Index

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.

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

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

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.

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.

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.*

Major and Minor

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.

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).*

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).*

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.

'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.

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.

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.

SPAAPIN

Alternate Personal Identification Number (PIN) Search

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

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

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.

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 EWPs that have been submitted – along with their scores.

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.

	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.

	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

TRANSFER COURSES

Subject	Course	Title	Grade	Mode	Hours	Count in GPA	Repeat
FLG	1101	ELEM GERMAN I	TA	T	3.000	☑	

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 ☐ Insert ☐ Delete ☐ Copy ☐ Filter

| | 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	000	44.00	2.10

◄ ◄ 11 of 16 ► ►   1 ▼ Per Page   Record 11 of 16

INSTITUTIONAL COURSES ☐ Insert ☐ Delete ☐ Copy ☐ Filter

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

◄ ◄ 1 of 1 ► ►   10 ▼ Per Page   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.

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

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.

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.

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.

Enter the CRN and press Tab.

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.

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.

SFAREGQ

Student Detail Schedule Information

Enter the term and E-number. Click Go.

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

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.

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.

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.

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.

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.

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 Scier
4446	E12463987	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			Studio Art	
4449	E12506598	Weaver, Brittany S.	Y	Y	Hendrickson, Darren	Bachelor of Arts	Psychology			Sociology	
4450	E12434395	Webb, Cassidy B.	Y	Y	Holly, Donald H.	Bachelor of Arts	Psychology				
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	E12505595	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, Dylon M.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology				
4459	E12533248	Holden, 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			Family and Consumer Sciences	Business Administration
4462	E12459120	McDonald, Taylor R.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology			Family and Consumer Sciences	
4463	E12442876	McKee, Cierra D.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology			Criminology	
4464	E12528090	Menniti, Marcus J.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology				
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	E12513162	Wilson, Madelyn K.	Y	Y	Isacson, Norman	Bachelor of Arts	Psychology			Criminology	
4472	E12503079	Lanoue-Trudeau, Hannah M.		Y	Isacson, Norman	Bachelor of Arts	Psychology				
4473	E12515412	Abdoulaye-Pedila, Claude		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, Christyna 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

<u>Select Academic Period:</u> 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.).

<u>Major:</u> You can choose multiple majors by holding down control (Ctrl).

<u>Concentration:</u> You can choose multiple concentrations by holding down control (Ctrl).

<u>Minor:</u> You can choose multiple minors by holding down control (Ctrl).

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

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.

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

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**

▾ CLASS ROSTER   ✿ Settings ⊞ Insert ⊟ Delete ⊡ Copy ⧩ Filter

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

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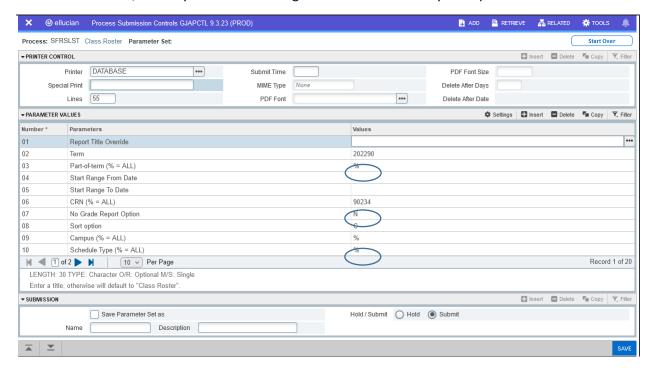
SFRSLST

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.

✕ ⓔ ellucian Process Submission Controls GJAPCTL 9.3.23 (PROD)	📄 ADD 📄 RETRIEVE 🔗 RELATED ⚙ TOOLS 🔔

Process: SFRSLST Class Roster Parameter Set: Start Over

▾ PRINTER CONTROL   ➕ Insert ➖ Delete 🗐 Copy ▼ Filter

Printer	DATABASE	•••	Submit Time		PDF Font Size	
Special Print						
Lines	55					

Printer Validation (GTVPRNT)   ✕

Criteria 🔍 [   ]

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	

▾ PARAMETER VALUES   ⚙ Settings ➕ Insert ➖ Delete 🗐 Copy ▼ Filter

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

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

▾ SUBMISSION   ➕ Insert ➖ Delete 🗐 Copy ▼ Filter

| ☐ Save Parameter Set as | Hold / Submit ○ Hold ◉ Submit |
| Name [   ] Description [   ] | |

