

**Virginia Polytechnic Institute and State University  
Office of the University Registrar  
Request for Access to Student Records**

Name: \_\_\_\_\_ Employee Identification Number: \_\_\_\_\_

Employee PID: \_\_\_\_\_ Do you have a BANNER Oracle ID?  Yes  No

Department Name: \_\_\_\_\_ Office Phone Number: \_\_\_\_\_

Department Number: \_\_\_\_\_

**WEB ACCESS:**

**Advisor Menu:**

Request to access the following major(s): \_\_\_\_\_

Reason for requested access: \_\_\_\_\_

**Instructor Menu:**

Request to access the following subject(s): \_\_\_\_\_

Reason for requested access: \_\_\_\_\_

Note: Requests for grade change entry and signature authority must be made via the "Authorization for Grade Change Form" ([www.registrar.vt.edu](http://www.registrar.vt.edu))

**DATA WAREHOUSE:**

Request to access major and subject: \_\_\_\_\_

Reason for requested access: \_\_\_\_\_

**BANNER ACCESS:**

Note: All persons with BANNER access automatically receive inquiry access to Catalog and Time Table Forms.

<b>REGISTRATION</b>	
Update: <input type="checkbox"/> Drop-Add <input type="checkbox"/> Force-Add <input type="checkbox"/> Override Maximum Hours Rule (Dean's Office Only) <input type="checkbox"/> Course Request <input type="checkbox"/> Registration Holds	Inquiry: <input type="checkbox"/> Student Class Schedules <input type="checkbox"/> Class Rosters
Reason for Access: _____	



<b>TIME TABLE</b>
Update: <input type="checkbox"/> Department Scheduler Data
Reason for Access: _____

**TEACHING LOAD**

Update:

 Teaching Load Data

Reason for Access:

**ACADEMIC HISTORY**

Update:

 Grade Sheet Entry  
 Grade Changes (must submit additional form)

Inquiry:

 Grades by Term  
 Academic Standing (Enrollment History)  
 Academic Standing  
 Degree(s) Awarded/Application for Degree  
 Transfer Credit

Reason for Access:

**DARWIN**

Update:

 Enter Substitutions/Waivers/Exceptions

Inquiry:

 Review DARS Reports

Reason for Access:

**DEMOGRAPHIC**

Update:

 Address Changes  
 Curriculum Changes (majors; minors; concentrations)  
 Assign/Delete Advisors

Inquiry:

 Addresses  
 Email Address(es)  
 Name Look Up  
 Residency/Campus  
 Advisor

Reason for Access:

**Security of Data:** Student Records are protected under the Family Educational Rights and Privacy Act of 1974. Students may not view their records without appropriate identification (university i.d. or driver's license). University officials with a legitimate educational interest may view student records. University officials may not release student record data without written permission of the student.

**Certification:** You will be required to review the University's policy of release of student information during the training session.

I certify that I understand my responsibilities as an authorized user of the *Banner Student Records System*.

Training Required:  Yes  No

Signature: \_\_\_\_\_

Approved: \_\_\_\_\_

Dean/Department Head (PRINT)

\_\_\_\_\_  
Dean/Department Head (Signature)**Office of the University Registrar Use Only**

Approved and Processed:

Date: