

Instructions: The Office of the University Registrar receives access requests for review and processing. Only original signed forms submitted with an identifiable Dean or Department Head are accepted. Only the Academic Dean or a Department Head responsible for the academic program are acceptable signatories. (*Authorized signers and/or signatories that sign for HR, Finance, and similar functions are not acceptable as a means of approval.*)

When submitting your form be aware that you must have successfully completed the online FERPA Training in order for your request to be processed. If you have not, you will be asked to do so prior to your request being approved and processed.

Employee Information			
Name		Employee Identification Number	
Employee PID		Do you have a BANNER Oracle ID?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Department Name			
Department Number		Office Phone Number	

Web Access (Hokie Spa)	
<i>Advisor Menu</i>	
Request to access the following major(s)	
Reason for requested access	
<i>Instructor Menu</i>	
Request to access the following major(s)	
Reason for requested access	

Note: Requests for grade change entry and signature authority must be made via the "Authorization for Grade Change" form.

Data Warehouse	
Request to access major and subject	
Reason for requested access	

Banner INB Access	
Note: All persons with BANNER access automatically receive <u>inquiry</u> access to Catalog and Time Table Forms.	
<i>Registration</i>	
<i>Update</i>	<i>Inquiry</i>
<input type="checkbox"/> Drop-Add <input type="checkbox"/> Force-Add <input type="checkbox"/> Override Maximum Hours Rule (Dean's Office Only) <input type="checkbox"/> Course Request <input type="checkbox"/> Registration Holds	<input type="checkbox"/> Student Class Schedules <input type="checkbox"/> Class Rosters
Reason for requested access	
<i>Time Table</i>	
<i>Update</i>	
<input type="checkbox"/> Department Scheduler Data	
Reason for requested access	
<i>Teaching Load</i>	
<i>Update</i>	
<input type="checkbox"/> Teaching Load Data	
Reason for requested access	

Academic History

Update	Inquiry
<input type="checkbox"/> Grade Sheet Entry <input type="checkbox"/> Grade Changes (must submit additional form)	<input type="checkbox"/> Grades by Term <input type="checkbox"/> Academic Standing (Enrollment History) <input type="checkbox"/> Academic Standing <input type="checkbox"/> Degree(s) Awarded/Application for Degree <input type="checkbox"/> Transfer Credit
Reason for requested access	

DARWIN

Update	Inquiry
<input type="checkbox"/> Enter Substitutions/Waivers/Exceptions	<input type="checkbox"/> Review DARS Reports
Reason for requested access	

Demographic

Update	Inquiry
<input type="checkbox"/> Address Changes <input type="checkbox"/> Curriculum Changes (majors, minors, concentrations) <input type="checkbox"/> Assign/Delete Advisors	<input type="checkbox"/> Addresses <input type="checkbox"/> Email Address(es) <input type="checkbox"/> Name Look Up <input type="checkbox"/> Residency/Campus <input type="checkbox"/> Advisor
Reason for requested access	

Additional Notes or Comments

Security of Data: Student Records are protected under the Family Educational Rights and Privacy Act of 1974. Students may not view their records without appropriate identification (University ID or Driver's License). University officials with a legitimate educational interest may view student records. University officials may not release student record data without written permission of the student.

Certification: You will be required to review the University's policy of release of student information during the training session.

I certify that I understand my responsibilities as an authorized user of the Banner Student Records System.

<i>Training Required</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>Signature</i>	
--------------------------	------------------------------	-----------------------------	------------------	--

Approval Signature (Dean/Department Head only)

<i>Dean/Department Head (PRINT)</i>			
<i>Dean/Department Head (SIGNATURE)</i>		<i>Date</i>	

Office of the University Registrar Use Only

<i>Approved and Processed</i>	<i>Date</i>
-------------------------------	-------------