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Use of this material is solely for the support of SunGard SCT Banner products and New Mexico State University.

For more information about this document, contact training@nmsu.edu.
# Table of Contents

**Introducing the UNO Project** ................................................................. 5  
**Introducing SunGard SCT Banner** ....................................................... 7  
  Benefits of SCT Banner ........................................................................... 8  
**Introducing the Manual** ....................................................................... 9  
  Prerequisites .............................................................................................. 9  
  Objectives of this Manual ......................................................................... 9  
  Document Conventions ............................................................................ 10  

**Getting Started** .................................................................................. 11  
  Accessing Faculty/Advisor Self-Service .................................................. 11  
  Logging-In to the myNMSU Web page ....................................................... 12  

**Introducing the Faculty/Advisor Self-Service Interface** ......................... 15  
  Understanding Product Conventions ....................................................... 15  
  Terminology ............................................................................................ 16  

**Working with Personal Information** ................................................... 17  
  Accessing the Personal Information Menu .............................................. 17  
  Changing a PIN ....................................................................................... 18  
  Changing a Login Verification Question ................................................ 18  
  Viewing and Updating Addresses and Phones ....................................... 19  
  Viewing and Updating E-mail Address Information ............................. 21  

**Working with Faculty/Advisors General Functions** ............................... 25  
  Accessing the Faculty and Advisors Menu ............................................. 25  
  Viewing and Updating Office Hours ....................................................... 26  
  Viewing and Searching the Course Catalog .......................................... 28  
  Viewing and Searching the Class Schedule ........................................... 31  
  Viewing Faculty Detail Schedule ............................................................ 35  
  Viewing Week at a Glance ...................................................................... 36  
  Viewing the Detailed Class List .............................................................. 38  
  Viewing the Summary Class List ............................................................ 40  
  Entering Final Grades ............................................................................ 41  

**Working with Advisors Administrative Functions** ................................ 45  
  Accessing the Faculty and Advisors Menu ............................................. 45  
  Looking Up Classes ............................................................................... 46  
  Working with Registration Overrides .................................................... 50  
  Viewing Student Information ............................................................... 54  
  Viewing Advisee Listings ....................................................................... 54  
  Viewing Advisee’s Holds ...................................................................... 56  
  Viewing Advisee’s Test Scores ............................................................... 57  
  Viewing Advisee’s Transcripts ............................................................... 58  
  Returning to the Main Menu & Logging Out ......................................... 61  

**Appendix A: Common Faculty/Advisor Errors** .................................... 65  
**Appendix B: Compatible Browsers** ..................................................... 67
Introducing the UNO Project

In June 2003, NMSU pursued an administrative systems software replacement project named “UNO,” or “Unifying NMSU Online.” The goal of the UNO Project is to integrate electronically all administrative functions of the university. To accomplish this goal, NMSU joined more than 1,100 other higher education institutions in choosing SunGard SCT Banner because of its minimal system modification features.

In addition to implementing SCT Banner, NMSU has also implemented other systems to support SCT Banner, including SCT Luminis, SCT Luminis CMS, Cognos ReportNet, Cognos PowerPlay, and SCT Matrix Student Marketing System.

Major goals of the UNO Project are to update current processes that use information systems, consolidate core university information into an integrated database, and create new methods of web-based self service for university procedures and information.

The following systems are described:

<table>
<thead>
<tr>
<th>System</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCT Banner</td>
<td>SCT Banner is the suite used for administrative data enterprise wide.</td>
</tr>
<tr>
<td>SCT Luminis</td>
<td>SCT Luminis is the myNMSU portal. The portal is the access point for Students, Staff, and Faculty to self-service options including: changing personal options, entering, time and leave, e-mail, and calendar.</td>
</tr>
<tr>
<td>SCT Luminis CMS</td>
<td>SCT Luminis CMS is a Content Management System designed to help organize and maintain Web content and facilitate consistency of content, navigation, and look-and-feel of the Universities entire Web site.</td>
</tr>
<tr>
<td>Cognos ReportNet</td>
<td>Cognos ReportNet is the web-based enterprise reporting tool, designed for you to generate custom reports</td>
</tr>
<tr>
<td>Cognos PowerPlay</td>
<td>Cognos PowerPlay is used to analyze large amount of data.</td>
</tr>
<tr>
<td>SCT Matrix Student Marketing System</td>
<td>SCT Matrix SMS enables NMSU to mange the recruiting and admissions process.</td>
</tr>
</tbody>
</table>
Introducing SunGard SCT Banner

SunGard SCT Banner is the new Enterprise Resource Planning (ERP) suite that integrates all departments and functions across NMSU onto a single computer system that can serve each individual department’s need.

