## 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.*

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

<table>
<thead>
<tr>
<th>Actions and Steps</th>
<th>Helpful Tips &amp; Tricks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Access the <strong>General Student [SGASTDN]</strong> Form.</td>
<td>Type SGASTDN into the Search Block field on the Old Dominion University Home Screen and press Enter.</td>
</tr>
</tbody>
</table>

*TIPS & TRICKS: 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.

- **2.** In the key information area, type in the person’s **University Identification Number (UIN)** and the **Term** you wish to search for.

*Use the **Go Button** to load.*

- **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:*

<table>
<thead>
<tr>
<th>Menu List:</th>
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<tbody>
<tr>
<td>Student Mail (SSMMAIL)</td>
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<tr>
<td>Air Learner Curricula (SOKCUR)</td>
</tr>
<tr>
<td>Graduation Application (SGAGAPP)</td>
</tr>
<tr>
<td>Degree and Awards (SGAWARE)</td>
</tr>
<tr>
<td>Assign Advisors to Student (SGAADVR)</td>
</tr>
</tbody>
</table>

*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 [for choose Tools > Refresh].

*Start Over 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.

*ODU Home Screen Button:*
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

SGASTDN Sample Screenshot: