Use this form to request additions to Tables of Values in the Student Administration System (Banner).

**Please complete the sections marked \* and return this form electronically via your Faculty Academic Registrar/Professional Services Manager to ServiceLine at** [serviceline@soton.ac.uk](mailto:serviceline@soton.ac.uk) **for the attention of SAST.**

\*School/Professional Services…….....................................................\*School Code ..…………………………….

\*Extension number........................................\*Email address ………………….………………………………………

\*Title, Forename & Surname.........................................................................................................................

\*Staff Number .............................................. \*ISS User ID……………...................................……………………

Please enter the name of the validation table you wish to be amended.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Validation Table: | | |  |
|  | | | e.g STVCRQ - Non Course Requirement Form |
| Name of Form using validation table: | | |  |
|  | | | e.g. SHANCRS - Academic Non Course Form |
|  | | | |
| Value requested: | Code | Description | |
|  |  |  | |
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| --- | --- |
| If the validation table is in the following list should the code be displayed in Self Service?  GTVINSM, STVATTR, STVCAMP, STVCOLL, STVDEPT, STVDIVS, STVLEVL, STVPTRM, STVSCHD, STVSESS, STVTESC | Yes / No |

Please ask your Faculty Academic Registrar (or for staff in Professional Services, the Director or Deputy or Assistant Director) to sign below, authorising your Request for Additions to Validation Tables:

Signature: ............................................................... ……. Print Name: ………………………………..…………..

Email address: …………………………………………………………………….……………………………………………….