Internet Native Banner (INB) is the Web version of the new Enterprise Resource Planning suite NMSU employees will use to access vital university administrative information. One must access INB through a Web browser.

The suite acts as an interface between users and an Oracle database containing New Mexico State University administrative data.

The NMSU Banner suite is composed of six systems: Student, Financial, General, Advancement, Financial Aid, and Human Resources. The integrated suite uses rules and validation tables to ensure the data are entered and accessed correctly. Since the Banner systems are highly integrated and share a common Oracle database, everyone who uses the systems sees common database information in real time.
Benefits of SCT Banner

SCT has been providing services to the higher education market for over three decades. Developed specifically for higher education institutions, SCT Banner offers the following benefits:

- Available 24 hours a day, 7 days a week access from any authorized web-enabled computer.
- Shared data is entered only once.
- Individual non-social security ID number for students, faculty, and staff.
- Electronic signatures, forms and workflow.
- Oracle database as a basis for generating reports.
- Ability to implement improved methods to track enrollment.
- Ability to define clear and consistent data definitions.
- Strong baseline system to allow NMSU ICT staff to focus on improvements to the system.
- Integration with NMSU’s web-based course management system, WebCT.
Introducing the Manual

This manual describes the procedures that NMSU faculty/advisors typically complete to enter and update personal information, work with faculty and advisor general functions, such as entering and updating office hours, viewing faculty detail schedule, as well as work with faculty and advisor administrative functions, such as working with registration overrides, viewing advisee listings, holds, and other records during the academic year.

Prerequisites

You should know what your specific needs are when you review this manual. This helps you to rapidly understand how the manual's contents can help you.

Successful Faculty/Advisor Self-Service users have experience using Microsoft Windows 2000 version or newer and Windows-compatible Internet browsers or one of the compatible browsers listed in Appendix B: Compatible Browsers.

Objectives of this Manual

This SCT Banner Faculty/Advisor Self-Service Manual describes NMSU’s faculty and advisor self-service procedures. It contains the information you need to complete these activities:

- Accessing Faculty/Advisor Self-Service
- Working with Personal Information
- Working with Faculty/Advisors General Functions:
  - Viewing and Updating Office Hours
  - Viewing and Searching Course Catalog
  - Viewing and Searching the Class Schedule
  - Viewing the Class Schedule Listing
  - Viewing the Faculty Detail Listing
  - Viewing Week at a Glance
  - Viewing Detailed Class List
  - Viewing Summary Class List
  - Entering Midterm and Final Grades
- Working with Advisors Administrative Functions:
  - Looking Up Classes
  - Working with Registration Overrides
  - Viewing Student Information
  - Viewing Advisee Listing
  - Viewing Advisee's Holds
o Viewing Advisee’s Test Scores
o Viewing Advisee’s Transcripts

Document Conventions
These document conventions will point out special information, and help you to successfully follow step-by-step instructions in this manual.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Notes alert readers of potential problems or to emphasize special points.</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Hand]</td>
<td>Tips suggest shortcuts or special hints to make a process easier.</td>
</tr>
<tr>
<td><strong>Click vs. Select</strong></td>
<td><strong>Click</strong> is used for commands, command buttons, option buttons, and choosing options in a list, gallery or palette. Examples: On the <strong>Tools</strong> menu, click <strong>Options</strong>, and then click the <strong>View</strong> tab. In the <strong>Options</strong> dialog box, click the <strong>View</strong> tab. <strong>Select</strong> is more passive because it may not trigger an action. <strong>Select</strong> is used to refer to marking text, cells, check boxes, option buttons, and similar items that will then be subject to a user action.</td>
</tr>
</tbody>
</table>
Getting Started

In this section you are given some background information that you will need to get started using Faculty/Advisor Self-Service, including understanding how to access the system.

Accessing Faculty/Advisor Self-Service

Access to Faculty/Advisor Self-Service requires that you have a User ID and Password for the New Mexico State University myNMSU Web page. If you do not have a User ID and Password for the New Mexico State University myNMSU Web page, you can activate and set up an account by clicking “Please CLICK HERE to active your account now” located below the Secure Access Login.

This is the myNMSU Web page login screen. The arrow below is where you can activate your account if you have not already done so.

Once you have activated your account and have acquired a User ID and Password, you are ready to Login to the myNMSU Web page and start using Faculty/Advisor Self-Service.
Logging-In to the myNMSU Web page

To Login to the myNMSU Web page as an authenticated user, you must successfully login using your User ID and Password.

Instructions

1. Open a Web browser session.
2. Type the URL: https://my.nmsu.edu/cp/home/displaylogin
   The Login screen appears.

   ![Login Screen]

3. Type your User ID and Password.
4. Select Login.
   Your myNMSU session begins with the following General Interface.

   ![General Interface]

You can create a bookmark in your browser for quick access to myNMSU.
After logging in to the **General Interface**, you will access the **Faculty/Advisor Self-Service Interface** by clicking the appropriate, grey-shaded tab located below the “Welcome” message.
Introducing the Faculty/Advisor Self-Service Interface

Self-Service Banner is the Web version of the new Enterprise Resource Planning system NMSU faculty and advisors will use to access vital personal and administrative information.

Once you have logged into the myNMSU Web page and have accessed the Self-Service Interface, you will be presented with the Main Menu.

The Main Menu is integrated into myNMSU for fast access and easy navigation. This menu is the starting point for navigating throughout Faculty/Advisor Self-Service.

Understanding Product Conventions

When you first are introduced to a new system, it is like learning a new language. This section exposes you to some of the basics of Banner terminology, and the naming conventions used in this manual.
**Terminology**

Understanding the terms provided in this manual will help you to understand the instructions presented in this manual, and to present clear, specific questions that you may have about the information provided.

This table defines the basic terminology used in this manual.

<table>
<thead>
<tr>
<th><strong>Menu</strong></th>
<th>Faculty/Advisor Self-Service is composed of a number of interrelated menus accessed from the Main Menu. For example, to complete personal and administrative procedures, users must access the Personal Information Menu, the Student &amp; Financial Aid Menu, the Faculty/Advisors Menu, etc., from the Main Menu.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term</strong></td>
<td>An academic time frame a user selects to perform a particular task. For example, a term is defined as Fall 2005, Spring 2006, or Summer 2006.</td>
</tr>
<tr>
<td><strong>Drop-down List</strong></td>
<td>A list box with an arrow next to it, which, if dropped-down, provides a list of options.</td>
</tr>
<tr>
<td><strong>Link</strong></td>
<td>A titled item that serves as a cross-reference between related Web pages.</td>
</tr>
<tr>
<td><strong>Fields</strong></td>
<td>Fields are areas in a form that are used either to display specific data (such as someone’s last name, address, or NMSU ID number), or insert data.</td>
</tr>
</tbody>
</table>
All Personal Information is entered, updated, and viewed using the Personal Information Menu, which is accessed using the Main Menu.

The Personal Information Menu allows users to complete vital activities from determining what address and email the university uses to correspond with the faculty/advisor member, to what social security number the university uses to record the faculty/advisor member’s information, to what information is included in the University Directory.

This section describes how to:

- Access the Personal Information Menu
- Change a PIN
- Change a Login Verification Question
- View and Update Address and Phone Information
- View and Update E-mail Address Information.

**Accessing the Personal Information Menu**

To access the Personal Information Menu, perform these steps:

**Instructions**

1. On the Main Menu, click Personal Information. The Personal Information Menu page appears.
Changing a PIN

To **Change a PIN**, perform these steps:

Instructions

1. On the **Personal Information Menu**, click **Change your PIN**. The **Change your PIN** page appears.

2. In the corresponding fields, enter the **Old PIN** and enter a **New PIN**.

3. Click **Change PIN**. The **Personal Information Menu** appears, notifying you that “Your changes were saved successfully.”

Changing a Login Verification Question

To **Change a Login Verification Question**, perform these steps:

Instructions

1. On the **Personal Information Menu**, click **Change Security Question**. The **Security Question and Answer** page appears.
2. In the corresponding fields, enter the **New Question** and enter the **New Answer**.

3. Click **Submit**.
   The **Personal Information Menu** appears, notifying you that “Your changes were saved successfully.”

### Viewing and Updating Addresses and Phones

To view **Addresses and Phones**, perform these steps:

**Instructions**

1. On the **Personal Information Menu**, click **View Addresses and Phones**. The **View Addresses and Phones** page appears.
To update **Addresses and Phones**, perform these steps:

**Instructions**

1. On the **Addresses and Phones** page, click the **Update Addresses and Phones** link at the bottom of the page.

2. On the **Update Addresses and Phones-Select Address** page, click the **Current** link.

3. On the **Update Addresses and Phones-Update/Insert** page, in the corresponding fields, enter the **New Address** and enter the **New Telephone Number** information.
4. Click **Submit**. The **Update Addresses and Phones-Select Address** page appears, including the current information changes.

### Viewing and Updating E-mail Address Information

To view **E-mail Addresses**, perform these steps:

**Instructions**

1. On the **Personal Information Menu**, click **View E-mail Address**. The **View E-mail Addresses** page appears.
To Update E-mail Addresses, perform these steps:

Instructions

1. On the View E-mail Addresses page, click the Update E-mail Addresses link at the bottom of the page.
   The Update E-mail Addresses-Select Address page appears.

2. Click on the E-mail Address link.
   The Update E-mail Addresses-Update/Insert page appears.
3. On the **Update E-mail Addresses-Update/Insert** page, in the corresponding fields, enter the **New Address**.

4. Click **Submit**.
   The **Update E-mail Addresses-Update/Insert** page appears, including the current information changes.
Working with Faculty/Advisors General Functions

All Faculty/Advisors personal and professional activities are conducted using the Faculty & Advisors Menu, which is accessed from the Main Menu.

The Faculty & Advisors Menu allows users to complete vital activities from entering and updating office hours, to viewing a detailed schedule of assigned classes, to viewing a detailed class list, to entering midterm and final grades, among other activities, during the semester and academic year.

This section describes how to:

- Access the Faculty and Advisors Menu
- View and Update Office Hours
- View and Search the Course Catalog
- View and Search the Class Schedule
- View Faculty Detail Schedule
- View Week at a Glance
- View the Detailed Class List
- View the Summary Class List
- Enter Final Grades.

Accessing the Faculty and Advisors Menu

To access the Faculty and Advisors Menu, perform these steps:

Instructions

1. On the Main Menu, click Faculty and Advisors.
   The Faculty and Advisors Menu page appears.
Viewing and Updating Office Hours

To View or Update Office Hours for an assigned course or courses, perform these steps:

Instructions

1. On the Faculty and Advisors Menu, click Office Hours. The Office Hours page appears.
2. In the **From Time** and **To Time** fields, enter your office hours.

3. In the **Day of the Week** checkboxes, click the **Day of the Week** you plan to have office hours.

4. In the **Contact Number** drop-down list, select **None**, **Permanent/Home**, or **University** contact information.

5. In the **Location** field, enter your office **Campus Building Location**.

6. In the **From Date** and **To Date** fields, enter the dates your information will be active.

7. In the **Display** checkbox, click **Display** if you want to share your information.

8. In the **Copy To** drop-down list, select the **Course Reference Number (CRN)** you want to have share this information.

9. Click **Submit**.

The **Office Hours** page appears, indicating “You have successfully changed your office hour information.”
Viewing and Searching the Course Catalog

The Course Catalog is different than the Course Schedule in that the Catalog, as a general source guide, provides only course descriptions.

