Banner Training Manual:

General Student Query

The current version is available from the Registrar’s website. Check the date of your copy to make sure you have the current version.

Registrar website: www.memphis.edu/registrar/faculty/bantrain/
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1.0 Navigating and Searching Banner

1.1 Basic Banner Terminology

**Academic Term Format:**

The academic term is numeric in this format – YYYTXT.
- YYY = 4-digit calendar year
- TT = 2-digit term code
  - 10 = Spring
  - 50 = Summer
  - 80 = Fall

**Banner Form:**
The 7-character ID of data “screen” (e.g., SPAAPIN).

**Blocks:**
Areas within a form, separated from each other by yellow lines.

**Key Block:**
The block at the top of the form that must be completed to access the data.

**Fields:**
Rectangles containing information; many can be updated or filled in.
# 1.2 Banner Keyboard Shortcuts

<table>
<thead>
<tr>
<th>Banner Function</th>
<th>PC Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Menu</td>
<td>Ctrl + ,</td>
</tr>
<tr>
<td>Cancel</td>
<td>Esc</td>
</tr>
<tr>
<td>Clear Block</td>
<td>Shift + F5</td>
</tr>
<tr>
<td>Clear Item</td>
<td>Ctrl + U</td>
</tr>
<tr>
<td>Clearform/Rollback</td>
<td>Shift + F7</td>
</tr>
<tr>
<td>Commit/Save</td>
<td>F10</td>
</tr>
<tr>
<td>Count Query Hits</td>
<td>Shift + F2</td>
</tr>
<tr>
<td>Debug Mode</td>
<td>Ctrl + ?</td>
</tr>
<tr>
<td>Delete Backward</td>
<td>Backspace</td>
</tr>
<tr>
<td>Display Error</td>
<td>Shift + F1</td>
</tr>
<tr>
<td>Down</td>
<td>Down -- or – Ctrl + L</td>
</tr>
<tr>
<td>Edit</td>
<td>Ctrl + E</td>
</tr>
<tr>
<td>Enter Query</td>
<td>F7</td>
</tr>
<tr>
<td>Execute Query</td>
<td>F8</td>
</tr>
<tr>
<td>Exit</td>
<td>Ctrl + Q</td>
</tr>
<tr>
<td>Exit Form</td>
<td>Alt + F4</td>
</tr>
<tr>
<td>Exit With Value</td>
<td>Shift + F3</td>
</tr>
<tr>
<td>Exit Without Value</td>
<td>Ctrl + Q</td>
</tr>
<tr>
<td>Go To</td>
<td>F5</td>
</tr>
<tr>
<td>Help</td>
<td>F1</td>
</tr>
<tr>
<td>Left</td>
<td>Left</td>
</tr>
<tr>
<td>List of Values</td>
<td>F9</td>
</tr>
<tr>
<td>Main Menu</td>
<td>Ctrl + .</td>
</tr>
<tr>
<td>Next Block</td>
<td>Ctrl + Page Down</td>
</tr>
<tr>
<td>Next Item/Field</td>
<td>Tab – or – Ctrl + Tab</td>
</tr>
<tr>
<td>Previous Item/Field</td>
<td>Shift + Tab</td>
</tr>
<tr>
<td>Previous Item/Field</td>
<td>Shift + Ctrl + Tab</td>
</tr>
<tr>
<td>Previous Menu</td>
<td>Ctrl + Enter</td>
</tr>
<tr>
<td>Print</td>
<td>Shift + F8</td>
</tr>
<tr>
<td>Redefine Username/Password</td>
<td>Ctrl + F1</td>
</tr>
<tr>
<td>Return</td>
<td>Enter</td>
</tr>
<tr>
<td>Right</td>
<td>Right</td>
</tr>
<tr>
<td>Save</td>
<td>F10</td>
</tr>
<tr>
<td>Scroll Down</td>
<td>Page Down</td>
</tr>
<tr>
<td>Scroll Up</td>
<td>Page Up</td>
</tr>
<tr>
<td>Show Keys</td>
<td>Ctrl + F1</td>
</tr>
<tr>
<td>Up</td>
<td>Up – or – Ctrl + P</td>
</tr>
</tbody>
</table>
1.3 Toolbar

Save or F10
Rollback
Select
Insert Record or F6
Delete Record
Enter Query or F7
Execute Query or F8
Cancel Query
Previous Record
Next Record
Previous Block
Next Block
Bookshelf (SCT Documentation)
Online Help
Exit
1.4 Searching for a Student

A person search may be performed using any form that has the ID field in the Key Block, such as SPAIDEN, SPAPERS, GOAEMAL, SPAEMRG, SGASTDN, SGAADVR, SGASTDQ and SPATELE. The Search icon (downward arrow) next to the ID field, will take you to an additional form, which allows you to enter information to perform a search. A search can be performed using a partial name or U-Number. REMINDER: Treat all information as confidential.

To initiate a search:

1. Click the Search icon (downward arrow) next to the ID field to access the person search form.

2. Click on Alternate ID Search or Person Search from the Options list. Use both options.
3. This will open the SOAIDEN Person Search Form.

