




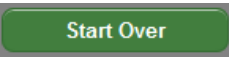

SGASTDN: General Student Form

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:

HELPFUL TIPS & TRICKS:
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

Priority	Term	Program	Catalog	Level	Campus	College	Degree	End	Outcome Key	Admission Type
1	201635	Noncredit	201635	Non Credit	Non Credit	Non Credit	Non Credit			

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201635	Major	NC Undeclared		

Activity Date 02/07/2017 10:44:48 AM Activity User DHARRELL

QUERY Record: 1/5 SGBSTDN_SGBSTDN_TERM_CODE_EFF [1] ellucian