

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>

Banner Form Name	Description	Helpful Tips & Tricks
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.



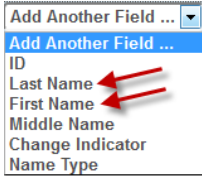

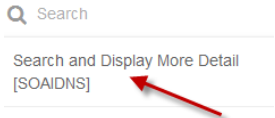
SPAIDEN, SOAIDEN, SOAIDNS: General Person Identification

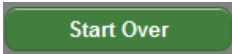
General Information

To determine if a student's record is already in Banner, you will use the **SPAIDEN Form**. This form also allows you to review a student's address, identification and contact information, and the full profile form for ODU students; it captures biographic/demographic information for everyone at the University. Once entered into the **SPAIDEN Form**, a person's information will remain at the institution even after they graduate/leave the University. The form is setup as a "Tabbed Form," which means the information is saved by topic in general file "tabs." To view the information within a tab, simply click a tab to display those details.

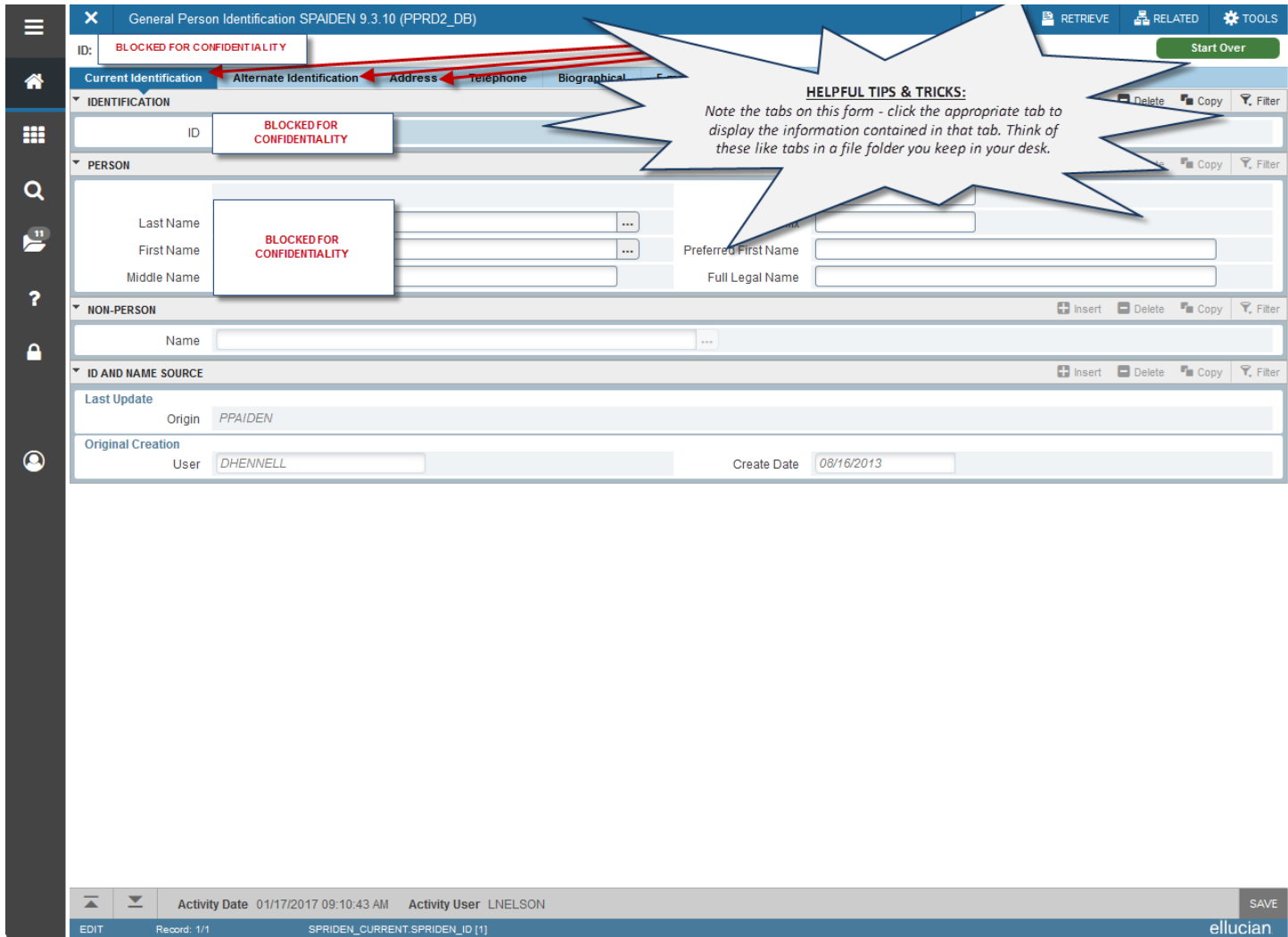
If you do not know a person's UIN, you may search for the person by name on the **SOAIDEN [Person Search] Form** (*see Step 3). If you need to search in more detail to further narrow your search and identify the correct person, use the **SOAIDNS [Person Search Detail] Form** (**see Step 4). And as always, any and all Banner questions may be sent to bannerhotline@odu.edu.

How to Locate and Identify a Person in Banner:

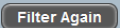
Actions and Steps	Helpful Tips & Tricks
<p>1. Access the General Person Identification Form.</p>	<p>Type SPAIDEN into the Search Block field on the Old Dominion University Home Screen and press Enter.</p>
<p>2. In the key information area, type in the person's University Identification Number (UIN).</p> <p>Use the Go Button to load the person's personal profile and general identification/contact information. Remember – each tab displays specific information, so be sure to view each tab as necessary!</p>	<p><i>Don't know the person's UIN? Skip to step 3!</i></p> <p>Go Button or Down Arrow</p> 
<p>3. If you do not know the person's UIN, simply click the Search button and select <i>Person Search</i> from the Option List that appears.</p> <ul style="list-style-type: none"> ◆ You will then be redirected to the *SOAIDEN [Person Search] Form. The SOAIDEN Form allows you to search for a student/person by name and populate a list of all person's that meet your search criteria, as well as display their UIN Number. ◆ Now type the person's Last Name after selecting Last Name from the <i>drop-down menu</i>, then select First Name from the <i>drop-down menu</i> in the next line and enter the person's First Name. After entering this search criteria, hit the Go Button. ◆ A list of all persons that meet your search criteria will populate. Select the correct person from the list by <i>double-clicking</i> the person, and you should be redirected back to the SPAIDEN Form where you may search for the person's total General Identification information. 	<p>Search Button: </p> <p><i>Screenshots for SOAIDEN provided at the end of this handout.</i></p> <p>Drop-Down Menu:</p>  <p><i>Still not enough detail on this list? Skip to Step 4!</i></p>
<p>4. If your search in the SOAIDEN Form still does not narrow down your search enough, you may display even further detail on the SOAIDNS [Person Search Detail] Form. From the SOAIDEN Form, simply click the Related Button and select "Search and Display More Detail [SOAIDNS]" Option from the menu list. You will be redirected to the SOAIDNS Form.</p> <ul style="list-style-type: none"> ◆ As with the SOAIDEN Form, select Last Name from the <i>drop-down menu</i> that is provided when you enter into **SOAIDNS, and enter the person's Last Name. Follow these same steps by entering the person's First Name in the next line. Then hit the Go Button. ◆ A list of all persons that meet your search criteria will populate, much like the SOAIDEN Form. However, this list will contain much more detail for each person on that list (<i>i.e.: address, phone number, email address, registration terms, etc.</i>). This should help you select the appropriate person from the list, and therefore identify that correct person's UIN. ◆ <i>Double-click</i> the correct person, and you will again be redirected back to the SPAIDEN Form where you may search for the person's total General Identification information. 	<p>Related Button: </p> <p>Menu List:</p>  <p>TIPS & TRICKS: <i>Be sure to type the person's name with proper noun capitalization (i.e.: Bob Smith) when searching!</i></p>

	Screenshots for SOAIDNS provided at the end of this handout.
5. When you have finished reviewing a person's information, you may review information for another person without having to exit out of the form. Hit on the Start Over button on the toolbar [or choose <i>Tools > Refresh</i>].	Start Over Button: 

SPAIDEN Sample Screenshot:



Helpful Tips & Tricks:

