

Banner General Student: Form Guide

GENERAL INFORMATION

This Guide contains the 7-character Banner Form Name, the Descriptive Name, a brief description of what may be found within the particular form, and any additional helpful tips and tricks when using the form for the most frequently used Student Module Forms within Banner. And as always, Banner problems can be sent to bannerhotline@odu.edu.

Banner Form Name	Description	Helpful Tips & Tricks
SPAIDEN	<u>General Person Identification Form:</u> Allows you to determine if a student's record is already in Banner – will also allow you to review a student's full profile (<i>biographical, contact, etc.</i>)	Most forms within Banner use capital letters, as Caps is the standard in Banner. In SPAIDEN, SOAIDEN, & SOAIDNS, you may use a case insensitive search . <i>Like most student forms, this is a Tabbed Form.</i>
SOAIDEN	<u>Person Search Form:</u> Allows you to locate a student's UIN (<i>University Identification Number</i>) by searching for them by first/last name.	
SOAIDNS	<u>Person Search Detail Form:</u> Similar to SOAIDEN – allows you to locate a student's UIN by searching for them via first/last name, but will also display total contact information about the student to ensure you select the correct student.	
SPAPERS	<u>General Person Form:</u> Displays a person's Biographical Information – used for both Students and Faculty/Staff.	This is the <i>Biographical Tab</i> from the SPAIDEN Form .
SAAADMS	<u>Admissions Application Form:</u> This form allows you to view all of a person's ODU Admissions Applications and also provides a <i>checklist</i> of any outstanding requirements needed to process an application.	Student must first be established in the Banner database after submitting an application and being accepted into ODU. <i>See the SAAADMS: Admission Application Form Handout for information about how to decipher Term Codes.</i>
SAASUMI	<u>Admissions Application Summary Form:</u> Provides a summary of all admissions applications for an individual – displays in list format.	This form is very similar to the SAAADMS Form .
GOAEMAL	<u>Email Address Form:</u> Displays a person's list of ODU (and personal, if provided) Email Addresses – used for both Students and Faculty/Staff.	This is the <i>Email Tab</i> from the SPAIDEN Form .
SOAPCOL	<u>Prior College Form:</u> Allows you to verify a student's past Transfer Institution Information, including Transfer GPA and that Official Transcripts are received.	<i>This is the ONLY FORM in which you may view a student's Transfer GPA!</i>

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SOATEST	<u>Test Score Information Form:</u> Provides a list of all required tests or scores for a student's record, as well as a <i>checklist</i> for any outstanding testing requirements.	With questions about this form and the information it contains, contact the Testing Center at 683-3697.
SOAHSCH	<u>High School Information Form:</u> Allows you to verify a student's High School Information, including High School GPA and that Official Transcripts are received.	Very similar to the SOAPCOL Form , but contains High School Information.
SOAHOLD	<u>Hold Information Form</u> Allows you to view any holds that may be present on a person's record, and determine whether or not a specific type of hold will restrict registration, grade release, transcript release, etc.	<i>All holds are placed and lifted in LeoOnline!</i> With questions about this form and the specifics of holds, contact the University Registrar's Office at 683-4425.
SFAREGQ	<u>Registration Query Form:</u> Allows you to view a student's complete course schedule, including instructor, location, days/times, and total credit hours by <i>Term</i> .	You MUST enter a <i>Term Code</i> when searching in this form – if you leave it blank, you will freeze Banner.
SFAREGF	<u>Student Course/Fee Assessment Query Form:</u> Allows you to view a student's schedule and a mock fee assessment.	Only contains fee assessment charges, NOT meal plans, housing, financial aid etc. <i>Info may also be viewed in LeoOnline!</i>
SFASLST	<u>Class Roster Form:</u> Allows you to view a Class Roster by CRN (Course Registration Number) in a selected Term.	You MUST enter a <i>Term Code</i> when searching in this form – if you leave it blank, you will freeze Banner.
SSASECQ	<u>Schedule Section Query Form:</u> Allows you to find a CRN (Course Registration Number) for any course in a given Term.	When searching for a CRN, you must enter a <i>Term Code</i> and the <i>Subject/Course</i> at minimum.
SHATRNS	<u>Transfer Course Information Form:</u> Allows users to identify all previously attended transfer institutions	
SHATERM	<u>Term Sequence Course History Form:</u> Shows you a list of every course taken by <i>semester</i> – displays final grades, term GPA, and cumulative GPA	The first tab displayed on this form, the <i>Current Standing Tab</i> , is identical to the first tab displayed on the SHASUBJ Form .
SHASUBJ	<u>Subject Sequence History Form:</u> Shows you a list of every course taken by <i>subject</i> – displays final grades, term GPA, and cumulative GPA	The first tab displayed on this form, the <i>Current Standing Tab</i> , is identical to the first tab displayed on the SHATERM Form .
SHACRSE	<u>Course Summary Form:</u> Shows a summary list of every course attempted and completed by a student, along with Final Grade.	ODU Courses are displayed in date order , with the most recently-attempted courses listed first. <i>This means undergraduate, graduate, and noncredit courses may be interspersed amongst the list.</i>
SHADEGR	<u>Degrees & Other Formal Awards Form:</u> A snapshot of the student's academic career at ODU – allows users to check the status of their degree and provides a <i>checklist</i> of outstanding requirements before graduation.	Also displays honors/awards, dual-degree information, a complete list of all Institutional/Transfer courses and final grades, Graduation Application Status, Graduation Date Information, etc.