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** [Go] [▼]
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.	***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:** • **1** = Full Semester Course • **2** = First ½ of Semester Course • **3** = 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**

SFAREGQ Sample Screenshot:

Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Pa
199920	21045	OCEN	403	0	RW	N		☐	☑	☐	☑	☐	☐	☐	1100	1215	1
199920	24069	CHEM	311	0	RW	N		☐	✓	☐	✓	☐	☐	☐	1745	1900	1
199920	24073	CHEM	312	0	RW	N		☐	☐	✓	☐	☐	☐	☐	1300	1650	1
199920	24764	BIOL	315	0	RW	N		✓	☐	✓	☐	✓	☐	☐	0800	0850	1
199920	24771	BIOL	315	0	RW	N		☐	✓	☐	✓	☐	☐	☐	1400	1600	1
199920	26847	BIOL	405W	0	RW	N		☐	☐	☐	✓	☐	☐	☐	0900	0950	1

Registration Query SFAREGQ 9.3 (PPRD2_DB)

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

Start Over

REGISTRATION QUERY

Insert   Delete   Copy   Filter

⟨ 1 of 1 ⟩   10   Per Page   Record 1 of 6

Co-op Education

Total CEU Hours   0.000

Total Credit Hours   15.000

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]

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