Banner Student Information
Quick Reference
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT INFORMATION</td>
<td>5</td>
</tr>
<tr>
<td>FORMS REVIEWED</td>
<td>5</td>
</tr>
<tr>
<td>SPAIDEN – GENERAL PERSON IDENTIFICATION</td>
<td>5</td>
</tr>
<tr>
<td>SAAADMS – ADMISSIONS APPLICATION</td>
<td>6</td>
</tr>
<tr>
<td>SGASTDN – GENERAL STUDENT</td>
<td>8</td>
</tr>
<tr>
<td>SGASADD – ADDITIONAL STUDENT INFORMATION</td>
<td>9</td>
</tr>
<tr>
<td>SOATEST – TEST SCORE INFORMATION</td>
<td>11</td>
</tr>
<tr>
<td>SOAHSC – HIGH SCHOOL INFORMATION</td>
<td>12</td>
</tr>
<tr>
<td>SOAPCOL – PRIOR COLLEGE</td>
<td>13</td>
</tr>
<tr>
<td>SHATRNS – TRANSFER COURSE INFORMATION</td>
<td>14</td>
</tr>
<tr>
<td>SHACRSE – COURSE SUMMARY</td>
<td>15</td>
</tr>
<tr>
<td>SHATERM – TERM SEQUENCE COURSE HISTORY</td>
<td>16</td>
</tr>
<tr>
<td>SHASUBJ – SUBJECT SEQUENCE HISTORY</td>
<td>18</td>
</tr>
<tr>
<td>SHADEGR – DEGREE AND OTHER FORMAL AWARDS</td>
<td>20</td>
</tr>
<tr>
<td>SPAAPIN – ALTERNATE PERSONAL IDENTIFICATION NUMBER</td>
<td>21</td>
</tr>
<tr>
<td>SOAHOHD – HOLD INFORMATION</td>
<td>22</td>
</tr>
<tr>
<td>SFAREQG – REGISTRATION QUERY</td>
<td>23</td>
</tr>
<tr>
<td>SFARHST – STUDENT REGISTRATION HISTORY AND EXTENSION</td>
<td>24</td>
</tr>
<tr>
<td>SFASRPO – STUDENT REGISTRATION PERMIT-OVERRIDE</td>
<td>25</td>
</tr>
<tr>
<td>SFAREGS – STUDENT COURSE REGISTRATION</td>
<td>26</td>
</tr>
<tr>
<td>SFASLST – CLASS ROSTER</td>
<td>28</td>
</tr>
<tr>
<td>SGAAADVR – MULTIPLE ADVISORS</td>
<td>29</td>
</tr>
<tr>
<td>ADDITIONAL RESOURCES</td>
<td>30</td>
</tr>
</tbody>
</table>
Student Information

Banner Forms allows the user access to student information. This includes such things as grades, applications, holds, schedules, class list, plus much more. Access is granted based upon the user’s needs.

Forms Reviewed

- SPAIDEN – General Person Information
- SAAADMS – Admissions Application
- SGASTDN – General Student Information
- SGASADD – Additional Student Information
- SOATEST – Test Scores Information
- SOAHSCH – High School Information
- SOAPCOL – Prior Colleges/Universities
  - Transcripts available through WebNow
- SHATRNS – Transfer Course Information
- SHACRSE – SIUE Course Detail/Grades
- SHATERM – Courses/Grades by Term
- SHASUBJ – Courses/Grades by Subject
- SHADEGR – Degree and Other Formal Awards
- SPAAPIN – Alternate Personal Identification Number
- SOAHOOLD – Student Holds
- SFAREGQ – Class Schedule
- SFARHST – Student Registration History
- SFASRPO – Re-authorize permits and overrides
- SFAREGS – Student Course Registration
- SFASLST – Class List
- SGAADVR – Multiple Advisors

SPAIDEN – General Person Identification

Current Identification, Alternate Identification, Address, Telephone, Biographical, E-mail, Emergency Contact

- Key in SPAIDEN in the Object Search Field (Go To...) on Banner Main Menu
  - Press Enter
- Key in student’s University Id in ID field
- Click (Next Block) to view data
- Click tab name to view data
- Click (Rollback) to return to Key Block (to search for another individual)
- Click (Exit) to close form and to return to Banner Main Menu
SAAADMS – Admissions Application

Application, Curricula, Fees-Mail Submission-Withdrawal Data, Checklist, Sources-Interests-Comments, Contacts-Cohorts-Attributes

- Key in SAAADMS in the Object Search Field (Go To…) on Banner Main Menu
  - Press Enter
- Key in student’s University Id in ID field
- Leave Term field blank to view all terms
- For a specific term enter term code:
  - YYYY15 (Spring)
  - YYYY25 (Summer)
  - YYYY35 (Fall)
- Click (Next Block) to view application data
- Admissions Type – Field is populated for all applications; see Admit Type listing on next page
  - This does not mean the student is admitted
- Application Status – See available status listing on next page
- Application Status Date – Effective date of Application Status
- Application Decision – See Application Decisions listing on next page
- Click (Rollback) to return to Key Block (to search for another individual)
- Click X (Exit) to close form and return to Banner Main Menu
### Application Decision Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td>Approved by Graduate School</td>
</tr>
<tr>
<td>CC</td>
<td>Institution Acceptance</td>
</tr>
<tr>
<td>CV</td>
<td>No Decision - Conversion Only</td>
</tr>
<tr>
<td>IN</td>
<td>Inactive</td>
</tr>
<tr>
<td>PE</td>
<td>Pending Decision</td>
</tr>
<tr>
<td>R1</td>
<td>Referred to AEC</td>
</tr>
<tr>
<td>R2</td>
<td>Referred to APC</td>
</tr>
<tr>
<td>R4</td>
<td>Referred to Dir of Admissions</td>
</tr>
<tr>
<td>R5</td>
<td>Referred to SCP in incomplete</td>
</tr>
<tr>
<td>R7</td>
<td>Referred to Admin Officer</td>
</tr>
<tr>
<td>UF</td>
<td>Undergrad application denied</td>
</tr>
<tr>
<td>WD</td>
<td>Applicant withdrawn</td>
</tr>
</tbody>
</table>

### Application Status

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CV</td>
<td>Conversion</td>
</tr>
<tr>
<td>DS</td>
<td>Degree Seeking - AEC</td>
</tr>
<tr>
<td>FT</td>
<td>First Time, Non-Traditional (GED)</td>
</tr>
<tr>
<td>I</td>
<td>International Undergraduate</td>
</tr>
<tr>
<td>J1</td>
<td>International Undergraduate</td>
</tr>
<tr>
<td>J3</td>
<td>International Undergraduate</td>
</tr>
<tr>
<td>JU</td>
<td>International Unclassified</td>
</tr>
<tr>
<td>JV</td>
<td>International Visiting</td>
</tr>
<tr>
<td>MA</td>
<td>Master's (Conversion Only)</td>
</tr>
<tr>
<td>MB</td>
<td>Master's (Non-Conversion)</td>
</tr>
<tr>
<td>MP</td>
<td>Master's (Conversion Only)</td>
</tr>
<tr>
<td>NT</td>
<td>Non-Traditional, 5 years</td>
</tr>
<tr>
<td>PT</td>
<td>Professional turbine</td>
</tr>
<tr>
<td>SP</td>
<td>Speciealists</td>
</tr>
<tr>
<td>ST</td>
<td>Transfer (Less Than 90</td>
</tr>
</tbody>
</table>
SGASTDN – General Student

Learner, Curricula, Study Path, Activities, Veteran, Comments, Academic and Graduation Status – Dual Degree, Miscellaneous

- Key in SGASTDN in the Object Search Field (Go To...) on Banner Main Menu
  - Press Enter
- Key in student’s University Id in ID field
- Click (Next Block) to view data
- Click (Rollback) to return to Key Block (to search for another individual)
- Click (Exit) to close form and return to Banner Main Menu

Note: If no record exists, student has not been admitted. Exit form and Go to SAAADMS to check application status.
SGASADD – Additional Student Information

*Student Cohort, Student Attribute*

- Key in **SGASADD** in the **Object Search Field (Go To...)** on Banner Main Menu
  - Press **Enter**
- Key in student’s University Id in **ID** field
- Click **(Next Block)** twice to view **Student Attribute** data
  - List of Student Attributes on next page
  - Note that the list will change
- Click **(Rollback)** to return to Key Block (to search for another individual)
- Click **(Exit)** to close form and return to Banner Main Menu
<table>
<thead>
<tr>
<th>Attribute Code</th>
<th>Description</th>
<th>Attribute Code</th>
<th>Description</th>
<th>Attribute Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1P</td>
<td>Year One, Professional</td>
<td>HI</td>
<td>History - Sec. Ed. Cert.</td>
<td>PT4</td>
<td>PT Rec 4 - Math, Reading</td>
</tr>
<tr>
<td>2P</td>
<td>Year Two, Professional</td>
<td>HS</td>
<td>Honors Scholar</td>
<td>PT5</td>
<td>PT Rec 5 - Writing</td>
</tr>
<tr>
<td>32</td>
<td>3+2 Combined Program BS/MS</td>
<td>JR</td>
<td>Junior Test</td>
<td>PT6</td>
<td>PT Rec 6 - Math</td>
</tr>
<tr>
<td>3P</td>
<td>Year Three, Professional</td>
<td>LBP</td>
<td>Learning Bhvr Spec (PM)</td>
<td>PT7</td>
<td>PT Rec 7 - Reading</td>
</tr>
<tr>
<td>3RD</td>
<td>3rd Pty Rel. of Ac. Recs</td>
<td>LBS1</td>
<td>Learning Behavior Spec. Cert.</td>
<td>PT8</td>
<td>PT Rec 8 - No Testing Required</td>
</tr>
<tr>
<td>4P</td>
<td>Year Four, Professional</td>
<td>MATH</td>
<td>Mathematics - Sec. Ed. Cert.</td>
<td>PT9</td>
<td>PT Rec 9 - Referred to IS</td>
</tr>
<tr>
<td>5P</td>
<td>Year Five, Professional</td>
<td>MENG</td>
<td>MAT, English Certification</td>
<td>PTC</td>
<td>Placement Test Change</td>
</tr>
<tr>
<td>6P</td>
<td>Year Six, Professional</td>
<td>MFLF</td>
<td>MAT, FL French Certification</td>
<td>RA</td>
<td>Resident Advisor</td>
</tr>
<tr>
<td>7P</td>
<td>Year Seven, Professional</td>
<td>MFLG</td>
<td>MAT, FL German Certification</td>
<td>RS</td>
<td>Provost's Scholar</td>
</tr>
<tr>
<td>8P</td>
<td>Year Eight, Professional</td>
<td>MFLS</td>
<td>MAT, FL Spanish Certification</td>
<td>SA</td>
<td>Full Semester Study Abroad</td>
</tr>
<tr>
<td>ACN</td>
<td>Accelerated Nursing Program</td>
<td>MMAT</td>
<td>MAT, Mathematics Certification</td>
<td>SCNU</td>
<td>School Nurse</td>
</tr>
<tr>
<td>ADMA</td>
<td>Group A - Admissions Criteria</td>
<td>MS</td>
<td>Meridian Scholar</td>
<td>SCPS</td>
<td>School Psychology</td>
</tr>
<tr>
<td>ADMB</td>
<td>Group B - Admissions Criteria</td>
<td>MSCB</td>
<td>MAT, Science Biology Cert.</td>
<td>SCSW</td>
<td>School Social Work</td>
</tr>
<tr>
<td>ADMC</td>
<td>Group C - Admissions Criteria</td>
<td>MSCC</td>
<td>MAT, Science Chemistry Cert.</td>
<td>SD</td>
<td>Senior w/ Degree</td>
</tr>
<tr>
<td>ADMD</td>
<td>Group D - Admissions Criteria</td>
<td>MSCE</td>
<td>MAT, Science Earth/Space Cert.</td>
<td>SDM</td>
<td>Dental Medicine</td>
</tr>
<tr>
<td>ART1</td>
<td>Art K-12 Certification</td>
<td>MSCP</td>
<td>MAT, Science Physics Cert.</td>
<td>SLI</td>
<td>Speech &amp; Lang. Impaired Cert.</td>
</tr>
<tr>
<td>ART9</td>
<td>Art 6-12 Certification</td>
<td>MSSH</td>
<td>MAT, SS History Certification</td>
<td>SPAN</td>
<td>Span Spanish - Sec. Ed. Cert.</td>
</tr>
<tr>
<td>ATH</td>
<td>Athlete</td>
<td>MSSP</td>
<td>MAT, SS Political Science Cert</td>
<td>SR01</td>
<td>Art&amp;Design SR Assign Completed</td>
</tr>
<tr>
<td>AU1</td>
<td>Administrative Use Only</td>
<td>MUS1</td>
<td>Music K-12 Cert.</td>
<td>SR02</td>
<td>Art Hist Senr Assign Completed</td>
</tr>
<tr>
<td>AU2</td>
<td>Administrative Use - NSC</td>
<td>NCRT</td>
