



Banner Self Service Training

for

Faculty and Advisors

March 2006

FERPA Reminder

Ramapo College recognizes the importance of maintaining certain records for each student which contribute to and confirm the student's educational progress.

To protect the rights of students regarding these records, the College has established policies and guidelines which describe the records maintained, provisions for releasing information, provisions for student inspection and review of records, and provisions for changes in records when warranted. These rules generally conform to State and Federal laws (the U.S. Department of Education has guidelines for the "Family Educational Rights and Privacy Act of 1974 as amended", known as the Buckley Amendment or FERPA). These policies are generally supervised by the Office of the Registrar. The following are the rules which relate to these student records:

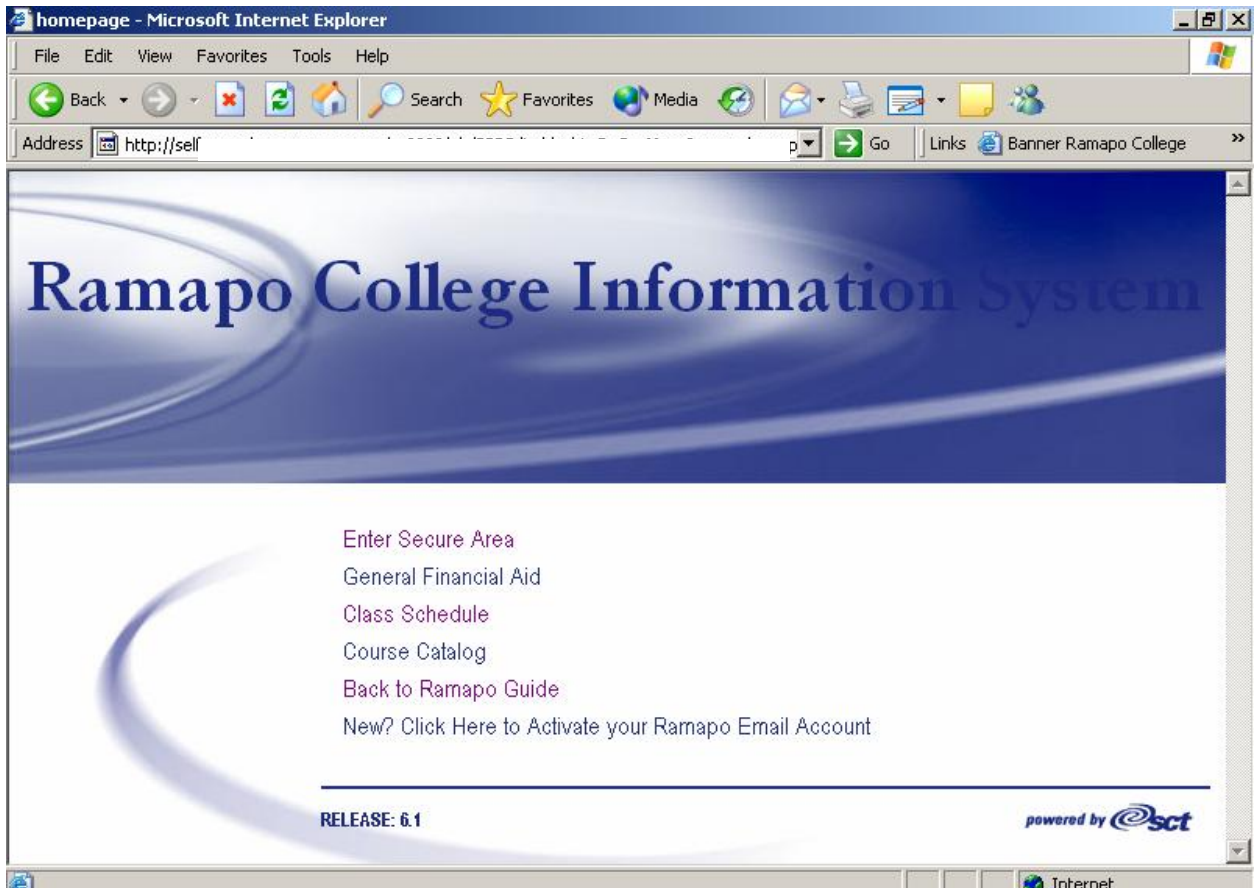
- **1. Directory Information**
The following information is considered part of the public record and may be disclosed upon request without consent of the student, unless the student has filed an objection with the Office of the Registrar, which must be renewed annually. (The student's home address or on-campus address is not directory information and may not be disclosed.)
 - a) student name
 - b) year-level
 - c) school and major
 - d) credits registered for in current term
 - e) terms attended
 - f) degree granted
 - g) Ramapo College e-mail address
 - h) photograph
 - i) honors, by town
- **2. Confidential Information**
All personally identifiable information other than that described in Directory Information is considered confidential information and shall be disclosed by the College only as provided below. This information includes the following:
 - a) academic records
 - b) address (campus or home)
 - c) disciplinary records (except as provided by laws such as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act)
 - d) financial aid records
 - e) placement records
 - f) letters of recommendation
 - g) medical records (may be reviewed by student's doctor only)
 - h) telephone numbers (campus or home)
 - i) test scores
 - j) veteran's records, etc.

Additional information regarding FERPA may be found here:

<http://www.aacrao.org/compliance/ferpa/index.cfm>

You will be able to access Banner Self Service by a link on the Ramapo Intranet.

On this page you may view the **Course Catalog**, **Class Schedule**, or **Enter Secure Area**.



To **Enter the Secure Area** – Click on it.

- Enter your Banner ID (**R**.....) and PIN. **Click Login**.

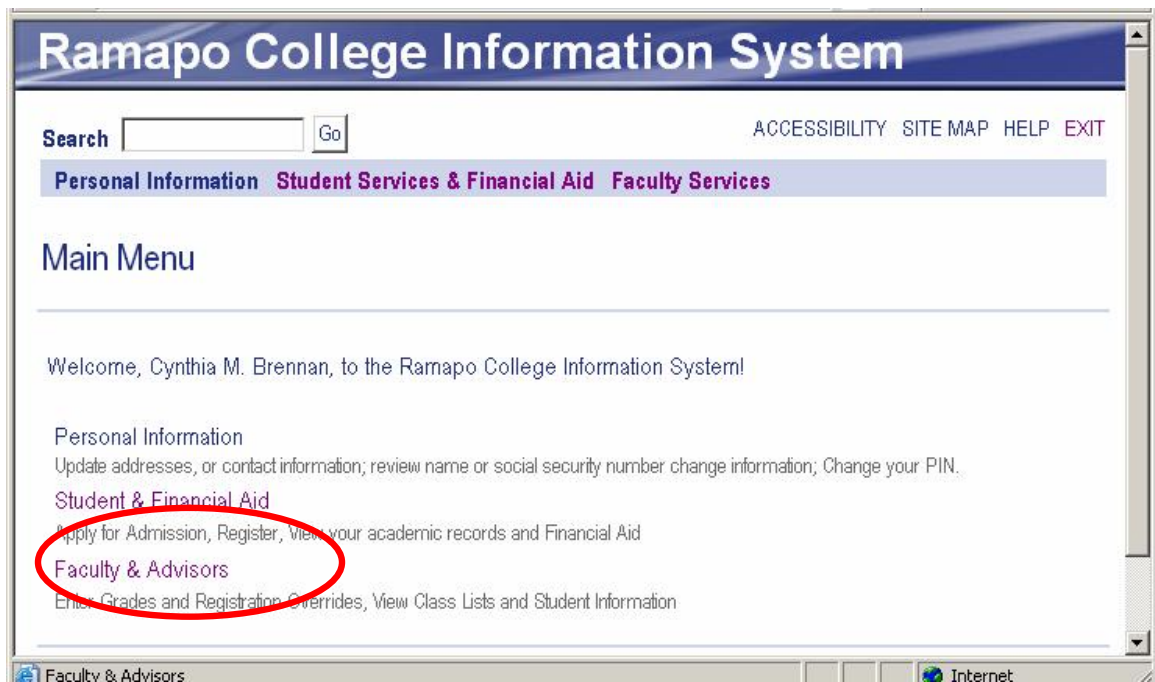


- Above is the message you will see if you do not use upper case **R** or if you do not enter the correct ID or PIN.
 - The first time you log in your PIN will be your date of birth-remember to include 0s (i.e. January 1, 2006 = 010106)