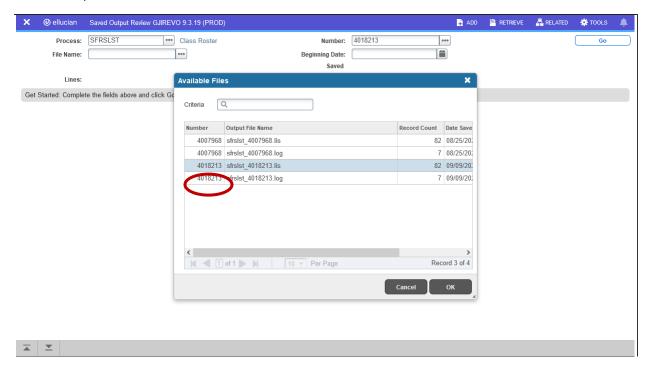⤒ ⤓   SAVE

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
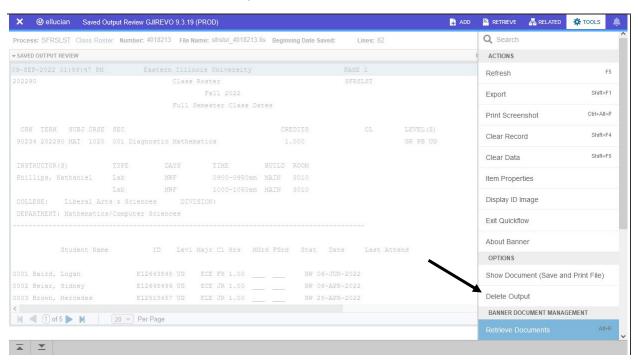
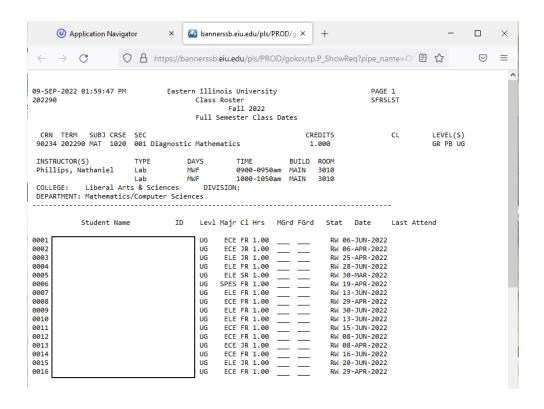Click RELATED and select REVIEW OUTPUT.

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.
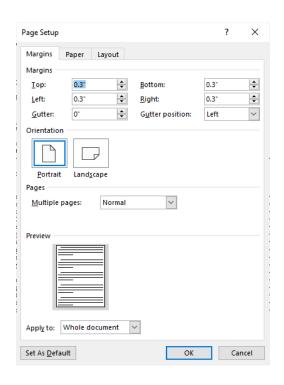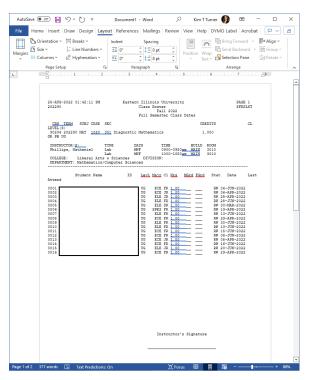

