



BANNER PROGRAMMING REQUEST

Requestor: _____ Date: _____

Description of Request:

Justification for Request:

Forms/Tables/Processes Impacted: _____ Date Needed: _____

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Routing Instructions:

1. Requestor completes request form and saves electronically.
2. Requests originating within the area of a Banner system owner should be emailed directly to the area's designated programmer, with the data system owner and Assistant Director of Applications copied.
3. Requests originating outside the area of a Banner system owner should be emailed to the data system owner. If approved, system owner will forward request by email to the designated programmer, with a copy sent to requestor and to the Assistant Director of Applications. If not approved, system owner will notify the requestor.

EXCEPTION - ADVISOR ASSIGNMENTS: Requests should be emailed directly to the Assistant Director of Applications, with the data system owner (Registrar), Chair and/or Associate Dean copied. Email advisor change requests and questions about advisor changes to AdvisorChange@sfasu.edu.