To View and Search the Course Catalog, perform these steps:

Instructions

1. On the Faculty and Advisors Menu, below the Registration heading, click Course Catalog.
   The Catalog Term page appears.
2. In the **Search by Term** drop-down list, select the desired term.
3. Click **Submit**. The **Course Catalog** page appears.

4. In the **Subject**, **Title**, **Level**, **Schedule Type**, **College**, and **Department** fields, select or enter the desired search information.
5. Click **Get Courses**. The **Catalog Entries** page appears.

6. On the **Catalog Entries** page, click the **Course Entry** to view course details. The **Detailed Course Information** page appears.
7. After viewing course details, click Site Map in the upper right-hand corner of the screen to return to the Faculty and Advisors Menu.

Viewing and Searching the Class Schedule

The Course Schedule is different than the Course Catalog in that the Schedule, as a semester course offering guide, provides information for courses offered.

To View and Search the Class Schedule, perform these steps:

Instructions

1. On the Faculty and Advisors Menu, below the Registration heading, click Class Schedule. The Class Schedule Search page appears.
2. In the **Search by Term** drop-down list, select the desired term.

3. Click **Submit**.
   The **Class Schedule Search** page appears.
4. In the **Subject**, **Course Number**, **Title**, **Campus**, **Course Level**, or **Instructor** fields, select or enter the desired search information.

5. Click **Class Search**. The **Class Schedule Listing** page appears.
6. On the **Class Schedule Listing** page, click the **Section Found** to view class details. The **Detailed Class Information** page appears.
7. After viewing class details, click Site Map in the upper right-hand corner of the screen to return to the Faculty and Advisors Menu.

**Viewing Faculty Detail Schedule**

To View the Faculty Detail Schedule, perform these steps:

**Instructions**

1. On the Faculty and Advisors Menu, click Faculty Detail Schedule. The Select Term page appears.

2. In the Select a Term drop-down list, select the desired term.

3. Click Submit. The Faculty Detail Schedule page appears.
4. After viewing the Faculty Detail Schedule page, click Return to Menu in the upper right-hand corner of the screen to return to the Faculty and Advisors Menu.

Viewing Week at a Glance

To View Week at a Glance, perform these steps:

Instructions

1. On the Faculty and Advisors Menu, click Week at a Glance. The Week at a Glance page appears.
2. To view the Previous Week or Next Week of a semester, click Previous Week or Next Week. The Week at a Glance page appears.
3. To view a **Specific Week** in a semester, complete the **Go to (MM/DD/YYYY)** field. The **Week a Glance** page appears.

4. After **Viewing the Week at a Glance** page, click **Return to Menu** in the upper right-hand corner of the screen to return to the **Faculty and Advisors Menu**.

### Viewing the Detailed Class List

To **View the Detailed Class List**, perform these steps:

**Instructions**

1. On the **Faculty and Advisors Menu**, click **Detail Class List**. The **Select a CRN** page appears.
2. In the **CRN** drop-down list, select the desired **CRN**.
3. Click **Submit**.
The **Detail Class List** page appears.
4. After viewing the Detail Class List page, click Return to Menu in the upper right-hand corner of the screen to return to the Faculty and Advisors Menu.

Viewing the Summary Class List

To View the Summary Class List, perform these steps:

Instructions

1. On the Faculty and Advisors Menu, click Summary Class List. The Summary Class List page appears.

2. To Send an E-mail to the listed class, click E-mail Class at the bottom of the page. The default E-mail Interface used on your computer appears.
3. After your E-mail is drafted, click **Send (or the specified command used by your e-mail interface)**. The e-mail is sent to your class.

4. After viewing the **Summary Class List** page, click **Return to Menu** in the upper right-hand corner of the screen to return to the **Faculty and Advisors Menu**.

**Entering Final Grades**

To **Enter Final Grades**, perform these steps:

**Instructions**

1. On the **Faculty and Advisors Menu**, click **Final Grades**. The **Final Grades** page appears.
2. In the Grade drop-down list, based on the corresponding Record Number and Student Name (e.g., Record 1 = Anthony J. Apodaca), select S or U to indicate the student’s performance.

3. Click Submit.
The Final Grades page appears, notifying you that “The changes you made were saved successfully.”
Under the Course Information heading a warning symbol appears to let Faculty and Advisors Self-Service users know that a 60 minute time limit is set for the Final Grades page. If grade changes are not made and successfully saved during with this 60 minute limit, changes will not take effect.

4. After you are finished Entering Grades, click Return to Menu in the upper right-hand corner of the screen to return to the Faculty and Advisors Menu.
Working with Advisors Administrative Functions

All the Advisors Administrative Functions activities are conducted using the Registration Menu, Advisor Menu, or the Student Information Link, found on the Faculty & Advisors Menu.

The Registration Menu, Advisor Menu, and the Student Information Link allows users to complete vital activities from looking up classes for students, to working with registration overrides, to viewing individual student information, to viewing advisee listings, to viewing advisee student account holds, and viewing advisee test scores during a semester or academic year.

This section describes how to:

- Access the Faculty & Advisors menu
- Look Up Classes
- Work with Registration Overrides
- View Student Information
- View Advisee Listings
- View an Advisee’s Holds
- View an Advisee’s Test Scores
- View an Advisee’s Transcripts.

Accessing the Faculty and Advisors Menu

To access the Faculty & Advisors Menu, perform these steps:

Instructions

1. On the Main Menu, click Faculty and Advisors.
   The Faculty and Advisors Menu page appears.
A student must be present and provide his or her PIN before an advisor can look up classes or access other advisee information.

Looking Up Classes

To Look Up a Class, perform these steps:

Instructions

1. On the Faculty and Advisors Menu, below the Registration heading, click Look Up Classes.
   The Select Term page appears.
2. In the **Select a Term** drop-down list, select the desired term.

3. Click **Submit**.
   The **Student and Advisee ID Selection** page appears.

4. In the **Student or Advisee ID** field, or in the **Last Name/First Name** fields, and **Search Type** option buttons, enter the desired information.
In the Student/Advisee ID and Last Name/First Name fields, users can enter part of an advisee’s name followed by a “%” to search by “wild card.” Using a wild card search allows advisors to look up an advisee’s information without spelling out or knowing how to spell out an advisee’s full name.

5. Click Submit.
   The Student Verification page appears.

6. Click Submit.
   The Faculty Student PIN page appears.
7. In the **Enter Student's PIN** field (e.g., John Q. Sample), have the student enter his or her **PIN**.

8. Click **Submit**.  
The **Look Up Classes** page appears.

9. In the **Subject**, **Course Number**, **Campus**, and **Instructor** fields, select or enter the desired search information.

10. Click **Class Search**.  
The **Look Up Classes** page appears, including the searched sections.
Working with Registration Overrides

To Work with a Registration Override, perform these steps:

Instructions

1. On the Faculty and Advisors Menu, below the Registration heading, click Registration Overrides.
   The Select Term page appears.

2. In the Select a Term drop-down list, select the desired term.

3. Click Submit.
   The Student and Advisee ID Selection page appears.
4. In the **Student or Advisee ID** field, or in the **Last Name/First Name** fields, and **Search Type** option buttons, enter the desired information.

![Student and Advisee ID Selection](image)

---

In the **Student/Advisee ID** and **Last Name/First Name** fields, users can enter part of an advisee’s name followed by a “%” to search by “wild card.” Using a wild card search allows advisors to look up an advisee’s information without spelling out or knowing how to spell out an advisee’s full name.

5. Click **Submit**.
   The **Student Verification** page appears.
6. Click **Submit**.  
The **Registration Overrides** page appears.
7. In the **Override** and **Course** drop-down lists, select **Closed Section**, or **Consent of Instructor**.

*Faculty members can issue two electronic overrides, but only for their own classes. Faculty members are permitted these two kinds of overrides: 1) An override for a student to enter a Closed Section if the class has met its maximum enrollment; and, 2) An override for a student to enter a class that requires the Instructor’s Approval.*

8. Click **Submit**.
   The **Registration Overrides** page appears, displaying the section to be overridden.

9. Click **Submit**.
   The **Registration Overrides** page appears, indicating “The registration overrides you entered have been saved successfully.”