The roster will be displayed within the application. To view the document in a new window, choose Tools, Show Document, Yes, and it will open in a new tab.
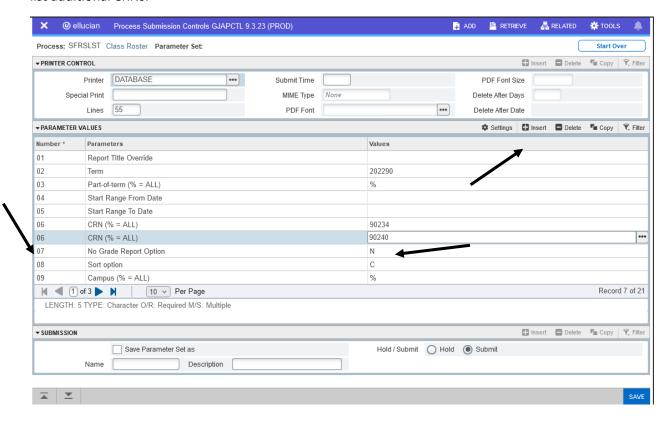
```
09-SEP-2022 01:59:47 PM          Eastern Illinois University              PAGE 1
202290                               Class Roster                         SFRSLST
                                      Fall 2022
                              Full Semester Class Dates


  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.
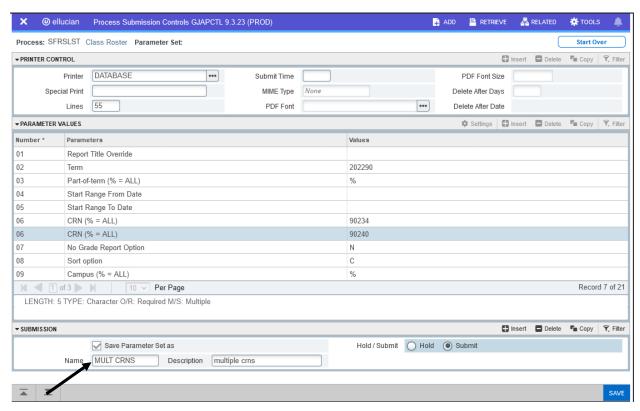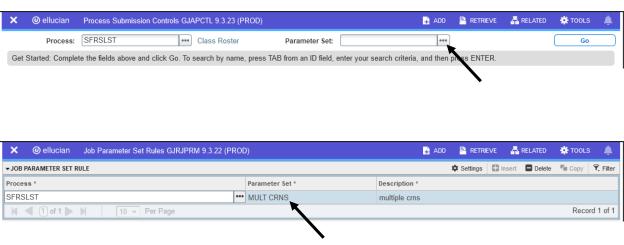
RUNNING MULTIPLE CRNS

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.

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.

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.

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.

Right-click in the box of names and choose Copy All. Paste into and 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 course 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 <u>courses</u> 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
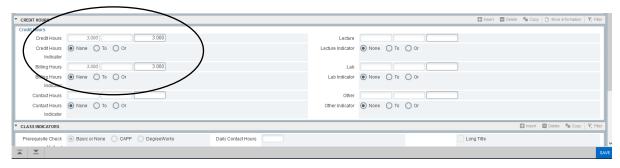- 75% or more online TD, 75% or more face to face TE

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 for a special part of term code. Click Save to continue.
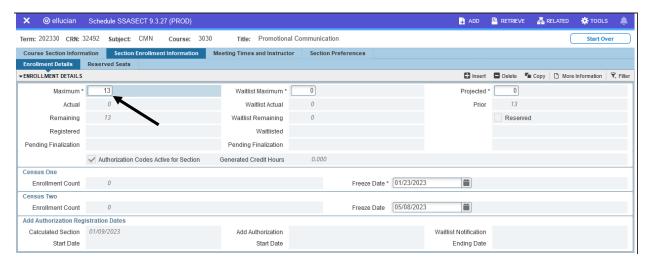

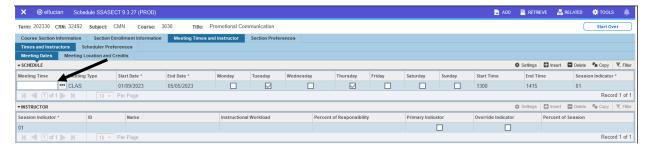In the **CREDIT HOURS** section, enter in Credit Hours and Billing Hours.

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).

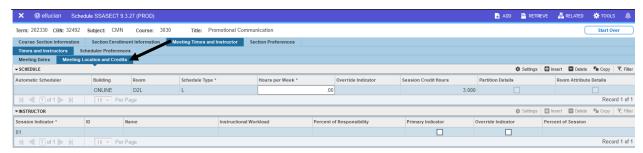The following are approved times for daytime lecture sections in the Fall and Spring terms:

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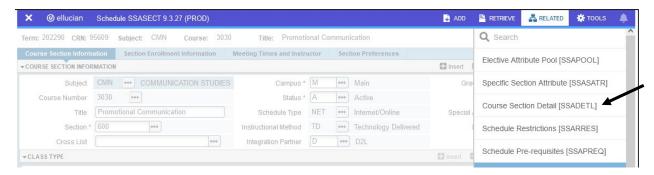
Click in the ID box in the **INSTRUCTOR** section and type in the instructor's E#. Tab to populate the name. For additional instructors, click Insert and repeat. Only the instructor with the primary indicator selected will be able to enter grades. Click Save when finished.
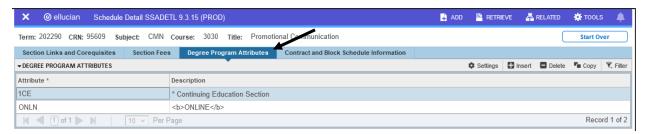

MODIFYNG PROGRAM ATTRIBUTES

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

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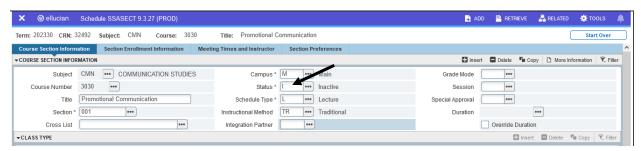
Note: Do not try to edit the code's characters. Delete first, then insert the new code. For example, if you try to backspace the N out of 1NCE to make it 1CE, the system will still read it as 1NCE.

