

Banner Glossary

This is not a comprehensive list of Banner terms or processes. It is intended to provide basic user information for reading and understanding the class schedule printout.

INB BANNER v. SSB BANNER

Banner is the name of the university-wide administrative systems database. It is accessible two different ways. INB – Internet Native Banner is the internal side of Banner. SSB – Self Service Banner (RaiderNet), is the external, "public" side of Banner. Changes made in RaiderNet update Banner, and vice-versa.

SCHEDULING SCREENS

The screen name for the primary schedule form in Banner is SSASECT. Other screen names include SSASECQ, SSADETL, SSAPREQ, SSATEXT, and SSASYLB.

TERM CODE

The term code in Banner is a six-digit numeric value including the year and semester; the four-digit year followed by a two digit term that relates to the month the term begins. (10 – January; 50 – May; 80 – August) Example: the Fall 2007 term code is 200780.

CRN

The CRN is a Course Reference Number and is equivalent to the call number. It is a five-digit code that is unique to every course section. CRNs are reassigned each term; for example, ENGL 1010 section 001 in fall term will have a different CRN than ENGL 1010 section 001 in spring or summer term.

COURSE NUMBER

The course number in Banner is made up of three fields, the subject, course number and section number.

CROSS-LIST CODE

Cross-listed courses have a unique two-digit character code that is assigned to each section in a cross-listed group. This cross-list code is shown on the printout under the heading, "XL ST". This is similar to partner courses.

CAMPUS CODE

The campus code is a required value on all sections in Banner and is similar to the site code. Standard classes offered at MTSU will have a code of 24M; which is the delivery institution value followed by an "M" for main campus.

Courses taught off-campus will have a three-digit code that represents the location or site where the course is being offered. For MTSU, all off-campus site codes will start with "M" and follow with their previous SIS sight code value. Example: a course taught at O'More College of Design, in Franklin, will have campus code of M58. The campus code description will be displayed in the memo notes on the section.

RODP courses will have the numeric value of the delivery institution followed by an "R". Example: an RODP section taught from Columbia CC would have a campus code of 02R.

ROCE course will have the numeric value of the delivery institution followed by an "E". Example: an ROCE section taught from TSU would have a campus code of 45E.

STATUS

Status indicates whether a class is active (A), cancelled (C),

SPECIAL APPROVAL

Sections requiring Permission of Department for registration will have a value of "DP" entered in the Special Approval field and a " PERMISSION OF DEPARTMENT REQUIRED" memo note.

PART OF TERM

Part of term is the length of the term from start date through the end date and has a single digit coding (ie; a full, standard term is a "1"). Part of Term is used for registration and fee assessment, and cannot be updated or changed.

A Part of Term will be created for each summer session and there will be a separate Part of Term for RODP courses.

PERMITS/OVERRIDES

Permits and overrides may be issued for a particular restriction such as time conflicts, prerequisites, and class restriction errors. Overrides are equivalent to authorizations. Academic Departments and academic advisors may issue students permits/overrides in INB-Banner on the SFASRPO screen. This will allow a student to register for a course via RaiderNet without encountering a restriction.

RAIDERNET

RaiderNet is a tab within PipelineMT. It allows students to access their academic, financial information, update their personal information, and register for classes. Instructors use RaiderNet to view advisees records, class rosters, send class e-mail and to submit grades. Employers and employees use RaiderNet to view wages and tax information. Alumni may access RaiderNet to view their academic history, print unofficial transcripts, and request official transcripts. Students who have not accessed Pipeline previously may go to <https://www.mtsu.edu/changepw> see their MTSU email address (Pipeline user name) and to assign their password. After this is done, they may log into PipelineMT and select the RaiderNet tab.

MEETING TYPE

All courses will have a Meeting Type value for each meet time and/or room assignment. Standard courses will all have a CLAS meeting type. Distance Learning courses will use a variety of meeting types to identify the delivery format of the class and to specify on-campus meetings, such as orientations and exams.

SCHEDULE TYPE

Schedule type identifies how a class is taught, such as Lecture, Seminar, Independent Study, etc. This is similar to activity type.

INSTRUCTIONAL METHOD

Instructional Method identifies the delivery method of a course, such as Conventional Methodology, Student Teaching, Online, etc. This is similar to instructional medium.

24 HOUR CLOCK (MILITARY TIME)

Banner requires the use of a 24-hour clock to input class meeting times. When the class schedule information is displayed online, via RaiderNet, Banner converts the 24-clock time into 12-hour (am/pm) standard clock times.

1:00pm =	13:00	7:00pm =	19:00
2:00pm =	14:00	8:00pm =	20:00
3:00pm =	15:00	9:00pm =	21:00
4:00pm =	16:00	10:00pm =	22:00
5:00pm =	17:00	11:00pm =	23:00
6:00pm =	18:00	12:00am =	24:00