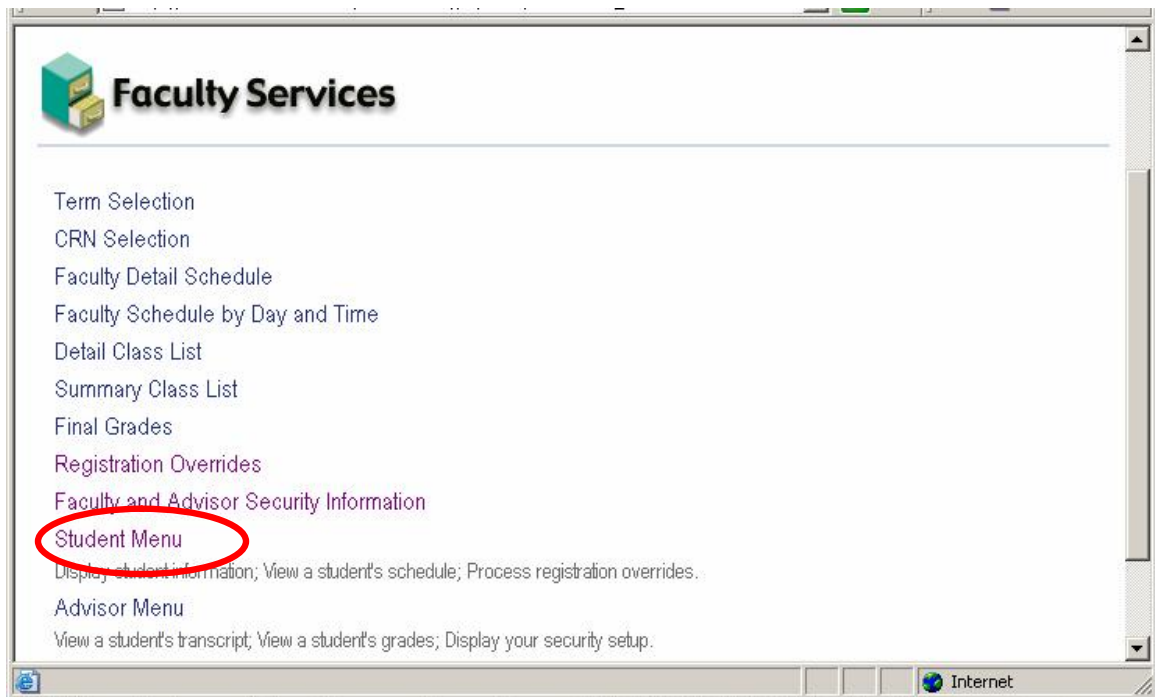
- It will be expired and require you to change your PIN to 6 numbers that are not your DOB.
 - Use a cryptic combination of numbers (not 111111).
 - This is the access point to a lot of information, both personal and student, so please protect and keep this secure and never give your Banner ID and PIN to anyone.
- You will be asked to create a PIN question for security purposes.
 - Enter a question and answer you will remember in case you forget your PIN.
 - Click **Submit**.

The screenshot shows a web browser window titled "User Login - Microsoft Internet Explorer". The address bar contains a URL starting with "http://self...". The page features a blue header with the text "Ramapo College Information System". Below the header, there is a white area with the following text: "Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login." and "To protect your privacy, please Exit and close your browser when you are finished." There are two input fields: "User ID:" and "PIN:". Below these fields are two buttons: "Login" and "Forgot PIN?".

- Once you successfully login you will see your name on the welcome menu.
- To perform Advisement functions **Click on Faculty & Advisors.**

