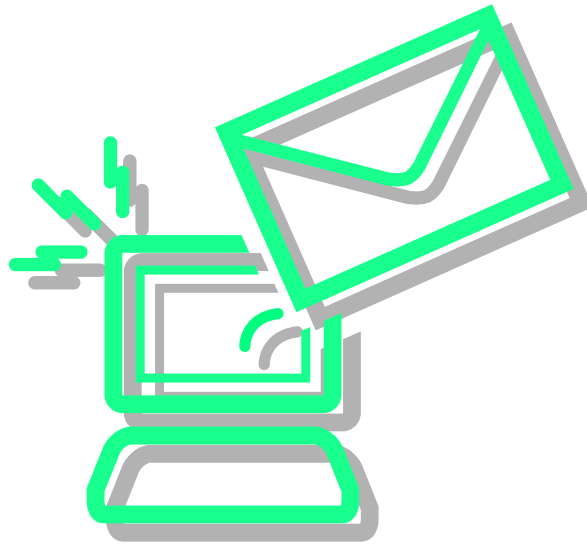


BANNER FINANCIAL AID USER'S UPDATE

JULY 2003



Introducing the Satisfactory Academic Progress E-mail Process.....

Introduction

We have completed work on the Satisfactory Academic Progress (SAP) E-mail Process and are pleased to make it available to the colleges. The SAP e-mail process works similarly to that used in the Banner Financial Aid System for both the application tracking and award letter processes. Simply, if the student has an e-mail address in the database, your SAP letter to the student will be replaced by an automated e-mail message directed to the student requesting the student visit our self-service product **ONLINE** to review SAP status information. For students without an e-mail address in the database, Banner will continue to print the appropriate SAP letter for you to mail to the student.

To begin use of the SAP E-mail process, you must perform the necessary set-up actions outlined in this document and inform User Support that you wish to activate the process for your college. Many of you have already completed some of the set-up processes during your initial web set-up for the 2003-04 Award Year so the migration to the e-mail process should be easy.

Step 1

If you have not already done so, you must establish new letter codes on the Financial Aid Letter Validation Form (RWV PARA). Two codes are needed:

- a. X_SAPINFO = CODE (where X represents your college code)
SAP Information = DESCRIPTION (or similar wording)
WEB = TYPE

- b. X_EMAILSAP = CODE (where X represents your college code)
SAP Email = DESCRIPTION (or similar wording)
EMAIL SAP = TYPE

Step 2

If you have not already done so, you must establish new “letters” on the Financial Aid Letter Form (RWAPARA). Two “letters” are needed:

- a. Set-up the text for the X_SAPINFO “letter” which will display on the web self-service product .Essentially this is the display of your college’s satisfactory academic progress policy for financial aid recipients. Students will view the display when using **ONLINE**. You should compose the text in upper and lower case. We can assist you in highlighting and bolding text for the web display. Merely request assistance using our [Web Development Request Form](#). You can e-mail or fax your requested edits to us.

- b. Set-up the text for your X_EMAILSAP letter. This “letter” will actually be the e-mail message sent to students when you invoke the SAP letter process. It never conveys personal student information and should merely serve to direct students to the Banner Self-Service product **ONLINE**. Here is a sample message you may wish to use:

IMPORTANT MESSAGE

This is an automatic e-mail notification being sent to you from the college’s student information system. We have recently evaluated your academic progress standing for financial aid purposes. This evaluation MAY effect your financial aid eligibility. To review your academic progress status, visit the college’s ONLINE information system at <http://www.online.commnet.edu/>.

To use Online you need your Banner ID number and your Banner PIN (Personal Identification Number). If you don’t remember your Banner ID number, you must contact the Registrar’s Office at X Community College for assistance.

PLEASE DO NOT RESPOND TO THIS E-MAIL. For financial aid help e-mail xxx@xxx.commnet.edu. You can update your e-mail address at <http://www.online.commnet.edu/>.

Step 3

Once you have completed Steps 1 and 2 above, the SAP E-mail Process will automatically be effective for your college. We would appreciate your letting us know that you have completed this work. Merely drop us a short note using the [Web Development Request Form](#) alerting us to your “live” status.

Some Helpful Reminders

1. When using the Financial Aid Letter Process RWRXL01, remember that we recently added a new parameter pertaining to SAP letters. This parameter, 07 – SAP code or blank for all, allows you to enter a specific SAP code. For example, if you want to run only NOTSAP letters this parameter now allows you to do so. If you leave this parameter blank, all applicable SAP letters will be generated. The SAP E-mail Process works in the same manner.
2. When using the Financial Aid Letter Process SIM/UPD (RWRXL02), be sure to use the name of the appropriate SAP letter (i.e. X_NOTSAP, X_MAXHRS) in parameter 02 Letter Code. Do NOT use the code X_EMAILSAP. The Banner system will automatically determine whether to produce a paper letter or e-mail message. This is similar to the program logic used in the application tracking and award letter processes.