Banner Student Application Cheat Sheet

I want to:	Banner Screen
See FERPA permissions. (i.e., Can I talk to person X about a student's grades?)	SPACMNT
Assign faculty members to their classes, or add/update non-instructional workload units	SIAASGN
Assign advisors to students	SGAADVR
Find contact information for student, staff, faculty	SPAIDEN
Check active status (adjunct versus GTA, or some other change that may have happened)	SIAINST
See a comprehensive overview of a student's GPA	SHATERM
See student grades by course	SHACRSE
See a class roster (helpful if you need to communicate to students before canceling a class)	SFASLST
Enter registration permits/overcome registration errors. *Note that the following registration errors cannot be overridden in the department:* • **Level** -this means that an undergraduate student is attempting to register for a graduate course. Must have approval from the graduate office. • **Maximum Hours**- this means that student has reached maximum hours allowed for registration and will need overload approval to register in additional hours. • **DUPL CRSE WITH SECTxxx** This message means that the student cannot register for two sections of the same class (topics courses). Requires department approval • For help with these, contact register@mtsu.edu	SFASRPO Lis of common permits departments enter: • SPEC – classes that require departmental permission • PREQ – they have an unsatisfied prerequisite. • ENRL – overrides cap for a closed class. *Always check the room's maximum seat capacity before entering this permit. Also remember that if there are any students on the waitlist, you just skipped them.* • PROG – some classes are program restricted • TIME – permits registration if student is attempting to register for overlapping classes • RES - allows registration if student receives error messages for major. class. program and degree • If you cannot figure out the registration error, reach out to register@mtsu.edu