<td>Non-Certification</td>
<td>SR03</td>
<td>Art Studio SR Assign Completed</td>
</tr>
<tr>
<td>BI</td>
<td>Biology - Sec. Ed. Cert</td>
<td>NFS</td>
<td>New Freshman Seminar Needed</td>
<td>SR04</td>
<td>Psyc Senior Assign Completed</td>
</tr>
<tr>
<td>BSDM</td>
<td>3+2 Combined Program BS/DMD</td>
<td>OC</td>
<td>Off Campus</td>
<td>SR05</td>
<td>PHIL Senior Assign Completed</td>
</tr>
<tr>
<td>CDC</td>
<td>University Co-Op Assignment</td>
<td>PB</td>
<td>Post Baccalaureate Candidate</td>
<td>SR06</td>
<td>HEED Senior Assign Completed</td>
</tr>
<tr>
<td>CH</td>
<td>Chemistry - Sec. Ed. Cert.</td>
<td>PE09</td>
<td>Physical Ed 6-12 Cert.</td>
<td>SR07</td>
<td>SOCW Senior Assign Completed</td>
</tr>
<tr>
<td>COOP</td>
<td>Cooperative Intl Exchange Prgm</td>
<td>PE10</td>
<td>Physical Ed K-12 Cert.</td>
<td>SR08</td>
<td>BUEF Senior Assign Completed</td>
</tr>
<tr>
<td>CS</td>
<td>Chancellor's Scholar</td>
<td>PHYS</td>
<td>Physics - Sec. Ed. Cert.</td>
<td>SRS</td>
<td>Senior Standing Achieved</td>
</tr>
<tr>
<td>DMJR</td>
<td>Dual_DEGR</td>
<td>PLP</td>
<td>Pre-Lincoln Program Approved</td>
<td>SS</td>
<td>SOAR Program</td>
</tr>
<tr>
<td>DS</td>
<td>Deans' Scholar</td>
<td>PM</td>
<td>Post Master's Candidate</td>
<td>SUPT</td>
<td>Superintendent</td>
</tr>
<tr>
<td>EARL</td>
<td>Early Childhood Cert.</td>
<td>POSC</td>
<td>Political Sci - Sec. Ed. Cert.</td>
<td>THAR</td>
<td>Theater Arts Cert.</td>
</tr>
<tr>
<td>ELEM</td>
<td>Elementary Education Cert.</td>
<td>PRD</td>
<td>Pre-Dentistry Interest</td>
<td>UDOC</td>
<td>IL Public Act 93-7</td>
</tr>
<tr>
<td>ENGL</td>
<td>English - Sec. Ed. Cert.</td>
<td>PREC</td>
<td>Pre-Elementary Education</td>
<td>UN</td>
<td>Unclassified</td>
</tr>
<tr>
<td>ERTC</td>
<td>Environmental Res. Trng. Ctr.</td>
<td>PREL</td>
<td>Pre-Lincoln Program Approved</td>
<td>UN</td>
<td>Visiting</td>
</tr>
<tr>
<td>FREN</td>
<td>French - Sec. Ed. Cert.</td>
<td>PRHE</td>
<td>Pre-School Health Education</td>
<td>WV01</td>
<td>Course Sequencing Waiver</td>
</tr>
<tr>
<td>GCL</td>
<td>Cooperative Graduate Candidate</td>
<td>PRM</td>
<td>Pre-Medicine Interest</td>
<td>WV02</td>
<td>Statistics Minor Option</td>
</tr>
<tr>
<td>GD</td>
<td>Doctoral Candidate</td>
<td>PRP</td>
<td>Pre-Pharmacy Interest</td>
<td>WV03</td>
<td>Supporting Courses Completed</td>
</tr>
<tr>
<td>GENA</td>
<td>General Administrative</td>
<td>PRPE</td>
<td>Pre-Physical Education</td>
<td>WV04</td>
<td>Major Electives Complete</td>
</tr>
<tr>
<td>GEOG</td>
<td>Geography - Sec. Ed. Cert.</td>
<td>PRSE</td>
<td>Pre-Secondary Education</td>
<td>WV05</td>
<td>Cultural Anth Option Completed</td>
</tr>
<tr>
<td>GERM</td>
<td>German - Sec. Ed. Cert.</td>
<td>PRSP</td>
<td>Pre-Special Education</td>
<td>WV06</td>
<td>Linguistic Anth Opt Completed</td>
</tr>
<tr>
<td>GESC</td>
<td>General Science Cert.</td>
<td>PS</td>
<td>Presidential Scholar</td>
<td>WV07</td>
<td>Dual Cred Apprvd-PHIL/Rel Stdy</td>
</tr>
<tr>
<td>GEWW</td>
<td>General Education Waiver</td>
<td>PT1</td>
<td>PT Rec 1 - Writing, Math, Read</td>
<td>WV60</td>
<td>60 Hour Waiver</td>
</tr>
<tr>
<td>GM</td>
<td>Master's Candidate</td>
<td>PT10</td>
<td>PT Rec 10 - Direct Dept. Adm.</td>
<td>WVBA</td>
<td>BA - Foreign Language Waiver</td>
</tr>
<tr>
<td>GS</td>
<td>Specialist Candidate</td>
<td>PT2</td>
<td>PT Rec 2 - Writing, Math</td>
<td>ZZ</td>
<td>Pre-System Class (Conversion)</td>
</tr>
<tr>
<td>HEED</td>
<td>Health Education Cert.</td>
<td>PT3</td>
<td>PT Rec 3 - Writing, Reading</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SOATEST – Test Score Information