Wildcards

The wildcard “%” can represent any number of characters in the selected position.
- Querying “sm%h” would return Smith, Smooth, and Smertsworth, but not Smythe.

The wildcard “_” (underscore) represents a single character in the selected position.
- Querying “sm_th” would return Smith, but not Smooth.

To search using a last name:
1. In the Last Name field on SOAIDEN, enter the student’s last name.
2. Execute the query by clicking the Execute Query icon (or press F8).
3. Double click on the U-Number of the student for whom you are searching.
4. This will transfer the U-Number back to the ID field on the form with which you are working.

To search using a partial last name:
1. In the Last Name field on the Person Search Form (SOAIDEN), enter the partial last name of the student.
2. You must use the wildcard “%” to represent the unknown characters.
- Querying “Cov%” will search for all people with last names that start with “Cov.”

3. Execute the query by clicking the **Execute Query** icon (or press **F8**).
4. Double click on the ID number of the student for whom you are searching.
5. This will transfer the U-Number back to the ID field on the form with which you are working.

Entering a last name and first name or part of first name can yield you a number of results. In this example I entered smith, J% and received 351 names.

![Screenshot of the interface showing the query results and options to select a specific name from the list.](image)

You need to go to the drop down menu and select the appropriate Smith, J you are looking for. The more letters you have in the search the better your chances for narrowing it down.
2.0 Student Bio/Demo Information (SPAIDEN)

2.1 Viewing a Student’s Address

The General Person Identification Form (SPAIDEN) is used to maintain biographic/demographic information for all persons associated with U of M. (The alternate form is SPRADDR.)

1. Access the General Person Identification Form (SPAIDEN) from the General Menu.
2. In the ID field, enter the student’s U-Number.
   - If you don’t know the student’s U-Number, click the Search icon to find the student.
3. Perform a Next Block.
4. Select the Address tab.
   - The address information will be displayed.
   - Use the scroll bar to the right, or down arrow to view additional information.
5. To view another student, click the Rollback icon (or shift F7) and repeat steps 1-4.
6. To return to the General Menu, click the Exit icon (or Ctrl-Q).
2.2 Viewing Student Biographic Information

The General Person Form displays biographic information for all persons associated with U of M. (The alternate form is SPAPERS.)

1. Access the General Person Form (**SPAIDEN**) from the General Menu.
2. In the **ID** field, enter the student’s U-Number.
   - If you do not have the student’s U-Number, click the **Search** icon to find the student.
3. Perform a **Next Block**.
4. Select the **Biographical** tab.
   - The biographic information will be displayed.
   - Use the scroll bar to the right or down arrow to view additional information.
5. To view another student, click the **Rollback** icon (or **shift F7**) and repeat steps 1-3.
6. To return to the General Menu, click the **Exit** icon (or **Ctrl-Q**).

**Note:**

If the student has a directory restriction on their record, the word **Confidential** will be at the top of every form with the ID field in the key block. A directory
restriction prohibits you from sharing any student information with other individuals or offices. If a student is requesting information, they must show identification in order to receive any information.
2.3 Viewing a Student’s Telephone Number

The General Person Telephone Form is used to maintain an unlimited number of telephone numbers for all persons associated with U of M. Alternate form is SPATELE.

1. Access the General Person Form **(SPAIDEN)** from the General Menu.
2. In the **ID** field, enter the student’s U-Number.
   - If you don’t know the student’s U-Number, click the **Search** icon to find the student.
3. Perform a **Next Block**.
4. Select the **Telephone Tab**.
   - The telephone information will be displayed.
   - Use the scroll bar to the right or the down arrow key to view additional information.
5. To view another student, click the **Rollback** icon (or **shift F7**) and repeat steps 1-3.
6. To return to the General Menu, click the **Exit** icon (or **Ctrl-Q**).
2.4 Viewing a Student’s E-mail address

The General Person Email Form is used to maintain an unlimited number of email addresses for all persons associated with U of M. Alternate form is GOAEMAL.

1. Access the General Person Form (SPAIDEN) from the General Menu.
2. In the ID field, enter the student’s U-Number.
   - If you do not have the student’s U-Number, click the Search icon to find the student (see pages 5-6 for additional instructions).
3. Perform a Next Block.
4. Select the E-mail tab.
   - The e-mail information will be displayed.
   - Use the scroll bar to the right or down arrow to view additional information.
5. To view another student, click the Rollback icon (or shift F7) and repeat steps 1-3.
6. To return to the General Menu, click the Exit icon (or Ctrl-Q).
### 2.5 Viewing Student Emergency Contact/NOK Information

The Emergency Contact Form displays emergency contact information for all persons associated with U of M. Alternate form is SPAEMRG. Next of kin information is on SOAFOLK.

