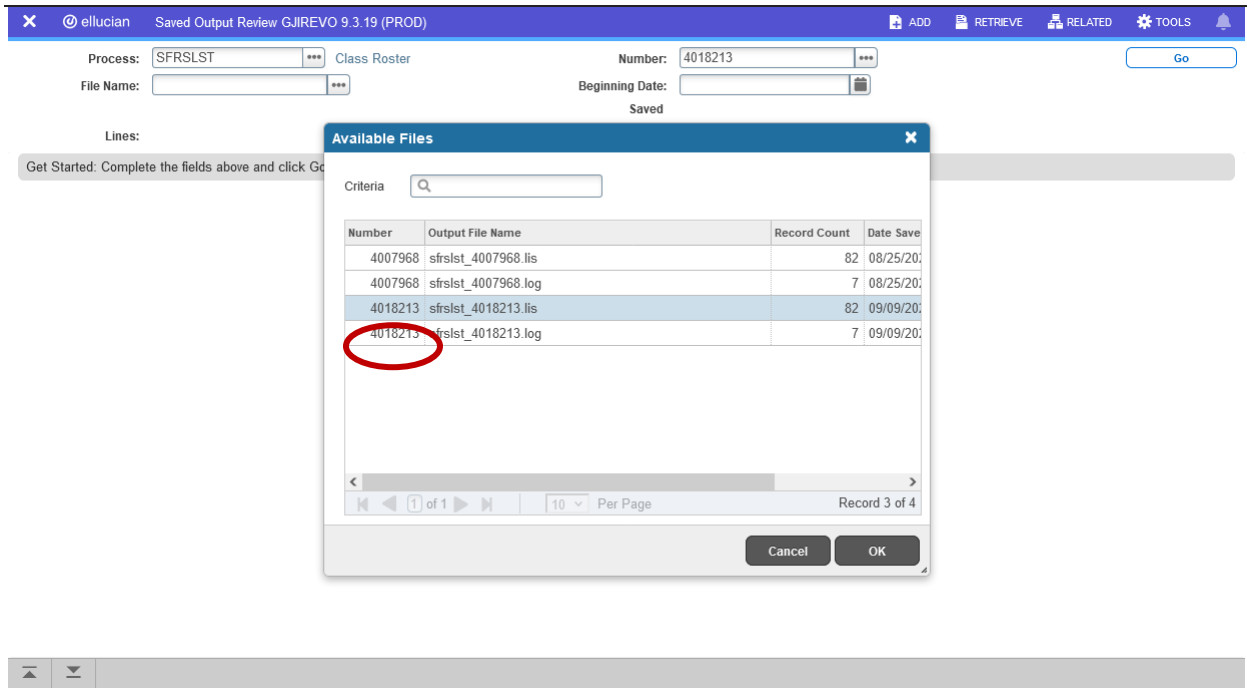
SAVE

Click RELATED and select REVIEW OUTPUT.

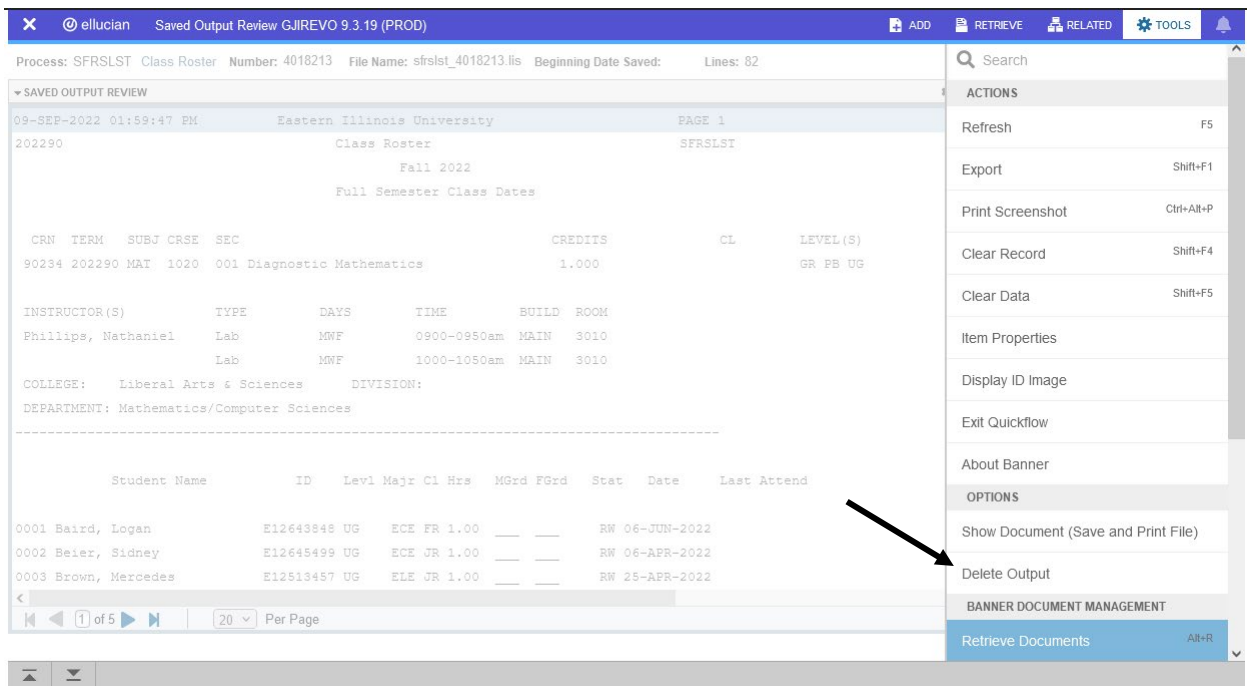
Process: SFRSLST Parameter Set:   
Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

- Review Output [GJIREVO]
- Delete Multiple Saved Output [GJIREVD]
- Upload File [GUAUPLP]
- Upload file [GJAJFLU]
- Review PDF/plain text output [GJAJLIS]

Double-click in the File Name box and the available files will show. Double-click on the correct file (.lis) and it will open within Banner.



The roster will be displayed within the application. To view the document in a new window, choose Tools, Show Document, Yes, and it will open in a new tab.



Application Navigator    bannersb.eiu.edu/pls/PROD/gokoutp.P\_ShowReq?pipe\_name=Of

09-SEP-2022 01:59:47 PM    Eastern Illinois University    PAGE 1  
202290    Class Roster    SFRSLST  
Fall 2022  
Full Semester Class Dates

CRN	TERM	SUBJ	CRSE	SEC		CREDITS	CL	LEVEL(S)
90234	202290	MAT	1020	001	Diagnostic Mathematics	1.000		GR PB UG

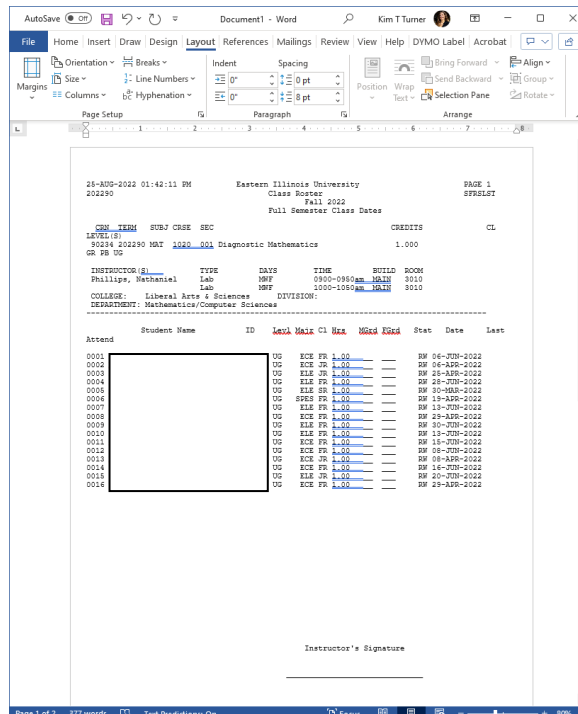
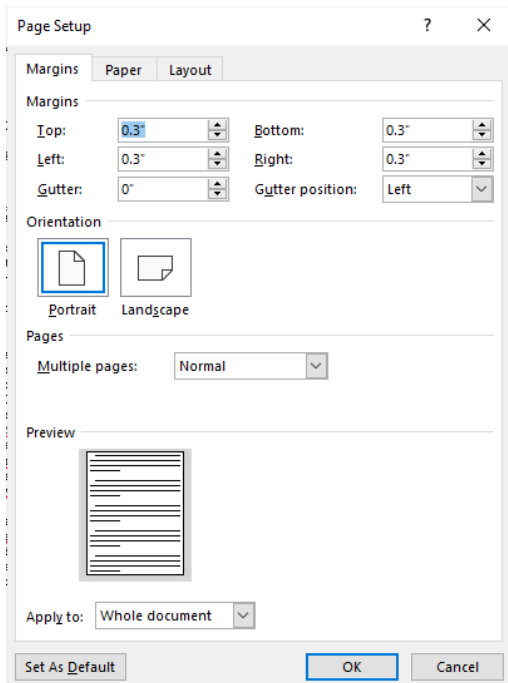
INSTRUCTOR(S)	TYPE	DAYS	TIME	BUILD	ROOM
Phillips, Nathaniel	Lab	MWF	0900-0950am	MAIN	3010
	Lab	MWF	1000-1050am	MAIN	3010

COLLEGE: Liberal Arts & Sciences    DIVISION:  
DEPARTMENT: Mathematics/Computer Sciences

---

Student Name	ID	Levl	Majr	Cl	Hrs	MGrd	FGrd	Stat	Date	Last Attend
0001		UG	ECE	FR	1.00	---	---	RW	06-JUN-2022	
0002		UG	ECE	JR	1.00	---	---	RW	06-APR-2022	
0003		UG	ELE	JR	1.00	---	---	RW	25-APR-2022	
0004		UG	ELE	FR	1.00	---	---	RW	28-JUN-2022	
0005		UG	ELE	SR	1.00	---	---	RW	30-MAR-2022	
0006		UG	SPES	FR	1.00	---	---	RW	19-APR-2022	
0007		UG	ELE	FR	1.00	---	---	RW	13-JUN-2022	
0008		UG	ECE	FR	1.00	---	---	RW	29-APR-2022	
0009		UG	ELE	FR	1.00	---	---	RW	30-JUN-2022	
0010		UG	ELE	FR	1.00	---	---	RW	13-JUN-2022	
0011		UG	ECE	FR	1.00	---	---	RW	15-JUN-2022	
0012		UG	ECE	FR	1.00	---	---	RW	08-JUN-2022	
0013		UG	ECE	JR	1.00	---	---	RW	08-APR-2022	
0014		UG	ECE	FR	1.00	---	---	RW	16-JUN-2022	
0015		UG	ELE	JR	1.00	---	---	RW	20-JUN-2022	
0016		UG	ECE	FR	1.00	---	---	RW	29-APR-2022	

Right-click and choose Select All, then right-click again and choose Copy (or Ctrl-A, Ctrl-C), and paste into a Word document. Adjust your margins to .3 for all sides in Word. There is quite a bit of extra information that you can remove from the bottom of the document or simply not highlight and copy. The roster is now ready to print.



## RUNNING MULTIPLE CRNS

Click in the CRN row, then click Insert. This will give you an empty row under the CRN. Type **06** in the first box and this will give you another location to enter a second CRN. You may do this multiple times to list additional CRNs.

The screenshot shows the 'Process Submission Controls' interface for 'SFRSLST Class Roster Parameter Set'. It includes sections for printer control and parameter values.

**PRINTER CONTROL**

Printer	DATABASE	Submit Time		PDF Font Size	
Special Print		MIME Type	None	Delete After Days	
Lines	55	PDF Font		Delete After Date	

**PARAMETER VALUES**

Number *	Parameters	Values
01	Report Title Override	
02	Term	202290
03	Part-of-term (% = ALL)	%
04	Start Range From Date	
05	Start Range To Date	
06	CRN (% = ALL)	90234
06	CRN (% = ALL)	90240
07	No Grade Report Option	N
08	Sort option	C
09	Campus (% = ALL)	%

Navigation: 1 of 3, 10 Per Page, Record 7 of 21  
LENGTH: 5 TYPE: Character O/R: Required M/S: Multiple

**SUBMISSION**

Save Parameter Set as

Name:  Description:

Hold / Submit  Hold  Submit

SAVE

If you have taken the time to add in several CRN rows, you may want to save this as a Parameter Set. Rather than pressing SAVE immediately when your cursor is in the Submission area, check the box for Save Parameter Set. Give it a short name in the Name box and a Description is the next box, then press SAVE. This makes the modified report available later.

Process: SFRSLST Class Roster Parameter Set: Start Over

▼ PRINTER CONTROL Insert Delete Copy Filter

Printer: DATABASE \*\*\* Submit Time:  PDF Font Size:   
 Special Print:  MIME Type: None Delete After Days:   
 Lines: 55 PDF Font:  \*\*\* Delete After Date:

▼ PARAMETER VALUES Settings Insert Delete Copy Filter

Number *	Parameters	Values
01	Report Title Override	
02	Term	202290
03	Part-of-term (% = ALL)	%
04	Start Range From Date	
05	Start Range To Date	
06	CRN (% = ALL)	90234
06	CRN (% = ALL)	90240
07	No Grade Report Option	N
08	Sort option	C
09	Campus (% = ALL)	%

1 of 3 10 Per Page Record 7 of 21  
 LENGTH: 5 TYPE: Character O/R: Required M/S: Multiple

▼ SUBMISSION Insert Delete Copy Filter

Save Parameter Set as Hold / Submit  Hold  Submit

Name: MULT CRNS \*\*\* Description: multiple crns

SAVE

To access a saved Parameter Set, click the dropdown box next to Parameter Set and double-click on the correct name/description and then click Go. It will reload your report and you can enter different CRNs in place of what was originally saved.

Process: SFRSLST \*\*\* Class Roster Parameter Set:  \*\*\* Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Job Parameter Set Rules GJRJPRM 9.3.22 (PROD) ADD RETRIEVE RELATED TOOLS

▼ JOB PARAMETER SET RULE Settings Insert Delete Copy Filter

Process *	Parameter Set *	Description *
SFRSLST	MULT CRNS	multiple crns

1 of 1 10 Per Page Record 1 of 1

# Rosters for Entire Department - Argos

Argos – Student – Dept Staff – Class Roster by Subject or Dept. – Class Rosters

## Run Dashboard

**Term:** Choose the term needed in the Term dropdown box.

**Department:** Check the box for Department and use the slider to choose your department. Press Go.

Class Rosters.Class Rosters

Dashboard Options: [ ] Report Options: Class Rosters

Choose academic period and filter by department or subject, then choose course(s) and section(s) and click go. Right click and choose save results and select the fields you wish to keep and save.

Choose Term: 201930

Use Department  Use Subject

Choose Department(s): AFR, ART, ASC, **BIO**, CDS, CHE, CHM, CLAS, CMN, COE, CSC, CSD, ...

Choose Subject(s): **ACC**, AET, AFR, ANT, ART, BCT, BGS, BIO, BUS, CDS, CERE, CHM, ...

Choose Course(s): **ACC3200**, ACC3250, ACC3300, ACC3750, ACC3900, ACC3950, ACC4275, ACC4400, ACC4500, ACC4700, ACC4800, ACC5200, ACC5400

Choose Section(s): **001**

Instructions: If you check the Department box, you will retrieve all courses under the given department(s). If you choose Subject then you can choose Subject(s), Course(s) and Section(s). Click go if you are in quick view or next if you are running a banded report.

ID	NAME	MAJOR_DESC	RE...	ACADE...	EMAIL_ADDRESS	COURSE_R...	COURSE_I...	COURSE_S...	LAST_AT
		Bio Sci: The...	RW	201930	jdeng@eiu.edu	30448	BIO1510	001	
		Biological S...	RE	201930	aahueston@eiu.edu	30448	BIO1510	001	
		Bio Sci: Non...	RW	201930	cayordan@eiu.edu	30448	BIO1510	001	
		Bio Sci: Non...	RW	201930	milomas@eiu.edu	30448	BIO1510	001	
		Biochemistr...	RW	201930	oocojo@eiu.edu	30448	BIO1510	001	
		Bio Sci: Non...	RW	201930	jperez12@eiu.edu	30448	BIO1510	001	
		Bio Sci: Non...	RE	201930	amsawiris@eiu.edu	30448	BIO1510	001	
		Bio Sci: The...	RW	201930	slsmith7@eiu.edu	30448	BIO1510	001	
		Bio Sci: Non...	RW	201930	exiong@eiu.edu	30448	BIO1510	001	
		Bio Sci: The...	RE	201930	smboguer@eiu.edu	30449	BIO5950	003	
		Bio Sci: The...	RE	201930	khanser@eiu.edu	30449	BIO5950	003	
		Bio Sci: The...	RE	201930	sjschaick@eiu.edu	30449	BIO5950	003	
		Bio Sci: The...	RE	201930	kbwood@eiu.edu	30449	BIO5950	003	
		Bio Sci: The...	RE	201930	rmlharbi@eiu.edu	30450	BIO5950	006	
		Accounting	RW	201930	jfaejandremarine...	30666	BIO1004G	002	
		Pre Nursing	RW	201930	jlbanks@eiu.edu	30666	BIO1004G	002	
		HRP: Comm...	RW	201930	kjbarnesmcmillan@...	30666	BIO1004G	002	
		Pre Nursing	RW	201930	rmcash@eiu.edu	30666	BIO1004G	002	
		Pre Nursing	RW	201930	cjfoy@eiu.edu	30666	BIO1004G	002	
		Pre Nursing	RW	201930	amgrosvenor@eiu....	30666	BIO1004G	002	
		CMN: Mass ...	RE	201930	caholman@eiu.edu	30666	BIO1004G	002	
		Biological S...	RW	201930	hskahlon@eiu.edu	30666	BIO1004G	002	
		Political Sd...	RW	201930	arlinear@eiu.edu	30666	BIO1004G	002	
		Pre Nursing	RW	201930	vjmiller3@eiu.edu	30666	BIO1004G	002	
		FCS: FashH...	RW	201930	snmrenz@eiu.edu	30666	BIO1004G	002	
		SOS: Psych...	RW	201930	eamunoz@eiu.edu	30666	BIO1004G	002	
		Pre Nursing	RW	201930	ctpulley@eiu.edu	30666	BIO1004G	002	
		FCS: Appar...	RW	201930	dlreed3@eiu.edu	30666	BIO1004G	002	
		Computer a...	RW	201930	cmwagner6@eiu.edu	30666	BIO1004G	002	
		Computer S...	RW	201930	ejanderson@eiu.edu	30668	BIO1001G	001	
		Art: Studio ...	RW	201930	ambaker3@eiu.edu	30668	BIO1001G	001	
		Undecided	RW	201930	cbelony@eiu.edu	30668	BIO1001G	001	
		ENG: Langu...	RW	201930	sacacioppo@eiu.edu	30668	BIO1001G	001	

1231 items

This may contain confidential material and/or personally identifiable student or employee information protected by law, and may be shared only with employees that have the proper authorization to view the information. Redistribution of this information to a third party requires prior approval from the Registrar/ FERPA officer or the FOIA officer.

Right-click in the box of names and choose Copy All. Paste into an Excel worksheet. You may then delete the unneeded rows and/or columns or simply copy what you need to another worksheet.

The option to do this by subject does not work well. If you check Subject, you are then forced to choose a specific subject and section number, and not all courses/sections even show as options.

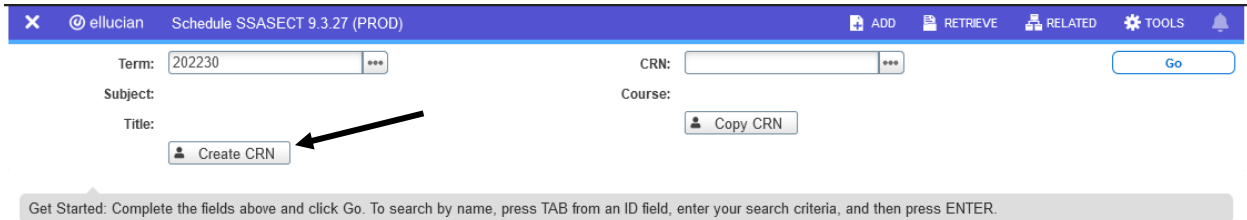
This is very useful for anything that requires you to have correct listings of students in specific courses and, on historical data, **includes final grades**.

# SSASECT

## Schedule Course Information

### ADDING A NEW SECTION

Go to SSASECT and enter the term code (Year “2022” and then 30 = Spring, 60 = Summer, or 90 = Fall). Click the Create CRN button.



Type in the Subject and Course Number. Hit Tab and the Title will automatically populate. The Title can only be modified if it is a Special Topics course. These may change from term to term.

Type in the Section number (Ex. 001, 002, etc. for in-person, 600, 601, etc. for online). If the section already exists in Banner, you will receive an error message. If you want to use that section number, click Start Over and say No to saving changes. When you are back on the main screen, click on the three dots button next to the CRN box. This will allow you to run section query (SSASECQ) to find the CRN. You can also use a different section number.

In the next column, type M (Main) for Campus. Type A (Active) for Status.

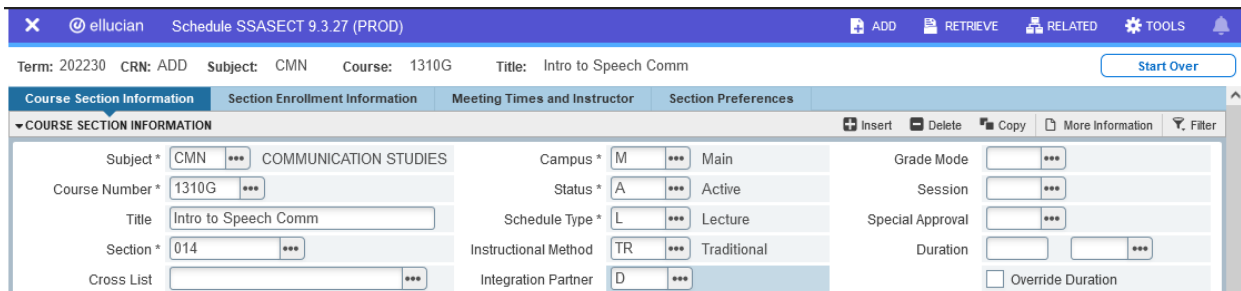
Schedule Type: L = lecture, LLB = lecture lab, NET = Internet/Online

- New courses will no longer have the NET option but ONA and ONS instead
- ONA = Online Asynchronous (No real time virtual meetings)
- ONS = Online Synchronous (With real time virtual meetings)

Instructional Method: TR = Traditional (F2F), TA = Some Technology Required, TD = Technology Delivered, TE = Technology Knowledge Required

- Any Online Section should be TD, Hybrid Sections should be TD or TE
- 75% or more online TD, 75% or more face to face TE

Integration Partner: D = D2L



Go down to the **CLASS TYPE** section to add the Part of Term (Ex. 1, FH, SH, 14, 10). Tab over and check to make sure dates are correct. Note: The part of term dates selected must be the exact dates of the course. For internship courses that may have unique start and end dates, email [acsched@eiu.edu](mailto:acsched@eiu.edu) for a special part of term code. Click Save to continue.

In the **CREDIT HOURS** section, enter in Credit Hours and Billing Hours.

Click Save. The new CRN will now be generated at the top of the screen.

Click on the **Section Enrollment Information** tab. Enter in your maximum enrollment. For courses that require manual enrollment, keep the maximum at zero. If the instructor wishes to have a waitlist, enter that maximum as well. Section enrollment can be modified at any time.

Click Save when finished.



Click on the **Meeting Times and Instructors** tab. Click into the Meeting Time box and tab over to autofill the dates. Check the boxes for the days that the section meets. Enter in the Start and End Time in military time (Ex. 8:00am = 0800).

The following are approved times for daytime lecture sections in the Fall and Spring terms:

- Monday, Wednesday, Friday – 50 minute class periods
  - 8:00-8:50, 9:00-9:50, 10:00-10:50, 11:00-11:50, 12:00-12:50, 1:00-1:50, 2:00-2:50, 3:00-3:50
- Monday, Wednesday – 75 minute class periods (should not meeting before 2:00pm)
  - 2:00-3:15, 3:00-4:15
- Tuesday, Thursday – 75 minute class periods
  - 8:00-9:15, 9:30-10:45, 11:00-12:15, 12:30-1:45, 2:00-3:15, 3:30-4:45

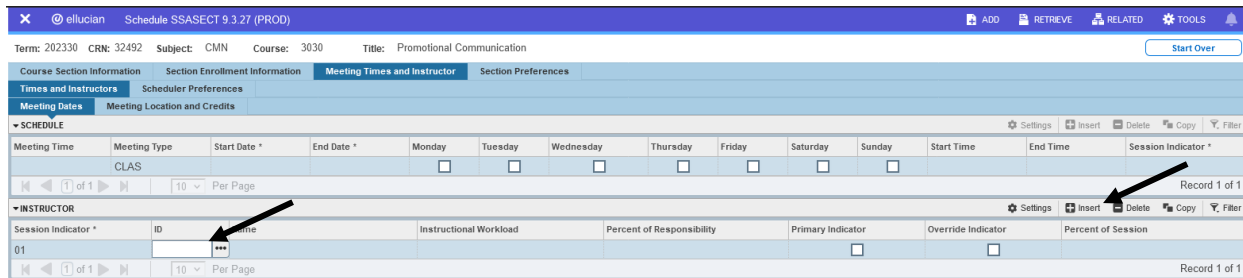
For sections with more than one location:

- If the section meets in two different locations with different days and times (lecture/lab), click Insert to add another line. Repeat to enter the days and times.
- If a section meets in two different locations with the same days and times, you are still required to insert additional lines. In this case, go to the **Meeting Location & Credits** tab, and type an “O” in the Override Indicator column on the highlighted line.
- Weekend courses or hybrid courses use one line for each day or time they are meeting face-to-face.

The Session Indicator should always stay as 01. Click Save when finished.

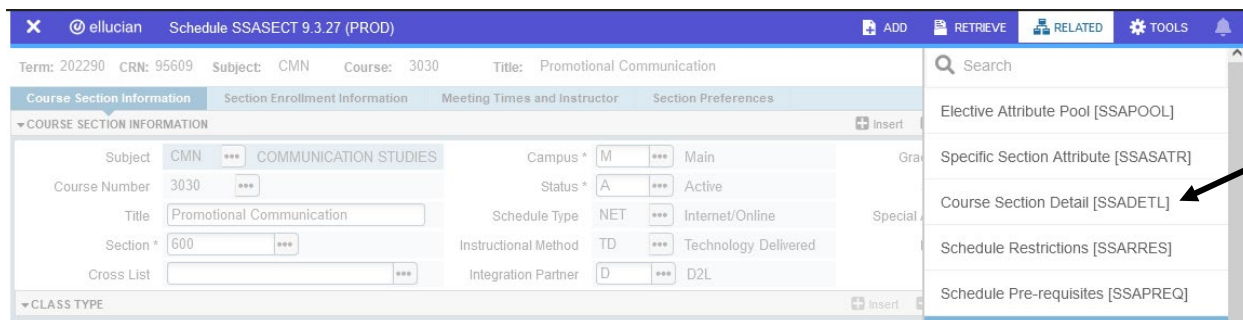
If the section does not have set days and times, click in the Meeting Type box and tab to populate the Start and End Date only. Then click the **Meeting Location and Credits** tab. For online classes, type ONLINE for the Building and D2L for the Room. For internship, practicum, thesis, etc. leave these attributes blank. Enter .00 for the Hours per week. This will display as TBA in PAWS. Do not enter the building and room for in-person/hybrid sections. This can only be done in Astra.

Click in the ID box in the **INSTRUCTOR** section and type in the instructor's E#. Tab to populate the name. For additional instructors, click Insert and repeat. Only the instructor with the primary indicator selected will be able to enter grades. Click Save when finished.



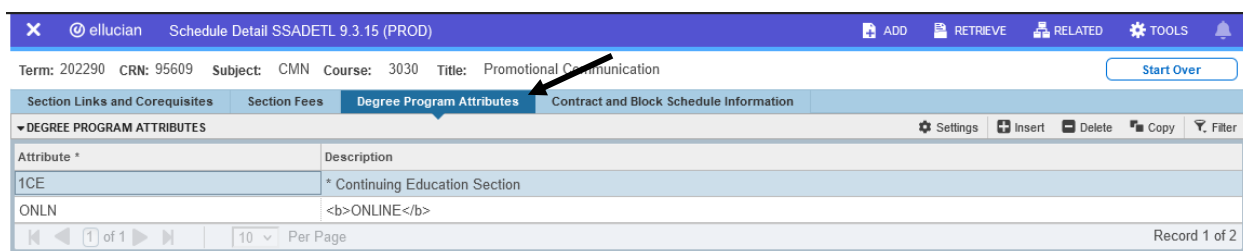
## MODIFYNG PROGRAM ATTRIBUTES

In the top right corner, click on RELATED and select Course Section Detail [SSAETL].



The section you are working on will automatically be populated. Click Go.

Click on the **Degree Program Attributes** tab.



This Banner screen pulls info from the course level so it will need to be adjusted to the section being built.

- Any courses delivered on campus should have the code of 1NCE, hybrids included.
- Online Sections should have both ICE and ONLN codes inserted and 1NCE deleted.

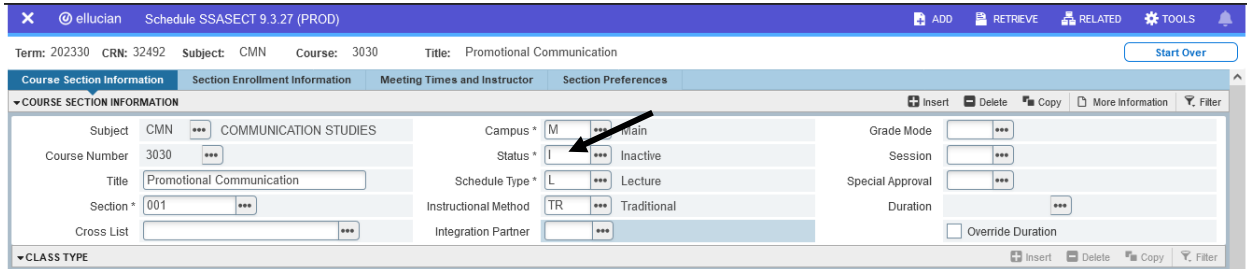
Note: Do not try to edit the code's characters. Delete first, then insert the new code. For example, if you try to backspace the N out of 1NCE to make it 1CE, the system will still read it as 1NCE.

Click Save when finished.

## INACTIVATING AND CANCELLING SECTIONS

If a department decides not to offer an existing section of a course, they can make it inactive if the schedule has not been published yet. If the schedule has been published, the course must be cancelled.

To inactivate a section, open SSASECT and enter the term and CRN. Click Go. Change the Status from “A” to “I”. Remove the “D” for Integration Partner.

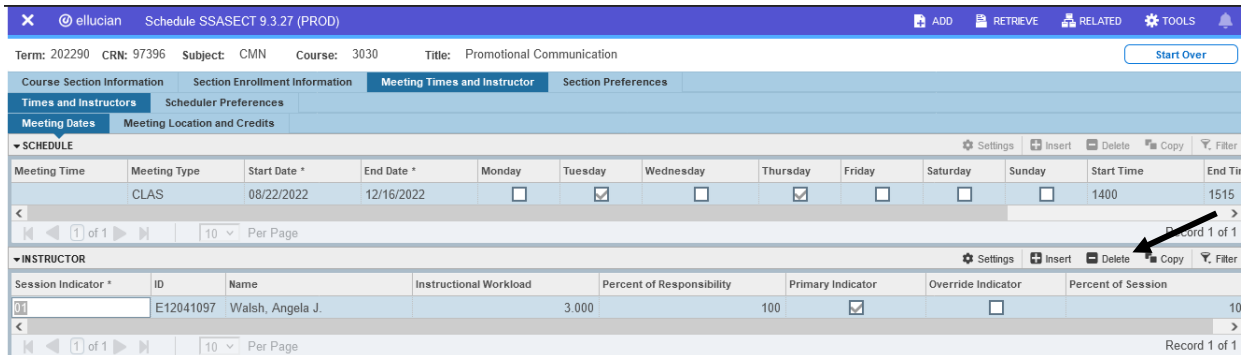


The screenshot shows the SSASECT interface for a course section. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main header displays 'Term: 202330 CRN: 32492 Subject: CMN Course: 3030 Title: Promotional Communication'. The 'Course Section Information' tab is active, showing fields for Subject (CMN), Course Number (3030), Title (Promotional Communication), Section (001), and Status (I). The Status dropdown menu is open, showing 'I' selected and 'Inactive' as the label. An arrow points to the 'I' option. Other fields include Campus (M), Schedule Type (L), Instructional Method (TR), and Integration Partner (empty).

Once the schedule has been published on PAWS, review your courses and inactivate any that are not being offered that term.

To cancel a section, you must first check to see if students are enrolled. Open SSASECT and enter the term and CRN. Click on the **Section Enrollment Information** tab. If the “Actual” enrollment is more than zero, then students are registered. Regardless of the enrollment, change the maximum to zero so that no more students can register during the cancellation process. Any enrolled students should be notified via email. See the SFASLST section of this manual to pull a roster, and the SFAREGS section for Drop Delete instructions.

Before the Course Section Information can be changed, the instructor and meeting time information must be removed. Click anywhere on the **Instructor** line, then click the Delete button. Click Save. Click anywhere on the **Schedule** line, then click the Delete button. Click Save.



The screenshot shows the SSASECT interface for a course section. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main header displays 'Term: 202290 CRN: 97396 Subject: CMN Course: 3030 Title: Promotional Communication'. The 'Meeting Times and Instructor' tab is active, showing the 'SCHEDULE' and 'INSTRUCTOR' sections. The 'SCHEDULE' table has columns for Meeting Time, Meeting Type, Start Date, End Date, and days of the week. A row shows a meeting on Tuesday from 1400 to 1515. The 'INSTRUCTOR' table has columns for Session Indicator, ID, Name, Instructional Workload, Percent of Responsibility, Primary Indicator, Override Indicator, and Percent of Session. A row shows Angela J. Walsh with an instructional workload of 3.000 and a percent of responsibility of 100. Arrows point to the 'Delete' buttons for the meeting and instructor.

Return to the **Course Section Information** tab. Change the Status from “A” to “C”. Remove the “D” for Integration Partner. Click Save when finished.

## CROSS LISTING COURSES

If two sections meet in the same room at the same time, please email Nick Fonseca at [acsched@eu.edu](mailto:acsched@eu.edu) to cross-list them.

# SSASECQ

## Schedule Section Query

This screen can be used to find the CRN for a course section. This can be helpful if you are looking for a section that is inactive and/or not viewable on PAWS.

Open SSASECQ. Enter the term code. Click the “Add Another Field” dropdown menu and select Subject.

Screenshot of the SSASECQ interface. The search criteria are: Term: 202330. The 'Add Another Field' dropdown menu is open, and an arrow points to it.

Add more fields such as Course and Section as needed. Click Go.

Screenshot of the SSASECQ interface. The search criteria are: Term: 202330, Course: 3030, Section: 001. The 'Go' button is highlighted with an arrow.

The CRN will be viewable as well as the section enrollment.

Screenshot of the SSASECQ interface showing the search results. The CRN 32492 is highlighted with an arrow. The enrollment information is displayed below the table.

	Maximum	Actual	Remaining
Enrollment	13	0	13
Waitlist	0	0	0

If the query is run with Subject and Course only, it will show all occurrences of that course.

Active filters: Subject: CMN Course: 3030 Clear All Filter Again

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus	Course/Section Title	Schedule Typ
201790	1			94186		CMN	3030	001	A	M	Applied Communica...	L
201790	1			94187		CMN	3030	002	C	M	Applied Communica...	L
201790	1			94188		CMN	3030	003	A	M	Applied Communica...	L
201830	1			33947		CMN	3030	001	C	M	Applied Communica...	L
201830	1			33948		CMN	3030	002	A	M	Applied Communica...	L
201860	4WK			60218		CMN	3030	600	A	M	Applied Communica...	NET
201890	1			94186		CMN	3030	001	A	M	Promotional Comm...	L
201890	1			94947		CMN	3030	002	A	M	Promotional Comm...	L
201890	1			94188		CMN	3030	003	C	M	Promotional Comm...	L
201930	1			34833		CMN	3030	001	A	M	Promotional Comm...	L

Record 1 of 37

	Maximum	Actual	Remaining
Enrollment	20	19	1
Waitlist	0	0	0

If the query is run with Term and Subject only, it will show all existing sections for that term.

Active filters: Term: 202330 Subject: CMN Clear All Filter Again

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus	Course/Section Title	Schedule Typ
202330	1			30001		CMN	1310G	001	A	M	Intro to Speech Comm	L
202330	1			30445		CMN	1310G	002	A	M	Intro to Speech Comm	L
202330	1			30181		CMN	1310G	003	A	M	Intro to Speech Comm	L
202330	1			30182		CMN	1310G	004	A	M	Intro to Speech Comm	L
202330	1			30183		CMN	1310G	005	A	M	Intro to Speech Comm	L
202330	1			30184		CMN	1310G	006	A	M	Intro to Speech Comm	L
202330	1			30185		CMN	1310G	007	A	M	Intro to Speech Comm	L
202330	1			30446		CMN	1310G	008	A	M	Intro to Speech Comm	L
202330	1			32478		CMN	1310G	009	A	M	Intro to Speech Comm	L
202330	1			32479		CMN	1310G	010	A	M	Intro to Speech Comm	L

Record 1 of 83

	Maximum	Actual	Remaining
Enrollment	22	0	22
Waitlist	0	0	0

# SSATEXT

## Section Comments

Open SSATEXT in Banner. Enter the term and CRN. Click Go.

ellucian Section Comment SSATEXT 9.3 (PROD) ADD RETRIEVE RELATED TOOLS

Term: \* 202030 CRN: 35632 Go

Subject: PSY Course: 2610

Title: Psychology Statistics

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Enter your comment under Section Text. Click Save.

ellucian Section Comment SSATEXT 9.3 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 202030 CRN: 35632 Subject: PSY Course: 2610 Title: Psychology Statistics Start Over

SECTION TEXT Settings Insert Delete Copy Filter

Section Text \*

THIS SECTION IS RESTRICTED TO ONLINE PSYCHOLOGY MAJORS ONLY.

1 of 1 Per Page Record 1 of 1

SECTION LONG TEXT Insert Delete Copy Filter

Section Long Text

The comment will now be visible on PAWS.

### [Statistical Methods of Psychology - 35632 - PSY 2610 - 660](#)

THIS SECTION IS RESTRICTED TO ONLINE PSYCHOLOGY MAJORS ONLY.  
Associated Term: Spring 2020  
Registration Dates: Oct 07, 2019 to Jan 17, 2020  
Levels: Graduate, Post Baccalaureate, Undergraduate  
Attributes: \* Continuing Education Section, **ONLINE**

Main Campus  
Internet/Online Schedule Type  
Technology Delivered Instructional Method  
4.000 Credits  
[View Catalog Entry](#)

### Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA	TBA		Jan 13, 2020 - May 08, 2020	Internet/Online	Vincent J Coppola (P)

# SSARRES

## Schedule Restrictions

This screen can be used to add/edit restrictions for courses.

Enter the Term and CRN, then click GO.

The screenshot shows the top section of the SSARRES application. The header bar is blue and contains the user name 'ellucian', the application title 'Schedule Restrictions SSARRES 9.3.11 (PROD)', and navigation icons for ADD, RETRIEVE, RELATED, TOOLS, and a notification bell. Below the header, there are input fields for 'Term: \* 202290', 'CRN: 95721', 'Subject: ART', and 'Title: Drawing I'. A 'Go' button is located to the right of the CRN field. A grey instruction box below the form reads: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

The screenshot below shows a course that is restricted to certain majors/minors—meaning only students with the listed majors and minors can be enrolled in the course (Include). Courses may also have restrictions for majors/minors who should not be enrolled in the course (Exclude). Restrictions roll from term to term. Before modifying restrictions, make sure the correct button is selected (Include or Exclude).

To add a new restriction, click anywhere on the list of Field of Study Restrictions. Then click Insert.

The screenshot shows the main data table of the SSARRES application. The header bar is blue and contains the user name 'ellucian', the application title 'Schedule Restrictions SSARRES 9.3.11 (PROD)', and navigation icons for ADD, RETRIEVE, RELATED, TOOLS, and a notification bell. Below the header, there are input fields for 'Term: 202290', 'CRN: 95721', 'Subject: ART', 'Course: 1000', and 'Title: Drawing I'. A 'Start Over' button is located to the right of the input fields. The main table has several tabs: 'Department and Field of Study', 'Class and Level', 'Degree and Program', 'Campus and College', and 'Student Attribute and Cohort'. The 'Department and Field of Study' tab is selected. Below the tabs, there are two sections: 'DEPARTMENT RESTRICTIONS' and 'FIELD OF STUDY RESTRICTIONS'. The 'FIELD OF STUDY RESTRICTIONS' section is expanded, showing a table with columns 'Code' and 'Description'. The 'Include/Exclude (I/E)' radio buttons are set to 'Include'. The 'All Field of Study Types' checkbox is checked. The table lists various field of study codes and their descriptions, such as ARTG (ART: Graphic Design), ARTH (ART: Art History), ARTM (Studio Art), ARTP (ART: Pre-Graphic Design), ARTS (ART: Studio Art), ARTT (ART: Teacher Education), BFAS (Art: Studio Art), FMD (Fashion Merchandising & Design), GDM (Graphic Design), and SPE2 (SPE/ELE Dual-Fine Arts). A 'Start Over' button is located in the top right corner of the table area.

Code	Description
ARTG	ART: Graphic Design
ARTH	ART: Art History
ARTM	Studio Art
ARTP	ART: Pre-Graphic Design
ARTS	ART: Studio Art
ARTT	ART: Teacher Education
BFAS	Art: Studio Art
FMD	Fashion Merchandising & Design
GDM	Graphic Design
SPE2	SPE/ELE Dual-Fine Arts

Enter the code for the new restriction. Hit Tab and the description will populate. For additional restrictions, click Insert and repeat. When finished, click Save.

ellucian Schedule Restrictions SSARRES 9.3.11 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 202290 CRN: 95721 Subject: ART Course: 1000 Title: Drawing I Start Over

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

DEPARTMENT RESTRICTIONS Settings Insert Delete Copy Filter

Include/Exclude (I/E)  Include  Exclude

Department Description

1 of 1 10 Per Page Record 1 of 1

FIELD OF STUDY RESTRICTIONS Settings Insert Delete Copy Filter

Include/Exclude (I/E)  Include  Exclude  All Field of Study Types Type

1 of 1 1 Per Page Record 1 of 1

Code	Description
ARTG	ART: Graphic Design
ARTH	ART: Art History
ARTM	Studio Art
ARTP	ART: Pre-Graphic Design
ARTS	ART: Studio Art
ARTT	ART: Teacher Education
BFAS	Art: Studio Art
FMD	Fashion Merchandising & Design
FAS	Fashion Merchandising
GDM	Graphic Design

1 of 2 10 Per Page Record 9 of 12

SAVE

To remove a restriction, click on the desired major/minor. Then click Delete. Repeat as needed. Click Save when finished.

ellucian Schedule Restrictions SSARRES 9.3.11 (PROD) ADD RETRIEVE RELATED TOOLS

Term: 202290 CRN: 95721 Subject: ART Course: 1000 Title: Drawing I Start Over

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

DEPARTMENT RESTRICTIONS Settings Insert Delete Copy Filter

Include/Exclude (I/E)  Include  Exclude

Department Description

1 of 1 10 Per Page Record 1 of 1

FIELD OF STUDY RESTRICTIONS Settings Insert Delete Copy Filter

Include/Exclude (I/E)  Include  Exclude  All Field of Study Types Type

1 of 1 1 Per Page Record 1 of 1

Code	Description
ARTG	ART: Graphic Design
ARTH	ART: Art History
ARTM	Studio Art
ARTP	ART: Pre-Graphic Design
ARTS	ART: Studio Art
ARTT	ART: Teacher Education
BFAS	Art: Studio Art
FMD	Fashion Merchandising & Design
GDM	Graphic Design
SPE2	SPE/ELE Dual-Fine Arts

1 of 2 10 Per Page Record 8 of 11

DELETE

SAVE



# Scheduling In Astra

Section scheduling is done in 3 Tiers.

- Tier 1: Departments only schedule within their designated regions.
- Tier 2: With permission from the respective departments, you can schedule in other regions.
- Tier 3: You can schedule within other regions with permission from the Space Administrator

You will want to use Chrome or Firefox to access Astra, Internet Explorer runs into some issues.

To login to Astra go to [schedule.eiu.edu](http://schedule.eiu.edu). If this is your first time logging in, you will need to log out and contact the Space Admin Nick Fonseca at [acsched@eiu.edu](mailto:acsched@eiu.edu) to be granted appropriate access.

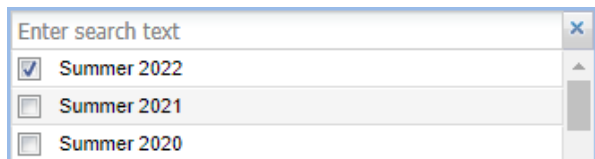
Once logged in you will go to the “Academics” tab and then to sections.

Use the Filters on the left side to view the desired sections.

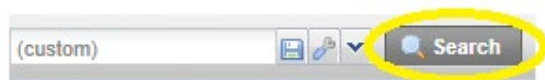
Click the plus box to the right of the header to add a filter.



Select the term you wish to view



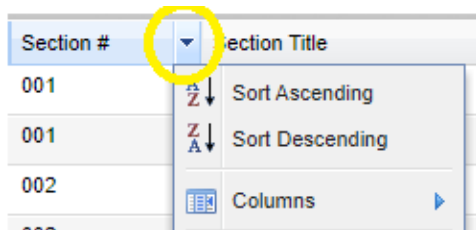
After your selections are made hit search at the bottom of the Filter section.



If you would like to save this filter, click the save icon to the left of search. A Save Filter box will display, and you can type in whatever name you would like. Check the box to save as default, if you would like these selections to appear every time you load the sections page.



Your filtered sections will be displayed after the search button is clicked. The headers above the listed sections can be moved by clicking and dragging. You can also change what headers are displayed by mousing over any one and clicking the drop down arrow that appears. From there go into “Columns” and check what you wish to be displayed.

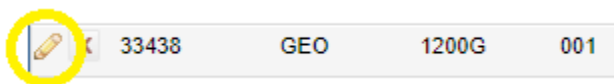


Mine are listed in the following order, but please set this up however works best for you.

Course Offering ID, Subject, Course, Section #, Section Title, Instructor, Start Time, End Time, Term, Start Date, End Date, Days Met, Max Enrollment, Building Name, Room #, Cross-List, Meeting Type.

Note: Clicking the column header will automatically sort by that category.

In order to schedule a room, click the pencil icon next to the section you wish to work with.



After clicking the pencil the section info screen will display. All information is pulled from Banner and if any changes need made, you should do so from SSASECT not ASTRA.

To schedule a room click the first house icon, if you mouse over it “Assign Room” will display.

This will bring up the Scheduler pop up box. Again, you will want to set a default filter for the buildings or rooms you typically work with. Otherwise, it will try to load every room in the system.

Once you have your filters set for the room you wish to schedule, click search at the bottom and the room will display.

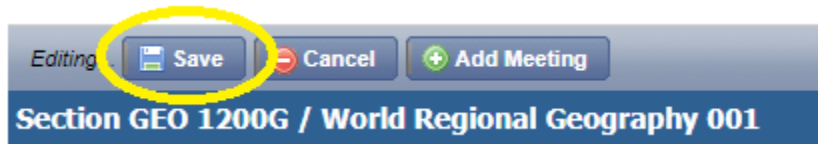
Note: If you mouse over the icon next to the room name it will display a room summary.

If the room is available, click the word “Available” and it will change to “Selected” in green.

Room	+	Score	+	GEO 1200G 001 <sup>+</sup>
				(L) 1/10/2022-5/6/2022 <b>MW</b> 3:00pm-4:15pm Enrollment: 52
PHYS 3040 - C...		51		Available

Room	+	Score	+	GEO 1200G 001 <sup>+</sup>
				(L) 1/10/2022-5/6/2022 <b>MW</b> 3:00pm-4:15pm Enrollment: 52
PHYS 3040 - C...		51		Selected

Now that your selection is made hit OK in the bottom right of the box. Then click save located just above where the section title is displayed.



This section is now scheduled in PHYS 3040.

Note: Changes in Astra take around 15 minutes to display in Banner.

If you need to change the scheduled room, click you pencil icon again on the section and click the 2<sup>nd</sup> house icon "Drop Room". It will ask you if you are sure, click okay to proceed. Then follow the previous steps to assign another room.

If the room you intended to schedule is unavailable it will display so in red.



# Courses with Fees - Argos

Argos – Student – Department Chairs – Courses with Fees – Courses with Fees

## Run Dashboard

**Select Minimum Term Effective:** Choosing something within this box does not affect the report. It simply shows all fees and changes by course and effective term.

**Courses with Fees:** Right-click in this area and Copy All. You can then paste into Excel and sort as needed. You can also click on the course column in Argos and it will sort by course number. In the effective term column, it shows when that particular course fee debuted or was updated. All courses with fees are shown in this area, not just those courses that are being taught.

**Select Minimum Term Effective:**

- 201160
- 201190
- 201230
- 201260
- 201290
- 201330

**Courses with Fees:**

COURSE	EFFECTIVE_TERM	DETAIL	AMOUNT	FEE_TYPE
ART1000	200790	CART	25	FLAT
ART1110	200790	CART	25	FLAT
ART1111	200790	CART	40	FLAT
ART2100	200790	CART	55	FLAT
ART2250	200790	CART	70	FLAT
ART2310G	200790	CART	25	FLAT
ART2400	200790	CART	20	FLAT
ART2560	200790	CART	60	FLAT
ART2700	200790	CART	50	FLAT
ART2800	200790	CART	45	FLAT
ART2910	200790	CART	25	FLAT
ART2920	200790	CART	25	FLAT
ART3111	200790	CART	55	FLAT
ART3112	200790	CART	55	FLAT
ART3200	200790	CART	45	FLAT
ART3251	200790	CART	70	FLAT
ART3252	200790	CART	70	FLAT

1056 items

**Select Term:**

- 201890
- 201930
- 201960
- 201990
- 202030
- 202060

**Sections with Fees:**

COURSE	SECTION_	CRN	TERM_CODE	DETAIL	AMOUNT	FEE_TYPE
AET2123	500	91445	201890	CTEC	60	FLAT
AET2253	001	91449	201890	CTEC	40	FLAT
AET3063	001	94691	201890	CTEC	40	FLAT
AET3213	001	94692	201890	CTEC	15	FLAT
AET4123	001	94706	201890	CTEC	35	FLAT
AET4223	001	94707	201890	CTEC	40	FLAT
AET4353	001	94708	201890	CTEC	75	FLAT
AET4773	001	94787	201890	CTEC	16	FLAT
ART1000	002	90021	201890	CART	25	FLAT
ART1000	003	90022	201890	CART	25	FLAT
ART1001	001	91094	201890	CART	25	FLAT
ART1001	002	94273	201890	CART	25	FLAT
ART1110	001	90023	201890	CART	30	FLAT
ART1110	003	90025	201890	CART	30	FLAT
ART1111	001	90026	201890	CART	40	FLAT
ART2000	001	90027	201890	CART	60	FLAT
ART2100	001	90034	201890	CART	85	FLAT

390 items

**Select Term:** Choose the term here to review specific courses and sections.

**Sections with Fees:** Courses that have fees and are being taught that semester. These may be sorted and copied into Excel as well.

# Course Fee Report by Term - Argos

Argos – Financial Managers Reports – Course Fee Report

Run Dashboard

Enter the Academic Term

Select the Detail Code

Select ALL from the CRN menu to see all courses or select an individual CRN

Click Data Preview

This will show you the name and E# of every student and the fee amount they paid for each course. Right-click in this area and Copy All. You can then paste into Excel and sort as needed.

Course Fee Report by Term, DetailCode and CRN

Academic Term: 202290

Detail Code: CBIO - Biology Course Fee

CRN #: ALL

**Data Preview**

ID	NAME	TERM_CODE	DETAIL_CODE	CRN	COURSE_ID	AMOUNT
202290		202290	CBIO	90646	BIO 1001G - 006	20
202290		202290	CBIO	90646	BIO 1001G - 006	20
202290		202290	CBIO	90646	BIO 1001G - 006	20
202290		202290	CBIO	90646	BIO 1001G - 006	20
202290		202290	CBIO	90646	BIO 1001G - 006	20
202290		202290	CBIO	90646	BIO 1001G - 006	20
202290		202290	CBIO	90646	BIO 1001G - 006	20
202290		202290	CBIO	90646	BIO 1001G - 006	20
202290		202290	CBIO	90646	BIO 1001G - 006	20
202290		202290	CBIO	90646	BIO 1001G - 006	20
202290		202290	CBIO	90646	BIO 1001G - 006	20
202290		202290	CBIO	90646	BIO 1001G - 006	20
202290		202290	CBIO	90646	BIO 1001G - 006	20
202290		202290	CBIO	90646	BIO 1001G - 006	20
202290		202290	CBIO	90646	BIO 1001G - 006	20
202290		202290	CBIO	90646	BIO 1001G - 006	20
202290		202290	CBIO	90646	BIO 1001G - 006	20
202290		202290	CBIO	90646	BIO 1001G - 006	20
202290		202290	CBIO	90646	BIO 1001G - 006	20
202290		202290	CBIO	90646	BIO 1001G - 006	20

858 items

For Help and Support Contact:  
L Padmaraju - 581-6603  
lpadmaraju@eiu.edu  
John Sims - 581-7819  
jsims@eiu.edu

# Enrollment By Course – Current and Historical – Argos

Argos – Student – Department Chairs – Enrollment By Course By Term – Enrollment By Course By Term

Run Dashboard

## CURRENT DATA

**Select Academic Period:** Choose the needed term.

**College:** Choose Liberal Arts & Sciences then press Go.

## FREEZE DATA

**Select Academic Period:** Choose the needed term.

**Freeze Event:** 1<sup>st</sup> day, 10<sup>th</sup> day, and EOT (End of Term)

**College:** Choose Sciences then press Go.

These can both be right-clicked, copied, and pasted into Excel.

The screenshot displays the 'Enrollment By Course By Term Dashboard' interface. At the top, there are 'Dashboard Options' and 'Report Options' dropdown menus. The 'Current Data' section features a 'Select Academic Period' dropdown set to '201930' and a 'College' dropdown menu with 'Liberal Arts & Sciences' selected. Below these is a 'Go' button and a table with columns: COURSE, SECTION\_, CRN, DEPARTMENT, ENROLLMENT, INSTRUCTOR, SCHEDULE..., INSTRUCTI..., and SCHEDULE... The table lists 1814 items. The 'Freeze Data' section has a 'Select Academic Period' dropdown set to '201890' and a 'College' dropdown menu with 'Liberal Arts & Sciences' selected. Below these is a 'Go' button and a table with columns: COURSE, SECTION\_, ENROLLMENT, INSTRUCTOR, SCHEDULE..., INSTRUCTI..., and SCHEDULE... The table is currently empty, showing 0 items. A help box on the right side of the dashboard provides instructions: 'To save results as an excel worksheet: \* Right click in the result box. \* Click the 'Save results' button. \* Uncheck fields that are not needed. \* Click the Save button.'

# Report of Missing Grades - Reportal

This report is used to find all grades that have not been submitted for a specific term. On the day that grades are due, you will need to run this report to check your department's progress. The Dean's Office will also be checking all departments throughout the day. Faculty will need to be contacted if grades have not been submitted and the deadline is approaching.

Open Reportal and expand the STUDENT GRADE Reports menu. Select "Report of Missing grades – only for term entered – PROD".

- STUDENT GRADE Reports
  - College Honors - Labels - Name within College
  - College Honors - Labels - Name within College - FREEZE - Office of the Registrar
  - College Honors - Name within GPA within College
  - College Honors - Name within GPA within College - FREEZE - Office of the Registrar
  - Grade Roster By College for Term
  - Grade Roster By Department for Term
  - Grade Roster By Department for Term - Department Chairs- PDF
  - Grade Roster Summary - only for Term entered - Department Chairs
  - Grade Roster Summary - only for Term entered - Department Chairs- PDF
  - ZSHR2057\_LCB\_GRD\_SHEETS.rpt - Single Student Grade Sheet
  - ZSHR2057\_LCB\_GRD\_SHEETS\_V2.rpt - Grade Sheets for Term/college entered sorted by Major within College
  - ZSHR2057\_LCB\_GRD\_SHEETS\_V3.rpt - Students Applied for Graduation Grade Sheets for Term/College Entered by Degree within College
  - ZSHR8051\_CondensedGradeReport\_FRZ - Condensed Grade Report FRZ
  - ZSHR8062\_GradeRoster\_WithSummary
  - ZSHR8063 Report of missing grades - only for term entered - PROD**
  - ZSHR8063 Report of missing grades - only for term entered - PROD - PDF Format
  - ZSR6105\_COLL\_HNRS\_FRZ - College Honors - Name within College with Transfer information - FREEZE
  - ZSR6105\_COLL\_HNRS\_FRZ - College Honors - Name within College with Transfer information - FREEZE - PDF only

Enter the Term and Department Code. Click Submit.

Submit Cancel

**Enter Term:**  
202290

**Enter Department Code or ALL or**  
WLC

**Enter Subject Code or**

**Enter Course Number**

This will show all missing grades for your department alphabetically by faculty member.

Eastern Illinois University  
Missing Grades - Grade Roster for Fall 2022

Course	CRN	Instructor Name
WLS 2201G.001 Intermediate Spanish I	95745	Amaya, Carlos
WLS 2201G.246 Intermediate Spanish I	96988	Amaya, Carlos

Due to the volume of grade corrections received at the end of each term, this report may show courses for which grade corrections have already been submitted but that are awaiting processing in the Office of the Registrar.  
This may contain confidential material and/or personally identifiable student or employee information protected by law, and may be shared only with employees that have the proper authorization to view the information. Redistribution of this information to a third party requires prior approval from the Registrar/FERPA officer or the FOIA officer.

ZSHR8063\_MISSINGGRADEREPORT.RPT Page: 1

# FGIBAVL

## Quick Budget

You must first enter your Index (Appropriated Account - 123000, etc) and then tab through the next few boxes. Most of them will autocomplete for you.

The screenshot shows the 'Budget Availability Status' form for FGIBAVL 9.3.13 (PROD). The fields are mostly empty, with 'Chart' set to 'E'. A blue arrow points to the 'Index' field. The 'Fiscal Year' is set to '23'. The 'Commit Type' is 'Both'. The 'Organization' and 'Program' fields are empty. Below the form, there are sections for 'Keys --- >' and 'Control Fund:', 'Control Account:', 'Control Organization:', and 'Control Program:'. A 'Pending Documents' checkbox is also present. At the bottom, a grey bar contains the instruction: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

Enter 71000 for your Direct Expenditure Pool – this will exclude anything in the 61xxx Personnel budget lines. Click Go.

The screenshot shows the same form as above, but with several fields populated. The 'Index' is '123000', 'Fiscal Year' is '18', 'Commit Type' is 'Both', 'Organization' is '123000 CLAS Dean', and 'Program' is '40 Academic Support'. The 'Account' field is '71000' and the 'Fund' is '110020 Revenue Income Fund'. A blue arrow points to the 'Account' field. The 'Keys --- >' and control sections are also visible. The same instruction bar is at the bottom.

This line will show your Adjusted Budget (beginning budget +/- any budget transfers), Year to Date Activity, Commitments (Reservations and Encumbrances from Purchase Orders and Blanket POs), and the Available Balance.

This will not include any P-Card transactions that have not yet rolled from PaymentNet.

The screenshot shows the 'BUDGET AVAILABILITY STATUS' table. The table has columns for Account, Title, Adjusted Budget, YTD Activity, Commitments, Available Balance, and Pending Documents. The data row for account 71000 is highlighted. A blue arrow points to the 'Title' column for account 71000. The table also shows a 'Total' row and navigation controls at the bottom.

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
71000	Direct Expenditure Pool	63,657.78	53,463.44	0.00	10,194.34	<input type="checkbox"/>
Total		63,657.78	53,463.44	0.00	10,194.34	



Money does not automatically move between the regular Direct Expenditure Pool (71000) and the Capital Expense Pool (71500). If there has been activity in the Capital Expense Pool, then there will be deficit until money is transferred from 71000 to 71500 and it will show here as well.