- Key in **SOATEST** in the Object Search Field (Go To...) on the Banner Main Menu  
  - Press Enter
- Key in student’s University Id in **ID** field
- Click (Next Block) to view all scores
- Use the query function to locate ACT or SAT scores  
  - Click (Enter Query)  
  - Enter test code  
  - Click (Execute Query)  
  - To view all scores again, click (Execute Query)
- Click (Rollback) to return to Key Block (to search for another individual)
- Click (Exit) to close form and return to Banner Main Menu
SOAHSCH – High School Information
High School Details, High School Subjects, High School Address

- Key in SOAHSCH in the Object Search Field (Go To...) on Banner Main Menu
  - Press Enter
- Key in student’s University Id in ID field
- Click (Next Block) to view data
- Graduation Date – Entered from official transcript only (ddmmyyy)
  - Official transcript includes 6th, 7th, and 8th semester, final transcripts or GED
- Transcript Received Date – Entered from official transcript only
- Class Rank and Size – When entered, the percentile will auto populate
- Diploma – Entered from official transcript
- Click (Rollback) to return to Key Block (to search for another individual)
- Click (Exit) to close form and return to Banner Main Menu
SOAPCOL – Prior College

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

Note: Transcripts will be available in WebNow.

- Key SOAPCOL in the Object Search Field (Go To...) on Banner Main Menu
  - Press Enter
- Key in student’s University Id in ID field
- Click (Next Block) to view data in Prior College
- Use (Scroll bar) to view additional data for both Prior College and Degree Details Information Blocks
- CUMGPA is a ‘placeholder’ school which records the cumulative GPA and total hours attempted for prior colleges
- Click (Rollback) to return to Key Block (to search for another individual)
- Click (Exit) to close form and return to Banner Main Menu
SHATRNS – Transfer Course Information

Transfer Institution, Transfer Attendance Period, Transfer Course Detail, Attendance Period GPA

- Key in **SHATRNS** in the **Object Search Field (Go To...)** on Banner Main Menu
  - Press **Enter**
- Key in student’s University Id in **ID** field
- Click **▼** (Search) next to **Transfer Institution Number** to view list of institutions
  - Double click on selected institution to close query and return to Key Block
- Click **▼** (Search) next to **Attendance Period Number** to view list of attendance periods
  - Double click on selected period to close query and return to Key Block
- Click **Next Block** to move to **Transfer Institution**
- Review information
- Click **Next Block** twice to move to **Transfer Course Detail**
  - External course information is listed in the first Information Block
    - Use **▼** (Scroll bar) for external course information to view additional courses
    - Equivalent SIUE course(s) shown in the **Equivalent Course Detail**

**View Additional External Courses – Different Transfer Institution and/or Attendance Period**

- Click **▼** (Rollback) to move cursor to Key Block
- Key in different Transfer Institution Number and/or Attendance Period Number
- Click **Next Block** to move to **Transfer Institution**
- Click **Next Block** twice to move to **Transfer Course Detail**
- Click **▼** (Rollback) to return to Key Block (to search for another individual)
- Click **Exit** to close form and return to Banner Main Menu
SHACRSE – Course Summary

- Key SHACRSE in the Object Search Field (Go To...) on Banner Main Menu
  - Press Enter
- Key in student’s University Id in ID field
- Leave Term field blank to view all terms
- For a specific term enter term code:
  - YYYY15 (Spring)
  - YYYY25 (Summer)
  - YYYY35 (Fall)
- Click (Next Block) to view course data

**Query for courses by subject**

- Click (Enter Query) to clear form
- Enter the subject (For example: Biol) in the Subject field
- Click (Execute Query)
- To view all courses again, click (Execute Query)
- Click (Rollback) to return to Key Block (to search for another individual)
- Click (Exit) to close form and return to Banner Main Menu
SHATERM – Term Sequence Course History

Current Standing, Term GPA and Course Detail Information

SHATERM Course Standing Tab (Default)

Current Standing:
- First Term Attended: Fall 2015
- Last Term Attended: Fall 2015
- Academic Standing: 09 Good Standing

SHATERM Term GPA and Course Detail Information

Term GPA:
- Institution: 119.000, 119.000, 119.000, 119.000, 408.000, 3.429
- Transfer: 6.000, 6.000, 6.000, 0.000, 0.000, 0.000
- Overall: 125.000, 125.000, 125.000, 119.000, 408.000, 3.429

Transfer Courses:
- Subject: Transfer Credit
- Course: 6.000
- Hours: 6.000
- Grade: TF

Course Level Codes By Person: D5
Key in SHATERM in the Object Search (Go To...) field on Banner Main Menu
  - Press Enter
Key in student’s University Id in ID field
Course Level Codes by Person – Generally, UG or G
  - If not known, click (Search)
  - List of values open with codes applicable to person shown in Key Block
  - Select code
Start Term – Leave blank

Current Standing Information Block
Click (Next Block) to view data
  - Hours and Points listed are cumulative for SIUE and transfer schools
  - GPA Hours, Quality Points and GPA are SIUE only

Term GPA and Course Detail Information Blocks
Click Term GPA and Course Detail Information tab to view data
  - Use scroll bar in Term GPA to view additional terms
  - Summary listed for Transfer Number by Attendance Period and Term
Institutional/Transfer Courses contains summary data for Term
  - If Term GPA record showing is an Institution then this block shows internal courses taken
  - If Term GPA record showing is a Transfer then this block shows internal equivalencies
  - Transfer course grades are in parenthesis – have no value towards GPA
  - Use scroll bar in Institutional/Transfer Courses to view additional courses listed
Click (Rollback) to return to Key Block (to search for another individual)
Click (Exit) to close form and return to Banner Main Menu
SHASUBJ – Subject Sequence History
Current Standing, Subject GPA and Course Detail Information

SHASUBJ Course Standing Tab (Default)

SHASUBJ Subject GPA and Course Detail Information
Student Information Quick Reference
www.siue.edu/beis

- Key in SHASUBJ in the Object Search (Go To...) field on Banner Main Menu
  - Press Enter
- Key in student's University Id in ID field
- Course Level Codes by Person – Generally, UG or G
  - If not known, click (Search)
  - List of values open with codes applicable to person shown in Key Block
  - Select code
- Start Term – Leave blank

Current Standing Information Block

- Click (Next Block) to view data
  - Hours and Points listed are cumulative for SIUE and transfer schools
  - GPA Hours, Quality Points and GPA are SIUE only

Subject GPA and Course Detail Information Block

- Click Subject GPA and Course Detail Information tab to view data
  - Use scroll bar in Subject to view additional subjects
- Course detail will be listed in Institutional Courses and/or Transfer Courses Information Blocks
  - Use scroll bar in Institutional/Transfer Courses to view additional courses listed
- Click (Rollback) to return to Key Block (to search for another individual)
- Click (Exit) to close form and return to Banner Main Menu
SHADEGR – Degree and Other Formal Awards

Learner Outcome, Curricula, Dual Degree, Honors, Institutional Courses, Non-Course Work

- Key SHADEGR in the Object Search Field (Go To…) on the Banner Main Menu
  - Press Enter
- Key in student’s University Id in ID field
- Click ↓ (Search) next to Degree Sequence to open Degree Summary SHADGMQ
- Click ➔ (Next Block) to view data
- Use ▲ (Scroll bar) to view additional records
- Double click on degree to review, SHADGMQ will close and return to SHADEGR
- Click ➔ (Next Block) to view data
- Click ◯ (Rollback) to return to Key Block (to search for another individual)
- Click X (Exit) to close form and return to Banner Main Menu
SPAAPIN – Alternate Personal Identification Number

