Departmental Exemptions

Discover how to add and/or remove a Student to a previously-established Exemption with this PDF tutorial.

Placement Scores

Banner Lab: Academic
This PDF training covers UCR’s placement scores for the University Writing Program, Academic Resource Center for Math, Foreign Languages and Chemistry.

Scheduling and Learning Communities

Review Academic Scheduling in Banner, 25Live Classroom Scheduling, and how to schedule block courses, such as Learning Communities. Log in to UCR Learning. Keyword: Communities

Banner Feedback Form

Have questions or suggestions for improvement? Share your feedback on the Banner Support Feedback Form. (For technical support, first refer to User Support.) Your information will be kept confidential, and we will make every effort to respond in a timely manner.

LABS

**NOTE: Banner Lab Registration** - Practice what you've been taught in Banner Labs! Visit UCR Learning to find the appropriate labs for your role at UCR. Then reserve your spot. Be sure to register for a Lab even if you're still working through Banner tutorial prerequisites. Don't miss the opportunity to participate in a lab – they will not be offered again!
**Banner Lab: Curriculum Changes** - Practice material covered in the online tutorial Curriculum Changes. [Log in](#) to UCR Learning. Keyword: Curriculum

**Banner Lab: Academic History** - Review materials from Transfer History Navigation, Academic History Navigation, Placement Scores (PDF), Removing Lower Division Units, and Assigning Advisors. [Log in](#) to UCR Learning. Keywords: Banner Lab

**Banner Lab: Graduation** - Refresh your training in Graduation (online tutorial) and Expected Graduation Date. [Log in](#) to UCR Learning. Keyword: Graduation

**Banner Lab: Registration** - Practice the material covered in the Enrollment and Waitlisting tutorials. [Log in](#) to UCR Learning. Keyword: Registration

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### HELPFUL TIPS

<table>
<thead>
<tr>
<th>Keyboard Shortcuts</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>F7: Enter Query</strong></td>
<td>This shortcut puts the form in query mode. It also allows you to enter search criteria.</td>
</tr>
<tr>
<td><strong>F8: Execute Query</strong></td>
<td>Create a quick search for information based on entered search criteria.</td>
</tr>
<tr>
<td><strong>Ctrl+Q: Cancel or Exit a Query</strong></td>
<td>Ctrl+Q closes any form. When using it from the General Menu Form, it exits Banner altogether.</td>
</tr>
<tr>
<td><strong>Ctrl+E: Edit</strong></td>
<td>Make editing even faster</td>
</tr>
<tr>
<td><strong>F1: Help</strong></td>
<td>Have questions about a</td>
</tr>
<tr>
<td><strong>Ctrl+F1: Show Keys</strong></td>
<td>Each Banner form comes</td>
</tr>
</tbody>
</table>
with the Ctrl+R keystroke. Banner form? Use F1 to get answers. For technical needs, visit User Support. with specific function keys. To see a list of these keys for the form you’re currently viewing, select Show Keys from the Help menu.

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**REMINDEERS**

- **Assigning Advisors** - Learn to explain how advisors are assigned to and removed from student records. The form is term driven, and will record a history of advisors the student had in prior terms. Multiple advisor types can be assigned to a student, and multiple advisors of the same type can be assigned to students. Log in to UCR Learning. Keywords: Assigning Advisors.

- **Removing Excess Lower Division Units** - Find out how to remove Excess Lower Division Units from transfer student records in order to adhere to the 105 quarter unit-cap. Log in to UCR Learning. Keyword: Excess.


- **Enrollment** - Learn how to complete common enrollment procedures, such as add a student to a course, remove a student from a waitlist, and view a student’s registration audit. Log in to UCR Learning. Keywords: Banner Enrollment.


- **Waitlisting** - This training provides Academic Departments with information on how to view and manage waitlist enrollment. Log in to UCR Learning. Keyword: Waitlisting.

- **Graduation Process** - Find out how graduation applications are managed in Banner. Topics include viewing a student-filed application, approving/denying an application for graduation, and viewing a conferred degree for a student. Log in to UCR Learning. Keywords: Graduation Process.

- **Curriculum Changes (After SIR)** - This tutorial teaches you how to make various curriculum changes within select Banner forms. Log in to UCR Learning. Keywords: After SIR.

- **Departmental Billing** - Add a charge or a reversal to Student and Non-Student Accounts with this Banner tutorial. Log in to UCR Learning. Keyword: Departmental.

- **Academic History Navigation** - Discover how the academic history portion of the student...
record is recorded and viewed. This tutorial reveals at a high level where to look to review the student’s achievements at UCR. The navigation is not intended to instruct a user on how to make changes on these forms, but to provide an understanding of the data they contain. Log in to UCR Learning. Keyword: History

QUESTIONS? Visit the Banner FAQ page.

Note: Banner Student does not work on Chrome.

★ This is a Test Email only.
This message was sent for the sole purpose of testing a draft message.