**SGASTDN: General Student Form**

**General Information**
The purpose of this form is to maintain current and historical information about a student. Once an admissions decision has been made about a student and the applicant accepts the admissions offer, this form will become active. It houses information about curriculum, field of study, activities, veteran information, and degree information. This is also a tabbed form similar to many other Student Forms, and breaks up the information into multiple tabs similar to tabs on a file folder.

*NOTE:* when searching on this form, you should leave the Term Code information blank unless you want to view only a specific term code. As always, any and all Banner questions may be sent to bannerhotline@odu.edu.

### How to View a Student’s General Information After they have been Admitted to ODU in Banner:

<table>
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<tr>
<th>Actions and Steps</th>
<th>Helpful Tips &amp; Tricks</th>
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</thead>
<tbody>
<tr>
<td>1. Access the General Student [SGASTDN] Form.</td>
<td>Type SGASTDN 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, type in the person’s University Identification Number (UIN) and the Term you wish to search for.</td>
<td><strong>TIPS &amp; TRICKS:</strong> You may leave the Term Code blank if you wish to see a total list of all admissions applications for the selected student. Use the Go Button to load.</td>
</tr>
</tbody>
</table>
| 3. After a student has been admitted to the University, this form will become active – the form houses similar information to other Student Forms broken up by term, to include:  
  - New Term, Residence, Status, Class, Full/Part Time Status  
  - Any additional information  
  - Curricula and Field of Study Summary  
  - **NOTE THE NUMBER OF RECORDS!** | **TIPS & TRICKS:** Be sure to note the number of records in this form – each record indicates another category of information, and depending on the selected record, all other subsequent information contained on the form will reflect the record of choice. |
| 4. If you need to view a student’s Academic Advisor (or assign an Academic Advisor if you have access to do so), you may do so by selecting the Related Button > Assign Advisors to Student [SGAADVR].  
  - After being rerouted to the Multiple Advisors [SGAADVR] Form, be sure the student’s UIN is in the ID Field, and enter the Term Code. Press the Go Button.  
  - **NOTE:** You must enter the Term Code to view a student’s academic advisor!  
  - A list of the Student’s Academic Advisor(s) and Advisor Type will be listed. If the Primary Indicator Checkbox is checked, this means this is the student’s Primary Advisor. | **Related Button:**  
  - **Menu List:**  
  - Student Info [SURUSS]  
  - AI Learner Curricula [OILAP]  
  - Graduation Application [GADAPP]  
  - Degree and Awards [SHASEDEGR]  
  - Assign Advisors to Student [SGAADVR]  
  - **TIPS & TRICKS:** This form is helpful for those working with students in case you need to contact a student’s advisor directly. |
| 5. 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:**  
  - **ODU Home Screen Button:** |
| 6. When you have finished your work in this form, click the Old Dominion University Home Screen Button to return to the XE Home Screen. |  |
**Helpful Tips & Tricks:**

- Banner retains the search criteria information between each form every time you sign into a session. Be sure to change the search criteria each time as necessary!
- Curious about how to decipher Term Codes? See the Admissions Application [SAAADMS] Form: *Helpful Tips & Tricks*
- Get in the habit of locking your computer screen every time you step away from your computer. To do so, enter Ctrl-Alt-Del and click *Lock this Computer*