## 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](mailto:bannerhotline@odu.edu).

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

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<th>Actions and Steps</th>
<th>Helpful Tips &amp; Tricks</th>
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<tr>
<td>1. Access the <strong>Class Foster [SFASLST] Form</strong>.</td>
<td>Type SFASLST into the <strong>Search Block</strong> field on the Old Dominion University Home Screen and press <strong>Enter</strong>.</td>
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<tr>
<td>2. In the key information area, enter the <strong>Term Code &amp; CRN</strong>. Use the <strong>Go Button</strong> 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>
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<td>3. If you are unaware of the Course’s CRN Number, click the <strong>Search Button</strong> next to the <strong>CRN Key Informational Area</strong> and select <strong>Section Query</strong> from the Option List.</td>
<td>Go Button or Down Arrow</td>
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</table>
| 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.  
  
  The hit **GO**. | **TIPS & TRICKS:** You MUST enter in a Term Code when completing a search on SSASECQ, otherwise you will freeze Banner! |
| 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. | Drop-Down Menu: |
| 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 | **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. |
| 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: |
| 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. | ODU Home Icon: |
SFASLST Sample Screenshot:

SFASECQ Sample Screenshot:

HELPFUL TIPS & TRICKS:
Note the Stop Bar and number of pages.

HELPFUL TIPS & TRICKS:
From the list, select the correct course and double-click the CRN field in order to redirect back to the SFASLST Form. The CRN will be automatically entered into the CRN Key Information Area in the SFASLST Form. You are now ready to complete your Class Roster Search.