You do not need to run the report for just 71500. It will show if you run the 71000 report as well.

ellucian Budget Availability Status FGIBAVL 9.3.13 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: E Fiscal Year: 18 Index: 123100 Commit Type: Both Fund: 110020 Revenue Income Fund Organization: 123100 Biological Sciences [Start Over](#)

Account: 71000 Direct Expenditure Pool Program: 10 Instruction Keys ---> Control Fund: Control Organization: 123100

Control Account: 71000 Control Program: 10 Pending Documents:

▼ BUDGET AVAILABILITY STATUS Settings Insert Delete Copy Filter

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	Pending Documents
71000	Direct Expenditure Pool	61,312.13	58,982.00	0.00	2,330.13	<input type="checkbox"/>
71500	Capital Expense Pool	5,269.98	5,269.98	0.00	0.00	<input type="checkbox"/>
Total		66,582.11	64,251.98	0.00	2,330.13	

1 of 1 Per Page Record 1 of 2

# Self-Service Banner – Finance

## PAWS

Click on the Finance Tab and choose Budget Queries.

**EASTERN ILLINOIS UNIVERSITY**

Personal Information | Alumni and Friends | Faculty Services | Employee | **Finance** | Training and Development | MyHealth

Search   RETURN TO MENU | SITE MAP | HELP | EXIT

### Finance

- Budget Queries
- Encumbrance Query
- Approve Documents
- View Document
- Pcard Notes
- [Finance Manager Maintenance](#)

[ [Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Pcard Notes](#) | [Finance Manager Maintenance](#) ]

Release: 8.9.1.5

Choose Budget Status by Account and then press Create Query. Do not press ENTER or it will give you something else entirely.

**EASTERN ILLINOIS UNIVERSITY**

Personal Information | Alumni and Friends | Faculty Services | Employee | **Finance** | Training and Development | MyHealth

Search   MENU | SITE MAP | HELP | EXIT

To create a new query choose a query type and select Create Query. To retrieve an existing query choose a saved query and select Retrieve Query.

### Create a New Query

Type: Budget Status by Account

### Retrieve Existing Query

Saved Query: None

[ [Budget Queries](#) | [Encumbrance Query](#) | [Approve Documents](#) | [View Document](#) | [Pcard Notes](#) | [Finance Manager Maintenance](#) ]

Release: 8.7.0.2

Check the boxes listed below and then press Continue.

<input checked="" type="checkbox"/>	Adopted Budget	<input checked="" type="checkbox"/>	Year to Date
<input checked="" type="checkbox"/>	Budget Adjustment	<input checked="" type="checkbox"/>	Encumbrances
<input checked="" type="checkbox"/>	Adjusted Budget	<input checked="" type="checkbox"/>	Reservations
<input type="checkbox"/>	Temporary Budget	<input checked="" type="checkbox"/>	Commitments
<input type="checkbox"/>	Accounted Budget	<input checked="" type="checkbox"/>	Available Balance

Save Query as:

Shared

Choose the needed Fiscal Tear and Fiscal Period. Setting the Fiscal Period for 14 will show you the entire year. Press Submit Query. Again, do not press ENTER, or it will give you something else.

You can also choose a Comparison Fiscal Year and Comparison Fiscal Period, but remember that this will give you twice as many columns to look at on the next screen.

You can limit it to Account (71304, etc.) but that will be the only specific account that shows.

<b>Fiscal year:</b>	2022 ▾	<b>Fiscal period:</b>	14 ▾
<b>Comparison Fiscal year:</b>	None ▾	<b>Comparison Fiscal period:</b>	None ▾
<b>Commitment Type:</b>	All ▾		
Chart of Accounts	E	Index	<input type="text"/>
Fund	<input type="text"/>	Activity	<input type="text"/>
Organization	123000	Location	<input type="text"/>
Grant	<input type="text"/>	Fund Type	<input type="text"/>
Account	<input type="text"/>	Account Type	<input type="text"/>
Program	<input type="text"/>		
<input checked="" type="checkbox"/> <b>Include Revenue Accounts</b>			
Save Query as: <input type="text"/>			
<input type="checkbox"/> <b>Shared</b>			
<input type="button" value="Submit Query"/>			

Once you get your query results, you can choose to 'Drill Down' within any of the columns/rows.

For items purchased through a requisition, you are able to get see the Purchase Order, Requisition, Fixed Asset number, and the Check Disbursement information.

If you click the Purchase Order Document Code, you see the original purchase information that was entered in Banner.

**Select Document**

Detail Transaction Report			
Document Type:	Invoice	Commitment Type:	All
Document Code:	<a href="#">I0216249</a>	Description:	Dell Marketing LP
Transaction Date:	30-Jul-2015		

**Accounting Information**

Chart of Accounts	Fund	Organization	Account	Program	Activity	Location	Amount	Rule Class Code
E	110020	123000	71415	40			3,430.80	INEI

Save Query as:

Shared

Another Query

**Related Documents**

Transaction Date	Document Type	Document Code	Status Indicator
Jun 19, 2015	Purchase Order	<a href="#">PM017365</a>	Approved
May 29, 2015	Requisition	<a href="#">R0017365</a>	Approved
Apr 13, 2021	Fixed Assets	169056	Tagged Permanently
Aug 07, 2015	Check Disbursement	10132572	Final Reconciliation

**Requisition Commodities**

Item	Commodity	Description	U/M	Qty	Unit Price		Ext Amount		Cost
					Disc	Addl	Tax		
1	070156	Computer Equip >\$100, but <\$5000	EA	1		3407.57		3,407.57	
				0.00	0.00		0.00	3,407.57	
		Dell Precision Tower 5810 - Build Your Own							
		Intel Xeon Processor E5-1650 v3							
		Windows Professional 64-bit English/French/Spanish							
		32GB 2133MHz DDR4 RDIMM ECC							
		256GB 2.5" Serial-ATA Solid State Drive							
		8x Slimline DVD-ROM Drive							
		ADM FirePro W5100 4GB							
		C5 SATA/SSD 2.5 inch BOOT, plus 1x 3.5" harddrive							
		2 Dell UltraSharp 24 Monitors & dual monitor stand							
		USEnglish QWERTY Dell KB212-B quietkeyUSB Keyboard							
		Dell MS111 USB Optical Mouse							
		Dell Wireless Keyboard and Mouse combo KM714							

**Requisition Accounting**

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	NSFOvr	Susp	Amount
1	E	15		110020	123000	71415	40				N	N	N	3,407.57
Total of displayed sequences:													3,407.57	

**Related Documents**

Transaction Date	Document Type	Document Code	Status Indicator
Apr 13, 2021	Fixed Assets	169056	Tagged Permanently
Jul 30, 2015	Invoice	<a href="#">I0216249</a>	Paid
Aug 07, 2015	Check Disbursement	10132572	Final Reconciliation
Jun 19, 2015	Purchase Order	<a href="#">PM017365</a>	Approved

For monthly items, such as Copier Charges (71280), if you click on the blue number under Year to Date, you can see all of the individual YTD charges to that account.

This is very handy for reconciling accounts.

**Query Results**

Account	Account Title	FY16/PD14 Adopted Budget	FY16/PD14 Budget Adjustment	FY16/PD14 Adjusted Budget	FY16/PD14 Year to Date	FY16/PD14 Encumbrances	FY16/PD14 Reservations	FY16/PD14 Commitments	FY16/PD14 Available Balance
71280	Copy Service	<a href="#">0.00</a>	<a href="#">0.00</a>	0.00	<a href="#">163.54</a>	<a href="#">0.00</a>	<a href="#">0.00</a>	0.00	( 163.54)
Report Total (of all records)		0.00	0.00	0.00	( 163.54)	0.00	0.00	0.00	

[Download All Ledger Columns](#) [Download Selected Ledger Columns](#)

**Report Parameters**

Organization Budget Status Detail Report			
Summary Year to Date Transaction Report			
Period Ending Jun 30, 2016			
As of Sep 15, 2022			
Chart of Accounts:	E Eastern Illinois University	Commitment Type:	All
Fund:	All	Program:	All
Organization:	123000 COS Dean	Activity:	All
Account:	71280 Copy Service	Location:	All

**Document List**

Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Mar 16, 2016	Mar 17, 2016	<a href="#">DL002563</a>	Copier Charges 2016-03-03	7.25	FT01
Feb 09, 2016	Feb 09, 2016	<a href="#">DL002546</a>	Copier Charges 2016-02-03	20.74	FT01
Jan 11, 2016	Jan 20, 2016	<a href="#">DL002535</a>	Copier Charges 2016-01-04	7.24	FT01
Dec 15, 2015	Dec 17, 2015	<a href="#">DL002517</a>	Copier Charges 2015-12-03	7.51	FT01
Nov 12, 2015	Nov 13, 2015	<a href="#">DL002502</a>	Copier Charges 2015-11-02	17.65	FT01
Oct 15, 2015	Oct 16, 2015	<a href="#">DL002431</a>	Copier Charges 2015-10-05	41.34	FT01
Sep 28, 2015	Sep 28, 2015	<a href="#">DL002409</a>	Copier Charges 2015-09-03	18.80	FT01
Aug 14, 2015	Aug 14, 2015	<a href="#">DL002390</a>	Copier Charges 2015-08-03	6.41	FT01
Aug 14, 2015	Aug 14, 2015	<a href="#">DL002390</a>	Copier Charges 2015-07-15	36.60	FT01
Report Total (of all records):				163.54	

# FAIVNDH

## Vendor Detail History

**Vendor:** Enter the person's E number or use the dropdown box to search by Last and/or First name.

**Fiscal Year:** It should default to the current fiscal year. Enter the fiscal year if looking for historical data.

Vendor: E12078807 Spracklen, Jennifer D. Vendor Hold:  Selection: All Fiscal Year: 22 Invoice Date From: Invoice Date To:

Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

This gives you the RFPs and travel vouchers that have been paid out to the student or employee. The Invoice (RFP) number or Travel Voucher number is given for the payment, as well as the check date and number.

Vendor Invoice	Invoice	Approval	Multiple	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amount	Due Date	Check Date	Check Num
63832	10289380	YES	NO	NO	PAID	NO	45.00	10/12/2021	10/12/2021	10092309
Total							45.00			

Record 1 of 1

# FGITBSR

## Fund Balance in Banner

FGITBSR is an inquiry screen within Internet Native Banner (INB) that is used to monitor Fund Balance.

Enter "E" in COA (Chart of Accounts). Enter in the fiscal year and fund number that you are inquiring about. Click on Go.

COA: E Eastern Illinois University Fiscal Year: 14 Go

Fund: 132180 OR Fund Type: \*\*\*

Geology Geography Course Charges

Account: \*\*\* OR Acct Type: \*\*\*

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

In the below example, the current fund balance is \$32,537.80. Note that Banner calculates this based upon prior year ending fund balance plus year to date revenue less year to date expenditures and excess funds (38,032.04 + 15,738.29 - 20,165.96 - 1,066.57 = 32,537.80) (A+B-C-D=E). The Current Fund Balance doesn't take into consideration Encumbrances (F) or Reservations (G).

Acct Type	Account	Description	Beginning Balance	Debit/Credit	*	Current Balance	Debit/Credit	*
11	11001	Claim on Cash	36,042.50	Debit		30,360.73	Debit	
11	11320	Student Receivable Control	2,105.52	Debit		2,292.76	Debit	
11	11601	Prepaid Expenses	0.00	Debit		0.00	Debit	
21	21101	Accounts Payable Automated Control	0.00	Credit		0.00	Credit	
21	21105	Accounts Payable FY06	0.00	Credit		0.00	Credit	
21	21110	Accounts Payable Accruals	0.00	Credit		0.00	Credit	
21	21420	Deferred Fees Other Students	115.98	Credit		115.69	Credit	
31	31100	Revenue Control	0.00	Credit		<b>B</b> 15,738.29	Credit	
31	31105	Budgeted Revenue Control	0.00	Debit		18,000.00	Debit	
31	31110	Expenditure Control	0.00	Debit		<b>C</b> 20,165.96	Debit	
31	31115	Budgeted Expenditure Control	0.00	Credit		25,000.00	Credit	
31	31130	Encumbrance Control	0.00	Debit		<b>F</b> 0.00	Debit	
31	31135	Reserve For Encumbrance	0.00	Credit		0.00	Credit	
31	31140	Reservation Control	0.00	Debit		<b>G</b> 0.00	Debit	
31	31145	Reserve For Reservation	0.00	Credit		0.00	Credit	
31	31150	Budgeted Change To Fund Balance	0.00	Debit		7,000.00	Debit	
43	43001	Fund Balance Unrestricted Control	<b>A</b> 38,032.04	Credit		38,032.04	Credit	
96	96902	Excess Funds	0.00	Debit		<b>D</b> 1,066.57	Debit	
	<b>Total</b>	<b>ALL ACCOUNTS</b>	0.00			0.00		
						<b>E</b> 32,537.80	Credit	

Current Fund Balance

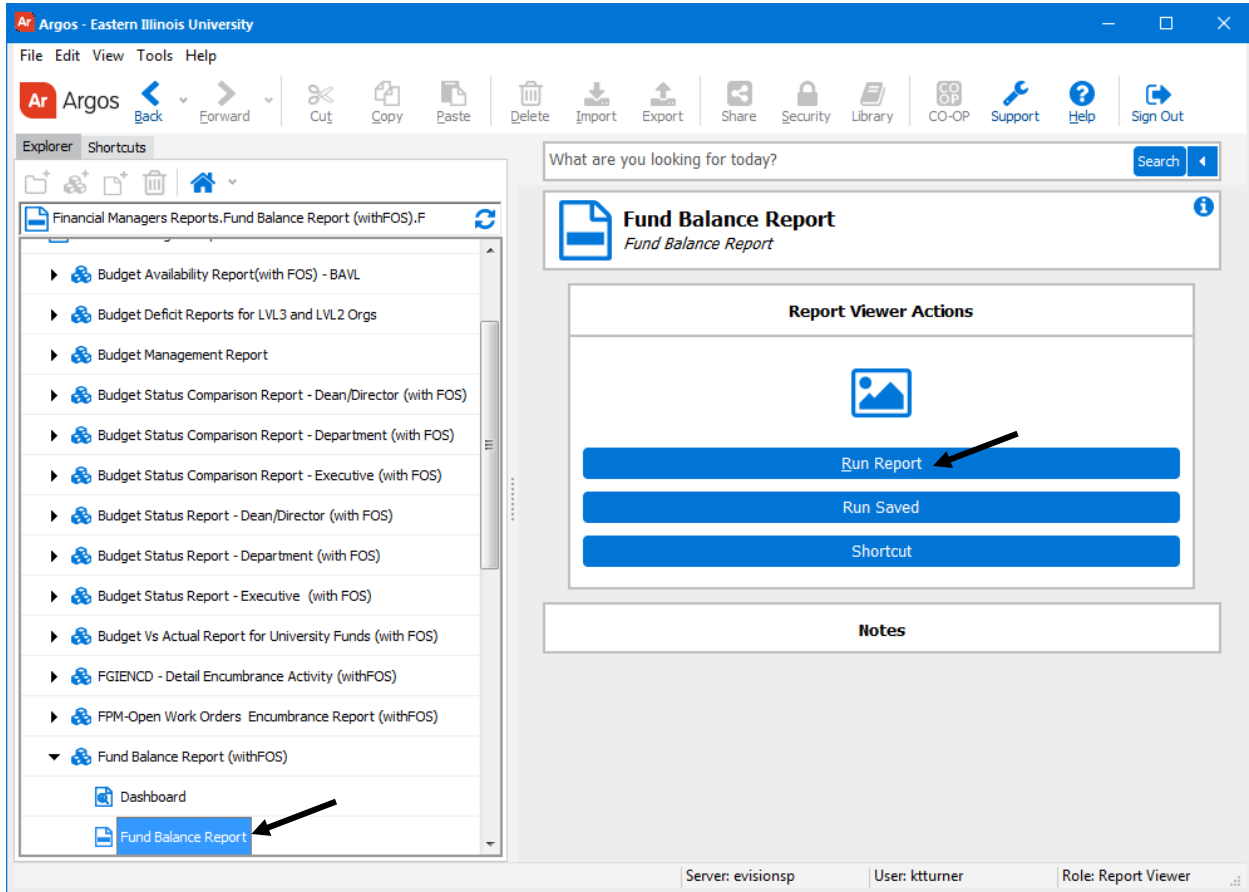
Record 1 of 18

\* - denotes amount is opposite of Normal Balance

# Fund Balance Report in Argos

The Fund Balance Report in Argos can be used to check the balance of non-appropriated accounts. This report is similar to FGITBSR in Banner, but in a more condensed and printable format. Keep in mind that data in Argos is one day old, as opposed to Banner which is real-time data.

Open the Financial Managers Reports folder in Argos and select Fund Balance Report (withFOS). Be sure to choose Fund Balance Report, not Dashboard. Click the Run Report button.





Select the Fiscal Year, Accounting Period, and Fund Code. Click the magnifying glass to view the full report, or Get Quick View Results.

The report shows a summary of activity in the account and the current balance. This balance is more accurate than the balance seen in Year-to-Date Financial Transactions. Amounts listed under Fund Additions/Deductions typically are related to Excess Fund deductions.

FUND BALANCE REPORT		
for FY : 18 FPD : 14 As of : 6/30/2018		
Run Date: 2/11/2019		
FUND : [REDACTED]		
BEGINING BALANCE (As of July 1st) :	26,763.70	SURPLUS
REVENUES :	9,437.90	
EXPENDITURES :	-10,433.19	
TRANSFERS :	0.00	
FUND ADDITIONS / DEDUCTIONS :	-11,680.12	
CURRENT FUND BALANCE :	14,078.29	SURPLUS
ENCUMBRANCES (POs) :	0.00	
RESERVATIONS (Reqs) :	0.00	
SPENDABLE FUND BALANCE :	14,078.29	SURPLUS

# Year-to-Date Budget vs. Actual University Funds with Fund Org Security

## Argos – Financial Managers Reports – Budget Vs Actual Report for University Funds (with FOS)

**Select Fiscal Year:** This can be used for either current or historical data.

**Select Accounting Period:** This is the cumulative date, including the first of July through the end date that you choose. Selecting the latest period will show you everything for the fiscal year thus far.

**Select Hierarchical Org #:** Choose your department. The number comes from the second through the fourth numbers of your appropriated account. This will pull in everything under the ‘umbrella’ of that appropriated account, including Ledger 2, gift, and grant accounts.

**Report Options:** Choose Budget vs. Actual Report for University Funds and then press the magnifying glass to run the report. The report will print to legal sized paper.



**FY :2019 BUDGET VERSUS ACTUAL REPORT for University funds**  
As of : 3/31/2019 For : 231 - Biological Sciences Organizations

Page #: 1 of 2  
2/11/2019 11:59:17 AM

ORGN	ORG DESCRIPTION	Fin.Mgr Name	Personnel				Non Personnel				Total Expenses		Revenue			Fund Balance		Revenue - Expenses				
			Budgeted	YTD	Encomb	Available	Budgeted	YTD	Encomb	Available	YTD+Encomb	Available	Budgeted	YTD	Difference	Carried Over	Spendable	Budgeted	YTD			
Biological Sciences																						

# Year-To-Date Financial Transactions (with FOS) Report

The Year-To-Date Financial Transactions with Fund Organization Security report gives you information on the budgets and expenditures on personnel services and operating lines of an organization for the fiscal year.

This report lists budgets by account types such as Salary and Wages, Direct Expenditures. Under account types, there are account code categories like A&P Salary, Faculty, C.S. Regular Salary, etc. for Salary and Wages; Office Supplies, Copy Service, Travel Employee in State, etc. for Direct Expenditures.

On the summary line of account types, budgets, expenditures, encumbrances and balances are listed.

1. Open your web browser and go to <https://www.eiu.edu/banner/>
2. Click on **Access Argos**.
3. Enter your user name and password.
4. Click on either **Argos Web Viewer** or **Argos**.
5. Allow all permissions.
6. Open the **Financial Managers Reports** folder and find **Year-To-Date Financial Transactions (withFOS)**. Select **Year-To-Date Financial Transactions**.
7. Click **Run Report**.

