

Use Banner to Advise Students

1. Login to your myMemphis portal. Go to the **Advising** page. Choose the **Admin Pages** link in the **Banner Admin Pages** portlet.
2. In the Search box on the landing page, type “**SAADCRV**” and press “**Enter**” to access the page.
3. In the **ID** field, type the student’s U number. If you don’t know the ID number, you may use the lookup button to search on the student’s name.
4. Tab to the **Term** field and type the term code. Click **Go**.
5. In the “**Application Summary**” section look for the student’s Entry Term (Application term) and Decision (Accepted or Pending). In the “**Curriculum**” section look for the student’s Program (major and college). If the student has not been accepted, you will be able to clear the student and issue permits.

The screenshot displays the Banner SAADCRV 9.3.9 (TBANR) interface. The top navigation bar includes options for ADD, RETRIEVE, RELATED, and TOOLS. The main content area is divided into several sections:

- APPLICATION SUMMARY:** A table with columns: Entry Term *, Decision, Decision Description, Status *, Status Description, Application Date *, Application Number *, Admission Type, and Admission Type Description. The data row shows: 201810, CC, Accepted, D, Decision Made, 11/27/2017, 3, T2, Transfer 60 + hrs.
- CURRICULUM:** A table with columns: Priority, Program, Level, College, Campus, Degree, and Catalog Term. The data row shows: 15, UC-BPS, UG, UC, Campus, BPS, 201810.
- FIELD OF STUDY:** A table with columns: Type, Code, and Department. The data row shows: MAJOR, PNST, UCOL.
- DECISION DATA:** A table with columns: Decision Code *, Description, Significant Decision, Institution Acceptance, Applicant Acceptance, Institution Rejection, Inactive Application, Maintained Ind, and M. The data row shows: CC, Accepted, [checked], [checked], [checked], [unchecked], [unchecked], U, U.

6. To check for DSP (Developmental Studies) requirements, click on the **“Test Score Review”** tab. For instructions on reading DSP requirements, check with your college advisor.
7. To **exit** the form, click on the **white X** in the page header.
8. To check for high school deficiencies, go to **“SZADEF.”** Your college advisor can assist you with how to read this form. You can also check for required DSP courses for students who have been placed.
9. To set students’ alternate pins so that they are cleared for registration, go to **“SPAAPIN.”**
10. In the **“From Term”** box, type the term code.
11. Tab to **ID** and type the student’s **ID number**. Click **Go**.
12. If the **Process Name** field is blank, skip to step 14.
13. If the **Term Code** is entered, and **TREG** is in the **Process Name** field, choose **Delete** from the section header.
14. Put your cursor in the **Term Code** field and type the term code.
15. Tab to the **Process Name** field and type **C** (for cleared). This form is not case sensitive, so capitals or lowercase will work.
16. Tab to the **Alternate PIN** field and type **your initials**.
17. Click Save.
18. Look for the message in the top right corner after saving: **Saved successfully**. The page will warn you if you attempt to exit without saving.
19. To set the PIN for another student, click **Start Over** and enter a new ID in the key block.
20. To issue permits for students, go to **“SFASRPO.”**