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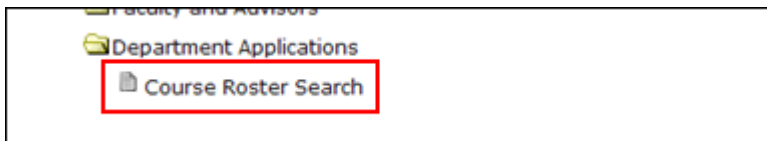
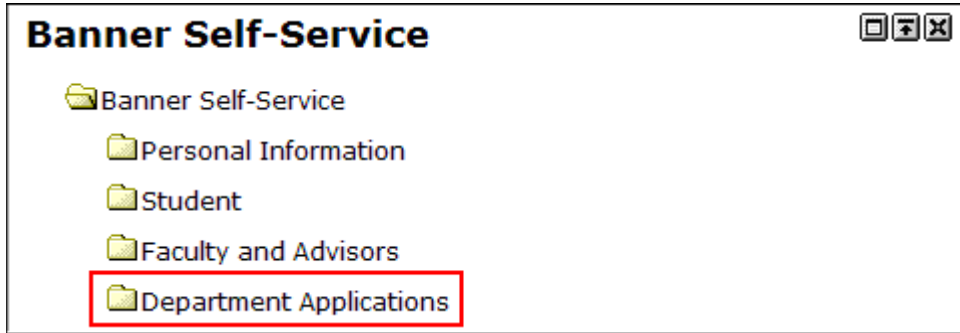
Note: Departments needing this role for their staff need to contact the Office of the Registrar to request access to the roster reviewer role.

To travel to a specific topic, please click its corresponding page number.

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SSB Viewer Roster Download

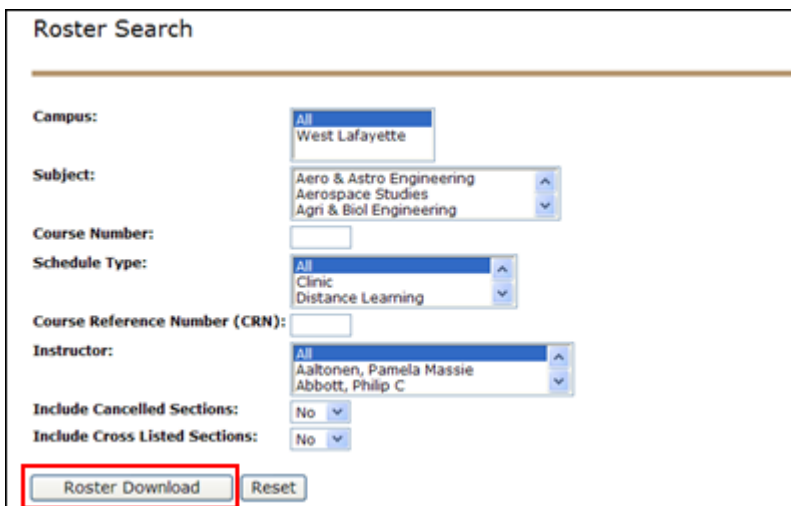
On Self Service Banner (SSB), look for the Department Applications folder, double-click to expand it and show the Course Roster Search link. Select “Course Roster Search” and double-click to open.



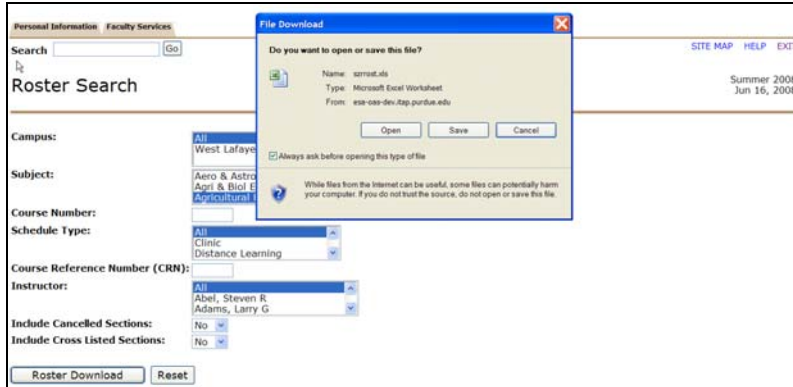
Use the drop down to select the desired term and click the Submit button.



Use the desired combination of campus, subject, course number, schedule type, instructor or CRN. Indicate Yes or No to include cancelled sections or cross listed sections and click the Roster Download button.



Choose to save the file in your desired location. It will download as a Comma Separated Values (CSV) file, which you may import into any spreadsheet program. The .CSV format is used to expand compatibility for those running non-Windows platforms without Excel or with a different version of Excel. For Microsoft Office users, the file will open in Excel by default. Microsoft users may also save the file in .CSV format and open it in WordPad to just obtain raw data.



Note multiple CRNs.

| TERM | DEID | User ID | NAME | FIRST NAME | MIDDLE NAME | LAST NAME | CONFIDENCE LEVEL | CLASSIFY EMAIL | CRN | SUBJECT | COURSE | SECTION | COURSE |
|--------|----------|----------|----------------------------|------------|-------------|--------------------|---------------------|----------------|-----|---------|--------|-------------|--------|
| 200830 | Summer 2 | A0001178 | user03941 Sparrow, Jack | Sparrow | N | Undergrad/Freshman | willturner | 80039 | SEC | 80000 | 1 | Agriculture | |
| 200830 | Summer 2 | A0001178 | user03942 Turner, W Will | Turner | N | Graduate | Graduate willturner | 80039 | SEC | 80000 | 1 | Agriculture | |
| 200830 | Summer 2 | A0001178 | user03727 Varns, Jo Jordan | Varns | Y | Undergrad/Freshman | 15 - 29 h | 80039 | SEC | 80000 | 1 | Agriculture | |
| 200830 | Summer 2 | A0001178 | user03941 Sparrow, Jack | Sparrow | N | Undergrad/Freshman | willturner | 80041 | SEC | 82200 | 1 | Fined Syst | |
| 200830 | Summer 2 | A0001178 | user03942 Turner, W Will | Turner | N | Graduate | Graduate willturner | 80041 | SEC | 82200 | 1 | Fined Syst | |
| 200830 | Summer 2 | A0001178 | user03727 Varns, Jo Jordan | Varns | Y | Undergrad/Freshman | 15 - 29 h | 80041 | SEC | 82200 | 1 | Fined Syst | |

If choosing to save, you will then be able to name the file, specify the destination to which to save, and open the file in your spreadsheet application. Note multiple CRNs.

| TERM | DEID | User ID | NAME | FIRST NAME | MIDDLE NAME | LAST NAME | CONFIDENCE LEVEL | CLASSIFY EMAIL | CRN | SUBJECT | COURSE | SECTION | COURSE |
|--------|----------|----------|----------------------------|------------|-------------|--------------------|---------------------|----------------|-----|---------|--------|-------------|--------|
| 200830 | Summer 2 | A0001178 | user03941 Sparrow, Jack | Sparrow | N | Undergrad/Freshman | willturner | 80039 | SEC | 80000 | 1 | Agriculture | |
| 200830 | Summer 2 | A0001178 | user03942 Turner, W Will | Turner | N | Graduate | Graduate willturner | 80039 | SEC | 80000 | 1 | Agriculture | |
| 200830 | Summer 2 | A0001178 | user03727 Varns, Jo Jordan | Varns | Y | Undergrad/Freshman | 15 - 29 h | 80039 | SEC | 80000 | 1 | Agriculture | |
| 200830 | Summer 2 | A0001178 | user03941 Sparrow, Jack | Sparrow | N | Undergrad/Freshman | willturner | 80041 | SEC | 82200 | 1 | Fined Syst | |
| 200830 | Summer 2 | A0001178 | user03942 Turner, W Will | Turner | N | Graduate | Graduate willturner | 80041 | SEC | 82200 | 1 | Fined Syst | |
| 200830 | Summer 2 | A0001178 | user03727 Varns, Jo Jordan | Varns | Y | Undergrad/Freshman | 15 - 29 h | 80041 | SEC | 82200 | 1 | Fined Syst | |

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Roster Data Fields

The downloaded roster contains the following data fields:

| | | |
|--------------------|--------------|---|
| TERM | VARCHAR2(6) | Banner term code for the section. |
| TERM DESCR | VARCHAR2(30) | Banner term code description for the section. |
| ID | VARCHAR2(9) | Student's PUID. |
| User ID | VARCHAR2(55) | Student's user ID. |
| NAME | VARCHAR2(90) | Student's full name. |
| FIRST NAME | VARCHAR2(15) | Student's first name. |
| MIDDLE NAME | VARCHAR2(15) | Student's middle name. |
| LAST NAME | VARCHAR2(60) | Student's last name. |
| CONFIDENTIAL | VARCHAR2(1) | 'Y' indicates this student's information is confidential. |
| LEVEL | VARCHAR2(30) | Student's level: undergraduate, graduate, professional. |
| CLASS CODE | VARCHAR2(2) | Student's classification code |
| CLASSIFICATION | VARCHAR2(30) | Student's classification description. |
| EMAIL | VARCHAR2(60) | Student's email address. |
| CRN | VARCHAR2(5) | Course Request Number; unique identifier of the section. |
| SUBJECT | VARCHAR2(4) | Course subject. |
| COURSE NUMBER | VARCHAR2(5) | Course number. |
| SECTION | VARCHAR2(3) | Section identifier |
| COURSE TITLE | VARCHAR2(30) | Course title of the section. |
| CREDIT HR | NUMBER(7,3) | Number of credit hours for which the student is registered. |
| SCHEDULE TYPE | VARCHAR2(3) | Type of instruction for the section. |
| CAMPUS | VARCHAR2(30) | Campus offering the section. |
| COLLEGE CODE | VARCHAR2(2) | Code of College (or School) offering the section. |
| COLLEGE | VARCHAR2(30) | College (or School) offering the section. |
| PROGRAM DESCR | VARCHAR2(30) | Student's program description. |
| MAJOR DESCR | VARCHAR2(30) | Student's major description. |
| REG STATUS | VARCHAR2(30) | Student's registration status. |
| GRADABLE INDICATOR | VARCHAR2(1) | Indicates whether the section is gradable, Y or N. |
| GRADE MODE | VARCHAR2(1) | Grade mode for the student. |
| GRADE MODE DESCR | VARCHAR2(30) | Grade mode description, e.g., Regular, Audit, etc. |
| CANDIDATE | VARCHAR2(1) | Indicates student's candidacy for graduation this term, Y or N. |

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