

HOW TO QUERY BACKGROUND INSTITUTION INFORMATION IN BANNER SIS **Background Institution Query Only Form (SOISBGI)**

General:

The *Source/Background Institution Query Only Form* is accessed by various Banner forms to query Source/Background Institution information. It is important to do a thorough search on this form before a new school is added to the school database. The Source/Background Institution codes are also used by Human Resources to attach institutions to staff records.

Related Documents:

How to Create or Maintain Background Institution Codes in Banner (STVSBGI)
How to Record General Information for a Background Institution in Banner (SOASBGI)
How to Record Yearly Information for a Background Institution in Banner (SOABGIY)

Check List:

Before you proceed, you must have the following information:

- ❖ Name and Location of School

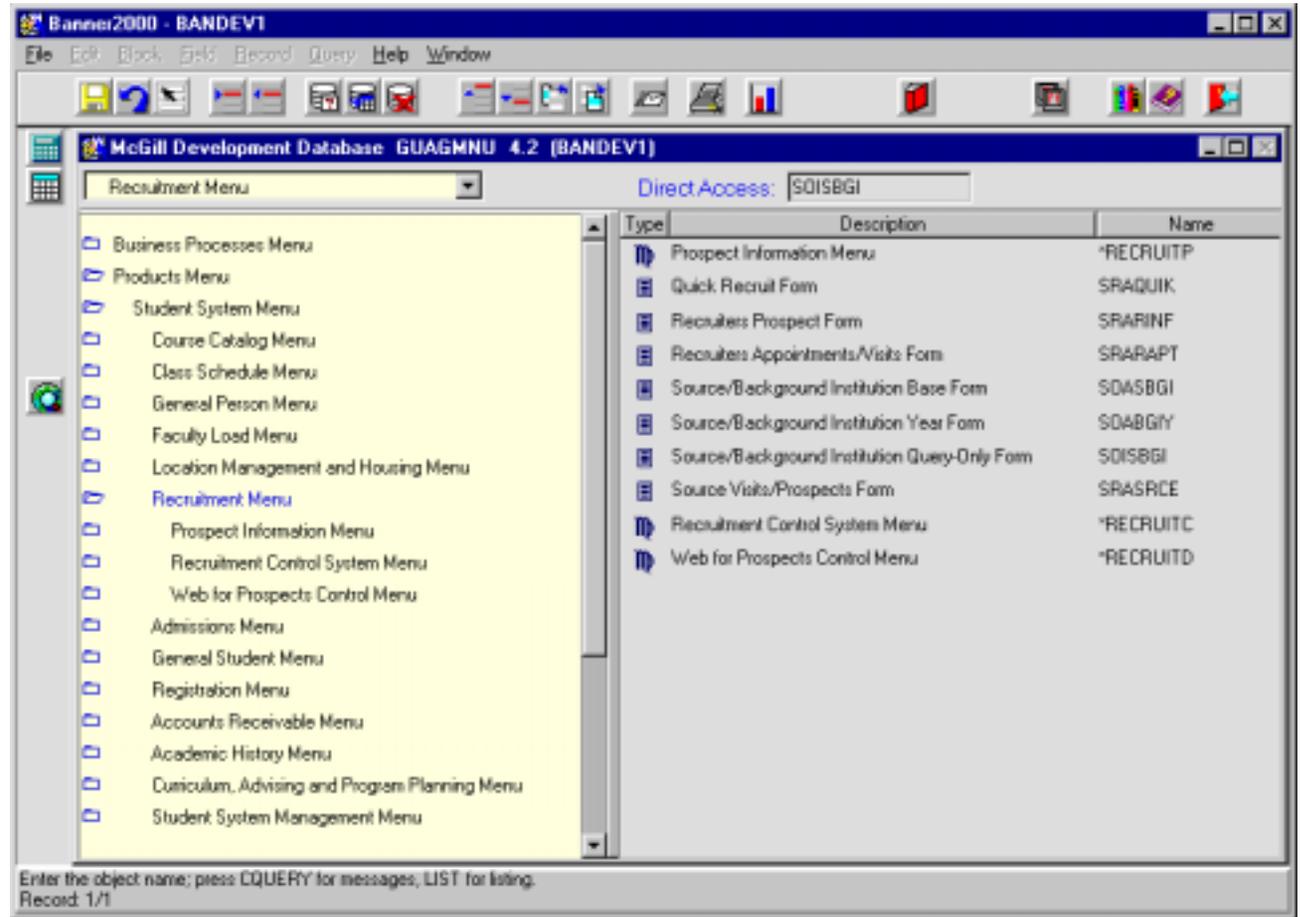
Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems.

