

Banner Finance & HR Newsletter

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Banner Student System

Banner Student is the last of the administrative modules to be implemented from the conversion of the legacy systems to the integrated Banner web-based suite of systems. The implementation of the baseline system is nearly complete. Students have already used Patriot Web to apply for admission and financial aid for Fall 2004, register for classes, and pay their tuition bills. Administrative staff have provided support to students in the back office through Internet Native Banner. Faculty can view their class lists and waitlists, send e-mail to their students, enter grades, and view their teaching schedules through Patriot Web. More capabilities for students, faculty, and advisors will be added to Patriot Web as the implementation progresses.

Banner Student has brought a number of changes to the way we do business at the university. Below are frequently asked questions regarding the Student System. If you have additional questions or concerns about the new system, please send them to banner@gmu.edu.

Frequently Asked Questions...

Social Security Numbers & G-Numbers

Question:

Now that we all have a G-number, will the Social Security Number go away?

Answer:

The G-number is the primary identifier for faculty, staff, and students in Banner. The SSN is nevertheless required for all employees of the university and for students who want to have access to federally-funded financial aid. We will continue to collect the SSN, but we will limit its use.

Do note that the *Family Educational Rights and Privacy Act* requires that alternate identifiers such as the G-number be kept secure, and must be guarded against inadvertent or unauthorized exposure.

Please exercise vigilance regarding students' academic records in any format, including paper. They must be kept secure, disposed of only in a secure manner, and shared only with those who have a legitimate educational interest.

Advising

Question:

How will Banner provide access to student records for advising?

Answer:

Most employees who have a need to view student records for advising will do so through Patriot Web, Banner's self-serve system. These employees include:

- Faculty who advise students as part of their responsibilities;
- Academic department chairs, associate chairs, and their administrative support positions; and
- Equivalent positions at the college level.

These employees will be required to complete the Banner Self Service: Facilitated Access to Transcripts and Degree Audits form, available from your Banner Student System liaison. They will also be required to attend training. A list of Banner Student System liaisons can be found on Patriot Web under the Employee Services menu at:

<https://patriotweb.gmu.edu/>

Frequently Asked Questions...

Help!

Question:

How do I get access to the Banner Student System?

Answer:

Employees can find out how to request access to the Banner Student System from the Employee Services menu of Patriot Web: <https://patriotweb.gmu.edu>

Question:

If students have questions about online registration, where can I direct them?

Answer:

Patriot Web has Help buttons that link to the Registrar's quick guides and FAQs, available at: <http://registrar.gmu.edu/patriotweb.reg.html>

Question:

If faculty members have questions about how to use Patriot Web, where can I direct them?

Answer:

Patriot Web has Help buttons that link to the Registrar's quick guides and FAQs, available at: <http://registrar.gmu.edu>

Question:

Is there any documentation available to help staff who work with the Banner Student System?

Answer:

Yes, go to the Banner End User Support collection in DocuShare, available at: <https://docushare.gmu.edu/dsweb/View/Collection-15>

Student System Training

Faculty and staff can view and register for Banner Student System workshops through the IT Training website: <http://ittraining.gmu.edu>.

Employees who need access to Internet Native Banner should select the workshop category "INB-Internet Native Banner Training".

Advisors can find their required training by searching for course number BTT-SSBT 101, Self-Service for Advisors.

Faculty needing help with their class lists and other Patriot Web faculty services should search for course number BTT-SSBT 102, Self-Service for Faculty.

Contact Jennifer Flagel at jflagel@gmu.edu if you have questions about Banner Student training.

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