

**Banner "Proper" Access Request Form for
Academic Administration and Faculty**

A Dean in the academic school and/or administrative department head must forward a copy of this completed form to the Office of the Provost for further approval. Follow completion instructions attached.

I. USER INFORMATION:

Faculty/Staff Member's Name: _____ Date: _____

Title: _____ Hofstra ID: _____

Department: _____ Telephone Number: _____

Novell Account ID: _____ (Please indicate if a Novell account needs to be created.)

II. REQUEST TYPE: (Check one and note the effective date)

New Account **Termination of Access**

Academic Department Change: From: _____ To: _____

Effective Date: _____

III. ANSWER ALL OF THE FOLLOWING:

- What do you need in Banner "Proper" that you cannot obtain through the Banner Web? (See instructions)
- Why do you need this information? (See instructions) _____

CIRCLE "YES" OR "NO" FOR ALL ITEMS BELOW

IV. DARS: Both Banner "Proper" and Banner Web can print DARS records. NOTE: If you have access as a student's advisor or are provided with the student's Date of Birth, you can print a transcript via Banner WEB.

• Do you need to print DARS from Banner "Proper"? Yes No

V. TRANSCRIPTS: Banner "Proper" does not display transcripts. NOTE: If you have access as a student's advisor or are provided with the student's Date of Birth, you can print a transcript via Banner WEB. However, if you wish to print multiple transcripts at the same time or wish to view transcript events currently not viewable on the Web, you may wish to print transcripts from Banner "Proper." Do you need to print Transcripts from Banner "Proper"? Yes No

VI. OFFICE HOURS: Banner "Proper" allows input, inquiry/viewing, and report running for faculty office hours. Do you need to input office hours from Banner "Proper"? Yes No
Do you need to view office hours/run reports from Banner "Proper"? Yes No

VII. FACULTY LOAD: Banner "Proper" allows viewing of faculty load information, report running and updating of running of reports to your assigned printer. Do you need to view faculty load information from Banner "Proper"? Yes* No

Do you need to run faculty load reports from Banner "Proper"? Yes* No

***Note: If you responded "YES" to Faculty Load information access, complete page 2 of this form**

VIII. REPORT PRINTING: If you intend to print Faculty Load Reports, Office Hours Reports, Transcript, or DARS from Banner "Proper", please indicate BOTH the building and room location of your network printer.)

Building: _____ **Room:** _____ **Printer Type:** _____

IX. AUTHORIZATION:

Chair's Signature: _____ Date: _____

Print Name: _____ Tel No: _____

Dean's Signature: _____ Date: _____

Print Name: _____ Tel No: _____

Provost Office: _____ Date: _____

Financial/Academic History: _____ Date: _____

Faculty Load College/Department Access

- Hofstra College** - Full access to all College departments
- 22101 Drama and Dance
- 22102 Music
- 22103 Fine Arts
- 22119 Romance Languages
- 22120 English & Freshman Composition
- 22130 Speech-Language-Hearing Science
- 22140 Comparative Lit & Languages
- 22201 Biology
- 22205 Chemistry
- 22206 Physics and Astronomy
- 22220 Engineering
- 22222 Computer Science
- 22230 Geology
- 22240 Mathematics
- 22301 Economics-Geography
- 22302 History
- 22305 Psychology
- 22306 Political Science
- 22307 Anthropology
- 22308 Sociology
- 22309 Religion
- 22311 Philosophy

- 22401 **New College**

- Law School** – - Full access to all College departments
- 25001 Law Administration
- 25006 Clinical Professor of Law
- 25020 Legal Research & Writing
- 25015 Law Instruction

- 21511 **Honors College**

- 29022 **Saturday College**

- 27003 **School for University Studies**

- School of Communication** – Full access to all College departments
- 23003 Speech Communication, Rhetoric, Perf. Stud
- 23004 Journalism, Media Studies, & PR
- 23005 Radio, Television, Film

- School of Education and Applied Services** - Full access to all College departments
- 24003 CRSR
- 24004 Found,Leadership & Policy Stud
- 24005 Curriculum & Teaching
- 24008 Literacy Studies
- 24106 Physical Education & Sport Sci
- 24107 Health Prof & Family Studies

- Zarb Business School**
- 21003 Accounting,Tax,& Legal Studies
- 21004 Finance
- 21005 Mgt/Entr/Gen'l Business
- 21006 Mrkt & Int'l Business
- 21007 BCIS/QM

Instructions

Banner “Proper” Access to Faculty and Student Data for Academic Administration and Faculty

Use the form when requesting, terminating or changing the access of faculty or academic administration to view Banner “Proper” Student Information. You will want Banner “Proper” Access if you need to see more detailed information pertaining to Student Information than can be obtained on the Web. Such information would include viewing Class Rosters, Faculty Office Hours and Grades recorded, printing transcripts, building assignments, etc.

- ✓ The Deans/Chairs should distribute all blank forms for completion.
- ✓ Please TYPE or PRINT the information on this form in INK.
- ✓ The original copy of this completed form should be forwarded to the Office of the Provost, Attn: Susan Lukesh, Room 200, for approval.
- ✓ The Office of the Provost will then forward for any additional Banner Student approvals and routing to the Computer Center.

USER INFORMATION:

- Novell Account ID: Print ID. If no Novell Account is present for the user, fill in “NONE”.

REQUEST TYPE: (Check one and note the effective date)

- New Account: Check this box for any user requesting Banner Student Access for the first time.
- Termination of Access: Check this box for any user who will no longer be requiring Banner Student Access. This is important when someone leaves the University OR when someone moves to a non-academic department within the University.
- Academic Department Change: Use this box when the user is moving from one academic department to another. If the user is moving to a non/academic area, then you will need to terminate their access.

ANSWER ALL OF THE FOLLOWING:

- What do you need in Banner “Proper” that you cannot obtain through the Banner Web?
Example: View ALL Class Rosters and Grades recorded, Print Multiple Transcripts, view Faculty Load Information....
- Why do you need this information?
- Do you need to Print Transcripts, DARS, Faculty Load or Office Hour Reports from Banner “Proper” not available via your Web Access? Answer “Yes” or “No” to this question. If “Yes” please indicate both the building and room location of your Network Printer in the space provided.
- Academic Records Approval: If you are requesting Printing of Transcripts from Banner “Proper”, Approval from the Office of Academic Records will be required.
- When requesting Faculty Load access, remember to select the school or department on page 2 of this form.

AUTHORIZATION:

- The Dean, Chair, Provost Office, and Academic Records signatures and dates of signatures are required.