Is the Student on the Banner System (SPAIDEN, SOAIDEN, SOAIDNS)?

◆ SPAIDEN - General Person Identification Form
◆ SOAIDEN - Person Search Form
◆ SOAIDNS - Person Search Detail Form
◆ SPAPERS – General Person Form

SPAIDEN
General Person Identification Form

Determine if a student record is already in Banner
Check a student’s address
See any previous identification (i.e., name change, previous ID)

SOAIDEN
Person Search Form

From any student form, you can search for a student’s identification number
Open a student form and click on the ▼down arrow next to the ID field (or press F9)

SOAIDNS
Person Search Detail Form

 Allows you to review multiple student records.

When you are looking for a student record, you can start with SPAIDEN (General Person Identification Form) or any form with the ID field in the key block. Completing a search will help you become aware of any problems with the student’s records. For example, performing a search will make you aware of multiple identification numbers for the same students. You will also be able to verify a student’s address.

Note: For instructions on using SPAIDEN, SOAIDEN, AND SOAIDNS, REFER TO BANNER BASICS (How do I perform a query, and I Don’t Have the ID#)
The General Person Identification form (SPAI DEN) looks like this:

If you know the student’s UIN (University Identification Number), type it in the ID: field. When a valid ID number is entered, the student’s name will fill in automatically. To populate the form with the individual’s information, use the Next Block function (Ctrl+Page Down). To perform a Next Block, you can also use the icon in the toolbar. The main window of the form displays the following information:

- Current Identification (main window of the form)
- Person Name Information
- Non-Person Name Information
- ID and Name Source
- Original Creation

There are five other windows (screens) in SPAIDEN. You can access these windows either by clicking on the appropriate tab or from the Options pull-down menu. You can also access the System Data Summary form from the Options pull-down menu.

- Alternate Identification
- Address
- Telephone (pulls from SPATELE)
- Biographical (pulls from SPAPERS)
- E-Mail (pulls from GOAEMAL)
- Emergency Contact (pulls from SPAEMRG)
- System Data Summary (links to GUASYST)
I don't have the ID#. How do I find information on the student?

If you do not know a student's identification number, you can do a name search for a student. From SPAIDEN (or any form where you see the ID: field in the key block), click on down arrow ▼ next to the ID: field. An Option List dialogue box appears.

Click on Person Search to load SOAIDEN (see below). Enter as much of the student's first and last names as is available. Some specific guidelines for doing a name search are on the next page. (Hint: You can get to SOAIDEN quicker by pressing the List function, F9.)

Be sure to use all CAPITAL letters because all data in Banner is upper case.
There are two wildcards available in Banner that allow you to enter variables into your search criteria.

**Single Character** – the underscore _ key can be used as the wildcard for one character. For example, if you do not know the first letter of a person’s name (Kathy or Cathy), use the underscore _ key to build your criteria – _ATHY. Entering the criteria this way would retrieve any student whose name begins with a single letter and ends with ATHY – Kathy, Cathy.

**Multiple Characters** – the percent sign % can be used when you are not only uncertain of the letters but also how many letters there might be. For example, someone who goes by the name Kathie might be using a shortened version of her official name. The actual name in the system could be Kathy, Kathie, Cathy, Kathleen, Kathryn. To find all possibilities, enter your criteria as _ATH% (not sure what the first letter is and not sure what’s at the end.)

A general rule of thumb is to use three characters and the wildcard symbols. This is generally applicable when dealing with unusual spellings. If you are reasonably certain of the spelling of a student’s name, you can use more letters when building your query criteria (i.e., Brown is a fairly common name, but you might want to use the underscore _ at the end, just in case the name is spelled Browne). The more specific you can be, the less you will need to scroll through choices.

In the example entered on the previous page, we are looking for Kathie Parker, so we enter the last name of PARKER (no wildcards because we are sure of the spelling) and the first name _ATH% since we’re not sure what the first character of her name is and we are not sure how her name is in the system (Kathy, Cathy, Katherine, Kathleen).

This will produce all possibilities based on the criteria entered.

Once you have entered all the query criteria (as much of the last name and the first name as known, using wildcards for uncertainties), execute the query in one of the following ways:

a) **Click on the Execute Query icon** in the toolbar at the top of the screen
b) **Select Execute** from the Query pull-down menu
c) **Press F8** (read your Auto Hint and Status Line)

If the student you are looking for appears to be entered more than one time on the SOAIDEN form, highlight any of the occurrences of the student’s identification number. Banner automatically selects the most current data for a student.

