

# Vistas to Banner

| Vistas Screen   | Banner Form | Menu           | What it does   | How to use it  |
|-----------------|-------------|----------------|--|--|
| <b>Catalog</b>  |             |                |  |  |
| MCRS            | SCACRSE     | Course Catalog | Shows basic course information   | Enter subject and number, next block. Remember the "G" (4th position) or other indicator (5th position) Hint: use pull-down arrow on course number to see course history. SCABASE under Options shows when course was first and last taught. |
| MCRS            | SCADETL     | Course Catalog | Shows course equivalents - crosslisted courses, and number changes for repeats   | Enter subject, number and term, next block. Hint: use pull-down arrow on course number to see course history. Course description is under Options.   |
| no equiv        | SCAPREQ     | Course Catalog | Shows course prerequisites   | Enter subject, number and term, next block. There are regular and CAPP prerequisites.  |
| MCRS            | SCARRES     | Course Catalog | Shows registration restrictions at the catalog level - mostly major  | Enter subject, number and term, next block.  |
| no equiv        | SCASRES     | Course Catalog | Shows scheduling restrictions - where the course can be offered, eg. Branch campuses only  | Enter subject, number and term, next block.  |
| <b>Schedule</b> |             |                |  |  |
| no equiv        | SSASECT     | Class Schedule | Shows basic course section information; options links to related forms. In Part of Term field, shows to-from dates for mini-courses. | Enter term and CRN, or click on arrow to search (takes you to SSASECQ)   |
| SCCL            | SSASECQ     | Class Schedule | Query form to find sections of a class   | Enter term, subject, number, campus. Can enter Part of Term if desired. Hint: To find mini-courses, enter M% in Part of Term. To search for Web-CT courses, enter WB in Schedule Type.   |
| no equiv        | SSADETL     | Class Schedule | Shows links to labs and special fees   | Enter Term and CRN, or search by clicking on arrow next to CRN block.  |
| no equiv        | SSAPREQ     | Class Schedule | Shows schedule-level prerequisites; only used if a course is added to the schedule after the fact.                                   | Enter term and CRN, or search by clicking on arrow next to CRN block.  |
| no equiv        | SSATEXT     | Class Schedule | Shows course subtitle and notes. Subtitle is always on the first line.   | Enter Term and CRN, or search by clicking on arrow next to CRN block.  |

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| <b>Registration</b>  |             |  |  |  |
| RGUG                 | SFAREGS     | Registration                                   | Register student for classes   | Enter term and ID (or search). Next block twice to schedule area; enter CRN. Click Student Term tab to see classification, student type, academic standing. Click Curricula tab for major (program), campus and college. |
| SINF                 | SOAHOLD     | General Person                                 | Shows registration holds, and who placed them  | Enter ID or search. To set a hold, enter hold type and save. To remove a hold, highlight the hold and Record-Remove, save, or enter "T" for today in the "To" box.   |
| no equiv             | SFAREGQ     | Registration                                   | View student schedule with details - days, times, place, instructor, grade mode, start & end dates | Enter term and ID. Scroll to see all courses.  |
| RGCL                 | SFASLST     | Registration                                   | Class list in order of enrollment  | Enter term and CRN, or search by clicking on arrow next to CRN block.  |
| BFAT                 | SFASTCA     | Registration                                   | Registration audit trail   | Enter term and ID. Scroll to see all courses.  |
| no equiv             | SFASRPO     | Registration                                   | Enter overrides for closed sections, consent of instructor   | Enter ID and term. Next block to enter the override; use pull-down menus to get correct values.  |
| RGDT                 | SFARSTS     | Registration ><br>Registration Control         | Shows registration dates and deadlines   | Enter term and part of term (1 for full term; use pull-down menu for mini-terms)   |
| <b>Related Forms</b> |             |  |  |  |
| SADU                 | SAAADMS     | Admissions                                     | Admissions information.  | Enter ID   |
| SADU, ADUG           | SOATEST     | General Student ><br>Educational<br>Background | Shows ACT, SAT scores; Compass and GSP to be added   | Enter ID   |
| SADU                 | SOAHSCH     | General Student ><br>Educational<br>Background | Shows high school information  | Enter ID   |
| SADU                 | SOAPCOL     | General Student ><br>Educational<br>Background | Shows prior college experience-previous colleges, degrees including NMSU                           | Enter ID   |

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| <b>Academic History &amp; General Student</b> |             |   |   |   |
| AHUG  | SHACRSE     | Academic History                          | Shows NMSU courses taken and grades   | Enter ID or search. For a specific term, enter the term. To see all courses, leave the term blank.  |
| EVUG  | SHATRNS     | Academic History                          | Shows transfer courses taken and equivalents  | Enter ID or search. Enter Transfer Inst. Number (use pull-down menu if student attended more than one school) and Attendance Period Number (use pull-down menu to find each term the student attended that institution). Next block twice to get to Transfer Course Detail. For each term, roll back and select another Attendance Period Number.   |
| AHUG  | SHATERM     | Transcript & Advisor                      | Shows NMSU and transfer courses chronologically.  | Enter ID or search. Enter level. Next block twice to get to Term GPA; use up/down arrows or scroll bar to see progression of courses.   |
| no equiv                                      | SHASUBJ     | Transcript & Advisor                      | Shows NMSU and transfer courses alpha by subject.   | Enter ID or search. Enter level. Next block twice to get to subject area. Use up/down arrow to scroll through subjects. Next block to scroll through Institutional courses; next block to scroll through transfer courses.  |
| no equiv                                      | SHAINST     | Academic History                          | Shows term information-academic standing, semester GPA; course and grades/grade changes                                   | Enter ID or search; enter term. Next block to see details.  |
| no equiv                                      | SHATCKN     | Academic History;<br>Option under SHAINST | Course details by term, grade change information. Subtitles will show in comments field.                                  | Enter ID or search; enter term. Next block to see details.  |
| DGUG,<br>DGGR                                 | SHADEGR     | Graduation                                | Shows degrees applied for or awarded  | Enter ID or search. Enter 1 in Degree Sequence block. Next block. Person authorized to certify degree will change Outcome Status to Awarded.  |
| no equiv                                      | SGASTDN     | General Student                           | Shows student status, type, residency, curriculum, veteran, graduation and other info. Includes free-text comments block. | Enter ID or search; enter term. Click on Student Summary down-arrow for list of terms the student has attended.   |
| ADUG  | SGAADVR     | General Student                           | Assign advisor(s) to student.   | Enter student ID or search; enter term. Next block to Advisor Information. Enter advisor ID, MAJR for type, and check primary box on one advisor, and save. Use pull-down arrow to search for advisor ID (case-sensitive). If advisor does not appear in search, go to SIAINST. Use Person Search to find ID, enter term. Make status AC (active); Click Maintenance button to update term if necessary. Check in Advisor block and save. |
| no equiv                                      | SIAINST     | Faculty Load                              | Check box to allow person to be assigned as an advisor or instructor.   | Use person search to find ID. Check appropriate box on form. From term must match current term.   |
| RGUG  | SGASPRT     | General Student                           | View student athlete status   | Enter student ID or search; enter term.   |

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| <b>Academic History &amp; General Student</b> |             |                        |  |   |
| no equiv                                      | SGASADD     | General Student        | View student cohorts and attributes                | Enter ID or search.   |
| RGUG  | SFAREGS     | Registration           | View/change student's major                        | Enter ID, go to curriculum tab. Click on Maintenance button to change program.  |
| SADR  | SPAIDEN     | General Person         | View/update address and other contact information. | Enter ID or search. Make necessary changes and save. DO NOT click on "generate ID" button at top of Current Identification page.  |
| no equiv                                      | SHARQTC     | Transcript and Advisor | Order an advising transcript                       | Enter ID or search. Next block, Insert record. AL in Level; your name in Issued (next tab); save.   |
| no equiv                                      | SHRTRTC     |                        | Print advising document                            | Next block to Printer Control. Enter printer ID or DATABASE. Enter Parameters 15 (sort order) and 20 (N), next block to Submission area, save, make note of number at bottom of screen. Options menu to view transcript that was printed to DATABASE. |