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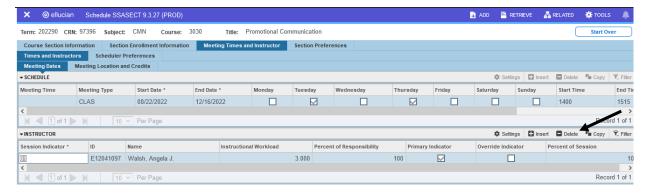
To inactivate a section, open SSASECT and enter the term and CRN. Click Go. Change the Status from "A" to "I". Remove the "D" for Integration Partner.

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.

Return to the **Course Section Information** tab. Change the Status from "A" to "C". Remove the "D" for Integration Partner. Click Save when finished.
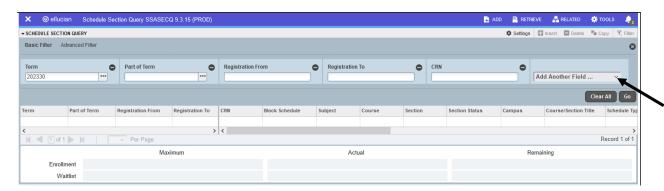
CROSS LISTING COURSES

If two sections meet in the same room at the same time, please email Nick Fonseca at acsched@eiu.edu to cross-list them.
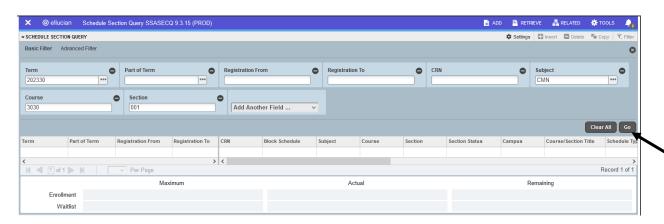
SSASECQ

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.
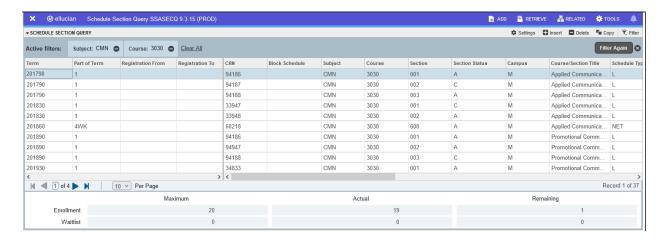

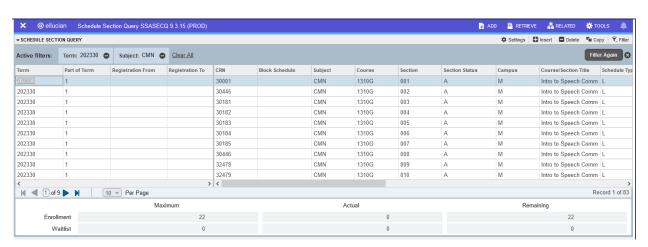Add more fields such as Course and Section as needed. Click Go.

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

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

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

Active filters: Subject: CMN ⊖ Course: 3030 ⊖ Clear All

1 of 4   10 ∨ Per Page   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.

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

Active filters: Term: 202330 ⊖ Subject: CMN ⊖ Clear All

1 of 9   10 ∨ Per Page   Record 1 of 83

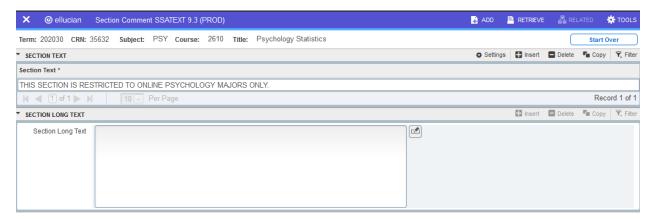|	Maximum	Actual	Remaining
Enrollment	22	0	22
Waitlist	0	0	0

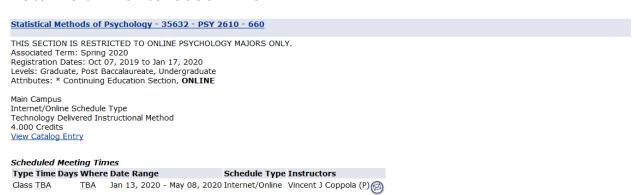# SSATEXT

Section Comments

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

Enter your comment under Section Text. Click Save.

The comment will now be visible on PAWS.
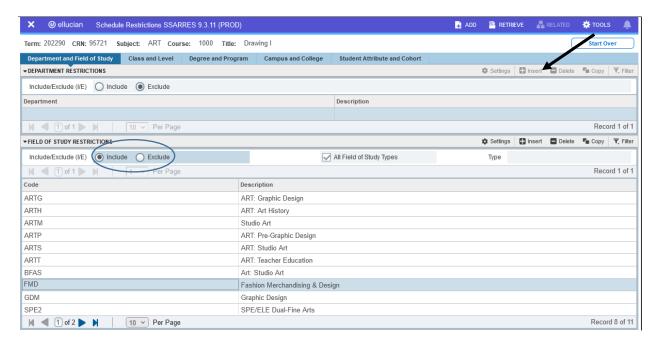
SSARRES

Schedule Restrictions

This screen can be used to add/edit restrictions for courses.
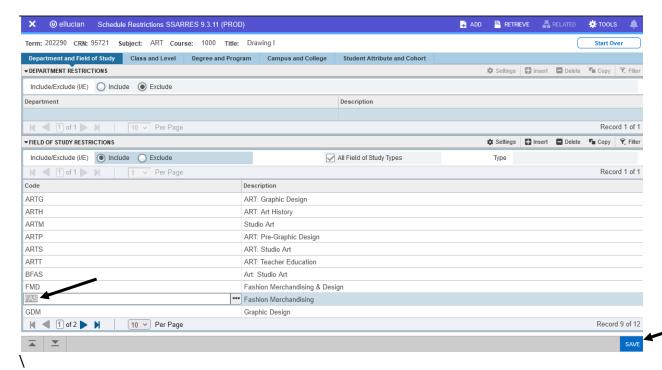
Enter the Term and CRN, then click GO.

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 <u>not</u> 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.

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.

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

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. 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 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.
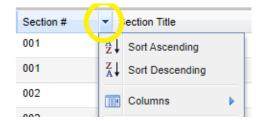

Select the term you wish to view

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 he 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.