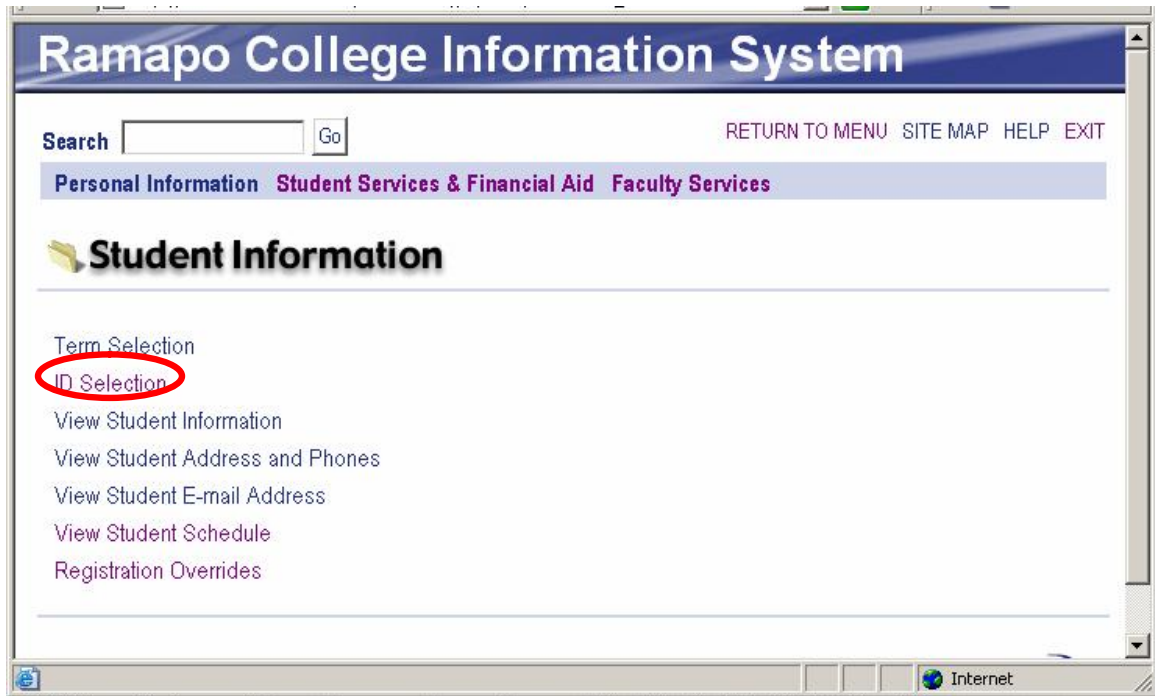


From the Faculty Services menu, **Click Student Menu.**

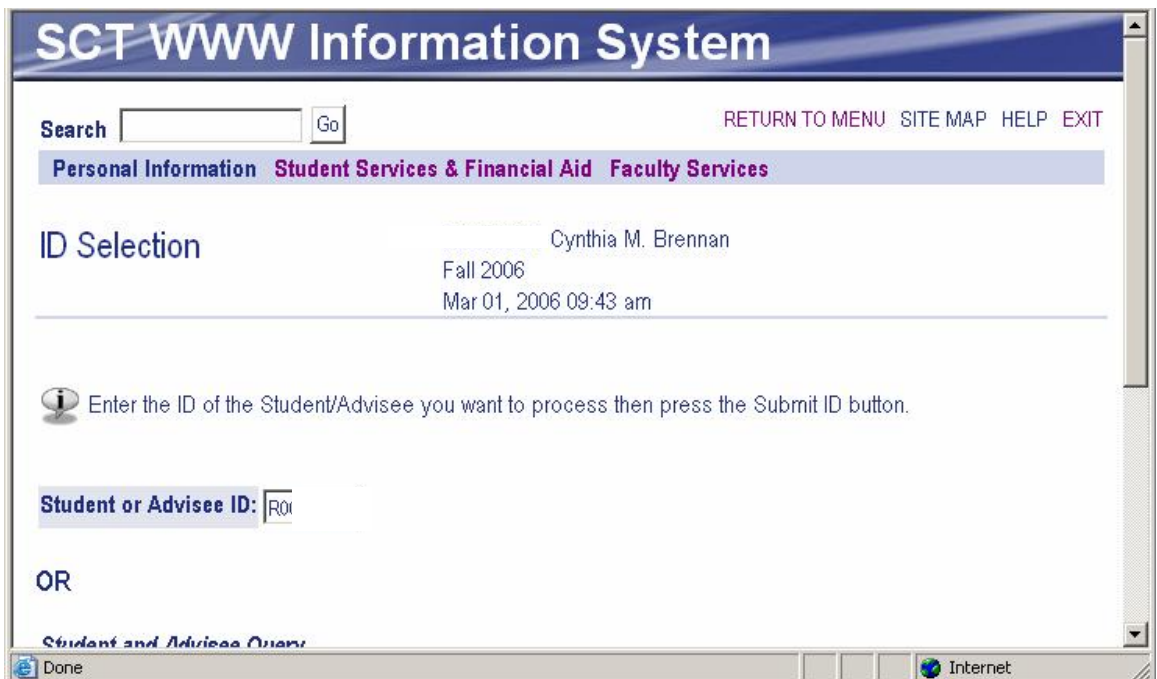


Next, **Click ID Selection.** To view a student's record, if that student is not specifically assigned to you as an advisee (as the case for Deans and Unit Secretaries), you must first have the Banner ID for the system to look up the record.

- You will need to look up the ID in Internet Native Banner (INB); if you do not have access to INB you will need to ask the student for the Banner ID (Deans may ask unit secretaries for look up.).



- Type in ID and **Click Submit** button at bottom of screen.



If the student is not assigned to you the Student Advisee Query will not function for you.

Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both

You will be asked to verify the name of the student you have selected.

- **Click Submit.**
- Click [View Student Information](#) to view student's current program, assigned advisor and summary academic information.
- **Click [View Student Address and Phones](#)** to view current address information.
- **Click [View Student E-mail Address](#)** to view student's email address.
- **Click [View Student Schedule](#)** to view schedule.
 - You may be required to select a term.
 - Move vertical scrollbar to view complete schedule.

