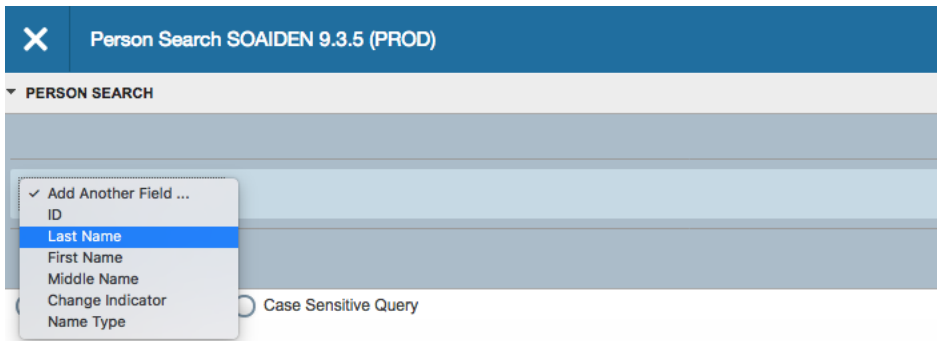


Assigning Disciplinary Probation

Banner login page: <https://polaris-admin.bowdoin.edu>

To assign disciplinary probation in a student record

1. On the Banner home page, search for Support Service Detail (or SEADETL).
2. Enter the student’s ID in the ID field. If you don’t know the ID, click the ellipse (3 dots) in the ID field.
3. Drop down the menu to Add Another Field and select the search criteria you would like to use, then click Go.



4. Add multiple fields to restrict the number of results that are returned.
5. Note: Use the % character as a wild card. For example, Ste%, will return all students with the first name Steve, Steven, or Stephen.
6. Highlight the student record, then click Select.
7. In the Term field, click the ellipse (3 dots) to display the Terms. Choose the term that the disciplinary probation period *begins*.

Term Code Validation (STVTERM)				
Criteria <input type="text"/>				
Code	Description	Start Date	End Date	FinAid Y
202010	Fall 2019	08/28/2019	12/21/2019	
201930	Summer 2019	05/19/2019	08/28/2019	
201920	Spring 2019	01/21/2019	05/18/2019	
201910	Fall 2018	08/29/2018	12/22/2018	

8. Click OK.

9. In the Service Group field, click the ellipse (3 dots) to display the Service Groups. Select Student Disciplinary Probation, and then click Go.
10. You do not need to enter any information in the Goal or Needs Assignments sections. Click the Next Section button (bottom left corner of the screen) TWICE to move to the Service Assignment section.

Service *	Description	Group	Status	Service Provided	Service Provider	Exempt	Begin Date	End Date	Result	Review
DP1	Disciplinary Probation 1	DP					04/09/2018	04/27/2018		STAF

From Term: 202230 Maintenance To Term: 999999

Record 1 of 1

Next Section button

SAVE

EDIT Record: 1/1 SERDTSR.SERDTSR_SSER_CODE [1] ellucian

11. In the first Service field, click the ellipse (3 dots) to display the list of Services.
12. Choose a Disciplinary Probation code and click OK. If the student already has a Disciplinary Probation code assigned, choose the next code in the series. For example, if Disciplinary Probation 1 is already assigned, choose Disciplinary Probation 2.
13. Enter a time frame in the Begin Date and End Date fields.
14. In the Review field, enter the department that is assigning the probation.
15. Click Save.