The screenshot shows the Argos web application interface. The top navigation bar includes 'File', 'Edit', 'View', 'Tools', and 'Help'. Below this is a toolbar with various icons for navigation and actions. The left sidebar shows a tree view of folders and reports, with 'Year-To-Date Financial Transactions (withFOS)' selected. The main content area displays the report title 'Year-To-Date Financial Transactions' and a search bar. Below the search bar is a 'Report Viewer Actions' section with three buttons: 'Run Report', 'Run Saved', and 'Shortcut'. The 'Run Report' button is highlighted with a blue background and an arrow pointing to it. Below the actions is a 'Notes' section. The status bar at the bottom shows 'Server: evisionsp', 'User: kturner', and 'Role: Report Viewer'.

8. Select your parameters.
  - a. Click on the down arrow next to **Select Fiscal Year** to choose the desired year.
  - b. Click on the down arrow next to **Select Acct. Period Thru:** to choose 01 for July, 02 for August and so forth.
  - c. Click on the down arrow next to **Acct Class(es) to Include.** Choose **Revenue and Expense Accounts** for all organization types or **Expense Accounts Only** to appropriated organizations only.
  - d. For the **Orgn Code(s)** box, choose the desired organization.
9. At this point, you can either:
  - a. Click on one of the icons at the top right. Preview, Save, E-Mail, or Print.
  - b. Click **Get Quick View Results**
    - i. Then right-click in the box to save results.

**Year-To-Date Financial Transactions with Fund Org Security**

Select Fiscal Year: 19 : from 01-JUL-18 to 30-JUN-19

Select Acct. Period Thru: 09 : from 01-JUL-18 to 31-MAR-19

Acct. Class(es) to Include: **Revenue and Expense Accounts**

Ledger Type : ALL

Include ALL Orgs:  To Print report for All Orgs

OR Select Orgn Code:

- 121B00 - Theatre Arts
- 121C10 - Women's Studies Minor
- 122203 - Arts Studies**
- 123100 - Biological Sciences
- 123110 - Pre-Medical Studies
- 123111 - Clinical Services
- 123120 - Thut Greenhouse
- 123132 - CFR Nathan FY16

For Help and Support Contact:  
L Padmaraju - 581-6603  
lpadmaraju@eiu.edu  
Dave Watson - 581-7819  
gdwatson@eiu.edu

P Card Notes Available upto : 12/29/2017

**Notes:** The Year-to-Date Financial Transaction Report summarizes financial transactions by account, document number and date for your Organization Code.

- \* Choose Fiscal Year and an Accounting Period. (After the July accounting period, periods are cumulative)
- \* Choose to include Revenue or Expense accounts or both.
- \* Choose Ledger type (1-Appropriated, 2-Local/Auxiliary, 3-Revenue bond, 5-Restricted Gift/Grant and 7-Reserve Accounts).
- \* Check Include All Orgs or Uncheck and Select one of your Organizations Codes

The report sorts and totals revenues, personal service expenditures, fringe benefits, operating expenditures, capital expenditures and transfers for the time period selected.

Note:  
\* The Business Office will notify the Financial Managers via e-mail when Accounting Periods (months) close. When accounting periods are open transactions may continue to post. Reports that include open accounting periods are not final reports.  
\* Fiscal year 2007 data is available in ARGOS. Please feel free to catch-up with reports you may want to keep from our first Banner Finance year.  
\* This report is not intended for Foundation, Alumni, or Agency types as those funds have a different Organization structure.

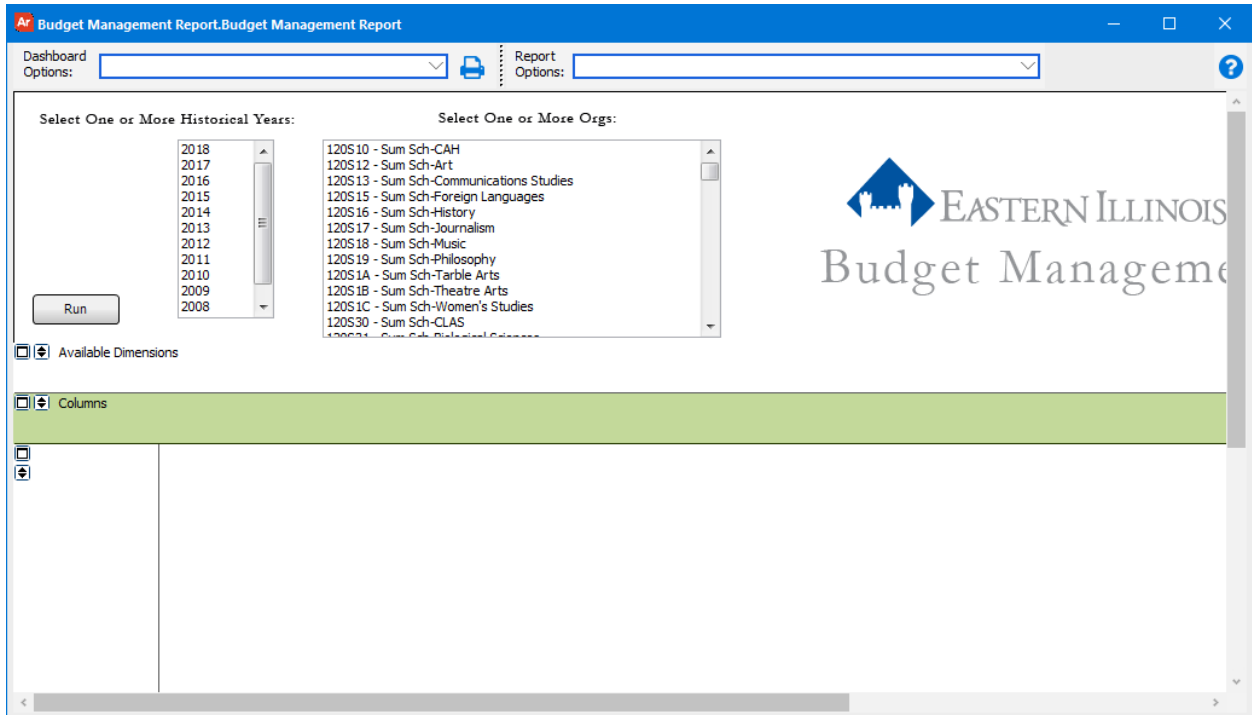
**Get Quick View Results** This may contain confidential material and/or personally identifiable student or employee information protected by law, and may be shared only with employees that have the proper authorization to view the information. Redistribution of this information to a third party requires prior approval from the Registrar/FERPA officer or the FOIA officer.

DOC #	ORG #	FUND #	ACCT #	ACCTTITLE	ACTTYP	TRANSD...	TRANS_DESC	BU...	FPD	FYR	BUDG_AMT
0 items											

# Budget Management Report Instructions

The Budget Management Report is an OLAP (Online Analytical Processing) report. Although the OLAP is an excellent tool for budgeting and forecasting, it's much different than the standard reporting we are used to. These instructions explain how to run the Budget Management Report.

You can also access the BMR in Argos under Financial Managers Reports.



Simply select one or more historical fiscal years that you would like to compare to the current fiscal year. You will notice the absence of the current fiscal year. This is because the report automatically selects this for you.

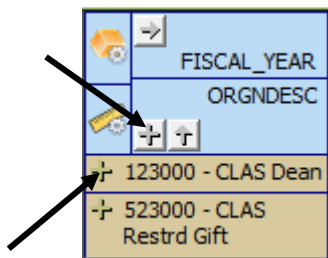
Once you have chosen your historical fiscal years, choose one or more Orgs to display. Depending on what level of security you have to an Org, you may see one or many Orgs in the list.

After selecting the historical years and the Orgs to display, simply click the "Run" button to launch the program. The report should return results quickly, however if you several Orgs are selected together, it will take more time.

Below is the default view of the report once the report has returned results.

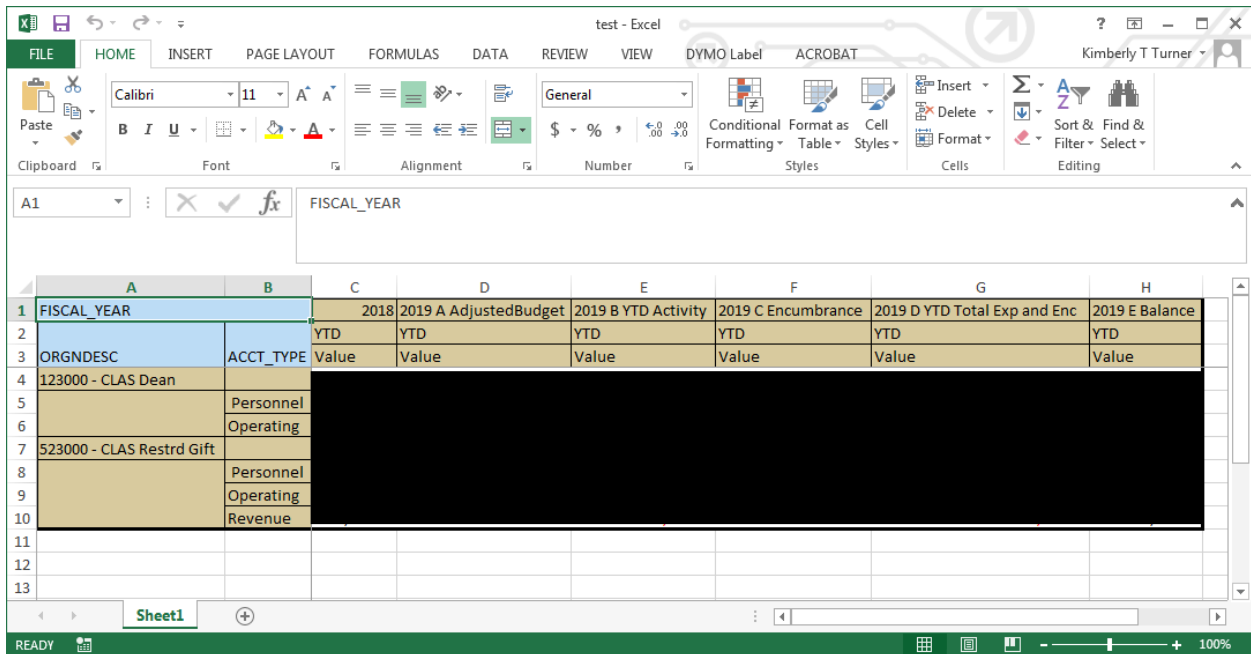
The screenshot shows the 'Budget Management Report' window. At the top, there are 'Dashboard Options' and 'Report Options' dropdowns. Below these are two selection areas: 'Select One or More Historical Years' (with a list from 2008 to 2018) and 'Select One or More Orgs' (with a list of organizations including '523000 - CLAS Restrtd Gift'). A 'Run' button is located below the year selection. The main area displays a table with columns for 'FISCAL\_YEAR', '2018', '2019 A AdjustedBudget', '2019 B YTD Activity', '2019 C Encumbrance', '2019 D YTD Total Exp and Enc', and '2019 E Balance'. The table rows include 'ORGDESC', 'ACCT\_TYPE', and 'ACCTDESC'. A sidebar on the left shows 'Available Dimensions' and 'Columns' with expand/collapse icons.

At this point, you can see the overall numbers for each Org. To drill down to see individual accounts, simply click the “Expand” button (+) to the left of the Org #. There is also a “Master Expand” button located in each main column description. This simply expands all fields in its category.



FISCAL_YEAR	ORGDESC	ACCT_TYPE
—	123000 - CLAS Dean	<ul style="list-style-type: none"> <li>Personnel</li> <li>Operating</li> </ul>
—	523000 - CLAS Restrtd Gift	<ul style="list-style-type: none"> <li>Personnel</li> <li>Operating</li> <li>Revenue</li> </ul>

If at any point you wish to save the results of your report, you can do so by right clicking anywhere in the report results and selecting “Export to Excel”. This will import the exact look of the report into Excel as it is on your screen. Below is an example:



These are the basic principles in navigating an OLAP report in Argos. There are more advanced tools and techniques available that are outside the scope of this document.

If you have questions or comments, contact the Budget Office at 581-3428.

**Note: BMR vs Banner Data reconciling differences**

At fiscal year-end, if adjusting and correcting journal entries are processed by the Business Office against payroll (6XXXX) accounts via journal entry, those journal entry transactions will not hit the BMR report. The BMR report draws payroll data exclusively from the HR database, not the finance database.

The Budget Office will alert the respective financial managers of any differences arising out of this anomaly. The only practical cure for this problem is to uncouple the BMR from the HR database, and report strictly from the finance database. Unfortunately, that would entail giving up the extensive and useful HR data contained in the BMR.

# Purchase Requests

## Equipment

- Provost approval is required for the purchase of items with a unit cost of \$500.00 or more (shipping included).
- Approval is not required for “consumable” items, such as toner.
- Approval for replacement parts, such as rechargeable batteries, is not required if the host equipment has been purchased previously.

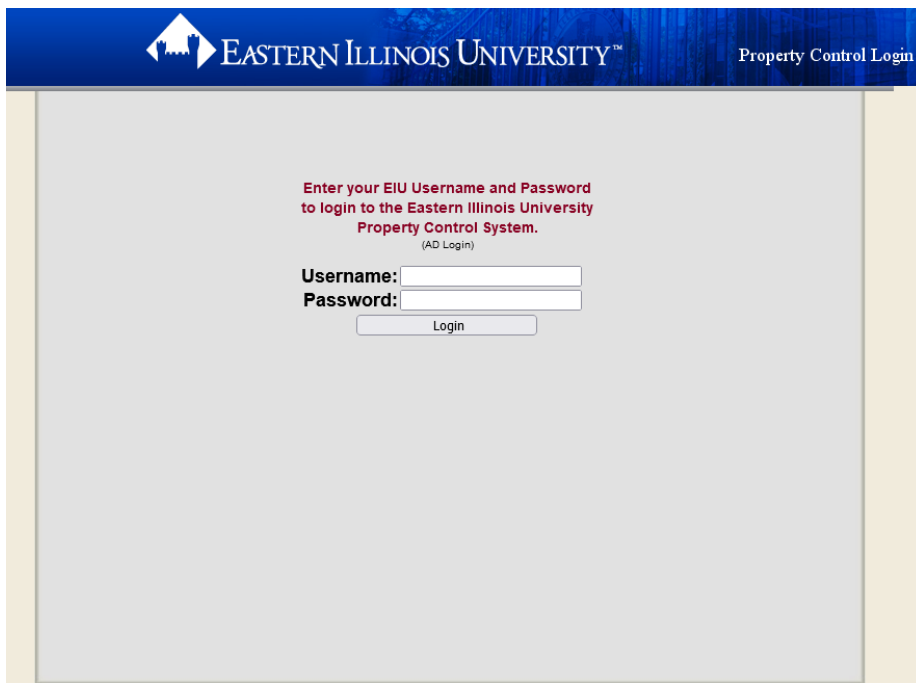
## Food Authorizations

- Per IGP #113, the purchase of food must be authorized by the Dean.  
<https://www.eiu.edu/auditing/igp/113>

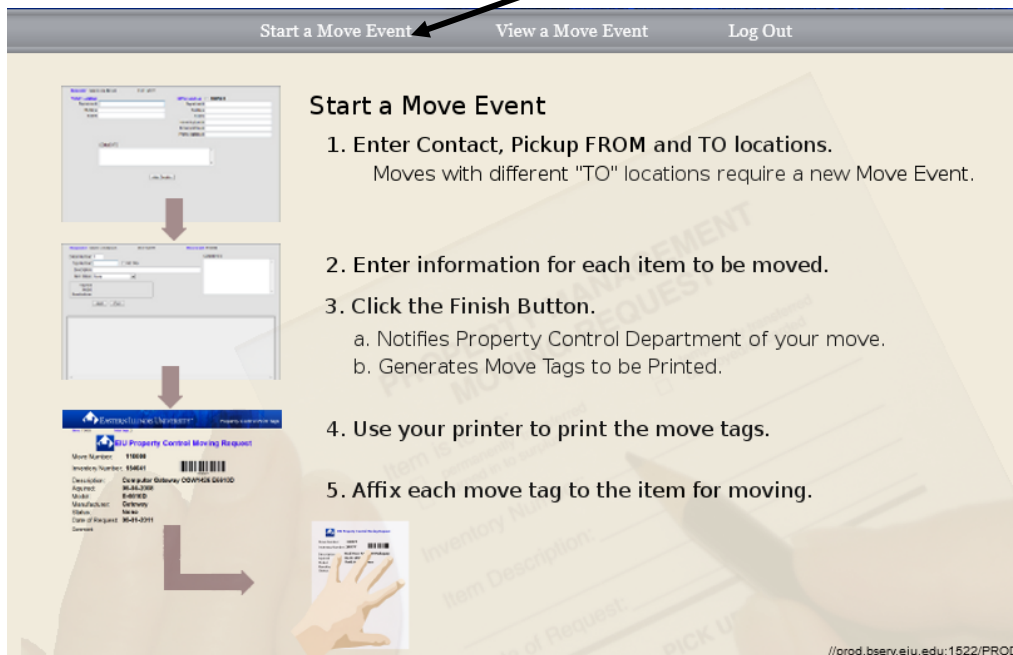


# Moving Old/Damaged Equipment to Surplus

Go to <https://webappsprod.eiu.edu/eiuwebapps/PROD/PropertyControl/pclogin.php> and enter your EIU user ID and password.



Instructions can be found on the home screen. Click on Start a Move Event to begin.



**Start a Move Event**

1. Enter Contact, Pickup FROM and TO locations.  
Moves with different "TO" locations require a new Move Event.
2. Enter information for each item to be moved.
3. Click the Finish Button.
  - a. Notifies Property Control Department of your move.
  - b. Generates Move Tags to be Printed.
4. Use your printer to print the move tags.
5. Affix each move tag to the item for moving.

//prod.bserv.eiu.edu:1522/PROD

If the equipment is a computer, tablet, hard drive or any item that can store data, it must be sent to ITS Scrub to be wiped. Click Add Details.

**Requestor:** Kimberly T Turner      09-13-2022

**PICKUP Location:**  
Custodian: Bonnekessen, Barbara  
Department: CLAS Dean  
Building: Doudna Fine Arts Center  
Room: 2228

**MOVE Location:**  ITS SCRUB     SURPLUS  
Custodian: Elliott, Chad P  
Department: ITS Scrub  
Building: Stu Ser Bld  
Room: 1010

Contact Person (optional): Kim Turner  
Email (optional): kturner@eiu.edu  
Phone (optional): 581-3328

**MOVE REASON / COMMENTS:**  
No longer needed

Enter the red tag number if one exists. Click the Add button. Enter information for additional equipment if needed. Click Finish to print a tag. Attach the tag to each item. A mover will come to your area to pick up the item(s).

**Requestor:** Kimberly T Turner      09-13-2022      **Move Event:** 220510

Detail Number: 2  
Tag Number: 167163     NO TAG  
Description: Computer Apple MacBook Air  
Item Status: None

Acquired: 11-30-2013  
Model: MacBook Air  
Manufacturer: Apple  
Equip. MGR: Diane M Burns

NEW Equip. MGR: Chad P Elliott

*Click on the item to EDIT entry.*

If a moving tag needs to be reprinted, return to the main screen and select View a Move Event. Click Print Tags for this Move Event.

Start a Move Event | **View a Move Event** | Help | Log Out

Requestor: Kimberly T Turner

Listed below are the Move Event(s) entered by Kimberly T Turner. Move the cursor over the Move Event you wish to select. Click on the Move Event line to display the Move Event details. Click on the Move # to display more Move Event information.

Move #	Date	FROM Building	FROM Department	TO Building	TO Department
<a href="#">220510</a>	09-13-2022	Doudna Fine Arts Center	CLAS Dean	Stu Ser Bld	ITS Scrub
<a href="#">210041</a>	01-29-2021	Doudna Fine Arts Center	CLAS Dean	MOVE TO SURPLUS	
<a href="#">210035</a>	01-26-2021	Doudna Fine Arts Center	CLAS Dean	MOVE TO SURPLUS	
<a href="#">190783</a>	12-11-2019	Old Main	CLAS Dean	MOVE TO SURPLUS	
<a href="#">190416</a>	07-24-2019	Doudna Fine Art	CLAS Dean	MOVE TO SURPLUS	
<a href="#">180586</a>	07-16-2018	Doudna Fine Art	CAH Deans Office	MOVE TO SURPLUS	
<a href="#">180508</a>	07-02-2018	Old Main	COS Dean	MOVE TO SURPLUS	

09-13-2022 Move Number: 220510

---

**REQUESTOR:** Kimberly T Turner 581-3328 kturner@eiu.edu

**FROM:** Bonnekessen, Barbara  
Doudna Fine Arts Center  
CLAS Dean  
2228

**TO:** Elliott, Chad P  
Stu Ser Bld  
ITS Scrub  
1010

---

**RECEIVER:** Kim Turner 581-3328 kturner@eiu.edu

**REASON / COMMENT:**  
No longer needed

# Reviewing Scholarship Criteria

Sign in as an administrator with your EIU user name and password.

The screenshot shows a web interface for 'Opportunities'. At the top, there are two tabs: 'Applicants and Administrators' (selected) and 'References and Reviewers'. Below the tabs, there is a 'Welcome!' message. A paragraph of text provides instructions for students to sign in using their EIU Net ID and password, with a link to <http://www.eiu.edu/nsip/EandNetID.php> and contact information for the Help Desk at 217-581-HELP. Another paragraph asks if the user is submitting a reference for a student and instructs them to select the 'References and Reviewers' tab. At the bottom, there is a large blue button that says 'Sign In With Your EIU Login'.

Under **Opportunity**, select **All** from the **Portfolio** menu.

The screenshot shows a navigation menu with the following items: 'Award Management', 'Site', 'Opportunity', and 'Stewardship'. The 'Opportunity' menu is open, showing a search bar with 'All' selected and a 'Type to Search' field. Below the search bar, there is a 'Current Cycle' section indicating it began on October 29, 2010. The main menu items are: 'Dashboard', 'Applicants', 'Portfolios', 'General Applications', and 'Evaluators'. A sub-menu is open under 'Opportunities', listing: 'All', 'Encumbered Funds', 'Fund Disbursements', 'Opportunities', 'Auto-Match Applications', 'Apply-To Applications', 'Flexible Applications', 'Post-Acceptance Applications', and 'Renewal Applications'. A black arrow points to the 'All' option in the sub-menu.

You will see a list of scholarships that your department manages. Click **Portfolio Detail** under the name of the scholarship you want to review.

Award Management Site Opportunity Stewardship			
Search by Keyword		Search	
105 Portfolios • Statuses: Not Started, Published, and Ended • Remove Filters			
Academic Excellence Communication Studies Talented Student Award		TSACS	
<a href="#">Portfolio Details</a> • University - General, CLAS - Communication Studies		Donor: None Given	
Spring 2023	Published	Deadline: 10/28/2022	0 Awards
Apply-To	2 Questions • 4 Qualification Groups	2 Applications	\$0.00 Total
Fall 2022	Ended	Deadline: 01/13/2022	0 Awards
Apply-To	2 Questions • 4 Qualification Groups	14 Applications	\$0.00 Total
African American Studies Scholarship		123C00	
<a href="#">Portfolio Details</a> • University - General, CLAS - College of Liberal...		Donor: None Given	
Future	Drafted	Deadline: No Date Given	0 Awards
Apply-To	0 Questions • 0 Qualification Groups	0 Applications	\$0.00 Total
Fall 2022	Ended	Deadline: 03/15/2022	0 Awards
Apply-To	0 Questions • 0 Qualification Groups	275 Applications	\$0.00 Total
Africana Studies Alumni Annual Scholarship		930644	
<a href="#">Portfolio Details</a> • University - General, CLAS - College of Liberal...		Donor: None Given	
Future	Drafted	Deadline: No Date Given	0 Awards
Auto-Match	1 Qualification Group	0 Applications	\$1,000.00 Total
Fall 2022	Ended	Deadline: 03/15/2022	0 Awards
Auto-Match	1 Qualification Group	5 Applications	\$1,000.00 Total

Place your cursor over **Active Opportunities** and select the appropriate term.

[Details](#)

Africana Studies Alumni Annual Scholarship

• Active Opportunities

APPLICANT

Any

Fall 2022

Future

It affect all of the opportunities in this portfolio.

Name Africana Studies Alumni Annual Scholarship

Fund Code 930644

Auxiliary Fund Code 200559

Donors

The scholarship criteria is listed under **Opportunity-Specific Information**.

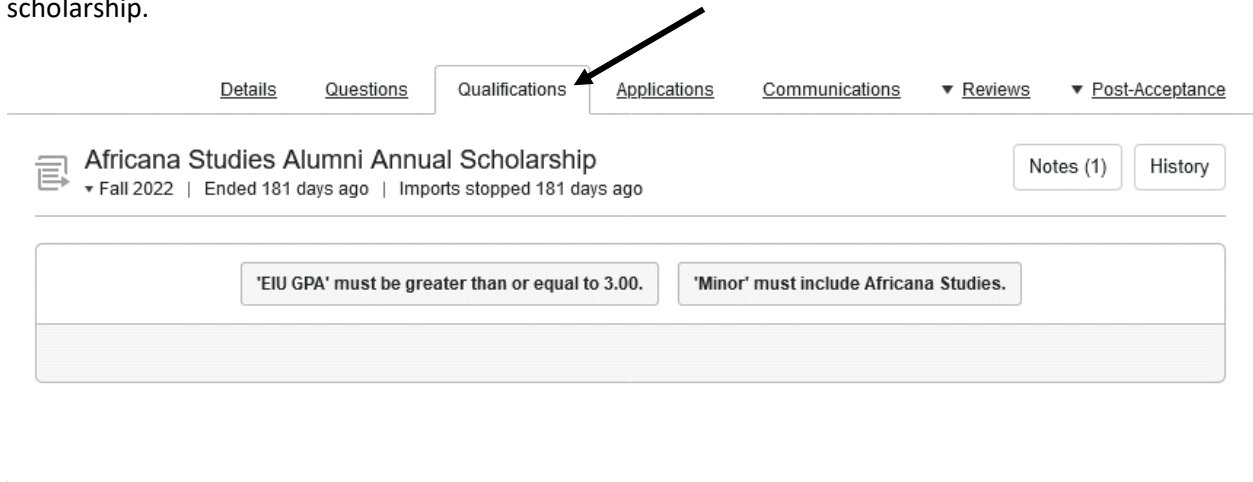
**Opportunity-Specific Information**

**Description** The following criteria must be met:

1. The recipient must be a full-time student minoring in Africana Studies accepted to Eastern Illinois University.
2. The recipient(s) shall have completed at least 15 hours of Africana Studies course work and maintain an overall GPA of at least 3.00.
3. Financial need is a consideration.
4. The recipient(s) are not eligible to receive the award again even if the individual meets the criteria stated herein.

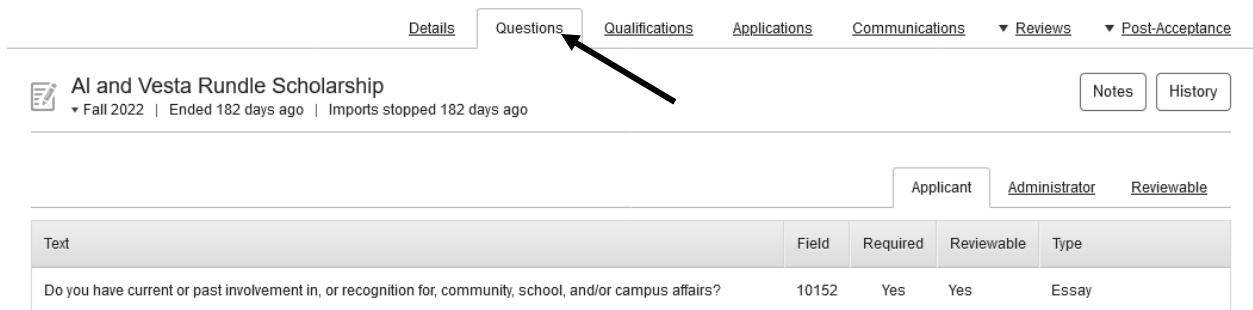
This award is announced in the Fall and disbursed in the Spring.

Click on the **Qualifications** tab. This screen shows all of the qualifiers built into the system for that scholarship.



The screenshot shows the 'Africana Studies Alumni Annual Scholarship' page. The 'Qualifications' tab is selected and highlighted with an arrow. Below the navigation tabs, the scholarship title is displayed along with its status: 'Fall 2022 | Ended 181 days ago | Imports stopped 181 days ago'. There are buttons for 'Notes (1)' and 'History'. The main content area contains two qualification rules in separate boxes: **'EIU GPA' must be greater than or equal to 3.00.** and **'Minor' must include Africana Studies.**

Any questions included in the scholarship application are listed under the **Questions** section.



The screenshot shows the 'AI and Vesta Rundle Scholarship' page. The 'Questions' tab is selected and highlighted with an arrow. Below the navigation tabs, the scholarship title is displayed along with its status: 'Fall 2022 | Ended 182 days ago | Imports stopped 182 days ago'. There are buttons for 'Notes' and 'History'. Below the navigation, there are tabs for 'Applicant', 'Administrator', and 'Reviewable'. A table lists the questions:

Text	Field	Required	Reviewable	Type
Do you have current or past involvement in, or recognition for, community, school, and/or campus affairs?	10152	Yes	Yes	Essay

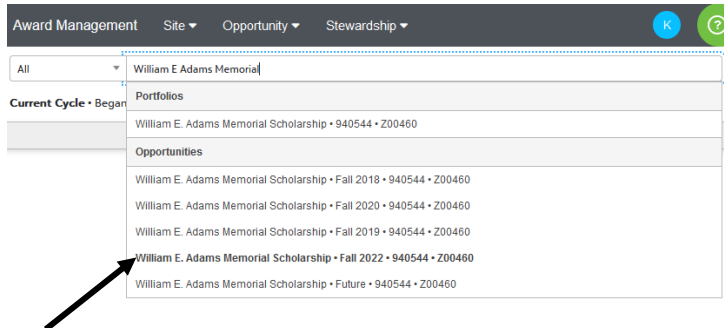
You can also view any active applications for the scholarship by clicking on the **Applications** tab.

If you notice any changes that need to be made to the qualifications, questions, etc. contact Mallorie Fonseca (Financial Aid/Scholarship Administrator).

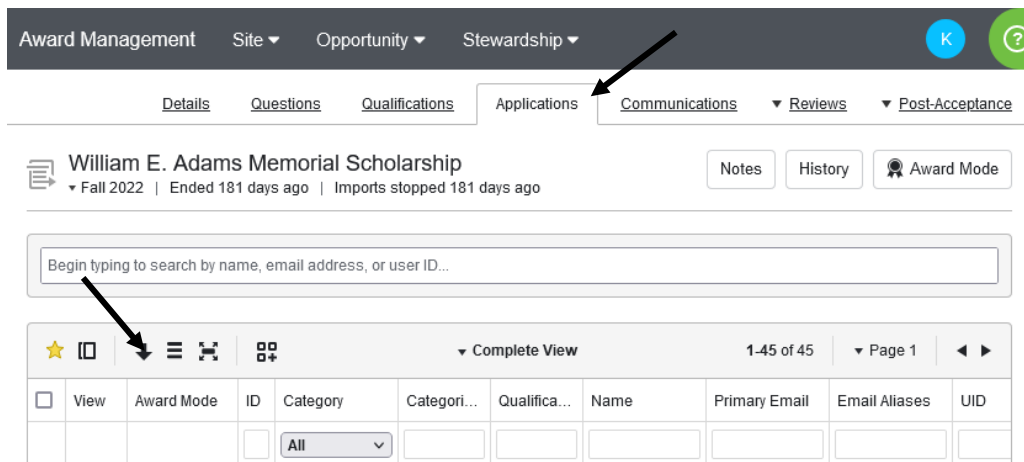
# Downloading an Application Report

It is possible to download a list of applicants for a scholarship in the form of an Excel spreadsheet. This can only be done in Administrator mode.

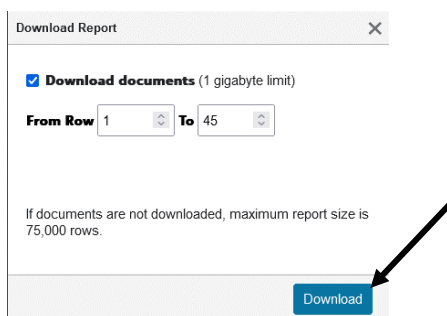
Find the scholarship by typing the name in the search bar. Select the listing under **Opportunities**.



Click on the **Applications** tab. Click the down arrow to download a report.



Click the **Download** button. If you want to limit the number of applicants in the report, check the **Download documents** box and adjust the number of rows.



You will receive an email with a link that will allow you to download the Excel spreadsheet.

## Assessing Financial Need

In reviewing and ranking applications, financial need is sometimes a consideration. The following definitions will help you understand the financial aid information provided on the student's application.

### Cost of Attendance (COA)

*The total amount it will cost a student to attend school—usually stated as a yearly figure. COA includes tuition and fees; room and board (or a housing and food allowance); and allowances for books, supplies, transportation, loan fees, and dependent care. It also includes miscellaneous and personal expenses, including an allowance for the rental or purchase of a personal computer; costs related to a disability; and reasonable costs for eligible study-abroad programs. For students attending less than half-time, the COA includes tuition and fees and an allowance for books, supplies, transportation, and dependent care expenses, and can also include room and board for up to three semesters or the equivalent at the institution.*

### Expected Family Contribution (EFC)

*This is the number used to determine eligibility for federal student financial aid. This number results from the financial information provided on the FAFSA® form, the application for federal student aid. The EFC is reported on the Student Aid Report (SAR). 0 indicates the MOST need and a larger number would indicate less need.*

### Free Application for Federal Student Aid (FAFSA)

*The FAFSA® form is the application for federal student aid. Completion of the FAFSA results in the Expected Family Contribution (EFC) which is a number used to determine eligibility for federal student financial aid. By completing the FAFSA annually after October 1<sup>st</sup> students are applying for federal and state aid programs. The FAFSA is also required to determine eligibility for some institutional aid programs.*

### Unmet Need (COA – EFC = NEED)

*Need is determined by finding the difference in a student's Cost of Attendance and EFC. Unmet need is how much of this number has not been met by financial aid, which may include loans.*

- *A negative number would indicate a student's "need" has been met, usually this also reflects a high EFC. Scholarships awarded to students with a negative unmet need would likely reduce a loan if one has been accepted.*
- *A positive number would indicate a student has unmet need and reflects a lower EFC.*
- *A 0 unmet need may indicate that a student has borrowed loans totaling the COA – it is a good idea to look at the EFC and the student's total loan accepted to determine if there is still a "need" for the scholarship.*



# Awarding a Scholarship

Find the scholarship by typing the name in the search bar. Select the listing under **Opportunities**.

Award Management Site Opportunity Stewardship

All Eunice Dou

Current Cycle • Began

Portfolios

Eunice W. Dougherty Scholarship • 940045 • Z00273

Opportunities

Eunice W. Dougherty Scholarship • Fall 2018 • 940045 • Z00273

Eunice W. Dougherty Scholarship • Fall 2019 • 940045 • Z00273

Eunice W. Dougherty Scholarship • Future • 940045 • Z00273

**Eunice W. Dougherty Scholarship • Fall 2021 • 940045 • Z00273**

Eunice W. Dougherty Scholarship • Future • 940045 • Z00273

Click on the **Applications** tab. Find the recipient and click on **Award Mode** in his/her row.

Details Questions Qualifications **Applications** Communications Reviews Post-Acceptance

Eunice W. Dougherty Scholarship  
 ▾ Fall 2022 | Ended 182 days ago | Imports stopped 182 days ago

Notes History Award Mode

Begin typing to search by name, email address, or user ID...

Complete View 1-50 of 51 Page 1

<input type="checkbox"/>	View	Award Mode	ID	Category	Categori...	Applied On	Qualifica...	Name	Primary Email	Email Aliases	UID	Award Per
<input type="checkbox"/>	View	Award Mode	5...	Submitted	03/15/2022	03/15/2022	1	Ethan Miller	emiller@eiu.edu	emiller@eiu.edu	E12605524	
<input type="checkbox"/>	View	Award Mode	5...	Submitted	03/15/2022	03/15/2022	0	Abigail Zoch	amzoch@eiu.e...	amzoch@eiu.e...	E12501928	
<input type="checkbox"/>	View	Award Mode	5...	Submitted	03/14/2022	03/14/2022	1	Abigail Abercro...	aabercrombie...	aabercrombie...	E12593699	
<input type="checkbox"/>	View	Award Mode	4...	Submitted	03/14/2022	03/14/2022	0	Sergio Valencia	svalencia2@ei...	svalencia2@ei...	E12665535	
<input type="checkbox"/>	View	Award Mode	4...	Submitted	03/11/2022	03/11/2022	1	Megan Higgins	mehiggins@ei...	mehiggins@ei...	E12630479	
<input type="checkbox"/>	View	Award Mode	4...	Submitted	03/10/2022	03/10/2022	0	Eric Wescher	eawescher@e...	eawescher@e...	E12604760	
<input type="checkbox"/>	View	Award Mode	4...	Submitted	03/08/2022	03/08/2022	0	Elijah Barnes	ebarnes2@eiu...	ebarnes2@eiu...	E12652077	
<input type="checkbox"/>	View	Award Mode	4...	Submitted	03/07/2022	03/07/2022	0	Hiep Nguyen	hmnguyen@ei...	hmnguyen@ei...	E12622428	
<input type="checkbox"/>	View	Award Mode	4...	Submitted	03/07/2022	03/07/2022	1	Robert Bryan	rwbryan@eiu.e...	rwbryan@eiu.e...	E12610214	
<input type="checkbox"/>	View	Award Mode	4...	Submitted	03/07/2022	03/07/2022	0	Natuayle Grays	nngrays@eiu....	nngrays@eiu....	E12650044	
<input type="checkbox"/>	View	Award Mode	4...	Submitted	03/06/2022	03/06/2022	0	Jayla Schwarzl...	jaschwarzlose...	jaschwarzlose...	E12548712	
<input type="checkbox"/>	View	Award Mode	4...	Submitted	03/05/2022	03/05/2022	0	Ciera Terry	caterry@eiu.edu	caterry@eiu.edu	E12561637	
<input type="checkbox"/>	View	Award Mode	4...	Submitted	02/28/2022	02/28/2022	1	Jacinda Floyd	jffloyd@eiu.edu	jffloyd@eiu.edu	E12586811	
<input type="checkbox"/>	View	Award Mode	4...	Submitted	02/27/2022	02/27/2022	0	Dominic Orr	dmorr2@eiu.edu	dmorr2@eiu.edu	E12631360	

Select **Offered** from the dropdown menu. Select the **Award Period** and enter the award amount. Click the **Update Application** button.

**Eunice W. Dougherty Scholarship** ⓘ
APPLY

20 Qualified Applicants  
Award Amount Range: Any Amounts
1 of 1 Qualification Points

**Opportunity Information** • View

AWARD INFORMATION

Opportunity Awards	0
Committed Awards	0
Remaining Awards	0

FUND INFORMATION

Fall 2022 and Spring 2023	\$0.00
Committed Amount	\$0.00
Total Remaining Amount	\$0.00
Fund Period Awards	0
Committed Awards	0
Total Remaining Awards	0

SCOPE

University - General, LCBT - Lumpkin College of Business and Technology, CLAS - College of Liberal Arts and Sciences - Sciences, CLAS - College of Liberal Arts and Sciences - Art and Humanities

**Application Information** • View

REVIEWER SCORES

General Application	None
Opportunity	None
<b>Overall</b>	None
Opportunity Range	None
Median in Opportunity	None

QUALIFICATION POINTS

Highest in Opportunity	1
------------------------	---

The total amount offered for this opportunity exceeds the amount originally designated

Offered

202290

500.00

ENCUMBERED FUNDS
**\$500.00**

Update 1 Application

Click on **Return to Grid** to go back to the Applications screen.

APPLICANTS > APPLICATIONS FOR JACINDA FLOYD
[Return To Grid](#)

---

31 Total Applications
Filtered: 20 of 28 Show Filters

In addition to selecting the recipient, you must also change the status of those who were not selected. Check the box in the top left corner to select all applicants. Uncheck the box for the recipient. Click on the **Act on Selected** dropdown menu and choose **Categorize**.

The screenshot shows the 'Award Management' interface. At the top, there are navigation tabs for 'Site', 'Opportunity', and 'Stewardship'. Below these is a table of applicants. The table has columns for 'View', 'Award Mode', 'ID', 'Category', 'Categori...', 'Applied On', 'Qualifica...', 'Name', 'Primary Email', 'Email Aliases', 'UID', and 'Award Per'. A dropdown menu is set to 'All'. A large white box is overlaid on the table. At the bottom left, there is a button labeled 'Act on Selected' with a dropdown arrow. An arrow points to the top-left checkbox of the table, and another arrow points to the 'Act on Selected' button.

