SFAREGQ: Registration Query Form

**General Information**

If you need to view a student’s complete course schedule, you may do so by using the Registration Query [SFAREGQ] Form. Simply enter a student’s UIN and the appropriate Term Code. This form is especially helpful for departments who hire student employees in order to verify credit hour totals, scheduling availability, etc. As always, any and all Banner questions may be sent to bannerhotline@odu.edu.

### How to View a Student’s Course Schedule in Banner:

<table>
<thead>
<tr>
<th>Actions and Steps</th>
<th>Helpful Tips &amp; Tricks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Access the Registration Query [SFAREGQ] Form.</td>
<td>Type SFAREGQ 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 selected Term Code followed by the person’s University Identification Number (UIN).</td>
<td><strong>TIPS &amp; TRICKS:</strong> You must enter a Term Code into the Term Field in order to populate the form. If you do not, you will lock up Banner. Go Button or Down Arrow</td>
</tr>
</tbody>
</table>

Use the **Go Button** to load.

3. The student’s schedule will populate, and the following will be found on SFAREGQ.
   - Term
   - CRN (Course Registration Number)
   - Subject, Course, & Section
   - Registration Status
   - Days Class is in Session
   - Begin & End Time for each class
   - Part of Term*
   - Campus
   - Start & End Date
   - Building & Room
   - Credit Hours
   - Instructor

Also – the **Total Credit Hours** will be displayed at the bottom of the screen.

4. When you have finished your work in this form, click the Old Dominion University Home Screen Button to return to the XE Home Screen.

**ODU Home Icon:**

---

**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
- The Public Safety Office will occasionally use this form if they need to quickly locate a student for emergency reasons, though they are generally unable to see as many details on this form as other Student Module Users within Banner.
- 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**
SFAREGQ Sample Screenshot:

HELPFUL TIPS & TRICKS:
Note the ScrollBar! Be sure to scroll to see the entire available data!