* A student is allowed only to register for the course that has been approved for an override.*
Viewing Student Information

Student Information can only be viewed by students, a student’s advisee of record, or if a student provides the advisor with his or her PIN.

To View Student Information, perform these steps:

Instructions

1. On the Faculty and Advisors Menu, click Student Information. The Student Information Menu appears.
2. On the **Student Information Menu**, click **Student Information**. The **General Student Information** page appears.

3. To **View Student Addresses and Phones**, click **Information for Student** (e.g., John Q. Sample). The **View Student Addresses and Phones** page appears.
4. To **View a Student's E-mail Address**, click **Student E-mail Address** located at the bottom of the page. The **Select Student E-mail Address to View** page appears.

**Viewing Advisee Listings**

To **View Advisee Listings**, perform these steps:

**Instructions**
1. On the Faculty and Advisors Menu, click Advisors Menu. The Select Term page appears.

2. In the Select a Term drop-down list, select the desired term.

3. Click Submit. The Advisee Listing page appears.

Viewing Advisee’s Holds

To View an Advisee’s Holds, perform these steps:

Instructions
1. On the **Advisee Listing** page, click **View** below the **Holds** heading.

- The **View Holds** page appears.

### Viewing Advisee’s Test Scores

To **View an Advisee’s Test Scores**, perform these steps:

**Instructions**

1. On the **Advisee Listing** page, click **View** below the **Test Scores** heading.
• The **Test Scores** page appears.

### Viewing Advisee’s Transcripts

To **View an Advisee’s Transcripts**, perform these steps:

**Instructions**

1. On the **Advisee Listing** page, click **View** below the **Transcripts** heading.
2. In the Transcript Level and Transcript Type drop-down lists, select the desired transcript level and transcript type.

3. Click Display Transcript. 
The Student Academic Transcript page appears.
Returning to the Main Menu & Logging Out

To Return to the Main Menu and Logout, perform these steps:

Instructions

1. On the Student Academic Transcripts page (or last page accessed), click Return to Menu in the upper right hand corner of the page. The Student Information Menu or the last page accessed appears.

2. On the Student Information Menu page (or last page accessed), click Return to Menu (e.g., Faculty and Advisors Menu) in the upper right hand corner of the page. The Faculty and Advisors Menu or the last page accessed appears.
3. **On the Faculty and Advisors Menu page (or last page accessed), click Return to Menu in the upper right hand corner of the page.**

The Main Menu appears.
4. On the **Main Menu** page, click **Exit** in the upper right hand corner of the page. The **Final Logout** page appears.

![New Mexico State University](image)

As a matter of security, both for faculty and for students, users need to completely logout of their session when they are finished using Banner Faculty/Advisor Self-Service.
Appendix A: Common Faculty/Advisor Errors

Appendix A provides a list of common Faculty/Advisor Self-Service errors faculty and advisors may encounter when using Banner Faculty/Advisors Self-Service. Accompanying each common error is a short common error explanation.