<input type="checkbox"/>	View	Award Mode	ID	Category	Categori...	Applied On	Qualifica...	Name	Primary Email	Email Aliases	UID	Award Per
<input checked="" type="checkbox"/>	View	Award Mode	5...	Submitted	03/15/2022	03/15/2022	1					
<input checked="" type="checkbox"/>	View	Award Mode	5...	Submitted	03/15/2022	03/15/2022	0					
<input checked="" type="checkbox"/>	View	Award Mode	5...	Submitted	03/14/2022	03/14/2022	1					
<input checked="" type="checkbox"/>	View	Award Mode	4...	Submitted	03/14/2022	03/14/2022	0					
<input checked="" type="checkbox"/>	View	Award Mode	4...	Submitted	03/11/2022	03/11/2022	1					
<input checked="" type="checkbox"/>	View	Award Mode	4...	Submitted	03/10/2022	03/10/2022	0					
<input checked="" type="checkbox"/>	View	Award Mode	4...	Submitted	03/08/2022	03/08/2022	0					
<input checked="" type="checkbox"/>	View	Award Mode	4...	Submitted	03/07/2022	03/07/2022	0					
<input checked="" type="checkbox"/>	View	Award Mode	4...	Submitted	03/07/2022	03/07/2022	1					
<input checked="" type="checkbox"/>	View	Award Mode	4...	Submitted	03/07/2022	03/07/2022	0					
<input checked="" type="checkbox"/>	View	Award Mode	4...	Submitted	03/06/2022	03/06/2022	0					
<input checked="" type="checkbox"/>	View	Award Mode	4...	Submitted	03/05/2022	03/05/2022	0					
<input type="checkbox"/>	View	Award Mode	4...	Submitted	02/28/2022	02/28/2022	1					
<input checked="" type="checkbox"/>	View	Award Mode	4...	Submitted	02/27/2022	02/27/2022	0					
<input checked="" type="checkbox"/>	View	Award Mode	4...	Submitted	02/26/2022	02/26/2022	0					
<input checked="" type="checkbox"/>	View	Award Mode	4...	Submitted	02/25/2022	02/25/2022	0					

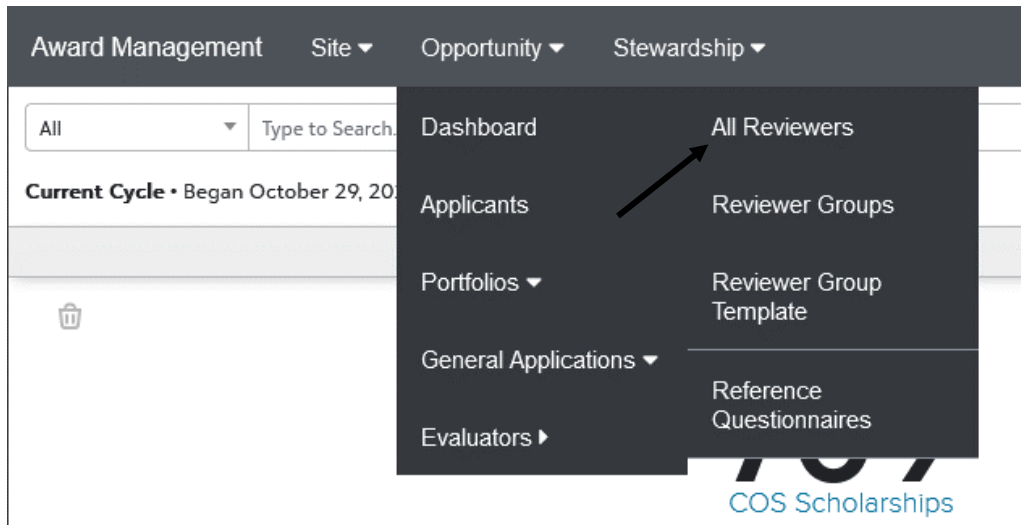
Select **Not Selected** from the category dropdown menu. Click the **Categorize** button. If there is more than one page of applicants, check the box that says, "Also categorize applications from other pages."

The screenshot shows a dialog box titled 'Categorize Selected'. It has a close button (X) in the top right corner. Below the title, there is a section labeled 'Choose a Category' with a dropdown menu currently set to 'Not Selected'. At the bottom right of the dialog, there is a blue button labeled 'Categorize'. An arrow points to this button.

# Reviewer Maintenance

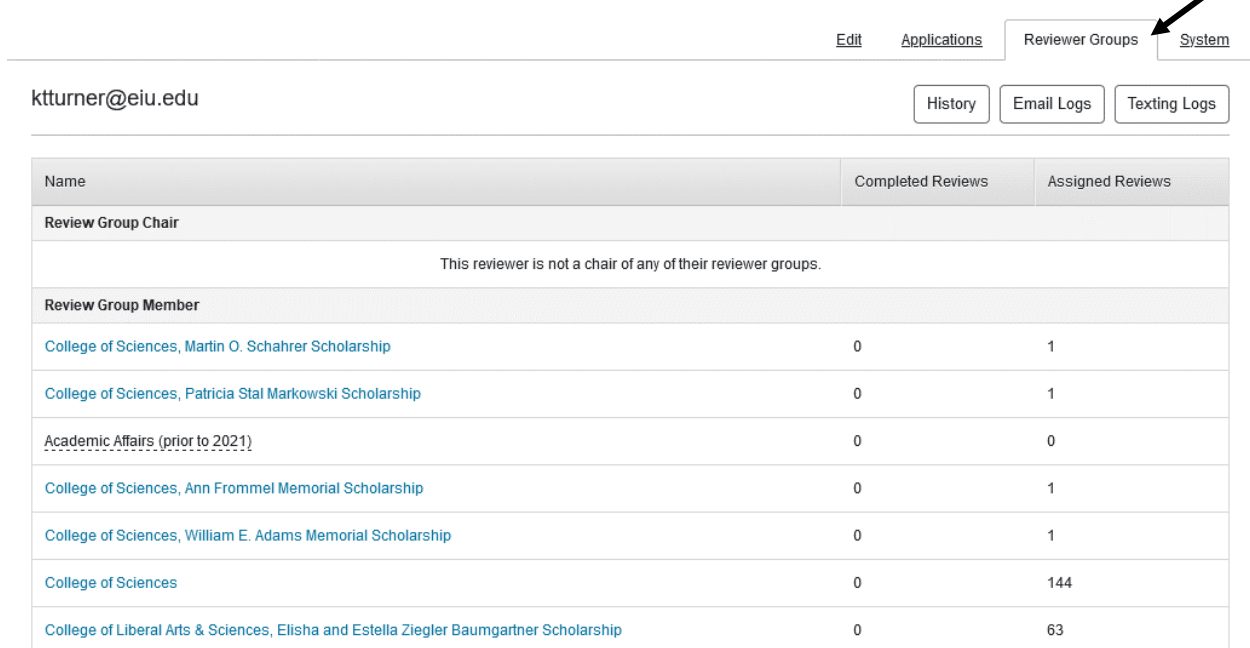
## Viewing reviewer information

Under **Opportunity**, select **All Reviewers** from the **Evaluators** menu.



You will see a list of all reviewers in the system. If the reviewer you are looking for is not listed, contact Mallorie Fonseca to have that person added.

Click on the name of the reviewer you would like to view. Click the **Reviewer Groups** tab to view all groups assigned to that reviewer.



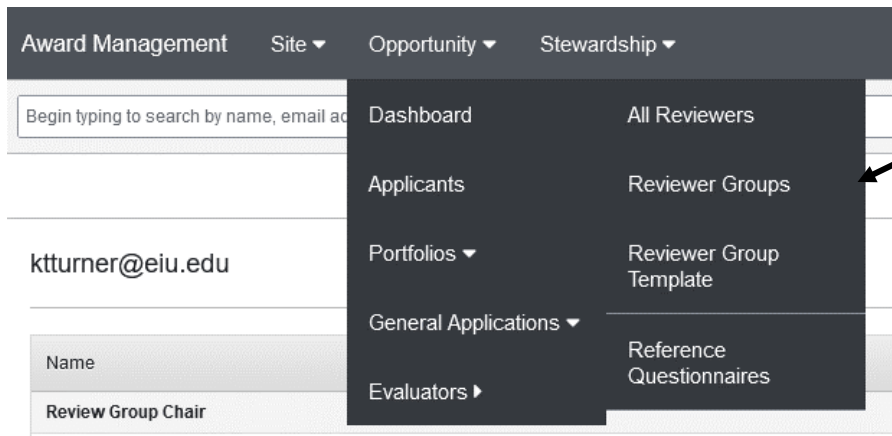
ktturner@eiu.edu

History Email Logs Texting Logs

Name	Completed Reviews	Assigned Reviews
<b>Review Group Chair</b>		
This reviewer is not a chair of any of their reviewer groups.		
<b>Review Group Member</b>		
<a href="#">College of Sciences, Martin O. Schahrer Scholarship</a>	0	1
<a href="#">College of Sciences, Patricia Stal Markowski Scholarship</a>	0	1
<a href="#">Academic Affairs (prior to 2021)</a>	0	0
<a href="#">College of Sciences, Ann Frommel Memorial Scholarship</a>	0	1
<a href="#">College of Sciences, William E. Adams Memorial Scholarship</a>	0	1
<a href="#">College of Sciences</a>	0	144
<a href="#">College of Liberal Arts &amp; Sciences, Elisha and Estella Ziegler Baumgartner Scholarship</a>	0	63

## Editing reviewers within groups

Under **Opportunity**, select **Groups** from the **Evaluators** menu.



You will see a list of reviewer groups. The majority of the groups are named after departments and include the scholarships that fall under that department. Some groups were created for one scholarship in particular. Click on the name of the reviewer group you want to view.

Click on the **Reviewers** tab. This will show you the names of the reviewers in that group. You can use the dropdown menu to the left of each name to designate that person as a chair or member.

To add a member to a group, find the name of the person under **All System Reviewers**. Select Member or Chair from the dropdown menu to the left of the name. Click the **Update Reviewers** button.

The screenshot shows the 'Reviewers' tab for the 'College of Liberal Arts & Sciences, Elisha and Estella Ziegler Baumgartner Scholarship'. The page has tabs for 'Details', 'Reviewers', 'Qualifications', 'Questions', 'Rubrics', and 'Opportunities'. Below the tabs is a table with columns: 'Role', 'Name', 'Reviewed / Assigned - This Group', and 'Reviewed / Assigned - All Groups'. The table is divided into two sections: 'Current Reviewers' and 'All System Reviewers'. In the 'All System Reviewers' section, the dropdown menu for 'Ali Moshtagh' is open, showing options for 'None', 'Chair', and 'Member'. An arrow points to the 'Member' option. Another arrow points to the 'Update Reviewers' button at the bottom right.

Role	Name	Reviewed / Assigned - This Group	Reviewed / Assigned - All Groups
<b>Current Reviewers</b>			
Member	David K Smith	0 / 63	0 / 149
Member	Karen Swenson	0 / 0	0 / 41
Member	Melinda Mueller	0 / 63	0 / 143
Member	Sace Elder	0 / 63	0 / 149
Member	Vernon Woodley	0 / 63	23 / 123
Member	kturner@eiu.edu	0 / 63	0 / 247
<b>All System Reviewers</b>			
None	Ahmed Abou-Zaid	—	0 / 0
None	Alan Pocaro	—	0 / 0
None	Alexis Jones	—	0 / 5383
None	Ali Moshtagh	—	46 / 62
None	Allison Klotz	—	1 / 1
Member	Allison Ward	—	0 / 0
None	Alonza Ward	—	—

To remove a reviewer from a group, select **None** from the dropdown menu next to the name. Click the **Update Reviewers** button.

Role	Name	Reviewed / Assigned - This Group	Reviewed / Assigned - All Groups
<b>Current Reviewers</b>			
Member	David K Smith	0 / 63	0 / 149
Member	Karen Swenson	0 / 0	0 / 41
Member	Melinda Mueller	0 / 63	0 / 143
Member	Sace Eider	0 / 63	0 / 149
Member	Vernon Woodley	0 / 63	23 / 123
Chair	kturner@eiu.edu	0 / 63	0 / 247
<b>Reviewers</b>			
None	Ahmed Abou-Zaid	—	0 / 0
None	Alan Pocaro	—	0 / 0
None	Alexis Jones	—	0 / 5383
None	Ali Moshagh	—	46 / 62
None	Allison Klotz	—	1 / 1
None	Allison Ward	—	0 / 0
None	Allison Ward	—	—

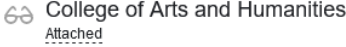
### Editing scholarships assigned to a group

Under **Opportunity**, select **Groups** from the **Evaluators** menu.

Click on the name of the reviewer group that you want to edit. Click on the **Opportunities** tab. You will see a list of scholarships assigned to that reviewer group. To add a scholarship to the group, check box next to the scholarship name. Click the **Update Applications** button. To remove a scholarship, uncheck the box and click **Update Applications**.

[Details](#)   [Reviewers](#)   [Qualifications](#)   [Questions](#)   [Rubrics](#)   **Opportunities**

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History

**Opportunities for Group Assignments**

Assigned	Name	Review Period	Applications	Assigned Reviewer Groups
<b>General</b>				
<input type="checkbox"/>	General Application	Not Set	24489	None
<b>Initial</b>				
<input checked="" type="checkbox"/>	Al and Vesta Rundle Scholarship	03/16/2022 - 04/01/2022	102	1
<input checked="" type="checkbox"/>	Eunice W. Dougherty Scholarship	03/16/2022 - 04/01/2022	51	3
<input checked="" type="checkbox"/>	Mary Jane Coartney Memorial Creative Writing Scholarship	03/16/2022 - 04/01/2022	32	2
<input checked="" type="checkbox"/>	Mary Jane Coartney Memorial Creative Writing Scholarship	03/16/2021 - 04/01/2021	25	2
<input checked="" type="checkbox"/>	Ron and Carol Jean (McHenry) Martin Communication and Theatre Scholarship	03/16/2021 - 04/01/2021	4	1
<input checked="" type="checkbox"/>	Ron and Carol Jean (McHenry) Martin Communication and Theatre Scholarship	03/16/2022 - 04/01/2022	5	1
<input checked="" type="checkbox"/>	The James Jones Fund for the Study of the Experience of War in History, Literature, Theatre, Film, and Music	03/16/2022 - 04/01/2022	11	1

**Update Assignments**

# Responding to Reference Requests

If a student enters you as a reference on a general application, you will receive an email prompting you to log in and submit a referral. The referral is confidential and can only be viewed by the reviewers of the scholarship.

The link in your email will take you to the Academic Works login screen. Click on the **References and Reviewers** tab and enter your information. Your password will not be the same as your EIU password.

The screenshot shows a web interface with a dark header labeled "Opportunities". Below the header are two tabs: "Applicants and Administrators" and "References and Reviewers". The "References and Reviewers" tab is active. The main content area starts with a "Welcome!" heading, followed by a paragraph of instructions: "To access your account and serve as a reference or reviewer, please sign in using the email address and password you set when you created your account. If you need to recover your password or create your account, please click on [trouble signing in](#). EIU employees must sign in using your netID and password. You may then need to change your role to reference by clicking on your name or email at the top right and clicking on 'reference'." Below this is a form with two input fields: "Email Address" containing "kturner@eiu.edu" and "Password" with masked characters. At the bottom left is a link "Trouble signing in?" and at the bottom right is a blue "Sign In" button.

Click the **Begin** button.

The screenshot shows a table titled "Reference Requests" with a user dropdown menu set to "Kimberly Turner". The table has four columns: "Requested By", "Status", "Requested On", and "Action". There is one row of data under the heading "Reference Letter Request".

Requested By	Status	Requested On	Action
<b>Reference Letter Request</b>			
Hannah Houston	Not Started	January 26, 2018	<a href="#">Begin</a>



Click **Add a New File** to upload your letter of reference. Click **Submit**.

Reference Requests ▼ Kimberly Turner

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**Hannah Houston**

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Thank you for assisting our students in their scholarship application process. This student has requested that you provide a reference letter and responses as part of their application process. Though the applicant will be notified of your completion of this request, the responses will be treated as confidential and hidden from the student's view.

**Describe This Applicant**

---

★ Please upload a letter of recommendation for this student.

Add a New File  No file selected.

---

NOTE: A student will not be prohibited from receiving a scholarship if they did not receive a letter of reference for the general application. Letters of reference are only needed for scholarships that specifically require them.

Academic Load Rules		
Fall and Spring		Summer Rules
Normal load is 15-18 hours Overload is up to 21		Normal is up to 15 hours
Freshman	No Overload	
Sophomore	3.00	
Junior	2.75	Overload is permitted during the Summer only with permission of the dean and only for up to 3 hours.
Senior	2.50	
If the student has lower than the needed GPA or would like <21, an approved UG Academic Waiver is required.		

Description	Banner Code
E-Number lookup	SOAIDEN
Detailed student information	SPAIDEN
Student degree/major information	SGASTDN
Assign Advisor	SGAADVR
Look up PIN	SPAAPIN
Look up scores	SOATEST
Details for Added Student Courses	SFASTCA
Student GPA by Subject	SHASUBJ
GPA and transfer information	SHATERM
Add/Remove students from classes	SFAREGS
Student detailed schedule information	SFAREQQ
Class roster	SFASLST
Print detailed class rosters	SFRSLST
Build Classes	SSASECT
Find CRN for existing section	SSASECQ
Schedule restrictions	SSARRES
Add comments to course section	SSATEXT
Quick Budget in Banner	FGIBAVL
Employee, student, or vendor payments	FAIVNDH
Ledger 2 Information	FGITBSR
Print AODs	ZSRAOD
Workload Information	SIAASGN
Requisition	FPAREQN

**2022 UNDERGRADUATE DEGREE/MAJOR CODES**

<b>COLLEGE OF HEALTH &amp; HUMAN SERVICES - Janet Fopay 581-6674 Klehm 1040</b>								
<b>COLL</b>	<b>PROGRAM</b>	<b>PROGRAM DESCRIPTION</b>	<b>MAJOR CODE</b>	<b>MAJOR DESCRIPTION</b>	<b>CONC CODE</b>	<b>CONCENTRATION DESCRIPTION</b>	<b>NOTES</b>	<b>Updated Catalog Yr</b>
12	<b>BS-CDS2</b>	BS in Communication Disorders	<b>CDS</b>	Communication Disorders and Sciences			<b>Must maintain a 3.0 CGPA and MGPA.</b>	
12	<b>BS-EXSC2</b>	BS in Exercise Science	<b>EXSC</b>	Exercise Science				<b>2018</b>
			<b>EXOT</b>	Exercise Science: Pre-Occupational Therapy				
			<b>EXPT</b>	Exercise Science: Pre-Physical Therapy				
12	<b>BS-HEA2</b>	BS in Health Administration	<b>HEA</b>	Health Administration			<b>BAD minor required.</b>	<b>2018</b>
12	<b>BS-HMS2</b>	BS in Human Services	<b>HMS</b>	Human Services			<b>(Replaces former Human Services Program Administration)</b>	<b>2022</b>
12	<b>BS-KSR2</b>	BS in Kinesiology, Sport, and Recreation	<b>KSRK</b>	KSR: Teacher Licensure				<b>2019</b>
12	<b>BS-NTR2</b>	BS in Nutrition and Dietetics	<b>NTR</b>	Nutrition and Dietetics				<b>2019</b>
12	<b>BS-NUR2</b>	BS in Nursing	<b>1NUR</b>	Nursing (RN to BSN Program) - strictly online				<b>2020</b>
			<b>NURS</b>	Nursing (Traditional Program)				
12	<b>BS-PUBH2</b>	BS in Public Health	<b>PBHC</b>	PUBH: Community Health			<b>Must maintain a 2.50 MGPA.</b>	<b>2020</b>
		<b>Cannot declare a double-major between PBHC, 1PHC, PBHE, and 1PHE</b>	<b>1PHC</b>	Online PUBH: Community Health			<b>(Replaces former Health Promotion)</b>	
			<b>PBHE</b>	PUBH: Emergency Management & Disaster Preparedness				
			<b>1PHE</b>	Online PUBH: Emergency Management & Disaster				
12	<b>BS-SPMT2</b>	BS in Sport Management	<b>SPMT</b>	Sport Management			<b>BAD minor is required</b>	

