


February 14, 2022

**MEMORANDUM**

**TO:** Vice Chancellors for Academic Affairs  
Vice Chancellors for Student Affairs  
Registrars  
Systemwide Institutional Researchers  
Melissa Tome, Banner Central  
Mei Li Kinney, Banner Central  
Gary Rodwell, STAR  
Denise DeArment, Bursar  
Schedulers

**FROM:** Pearl Iboshi   
Director, Institutional Research, Analysis and Planning Office

Hae Okimoto  
Associate Vice President for Student Affairs

**SUBJECT: Request for Banner Reporting Changes**

The Scheduler's group has requested that the following changes be made to Banner reporting:

- Discontinue use of OS/OI Instructional Methods (change to "DO NOT USE")
- Add OS (off-site) and OI (off-island) as attribute codes (SSADETL, Degree Attribute)

This change will allow students to easily identify classes that are being taught away from the home campus.

In addition, the ending of the use of OS/OI will clean up the list of Instructional method approved codes to include only those codes that are actually instructional methods. This change 24.OS w