_AKA: Enrollment PIN, Registration PIN_

- Key in **SPAAPIN** in the **Object Search Field (Go To...)** on the Banner Main Menu
  - Press **Enter**
- Key in student’s University Id in the **ID** field
- Enter desired term code (YYYYXXX) in the **From Term:** field
  - YYYY15 (Spring)
  - YYYY25 (Summer)
  - YYYY35 (Fall)
- Click **(Next Block)** to retrieve PIN
- Click **(Rollback)** to return to the Key Block (to search for another individual)
- Click **(Exit)** to close form and return to Banner Main Menu
SOAHOLD – Hold Information

- Key in **SOAHOLD** in the **Object Search Field (Go To...)** on Banner Main Menu
  - Press **Enter**
- Key in student’s University Id in **ID** field
- Click (Next Block) to move to **Hold Details**
  - **Hold Type** – Type of hold
  - **Reason** – May be blank
  - **Release Indicator** – Do NOT check
    - If checked, user that created hold is only person that can release/modify hold
  - **From** – Date hold became effective
  - **To** – Date hold is released
  - **Origination Code** – Department that created/initiated hold
- Click (Rollback) to return to Key Block (to search for another individual)
- Click (Exit) to close form and return to Banner Main Menu
SFAREGQ – Registration Query

AKA: Student Schedule

- Key in SFAREGQ in the Object Search Field (Go To...) on the Banner Main Menu
  - Press Enter
- Term – Required field
- Key in student’s University Id in the ID field
- Click (Next Block) to move to Registration
- Use scroll bar if student has more than 3 classes
- Click (Rollback) to return to the Key Block (to search for another individual)
- Click (Exit) to close form and return to Banner Main Menu
SFARHST – Student Registration History and Extension

- Key in SFARHST in the **Object Search Field (Go To...)** on the Banner Main Menu
  - Press Enter
- Key in student’s University Id in the **ID** field
- Click **(Next Block)** to view **History**
- Click **(Rollback)** to return to the Key Block (to search for another individual)
- Click **(Exit)** to close form and return to Banner Main Menu
SFASRPO – Student Registration Permit-Override

Student Permits and Overrides, Student Schedule

- Allows student to register on the web for course that they would not be able to register for
- Key in SFASRPO in the **Object Search Field (Go To...)** on Banner Main Menu
  - Press Enter
- Key in student’s University Id in the **ID** field
- **Term** – Key in registration term (Required field)
- Click (Next Block) to move to **Student Permits and Overrides**
  - If student has already registered for the term, the schedule can be viewed in the Student Schedule
- **Permit** – Required field
  - Click (Search) to view list
  - Double click on Permit-Override code to close LOV and populate Permit
- **Course Information:**
  - **Pre-authorize student for a course and section is not important**
    - Key in Subject and Course Number
    - CRN and Section must be left blank
  - **Pre-authorize student for a specific course section (CRN)**
    - Key in know information – CRN or Subject, Course Number and Section
      - **OR:** Search for CRN
        - Click (Search) for CRN and select **Search for Sections (SFQSECM)**
        - Click in the Subject field and key in subject
        - Key in other search criteria as needed and click (Execute Query)
        - Double click on appropriate section to close query and populate course information
- If course/section has more than one prerequisite, special approval and/or restriction(s), a permit-override must be entered for each before the student will be allowed to register on-line for the course/section
- Click (Save)
SFAREGS – Student Course Registration

Registration, Student Term, Curricula

Note: For further details/help with registering a student, contact the Registrar’s Office x3770.

Registration

- Key in SFAREGS in the Object Search Field (Go To...) on Banner Main Menu
  - Press Enter
- Term – Key in registration term
  - Key in student’s University Id in the ID field
- Click (Next Block) to move to Enrollment Information
  - If there is a hold (Holds: is Y), registration cannot proceed
  - Student must resolve all registration holds prior to registering for classes
- Status must be EL (Eligible to Register) to proceed
- Click (Next Block) to move to Course Information
- If Course Information known:
  - If CRN is known, key in number and press Tab key to populate
  - If Subject, Course and Section are known, key in information and press Tab key to populate
- If Course Information is not known, query for Course:
  - Click (Search) for Subject
  - Click in Subject field and key in Subject
  - Enter other criteria as needed:
    - Course Number
    - Section – Enter >0
    - Enrollment = - >0 to view classes with available seats
    - Click (Execute Query) to retrieve results
    - Double click on selection
To add more courses, move to next empty line and repeat process