**LUMPKIN COLLEGE OF BUSINESS & TECHNOLOGY - Tiffany Swalls 581-6902 Lumpkin 4805**

COLL	PROGRAM	PROGRAM DESCRIPTION	MAJOR CODE	MAJOR DESCRIPTION	CONC CODE	CONCENTRATION DESCRIPTION	NOTES	Updated Catalog Yr
13	<b>BS-CIT2</b>	Computer and Information Technology	<b>CIT</b>	Computer and Information Technology				2021
13	<b>BS-CMG2</b>	BS in Construction Management	<b>CMG</b>	Construction Management				2021
13	<b>BS-DGMT2</b>	BS in Digital Media Technology	<b>DGMT</b>	Digital Media Technology			(Replaces former DGT program)	2020
13	<b>BS-EGT2</b>	BS in Engineering Technology	<b>EGT</b>	Engineering Technology				2020
13	<b>BS-HTM2</b>	BS in Hospitality and Tourism	<b>HTM</b>	Hospitality and Tourism - Management Option				2019
			<b>HTE</b>	Hospitality and Tourism - Entrepreneurship Option				2019
13	<b>BS-1ODL2</b>	BS in Organizational Development	<b>1ODL</b>	Organizational Development			(Replaces former OPD program)	2017
13	<b>BSB-UND2</b>	BSB in Undecided Business Major	<b>BUSP</b>	Business Undecided				
		Assign to undecided business major OR to student wanting business major but not in good standing						
13	<b>BSB-ACC2</b>	BSB in Accounting	<b>ACC</b>	Accounting				
		Only assign to student in good standing						
13	<b>BSB-BAD2</b>	BSB in Business Administration	<b>1BAD</b>	Business Administration (Online)				2017
		Only assign to student in good standing						
13	<b>BSB-BAIS2</b>	BSB in Business Analytics & Information Systems	<b>BAIS</b>	Business Analytics & Information Systems			(Replaces former MIS program)	2020
		Only assign to student in good standing						
13	<b>BSB-FIN2</b>	BSB in Finance	<b>FIN</b>	Finance				
		Only assign to student in good standing						
13	<b>BSB-MAR2</b>	BSB in Marketing	<b>MAR</b>	Marketing				
		Only assign to student in good standing						
13	<b>BSB-MGT2</b>	BSB in Management	<b>MGT</b>	Management	<b>MGT1</b>	Human Resource Mgt	<b>MGT must declare a concentration</b>	2022
		Only assign to student in good standing			<b>MGT2</b>	International		2022
					<b>MGT3</b>	General Management		2022

**2022 UNDERGRADUATE DEGREE/MAJOR CODES**

<b>COLLEGE OF EDUCATION - 581-7858 Buzzard 1420</b>								
<b>COLL</b>	<b>PROGRAM</b>	<b>PROGRAM DESCRIPTION</b>	<b>MAJOR CODE</b>	<b>MAJOR DESCRIPTION</b>	<b>CONC CODE</b>	<b>CONCENTRATION DESCRIPTION</b>	<b>NOTES</b>	<b>Updated Catalog Yr</b>
14	<b>BS-CTE3</b>	BS in Career and Technical Ed.	<b>CTEB</b>	CTE: Business Education				2022
			<b>CTEF</b>	CTE: FCS Education				2022
			<b>CTET</b>	CTE: Technology Education			Concentrations removed 2022	2022
14	<b>BSED-ECE2</b>	BSEd in Early Childhood Ed.	<b>ECE</b>	Early Childhood Education				
			<b>ECEN</b>	ECE: Education Studies Option			This is a non-licensure program.	2019
14	<b>BSED-ELE2</b>	BSEd in Elementary Education	<b>ELE</b>	Elementary Education				
			<b>ELEN</b>	ELE: Education Studies Option			This is a non-licensure program.	2019
14	<b>BSED-MLE2</b>	BSED in Middle Level Education	<b>MLE</b>	Middle Level Education	<b>MLE1</b>	Middle Grades Language Arts/Literacy	Must declare MLE1 plus one additional concentration from MLE2, MLE3, or MLE4	
					<b>MLE2</b>	Middle Grades Math		
					<b>MLE3</b>	Middle Grades General Sciences		
					<b>MLE4</b>	Middle Grades Social Sciences		
			<b>MLEN</b>	MLE: Education Studies Option	<b>MLE1</b>	Middle Grades Language Arts/Literacy	Must declare MLE1 plus one additional concentration from MLE2, MLE3, or MLE4. This is a non-licensure program.	2019
					<b>MLE2</b>	Middle Grades Math		2019
					<b>MLE3</b>	Middle Grades General Sciences		2019
					<b>MLE4</b>	Middle Grades Social Sciences		2019
14	<b>BSED-SPE2</b>	BSED in Special Education	<b>SPEC</b>	SPE:ECSE/EC Dual				
			<b>SPED</b>	SPE: Elementary Ed Dual				
			<b>SPEE</b>	SPE:Early Childhood				2021
			<b>SPEL</b>	SPE: Secondary Ed Dual	<b>SPS1</b>	SPE/SED Dual: Art	SPE: Secondary Ed Dual must declare a concentration	
					<b>SPS3</b>	SPE/SED Dual: Mathematics		
					<b>SPS4</b>	SPE/SED Dual: Music Education		
					<b>SPS5</b>	SPE/SED Dual: Spanish		
					<b>SPS6</b>	SPE/SED Dual: Business Education		
					<b>SPS7</b>	SPE/SED Dual: Family/Consumer Sciences		
					<b>SPS8</b>	SPE/SED Dual: Technology Education		
			<b>SPES</b>	SPE:Standard Special				2021
			<b>SPEZ</b>	SPE: Option Unknown				
			<b>SPEN</b>	SPE: Non-Licensure Option			This is a non-licensure program.	2019
<b>Do NOT assign codes for IDS. Student must contact the IDS office to be admitted to the program.</b>								
14	<b>BA-IDS2</b>	BA in Interdisciplinary Studies	<b>IDS</b>	Interdisciplinary Studies (On-Campus)				2021
			<b>1IDS</b>	Interdisciplinary Studies (Online)				2021
			<b>2IDS</b>	Interdisciplinary Studies (Off-Campus)				2021

2022 UNDERGRADUATE DEGREE/MAJOR CODES

COLLEGE OF LIBERAL ARTS & SCIENCES - Angie Rhoads 581-5221 Doudna 2229								
COLL	PROGRAM	PROGRAM DESCRIPTION	MAJOR CODE	MAJOR DESCRIPTION	CONC CODE	CONCENTRATION DESCRIPTION	NOTES	Updated Catalog Yr
15	BA-ART2	BA in Art	ARTH	Art History				2022
		<i>(Both BA and BFA degrees are offered with Art: Graphic Design)</i>	ARTG	Graphic Design Option				2022
		<i>(Both BA and BFA degrees are offered with Art: Studie Art)</i>	ARTS	Studio Art	ART2	Studio Art 2-D	ARTS must declare a concentration	2022
					ART3	Studio Art 3-D		
					ARTZ	Option Unknown		
15	BA-CHM2	BA in Chemistry	CHM	Chemistry			No concentration is required .	
15	BA-CMN2	BA in Communication Studies	1CMN	Communication in Organizations				2021
			CMNC	Corporate Communication				2021
			CMNL	Interpersonal Communication				2021
			CMNM	Mass Communication				2022
			CMNZ	Option Unknown				
15	BA-CRM2	BA in Criminology and Criminal Justice	CRM	Criminology and Criminal Justice				
15	BA-ECN2	BA in Economics	ECN	Economics				
			ECNI	ECN: International Studies				
15	BA-ENG2	BA in English	ENGA	English	ENGL	Literary & Cultural Studies	ENGA must declare a concentration	2022
					ENGC	Creative Writing		
					ENGP	Professional Writing		
					ENGE	English Studies		Double concentration is allowed, but not with English Studies
					ENGT	Language Arts Teacher Licensure		2022
15	BA-HIS2	BA in History	HIS	History				
			HISI	History International Studies				
			HIST	History Teacher Licensure				
15	BA-JOU2	BA in Journalism	JOU	Journalism			NO MORE CONCENTRATIONS	2022
			JOUB	Broadcast News			2022	
			JOUR	Public Affairs Reporting			2022	
			JOUS	Sports Media Relations			2022	
15	BA-MAT2	BA in Mathematics	MAT	Mathematics				
			MATT	MAT: Teacher Licensure				
15	BA-MUS2	BA in Music	BAM	Music	BAMO	Open Studies	BAM must declare a concentration	2022
					BAAT	Audio & Recording Technology		
					BAMT	Music Theory & Composition		
15	BA-PHI2	BA in Philosophy	PHI	Philosophy				
			PHIS	PHI: Integrative Studies Option				
15	BA-PLS2	BA in Political Science	PLS	Political Science				2022
			PLSC	PLS: Civic & Nonprofit Leadership			2022	
			PLSI	PLS: International Studies			2022	
15	BA-PRB2	BA in Public Relations	PRB	Public Relations				
15	BA-PSY2	BA in Psychology	PSY	Psychology				2022
			1PSY	Online Psychology			2022	
15	BA-SOC2	BA in Sociology	SOC	Sociology				

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15	<b>BA-THR2</b>	BA in Theatre	<b>THR</b>	Theatre	<b>THA3</b>	Performance	<b>THA must declare a concentration (THA3, THA4, THA7, THA8, THA9)</b>	<b>2022</b>
					<b>THA4</b>	Technical and Design		
					<b>THA7</b>	Musical Theatre Performance		
					<b>THA8</b>	Generalist in Theatre		
					<b>THA9</b>	Dramatic Writing		<b>2022</b>
15	<b>BA-TVP2</b>	BA in Television & Video Production	<b>TVP</b>	Television and Video Production				<b>2018</b>
15	<b>BA-WLC2</b>	BA in World Languages and Cultures	<b>WLF</b>	French and Francophone Studies				<b>2019</b>
			<b>WLFT</b>	French Teacher Licensure				<b>2019</b>
			<b>WLG</b>	German Studies				<b>2019</b>
			<b>WLGT</b>	German Teacher Licensure				<b>2019</b>
			<b>WLS</b>	Spanish and Hispanic Studies				<b>2019</b>
			<b>WLST</b>	Spanish Teacher Licensure				<b>2019</b>
15	<b>BFA-ART2</b>	BFA in Art	<b>ARTG</b>	Graphic Design				<b>2022</b>
			<b>BFAS</b>	Art: Studio Art	<b>BFA2</b>	Studio Art 2-D	<b>BFAS must declare a concentration (BFA2, BFA3)</b>	<b>2022</b>
					<b>BFA3</b>	Studio Art 3-D		
			<b>ARTT</b>	Art Teacher Licensure				<b>2022</b>
15	<b>BMUS-MUS2</b>	BMusic in Music	<b>MUSP</b>	Music Performance	<b>MUSA</b>	Perf-Composition	<b>MUSP must declare a concentration (MUSA, MUSB, MUSC, MUSF, MUSG)</b>	<b>2022</b>
		<b>Do not declare Music major without written permission from Music Department</b>			<b>MUSB</b>	Perf-Instrumental		<b>2022</b>
					<b>MUSC</b>	Perf-Keyboard		<b>2022</b>
					<b>MUSF</b>	Perf-Vocal		<b>2022</b>
					<b>MUSG</b>	Perf-Jazz Studies		<b>2022</b>
			<b>MUST</b>	Music Teacher Licensure	<b>MUS5</b>	TC Vocal	<b>MUST must declare a concentration (MUS5, MUS6, MUS9)</b>	<b>2022</b>
					<b>MUS6</b>	TC Instrumental		<b>2022</b>
					<b>MUS9</b>	TC General		<b>2022</b>
			<b>MUSZ</b>	Option Unknown				
15	<b>BS-BIO2</b>	BS in Biological Sciences	<b>BIO</b>	Biological Sciences				
			<b>BIOE</b>	BIO: Environmental Biology				
15	<b>BS-CHM2</b>	BS in Chemistry	<b>CHM</b>	Chemistry	<b>CHM1</b>	Chemistry	<b>BS-CHM must declare a concentration (CHM1, CHM3)</b>	
					<b>CHM3</b>	Management		
			<b>BCHM</b>	Biochemistry				
15	<b>BS-CLS2</b>	BS in Clinical Laboratory Sci.	<b>CLS</b>	Clinical Laboratory Science				<b>2022</b>
15	<b>BS-CPSC2</b>	BS in Computer Science	<b>CPSC</b>	Computer Science			(Replaces former CSM program)	<b>2017</b>
15	<b>BS-EEN2</b>	BS in Electrical Engineering	<b>EEN</b>	Electrical Engineering				
15	<b>BS-ENGR2</b>	BS in Engineering	<b>ENGR</b>	Engineering Cooperative				
15	<b>BS-FAS2</b>	BS in Fashion Merchandising	<b>FAS</b>	Fashion Merchandising				<b>2022</b>
15	<b>BS-GEG2</b>	BS in Geography	<b>GEGE</b>	GEG: Environmental/Physical Geography				
			<b>GEGH</b>	GEG: Human Geography				
15	<b>BS-GEL2</b>	BS in Geology	<b>GEL</b>	Geology				

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15	<b>BS-HCMM2</b>	BS in Health Communication	<b>HCMM</b>	Health Communication			<b>Must have 15 hours and 2.0 GPA</b>	
			<b>1HCM</b>	Health Communication (online)				
15	<b>BS-NRO2</b>	BS in Neuroscience	<b>NRO</b>	Neuroscience				
15	<b>BS-PHY2</b>	BS in Physics	<b>PHY</b>	Physics				
			<b>PHYC</b>	PHY: Computational Physics				
			<b>PHYE</b>	PHY: Engineering Physics				
			<b>PHYP</b>	PHY: Astronomy				<b>2022</b>
15	<b>BS-SCI2</b>	BS in Science Teacher Licensure	<b>SCIB</b>	Science Teacher Licensure Biology				
			<b>SCIC</b>	Science Teacher Licensure Chemistry				
			<b>SCIE</b>	Science Teacher Licensure Earth Science				
			<b>SCIP</b>	Science Teacher Licensure Physics				
			<b>SCIZ</b>	Science Teacher Licensure Option Unknown				
15	<b>PRE-ENGR2</b>	Pre-Engineering	<b>PPEG</b>	Pre Engineering				
15	<b>PRE-MED2</b>	Pre-Med programs	<b>PPCH</b>	Pre Chiropractic				
			<b>PPDN</b>	Pre Dentistry				
			<b>PPMD</b>	Pre Medicine				
			<b>PPNR</b>	Pre Nursing				
			<b>PPOC</b>	Pre Occupational Therapy				
			<b>PPOP</b>	Pre Optometry				
			<b>PPPA</b>	Pre Physician's Assistant				
			<b>PPPD</b>	Pre Podiatry				
			<b>PPPR</b>	Pre Pharmacy				
			<b>PPPT</b>	Pre Physical Therapy				
			<b>PPVT</b>	Pre Veterinary				



**2022 MINORS**

DESCRIPTION	MINOR	DEPT	UPDATED CAT YR	NOTES
Accounting	ACC	SBUS		Must be a Business major to declare
Advertising	ADVM	MULT		
Africana Studies	AFRA	AFRA	2018	
Aging Studies	AGEM	HSCL	2018	
Anthropology	ANTM	SOC		
Art History	ARTH	ART		
Asian Studies	ASM	MULT		
Biochemistry	BCH	CHM	2020	
Biological Sciences	BIO	BIO	2017	
Broadcast Meteorology	BRM	MULT		
Business Administration	BAD	SBUS		Business majors cannot declare
Business Analytics	BSA	SBUS	2017	
Chemistry	CHM	CHM		
Civic & Nonprofit Leadership	PLSC	PLS	2022	
Communication & Cultural Diversity	CCD	SCJ	2019	
Communication Studies	SCJ	SCJ	2018	
Communication Disorders & Sciences	CDS	CDS	2022	
Computer Science	CPSC	MSC	2019	
Computer Science Teacher Licensure	CSTM	MSC	2022	Must have a TL major to declare this minor
Creative Writing	CWM	ENG	2022	
Criminology	CRMM	SOC		
Digital Media Technology	DGMT	STEC	2020	(Replaces DGT minor)
Early Childhood Program Admin	ECHM	HSCL	2020	
Earth Science	ESCM	GEL	2017	
Economics	ECN	ECN	2018	
Environmental Impact & Sustainability	EIS	MULT	2020	
Engineering Technology	EGT	STEC	2019	
English Language Arts	ENGT	ENG	2022	Must have a TL major to declare this minor
English Studies	ESM	ENG	2022	
Entrepreneurship	ENTM	SBUS	2019	
Ethics	ETHM	PHI	2018	
Fashion Merchandising	FAS	ART	2022	(Replaces FMD minor)
Film Studies	FLM	MULT	2022	
Finance	FIN	SBUS		Must be a Business major to declare
Financial Literacy	FNLT	MULT		
French	WLFM	WLC	2019	
French Teacher Licensure	WLFT	WLC	2019	Must have a TL major to declare this minor
Geographic Information Sciences	GIS	MULT		
Geography	GEG	GEL	2017	
Geology	GEL	GEL	2020	
German	WLGW	WLC	2019	
German Teacher Licensure	WLGT	WLC	2019	Must have a TL major to declare this minor
Graphic Design	GDM	ART	2017	
Health and Medical Humanities	HMH	MULT	2018	
Health Communication	HCM	MULT	2018	
History	HIS	HIS		
History Teacher Licensure	HISM	HIS	2021	Must have a TL major to declare this minor
Human Resource Management	HRM	SBUS	2022	
Human Services	HMS	HS	2022	Replaces the Human Services Program Admin minor
Jazz Studies	JAZM	MUS	2020	Must have MUS dept permission to declare
Journalism	SCJ	SCJ	2017	
Kinesiology, Sport, & Rec	KSR	KREC	2019	(Replaces KSS minor)
KSR: Teacher Licensure	KSRM	KREC	2019	Must have a TL major to declare this minor (Replaces KSS-TL minor)
Latin American and Latinx Studies	LAX	MULT	2021	
Literary & Cultural Studies	LCSM	ENG	2022	English majors cannot declare this minor
Management	MGT	SBUS	2022	Must be a Business major to declare
Management Information Sys	MIS	SBUS	2019	
Marketing	MAR	SBUS		
Mathematics	MAT	MCS		
Mathematics Teacher Licensure	MATT	MCS		Must have a TL major to declare this minor
Meeting and Event Management	MEM	HOSP	2022	Cannot declare this minor and Hospitality major
Military Science	MSC	MSC		
Music	MUS	MUS	2020	Must have MUS dept permission to declare
Music Technology	MUT	MUS	2020	Must have MUS dept permission to declare
Neuroscience	NIM	MULT	2020	
Nutrition and Dietetics	NTR	PHN	2019	
Operations & Supply Chain Mgt	OSC	SBUS		
Organizational Leadership	OLM	STEC	2017	
Philosophy	PHI	PHI		
PhotoJournalism	PJM	SCJ	2017	
Physics	PHY	PHY		
Political Science	PLS	PLS		
Pre-Law Studies	PLWM	MULT		
Premodern Global Studies	PMOD	MULT	2018	Revised Medieval Studies minor

**2022 MINORS**

DESCRIPTION	MINOR	DEPT	UPDATED CAT YR	NOTES
Professional Writing	PWM	ENG	2019	
Psychology	PSY	PSY	2018	
Public Health	PBHM	PHN	2020	Replaces Community Health minor
Public Health for Teacher Licensure	PBHT	PHN	2020	Must have TL major to declare (Replaces Community Health TL minor)
Public History	PHM	HIS	2020	
Public Relations	PRM	MULT	2018	
Radio & Audio Production	RAP	SCJ	2018	
Religious Studies	RELM	MULT	2020	
Social Media Engagement	SME	SCJ	2019	
Sociology	SOC	SOC	2019	
Spanish	WLSM	WLC	2019	
Spanish Teacher Licensure	WLST	WLC	2019	Must have a TL major to declare this minor
Sports Media Relations	SMR	SCJ		
Strategic Social Media Communication	SSMC	SCJ	2022	
Studio Art	ARTM	ART	2017	
Talent Development	TDM	STEC	2017	
Theatre	THRM	THA	2020	Replaces Theatre Arts minor
Video Production	VPM	SCJ	2018	
Women's, Gender, & Sexuality	WGSM	MULT	2018	Revised Women's Studies minor
Workplace Wellness	WRKM	MULT	2019	