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 2nd 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.

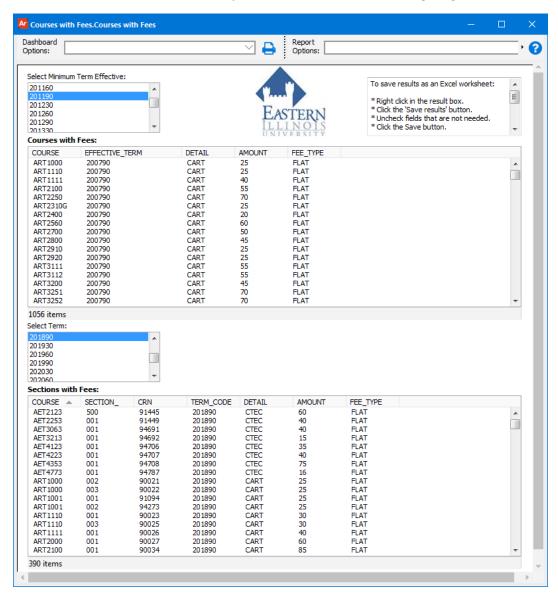If the room you intended to schedule is unavailable it will display so in red.

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 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

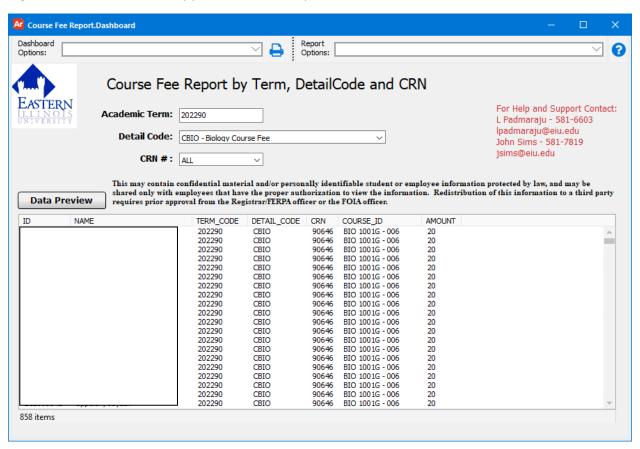**Argos – Financial Managers Reports – Course Fee Report**

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.

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.

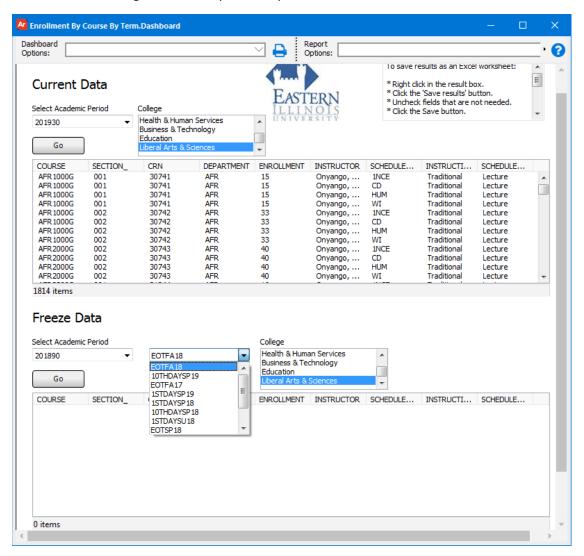**College:** Choose Liberal Arts & Sciences then press Go.

FREEZE DATA

Select Academic Period: Choose the needed term.

Freeze Event: 1st day, 10th day, and EOT (End of Term)

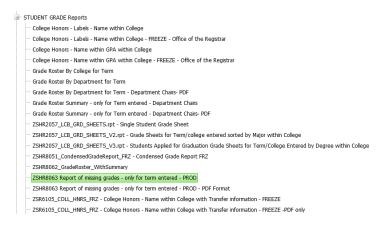**College:** Choose Sciences then press Go.

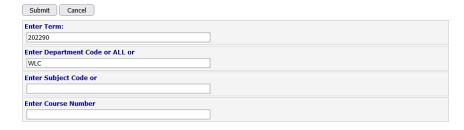These can both be right-clicked, copied, and pasted into Excel.

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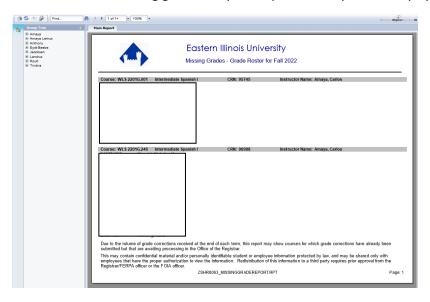
Open Reportal and expand the STUDENT GRADE Reports menu. Select "Report of Missing grades – only for term entered – PROD".

Enter the Term and Department Code. Click Submit.

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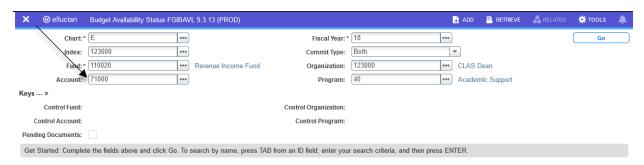
FGIBAVL

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.

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

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.

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.

Self-Service Banner – Finance

PAWS

Click on the Finance Tab and choose Budget Queries.
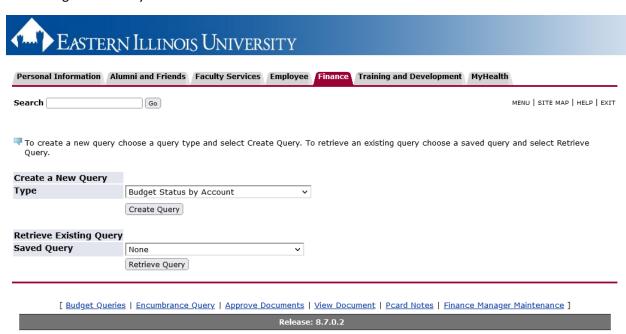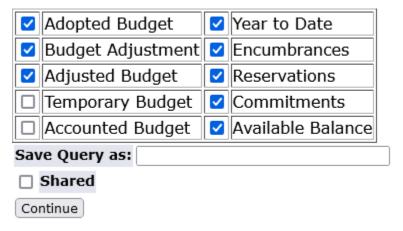

Choose Budget Status by Account and then press Create Query. Do not press ENTER or it will give you something else entirely.

Check the boxes listed below and then press Continue.

☑	Adopted Budget	☑	Year to Date
☑	Budget Adjustment	☑	Encumbrances
☑	Adjusted Budget	☑	Reservations
☐	Temporary Budget	☑	Commitments
☐	Accounted Budget	☑	Available Balance

Save Query as: [ ]

☐ **Shared**

[Continue]

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.

Fiscal year:	2022 ⌄	**Fiscal period:**	14 ⌄
Comparison Fiscal year:	None ⌄	**Comparison Fiscal period:**	None ⌄
Commitment Type:	All ⌄		
[Chart of Accounts]	E	[Index]	[ ]
[Fund]	[ ]	[Activity]	[ ]
[Organization]	123000	[Location]	[ ]
[Grant]	[ ]	[Fund Type]	[ ]
[Account]	[ ]	[Account Type]	[ ]
[Program]	[ ]		

☑ **Include Revenue Accounts**

Save Query as: [ ]

☐ **Shared**

[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:	I0216249	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	PM017365	Approved
May 29, 2015	Requisition	R0017365	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	
				Disc	Addl	Tax	Cost
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	I0216249	Paid
Aug 07, 2015	Check Disbursement	10132572	Final Reconciliation
Jun 19, 2015	Purchase Order	PM017365	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	0.00	0.00	0.00	163.54	0.00	0.00	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

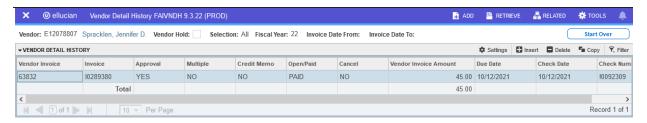| Transaction Date	Activity Date	Document Code	Vendor/Transaction Description	Amount	Rule Class Code
Mar 16, 2016	Mar 17, 2016	DL002563	Copier Charges 2016-03-03	7.25	FT01
Feb 09, 2016	Feb 09, 2016	DL002546	Copier Charges 2016-02-03	20.74	FT01
Jan 11, 2016	Jan 20, 2016	DL002535	Copier Charges 2016-01-04	7.24	FT01
Dec 15, 2015	Dec 17, 2015	DL002517	Copier Charges 2015-12-03	7.51	FT01
Nov 12, 2015	Nov 13, 2015	DL002502	Copier Charges 2015-11-02	17.65	FT01
Oct 15, 2015	Oct 16, 2015	DL002431	Copier Charges 2015-10-05	41.34	FT01
Sep 28, 2015	Sep 28, 2015	DL002409	Copier Charges 2015-09-03	18.80	FT01
Aug 14, 2015	Aug 14, 2015	DL002390	Copier Charges 2015-08-03	6.41	FT01
Aug 14, 2015	Aug 14, 2015	DL002390	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.

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.
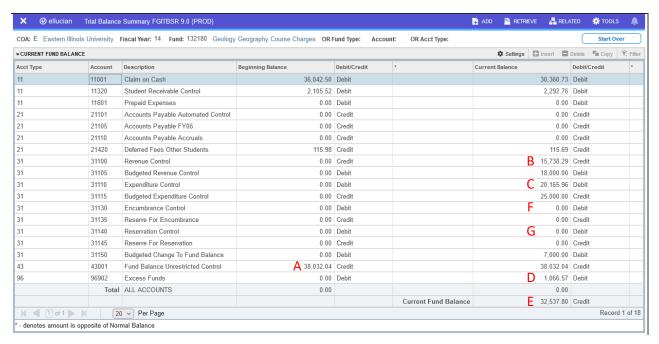

Vendor Invoice	Invoice	Approval	Multiple	Credit Memo	Open/Paid	Cancel	Vendor Invoice Amount	Due Date	Check Date	Check Num
63832	I0289380	YES	NO	NO	PAID	NO	45.00	10/12/2021	10/12/2021	I0092309
	Total						45.00			

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.
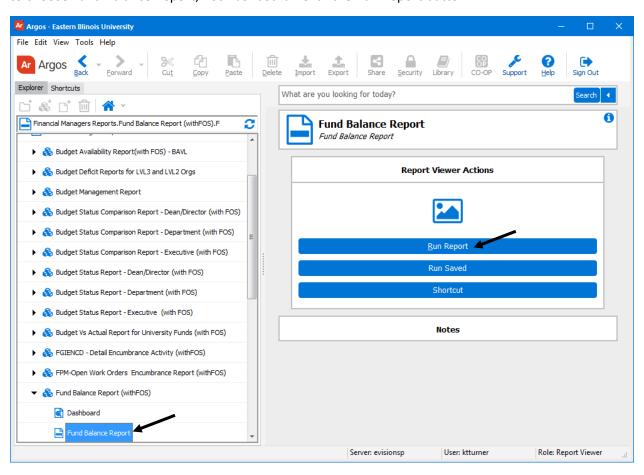

In the below example, the current fund balance is $32,537.80. Note that Banner calculates this based upon prior year ending fund balance plus year to date revenue less year to date expenditures and excess funds (38,032.04 + 15,738.29 - 20,165.96 - 1,066.57 = 32,537.80) (A+B-C-D=E). The Current Fund Balance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

COA: E Eastern Illinois University   Fiscal Year: 14   Fund: 132180   Geology Geography Course Charges   OR Fund Type: Account: OR Acct Type:

▾ CURRENT FUND BALANCE

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 15,738.29	Credit	