- ◆ As a general rule of thumb, most Banner information is listed in all capital letters. However with the **SPAIDEN, SOAIDEN, and SOAIDNS Forms**, you may search for a person with a case-insensitive search. This is one of the only forms in which you may do so. When you enter the search form on SOAIDEN or SOAIDNS, the *Case-Insensitive Search* option is what defaults. *However, it is a good idea to get used to using all capital letters when searching in Banner!*
- ◆ When in the **SOAIDEN or SOAIDNS Forms**, you may narrow your search even further by clicking the **Filter Again Button**. This will bring the drop-down menu back where you may then enter further search criteria.
 - **Filter Again Button:** 
- ◆ 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**

SOAIDEN Sample Screenshot:

Person Search SOAIDEN 9.3.5 (PPRD2_DB)

PERSON SEARCH

Active filters:
Last Name : dunlap
First Name : amanda Clear All

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix	Suffix	Mar
BLOCKED FOR CONFIDENTIALITY					ID Change			PM

1 of 1 Per Page Record 1 of 3

Case Insensitive Query Case Sensitive Query

CANCEL SELECT ellucian

SOAIDNS Sample Screenshot:

Person Search Detail SOAIDNS 9.3.8 (PPRD2_DB)

PERSON SEARCH DETAIL

Active filters:
Last Name : DUNLAP
First Name : AMANDA Clear All

ID	Last Name	First Name	Middle Name	Preferred First Name	Prefix	Suffix	Birth Date	Gender	Change Indicator
BLOCKED FOR CONFIDENTIALITY									ID Change

1 of 1 Per Page Record 1 of 3

SOUNDEX SEARCH

Sounds like... Last Name First Name

Search Cancel

ADDRESS DETAILS

Type	Type Description	Street	City	State or Province	ZIP or Postal Code	Nation	Nation Description	Area Code	Phone Number	From Date	To Date	Inactive Ind
BLOCKED FOR CONFIDENTIALITY												

1 of 1 Per Page Record 1 of 1

ACTIVE EMAIL ADDRESSES

Email Address	Email Type	Description	Preferred	Display
BLOCKED FOR CONFIDENTIALITY	EMAL	Original Email Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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REGISTRATION TERMS

Term	Term Description	Enrollment Status	Enrollment Date	Time Status	Time Status Description	Credit Hours
BLOCKED FOR CONFIDENTIALITY						

1 of 1 Per Page Record 1 of 1

ACADEMIC HISTORY

Term	Term Description	Academic Standing	Academic Standing Description	Dean's List
BLOCKED FOR CONFIDENTIALITY				

HELPFUL TIPS & TRICKS:
Pay special attention to the number of pages in each form you are reviewing so you are sure to see the full information.


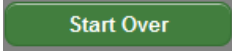
CANCEL SELECT ellucian

SPAPERS: General Person Form

General Information

After a person is established on the database, the **General Person [SPAPERS] Form** is used to enter and maintain biographic information about the person. Gender, date of birth, marital status, legacy information, etc. are housed on this form. This information may also be found on the Biographical Tab in the **General Person Identification [SPAIDEN] Form**. As always, any and all Banner questions may be sent to bannerhotline@odu.edu.

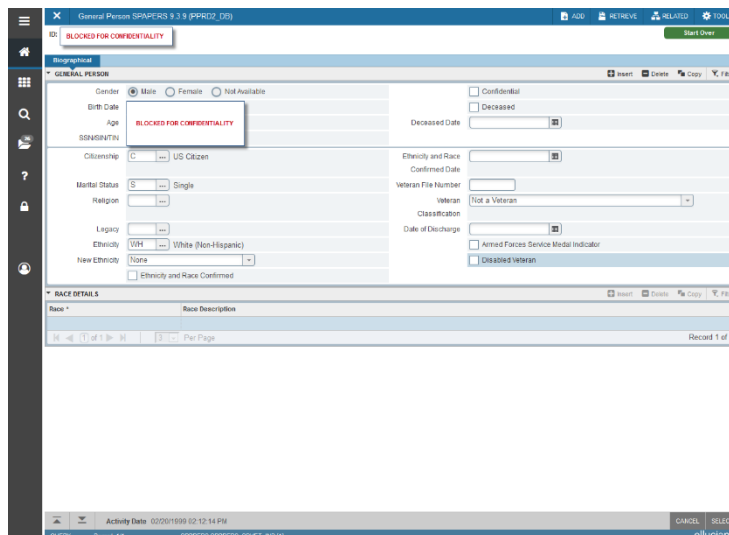
How to Locate a Person's Biographical Information in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the General Person [SPAPERS] Form .	Type SPAPERS into the Search Block field on the Old Dominion University Home Screen and press Enter .
2. In the key information area, type in the person's University Identification Number (UIN) . Use the Go Button to load the person's biographical information.	Go Button or Down Arrow  TIPS & TRICKS: Remember – this form contains the same information as what is displayed on the SPAIDEN: Biographical tab!
3. The following information will be displayed on the SPAPERS Form : <ul style="list-style-type: none"> ➤ Gender ➤ Birth Date ➤ Age ➤ SSN/SIN/TIN ➤ Citizenship ➤ Legacy ➤ Ethnicity and Race ➤ Veteran Classification/File Number 	
4. When you have finished reviewing a person's biographical information, you may review information for another person without having to exit out of the form. Hit on the Start Over button on the toolbar [or choose Tools > Refresh].	Start Over Button: 

Helpful Tips & Tricks:

- ◆ As a reminder, you may locate a person's UIN by searching in the **SOAIDEN/SOAIDNS Forms**.
- ◆ The information contained in this form is identical to the Biographical Tab in the **SPAIDEN: General Person Identification Form**.
- ◆ 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**

SPAPERS Sample Screenshot:

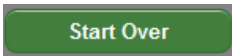


SAAADMS: Admission Application Form

General Information

After a person is established in the database, the **Admission Application [SAAADMS] Form** is used to view current admissions applications submitted to ODU, and is organized by a student's UIN. An unlimited number of applications may be entered for one applicant for any term, and an admission checklist is generated automatically for each application. This form, similar to the **General Person Identification [SPAIDEN] Form**, is a tabbed form, which means each bit of information is broken up by tab; each subsequent tab will reflect the application number you are viewing in the Main Window tab. As always, any and all Banner questions may be sent to bannerhotline@odu.edu.

How to Check the Status of an Admissions Application in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the Admissions Application [SAAADMS] Form .	Type SAAADMS into the Search Block field on the Old Dominion University Home Screen and press Enter .
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 the person's admissions application(s).	<p>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.</p> <p>Go Button or Down Arrow</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #ccc; background-color: #4f81bd; color: white; padding: 5px 15px; border-radius: 5px;">Go</div> <div style="border: 1px solid #ccc; background-color: #cccccc; padding: 5px 15px; border-radius: 5px;">▼</div> </div>
3. The following information will be displayed on the SAAADMS Form under various tabs: <ul style="list-style-type: none"> ◆ Application Tab: <ul style="list-style-type: none"> ➤ Admission Status ➤ Application Date & Entry Term ➤ Student Type (<i>Undergrad, Grad, Non-Credit</i>) ➤ Application Status ➤ Curricula & Field of Study ◆ Curricula Tab: <ul style="list-style-type: none"> ➤ Specifics of Curricula and Field of Study ◆ Checklist Tab: <ul style="list-style-type: none"> ➤ All things to be done in order to be admitted, if anything remains outstanding 	<p>The most commonly reviewed tabs on this form are the Application & Curricula Tabs, followed by the Checklist Tab. The Checklist Tab allows you to look at the remaining tasks that need to be completed for a person's admissions application to be complete and processed.</p> <p>Remember – be sure to check the Checklist Tab for EVERY application!</p> <p>TIPS & TRICKS: The Application Tab is the main window of the SAAADMS Form. Depending on which application you select on this form, assuming there is more than one, the information on each subsequent tabs will reflect the details pertaining to this admissions application.</p>
4. When you have finished reviewing a person's application information, you may review information for another person without having to exit out of the form. Hit on the Start Over button on the toolbar [or choose <i>Tools > Refresh</i>].	<p>Start Over Button: </p>

SAAADMS Sample Screenshot:

HELPFUL TIPS & TRICKS:
 Be sure to make note of the number of records available each time you search this form. Each additional record indicates another admission's application, and depending on the record you display in the "Application" tab, the information in the subsequent tabs will change to reflect that particular admission's application.

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!
- ◆ As a reminder, you may locate a person's UIN by searching in the **SOAIDEN/SOAIDNS Forms**.
- ◆ **How to decipher Term Codes?**
 - Term codes are six-digit numbers determined by the **ACADEMIC** Year, followed by the term.
 - *i.e.:* Credit Term Code for Fall, 2017 Academic Year will be denoted as **201710**
 - *i.e.:* Non-Credit Term Code for 3rd Quarter, 2017 Academic Year will be denoted as **201735**
 - Term codes are broken up by the type (Credit vs. Non-Credit) and the semester or quarters/academic year. **Credit** Courses are broken up by *semester* (Fall, Spring, Summer), while **Non-Credit** Courses are broken up by *quarters* (First = July – September; Second = October – December; Third = January – March; Fourth = April – June). See the tables below for a list of the Term Codes:

Credit Course Term Codes		
Fall	10	XXXX10
Spring	20	XXXX20
Summer	30	XXXX30




Non-Credit Course Term Codes			
First	July-Sept	15	XXXX15
Second	Oct-Dec	25	XXXX25
Third	Jan-Mar	35	XXXX35
Fourth	Apr-June	45	XXXX45

SAASUMI: Admission Application Summary Form

General Information

This form is very similar to the **Admission Application [SAAADMS] Form**, and provides a summary of all admissions applications for an individual as a list. As always, any and all Banner questions may be sent to bannerhotline@odu.edu.

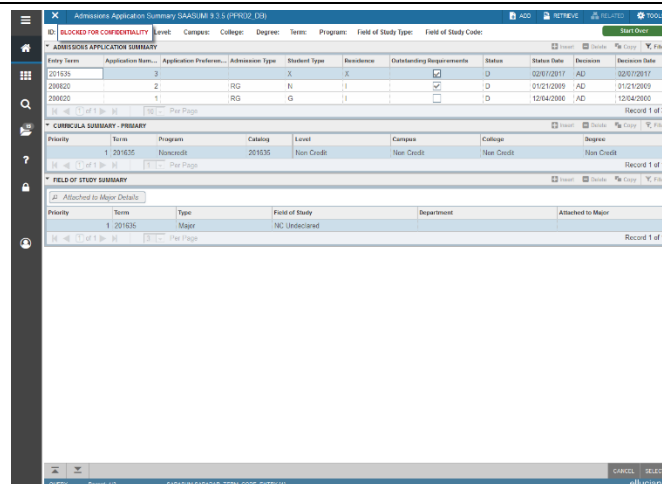
How to View a Summary List of Each Admissions Application Linked to an Individual in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the Admissions Application Summary [SAASUMI] Form .	Type SAASUMI into the Search Block field on the Old Dominion University Home Screen and press Enter .
2. In the ID key information area, type in the person's University Identification Number (UIN) you wish to search for. Use the Go Button to load the list containing a single person's admissions application(s).	TIPS & TRICKS: You may search by term in the Term Code key information area if you wish to see a narrowed down your list by term. Go Button or Down Arrow 
3. The following information will be displayed on the SAASUMI Form as a list: <ul style="list-style-type: none"> ➤ Entry Term ➤ Admission Type ➤ Outstanding Requirements (similar to the Checklist Tab on the SAAADMS Form) ➤ Status & Status Date ➤ Decision & Decision Date ➤ Curricula & Field of Study (the information in these 2 categories will change depending on which admissions application you highlight in the top list on the form) 	TIPS & TRICKS: This form has very similar information to the Admissions Application [SAAADMS] Form , though lists every application as a summary list instead of an individual record. You may also link to this form from the Related Button in the SAAADMS Form .
4. 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: 
5. 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!
- ◆ You may link to this form directly from the **Admissions Application [SAAADMS] Form** – simply select **SAASUMI** from the provided list after clicking the **Related Button**.
- ◆ 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**

SAASUMI Sample Screenshot:



The screenshot displays the SAASUMI web application interface. At the top, there is a search bar with the text 'Admissions Application Summary [SAASUMI] 9.3.5 (PREVIEW)'. Below the search bar, there are several tabs: 'ADMISSIONS APPLICATION SUMMARY', 'CURRICULA SUMMARY - PRIMARY', and 'FIELD OF STUDY SUMMARY'. The 'ADMISSIONS APPLICATION SUMMARY' tab is active, showing a table of results. The table has columns for Entry Term, Application Number, Application Preference, Admission Type, Student Type, Residence, Outstanding Requirements, Status, Status Date, Decision, and Decision Date. There are three rows of data. Below the table, there are sections for 'CURRICULA SUMMARY - PRIMARY' and 'FIELD OF STUDY SUMMARY', each with a table of results. The 'CURRICULA SUMMARY - PRIMARY' table has columns for Priority, Term, Program, Catalog, Level, Campus, College, and Source. The 'FIELD OF STUDY SUMMARY' table has columns for Priority, Term, Type, Field of Study, Department, and Attached to Major.




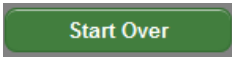

SGASTDN: General Student Form

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:

Actions and Steps	Helpful Tips & Tricks
<p>1. Access the General Student [SGASTDN] Form.</p>	<p>Type SGASTDN into the Search Block field on the Old Dominion University Home Screen and press Enter.</p>
<p>2. In the key information area, type in the person's University Identification Number (UIN) and the Term you wish to search for.</p> <p>Use the Go Button to load.</p>	<p>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.</p> <p>Go Button or Down Arrow</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>
<p>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:</p> <ul style="list-style-type: none"> ➤ New Term, Residence, Status, Class, Full/Part Time Status ➤ Any additional information ➤ Curricula and Field of Study Summary <p>◆ NOTE THE NUMBER OF RECORDS!</p>	<p>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.</p>
<p>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].</p> <p>◆ 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.</p> <p>NOTE: You must enter the Term Code to view a student's academic advisor!</p> <p>◆ 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.</p>	<p>Related Button: </p> <p>Menu List:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="margin: 0;">Q Search</p> <p style="margin: 0; padding-left: 20px;">Student Mail [SUAMAIL]</p> <p style="margin: 0; padding-left: 20px;">All Learner Curricula [SOILCUR]</p> <p style="margin: 0; padding-left: 20px;">Graduation Application [SHAGAPP]</p> <p style="margin: 0; padding-left: 20px;">Degrees and Awards [SHADEGR]</p> <p style="margin: 0; padding-left: 20px;">Assign Advisors to Student [SGAADVR]</p> </div> <p>TIPS & TRICKS: This form is helpful for those working with students in case you need to contact a student's advisor directly.</p>
<p>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].</p>	<p>Start Over Button: </p>
<p>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.</p>	<p>ODU Home Screen Button: </p>

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:

The screenshot displays the Banner SGASTDN 9.3.9 (PPRD2_DB) interface. The top navigation bar includes options for ADD, RETRIEVE, RELATED, and TOOLS. The main content area is divided into several sections:

- GENERAL LEARNER**: Contains search criteria such as From Term (201635), To Term (999999), New Term (201635), Student Status (AS), Student Type (X), and various assessment and cycle options.
- HELPFUL TIPS & TRICKS**: A starburst callout with the text: "Be sure to make note of the number of records available each time you search this form. Each additional record indicates a different term, and all the subsequent". A red arrow points from this callout to the pagination controls.
- CURRICULA SUMMARY - PRIMARY**: A table with columns: Priority, Term, Program, Catalog, Level, Campus, College, Degree, End, Outcome Key, Admission Type. It shows one record for Term 201635, Program Noncredit, Catalog 201635, Level Non Credit, Campus Non Credit, College Non Credit, Degree Non Credit.
- FIELD OF STUDY SUMMARY**: A table with columns: Priority, Term, Type, Field of Study, Department, Attached to Major. It shows one record for Term 201635, Type Major, Field of Study NC Undeclared.


The bottom of the screen shows the Activity Date (02/07/2017 10:44:48 AM), Activity User (DHARRELL), and the ellucian logo. The footer also includes a query string: SGBSTDN.SGBSTDN_TERM_CODE_EFF [1].

GOAEMAL: Email Address Form

General Information

This form allows users to locate every email address on record for an individual, whether it be a personal email address, an ODU Staff/Faculty address, or an ODU Student Address. This information may also be accessed in the *Email Tab* of the **General Person Identification [SPAIDEN] Form**. As always, any and all Banner questions may be sent to bannerhotline@odu.edu.