In the Chg column:

<table>
<thead>
<tr>
<th>Chg</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Indicates a name change</td>
</tr>
<tr>
<td>I</td>
<td>Indicates an inactive student ID #</td>
</tr>
<tr>
<td>Blank</td>
<td>Indicates the most recent name and ID</td>
</tr>
</tbody>
</table>
If multiple choices come up for the criteria entered, you may be able to select the correct student based on the identification number and the birthdate. However, if this does not provide enough clarification, highlight the most likely candidate and from the Options pull-down menu, select **Search and Display More Detail**. Note that, as a security issue, ID numbers are not displayed in this example.

The **Person Search Detail Form** (SOAIDNS) opens in the query mode. You will note that the form opens in the query mode (look at the Auto Hint and Status Line). No information appears until you generate the query. If you need to change your search query, do so (in the example below, you need to change the criteria back to the original criteria to find all possible matches). **Press F8** to populate.

If you want to review **all** the choices that came up originally, change the first name criteria back to _ATH%_.
You will see the names of the students with names meeting the criteria in the top of the form. SOAIDNS will allow you to review the information on all students whose name fits the criteria entered (last name of PARKER, and first name _ATH%).

In the middle of the form, you will see general student information in a summary format for the student highlighted at the top of the form. If the scroll bar is active in this portion of the form, click on the scroll bar to look at other terms of general student information.

In the bottom portion of the form you will see the address type, street address (one line only), city, state, zip, and telephone number for the student highlighted at the top of the form. If there are additional lines of the address (i.e., apartment numbers, etc.), you cannot see that information in SOAIDNS. If the scroll bar is active in this portion of the form, click on the scroll bar to view additional addresses for the highlighted student.

Okay, I'm sure I found the right student – NOW WHAT?

Once you find the correct entry, note the record number in the auto hint and status line and EXIT back to SOAIDEN. Highlight the identification number by using the up or down arrow keys and click the Select icon (third from the left) in the toolbar, or you can double-click on the name. This will automatically enter the student’s identification number and name in the key information area of the form where you started the query.

NOTE: It is possible to click on the down arrow ▼ next to the ID: field (or press F9) in ANY form it appears and perform a name search in SOAIDEN.

If you already know the student’s UIN, it is not necessary to perform a name search. You can enter the ID# in the ID: field.
SPAPERS
General Person Form

- Gender
- Birth Date
- Age
- Social Security Number
- Deceased Indicator
- Deceased Date
- Citizenship
- Ethnicity
- Marital Status (if provided)
- Religion (if provided)
- Legacy (if provided)
- Last Update (user and activity date)
SAAADMS
Admissions Application Form

◆ Catalog Term
◆ Level
◆ Campus/Site
◆ Admission Status
◆ Student Type
◆ Residency
◆ Missing Credentials
◆ Field of Study

TERM CODES:

CREDIT – Term codes are six-digit numbers determined by the year the academic year began, followed by the term. Fall is indicated by 10, Spring by 20, and summer by 30. So for academic year 2005-2006, the Fall term code is 200510, Spring is 200520, and Summer is 200530.

NON-CREDIT – Term codes also begin with the academic year and have quarter designations (i.e., 200515 is the first quarter, 200525 is the second quarter, 200535 is the third quarter, and 100545 is the fourth quarter).
DO NOT enter a term code – this will allow you to obtain all information. SAAADMS is a “tabbed” form – you can click on the appropriate tab or use the Options pull-down menu to see other windows of this form and to link to other forms. (ID and Name removed for security).
SAASUMI
Admissions Application Summary Form

- Status of application for admission (for all terms) (ID and Name removed for security.)
Once a student is admitted to the University, SGASTDN contains data. Leave the Term code blank to retrieve all information. Some of the information contained in this form:

- Status
- Advisor (by linking to the Multiple Advisors Form, SGAADVR)
- Catalog Term
- Level (freshman, sophomore, junior, senior, graduate)
- Citizenship
- Field of Study (major, minor, program)
GOAEMAL

E-Mail Address Form

You can use the E-Mail Address Form to verify a student e-mail address. GOAEMAL lists a student’s personal e-mail address, if the e-mail address was listed on the student’s application. It will also show any University-assigned e-mail address.

Possible e-mail types are:

EMAL – E-mail address (previously used to indicate student-provided e-mail address)
NONO – Non ODU Address as provided by the student on admissions application
ODUF – Faculty/Staff E-mail Address
ODUS – Student E-Mail Address (as assigned by ODU)
SOAPCOL
Prior College Form

- Verify a student’s transcripts received
- List of all previous colleges (if transcript submitted)

Only students who applied for admission in Summer Semester 1999 and later have information in this form. If active, the scroll bar on the right side of the form allows you to scroll to other schools. **Majors, Minors, Concentrations not currently populated.**
SOATEST
Test Score Information Form

- Fulfillment of Foreign Language Requirement
- Fulfillment of lower-division general requirements by Associate Degree
- Writing Sample Placement Test scores
- Exit Exam Scores
- Senior Assessment completion
- Other possible tests required for this student to be admitted

Questions about test scores should be addressed to the Testing Center.