<table>
<thead>
<tr>
<th>Common Error</th>
<th>Common Error Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Restriction</td>
<td>Some classes may only be taken by Dona Ana Branch Campus students.</td>
</tr>
<tr>
<td>Class Restriction</td>
<td>You must have completed a certain number of credit hours before you can register for the class. Some courses require that you have upper-class standing (junior or senior); others, that you are at least a sophomore. Class restrictions are listed in the catalog under course prerequisites. Bring a signed prerequisite override form to the Registrar’s Office.</td>
</tr>
<tr>
<td>Closed Section</td>
<td>The class is at maximum capacity. The class instructor can issue an electronic override or you can bring a Drop/Add slip signed by the instructor (as well as the Dean in some departments) to your Dean’s Office.</td>
</tr>
<tr>
<td>Corequisite Required</td>
<td>You must register for both the class and its corequisite. For example, CHEM 121L is a corequisite for CHEM 121. You cannot register for CHEM 121 without simultaneously registering for CHEM 121L.</td>
</tr>
<tr>
<td>CRN Does Not Exist</td>
<td>Check that you entered the correct CRN (Course Reference Number) and that you are registering in the correct semester. CRNs for summer classes begin with 10000; fall classes, 20000; and spring classes, 30000.</td>
</tr>
<tr>
<td>Instructor Approval</td>
<td>Some courses require the permission of the instructor. The instructor can issue an electronic override or you can bring a signed Drop/Add slip to your Dean’s Office.</td>
</tr>
<tr>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>Level Restriction</td>
<td>With few exceptions, only graduate students or senior petitioners may register for courses numbered 500 and above. Undergraduates need to submit a signed “Undergraduate Taking 500-Level Courses for Undergraduate Credit” from.</td>
</tr>
<tr>
<td>Link Required</td>
<td>You must register for both the class and its lab. For example, CHEM 110 has a “linked” lab. You cannot register for CHEM 110 without simultaneously registering for one of the many labs offered.</td>
</tr>
<tr>
<td>Major Restriction</td>
<td>Some classes may only be taken by students in certain majors. The catalog lists major restrictions in the course description. Students not majoring in that field can bring a signed Drop/Add slip to the Dean’s Office.</td>
</tr>
<tr>
<td>Maximum Hours</td>
<td>Undergraduate students in good academic standing may take up to 18 credit hours during a fall or spring semester. Graduate students may take up to 15 credit hours. Students who wish to register for</td>
</tr>
<tr>
<td>Exceeded</td>
<td></td>
</tr>
</tbody>
</table>
more must obtain the permission of their Dean. Undergraduate students on warning or probation are restricted to 15 credit hours or fewer, as indicated by their academic standing.

<table>
<thead>
<tr>
<th>Must Register in Person</th>
<th>Web registration for the course is not permitted; you must register in the Registrar’s Office, Educational Services Center.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prerequisite and Test Score Error</td>
<td>You do not have one or more of the prerequisites for a class. Don’t forget that you must satisfy the Basic Skills Requirement before registering for any class numbered 300 or above. Only you Dean can override a prerequisite error. Classes you are currently enrolled in this semester fulfill preregistration requirements.</td>
</tr>
<tr>
<td>Time Conflict</td>
<td>Two classes you attempted to register for have overlapping meeting times or start/end at the same time. The error message will state which CRN (Course Reference Number) the rejected class conflicts with. Bring a Drop/Add slip (or the appropriate paperwork for you college) signed by at least one of your instructors to your Dean’s Office.</td>
</tr>
</tbody>
</table>
## Appendix B: Compatible Browsers

The following is a list of Web browsers supported by Banner7.x:

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Banner INB</th>
<th>Banner INB via Luminis Portal</th>
<th>Banner Self-Service</th>
<th>Banner Self-Service via Luminis Portal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Windows</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XP (SP 1 &amp; 2)</td>
<td>IE 6.x *</td>
<td>IE 6.0; Netscape 7.0x *^</td>
<td>IE 6.x; Netscape 7.01, 7.2; Mozilla 1.7x; Firefox 1.0</td>
<td>IE 6.0; Netscape 7.2</td>
</tr>
<tr>
<td></td>
<td>Netscape 7.0x *^</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>IE 6.x *</td>
<td>IE 6.0; Netscape 7.2^</td>
<td>IE 6.x; Netscape 7.01, 7.2 Mozilla 1.7x; Firefox 1.0</td>
<td>IE 6.0; Netscape 7.2</td>
</tr>
<tr>
<td></td>
<td>Netscape 7.0x *^</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mac</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OS9</td>
<td>N/A</td>
<td>N/A</td>
<td>IE 5.1.7</td>
<td>IE 5.1.7</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Netscape 6.2.x</td>
<td>Netscape 7.0.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Netscape 7.0.2</td>
<td></td>
</tr>
<tr>
<td>OSX (min. of 10.3)</td>
<td>Safari 1.2 ^</td>
<td>Safari 1.2^</td>
<td>IE 5.2.3</td>
<td>Netscape 7.1 Safari 1.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Netscape 7.1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Safari 1.2</td>
<td></td>
</tr>
</tbody>
</table>

*requires Oracle JInitiator 1.3.1.18

^requires Sun plug-in 1.4.2