## SFASLST: Class Roster Form & SSASECQ: Schedule Section Query Form

### General Information

To view a course roster, use the **Class Roster [SFASLST]** Form – simply enter a *Term Code* and the *CRN Number* to view. If you are unaware of the CRN (Course Registration Number), this handout will also address the **Schedule Section Query [SSASECQ]** Form. The **SSASECQ** Form allows you to identify a course CRN Number by searching for the Course Name for a selected Term. **Please note – for both of these forms, you MUST use a Term Code. If you do not, you will freeze yourself out of Banner.** As always, any and all Banner questions may be sent to bannerhotline@odu.edu.

### How to View a Class Roster (or Locate a CRN if necessary) in Banner:

<table>
<thead>
<tr>
<th>Actions and Steps</th>
<th>Helpful Tips &amp; Tricks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Access the <strong>Class Foster [SFASLST]</strong> Form.</td>
<td>Type SFASLST into the Search Block field on the Old Dominion University Home Screen and press Enter.</td>
</tr>
<tr>
<td>2. In the key information area, enter the <em>Term Code &amp; CRN</em>. Use the Go Button to load.</td>
<td><strong>TIPS &amp; TRICKS:</strong> If you do not know the selected course’s CRN Number, go to Step 3! Otherwise skip to Step 6.</td>
</tr>
</tbody>
</table>
| 3. If you are unaware of the Course’s CRN Number, click the **Search Button** next to the CRN key information area and select **Section Query** from the Option List. | **Search Button:** ![Search Button](image)  
**Go Button or Down Arrow** |
| 4. You will now be redirected into the **Schedule Section Query [SSASECQ]** Form. From here, select the following from the drop-down menu in order to search for a specific class:  
- **Term** – enter a Term Code *(i.e.: 201710)*  
- **Subject** – use the 4 character Subject Code *(i.e.: ENGL)*  
- **Course** – enter the 3-4 digit Course Number Code *(i.e.: 110C)*  
- **NOTE:** You may enter more search criteria if you so choose, but the abovementioned is *all that is required to populate a search.* | **TIPS & TRICKS:** You MUST enter in a Term Code when completing a search on **SSASECQ**, otherwise you will freeze Banner!  
**Drop-Down Menu:** ![Drop-Down Menu](image)  
**Go Button:** ![Go Button](image) |
| 5. A complete list of all courses that meet your search criteria for the selected term will be displayed. Simply locate the correct course from the list and double-click the CRN Field. You will now be redirected back to the **SFASLST Form**, and the CRN will have automatically been entered into the CRN Key Informational Area on the SFASLST Form. | **TIPS & TRICKS:** The grades posted on this form may NOT indicate the actual grade awarded to the student *(i.e.: I for Incomplete)*; however this grade is what was provided at the end of the selected Term ONLY. To see FINAL GRADES, proceed to other Student Module Forms. |
| 6. On **SFASLST** – the following information will be displayed:  
- **Sequence** – indicates the order in which a student registered for the course  
- **ID** – Student’s UIN  
- **Name**  
- **Status Date**  
- **Grade - *see Tips & Tricks**  
- **Hours**  
- **Comments** if available | **Start Over Button:** ![Start Over Button](image)  
**ODU Home Screen Button:** ![Old Dominion Univ...](image) |
| 7. When you have finished reviewing, you may clear your search criteria within the form and search for another individual. Hit on the **Start Over** button on the toolbar *[or choose Tools > Refresh]*. | **Start Over Button:** ![Start Over Button](image)  
**ODU Home Screen Button:** ![Old Dominion Univ...](image) |
| 8. When you have finished your work in this form, click the Old Dominion University Home Screen Button to return to the XE Home Screen. |  |
SFASLST Sample Screenshot:

SFASECQ Sample Screenshot: