



# OnePurdue

## Student Services Course Catalog

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# OnePurdue Student Systems Course Catalog

Course Code	Course Name	Standard Delivery Method	Course Duration (in hours)	Description	Audience	Prerequisites
<b>Banner Navigation</b>						
<b>BANNAV 100</b>	Banner Navigation	Online self-paced	2	<p>This course is an introduction of Banner screen navigation and elements used for Financial Aid and Student functions.</p> <p>Participants are introduced to:</p> <ul style="list-style-type: none"> <li>Basic navigation, login and exit</li> <li>Main menu</li> <li>Menu bar</li> <li>Toolbar</li> <li>Basic queries</li> <li>Help resources</li> </ul> <p>Concept of forms and form elements Printable job aids on icons and keyboard shortcuts are provided for desk side reference.</p>	Required for all OnePurdue Student Systems end users who use the Banner interface	None
<b>BANNAV 200</b>	Banner Advanced Navigation  Early July estimated	Self-paced WBT	2	<p>This course demonstrates the setup of advanced customizing options in native Banner.</p> <p>Advanced customizing options to be covered include:</p> <ul style="list-style-type: none"> <li>Personalized menus</li> <li>Options for title bar displays and form names</li> <li>Changing the main menu appearance</li> </ul>	For end users who already have access to the production OnePurdue Student Systems and require the use of additional features in Banner	BANNAV 100

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<b>Cognos Reporting</b>						
<b>COG 200</b>	Cognos 8 Query Studio	Instructor-led	8	<p>This course provides a basic orientation to the Cognos navigational system and tools, as well as the process to run reports and make minor design changes in them.</p> <p>Topics include:</p> <ul style="list-style-type: none"> <li>Cognos basics</li> <li>Navigation and examining objects</li> <li>Running reports with and without prompts</li> <li>Defining report types</li> <li>Navigating and building reports</li> <li>Filtering data</li> <li>Creating custom groups</li> <li>Adding calculations</li> <li>Formatting report appearances</li> </ul>	Staff who perform reporting and need to run reports from pre-defined data models	
<b>COG 300</b>	Cognos 8 Report Author		32	<p>This course provides an orientation to the basic Cognos navigational system and tools in Query Studio. Participants will also be introduced to in-depth reporting tools in Report Studio.</p> <p>Instructions include:</p> <ul style="list-style-type: none"> <li>Query Studio basics</li> <li>Report Studio basics</li> <li>Types of reports (list, crosstab, chart, etc.)</li> <li>Sort and filter data</li> <li>Use aggregate functions</li> <li>Concatenated expressions</li> <li>Prompts</li> <li>Add pages</li> <li>Report expressions</li> <li>Drill-through reports using parent/child relationships</li> </ul>	Staff who do reporting as a major part of their position and have an ongoing need to create reports for their department/unit	

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Financial Aid						
<b>FAOV 100</b>	Financial Aid Overview	Online self-paced	1.5	<p>This course demonstrates features for the primary Financial Aid forms and provides groundwork for later classroom sessions.</p> <p>The focus is on the financial aid process and use of the Banner forms, primarily ROARMAN.</p>	WL and PNC staff who have access to view Financial Aid forms in Banner	BANNAV 100
<b>FABV 200</b>	Bursar View of R3 Forms in Banner	Online self-paced	1.5	<p>This course provides third-party contract and fee remission training.</p> <p>The focus is primarily on the TSACONT and SGASADD screens.</p>	WL and PNC bursar staff who view financial aid and student information for R3	BANNAV 100 FAOV 100

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Financial Aid						
<b>FACT 200</b>	Financial Aid Core Training	Instructor-led	16	This course provides functional knowledge of key screens and processes, including: ISIR Loads SSACI Application MILS Missing Information Verification and Correction Processing Budgets Needs Analysis Funds Packaging "Student" screens being used for Financial Aid	WL Financial Aid staff and its student employees who have core financial aid roles in the Banner system	BANNAV 100 FAOV 100 SOV 100
<b>FACT 210</b>	Financial Aid Core Training (PNC)	Instructor-led	16	This course provides functional knowledge of key screens and processes, including: ISIR Loads SSACI Application MILS Missing Information Verification and Correction Processing Budgets Needs Analysis Funds Packaging "Student" screens being used for Financial Aid Procedures specific to Purdue North Central are also covered.	PNC Financial Aid staff and its student employees who have core financial aid roles in the Banner system	BANNAV 100 FAOV 100 SOV 100 FACT 200

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<b>Financial Aid</b>						
<b>FAVW 200</b>	Financial Aid View 1 (without fund)	Online self-paced	1.5	<p>This course provides training for Financial Aid forms in R3. It focuses primarily on:</p> <ul style="list-style-type: none"> <li>Financial Aid tracking</li> <li>Awarding</li> <li>Financial Aid status</li> <li>Budgets</li> </ul> <p>Participants look up and view:</p> <ul style="list-style-type: none"> <li>Student tracking information</li> <li>Student award status and award information</li> <li>Student budgets</li> </ul> <p>Participants use the following forms:</p> <ul style="list-style-type: none"> <li>ROARMAN</li> <li>RRAAREQ</li> <li>RBAABUD</li> <li>RPAAWRD</li> </ul>	<p>WL and PNC personnel who view financial aid and student information for R3, including staff in:</p> <ul style="list-style-type: none"> <li>Admissions</li> <li>Dean of Students</li> <li>Enrollment Management</li> <li>Registrar</li> <li>Statewide Technology</li> <li>University Collections</li> </ul>	<p>BANNAV 100 FAOV 100</p>
<b>FAVW 210</b>	Financial Aid View 2 (with fund)	Self-paced WBT	1.5	<p>This course provides training for Financial Aid forms in R3.</p> <p>It focuses primarily on:</p> <ul style="list-style-type: none"> <li>Financial Aid tracking</li> <li>Awarding</li> <li>Financial Aid status</li> <li>Budgets</li> <li>Funds</li> </ul> <p>Participants look up and view:</p> <ul style="list-style-type: none"> <li>Tracking information on a student</li> <li>Student award status and award information</li> <li>Student budgets</li> <li>Fund information</li> </ul> <p>Participants use the following forms:</p> <ul style="list-style-type: none"> <li>ROARMAN</li> <li>RRAAREQ</li> <li>RBAABUD</li> <li>RPAAWRD</li> <li>RFRMGMT</li> </ul>	<p>Staff who view Financial Aid and Student information for R3 including staff in:</p> <ul style="list-style-type: none"> <li>Admissions</li> <li>Scholarship</li> <li>Student Access</li> <li>University Collections</li> </ul>	<p>BANNAV 100 FAOV 100 FAVW 200</p>

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Financial Aid						
<b>FAVW 220</b>	Financial Aid View 3 (Financial Aid View for Audit Inquiries)	Online self-paced	1.5	<p>This course provides a basic orientation to Financial Aid forms.</p> <p>Participants look up and view:</p> <ul style="list-style-type: none"> <li>Population selection forms</li> <li>Student tracking information</li> <li>Student award status and award information</li> <li>Student budgets</li> <li>Fund information</li> <li>Validation tables and reports</li> </ul> <p>Participants use the following forms:</p> <ul style="list-style-type: none"> <li>ROARMAN</li> <li>RRAAREQ</li> <li>RBAABUD</li> <li>RPAAWRD</li> <li>RFRMGMT</li> <li>RFIBUDG</li> </ul>	Staff who view financial aid and student information for R3, including: WL and PNC Internal Audit PNC Enrollment Services PNC Enrollment Services VPSS Data Stewards	BANNAV 100 FAOV 100 FAVW 200 FAVW 210

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Student						
<b>SOV 100</b>	Banner Student Overview	Self-paced WBT	1.5	<p>This course is designed to provide staff a basic overview of key forms that follow the life cycle of the student, blending system functional knowledge with business processes, including:</p> <p>Basic Student Life Cycle:                      fundamental Banner forms for admissions registration                      student accounts                      degree record                      academic course data</p> <p>Looking up a person or student record                      An extra learning module for those with system roles to update and enter data:                      entering a new person                      matching a new person prior to data entry to prevent duplicate records                      new ID generation</p>	Staff who perform data updates and other more advanced administration through an interface called "Internet Native Banner," or INB	Bannav 100

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Student						
<b>ENRLSV 200</b>	Enrollment Services View	Instructor-led	3	<p>This course provides a comprehensive view to enrollment services data for select departments.</p> <p>Participants will look up and view:</p> <ul style="list-style-type: none"> <li>Course catalog and summary information</li> <li>Enrollment, admissions, and international status</li> <li>Transfer course, prior school, and test scores</li> <li>Student financial information and fees</li> <li>Other general student information</li> <li>Degree and curriculum</li> </ul> <p>Note: this view will be included in the core training for Admissions, Bursar, Registrar, Grad School, ISS, EM and SATS.</p>	Staff in: Enrollment Mgmt. Grad School DFA UCO ODOS VPSS Internal Audit ROTC Univ. Residences OCEC Study Abroad PNC Support Head advisors Reporting validators	BANNAV 100 SOV 100

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Course Code	Course Name	Standard Delivery Method	Course Duration (in hours)	Description	Audience	Prerequisites
Student						
<b>SADMS 200</b>	Admissions Staff Core Training	Instructor-led	3.5	<p>This course incorporates all of the Enrollment Services profile training with A/R inquiry and Admissions inquiry.</p> <p>Learners will look up and view:            All of ENRLSV 200, enrollment services query view training            A/R inquiry            Admissions inquiry            Housing and Admissions deposits</p> <p>Note: This is a view-only course.</p>	Staff who have core Admissions roles with OnePurdue Banner including: Admissions ISS EM SATS Grad School	BANNAV 100 SOV 100
<b>SADMS 210</b>	Admissions Create General Person	Instructor-led	4	<p>This course provides training with SPAIDEN and SOAFOLK forms.</p> <p>Learners will:            Create and maintain general person data - SPAIDEN              Create and maintain parent data - SOAFOLK</p>	Staff who have Admissions roles that create/update person data in OnePurdue Banner including:  Admissions Some ISS Some Grad School	BANNAV 100 SOV 100 SADMS 200

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Student						
<b>SADMS 220</b>	Manage Admission Application Information (User 2 role)	Instructor-led	4	<p>This course provides staff detailed hands-on training updating and maintaining Admissions forms.</p> <p>Learners will:</p> <ul style="list-style-type: none"> <li>Work with QuickFlow</li> <li>Update information on SAAADMS</li> <li>Update information such as:                             <ul style="list-style-type: none"> <li>Test scores</li> <li>College</li> <li>Supplemental</li> <li>GPA's</li> <li>High school information</li> </ul> </li> <li>Work with the HS subjects/grades calculator in SSB</li> <li>Work with analyst/counselor assignments and decision ratings</li> </ul>	Staff with User 2 Admissions roles including: <ul style="list-style-type: none"> <li>Admissions</li> <li>ISS</li> <li>Grad School</li> </ul>	BANNAV 100 SOV 100 SADMS 200 SADMS 210



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Student						
<b>SADVSR 240</b>	PNC Faculty Advisors INB/SSB	Instructor-led	8	<p>This course provides functional knowledge for advisors.</p> <p>INB functions include:                      Student Course Registration                      Look up assigned academic advisors                      View course roster                      View general course information</p>	PNC Faculty Advisors who perform administrative functions in INB Banner	BANNAV 100 SOV 100
<b>SADVSR 250</b>	INB Advisor	Instructor-led		<p>General Academic Advisor view in Banner INB that compliments the SADVSR 210 class covering the myPurdue features.</p> <p>This course will cover:                      modifying individual student's program of study (CAPP)                      performing overrides                      viewing basic student data including test and high school history</p>	Advisors with INB rolse who are not Head Advisors	BANNAV 100 SOV 100

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<b>SBURS 200</b>	Bursar Staff Core Training	Instructor-led	7.5	<p>This course is designed to provide staff functional knowledge of key forms and processes in OnePurdue Banner.</p> <p>Participants will look up and use:                      Detail codes and the connection to the General ledger in SAP                      Application of payments                      Holds on student accounts</p> <p>Note: This is a view-only course that incorporates all of the Enrollment Service profile training, with additional information on detail codes, payments and assessing fees.</p>	Staff who have core Bursar roles including: Bursar staff UCO University Residences	BANNAV 100 SOV 100 FABV 200
<b>SBURS 210</b>	Cashiers	Instructor-led	4	<p>This course is designed to provide staff functional training with cashiering processes and TouchNet.</p> <p>Participants will:                      Complete cashiering functions and close out                      Work with TouchNet to do:                      installment plans                      eBilling                      ePayments                      Process Admissions deposits</p>	Staff who work with cashiering functions including: Bursar staff UCO	BANNAV 100 SOV 100 FABV 200 SBURS 200
<b>SBURS 220</b>	Title IV, third party and deferments	Instructor-led	4	<p>This course is designed to provide staff functional training for completing processes for:                      Paper check refunding                      Third-party billing                      1098T processing</p>	Bursar staff who work with 3rd party billing, refunding, Title IV and 1098T processing	BANNAV 100 SOV 100 FABV 200 SBURS 200