How to View an Individual's Email Addresses in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the Email Address [GOAEMAL] Form .	Type GOAEMAL into the Search Block field on the Old Dominion University Home Screen and press Enter .
2. In the key information area, type in the person's University Identification Number (UIN) . Use the Go Button to load the person's email address(es).	Go Button or Down Arrow 
3. The individual's email addresses are categorized by Email Type *(see <i>Email Type Codes/Description in the Helpful Tips & Tricks Column</i>) <ul style="list-style-type: none"> ◆ If more than one email address is listed for an individual, they will be organized as individual records. <i>Be sure to scroll through all records to view the appropriate Email Address!</i> <ul style="list-style-type: none"> ➤ The first email address to be displayed is usually the preferred, primary email address. 	*Email Address Codes: <ul style="list-style-type: none"> • ODUF – ODU Faculty/Staff Email • ODUS – ODU Student Email • EMAL – Personal Email Address • NONO – Non-ODU Email Address TIPS & TRICKS: <i>Other email Address Codes/Descriptions may be found by clicking the Search Button next to the Email Type Field:</i> <input type="text" value="..."/>
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 Screen Button: Old Dominion Univ...

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!
- ◆ If you notice incorrect information on this form, **DO NOT CORRECT IT YOURSELF!** Contact the ITS Help Desk at 683-3192!
- ◆ 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**

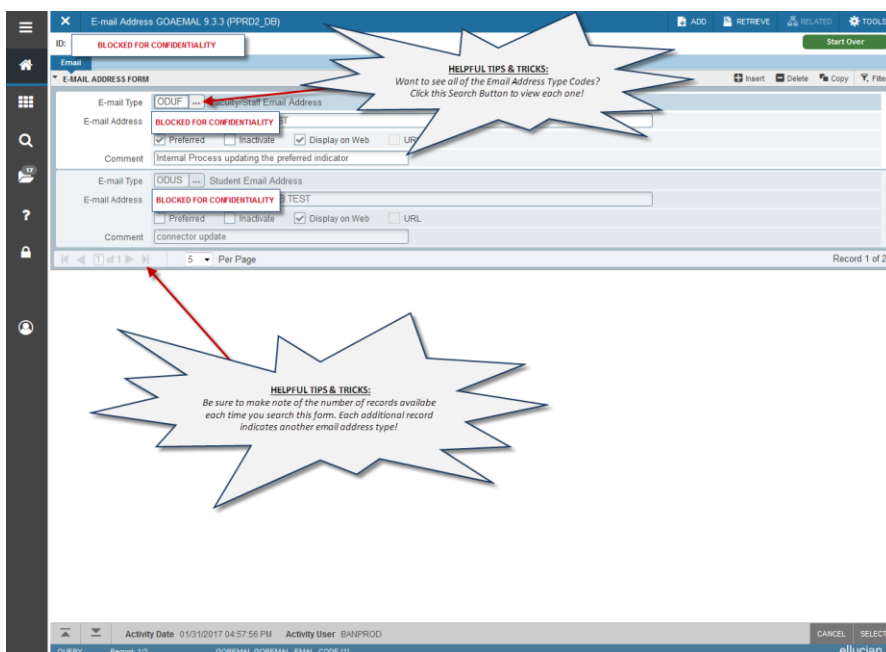
GOAEMAL Sample Screenshot:

HELPFUL TIPS & TRICKS:

The basic email structure is as follows:

Staff/Faculty Email = 1st Initial of your **FIRST** Name, 1st 7 Letters of your last name (i.e.: adunlap@odu.edu)

Student Email = 1st Initial of your **FIRST** Name, 1st 4 letters of your **LAST** name, and the next consecutive 3-digit number code (i.e.: adun1026@odu.edu)





SOAPCOL: Prior College Form

General Information

This form allows you to verify a student's past Transfer Institution information, and also ensure that official transcripts have been received. It lists all previous colleges attended assuming a transcript was received. *Note: only students who applied for admission in the Summer Semester 1999 and later will have information contained in this form.* Also – majors, minors, and concentrations will never be listed on this form; rather users must request to view the hard-copy transcript to see this information. ***This is also the ONLY form in which you may see a student's Transfer GPA (except for Graduate Admissions/etc., who have Transcript Access within Banner)!*** This is a tabbed form similar to other Student Module Forms. Please direct any and all Banner questions may be sent to bannerhotline@odu.edu.

How to View a Student's Transfer Institution information and Transfer GPA in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the Prior College [SOAPCOL] Form .	Type SOAPCOL into the Search Block field on the Old Dominion University Home Screen and press Enter .
2. In the key information area, type in the person's University Identification Number (UIN) . Use the Go Button to load the person's previous college information.	Go Button or Down Arrow 
3. The SOAPCOL Form is a tabbed form. The following information is contained within each Tab: <ul style="list-style-type: none"> ◆ Prior College & Degree Tab: <ul style="list-style-type: none"> ➤ Prior College ➤ Transcript Received Date ➤ Official Transcript Checkbox (<i>Note: This box MUST be checked to ensure we only have Official Transcripts on file!</i>) ➤ Degree & Degree Date ➤ Number of Transfer Hours ➤ Transfer GPA ◆ Majors, Minors, Concentrations Tab: <ul style="list-style-type: none"> ➤ <i>This tab is not used at this time.</i> ◆ Prior College Address Tab: <ul style="list-style-type: none"> ➤ Reflects the selected Transfer Institution from the Prior College Tab. 	TIPS & TRICKS: <i>note the number of Records available! If there is more than one Record, this means there are multiple colleges/details to review. Depending on the record selected in the Prior College Tab, each subsequent tab will reflect your initial selection.</i>
4. When you have finished your work in this form, click the Old Dominion University Home Icon Button to return to the XE Home Screen.	ODU Home Icon: 

SOAPCOL Sample Screenshot:

SOAPCOL 9.3 (PPRD2_DB) | ADD | RETRIEVE | RELATED | TOOLS

ID: **BLOCKED FOR CONFIDENTIALITY** | Start Over

Prior College and Degree | Majors, Minors, Concentrations | Prior College Address

PRIOR COLLEGE | 1 of 3 | Per Page | Record 1 of 3

Prior College: 004011 ... CALIF ST UNIV EAST BAY | Transcript Reviewed: [] | Date: []

Transcript Received Date: 10/13/2000 | Admissions: CLT1 ... College Transcript | Request: []

Official Transcript | Enrollment Planning: CA08 | Service Code: []

DEGREE DETAILS | 1 of 1 | Per Page | Record 1 of 1

Degree: BA ... Bachelor of Arts | College: [] | Transfer Hours: **BLOCKED FOR CONFIDENTIALITY** | GPA: **BLOCKED FOR CONFIDENTIALITY**

Degree Date: 12/09/1994 | Primary Degree Indicator: | Honors: [] | Goal: []

Attended From: [] | Attended To: [] | Year: []

HELPFUL TIPS & TRICKS:
Be sure to make note of the number of records available each time you search this form. Each additional record indicates another transfer institution!

QUERY | Record: 1/3 | SORPCOL_SORPCOL_SBG1_CODE [1] | CANCEL | SELECT | ellucian

Helpful Tips & Tricks:




- ◆ Remember – this is the **ONLY** form in Banner in which you may view a student's Transfer Institution GPA!
- ◆ The *Majors, Minors, & Concentrations Tab* is not used because this information would have to be manually typed in for every transcript received. If you need to view this information, you will need to contact the **University Registrar's Office** at 683-4425.
- ◆ 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**

SOATEST: Test Score Information Form

General Information

This form is often used by Student Information Departments – it provides a list of each required test or score for a student’s record, as well as a *checklist* of sorts for any outstanding testing requirements. You may link to this form from other Student Module Forms (i.e.: **Admissions Application [SAADMS] Form**) by using the **Related Button**, as with many other student forms within Banner. Human Resources and other various departments also use this form to house scores/results from various tests for staff and faculty including background checks, etc. **If you have any questions about specific test, scores, etc., please contact the ODU Testing Center at 683-3697.** Any other Banner questions may be sent to bannerhotline@odu.edu.