1. Access the General Person Form *(SPAIDEN)* from the General Menu.
2. In the **ID** field, enter the student’s U-Number.
   - If you do not have the student’s U-Number, click the **Search** icon to find the student.
3. Perform a **Next Block**.
4. Select the **Emergency Contact** tab.
   - The emergency contact information will be displayed.
   - Use the scroll bar to the right or the down arrow to view additional information.
5. To view another student, click the **Rollback** icon (or **shift F7**) and repeat steps 1-3.
6. To return to the General Menu, click the **Exit** icon (or **Ctrl-Q**).
3.0 Admissions Status

3.1 Admissions Query - Application Status (SAAADMS)

Note: There could be more than one application per term.
3.2 Admissions Query – Admissions Decision (SAADCRV)

The decision code for cleared admission is: CC
3.3 Admissions Query – Admissions Checklist (SAAADMS Checklist Tab)

If no date in received field, there is an outstanding need.
3.4 Admissions Query – Application Status Summary (SAASUMI)

Step 1: In key block, Enter ID and Application Level – UG for Undergraduate, GR for Graduate or LW for Law.

Step 2: Next Block. If a student has multiple applications, then they will be listed. NOTE: There is no application history in Banner for terms prior to 200780 (Fall 2007).
3.4, cont’d
### 3.5 Admissions Query – Test Scores (SOATEST or Tab on SAADCRV)

**SAADCRV -> Test Score Review Tab**

![Test Score Review Tab](image)

<table>
<thead>
<tr>
<th>Test</th>
<th>Description</th>
<th>Score</th>
<th>Test Date</th>
<th>Source</th>
<th>Administrative Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>A01</td>
<td>ACT English</td>
<td>32</td>
<td>01-APR-2006</td>
<td>MANL</td>
<td></td>
</tr>
<tr>
<td>A02</td>
<td>ACT Best English</td>
<td>25</td>
<td>26-APR-2006</td>
<td>MIGR</td>
<td></td>
</tr>
<tr>
<td>A03</td>
<td>ACT Math</td>
<td>31</td>
<td>01-APR-2006</td>
<td>MANL</td>
<td></td>
</tr>
<tr>
<td>A04</td>
<td>ACT Math</td>
<td>20</td>
<td>06-SEP-2006</td>
<td>MIGR</td>
<td></td>
</tr>
<tr>
<td>A05</td>
<td>ACT Best Math</td>
<td>32</td>
<td>11-SEP-2006</td>
<td>MIGR</td>
<td></td>
</tr>
<tr>
<td>A06</td>
<td>ACT Reading</td>
<td>31</td>
<td>01-APR-2006</td>
<td>MANL</td>
<td></td>
</tr>
<tr>
<td>A07</td>
<td>ACT Reading</td>
<td>35</td>
<td>01-APR-2006</td>
<td>MANL</td>
<td></td>
</tr>
<tr>
<td>A08</td>
<td>ACT Best Reading</td>
<td>20</td>
<td>06-JUN-2006</td>
<td>MIGR</td>
<td></td>
</tr>
<tr>
<td>A09</td>
<td>ACT Science Reasoning</td>
<td>20</td>
<td>01-APR-2006</td>
<td>MANL</td>
<td></td>
</tr>
<tr>
<td>A10</td>
<td>ACT Science Reasoning</td>
<td>20</td>
<td>06-JUN-2006</td>
<td>MIGR</td>
<td></td>
</tr>
<tr>
<td>A11</td>
<td>ACT Best Science Reasoning</td>
<td>20</td>
<td>16-FEB-2007</td>
<td>MIGR</td>
<td></td>
</tr>
<tr>
<td>A12</td>
<td>ACT Composite</td>
<td>32</td>
<td>01-APR-2006</td>
<td>MANL</td>
<td></td>
</tr>
<tr>
<td>A13</td>
<td>ACT Composite</td>
<td>20</td>
<td>06-JUN-2006</td>
<td>MIGR</td>
<td></td>
</tr>
<tr>
<td>A14</td>
<td>ACT Best Composite</td>
<td>32</td>
<td>11-SEP-2006</td>
<td>MIGR</td>
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<tr>
<td>A15</td>
<td>ACT Writing</td>
<td>20</td>
<td>01-APR-2006</td>
<td>MANL</td>
<td></td>
</tr>
<tr>
<td>DFPR</td>
<td>Developmental Studies Math</td>
<td>12</td>
<td>01-APR-2006</td>
<td>MANL</td>
<td></td>
</tr>
</tbody>
</table>
3.5, cont’d

SOATEST

Note: Best test scores used for placement in DSP.
3.6 Admissions Query – Deficiencies and Developmental Studies (SZAADEF)

SZAADEF shows that the student has high school deficiencies and is required to take Developmental courses.
3.7 Student Immunization Tracking (SZAITRK)

Disease Information Dissemination
The Health Services Offices at the Universities within the TBR umbrella require that new first-time student be given information with regard to hazards of Hepatitis B and Meningitis. The student is further required to indicate whether the appropriate vaccine has been received or they have elected not to have the vaccine administered. The absence of this information will prevent the student from registering through both Self Service and Administrative Registration.

Purpose
The purpose of this form is to provide a vehicle by which the student’s immunization history is tracked. This form will also control if the student will have a registration restriction due to lack of required proof of immunization or whether that proof or restriction is waived.

