



HCAP GUIDE TO BANNER

WELCOME TO BANNER

ntroduction

SGASTDN

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SPAIDEN

Student Demographic Info

SOAHOLD

Registration Holds

SFAALST

Class Roster

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GPA and Academic Standing

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TSASPAY

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SZAREGS

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SHADEGR

Degree Awarded Info

TERM CODES

How to determine term codes

XTENDER

Scanned Student Documents



Visit <u>myUTSA.edu</u>

Under Faculty/Staff Resources: BANNER

Log in with myUTSA ID and Passphrase.

Welcome Screen

Type in screen name into the search field.

Click enter.





General Student Information

Type in screen name SGASTDN.

Enter Student's BANNER ID or myUTSA ID.

Can enter in Term code or leave blank.

Click Go.

STUDENT INFO FOUND ON SGASTDN

Student's program

Admission term

Catalog term

Program's concentration (if applicable)

Student Status (if student is active or inactive)

Residence (Texas, Out of State, International)

Student Type (New or Continuing)

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SPAIDEN

Student Demographic Info

Type in screen name SPAIDEN.

Enter Student's BANNER ID or myUTSA ID.

Click Go.

STUDENT INFO FOUND ON SPAIDEN

Preferred Name

myUTSA ID

Address and Phone Number when admitted (if hiring a student, always confirm current address and phone number with the student)

Biographical Information

Student's email



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	ID: @0193	8018 + Jaiyeola, Joseph A.			1	Go	
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▦	ID	@01938018							Name Type	•••						
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4									Prefix	Mr.						
	Last Name	Jaiyeola				•••			Suffix							
2	First Name	Joseph				•••			Preferred First Name	Joseph						
୭	Middle Name	Adedayo							Full Legal Name		 					
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€	Last Update															
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	Original Creation															
	User	APPWORX1							Create Date	11/10/2020						
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Ħ	Name Type	First Name Joseph					
\mathbf{r}	Change Type	Name Middle Name Adedayo					
~	ID	@01938018 Origin SRKPREL					
1		Create User BVGARCIA					
	Last Name	JAIYEOLA Create Date 02/24/2022					
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(Click arrow to the right to see more info)

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▦	Legal Sex	Male Male							Religion	XX •••• Not Requested				
~	Gender Designation	•••							Legacy	Y First Generation Student				
Q	Personal Pronoun	•••							Ethnicity	7 •••• Unknown				
	Birth Date	12/14/1997							New Ethnicity	Not Hispanic or Latino				
D	Age	26								Ethnicity and Race Confirmed				
	SSN/SIN/TIN	100101086							Ethnicity and Race	03/15/2021				
3									Confirmed Date					
		Confidential							Veteran File Number					
★		Deceased							Veteran	Not a Veteran	-			
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₿	E-mail Type	UTSA Email				
<u>,</u>	E-mail Address	joseph.jaiyeola@my.utsa.edu				
<		Preferred Inactivate Display on Web URL				
1	Comment	Create Preferred email				
- I	E-mail Type	AD Admissions Application				
2	E-mail Address	jaiyejoseph2015@gmail.com				
י ע		Preferred Inactivate Display on Web URL				
k	Comment					
	E-mail Type	DB ••• Business email from DEFINE				
>	E-mail Address	joseph.jaiyeola@utsa.edu				
		Preferred Inactivate Display on Web URL				
	Comment	Inserted by PR_Update_GOREMAL				
	E-mail Type	GRAD *** Graduate Student email				
3	E-mail Address	joseph.jaiyeola@my.utsa.edu				
		Preferred Inactivate Display on Web URL				
	Comment	Graduate Email Updated By PR_Update_GOREMAL				
	E-mail Type	UTSA Email				
	E-mail Address	jaiyejoseph2015@gmail.com				
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Type in screen name SOAHOLD.

Enter Student's BANNER ID or myUTSA ID.

Click Go.

