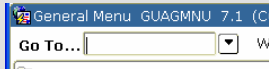


BANNER Easy Reference Guide

Form Names & Descriptions

Seven character forms can be entered directly into the “Go To” field on the Banner Main Menu.



Person/Student Information

GUIALTI – Alternate ID/SSN search

SPAIDEN - General Person Identification

ADDRESS

TELEPHONE

EMAIL ADDRESSES

NAME CHANGES

SOCIAL SECURITY NUMBER *on biographical tab*

CONFIDENTIALITY INDICATOR *on biographical tab*

EMERGENCY CONTACT

SGASTDN - General Student Form

MAJOR *on Learner tab*

RESIDENCY *on Learner tab*

FEE ASSESSMENT RATE *on Learner tab*

CHANGE MAJOR *on Curricula tab*

ACTIVITIES *on Activities tab*

ACADEMIC STANDING *on Graduation status tab*

GRADUATION DATE *on Graduation status tab*

SFAREGS – Registration

REGISTER STUDENT FOR CLASSES

SFAREGQ - Registration Query Form

STUDENT'S SCHEDULE *this is view only*

This will also show the instructor's name

SFAREGQ – Student Course Registration Audit

STUDENT'S REGISTRATION ACTIVITY FOR TERM

SOATEST—Test Score Form

TEST SCORES

CONSTITUTION REQUIREMENT

BANNER Easy Reference Guide

Form Names & Descriptions

Person/Student Information (Con't)

SOAHSCH—High School Information Form

HIGH SCHOOL INFORMATION

SOAPCOL—Prior College Form

PREVIOUS COLLEGE INFORMATION

SHADEGR—Degree and Other Formal Awards Form

INPUT OFFICAL GRADUATION DATE WITH DEGREE

SHADEGR – Degree Summary Form

VIEW DEGREE'S RECEIVED

SOAHOLD – Hold Information Form

VIEW HOLDS FOR A STUDENT

TSAAREV –Account Detail Review Form

STUDENT ACCOUNT REVIEW

BANNER Easy Reference Guide

Form Names & Descriptions

Seven character forms can be entered directly into the “Go To” field on the Banner Main Menu.



Academic History Information

SHACRSE—Course Summary Form

TRANSCRIPT *Leave term field blank to view all terms.*

SHARQTC – Transcript Request Form

SHATRNS—Transfer Course Form

INPUT TRANSFERRED CLASSES

SHATERM—Term Sequence History Form

ACADEMIC STANDING

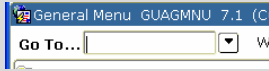
GPA BY TERM

VIEW TRANSFER CREDIT AWARDED

BANNER Easy Reference Guide

Form Names & Descriptions

Seven character forms can be entered directly into the “Go To” field on the Banner Main Menu.



Course/Section/Schedule Information

SCASECT – Basic Course Information Form

COURSE INFORMATION

PREREQUISITES *select from the option menu*

SSASECT—Schedule Form

COURSE SECTION SPECIFIC INFORMATION

SSASECQ -Schedule Section Query Form

COUNT OF SEATS

FIND CRN

SFASLST—Class Roster Form

CLASS LIST

Looking for...	PURPOSE/DESCRIPTION	BANNER SCREEN
Academic Status	Displays student's first term attended, last term attended, academic standing status and overall GPA.	SHATERM
Account Review	To view students account detail	TSAAREV
Addresses	Displays student's addresses.	SPAIDEN
Awards	Displays student's graduation information.	SHADGMQ
Class List	Displays class roster.	SFASLST
Constitution Requirement	Displays Constitution requirement 1= met requirement, 0= has not met requirement	SOATEST
Course Information	Course information at the catalog level	SCACRSE
Course Section Search	Used to query class information (course, section, and availability).	SSASECQ
Course Section Information	Course section, classroom, instructor information	SSASECT
CRN (Course Reference Number)	To find CRN for a course section	SSASECQ
Enrollment Count (Count of Seats)	See seat availability	SSASECQ
Fee Assessment Rate	Business Service Agreement	SGASTDN
Major	To view or change current major	SGASTDN
Name Search	To look up a student by name. Displays alternative names/IDs. (% can be used as a wildcard on name search.)	SPAIDEN
Permanent Address	Displays student's permanent address & phone number	SPAIDEN
Personal Data	Displays student's gender, birth date, social security number, confidentiality flag, citizenship, ethnicity, marital status, deceased/date, etc.	SPAIDEN
Placement	Displays student's test scores.	SOATEST
Pre-Requisites	To view prerequisites on a course	SCACRSE
Printer Parameters	Used to set up printer code.	SOADEST
Registration	Used to register students	SFAREGS
Registration Audit Trail	Displays student's registration activity for the term.	SFASTCA
Registration Holds	Displays hold type and reason.	SOAHOLD
Residency	In district, out of district, out of state	SGASTDN
Search by SSN	Query screen to find student ID by using SSN	GUIALTI
Section Search	To search for courses	SSASECQ
Student Schedule	Displays student's semester/term schedule.	SFAREGQ
Transcript	Displays the terms the student has been enrolled in and grades earned.	SHACRSE
Transcript Request	Used to request transcripts.	SHARQTC
Transfer Credit Award	Displays transfer credit awarded.	SHATERM