Immunization Tracking
Universities typically monitor through their Health Services Offices. Failure to receive the required immunization or waiver will result in the restriction of the student’s ability to register for classes.
The following students are exempt from registration restrictions if no immunization data is collected:

- students born prior to January 1, 1957
- students who graduated from a Tennessee High School 01-MAY-1999 or after
- students who graduated from a Tennessee high school between 01-MAY-1979 and 31-DEC-1998 are asked to provide proof of the second dose of MMR.
- Students who attended K-12 school in Tennessee for any period of time after July 1, 2001. NOTE: No way to test for this because SOAHSCH doesn’t have dates of attendance.
4.0 General Student Information

4.1 Viewing General Student Information (SGASTDN)

The General Student Form (SGASTDN) maintains current information pertaining to students admitted or enrolled at U of M.

1. Access the General Student Form (SGASTDN) from the General Menu.
2. In the ID field, enter the student’s U-Number.
   - If you do not have the student’s U-Number, click the Search icon to find the student.
   - To view a summary of all general student information, click the Student Summary search icon, this will bring up the form SGASTDQ. (In the Term field, enter the term you want to view.)
• If no term is entered in the **Term** field, all of the general student records will be displayed back to the earliest record on file.

3. Perform a **Next Block**.
   • The student’s general student records will be listed in the information block.
   • Use the scroll bar or the down arrow key to navigate through the student’s records.

4. To view another student, click the **Rollback** icon (or **shift F7**) and repeat steps 1-4.

5. To return to the General Menu, click the **Exit** icon (or **Ctrl-Q**).
4.2 Viewing a Summary of a Student’s Information (SGASTDQ)

The General Student Summary Form (SGASTDQ) is a stand-alone query form that displays all general student records on file for any current U of M student.

**Note:** The person must be a student to be queried on this form.

1. Access the General Student Summary Form (SGASTDQ) from the General Menu.
   - You may also access this form from the Summary Search icon on the form SGASTDN.

2. In the ID field, enter the student’s U-Number.
   - If you do not have the student’s U-Number, click the Search icon to find the student. Perform a Next Block.
   - A summary of the student’s general records will be listed in the information block.
   - Use the scroll bar or down arrow key to view all of the student’s records.
3. To view another student, click the **Rollback** icon (or **shift F7**) and repeat steps 1-3.

4. To return to the General menu, click the **Exit** icon (or **Ctrl-Q**).
4.3 Viewing Advisor Information for a Student (SGAADVR)

The Multiple Advisors Form (SGAADVR) displays any U of M student’s assigned advisor(s).

Viewing an advisor:

A. Access the Multiple Advisors Form (SGAADVR) from the General Menu.
B. In the ID field, enter the student’s U-Number.
   a. If you do not have the student’s U-Number, click the Search icon to find the student.
C. In the Term field, enter the term code.
D. Perform a Next Block.
   a. The assigned advisor’s U of M ID, name, and advisor type will be listed in the information block.
E. To view another student, click the Rollback icon (or shift F7) and repeat steps A-D.
F. To return to the General Menu, click the Exit icon (or Ctrl-Q).
4.4 Viewing the Additional Student Information (SGASADD) (LF Business Core, Honors, Teacher Cert prereq, Stdt Classifications)

1. Access the Additional Student Information Form (SGASADD) from the general menu.
2. In the ID field, enter the student UM Banner ID or name.
3. In the term field, enter the term you want to view. **Next Block** twice.
4. Note the “From” and “To” terms to determine the effective dates for the attribute. If the “to” term is not 9999999, there are other attribute records which exist in a later term.
5. To view the later attributes, **Rollback** and enter the term that matches the “To Term” in the key block and **Next Block** twice. You will then see the next range of active attributes.
6. To see another student, **Rollback**, enter the new Banner ID, and tab to the term field and repeat Step 3.
5.0 Registration Processes

5.1 Viewing Advising Alternate PINs (SPAAPIN)

Steps

1. In the “Go To” box on Internet Native Banner (INB), type SPAAPIN. Press Enter.

2. In the “From Term” box, type the term in YYYYTT format
   (TT: 10 = Spring | 50 = Summer | 80 = Fall).

3. Tab to ID, and type the student’s U-Number. If you type a Social Security Number, the U-Number will appear.

4. Click on the Block drop down menu, and choose Next.
   (Or roll over the icons on the toolbar (the line of icons at the top of the form), and click the one for Next Block.)
   (Or press the Control and Page Down keys.)
5. If the **Process Name** field in the lower block is blank, skip to step 7.

6. If the **Term Code** is entered in the lower block, and **TREG** is in the **Process Name** field, the student is required to be advised for that term and has not yet been advised. If there is no data for the term at all, the program has not yet been run to set advising. If there is a “C” in the Process Name field, the student has been advised, and the advisor’s initials will be in the alternate PIN column.

**Note:** TREG in Process Name field is what prevents a student from registering.
NOTE: C in Process Name indicates student has been advised and may register.
5.2 Viewing a Registration Permit (SFASRPO)

Quick Version

1. Access the Registration Permit Override Form (SFASRPO) from the General Menu.
2. In the Term field, enter the term you wish to view.
3. In the ID field, enter the student’s U-Number.
4. Perform a Next Block.

