

March 24, 2003

**Memorandum**

To: Mānoa Deans  
College Student Academic Services Deans  
Department Chairs  
Program Directors

From: Janice Heu  
Interim Director

**Subject: Fall 2003 Banner Web-Based Student Information System**

**Beginning in April**, we will be using the new web-based Student Information System called **Banner** to register students for the **Fall 2003 semester** at the University of Hawai'i at Mānoa. Its debut on the Mānoa campus will change how students register and how faculty, departmental and college staff will need to interact with it to effectively carry out the registration of students and the posting student grades at the end of the semester. Banner has already been implemented at the community colleges since Fall 2002 and at University of Hawai'i - West O'ahu in Spring 2003.

**1. Banner Access.** To access Banner, all faculty, staff and student users will need a University of Hawai'i **UH Username**. The UH Username is the part that comes before '@hawaii.edu' in your e-mail address. For instructions on obtaining a UH Username and other **important announcements** related to Banner, a website has been created for the University community: <http://www.hawaii.edu/myuh/>. MyUH Online will provide services via the internet to all students in the ten campuses in the University of Hawai'i system, allowing registered Mānoa students to take community college classes and distance education classes without a separate application.

**2. Registration.** Registration for students will be exclusively on the web. Unlike the PAÿ registration system, touchtone phone services will no longer be available after the summer 2003 registration. In mid-April, students will be receiving written instructions on using the new system. Registration appointments for continuing classified students will be scheduled from **April 28 to May 9**. Note that faculty and staff using their tuition waivers must still wait until the semester begins before registering.

**3. Schedule of Classes.** The Fall 2003 *Schedule of Classes* booklet will list the course offerings and final exam schedule. The booklets will be available to students for pick-up at Queen Lili'uokalani Center for Student Services, room 010 **beginning April 21**. By that time, students will also be able to access Banner online web registration instructions, view their holds and find their registration appointments. Note: We will notify your representative by e-mail when the office copies are ready for pick-up.

**4. Mandatory Advising and Holds.** Departments that require their students to see an advisor prior to registration **must notify their majors** and if desired, **enter holds that prevent registration**. Students will be directed to <http://www.hawaii.edu/links/manoa-h.html> for departmental websites for information on advising. To

prepare your departmental representative for entering and releasing holds in Banner, the following training sessions are being offered at the Banner training site at the old Firehouse, first floor (located on King Street across from Tamashiro Fish Market).

1. Monday, April 7, 8:30 am to 10:30 am
2. Monday, April 7, 10:30 am to 12:30 pm
3. Monday, April 7, 2:00 pm to 4:00 pm

To reserve a seat, please email [claire@mail.admrec.hawaii.edu](mailto:claire@mail.admrec.hawaii.edu) as soon as possible, no later than April 1. Please provide your representative's name, office, email address, and name of supervisor.

**5. Restricted Courses and Placement Exams.** Departments that have **restricted courses** or offer **placement exams** will need to **enter override codes** into the students' records **before they will be able to register for the appropriate course.** The Banner override code replaces the PAÿË Phone Approval Code. Either the primary instructor of the course via the web, or the departmental representative in a Banner online form, must **enter these override codes.** Faculty will be receiving written instructions in mid-April on how to access faculty services in the new system. If your departmental representative has not yet been trained to enter these codes in Banner, a training session is being offered on Tuesday, April 8, 8:30 am to 4:30 am at the Banner training site at the old Firehouse, first floor (located on King Street across from Tamashiro Fish Market). To reserve a seat, please email [claire@mail.admrec.hawaii.edu](mailto:claire@mail.admrec.hawaii.edu) as soon as possible, no later than April 1. Please provide your representative's name, office, email address, and name of supervisor.

Departments offering **placement tests** should display their test dates on their **websites beginning April 14.**

Chemistry  
East Asian Languages and Literature (Chinese, Japanese, Korean)  
English Language Institute  
Hawaiian and Indo-Pacific Languages (Hawaiian)  
Languages and Literatures of Europe & the Americas (French, German, Spanish)  
Manoa Writing Program (English 100, 100A, 101/101L, 197)  
Mathematics  
Music

**6. General Information.** Departments and offices that wish to communicate information relevant to students' registration may provide it on their **websites beginning April 14.**

Academic websites: <http://www.hawaii.edu/links/manoa-h.html>  
Other websites: <http://www.uhm.hawaii.edu/student/>

Your patience and cooperation during this transitional period will be greatly appreciated as the Mānoa campus moves forward toward the Fall 2003 semester and beyond. Mahalo!

cc: Departmental Banner Representatives