You can link to the Individual’s Checklist Items and to Admissions Application Detail (SAAADMS) from the Options pull-down menu.
SOAHSCH
High School Information Form

- Verification of receipt of high school transcripts. "High School Subjects" not populated.
SOAHOLD
Hold Information Form

- View holds, including Advisor Registration Block (placed/lifted via LEOOnline by the student’s advisor).

Holds that prevent registration are considered “fatal” holds and prevent registration.

To see if a hold will prevent registration, click into the “Hold Type” field and press F9 to access the Person Hold Type Validation Form. If there is a “Y” indicator in the “Reg” column, this hold type will prevent registration.
SFAREGQ
Registration Query Form

◆ View a student’s schedule for a specified term.

Enter both a Term code and the ID.

Registration details include Course Reference Number (CRN), Part of Term (1 = full semester; 2 = first half of the semester; 3 = second half of the semester), the days of the week the class is held, campus, beginning/end times, start/end dates, building, room, grading mode, credit hours, and instructor.
SFAREGF
Student Course/Fee Assessment Query Form

◆ View a student’s schedule and a mock fee assessment.

Required fields - Term code and student ID. From the Options pull-down menu, select “Fee Assessment without Min/Max Applied” to see the mock fee assessment.
SFASLST
Class Roster Form

♦ View class roster
♦ View order in which students registered
♦ See final grades for students in this class (ODU does not use mid-term grades)

Enter the six-digit Term code and the CRN (Course Reference Number). The Sequence column is the order in which a student registered. Until class rosters are finalized, the names do not appear in alphabetical order. A check mark in the “Rolled” field indicates that the grade is part of the student’s academic history.

NOTE: If you do not know the CRN, you can do a Section query (refer to Schedule Section Query Form SSASECQ)
SSASECQ
Schedule Section Query Form

- To check for open sections of a class

From the Class Roster Form (SFASLST) or any form with the CRN field in the key block, click on the down arrow ▼ next to a field and select Section Query.

This takes you to the Schedule Section Query Form (SSASECQ). Make sure you have the Term, Subject, and Course entered and then press F8 to execute the query.
In the example shown, you will see a list of all English 110C classes offered during Fall 1999.
SHATRNS
Transfer Course Information Form

- Search for previous institutions attended
- Attendance periods for previous institutions attended
- Courses taken at previous institutions and ODU equivalents
- GPA's from previous institutions

Required fields:

ID
Transfer Institution Number (click on ▼ to see choices available)
Attendance Period Number (click on ▼ to see choices available)

Click on Transfer Course Detail from the Options pull-down menu to see transcript details. Click on Rollback to look at other institutions or attendance periods.
SHATERM
Term Sequence Course History Form

- Lists courses taken by semester, displays grades, term GPA, and cumulative GPA

Required fields:
ID
Course Level Codes by Person (UG, GR, or NC)

Optional field:
Start Term (entering a term code looks from that term forward – leaving blank finds all academic history, including any courses transferred in to ODU)

The main window of this form is Current Standing which shows the first term the student attended ODU, the last term the student attended ODU, academic standing, Overall Institution GPA information (attempted hours, passed hours, earned hours, GPA Hours, Quality Points, and GPA), Transfer information (Attempted Hours and Earned Hours only), and Overall (total of Institution and Transfer, if applicable). To see the details listed by term, select Term GPA and Crse Detail from the Options pull-down menu.

In this example, the first term attended ODU is 199710, Fall of 1997.
In the example below, even though the first term the student attended ODU was Fall of 1997, transfer classes show because the Start Term was left blank. Information is displayed by Term.

This student had 5 transfer attendance periods that will display before Institutional Courses will begin displaying.
SHASUBJ
Subject Sequence History Form

If you fill in the Start with Subject field, Banner will retrieve subject sequence history in alphabetical order from that subject forward. If you wish to see all subject sequence history, leave the Start with Subject field blank. You will see both Institutional and Transfer courses.

The main window of this form (Current Standing) is identical to SHATERM. To view information, select View Subject, GPA, and Course Detail from the Options pull-down menu.
SHACRSE
Course Summary Form

This form is used to view the student's academic record in semester order – from newest semester to oldest semester. The information includes graduate, undergraduate, and non-credit.

Leave the Term field blank.

Only ODU courses are listed on this form.

Classes are displayed in term code order – note the non-credit classes.
SHADEGR
Degrees and Other Formal Awards Form

- Outcome status (i.e., awarded)
- Check status of graduation application
- View awards and honors
- Graduation Status, including graduation date, if applicable
- Institutional Courses
- Transfer Courses

Required fields:

ID:
Degree Sequence

You can click on a tab to access the referenced information – OR you can use the Options pull-down menu.