Accessing the "Source/Background Institution Query Only Form" (SOISBGI)

Type the name of the form **SOISBGI** in the Direct Access field.
(OR)

Use the Menu Selection:

- 1) Access Products Menu
- 2) Select Student System Menu
- 3) Select Recruitment Menu
- 4) Select Source/Background Institution Query-Only Form (SOISBGI)



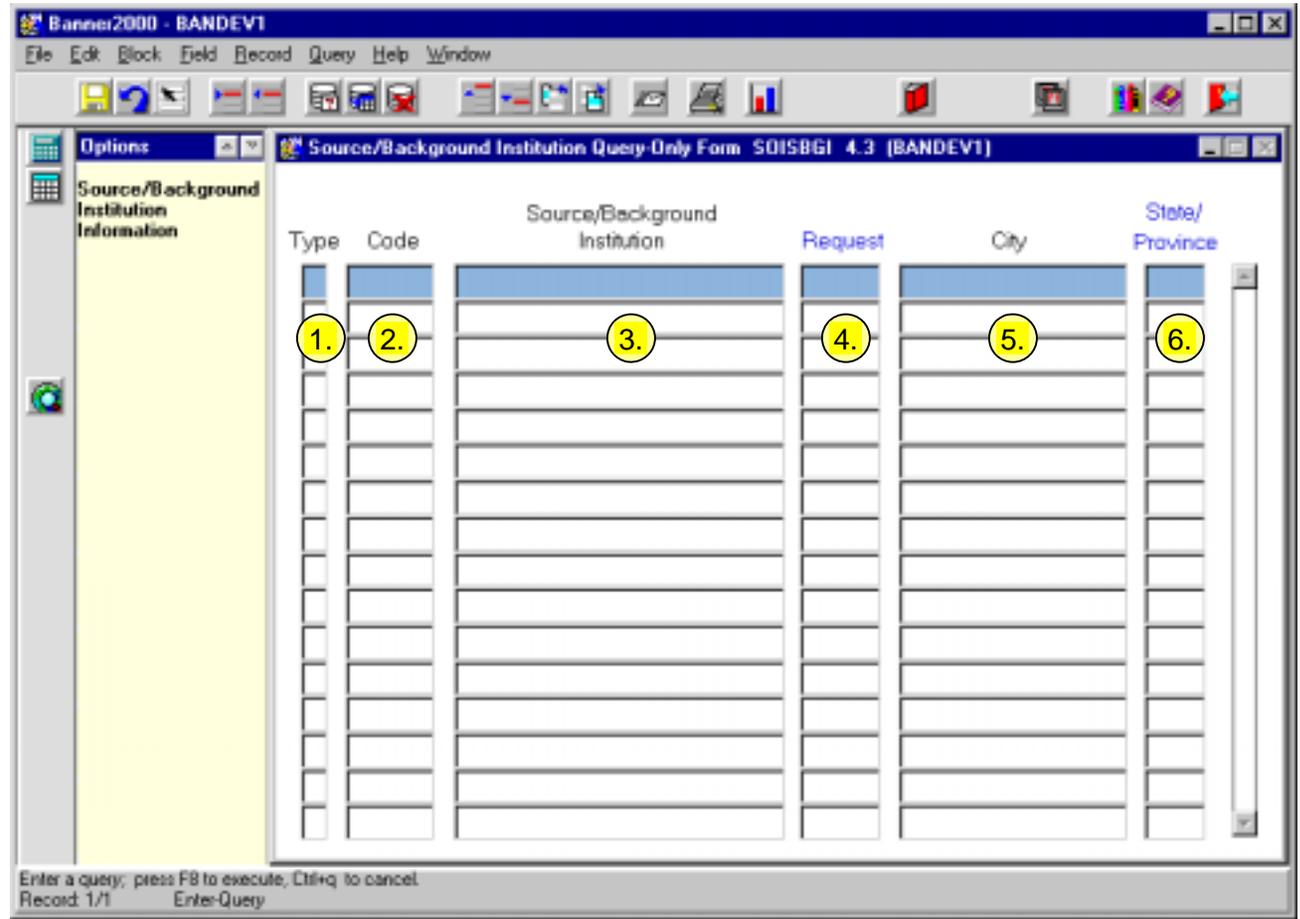
The adjacent screen will appear:

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

This form is automatically in query mode when you open it. Enter full or partial search criteria in any of the fields and press F8 to execute the query. If you would like to view all records simply press **F8** without entering any information.

Tip: use wildcards (%) in search.

Example: if you are searching for a school with the word 'Paris' in the name you can type %Paris% in the Institution description field and all schools that have this word in the description will appear. You can do the same in the city field.



Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓			Enter search criteria. Press F8 or select execute query icon to execute query.	Query results will appear in the following fields.		
	1.	Type			Type field is used to identify if the source is a high school (H), college (C), or non-school sources	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
					(S). CEGEPs are classified as type (C). Non-school sources (S) will be used to add generic school codes such as 'Advanced Placement' for the purpose of recording transfer credits. It will also be used for Recruiting to record visits that are not school specific, such as school fairs.	
	2.	Code			Source/Background Institution code. The codes that were used in legacy have been maintained in Banner with the exception of Quebec CEGEPs (which begin with 'C') and Quebec high schools (which begin with 'H').	
	3.	Source/Background Institution			Source/Background Institution description. Type, code, and description are established on STVSBGI (Source/Background Institution Code Validation Form).	
	4.	Request			An Admissions Request Checklist Code (established in STVADMR) is associated with each school. A query based on the checklist code can be initiated. The appropriate checklist request code for a school is established on STVSBGI (Source/Background Institution Code Validation Form).	Validation form referenced: Admission Request Code Validation (STVADMR)
	5.	City			Source/Background Institution city. For international addresses other data associated with the city can also be found in this field.	No validation on this field.

	6.	State/Province			A State/Province Code (STVSTAT) can be chosen from the picklist for State/Prov and a query based on the chosen code can be initiated.	Validation form referenced: State/Province Code Validation form (STVSTAT)
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Once you execute the query, your query results fill in the fields. Your screen should look similar to the one captured here.

The screenshot shows a software window titled "Banner2000 - BANDEV1" with a menu bar (File, Edit, Block, Field, Record, Query, Help, Window) and a toolbar. The main window displays a table titled "Source/Background Institution Query-Only Form SOISBGI 4.3 [BANDEV1]". The table has columns for Type, Code, Source/Background Institution, Request, City, and State/Province. The first row is highlighted in blue. A status bar at the bottom indicates "Source/Background Institution Type: [C]ollege, [H]igh School, [S]ource. Press HELP for Detail Information. Record: 1/7".

Type	Code	Source/Background Institution	Request	City	State/Province
[S]	012739	Ministral Institute & Coll	CLT1	West Point	MS
C	026253	Camrose Lutheran College	CLT1	Camrose	AB
C	026269	Concordia University College	CLT1	Edmonton	AB
C	028698	St Clare College	CLT1		
C	028722	College Marie de France	CGP1	Montreal	QC
C	028724	College Stanislas	CGP1	Montreal	QC
C	028821	Télé-Université	CLT1	Ste Foy	QC
C	028822	Bishop's University	CLT1	Lennoxville	QC
C	028823	Concordia University	CLT1	Montreal	QC
C	028824	Université de Montréal	CLT1	Montreal	QC
C	028826	Université de Sherbrooke	CLT1	Sherbrooke	QC
C	028827	Université du Qué Abitibi-Temi	CLT1	Rouyn	QC
C	028828	Université du Qué à Chicoutimi	CLT1	Chicoutimi	QC
C	028829	Université du Qué à Hull	CLT1	Hull	QC
C	028830	Université du Qué à Montréal	CLT1	Montreal	QC
C	028831	Université du Qué à Rimouski	CLT1	Rimouski	QC