Note: Only 4 types of permits can be issued:

1. Closed Class (CLOSED) overrides a closed class.
2. Department Approval (DEPT APPR) overrides all of the following:
   - Pre-requisite
   - Co-requisite
   - Links
   - Special Approval
   - College
   - Class
   - Program
   - Major
3. Special Approval (SPEC APPR) overrides the following:
   Special Approval  |  Capacity

4. Duplicate Courses (DUPLICATE) – overrides to allow student to take more than one section of the same course in a term (initially will be needed for part of term to allow repeat of a course in a later part of term). Also, used for some independent study courses that allow more than one section in a term (e.g., applied music).
### 5.3 Viewing Registrations (SFAREGS)

#### Enrollment Information

- **Status:** EL (Eligible to Register)
- **Status Date:** 10-JAN-2007
- **Acceptance:** N
- **Maximum Hours:** 20.500

#### Course Information

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Grade Mode</th>
<th>Credit Hours</th>
<th>Bill Hours</th>
<th>Status</th>
<th>Level</th>
<th>Approval Recd</th>
<th>Override</th>
<th>Part of Term</th>
<th>Method of Instruction</th>
<th>Campus</th>
<th>Error Flag</th>
<th>Status Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>80221</td>
<td>HIST</td>
<td>2010</td>
<td>001</td>
<td>S</td>
<td>3.000</td>
<td>3.000</td>
<td>RE</td>
<td>UG</td>
<td></td>
<td></td>
<td>1</td>
<td>CON</td>
<td>11M</td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>81741</td>
<td>MATH</td>
<td>1420</td>
<td>003</td>
<td>S</td>
<td>3.000</td>
<td>3.000</td>
<td>RE</td>
<td>UG</td>
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<td></td>
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<td>CON</td>
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<td></td>
<td>R</td>
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<tr>
<td>80530</td>
<td>ACCT</td>
<td>4241</td>
<td>001</td>
<td>S</td>
<td>3.000</td>
<td>3.000</td>
<td>RE</td>
<td>UG</td>
<td></td>
<td></td>
<td>1</td>
<td>CON</td>
<td>11M</td>
<td></td>
<td>R</td>
</tr>
</tbody>
</table>

Assess registration fees: 'Y' to assess immediately, 'N' to not assess and create collector record.

Record: 1/1

[Image of the SFAREGS interface]
5.4 Viewing a Student’s Class Schedule (SFAREGQ)

1. Access the Registration Query form (SFAREGQ) from the General Menu.

2. In the **Term** field, enter the term you want to view.

3. In the **ID** field, enter the student’s U-Number.
   - If you do not know the student’s U-Number, click the **Search** icon to perform a query.
   - You do not need to enter any information in the Registration Date Range fields.

4. Perform a **Next Block**.
   - The student’s class schedule will be displayed in the Information block.
   - Use the scroll bar to the right of the form for additional information.
   - In the **Registration Status** field the following codes may appear: The **first** letter denotes:
     - R – Registered
     - D – Dropped
     - W – Withdrawn
     See the STVRSTS chart for a listing of status codes.

5. To view another student or term, click the **Rollback** icon (or **Shift-F7**) and repeat steps 2 through 4.

6. To return to the General Menu, click the **Exit** icon (or **Ctrl-Q**).
5.5 Viewing a Student’s Registration Audit Trail (SFASTCA)  
[See SFARHST for a registration summary (history).]

1. Access the Student Course Registration Audit form (SFASTCA) from the General Menu.
2. In the Term field, enter the term you want to view.
3. In the ID field, enter the student’s U-Number.  
   - If you do not know the student’s U-Number, click the Search icon to perform a query.
4. Perform a Next Block.  
   - The student’s audit trail will be listed in the Information block.
   - INB transactions are made in Internet Native Banner by staff.
   - Web are transactions made on Student Self Service by students.
   - In the Course Status field the following codes may appear:

<table>
<thead>
<tr>
<th>Status</th>
<th>Course Codes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>INB</td>
<td>WEB</td>
<td>Description</td>
</tr>
<tr>
<td>AU</td>
<td>NONE</td>
<td>Audit</td>
</tr>
<tr>
<td>CC</td>
<td>NONE</td>
<td>Cancelled class</td>
</tr>
<tr>
<td>DD</td>
<td>DW</td>
<td>Drop delete (before classes start)</td>
</tr>
<tr>
<td>DC</td>
<td>DP</td>
<td>First day of class until census</td>
</tr>
<tr>
<td>R9</td>
<td>NONE</td>
<td>Registered supplemental (after the census)</td>
</tr>
<tr>
<td>RC</td>
<td>NONE</td>
<td>Reinstate (after the purge)</td>
</tr>
<tr>
<td>RE</td>
<td>RR</td>
<td>Re-register after dropping a course during the add period</td>
</tr>
<tr>
<td>RE</td>
<td>RW</td>
<td>Register for classes</td>
</tr>
</tbody>
</table>
Registration error flags can also be viewed on this form:

**Error Flag**
This field identifies an error associated with the registration of a CRN. Valid values are F (Fatal), D (Do not count in enrollment), O (Override), W (Warning).

To view another student, click the **Rollback** icon (or **Shift-F7**) and repeat steps 2-4.

5. To return to the General Menu, click the **Exit** icon (or **Ctrl-Q**).

**Note:**
Each registration attempt will have either a TEMP or a BASE code listed in the **Source** field.
- **TEMP** – a temporary file in which registration is held while the system is checking restrictions, pre-requisites, and co-requisites.
- **BASE** – the registration file in which information is stored after all restriction, pre-requisite, and co-requisite checking is complete.
You can view the sequence number (registration transaction trail), the date and time (military time) that the transaction took place and the course status.

**Student has changed course status from credit to audit:**
5.6 Viewing a Student’s Holds (SOAHOLD)

1. Access the Hold Information form (SOAHOLD) from the General Menu.

2. In the ID field, enter the student’s U-Number.
   - If you do not know the student’s U-Number, click the Search icon to perform a query.

3. Perform a Next Block.

4. The student’s holds will be displayed.
   - The “From” date determines the effective date of the hold.
   - The “To” date determines when the hold is no longer active.
   - Use the scroll bar to the right of the form or the down arrow key to view additional holds.

5. To view another student, click the Rollback icon (or Shift-F7) and repeat steps 2 and 3.

6. To return to the General Menu, click Exit icon (or Ctrl-Q).

To query a specific hold type:

1. Perform steps 1 through 3.

2. Enter query by clicking the Enter Query icon (or F7).

3. Enter the Hold Type to query (double click in the Hold Type field for a list of values).

4. Execute the query with the Execute Query icon (or F8).

Queries may also be made by origination (office) code or date, etc.

There is a code at the end of the Hold Type description that indicates whether the hold is for Admission (A), Registration (R), or Transcript/Grades (T).
5.7 Viewing a Student’s Comments (SPACMNT)

1. Access the Person Comment form (SPACMNT) from the General Menu.

2. In the ID field, enter the student’s U-Number.
   - If you do not know the student’s U-Number, click the Search icon to perform a query.

3. Perform a Next Block.
   - The comments pertaining to the student will be displayed.
   - Use the scroll bar or the down arrow key to view additional comments.

4. To view another student, click the Rollback icon (or Shift-F7) and repeat steps 2 and 3.

5. To return to the General Menu, click the Exit icon (or Ctrl-Q).

To query a specific comment type:

1. Perform steps 2 and 3.
2. Enter query by clicking the Enter Query icon (or F7).
3. In the Comment Type field, enter the comment type to query (double click in the Comment Type field for a list of values).
4. Execute the query with the Execute Query icon (or F8).
5. To return to the General Menu, click the Exit icon (or Ctrl Q).

Note: Queries may also be made for originator, date, etc.
6.0 Course/Schedule Information

6.1 Viewing Course Section Information (SSASECT)

1. Access the Schedule form (SSASECT) from the General Menu.

2. In the Term field, enter the term code you wish to view and then press the tab key.

3. In the CRN field, enter the Course Reference Number of the section you wish to view.
   a. If you do not know the CRN of the section, double click in the Course Reference Number field to perform a query.
   b. Enter section search criteria (subject, course number, section number, etc.).
   c. Click the Execute Query icon (or press F8) to search for sections that match your criteria.
   d. Select the section you want by double clicking on the CRN field; the CRN will be entered on the SSASECT form.
4. Perform a **Next Block** to view section information.

*Maximum Enrollment*

- From the main schedule form, click on the **Options** menu at the top of the form.
- Select **Section Enrollment Info**; this will display the Enrollment Data window.
- Perform a **Next Block** to return to the main Schedule Form. Here is a sample of the options menu available from SSASECT:

```
[Image: Screenshot of options menu]
```

*Meeting Days/Times, Building/Room Information*

- From the main schedule form, click on the **Options** menu at the top of the form.
- Select **Scheduled Meeting Times**; this will display the Meeting Time window.
- Use the scroll bar at the bottom of the form to view additional information.
- Perform a **Previous Block** to return to the main Schedule Form.

*Instructor*

- From the main Schedule Form, click on the **Options** menu at the top of the form.
- Select **Assigned Instructors**, this will display the Instructor window.
- Perform a **Previous Block two times** to return to the main Schedule Form.

5. To return to the General Menu, click the **Exit** icon (or **Ctrl-Q**).
6.2 Searching for a Section (SSASECQ)

1. Access the Schedule Query form (SSASECQ) from the General Menu.
2. Enter section search criteria (term, subject, course number, section number, etc.).
3. Click the **Execute Query** icon (or F8) to search for sections that match your criteria.
4. Select the section you want by double clicking on the CRN, and the CRN will be entered on the SSASECT form.
6.3 Viewing a Class List for a Section (SFASLST) (SIS 107/1G7)

1. Access the Class Roster form (SFASLST) from the General Menu.

2. In the Term field, enter the term code.

3. Enter the CRN (Course Reference Number) of the section in the CRN field.
   a. If you do not know the CRN of the section, click the Search icon in the Course Reference Number and choose Section Query from the pop-up box.
   b. Enter section search criteria (subject, course number, section number, etc.).
   c. Click the Execute Query icon (or press F8) to search for sections that match your criteria.
   d. Select the section you want by double clicking on the CRN field, and the CRN will be entered on the SFASLST form.

4. Perform a Next Block to display the class list for that section.
   - Use the scroll bar at the bottom of the form or the down arrow key to view additional information.
• This form also displays midterm and final grades (if any have been entered).

5. To return to the General Menu, click the Exit icon (or Ctrl-Q)
7.0 Academic History – Transcript/Degree

7.1 Viewing a Student’s Academic History (SHACRSE)

Course Summary

1. Access the Course Summary form (SHACRSE) from the General Menu.
2. In the ID field, enter the student’s U-Number.
   - If you do not have the student’s U-Number, click the Search icon to perform a query.
3. In the Term field, enter the term you wish to view.
   - For a list of all courses, leave the Term field blank.
4. Perform a Next Block to display a course summary for the student.
   - Use the scroll bar at the bottom of the form or the down arrow key to view additional information.
   - In the Grading Mode field, the following codes may appear:
     S – Standard
     P – Pass/ No Credit
     A – Audit
   - To view detailed information for a specific course, click the Detail icon to the left of the course.
   - To return to the SHACRSE form, click the Exit icon (or Ctrl-Q).
5. To view another student, click the Rollback icon (or Shift-F7) and repeat steps 2-4.
6. To return to the General Menu, click the Exit icon (or Ctrl-Q).
To query specific information:

1. Enter query by clicking the Enter Query icon (or F7).
2. Enter the search criteria (CRN, Subject, etc.).
3. Execute the query with the Execute Query icon (or F8).
7.2 Viewing a Student's Academic History (SHATERM)

Statistics

The first block of SHATERM displays the final Academic Standing and cumulative statistics. Select the Course Level Codes by Person (do not use DS). Leave Start Term blank and click on Next Block.

The statistics with blue (dashed) arrows are added together to compile the Overall. The statistics with red (solid) arrows are added together to compile the Overall Combined.
See the following chart for descriptions of the statistics.

<table>
<thead>
<tr>
<th>Category</th>
<th>Credit Included in Statistics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Institutional</td>
<td>UM College-Level</td>
</tr>
<tr>
<td>2 Institutional Combined</td>
<td>UM College-Level + Remedial/Developmental</td>
</tr>
<tr>
<td>3 Transfer</td>
<td>Transfer College-Level</td>
</tr>
<tr>
<td>4 Transfer Combined</td>
<td>Transfer College-Level + Remedial/Developmental</td>
</tr>
<tr>
<td>5 Overall</td>
<td>UM College-Level + Transfer College-Level</td>
</tr>
<tr>
<td></td>
<td>Numbers 1 and 3 added together</td>
</tr>
<tr>
<td>6 Overall Combined</td>
<td>Combined Statistics Added Together (Includes all College-Level + Remedial/Developmental). Numbers 2 and 4 added together</td>
</tr>
</tbody>
</table>
Statistics and Courses by Term

The second block of SHATERM displays statistics and courses by term. Transfer courses are displayed here by term, also.

Refer to the Statistical Codes Chart for the definition of the Course Type codes on this block. Additional sets of statistics are created when a student has UG institutional credit or transfer credit, due to the Combined Stats requirement. Banner does not add the transfer credit and institutional credit together anywhere in the record, except at the very end, which is seen in the cumulative statistics on the first block of this form.

**Statistical Codes Chart**

<table>
<thead>
<tr>
<th>CODE</th>
<th>COURSES INCLUDED IN STATISTICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Institutional College-Level</td>
</tr>
<tr>
<td>C</td>
<td>Institutional Combined College-Level and Remedial/Developmental</td>
</tr>
<tr>
<td>Y</td>
<td>Institutional Remedial/Developmental</td>
</tr>
<tr>
<td>T</td>
<td>Transfer College-Level</td>
</tr>
<tr>
<td>W</td>
<td>Transfer Combined College-Level and Remedial/Developmental</td>
</tr>
<tr>
<td>X</td>
<td>Transfer Remedial/Developmental</td>
</tr>
</tbody>
</table>

Pre-Banner Summary Hours will display with a Term of 000000. Use the scroll bar to view all terms. Terms will have multiple sets of statistics at the UG level.
**SHATERM Samples**

The following screen shots reflect a student’s statistics for 199380. This student has Transfer College-Level and Remedial/Developmental courses in this term. There are no Institutional courses for this term.

**Course Type T**

- Transfer College-Level Courses
Course Type W

- Transfer Combined College-Level and Remedial/Developmental Courses
  (Note: The Transfer Number refers to the first transfer institution from which credit was evaluated.)
Course Type W

- Another set of Transfer Combined College-Level and Remedial/Developmental for same term, because student has a different Attendance Period at same institution in same term. This is because the student had both College-Level courses and Remedial/Developmental courses. R/D courses must have a separate Attendance Period from College-Level courses.
Course Type X

- Transfer Remedial/Developmental for Attendance Period 1. (Note zeroes in term statistics, because there is no R/D associated with Attendance Period 1.)
Course Type X

- Transfer Remedial/Developmental for Attendance Period 8. (Note statistics in Term and the RDS course displayed on bottom of form, because the R/D course is associated with Attendance Period 8.)
The following screen shots reflect 199680 statistics for the student. The student has only UM courses in this term.

