

Banner Financial Aid User's Update

June 2001



In This Issue

- Exit Interview Requirement Report (RRREXIT)
- Banner On-Line Help
- Automatic EFC Proration
- Return of T4 Funds Rounding Issue
- Student E-mail Addresses
- Spring Regulatory Release (4.10)
- Banner 5.1 Release and 5.x Timetable
- Student Employment Module Update
- Financial Aid Data Extracts
- Pell Grant Budget Warning
- FinAid Web Awareness

Exit Interview Requirement Report (RRREXIT)

To assist you with the management of your student loan programs, we are releasing a Banner report RRREXIT (Exit Interview Requirement Report). This report is available for your use in PROD and is also posted to our User's Report section of the Banner Financial Aid Team web site at www.internal.commnet.edu/Banner-Docs/Fin_Aid/Docs/HTML/fateam_userreports.html

The Exit Interview Requirement Report (RRREXI T) will identify students who may require an exit interview. This process also posts the exit interview tracking requirement to the student's record. Students selected must have had loans in any year which is less than or equal to the parameter year. (Since we did not import financial aid history into Banner, only students with 2000-01 loan activity will be included.)

Set-Up: In order to use this report, you must have an exit interview document/action established on RTVTREQ – Requirements Tracking Validation Form. Please be sure, on RTVTREQ, that the indicators are checked or unchecked according to your needs for this requirement. This tracking requirement code will be entered as parameter 05 when running the report.

Depending on your parameters, students are selected for this report based upon the following checks:

Graduation – The RRREXI T process checks for students who have a recorded graduation date which falls within the parameter dates you enter when running this report. This graduation date is stored on the Banner Student form SHADEGR (Degrees and Other Formal Awards). Since the graduation date is usually not posted until after the graduation occurs, the degree status code (also on SHADEGR) is also checked for a pending degree status code. In order for students to be selected in this graduation category, the SHADEGR must be populated by your Registrar. We strongly suggest that you consult with your Registrar concerning this form and how it is managed at your college.

Withdrawals – Students are selected if they have an enrollment status code indicating a withdrawal during the parameter term.

Enrollment – The process checks for two enrollment categories:

- **Less Than Half-Time Enrollment** - Students who are enrolled less than half-time in the parameter “current term” are selected.
- **Not Returning** – Students who were enrolled in the parameter “previous term” for at least half-time but are not enrolled in the parameter “current term”.

This process enables you to perform a graduate check, withdrawal check or enrollment check based on the parameter values you select.

- A graduate check is made if beginning/ending dates are entered for parameters 03 & 04.
- A withdrawal check is made if a Current Term Code is entered for parameter 06.
- An enrollment check is made if Current & Previous Term Codes are entered for parameters 06 & 07.

Note: Depending on your business practices, you may want to run this report at various times during the semester to report on different checks. For example, at any time during the term, you may want to run a withdrawal check using the current term for the "Current Term Code" parameter. Towards the end of the semester, you may want to run a graduate check to find students who have a pending degree status code – or after graduation to find graduating students. At the end of the semester, you may want to report on those students not returning for the coming semester. In this case, you would use the coming semester as the "Current Term Code" parameter and the present term as the "Previous Term Code" parameter.

To run this report, enter the desired parameters as outlined below:

	Parameter	Required?	Value
01	Aid Year Code	Yes	Enter a valid aid year
02	Fund Code	Yes	Enter fund code (You can enter multiple fund codes by inserting a new record)
03	Beginning Date	No	Enter beginning range of graduation date
04	Ending Date	No	Enter ending range of graduation date
05	Exit Interview Requirement Code	Yes	Enter your tracking code for exit interview
06	Current Term Code	Yes	Enter current term to check withdrawals

07	Previous Term Code No		Enter previous term to check enrollment
08	Page Break Indicator	No	Enter "Y"/"N" for page break between students
09	Print History	No	Enter "N" (this refers to prior institution history)
10-12	N/A		
13	Requirement Status code	Yes	Enter "G" (system generated)

This report will print in landscape format.

Banner On-Line Help

You may not have yet noticed a new feature in the Banner Financial Aid System. On-line help with a familiar Windows interface is available on approximately a dozen Banner forms. When in a Banner form, just put your cursor on the "Help" item on the menu bar. The drop-down options will include "On-line" help. If the On-line option is not grayed out, it means help is available for that form. Navigate to the Requirement Tracking Validation Form (RTVTREQ) for a good example of this new feature. On-line help provides multiple options and is a ready alternative to the somewhat obtuse Banner user manuals. It appears SCT is adding the On-line help feature to the financial aid forms in an incremental fashion. Most forms related to application tracking now have On-line help; our guess is that they'll continue with packaging and budgeting next. Check it out!

Automatic EFC Proration

Tired of navigating to the Applicant Override Form (RNAOVxx) to change the budget duration of a student so you can invoke need analysis and calculate an EFC for an aid period other than 9 months? Well, for the 2001-02 Award Year you might want to navigate instead to the Institution Financial Aid Options Form (ROAINST). On the second window, in the first field entitled "Use EFC Proration", you can indicate that you want to turn on EFC Proration based on the percentage of year identified by the aid period in budgeting. If you indicate "yes" to this option, Banner will automatically prorate the EFC when you adjust the student's aid period and invoke need analysis. Banner will follow strict

federal methodology rules (via I NAS) in calculating the new EFC. Remember that for Pell Grant purposes, the system will always use the 9 month EFC.

Return of T4 Funds Rounding Issue

Because of some reported processing anomalies and the absence of any suitable workaround, we have turned off the "Return of Title IV Funds Default Rounding Indicators" on the Institution Financial Aid Options Form (ROAI NST). We did this automatically to save you the trouble. Given the ability of our financial aid system to count in dollars & cents (unlike some systems), we figured this to be a non-issue. Consider this a heads-up!

Student E-mail Addresses

Some of you have noticed that many of your 2001-02 applicants have an e-mail address listed in their need analysis record. On RNANA02 the student's e-mail address is noted in the last field on the left side of the form. If a student applies for financial aid using FAFSA On The Web, s/he may enter an e-mail address with the application. Our dataload process loads the complete ISIR record, including the student e-mail address information and populates this field on the RNANA02 form. Furthermore, our dataload process loads the e-mail address into a General Banner E-mail Address Form (GOAEMAL) and populates the "personal e-mail address field" for the student. (We don't overwrite the field if already populated). At our last count, we've brought in somewhere around 4,000 student e-mail addresses.

Your students can update their e-mail addresses at any time on FinAid Web. Our gathering of student e-mail addresses will facilitate our FinAid Web development. The transition to Banner 5.x and a transaction-based FinAid Web will enhance your ability to communicate electronically with your students. So encourage everyone to apply using FAFSA On The Web and to include their e-mail address!

Spring Regulatory Release (4.10)

We've recently received Banner Financial Aid 4.10, the Spring Regulatory Release, and are fervently reviewing, testing, and customizing the upgrade for the community college system. This version delivers the RFMS programs for 2001-02 processing as well as a VA Chapter 30/AmeriCorps Benefits Exclusions enhancement for determining subsidized student loan eligibility. In addition, defect resolutions and modified forms were delivered in this release and require our review. Given the scope of the RFMS changes, it is likely that we will issue a revised guide for the new award year to replace the current *Using the Banner Financial Aid System to Manage the Pell Grant Recipient Financial Management System (RFMS) in 2000-01*. We'll try our best to have this to you before you must begin your 2001-02 RFMS processing.

Banner 5.1 Release and 5.x Timetable

Concurrent with the 4.10 Release, we received our initial Banner Financial Aid 5.x software release from SCT. We will be working diligently over the summer months with a development instance of the 5.x software and data base. Don't forget: the community colleges will be moving to Banner 5.x this fall. Be sure to take advantage of any training and educational opportunities offered at your college. As approved by the Banner Steering Committee, the transition to Banner 5.x will occur from October 18 through October 24. The Banner system will NOT be available to you during this time so please plan your work schedules accordingly.

Student Employment Module Update

Work continues with the development of the Student Employment Module. We have made good progress in Phase I of the project and are confident of meeting the implementation timetable. In Phase I of the project, we will be providing colleges with the necessary tools to develop work-study job titles, descriptions, referrals, and placements within the Banner Financial Aid system. You will also be able to use Banner to manage your work-study awards, students, referrals, and placements. And, of course, you'll have reporting capability from within

Banner. In anticipation of Phase I implementation in time for the fall semester, we plan on training sessions (2-3 days) during the late July/early August period.

Financial Aid Data Extracts

In response to your request for data extracts from the Banner Financial Aid system, we held an "Extracts Focus Group" meeting last month. Working with our Reports sub-committee, the Focus Group agreed to develop initially an MIS (management information system) extract of data from the financial aid system. Claudia Chafee is now working with the committee and our technical staff to identify the columns and fields in this rather large "data dump." Once work is completed on the MIS extract, the group will work to develop smaller, more focused extracts of data centered around financial aid topics: need, awards, demographics, and the like. In the interim, we encourage you and your staff to develop your proficiency in the use of appropriate PC application software – e.g. MS Excel, MS Access – so you will be able to utilize the data from the extracts. Be sure to avail yourself of the opportunities provided by the System Office and the PC Core Competency Training Program offered by Tobi Krutt. Visit the web site at <http://www.commnet.edu/pccc/>. Once we have developed extracts for your use, we plan to consult with Tobi about the possibility of her offering specific training sessions involving the use of MS Office application software with the Banner financial aid extracts. We'll keep you posted.

Pell Grant Budget Warning

As you know, the Pell Grant award has increased to a maximum of \$3750 for the 2001-02 Award Year. Because of this significant increase, new administrative concerns have arisen, most notably the required use of the Alternate Pell Award & Disbursement schedule by low cost institutions. While the community colleges still may use the Regular Pell Award & Disbursement Schedule to calculate our student's Pell Grant awards, it is important for you to pay careful attention to your Pell Budget for less than half-time students. Be sure to check the Pell Options Window (3rd window) on the Packaging Options Form (RPROPTS) for the 0102 award year. Make sure your "Default Less Than Half Time Pell COA" is

greater than \$3750 to ensure your students receive the full Pell Grant to which they are entitled. (If you leave this field blank, the system defaults to using your full-time Pell Grant budget). Remember, you calculate the COA for a less than half-time student by adding the cost of full-time tuition & fees for a full year, the full-time book & supplies cost, and the full-time transportation component. You are not to include room & board costs in the COA.

FinAid Web Awareness

As you know, Web Registration debuted at the community colleges on Monday, June 4. Some of you may be wondering what impact, if any, this important new feature has on your office operations. The answer, simply, is none. Once a student registers for classes - whether in person, over the telephone, on the Web, or by mail - the Banner data base is updated accordingly. And, appropriately, the financial aid system recognizes the student registration status and data and proceeds as required.

Now one might anticipate your financial aid office receiving more inquiries from students about Web use. Be sure to familiarize yourself and your staff with the information available to students about their financial aid status, awards, and account - available 24 hours a day/7 days a week.

Log on at <http://www.online.commnet.edu/> and take FinAid Web for a spin. (You'll need to borrow one of your work-study student's Banner I D and PI N.)