Click (Save)
  – If message received after first save, see information in Override Registration Errors section

Click OK to ‘Fee Assessment processed’

Click (Save)

**Override Registration Errors**

Special Approvals and Overrides

**Special Approvals** – If consent is required for class (i.e.; Instructor, Chair) and have written approval (i.e.; CRF, email):

  – For that course, check Approval Recd checkbox
  – Click (Save)
    o If message received after first save, resolve approval/error

  – Click OK to ‘Fee Assessment processed’
  – Click (Save)

**Override Errors** – If student does not meet requirements (i.e.; Prerequisite not meet, non-major, classification restriction):

  – Enter Y in Override
    o Do not Override ALL
  – Click (Save)
    o If message received after first save, resolve approval/error

  – Click OK to ‘Fee Assessment processed’
  – Click (Save)

If approval is not given or cannot override error, then course must be deleted

**Delete Courses**

Courses will need to be deleted if a student wishes to drop the course prior to the start of the session or at the time of registration a special approval is required and not received or a registration error is received that cannot be overridden or course entered in error. Courses dropped by the student after the session has started still require paperwork and a trip to the Student Service Center for the student. The course (CRN) will be removed from the list.

Move cursor to the Course Information block

**Status** field for CRN to be deleted – Enter DD

Click (Remove Record)

Repeat process for additional courses to be deleted

Click (Save)

Click OK to ‘Fee Assessment processed’

Click (Save)

Click (Rollback) to return to the Key Block (to search for another individual)

Click (Exit) to close form and return to Banner Main Menu
SFASLST – Class Roster

- Key in **SFASLST** in the **Object Search Field** *(Go To...)* on Banner Main Menu
  - Press **Enter**
- **Term** – Key in term
- Key in course reference number in the **CRN** field if known
  - Search for CRN
    - Click **(Search)** for CRN and select **Search for Sections (SFQSECM)**
    - Click in the **Subject** field and key in subject
    - Click in the **Section** field and key in ‘>0’ (zero sections are not used to schedule classes)
    - Key in other search criteria as needed and click **(Execute Query)**
    - Double click on appropriate section to close query and populate CRN on SFASLST
- Click **(Next Block)** to view class list
- Click **(Rollback)** to return to the Key Block (to search for another class list)
- Click **(Exit)** to close form and return to Banner Main Menu
SGAADVR – Multiple Advisors

- Key in **SGAADVR** in the **Object Search Field (Go To...)** on Banner Main Menu
  - Press Enter
- Key in student’s University Id in the **ID** field
- **Term** – Key in term that the Advisor information takes effect
- Click ![Next Block](image) to move to Advisor Information

**Advisor Information**

- **ID** – Key in University Id for Advisor
  - If ID for Advisor not known, click ![Search](image) (Search) for ID to open Faculty/Advisor Query
  - In Key Block, complete fields as needed
    - **Term** is required
  - Click ![Next Block](image) (Next Block) to move to the information block
  - Click ![Execute Query](image) (Execute Query) to show results
  - Locate Advisor and select
- **Advisor Type** – Key in code for type
  - If code not known, click ![Search](image) (Search) for Advisor Type
  - Select from list of values
- **Primary Indicator** – Check box if primary Advisor
- If additional Advisor is to be added, move to next blank line and repeat process
  - Only one advisor should be designated as the primary
- Click ![Save](image)
- Click ![Rollback](image) (Rollback) to enter Advisor information for another student
- Click ![X](image) (Exit) to close form and return to Banner Main Menu
Additional Resources

Phone Numbers
- ITS Help Desk: 650-5500
- Student Service Center: 650-2080
- Registrar’s Office: 650-3770

Web Sites
- Banner Production: http://www.siue.edu/beis
- Banner Help Desk: http://www.siue.edu/beis/helpdesk.htm
- Banner Training: http://www.siue.edu/beis/access2.html
- Registrar’s Office: http://www.siue.edu/registrar
- ITS: http://www.siue.edu/its
- ITS e-ID Maintenance: http://www.siue.edu/eid
- ITS Training: http://www.siue.edu/its/fac_staff/training

Email Addresses
- Production Control: oitaccts@siue.edu
  - Locked Banner account
  - Banner access
- ITS Help Desk: help@siue.edu