31	31105	Budgeted Revenue Control	0.00	Debit		18,000.00	Debit	
31	31110	Expenditure Control	0.00	Debit		C 20,165.96	Debit	
31	31115	Budgeted Expenditure Control	0.00	Credit		25,000.00	Credit	
31	31130	Encumbrance Control	0.00	Debit		F 0.00	Debit	
31	31135	Reserve For Encumbrance	0.00	Credit		0.00	Credit	
31	31140	Reservation Control	0.00	Debit		G 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	A 38,032.04	Credit		38,032.04	Credit	
96	96902	Excess Funds	0.00	Debit		D 1,066.57	Debit	
	Total	ALL ACCOUNTS	0.00			0.00		
					Current Fund Balance	E 32,537.80	Credit	

◁ ◁ 1 of 1 ▷ ▷▏   20 ▾ Per Page   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.
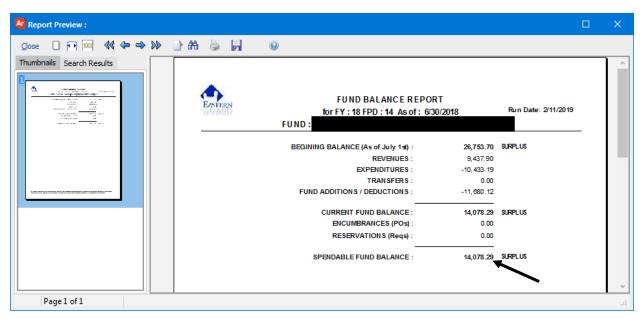
Open the Financial Managers Reports folder in Argos and select Fund Balance Report (withFOS). Be sure to choose Fund Balance Report, not Dashboard. Click the Run Report button.

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.

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 Hierarchial 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.

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**.

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.

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.

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.

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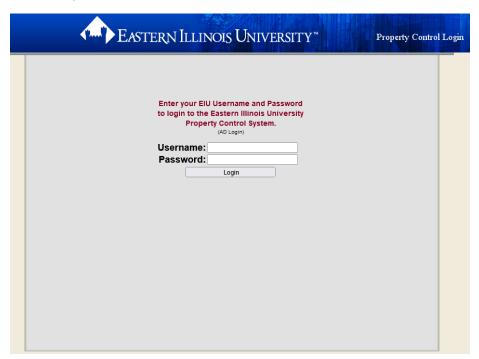
- Provost approval is required for the purchase of items with a unit cost of $500.00 or more (shipping included).
- Approval is not required for "consumable" items, such as toner.
- Approval for replacement parts, such as rechargeable batteries, is not required if the host equipment has been purchased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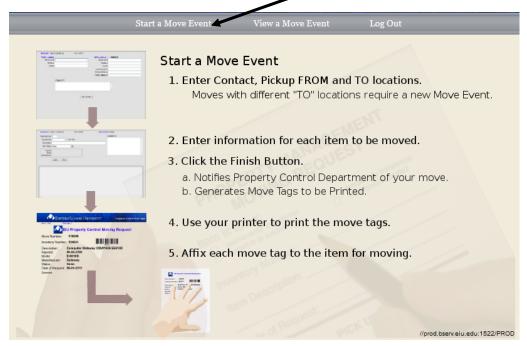
Food Authorizations

- 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.
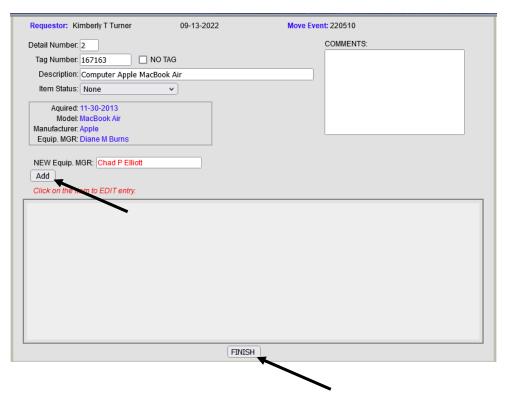

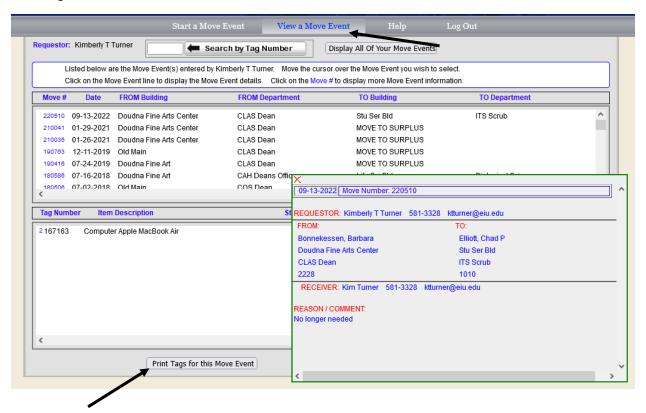Instructions can be found on the home screen. Click on Start a Move Event to begin.

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.

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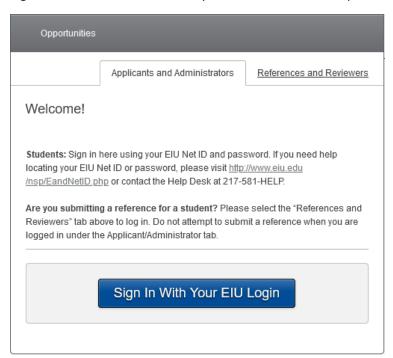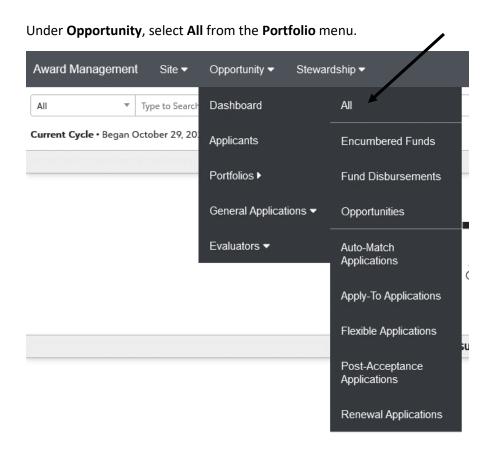
If a moving tag needs to be reprinted, return to the main screen and select View a Move Event. Click Print Tags for this Move Event.
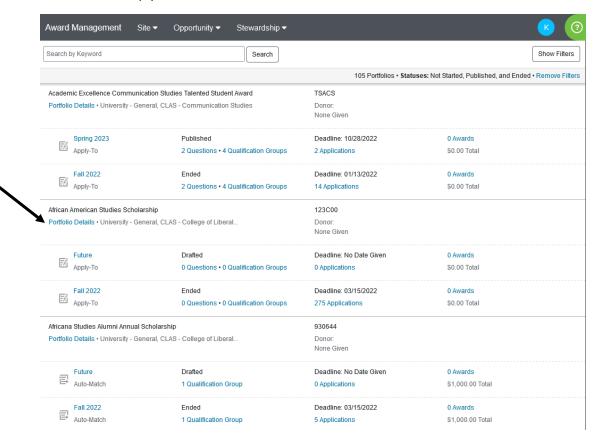
Reviewing Scholarship Criteria

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