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Student						
<b>SBURS 240</b>	OnePurdue Student Systems - Core Training for UCO	Instructor-led	3	<p>This course is designed to provide query of student data for Student Services staff to assist in performing day-to-day activities that serve student customers.</p> <p>Learners, upon completion of the course, will be able to look up and view:</p> <ul style="list-style-type: none"> <li>Admissions application status</li> <li>Basic course and registration information</li> <li>General student advisor and record</li> <li>Hold information</li> <li>Fee assessments</li> <li>Schedule information</li> <li>Student account details</li> </ul>	Staff in the University Collections Office who need to look up Admissions, Registrar and Bursar student data in the OnePurdue Banner system	BANNAV 100 SOV 100

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Student						
<b>SGRADC 200</b>	Graduate School Departmental Registration Advisor Training	Instructor-led	3	<p>This course provides functional knowledge in INB Banner including:</p> <ul style="list-style-type: none"> <li>Looking up classes and working with registration overrides</li> <li>Viewing student information listings holds test scores and academic data</li> <li>Assigning academic advisors</li> <li>Dropping and adding courses</li> </ul> <p>Self Service SSB functions include:</p> <ul style="list-style-type: none"> <li>Searching course catalog and class schedules</li> <li>Viewing PINs</li> <li>Changing a login verification question</li> </ul>	Graduate registration advisors who have administrative functions within INB	BANNAV 100 SOV 100 ENRLSV 200

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Student						
<b>SHLD 200</b>	Student Holds In Process	Instructor-led	1	<p>This course is designed to give staff step by step information on adding or clearing student holds.</p> <p>Learners will work with student records to:</p> <ul style="list-style-type: none"> <li>Assign holds</li> <li>Clear holds</li> </ul>	Staff in offices who place and/or clear holds on student records	BANNAV 100 SOV 100

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Student						
<b>SREGS 200</b>	Registrar Staff Core Training	Instructor-led	3	<p>This course provides query training on key forms.</p> <p>Learners will look up and view:</p> <ul style="list-style-type: none"> <li>All of ENRLSV 200, enrollment services query view training</li> <li>Section syllabus and comments</li> <li>Admissions App Summary</li> <li>Email address and Visa International forms</li> </ul>	Staff who have core Registrar roles including these departments: Registrar Some ISS Some Grad School	BANNAV 100 SOV 100
<b>SREGS 220</b>	Modify and Update, Clerk IV	Instructor-led	7.5	<p>This course provides update training on key forms.</p> <p>Learners will update and modify information regarding the following:</p> <ul style="list-style-type: none"> <li>Email address and general medical information</li> <li>Student registration, mass drops</li> <li>General student advisor and record</li> <li>Degree and course history</li> <li>Course and schedule reports</li> <li>Course rosters</li> <li>Transcripts</li> <li>Student account details</li> </ul>	Registrar staff with update roles	BANNAV 100 SOV 100 SREGS 200

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Student						
<b>SSCHED 210</b>	Schedule Deputy Core Training	Instructor-led	4	This course provides functional knowledge, including: Analysis of section limits and demands Assign instructor of record for a class (SIAASGN) Complete overrides Obtain course rosters	Schedule deputies and supporting staff	BANNAV 100 SOV 100

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<b>Student</b>						
<b>STSW 200</b>	Core Training for Technology Statewide	Instructor-led	7.5	<p>This course provides training to look up Admissions, Registrar and Bursar student data.</p> <p>Upon completion, learners will be able to look up and view:</p> <ul style="list-style-type: none"> <li>Admissions information</li> <li>Transfer course information</li> <li>Schedule section information</li> <li>Registration information</li> <li>Rosters</li> <li>Student holds</li> <li>Degree and course history information</li> </ul> <p>Upon completion, learners will be able to update:</p> <ul style="list-style-type: none"> <li>Basic student information</li> <li>Advisor assignments</li> <li>Student registration information</li> <li>Overrides</li> </ul>	Technology Statewide Coordinators	BANNAV 100 SOV 100
<b>STUVW 200</b>	Student View	Instructor-led	2	<p>This course provides a general view of student data to departments that provide services to students or student services areas.</p> <p>Participants will look up and view:</p> <ul style="list-style-type: none"> <li>Course catalog and summary information</li> <li>Enrollment, admissions and international status</li> <li>Degree and curriculum</li> <li>Other general student information</li> </ul>	Staff that provide services to students or student services areas in:	BANNAV 100 SOV 100

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Student						
<b>SURQ 200</b>	Student University Residences Query	Instructor-led	1.5	<p>This course will cover basic student data in Banner INB, with a focus on data used in University Residences.</p> <p>Some topics to be covered include:</p> <ul style="list-style-type: none"> <li>basic logon steps</li> <li>student emergency contact data</li> <li>student account information</li> <li>encumbrances</li> <li>class schedules</li> <li>registration data</li> </ul>	University Residences Staff	BANNAV 100 SOV 100