Current Schedule

Total Credit Hours: 8.000

COMPUTER SCIENCE I - CMPS 147 01

Associated Term: Fall 2006
CRN: 40711
Status: Web Registered on Feb 10, 2006
Assigned Instructor:
Grade Mode: Standard Letter
Credits: 4.000
Level: Undergraduate
Campus: Main

Scheduled Meeting Times

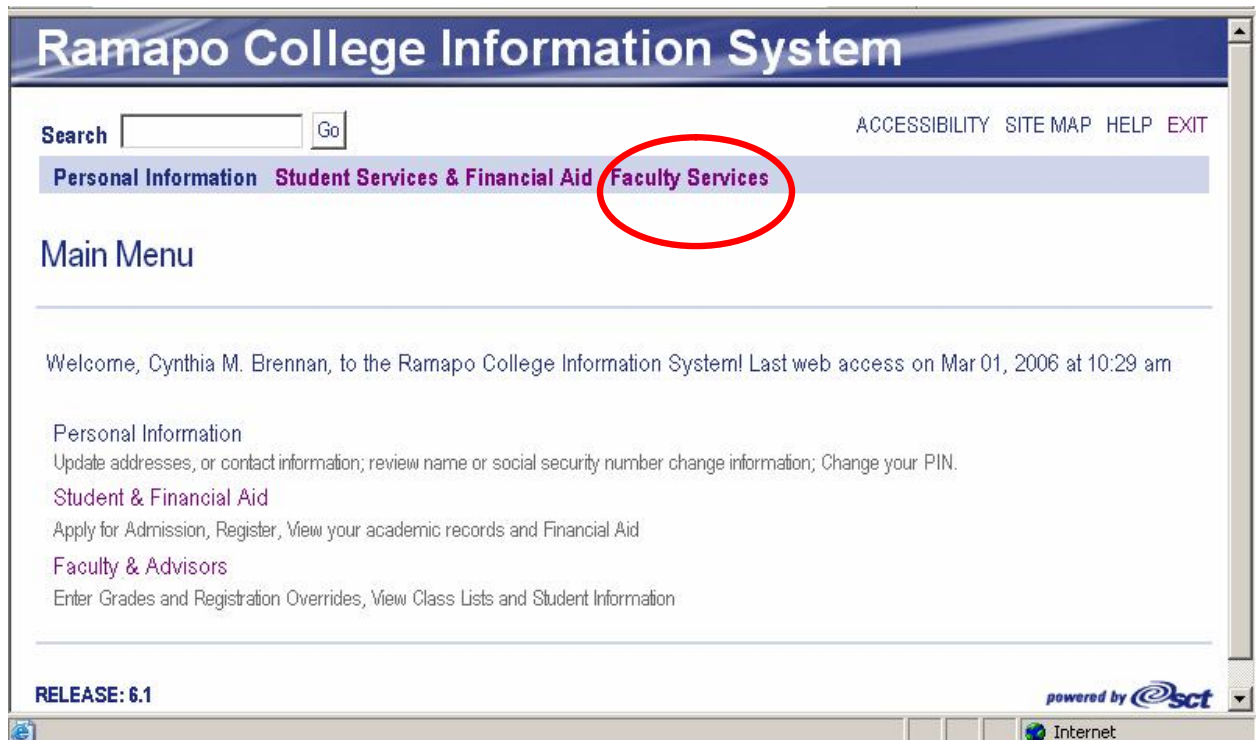
Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	9:45 am - 11:15 am	MR	G Building 117 Sep 02, 2006 - Dec 23, 2006	Lecture	TBA

ADVANCED TOPICS: NET PROGMIN - CMPS 367 01

- [Registration Overrides](#) will not be available to you unless you are a faculty member teaching a course. Certain Non faculty will have access to the Override function in INB.

For functions specific to your role as a faculty member-

- Click on Faculty Services.



Ramapo College Information System

Search ACCESSIBILITY SITE MAP HELP EXIT

[Personal Information](#) [Student Services & Financial Aid](#) [Faculty Services](#)


Main Menu

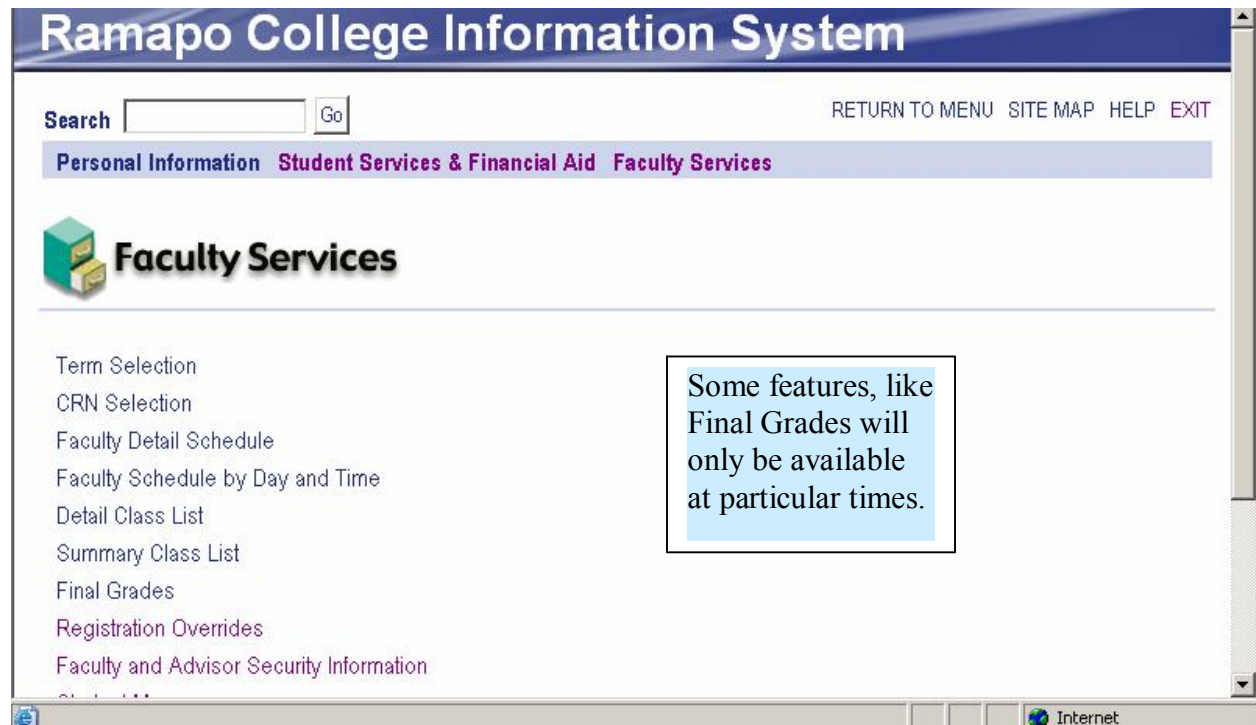
Welcome, Cynthia M. Brennan, to the Ramapo College Information System! Last web access on Mar 01, 2006 at 10:29 am

Personal Information
Update addresses, or contact information; review name or social security number change information; Change your PIN.

Student & Financial Aid
Apply for Admission, Register, View your academic records and Financial Aid

Faculty & Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information

RELEASE: 6.1 powered by 



Ramapo College Information System

Search RETURN TO MENU SITE MAP HELP EXIT

[Personal Information](#) [Student Services & Financial Aid](#) [Faculty Services](#)

Faculty Services

- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List
- Final Grades
- Registration Overrides
- Faculty and Advisor Security Information

Some features, like Final Grades will only be available at particular times.

Internet

Here you may select various functions (remember to Select the correct term) related to your faculty role, including your personal information and

student information for those in your classes and those assigned to you as advisees.

- **Click** on [Faculty Detail Schedule](#) to view your schedule.

Welcome to the Faculty Detail Schedule display. Listed below is your schedule for the selected term.

INTRO TO LITR - 40114 - LITR 101 - 01

Status:	Active
Available for Registration:	Feb 01, 2006 - Sep 10, 2006
College:	Amer. & International Studies
Department:	Literature
Part of Term:	1
Course Credits:	4.000
Course Levels:	Undergraduate
Campus:	Main
Override:	No
Syllabus:	Add
Rosters:	Classlist
Office Hours:	Add

To view your class list from the Schedule, **Click Classlist**. The screen text provides helpful information.

Course Information

INTRO TO LITR - LITR 101 01

CRN: 40114
Duration: Sep 02, 2006 - Dec 23, 2006
Status: Active

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	5	4	1
Cross List:	0	0	0

Summary Class List

Record Number	Student Name	ID	Reg Status	Level	Credits	Midterm	Final	Grade Detail
1	Laura J.	R0i	Web Registered	Undergraduate	4.000	Enter	Enter	
2	re, Dana M.	R0i	Web Registered	Undergraduate	4.000	Enter	Enter	
3	holas R.	R0i	Registered	Undergraduate	4.000	Enter	Enter	
4	athan	R0i	Web Registered	Undergraduate	4.000	Enter	Enter	

- **Click** on the underlined course title to view other sections
- **Click** on student name to view contact information.
 - This will display the permanent address. Since most of our students live on campus, it is not advisable to use this contact info.
 - This is confidential information and may not be released.
- Select [Registration Overrides](#) from Faculty Services Menu to authorize a student to enroll in your class due to major restriction, prerequisite not met, closed section, etc. Enter student ID to grant override. Select.

Student or Advisee ID:

OR

Student and Advisee Query	
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Search Type:	<input type="radio"/> Students <input type="radio"/> Advisees <input checked="" type="radio"/> Both

Faculty Registration Permits/Overrides Fall 2006
Mar 01, 2006 01:17 pm

Information for _____

Welcome to the Faculty Registration Permits/Overrides Worksheet.

If the word "Confidential" appears next to a student's name, his/her personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.


Registration Overrides

Override	Course
Override Capacity	40114 - LITR 101 01
None	None
Override Capacity	None
Override Corequisite	None
Override Major	
Special Approv/Perm	
Override Prerequisite	

Internet

- **Click** on the arrow of the **Course** box to select the course section.
- **Click** on the arrow of the **Override** box to select the appropriate Override for the student's particular registration problem!
- **Click Submit.**
- You will be required to verify and **Click Submit** again!


Faculty Registration Overrides Confirmation Fall 2006
Mar 01, 2006 01:41 pm

 Below are the override requests you entered. Please confirm by clicking Commit Changes.

Registration Overrides

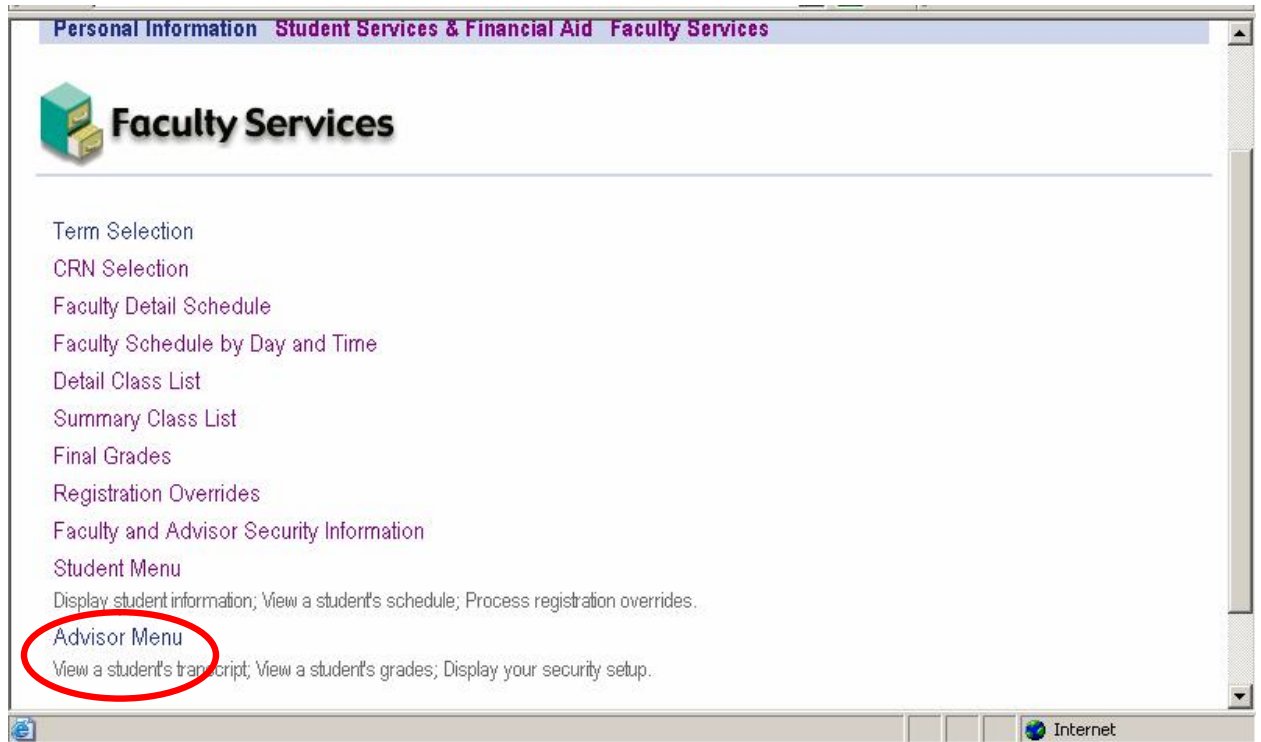
Override	CRN	Course Number	Section	Student	Activity Date
Override Capacity	40114	LITR	101	01	Mar 01, 2006

[\[Registration Overrides \]](#)

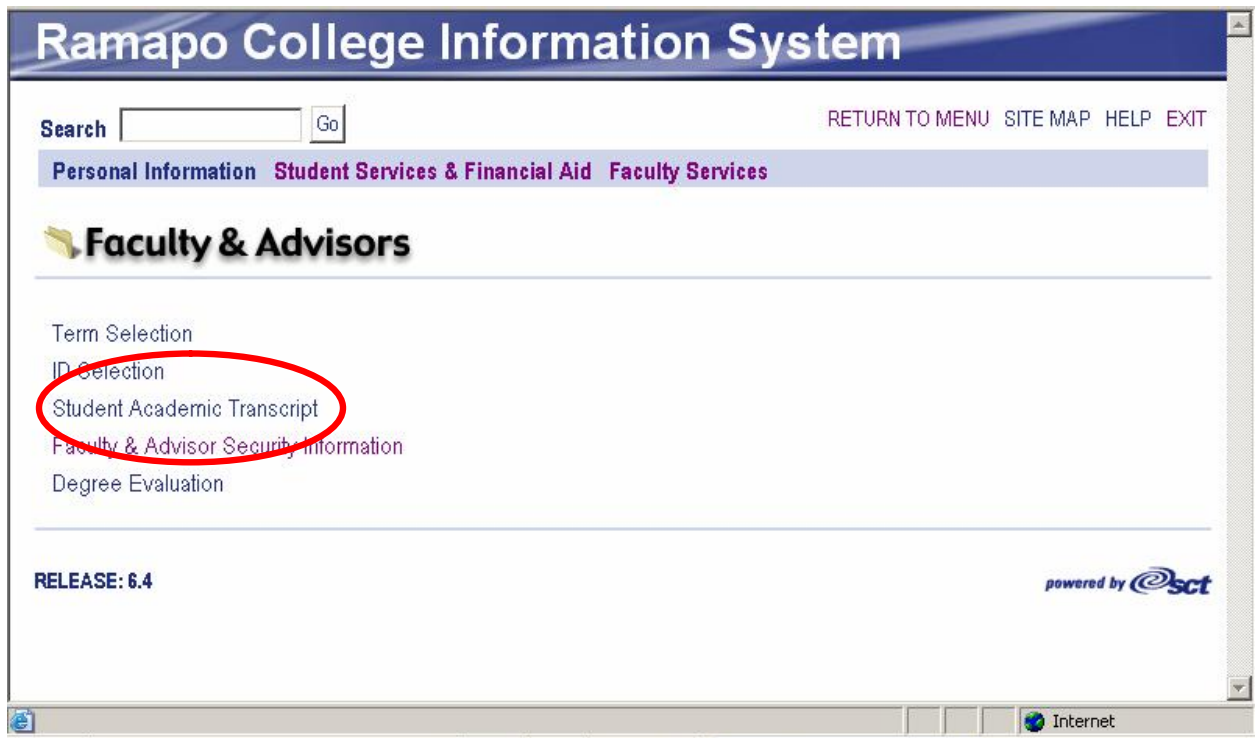
RELEASE: 6.1 powered by 

Internet

From the Faculty Services Menu you will also be able to view transcripts through Advisor functions.



- Click on **Advisor Menu**, then click [Student Academic Transcript](#).



- **Select Term.**
- **Enter** Student ID as previously described.
- **Verify** student by clicking **Submit**.
- **Select** level (usually undergraduate).
- **Click** [Display Transcript](#).

The top of the transcript display provides “quick clicks” to certain information in the body of the transcript. You may use these to move quickly to that area.

[Transfer Credit](#) [Institution Credit](#) [Transcript Totals](#) [Courses in Progress](#)

This is the same process that is used to access the [Degree Evaluation](#).

To review the access to Student Records via the web:

- **Full time faculty will have access to the records of students in their classes and advisees who are assigned to them by the name entry lookup process.**
- **Deans, Unit Secretaries, a variety of other college advisors will have access to student’s records by entering the student’s Banner ID.**
- **Adjuncts, in the semester they are teaching, will need to enter a student’s PIN as well. If meeting with a student and the need arises to view that student’s transcript, the student may type in her PIN.**
 - **The student’s PIN is not required (just the Banner ID) for entering overrides.**