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

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

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

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

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

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 1st 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.*
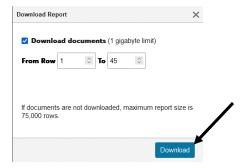
Awarding a Scholarship

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

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

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

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

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**.

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."

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.

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.

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

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**.

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.

Click the **Begin** button.

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

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	
Senior	2.50	Overload is permitted during the Summer only with permission of the dean and only for up to 3 hours.
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	SFAREGQ
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

COLLEGE OF HEALTH & HUMAN SERVICES - Janet Fopay 581-6674 Klehm 1040

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

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

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

COLL	PROGRAM	PROGRAM DESCRIPTION	MAJOR CODE	MAJOR DESCRIPTION	CONC CODE	CONCENTRATION DESCRIPTION	NOTES	Updated Catalog Yr
		COLLEGE OF LIBERAL ARTS & SCIENCES - Angie Rhoads 581-5221 Doudna 2229						
15	**BA-ART2**	BA in Art	**ARTH**	Art History				2022
		(Both BA and BFA degrees are offered with Art: Graphic Design)	**ARTG**	Graphic Design Option				2022
		(Both BA and BFA degrees are offered with Art: Studie Art)	**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
		Do not declare Music major without written permission from Music Department			**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				

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

2022 UNDERGRADUATE DEGREE/MAJOR CODES

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