

BANNER Student/Financial Aid Form

Name (printed):			
MCTC ID#:		Phone #:	
MCTCNet Username:		Department:	

Requestor's Signature:		Date:	
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Data Inquiry:	Data Entry:
<input type="checkbox"/> Deans Menu – Allows user to review basic student information.	<input type="checkbox"/> Registration – Allows the user to register a student into a course or adjust their schedule.
<input type="checkbox"/> Advisors Menu – Allows users to review needed information to facilitate academic advising.	<input type="checkbox"/> Schedule Edit – Allows users to maintain course selection records.
<input type="checkbox"/> Unofficial Transcript – Allows users to produce an unofficial/departmental transcript.	<input type="checkbox"/> Population Selection/Letter Generation – Allows the user to extract data to produce correspondence.

Internal Administrative Office Access Request:
Please note the Student Module security classes needed, for complete descriptions visit: http://www.mctc.edu/banner .

BAN_		BAN_	
BAN_		BAN_	
BAN_		BAN_	

Person Entry Priv. Request/Trainer Signature (required): _____

Individual Form(s) please indicate Query or Update:

Supervisor Name:			
Signature:		Date:	
Dean's Name:			
Signature:		Date:	
Business Services Name:			
Signature:		Date:	

Questions about this form should be directed to Information Services at 710-3472.
After completing this form, please forward to the office of Information Services.