

THE STUDENT RECORD

A NEWSLETTER PUBLISHED EACH SEMESTER FROM THE BSCC

Welcome to the 1st Edition of the Banner Student Competency Center Newsletter

The Banner Student Competency Center is pleased to announce the creation of our newsletter, *The Student Record*. Each semester, we will provide:

- Updates regarding our projects
- Tips for getting the most out of Banner and Cognos
- Synopsis of Student Reports including Cognos Reports available to the Community
- An opportunity to meet the Banner Student Competency Center staff
- Information on Banner Student Training Sessions

A Word from Jodi

What does BSCC stand for?

BSCC stands for the Banner Student Competency Center but what I have learned in the more than 18 months I have been working with Banner, my colleagues in the Competency Center and individuals from across the university community is that BSCC could also stand for: Best System 'Cross Campus! That is what we strive for. I am so amazed at how the university community has embraced Banner. Priority registration for Spring

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2013 just opened. We have had some of our highest percentages of on time grading ever! We continue to develop workflows to make manual processes automated and more efficient. When was the last time you saw a change of grade card? It is because of the collaboration between users and the Competency Center that we have made such progress but while the implementation era has come to an end, the improvement era never ends.

Please see *A Word from Jodi* on page 5

RECENTLY COMPLETED IMPROVEMENTS

In August, the **Student Financial Services Channel** in TUportal was launched. The Channel lists all student financial aid requirements and their current status. The channel allows students to:

- Find out the number of financial aid requirements students have satisfied and the number they still need to submit
- See which items were received and are pending review
- View instructions on completing requirements
- Upload documents and see instant confirmation that they were received
- View their award letter

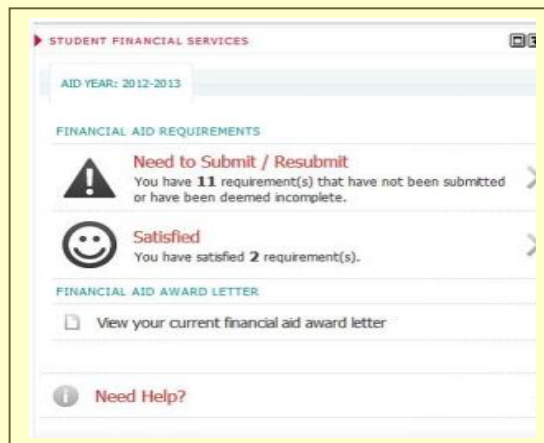
"The Student Financial Services Channel helped to reduce calls and visits to SFS."

Craig Fennell

Director, Student Financial Services

Benefit:

- Improved communications from SFS to students about how to complete their financial aid requirements and their requirement's real-time status through an intuitive and easily accessible interface
- Created the ability for students to upload documents directly into the Xtender system, which improves security, decreases processing time, and students receive instant confirmation on successful uploads
- Allows students to review real-time financial aid award information at the click of a button
- Reduced SSB financial aid steps that used to take 6 clicks of drill-through to one click



Student Financial Services Channel of TUportal.

In October, improvements to the **Change of Program Workflow** were implemented. These included:

- Included ONLINE as the campus and updated the PRIMARY MAJOR drop down looking at new criteria.
- Provided a mechanism to alert International Student and Scholar Services (ISSS) when International students request a change to their graduation date. This enables them to take the next steps that include possibly adjusting the student's visa.
- Worked with the Registrar to prioritize the requested changes. This gives the Registrar the ability to route the work accordingly.

"The Change of Program modification by which ISSS is now notified of all modification requests has made it easier for ISSS staff to be aware of changes and to ensure that students' immigration status and documentation are kept up-to-date in conjunction with their program modifications."

Martyn Miller

Senior Director, International Student and Scholar Services

Benefit: Streamlined process flow and better communication between departments.

Meet: The Banner Student Competency Center

Created in the spirit of the collaboration that emerged during the Banner Student implementation, the Banner Student Competency Center is a co-located team of functional analysts and IT staff that are dedicated to supporting and extending the capabilities of Banner. The idea behind the Center is to blend the functional expertise with technical know-how to deliver key bolt-on, workflow, portal, and process solutions and improvements.

The Center is led by Jodi Levine Laufgraben, Vice Provost for Academic Programs, Assessment & Institutional Research, and Brian Forman, Executive Director – Computer Services. The members of the Center are Beverly Andrews, Jeff Bazin, Debbie Bennett-Kenney, David Benson, Michael Boyer, Mark Brody, Sheila Brogden, Kim Buckwalter, Stacey



The Banner Student Competency Center sign welcoming guests to our offices on Wachman and Carnell 9.

Caiazza, Darnay Campbell, Barbara Di Toro, Thomas Dockray, Helene Houser, Anna Hsieh, Denise King, Cindy Konecko, Irene Lojeski, Sue McCaffrey, Cecilia McDonald, John McDonough, Joan McGoldrick, Charles Musgrove, Conrad Muth, Neil O'Brien, Jemina Quarles, Chris Rivera, Michael Ryan, Helen Sanders, Marilyn Solomon, Myra Taksa, Matt Waldron, Michael Wasserleben, Kristen Watkins, Nicole Westrick and Dawn Yost.

Report Spotlight: Registered Student List

The Cognos Registered Student List Report contains student demographic and academic information. It can be run for any Banner semester with academic registration, beginning Summer 1 2011.

To run this Cognos community report, log in to TUportal, click the Banner tab, scroll down to Cognos Reporting where you will see a list of reports to which you have access. Select the Registered Student List Report from this list. You will then see a page of prompts where you can specify the criteria for your report. This is where you identify the semester, college, and student level on which you want to report. You can elect to

include all columns of data on your report or narrow your selection for specific data fields.

The report contains a wide array of demographic and academic data. Physical and email addresses, phone number, degree data, school/college information including major, degree, and GPA are including together with many other fields. As grade processing continues, student GPA will be updated to reflect grade updates.

When your report has completed processing, the data results display as a download in Excel. You can then print the report or use Excel features to organize the data as you want to see it.



Training Information

There are designated trainers in each academic unit who train new staff within their units.

Meet the trainers:

College of Health Professions and Social Work

Shelley Osagie

sosagie@temple.edu

College of Liberal Arts

Anar Khandvala

anar.khandvala@temple.edu

College of Science and Technology

Matthew Campbell

matthewc@temple.edu

College of Engineering

Matthew Badura

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Fox School of Business and School of Tourism and Hospitality

Helen Robinson

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Elvita Quinones

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Jason Gasper-Hulvat (Fox – Graduate Programs)

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College of Education

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Kimberly Marsh

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Division of University Studies/Continuing Studies

Neal Conely

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School of Environmental Design

Susan McCaffrey

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For non-academic units, the BSCC will reach out to the supervisors or individuals when we receive new security access requests to set up the needed training.

Periodic INB/SSB training sessions are offered in Wachman Hall through Human Resources. To sign up for a class, go to <https://atlas.ocis.temple.edu/hr/main.asp>.

For any additional training requests, please contact Susan McCaffrey at smccaffr@temple.edu.

A Word from Jodi from page 1

BSCC is committed to constantly evaluating Banner and considering how we can enhance use and functionality. We hope this newsletter provides you with helpful information to improve your banner knowledge. Please let us know what you need or what we might do to help you in your work (scc@temple.edu). Because BSCC could also stand for "Better Serving Campus Community!"

Tips from the BSCC

For staff that end-date holds on SOAHOLD, did you know that rather than clicking the calendar and selecting today's date, you can simply place your cursor in the "to-date" field and hit the letter "T"? This automatically populates the "to-date" with today's date.

This shortcut works for many other date fields in Banner! There is no need to remember what today's date is; let Banner do the thinking for you!

By the Numbers

Student Registration Numbers First 5 Days of Priority Registration Spring 2013 vs. Fall 2012

	Priority Registration Term	Unique Students Registering	# Eligible
Day1:	Spring 2013	1,670	2,310
	Fall 2012	Unavailable	Unavailable
Day2:	Spring 2013	1,294	3,646
	Fall 2012	1,295	2,759
Day 3:	Spring 2013	2,322	3,741
	Fall 2012	1,116	1,535
Day 4:	Spring 2013	1,785	3,462
	Fall 2012	2,553	3,458
Day 5:	Spring 2013	2,167	3,472
	Fall 2012	2,474	3,084

Contact Us

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Coming Soon:

We'll be on the Web!

You'll be able to visit us at:

www.temple.edu/bbcc