**Course Type C**

- Institutional Combined College-Level and Remedial/Developmental courses. The Cumulative includes credit for UM initial statistics.
Course Type I

- Institutional College-Level Courses. Cumulative includes the initial statistics. The Cumulative for I is the same as for C, because the student has no UM Remedial/Developmental courses.
Course Type Y

- Institutional Remedial/Developmental courses. (Note: The statistics are all zeroes, because the student has no UM R/D courses in this term or prior terms.)

The number of statistics that will display for different students and different terms will depend on which types of courses are associated with the term and how many Transfer Numbers and Attendance Periods are in that same term.
7.3 Viewing a Student’s Academic History (SHASUBJ)

Subject History
1. Access the Subject Sequence History form (SHASUBJ) from the General Menu.
2. In the ID field, enter the student’s U-Number.
   - If you do not have the student’s U-Number, click the Search icon to perform a query.
3. In the Level field, enter the level of the courses you want to view.
4. In the Start with Subject field, enter the subject code you want to view.
   - To view course information for all subjects, leave the Start with Subject field blank.
5. Perform a Next Block to display a term summary for the student.
6. Perform another Next Block to display the Subject GPA and Course Detail information.
   - Subject codes are listed in alphabetical order.
   - If a subject code was entered in the Start with Subject field, the summary will begin with that subject; otherwise the summary will begin with the first subject code.
   - Use the scroll bar to the right of the form or the down arrow key to scroll through the Subject GPA information.
7. Perform another Next Block to navigate to the Institutional Course Detail section.
• Use the scroll bar to the right of the form or the down arrow key to scroll through the Institutional Course Detail section.

8. Perform another **Next Block** to navigate to the Transfer Course Detail section.
   • Use the scroll bar to the right of the form or the down arrow key to scroll through the Transfer Course Detail section.

9. Perform an additional **Next Block** to navigate back to the **SHASUBJ** form.
   • To view another student, click the **Rollback** icon (or **Shift F7**) and repeat steps 2-8.
7.4 Degree Status and History (SHADEGR)

The Degree and Other Formal Awards form (SHADEGR) is used to load, maintain, and view students’ degree information.

1. Access the form from the General Menu or enter “SHADEGR” in the “Go to” field.
2. Once on the form, enter the student’s U-Number in the ID field or do a name search to locate the student.
3. If you know the degree sequence, enter it in the “Degree Sequence” field. If you do not know the sequence number, click the down arrow next to “Degree Sequence”. This will take you to SHADEGQ which provides a summary of the degrees the student has on file.
4. Arrow down to the degree you wish to see; double click on that degree’s sequence number. This will take you back to SHADEGR.
5. Once back on SHADEGR with the degree sequence in the key block, perform a next block to view the data.
6. Click on each tab to see that tab’s related data for the degree which you have in context.
7. When done, perform a rollback to enter the U-Number for another student.
8. To return to the General Menu, eXit the form (Ctrl-Q).
7.5 Viewing Student Course Information (SHATCKN)

Student’s course information is maintained and viewed on the Course Maintenance form (SHATCKN).

1. Access the form from the General Menu or enter “SHATCKN” in the “Go to” field.
2. Once on the form, enter the student’s U-Number in the ID field or do a name search to locate the student.
3. Enter the term for which you want to view a student’s course work.
4. Perform a Next Block to see the student’s first course.
5. Use the scroll bar to the right of the Course Detail block to bring up other courses for the student.
6. There are several blocks associated with this form. You may perform a Next Block to get to the data in each or you may select another block (or group of blocks) from the Options Menu.
7. When done, perform a rollback to enter the U-Number for another student.
8. To return to the General Menu, eXit the form (Ctrl-Q).
This form is being provided here with some qualifications. It is part of the Lottery modification to the Banner system.

**Note:**

1. This form will include a student’s transfer and institutional coursework, but the transfer work is not presented chronologically with the institutional coursework. The transfer work is listed first and then the institutional coursework.
2. The form includes undergraduate and Developmental Studies (DS) work only, no graduate or law coursework because these do not apply to lottery.
3. The form is not populated or updated until a batch job is run by Financial Aid. This happens periodically throughout the semester, but not nightly.
4. The repeat indicator you will see here is the lottery repeat indicator, not the regular academic repeat indicator.
5. This form was populated only with undergraduate and DS coursework that could apply to the lottery. So students with
coursework prior to 2003 Spring will not have a complete record displayed here.

This form may still be helpful, especially when dealing with undergraduate students with transfer work. However, the best course is to review the student’s transcript on the web.

Using the Form

1. Access the TELS Course Detail form (SZACRSE) from the General Menu.
2. In the ID field, enter the student’s U-Number.
3. Perform a Next Block to display the coursework for the student.
   - Use the scroll bar to view additional information.
   - In the Grading Mode field, the following codes may appear:
     - S – Standard
     - A – Audit
     - B – Credit/No Credit
     - D – Remedial/Developmental
     - I – S/U/I
     - K – S/U/IP
     - O – Regents
     - P – Pass/Fail
     - T – Transfer
4. To view another student, click the Rollback icon (or Shift-F7) and repeat.
5. To return to the General Menu, click the Exit icon (or Ctrl-Q).