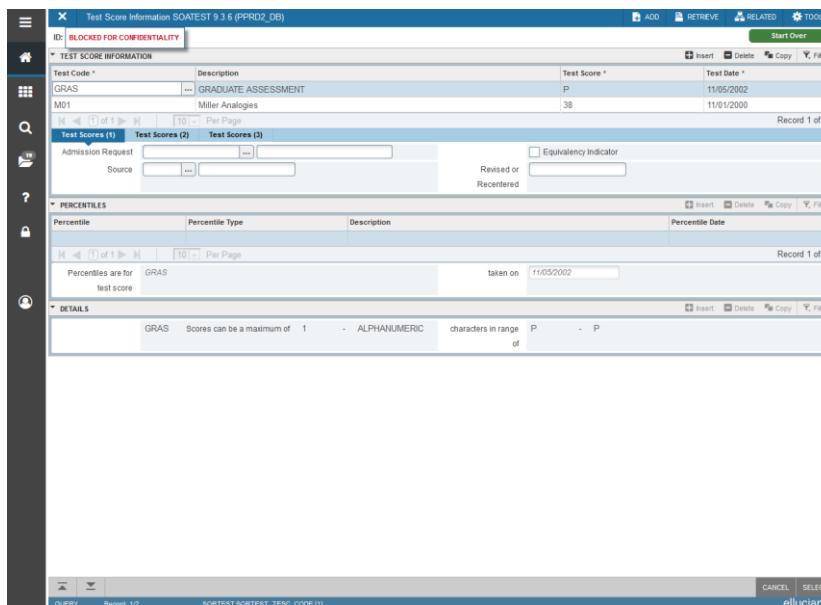
How to Access Test Score Information within Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the Test Score Information [SOATEST] Form .	Type SOATEST into the Search Block field on the Old Dominion University Home Screen and press Enter .
2. In the key information area, type in the person’s University Identification Number (UIN) . Use the Go Button to load the person’s test score information.	Go Button or Down Arrow 
3. A list of all tracked and retained tests and test scores will be displayed. <ul style="list-style-type: none"> ◆ Test Code and Description ◆ Test Score ◆ Test Date ◆ IF AVAILABLE, the following will also be displayed: <ul style="list-style-type: none"> ➤ Percentile ➤ Notes/Details 	TIPS & TRICKS: For more information about the Test Codes, min-max scores, and for a complete list of all tests we track at ODU, click the Search Button to display the Test Code/Score Key Window . Search Button: 
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:

- ◆ Please contact the **ODU Testing Center** with any questions about the **SOATEST Form** at 683-3697.
- ◆ 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**

SOAPCOL Sample Screenshot:





SOAHSCH: High School Information Form

General Information

This form allows you to verify a student's past High School Transcript information, and also ensure that official transcripts have been received. It lists all previous high schools attended. High School Subjects will never be listed on this form; rather users must request to view the hard-copy transcript to view this information. This is a tabbed form similar to other Student Module Forms. Please direct any and all Banner questions may be sent to bannerhotline@odu.edu.

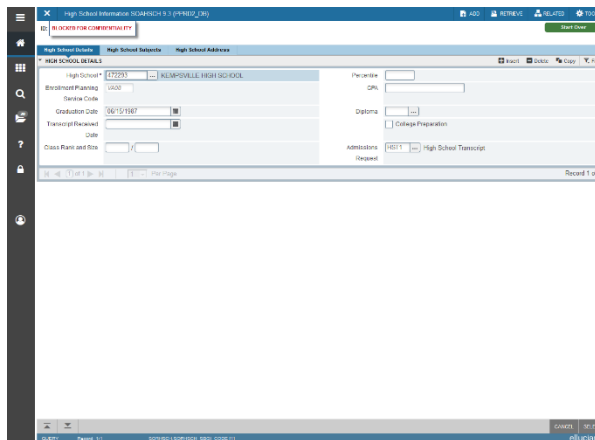
How to View a Student's High School information in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the High School Information [SOAHSCH] Form .	Type SOAHSCH into the Search Block field on the Old Dominion University Home Screen and press Enter .
2. In the key information area, type in the person's University Identification Number (UIN) . Use the Go Button to load the person's high school transcript information.	Go Button or Down Arrow 
3. The SOAHSCH Form is a tabbed form. The following information is contained within each Tab: <ul style="list-style-type: none"> ◆ High School Details Tab: <ul style="list-style-type: none"> ➤ High School ➤ Graduation Date ➤ Transcript Received Date ➤ IF AVAILABLE on the High School Transcript, the following will also be included: <i>Class Rank/Size, Percentile, GPA, & Diploma</i> ◆ High School Subjects Tab: <ul style="list-style-type: none"> ➤ <i>This tab is not used at this time.</i> ◆ High School Address Tab: <ul style="list-style-type: none"> ➤ Reflects the selected Transfer Institution from the High School Details Tab. 	TIPS & TRICKS: <i>note the number of Records available! If there is more than one Record, this means there are multiple high school details to review. Depending on the record selected in the High School Details Tab, each subsequent tab will reflect your initial selection.</i>
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:

- ◆ Remember - This is a verification form, **NOT** a research form!
- ◆ The *High School Subjects Tab* is not used because this information would have to be manually typed in for every high school transcript received. If you need to view this information, you will need to contact the **University Registrar's Office** at 683-4425.
- ◆ 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**

SOAHSCH Sample Screenshot:








SOAHOLD: Hold Information Form

General Information

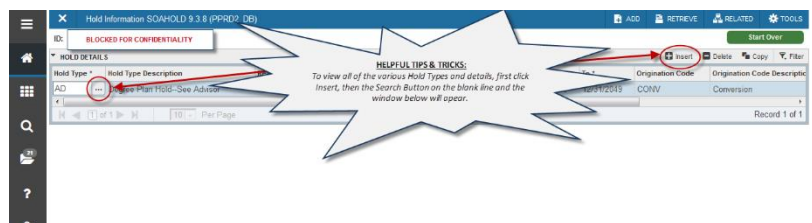
This form allows you to view any holds that may be present on a person's record. **These holds are placed and lifted via LeoOnline**, however details are viewed within Banner as well. Some holds, known as "fatal holds," will block registration capabilities until they are resolved. There are a total of **67 hold types** at ODU – for further information on any of the various types of holds, please contact the University Registrar's Office at 683-4425, or check their website at www.odu.edu/registrar. As always, any and all Banner questions may be sent to bannerhotline@odu.edu.

How to View Any Holds Present on a Person's Record in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the Hold Information [SOAHOLD] Form .	Type SOAHOLD into the Search Block field on the Old Dominion University Home Screen and press Enter .
2. In the key information area, type in the person's University Identification Number (UIN) . Use the Go Button to load.	Go Button or Down Arrow  
3. You will then be able to view any holds currently placed on a person's record. <ul style="list-style-type: none"> ◆ Hold Type & Description ◆ Reason, if available ◆ Release Indicator ◆ From-To Date Range ◆ Origination Code and Description ◆ Created User 	TIPS & TRICKS: <i>The holds placed on a person's record may not only affect ODU students, but also faculty/staff interested in registering for Continuing Education Courses.</i>
4. If you are interested in viewing the complete list of holds, and in turn notes about whether the specific type of hold will cease registration opportunities, Click the Insert Button , followed immediately by the Search Button in the <i>Hold Type Field</i> . <ul style="list-style-type: none"> ◆ A pop-up window will appear containing a complete list of all Hold Type Codes and Descriptions. In the next subsequent column, you will notice notes about whether various types of holds hold up <i>Registrations, Transcripts, Grades, etc.</i> 	Insert Button:  Search Button: 
5. 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!
- ◆ For questions about Holds, please contact the **Registrar's Office** at 683-4425.



SOAHOLD Sample Screenshot:

Hold Type Codes (STVHLDD)

Criteria:

Code	Desc	Reg Hold	Env Hold	Trans Hold	Grad
AC	Return Check Limit				
AD	Degree Plan Hold-See Advsor	Y			
AE	Second Placement Collections	Y		Y	
AH	Accounts Receivable Hold	Y		Y	
AM	Admissions	Y			
AP	Admission Application Pending	Y			
AR	Accounts Receivable Hold	Y		Y	
AS	Accts Rec - Registration Only			Y	
AT	Athletic Hold				

Record 1 of 67



Cancel OK

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:

Actions and Steps	Helpful Tips & Tricks
1. Access the Registration Query [SFAREGQ] Form .	Type SFAREGQ into the Search Block field on the Old Dominion University Home Screen and press Enter .
2. In the key information area, type in the selected Term Code followed by the person's University Identification Number (UIN) . Use the Go Button to load.	TIPS & TRICKS: 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 
3. The student's schedule will populate, and the following will be found on SFAREGQ. <ul style="list-style-type: none"> ◆ Term ◆ CRN (<i>Course Registration Number</i>) ◆ 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.	TIPS & TRICKS: Note the Scrollbar! If you see a Scrollbar in Banner, this means there is more information to be viewed than what is currently displayed on your screen. Be sure to scroll! *Part of Term: <ul style="list-style-type: none"> • <u>1</u> = Full Semester Course • <u>2</u> = First ½ of Semester Course • <u>3</u> = Second ½ of Semester Course
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**

SFAREQQ Sample Screenshot:

ADD RETRIEVE RELATED TOOLS

Term: 199920 Registration From Date: Registration To Date: ID: BLOCKED FOR CONFIDENTIALITY
Start Over

REGISTRATION QUERY
Insert Delete Copy Filter

Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Pe
199920	21045	OCEAN	403	0	RW	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1215	1
199920	24069	CHEM	311	0	RW	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1745	1900	1
199920	24073	CHEM	312	0	RW	N		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1300	1650	1
199920	24764	BIOL	315	0	RW	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0850	1
199920	24771	BIOL	315	0	RW	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1600	1
199920	26847	BIOL	405W	0	RW	N		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0900	0950	1

1 of 1
10 Per Page
Record 1 of 6

Total Credit Hours 15.000
Co-op Education
Total CEU Hours 0.000

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







QUERY Record: 1/6 SFVSTMS QUERY_TERM_CODE [1]
CANCEL SELECT

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.

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

Actions and Steps	Helpful Tips & Tricks
1. Access the Class Foster [SFASLST] Form .	Type SFASLST into the Search Block field on the Old Dominion University Home Screen and press Enter .
2. In the key information area, enter the Term Code & CRN . Use the Go Button to load.	TIPS & TRICKS: If you do not know the selected course's CRN Number, go to Step 3! Otherwise skip to Step 6. Go Button or Down Arrow 
3. If you are unaware of the Course's CRN Number, click the Search Button next to the <i>CRN key information</i> area and select Section Query from the Option List .	Search Button: 
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: <ul style="list-style-type: none"> ◆ Term – enter a Term Code (<i>i.e.: 201710</i>) ◆ Subject – use the 4 character Subject Code (<i>i.e.: ENGL</i>) ◆ Course – enter the 3-4 digit Course Number Code (<i>i.e.: 110C</i>) ◆ NOTE: You may enter more search criteria if you so choose, but the abovementioned is all that is required to populate a search. <p>The hit GO.</p>	TIPS & TRICKS: You MUST enter in a Term Code when completing a search on SSASECQ , otherwise you will freeze Banner! Drop-Down Menu:  Go Button: 
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 <i>CRN Field</i> . You will now be redirected back to the SFASLST Form , and the CRN will have automatically been entered into the <i>CRN Key Informational Area</i> on the SFASLST Form .	
6. On SFASLST – the following information will be displayed: <ul style="list-style-type: none"> ◆ 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>i.e.: I for Incomplete</i>); 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:

Application Navigator - Mozilla Firefox
 https://banner.ppr2.odu.edu/2005/ApplicationNavigator/seamless

Class Roster SFASLST 9.3.4 (PPRD2_DB)
 Term: 199910 Fall 1999 CRN: 11599 ENGL 110C 0 Roll: Degree Award Status: Select... Start Over

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date	Hours	Rolled
425			RW	07/16/1999		A	N			3.000	<input checked="" type="checkbox"/>
426			RW	07/16/1999		A	N			3.000	<input checked="" type="checkbox"/>
515			RW	07/16/1999		C-	N			3.000	<input checked="" type="checkbox"/>
551			RW	07/20/1999		WF	N			3.000	<input checked="" type="checkbox"/>
681			RW	07/26/1999		I	N			3.000	<input checked="" type="checkbox"/>
402			RW	07/16/1999		C+	N			3.000	<input checked="" type="checkbox"/>
417			RW	07/16/1999		WF	N			3.000	<input checked="" type="checkbox"/>
421			RW	07/16/1999		B+	N			3.000	<input checked="" type="checkbox"/>
103			RW	06/29/1999		WF	N			3.000	<input checked="" type="checkbox"/>
139			RW	06/29/1999		B	N			3.000	<input checked="" type="checkbox"/>
410			RW	07/16/1999		B+	N			3.000	<input checked="" type="checkbox"/>
240			RW	07/13/1999		Z	N			3.000	<input checked="" type="checkbox"/>
510			RE	07/16/1999		C	N			3.000	<input checked="" type="checkbox"/>
217			RW	07/13/1999		B	N			3.000	<input checked="" type="checkbox"/>
1191			RW	08/27/1999		WF	N			3.000	<input checked="" type="checkbox"/>
950			RE	08/24/1999		B	N			3.000	<input checked="" type="checkbox"/>
543			RW	07/20/1999		B	N			3.000	<input checked="" type="checkbox"/>
1209			RW	08/27/1999		B+	N			3.000	<input checked="" type="checkbox"/>
419			RW	07/16/1999		B-	N			3.000	<input checked="" type="checkbox"/>
40			RW	06/25/1999		B+	N			3.000	<input checked="" type="checkbox"/>

1 of 2 of 20 Per Page Record 1 of 22

HELPFUL TIPS & TRICKS:
 Note the Scrollbar and Number of Pages!

SFASECQ Sample Screenshot:

Schedule Section Query SSASECQ 9.3 (PPRD2_DB)
 ADD RETRIEVE RELATED TOOLS

SCHEDULE SECTION QUERY
 Insert Delete Copy Filter

Active filters:
 Term: 199910
 Subject: ENGL
 Course: 110C Clear All Filter Again

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus
199910	1			11573		ENGL	110C	0	A	A
199910	1			11583		ENGL	110C	0	A	A
199910	1			11599		ENGL	110C	0	A	A
199910	1			11601		ENGL	110C	0	A	A
199910	1			11604		ENGL	110C	0	A	A
199910	1			11609		ENGL	110C	0	A	A
199910	1			11619		ENGL	110C	0	A	A
199910	1			11625		ENGL	110C	0	A	A
199910	1			11626		ENGL	110C	0	A	A
199910	1			11629		ENGL	110C	0	A	A

1 of 5 of 10 Per Page Record 1 of 47

Enrollment Maximum 23
 Waitlist 0




HELPFUL TIPS & TRICKS:
 From the list, select the correct course and double-click the CRN Field in order to be redirected 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.

SHATRNS: Transfer Course Information Form

General Information

Sometimes users need to identify all previously attended transfer institutions and specific courses taken at these institutions to determine if there are ODU equivalents and the course credit hours may indeed be transferred. The **SHATRNS Form** is used to do just that. It also allows users to view and verify attendance periods for the previous institutions as necessary. Any Banner questions may be sent to bannerhotline@odu.edu.

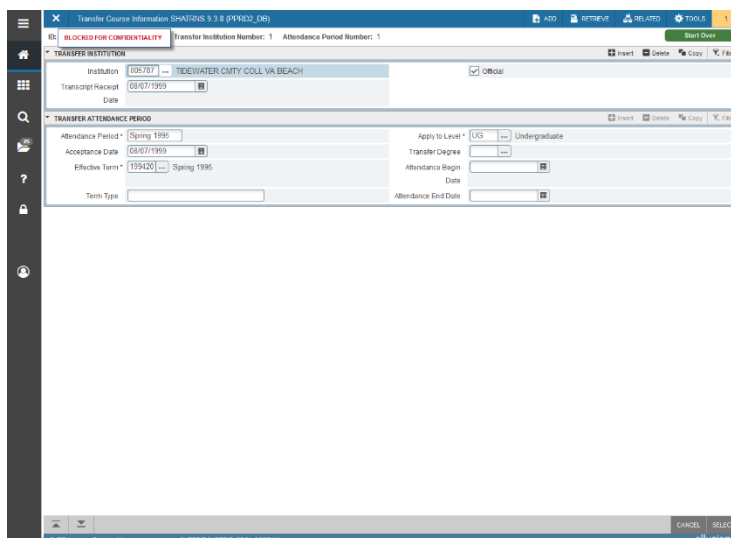
How to View Transfer Course Information in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the Transfer Course Information [SHATRNS] Form .	Type SHATRNS into the Search Block field on the Old Dominion University Home Screen and press Enter .
2. This form requires 3 search criteria In the key information area: <ul style="list-style-type: none"> ◆ ID – Student’s UIN Number ◆ Transfer Institution Number – click the Search Button in this field to view all available Transfer Institutions ◆ Attendance Period – refers to the term(s) a student attended and received credit for Transfer Institution Courses; this information displayed or available will change depending on the <i>Transfer Institution Number</i> selected. Use the Go Button to load.	<p>TIPS & TRICKS: <i>If a student transfers credits from more than one institution, each will be assigned a Transfer Institution Number.</i></p> <p>Search Button: </p> <p>Go Button or Down Arrow</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #ccc; background-color: #4CAF50; color: white; padding: 5px 15px; border-radius: 5px;">Go</div> <div style="border: 1px solid #ccc; background-color: #ccc; padding: 5px 15px; border-radius: 5px;">▼</div> </div>
3. You should now be able to view the <i>Transfer Institution</i> and <i>Attendance Period</i> selected, as well as the following details: <ul style="list-style-type: none"> ◆ Institution ◆ Transcript Receipt Date ◆ Attendance Period and Date ◆ Effective Term ◆ Level* 	<p>*Student Level: UG = Undergraduate G = Graduate NC = NonCredit</p>
4. 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 <i>[or choose Tools > Refresh]</i> .	<p>Start Over Button: </p>
5. When you have finished your work in this form, click the Old Dominion University Home Screen Button to return to the XE Home Screen.	<p>ODU Home Icon: </p>

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!
- ◆ Remember – Transfer Institution GPA will only be found on the **Prior College [SOAPCOL] Form!**

SHATRNS Sample Screenshot:







SHATERM: Transfer Sequence Course History Form

General Information

This form will only populate after a student has been admitted to ODU. This form will list every course taken by the student by semester, and will display grades and Term GPA for Institutional Courses. It will also show curricula and field of study as with other Student Module Forms. This is another tabbed form and its purpose is to provide a tool to be used by advisors to determine a student's progress on a term-by-term basis. This is only an informational form, not a research page. Any Banner questions may be sent to bannerhotline@odu.edu.