INFO FOUND ON SOAHOLD

Hold Type and Description

Hold Reason

Dates for hold

- From is the start of the hold
- To is when the hold ends or has ended

Origination Code Description

- The department that placed the hold
- This is the department that has to remove the hold



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	ID: @01938018 ••• Mr. Joseph Adedayo Jaiyeola			ſ	Go	\square
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Ħ	1272473	H7	HS - Tuberculosis Screening	HS - Tuberculosis Screening			04/07/2021	05/05/2021	HE	Health Services		APPWORX		
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Class Roster

Type in screen name SFAALST.

Enter Term Code. (see page for how to determine term codes)

Enter Course CRN.

Click Go.

INFO FOUND ON SFAALST

List of students currently enrolled in the course section.

List includes:

- Student's BANNER ID
- Student's name
- For previous semesters will include final grades and any grade comments



=	× UISA.	Class Attendance Roster SFAALST 9.3.28.2 (PROD)			🔒 ADD	RELATED	🗱 TOOLS	÷
	Term: 202430	Summer 2024 CRN	36571	••• CRJ 2153 91E			Go	\square
۲ ۵	Roll:	Degree Award	Select	•				
		Status						
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	Term: 20243	30 Summer 2024	CRN: 36571 CRJ 2153 91E	Roll:	Degree Award	Status: Select									(Start Over
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	Sequence	ID	Name	Status	Status Date	Final Grade	Grading Mode	Incomplete Final Grade	Extension Date	Credit Hours	Hours Attended	Last Attendance Date	Rolled	Grade Comment	Grade Commer	nt Description
∄	2	@01922082	Alvarado, Derrick B.	VC	03/25/2024		Ν			3.000						
	4	@01985618	Radad, Safa H.	RW	03/19/2024		N			3.000						
2	5	@02009716	Jun, Haerim	RW	03/20/2024		N			3.000						
	6	@01916067	Zaragoza, Lorinda	RW	03/20/2024		N			3.000						
<u> </u>	7	@01670742	Osuna, Andrea	RW	03/20/2024		N			3.000						
_	8	@01900489	Jones, Taylor N.	RW	03/20/2024		N			3.000						
~	9	@02154964	Ortiz, Keera L.	RW	03/20/2024		N			3.000						
2)	12	@02082381	Saenz, Isaiah	VC	05/02/2024		N			3.000						
	13	@01959214	Gomez, Darrell J.	RW	03/20/2024		N			3.000						
k	15	@01917590	Moreno, Deyanira R.	RW	03/20/2024		N			3.000						
	16	@01926283	Soto Solorzano, Kimberly	RW	03/20/2024		N			3.000						
⇒	17	@01976345	Beach, Landon R.	RW	03/21/2024		N			3.000						
	18	@02022675	Pena, Aaliya N.	RW	03/21/2024		N			3.000						
	19	@02043046	Cain, Ja'Neicia D.	RW	03/21/2024		N			3.000						
	20	@01848489	Flores, Katelyn E.	RW	03/21/2024		N			3.000						
<u> </u>	21	@02082056	Herrera, Lawrence A.	RW	03/21/2024		Ν			3.000	-			-		
3	26	@02064235	Diaz, Carmen J.	RW	03/22/2024		Ν			3.000						
	27	@01611873	Perez, Alexandria E.	RW	03/24/2024		N			3.000						
	29	@02071869	Vera Lopez, Carlos	RW	03/25/2024		N			3.000						
	30	@01997213	Kirkland, Breyon J.	VC	04/08/2024		N			3.000						
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SHATERM

GPA and Academic Standing

Type in screen name SHATERM.

Enter Student's BANNER ID or myUTSA ID.

Enter Course Level Code:

- 01 for undergraduate
- 02 for masters
- 03 for doctoral

Can enter in a start term or leave blank. Leave blank to see GPA term by term.

Click Go.

STUDENT INFO FOUND ON SHATERM

Current Standing Tab

- First term attended
- Last term attended
- Academic Standing
- Institution GPA
- Transfer GPA
- Overall GPA

TERM GPA and Course Detail Information Tab

- Semester GPA
- Semester hours earned
- Lists courses taken that semester and grades earned

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First Ter	rm Attended	<mark>202210</mark>			Progress Evaluation	** No Progress Evaluati	on				
Last Ter	rm Attended	202420			Progress Evaluation						
					Override						
Academ	nic Standing	GS Academic Good Stand	ding		Combined Academic						
					Standing Override						
Academ	nic Standing				Combined Academic	** No Combined Acader	nic Standing				
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		Attempted Hours	Passed Hours	Earned Hours		GPA Hours	Quality Points		GPA		
	Institution	63.000	63.000	63.000		63.000	250.02		3.9	6	
	Transfer	0.000	0.000	0.000		0.000	0.00		0.0	00	
	Overall	63.000	63.000	63.000		63.000	250.02		3.9	6	

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9	Institutional		9.000	9.000		9.000		9.	000		36.00		4.	00
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Subject		Course	Title		Grade	Mode		Hours	Repeat		Repeat System		Campus	
DEM		7273	Statistics for Dem Data I		At	Ν		3.000					11	
DEM		5113	Soc Dem & Community Tre	nds	A	Ν		3.000					11	
DEM		5213	Intro to Population Data		Α	Ν		3.000					11	
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Student Account

Type in screen name TSAAREV.

Screen that opens is TOADEST. Need to click X at the top left next to the UTSA logo.

Enter Student's BANNER ID or myUTSA ID.

Click Go.

STUDENT INFO FOUND ON TSAAREV

Account Details:

- List charges and payments to the student's account.
- Description of the charge or payment.
- The term of the charge or payment.
- The amount of the charge.
- The amount of the payment.

Balance Details:

- Account Balance
- Amount Due

(for most accurate information on balance due, use TSASPAY screen)

Can filter to a certain semester's charges and payment info:

- Click Filter from menu options at top right under the "Start Over" button.
- Enter in term code in Term box.
- Click Go.
- Table will adjust to only the semester you entered.

Click this X

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ID: @0193801	8 Mr. Joseph Adedavo, Jaiveola	Credit Limit:	User: JSCHWAR	T Holds:												Start Over
10. @0155001		Credit Linit.	osci. Joonnan	(T Holds.												Surrover
 ACCOUNT DET 	TAILS	_				_			_	_			1	Settings Insert	Delete ¶	Copy Y. Filter
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Receipt																
Detail Code *	Description *	Term *	Charge	Payment	Balance	Source *	Effective Date *	Transaction Date	Aid Year	Period	Receipt	Original Charge *	Contract Detail *	Trans Number	Trans Paid	Document
CCCW	Credit Card Payment (Web)	202430		3.27	0.00	т	05/24/2024	05/24/2024			3215590			300	29	9
CCDC	Credit Card Expense Charge	202430	3.27		0.00	Т	05/24/2024	05/24/2024			3215590			299		
CCCW	Credit Card Payment (Web)	202430		130.80	0.00	Т	05/24/2024	05/24/2024			3215589			298	-	
FFIW	HCAP Tuition	202430		2,115.87	0.00	F	05/24/2024	05/24/2024	2324	202430				297		
GRAF	Graduate Advising Fee	202430	130.80		0.00	R	04/24/2024	04/24/2024				\checkmark		296		
GRAF	Graduate Advising Fee	202420	130.80		0.00	R	04/23/2024	04/23/2024						295		
T017	Tuition-Non Res Schol Waiver	202430	150.00		0.00	R	04/09/2024	04/09/2024				~		294	-	
GIT3	Tuit-Grad Incremental-w/Waiver	202430	150.00		0.00	R	04/09/2024	04/09/2024				~		293		
G023	Tuition-Designated Summer G	. 202430	781.20		0.00	R	04/09/2024	04/09/2024				~		292		
HIW3	Insurance Waiver-Summer	202430	-864.00		0.00	R	04/09/2024	04/09/2024				~		291	-	
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								Balanc	e							
Account B	alance 0.00							NS	F	0						
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Student Account Balance

Type in screen name TSASPAY.

Enter Term Code.

Enter Student's BANNER ID or myUTSA ID.

Click Go.

STUDENT INFO FOUND ON TSASPAY

Current Account Status:

- Credit Hours enrolled
- Billed Hours
- Term Charges

Balance Details:

• Amount Due

≡	X UISA Student Payment Form TSASPAY 9.3.22.1 (PROD)		🔒 ADD	RETRIEVE	RELATED	🌞 TOOLS	\mathbf{Q}_{1}
	Term: * 202430 ***	Credit Limit:				Go	\Box
ជា	ID: @01938018 •••• Mr. Joseph Adedayo Jaiyeola	Title IV:					
	Currency: USD •••	Holds:					
▦							
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Q	Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.						
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SHACRSE

Completed Student Coursework

Type in screen name SHACRSE.

Enter Student's BANNER ID or myUTSA ID.

Leave Term blank.

Click Go.

INFO FOUND ON SHACRSE

Course Summary:

- Term course was taken
- Level of course
 - 01 undergraduate
 - 02 masters
 - 03 doctoral
- CRN
- Subject of course
- Course number
- Section number
- Hours earned
- Grade earned
- Course title



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ស	ID: @01938018 ••• Jaiyeola, Joseph A. Term: •••				Go)
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UISA Course Summary SHACRSE 9.3.6 (PROD)

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	Q	202420	1	11	03	44024	DEM	7803	003	3.000	A+	Ν		Directed Research
с I	Q	202420	1	11	03	44109	DEM	7903	001	3.000	A-	Ν		Causal Inference
	Q	202420	B5	9	03	38991	DS	5023	001	3.000	A	Ν		Data Organization & Visualize
<u>,</u>	Q	202410	1	11	03	23794	DEM	7023	001	3.000	A	Ν		Adv Methods of Dem Analysis
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9	Q	202330	Т	11	03	31622	DEM	7783	01T	3.000	A+	Ν		Internship in Applied Demo
	Q	202320	1	11	03	40171	DEM	5083	002	3.000	A	N		Fertility
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>	Q	202310	1	11	03	20277	DA	6813	001	3.000	A+	Ν		Data Analytics Applications
	Q	202310	1	11	03	17313	DEM	5013	001	3.000	A	N		Dem Methods of Analysis
	Q	202310	1	11	03	20902	DEM	7223	001	3.000	A	Ν		Event History Analysis
	Q	202230	Т	11	03	33719	DEM	7813	09T	3.000	A	N		Doctoral Research
2	Q	202220	1	11	03	36018	DEM	5033	001	3.000	A	N		Mortality
2	Q	202220	1	11	03	36488	DEM	5093	001	3.000	A	N		GIS for Population Science
	Q	202220	1	11	03	36017	DEM	5283	001	3.000	A-	Ν		Stats for Demographic Data II
	Q	202210	1	11	03	17316	DEM	5113	001	3.000	A	N		Soc Dem & Community Trends
	Q	202210	1	11	03	17318	DEM	5213	001	3.000	A	Ν		Intro to Population Data
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Course Enrollment

Type in screen name SZAREGS.

Screen that opens is SOADEST. Need to click X at the top left next to the UTSA logo.

Enter Term code.

Enter Student's BANNER ID or myUTSA ID.

Click Go.

INFO FOUND ON SZAREGS

Enrollment Information:

- Status: Eligible to Register or Not Eligible to Register
- Minimum hours allowed to enroll
- Maximum hours allowed to enroll

Course Information:

- CRN
- Subject
- Course number
- Section number
- Credit hours
- Status code
 - RE Registered
 - DC Dropped Course
 - CC Cancelled course
 - RW Registered on Web
 - VC Registered and certified for Veteran
 - WC Drop Course with W grade
 - XC Dropped course on Web with W grade

Click this X.

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SHADEGR

Degree Awarded Information

Type in screen name SHADEGR.

Enter Student's BANNER ID or myUTSA ID.

Click ellipses (three dots) next to Degree Sequence field.

INFO FOUND ON SHADEGR

Learner Outcome Summary:

- Outcome Status
 - Code for status of degree
 - SO Seeking the degree, has not earned the degree yet
 - AW Awarded the degree
 - NO Degree not awarded
- Graduation Term
 - Term code for semester degree was awarded
- Graduation Date
 - Date the degree was awarded
- Diploma Name
 - Name student asked to be printed on diploma





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FALL CODES END IN 10

SPRING CODES END IN 20

SUMMER CODES END IN 30

FALL 2023
SPRING 2024
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FALL 2024
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SUMMER 2025

XTENDER

STUDENT DOCUMENTS SCANNED INTO XTENDER BY UNIVERSITY OFFICES

How to access:

- Must be logged into BANNER.
- Go to a BANNER screen, can use SGASTDN.
- Enter Student's BANNER ID or myUTSA ID.
- Can enter in Term code or leave blank.
- Click Go.
- Click on Retrieve from menu at top right.
- A new window will open.
- List of scanned documents:
 - Document Type
 - Term Code
- Hover on the document icon to preview the document.
- Click on on the document icon to open the document and view all pages that are scanned.
- At top right menu, there are options for Exporting or Printing the documents.

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25 webx.utsa.edu/AppXtender/DataSources/PROD/ISubmitQuery?DSN=PROD&AppName=B-S-ST&ID=@01938018 \$ 😩 E \leftarrow \rightarrow C 👤 JSCHWART 🗸 -2 opentext* | ApplicationXtender - PROD Applications **Query Results** Q-0.-0-B-S-AV 0 0 B-S-HONORS B-S-ST > New Search > Query Results Q Text Search B-S-ST RST NAME Q SSN Q BIRTH DATE Q, TERM CODE Q, APPLICATION NUMBER Q, ADMISSIONS REQUIREMENT Q, INSTITUTION NUMBER Q, ROUTING STA UTSA-BANNER-FERPA 14-Dec-1997)SEPH 100-10-1086 202220)SEPH 100-10-1086 14-Dec-1997 202210 ACADEMIC CREDENTIALS REPORT FCSA ID 167192 Page 1 of 7 Purpose University Admission Name Joseph Jalyeola DOB 12/14/1997 Report Date 11/15/2021)SEPH 100-10-1086 14-Dec-1997 202210 Institution UT San Antonio U.S. Equivalence Bachelor of Science in Demography and Social Statistics)SEPH 100-10-1086 14-Dec-1997 202210 TOEF U.S. Semester Hours / GPA 4 Undergraduate 139 Hrs / 3.71 Upper division 68 Hrs / 3.69 REDENT) Upper division Documents Credentials Bacheor of Science in Demography and Social Stutistics earned at an institution comparable to a regionally accredited US institution 1 U.S. equivalency Country Credential Nigeria Bachelor of Science in Demography and Social Obatem Awolowo Universit February 17, 2020 Institution Date awarded 4 years Photocopy of a transcript and an award of degree issued in English Length of program Documents viewed 140% < 1 /7► -

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	REQUIREMENT
ACADEMIC CREDENTIALS REPORT	INSTITUTION NUMBER
Page 3 Name Joseph Jaiyeola FCSA ID 167192	ROUTING STATUS
DOB 12/14/1997 Report Date 11/15/2021 Page 1 of 7	ACTIVITY DATE 2022-01-20 14:15:04
Page 4 U.S. Equivalence	
Bachelor of Science in Demography and Social Statistics	
Page 5 U.S. Semester Hours / GPA	
Undergraduate 139 Hrs / 3.71	
Upper division 68 Hrs / 3.69	•



HOW TO SEARCH FOR A STUDENT BY NAME

If you are given a student's name but no other information, you can use Degree Works to search for their BANNER ID.

Access Degree Works through the <u>my.utsa.edu</u> page. Degree Works is listed under the Student Resources.

- Click on Advanced Search.
- Type in the student's name.
- Click Search.
- The students with that name will be listed with their degree programs. You can confirm the student by their degree program and then cut and paste their BANNER ID into BANNER.

UTSA DegreeWorks

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Worksheet



Worksheet

Student ID		First/middle name		Last name	
Curriculum					^
Degree	~	Level	~	Classification	~
Catalog year	~	Major (0/388)	~	Minor (0/84)	~
College (0/30)	~	Concentration (0/352)	~	Program (0/634)	~
Student type (0/13)	~				
				Clear CANCEL	SEARCH

Worksheet

Student ID	First/middle Joseph	name	Last na Jaiye	ola
Curriculum				
Otudante founde	4		Cl	ear CANCEL SE
Students found:	1 Name ↑	Degree	Maior	Level Classificat
		CERT	Data Science, Cert	02
@019	38018 Jaiyeola, Joseph Adedayo	D		



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