How to View Course Information in Banner by Term:

Actions and Steps	Helpful Tips & Tricks
1. Access the Transfer Sequence Course History [SHATERM] Form .	Type SHATERM into the Search Block field on the Old Dominion University Home Screen and press Enter .
2. This form requires 3 search criteria in the key information area: <ul style="list-style-type: none"> ◆ ID – Student's UIN Number ◆ Course Level – required! <i>UG, G, or NC</i> ◆ Start Term Code – may be left blank to view a complete list of all terms attempted. <p>Use the Go Button to load.</p>	<p>*Student Level: <i>UG = Undergraduate</i> <i>G = Graduate</i> <i>NC = NonCredit</i></p> <p>Go Button or Down Arrow</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>
3. There are 2 tabs that display information in this form: <ul style="list-style-type: none"> ◆ Current Standing <i>NOTE: This tab is IDENTICAL to the Current Standing Tab you view within the SHASUBJ Form!</i> <ul style="list-style-type: none"> ➤ First/Last Term Attended ➤ Academic Standing ➤ Institution, Transfer, and Overall: Hours and GPA ◆ Term GPA & Course Detail Information – this is the meat of the form, and contains detail BY TERM!* <ul style="list-style-type: none"> ➤ Term ➤ Transfer or Institutional Hours/GPA (depending on selected record) ➤ IF AVAILABLE: Transfer or Institutional Course Details 	<p>*TIPS & TRICKS: Note the number of records, as each record indicates a new Term! Depending on the selected record, the subsequent displayed information will change to reflect the selected Term.</p> <p>REMEMBER – only Institutional GPA will be displayed on this Form. To view Transfer GPA, you must go to the Prior College [SOAPCOL] Form.</p>
4. 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: 
5. 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!
- ◆ Remember – Transfer Institution GPA will only be found on the **Prior College [SOAPCOL] Form!**

SHATERM Sample Screenshot:

The screenshot displays the 'Term GPA and Course Detail Information' tab in the SHATERM system. The interface includes a top navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below this, there are tabs for 'Current Standing', 'Term GPA and Course Detail Information', and 'Student Centric GPA and Course Information'. The 'TERM GPA' section contains a form with fields for 'Term' (199420), 'Transfer Number' (1), and 'Attendance Period' (1). A table below shows 'Attempted Hours', 'Passed Hours', 'Earned Hours', 'GPA Hours', 'Quality Points', and 'GPA' for both 'Transfer' and 'Cumulative' categories. The 'TRANSFER COURSES' section features a table with columns for 'Subject', 'Course', 'Title', 'Grade', 'Mode', 'Hours', 'Count in GPA', and 'Repeat'. Two callout boxes provide helpful tips: one points to the 'Term GPA and Course Detail Information' tab, and the other points to the 'GPA' field in the table, noting that transfer GPA is not displayed on this form.

HELPFUL TIPS & TRICKS:
 Note the tabs! The Term GPA & Course Detail Tab contains the detailed information within this Form.

HELPFUL TIPS & TRICKS:
 Don't forget - no Transfer GPA will be displayed on this form! You must go to the Prior College [SOAPCOL] Form!


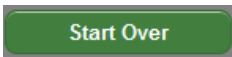

At the bottom of the screen, there is a status bar with 'QUERY Record: 1/14 SHRTGPA.SHRTGPA_TERM_CODE [1]' and 'ellucian' branding.

SHASUBJ: Subject Sequence History Form

General Information

This form is very similar to the **Term Sequence Course History [SHATERM] Form** – it displays the same initial window, requires the same search criteria, and contains the exact information throughout. The only exception is that the form is organized by Course rather than Term. This means both Transfer and Institution courses are organized by Course and interspersed when displayed. Information in this form will only populate after a student has been admitted to ODU. This form will list every course taken by the student by semester, and will display grades and Term GPA for Institutional Courses. It will also show curricula and field of study as with other Student Module Forms. This is only an informational form, not a research page. Any Banner questions may be sent to bannerhotline@odu.edu.

How to View Course Information in Banner by Course Name:

Actions and Steps	Helpful Tips & Tricks
1. Access the Subject Sequence History [SHASUBJ] Form .	Type SHASUBJ into the Search Block field on the Old Dominion University Home Screen and press Enter .
2. This form requires 3 search criteria In the key information area: <ul style="list-style-type: none"> ◆ ID – Student’s UIN Number ◆ Course Level – required! <i>UG, G, or NC</i> ◆ Start with Subject – may be left blank to view a complete list of all courses attempted. However you may also narrow down by the <i>4 character Subject Code</i> if you wish to only see attempted courses for a particular subject. Use the Go Button to load.	Go Button or Down Arrow 
3. There are 2 tabs that display information in this form: <ul style="list-style-type: none"> ◆ Current Standing – <i>NOTE: This tab is IDENTICAL to the Current Standing Tab you view within the SHATERM Form!</i> <ul style="list-style-type: none"> ➤ First/Last Term Attended ➤ Academic Standing ➤ Institution, Transfer, and Overall: Hours and GPA ◆ Subject GPA & Course Detail Information – this is the meat of the form, and contains detail BY SUBJECT!* <ul style="list-style-type: none"> ➤ Subject ➤ Transfer or Institutional Hours/GPA (depending on selected record) ➤ Institutional Courses ➤ Transfer Courses 	*TIPS & TRICKS: Note the number of records, as each record indicates a new Subject! Depending on the selected record, the subsequent displayed information will change to reflect the selected Subject broken up by Institutional and Transfer courses. REMEMBER – only Institutional GPA will be displayed on this Form. To view Transfer GPA, you must go to the Prior College [SOAPCOL] Form .
4. 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 <i>Tools > Refresh</i>].	Start Over Button: 
5. 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!
- ◆ The information on the main display window (Current Standing Tab) is identical to the main display window in the **SHATERM Form!**
- ◆ Remember – Transfer Institution GPA will only be found on the **Prior College [SOAPCOL] Form!**

SHASUBJ Sample Screenshot:

Student Subject Sequence History SHASUBJ 9.3.10 (PPRD2_DB)

ID: **BLOCKED FOR CONFIDENTIALITY** Level: UG Start with Subject: Start Over

Current Standing **Subject GPA and Course Detail Information**

SUBJECT GPA

Subject	Attempted Hours	Passed Hours	Earned Hours	GPA
Institution	33.000	33.000	33.000	3.32
Transfer	8.000	0.000	8.000	0.00
Total	41.000	33.000	41.000	3.32

Record 1 of 14

INSTITUTIONAL COURSES

Term	Subject	Course	Grade	Mode	Hours	Repeat	Campus
199710	BIOL	115N	B	N	3.000	(None)	A
199710	BIOL	116N	C	N	3.000	(None)	A
199720	BIOL	115N	B	N	3.000	(None)	A
199720	BIOL	116N	A	N	3.000	(None)	A
199810	BIOL	115N	A	N	4.000	(None)	A
199810	BIOL	116N	B	N	3.000	(None)	A
199910	BIOL	115N	B+	N	4.000	(None)	A
199920	BIOL	116N	B+	N	5.000	(None)	A
199920	BIOL	115N	A	N	2.000	(None)	A
199930	BIOL	116N	A	N	3.000	(None)	A

Record 1 of 10

TRANSFER COURSES

Term	Subject	Course	Title	Grade	Mode	Hours	Count in GPA	Repeat
199510	BIOL	115N	TRANSFER	TP	N	4.000	<input checked="" type="checkbox"/>	(None)
199520	BIOL	116N	TRANSFER	TP	N	4.000	<input checked="" type="checkbox"/>	(None)

Record 1 of 2

SHRTCKN_OVERALL STVSUBJ_CODE [1] CANCEL SELECT

ellucian

HELPFUL TIPS & TRICKS:
Note the Tabs? The Subject GPA & Course Detail Tab (below) contains the detailed information within this Form.




HELPFUL TIPS & TRICKS:
Each record indicates a new Subject attempted by the student - be sure to scroll through each record/page to view the Subject course details, grades, etc. for both Institutional and Transfer Courses.

SHACRSE: Course Summary Form

General Information

To view a complete list of all courses a student has attempted **at ODU**, along with their grades for each, use the **Course Summary [SHACRSE] Form**. This form lists the ODU courses sequentially, beginning with the most recently attempted. *Please note – Undergraduate, Graduate, and NonCredit courses will be interspersed because courses are listed in date order.* Any Banner questions may be sent to bannerhotline@odu.edu.

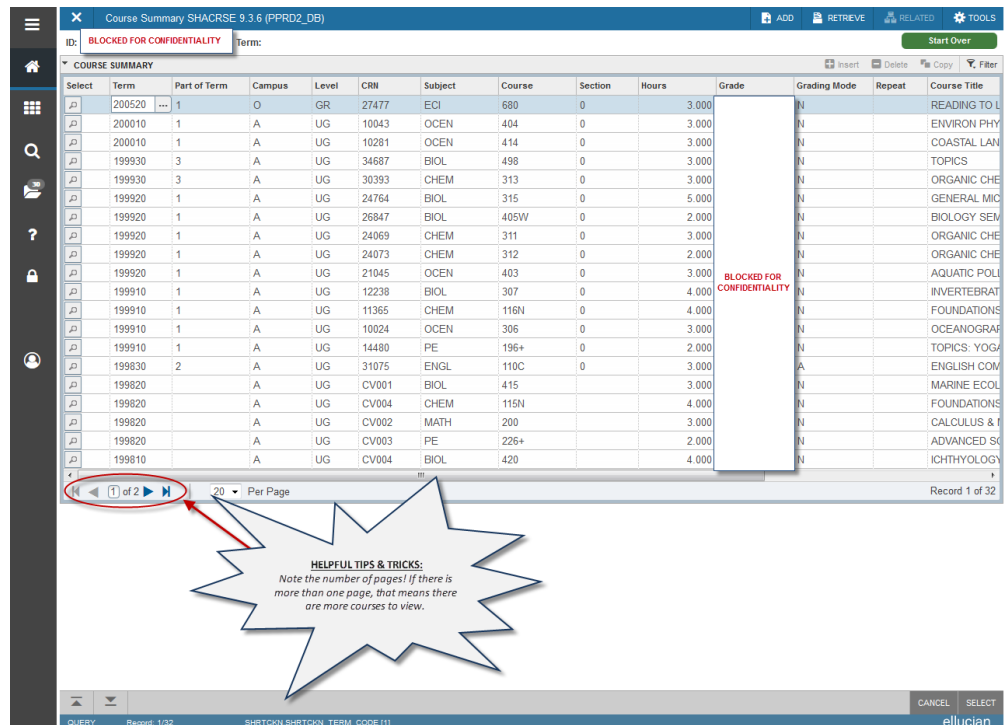
How to View a Complete List of Attempted/Completed Courses in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the Course Summary [SHACRSE] Form .	Type SHACRSE into the Search Block field on the Old Dominion University Home Screen and press Enter .
2. In the key information area, type in the person's University Identification Number (UIN) . <i>Leave the Term Code blank!</i> Use the Go Button to load.	Go Button or Down Arrow 
3. A complete list of all courses will be listed by Term, listing the most recently attempted courses first.	*TIPS & TRICKS: <i>Graduate, Undergraduate, and NonCredit courses may be intermingled in this list!</i>
4. 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 <i>[or choose Tools > Refresh]</i> .	Start Over Button: 
5. 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!
- ◆ **This form contains FINAL Grades for each class, and only lists ODU Classes!**

SHACRSE Sample Screenshot:



The screenshot shows the SHACRSE Course Summary form with a table of course data. A red box highlights the 'Grade' column, which contains the text 'BLOCKED FOR CONFIDENTIALITY'. A starburst callout points to the pagination controls at the bottom of the table, which show '(1) of 2' pages. The callout text reads: 'HELPFUL TIPS & TRICKS: Note the number of pages! If there is more than one page, that means there are more courses to view.'




Select	Term	Part of Term	Campus	Level	CRN	Subject	Course	Section	Hours	Grade	Grading Mode	Repeat	Course Title
	200520	1	O	GR	27477	ECI	680	0	3.000				READING TO L
	200010	1	A	UG	10043	OCEN	404	0	3.000				ENVIRON PHY
	200010	1	A	UG	10281	OCEN	414	0	3.000				COASTAL LAN
	199930	3	A	UG	34687	BIOL	498	0	3.000				TOPICS
	199930	3	A	UG	30393	CHEM	313	0	3.000				ORGANIC CHE
	199920	1	A	UG	24764	BIOL	315	0	5.000				GENERAL MIC
	199920	1	A	UG	26847	BIOL	405W	0	2.000				BIOLOGY SEM
	199920	1	A	UG	24069	CHEM	311	0	3.000				ORGANIC CHE
	199920	1	A	UG	24073	CHEM	312	0	2.000				ORGANIC CHE
	199920	1	A	UG	21045	OCEN	403	0	3.000				AQUATIC POLI
	199910	1	A	UG	12238	BIOL	307	0	4.000				INVERTEBRAT
	199910	1	A	UG	11365	CHEM	116N	0	4.000				FOUNDATIONS
	199910	1	A	UG	10024	OCEN	305	0	3.000				OCEANOGRAP
	199910	1	A	UG	14480	PE	196+	0	2.000				TOPICS: YOGA
	199830	2	A	UG	31075	ENGL	110C	0	3.000				ENGLISH COM
	199820		A	UG	CV001	BIOL	415		3.000				MARINE ECOL
	199820		A	UG	CV004	CHEM	115N		4.000				FOUNDATIONS
	199820		A	UG	CV002	MATH	200		3.000				CALCULUS & I
	199820		A	UG	CV003	PE	225+		2.000				ADVANCED SC
	199810		A	UG	CV004	BIOL	420		4.000				ICHTHYOLOG

SHADEGR: Degrees & Other Formal Awards Form

General Information

As a student nears the end of her academic career here at ODU, users will need to check the status of her degree before she may graduate. This form contains a complete snapshot of the student's Academic Career at ODU – it is a tabbed form that holds a course summary, outcome status, graduation application status, final grades for each course, awards/honors, etc. Any Banner questions may be sent to bannerhotline@odu.edu.

How to View a Student's Degree/Awards Status in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the Degrees & Other Formal Awards [SHADEGR] Form .	Type SHADEGR into the Search Block field on the Old Dominion University Home Screen and press Enter .
2. In the key information area, type in the person's University Identification Number (UIN) . You must also enter *Degree Sequence! Use the Go Button to load.	TIPS & TRICKS: *Degree Sequence indicates which degree the student is seeking or has been awarded (i.e.: Undergraduate, Graduate). If a student has only been admitted for one program, the Degree Sequence Number will be 1. Go Button or Down Arrow  
3. Each Tab will contain pertinent details pertaining to a student's Graduation Status, Academic Career, and course details. <ul style="list-style-type: none"> ◆ Learner Outcome ◆ Curricula ◆ Dual Degree – if available ◆ Honors ◆ Institutional Courses – a complete list of all Institutional Courses, grades, and details ◆ Transfer Courses – a complete list of all Transfer Courses, hours transferred, and details ◆ Non-Course Work – if provided 	
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:

- ◆ In the main display window of this form, the *Learner Outcome Tab*, the top displays the Outcomes for the student, while the bottom displays specific degree information.
- ◆ **This form contains FINAL Grades for each class!**
- ◆ 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**

SHADEGR Sample Screenshot:

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	199420	BS Sciences	199420	Undergraduate	Norfolk Main Campus Stu...	College of Sciences	Bachelor of Science

Priority	Term	Type	Field of Study	Department	Attached to Major
1	199420	Major	Biology	Biological Sciences	
2	199420	Minor	Oceanography		