

WHERE TO FIND

Academic Standing &GPA	SHATERM
Address of student	SOADDRQ
BANNER# for student	SOAIDEN
Changes of Majors	SGASTDQ
Changes of Academic Status	SGASTDQ
College Transcript Received	SOAPCOL
Comments	SOACMNT
Compliance Audit (grad check)	SMARQCM
Course specific information	SSATEXT
Current Schedule	SFAREGS
Decision Code (for new student)	SAADCRV
Degree Status	SHADEGR
Emphasis of ENC 1102	SSATEXT
General Student Information	SGASTDN
Grades	SHATERM
High School Transcript Received	SOAHSCH
Holds	SOAHOLD
Major	SFAREGS
Override for Registration	SFASRPO
Pre-requisite and Test Score Restrictions	SSAPREQ
Social Security #	SOAIDEN
Telephone of student	SPATELE

Test Scores

SOATEST

Transfer Credit Evaluation

SHATAEQ

Vacancies in specific CRN

SSASECT

Vacancies in all sections of course

SSASECQ

ADVISER'S GUIDE TO BANNER

SAADCRV

To enter Decision Code – (new student)

Enter **ID#** or SS#

Tab to **Term**

Go to *Next Block*

Click on **Decision Code**

If application status is **I**, Decision Code is **CA**

If application status is **C**, Decision Code is **SA**

SAVE

SFAREGS

To view current schedule

Type in *term ~ ID# ~ "Next Block"*

To see major, etc.

Options "*Detailed student Information*" ~ "Next Block"

SFASRPO

Student Registration Permit Override

Type in *Term ~ Tab to "ID" ~ "Next Block"*

Double-click in the "Permit" field.

Highlight appropriate override for *PREREQ* and click OK

Click on the *CRN* and type reference number of the course student is registering for. (If not registering for a class, do nothing)

SGASTDN

General Student Form

Type in *ID# ~ "Next Block"*

OR

Find Student ID#

Leave *ID#* and *Name* blank ~ Click on the flashlight

Type in the last name and first name (capitalize first letter of each)

QUERY

SGASTDQ

History of student changes – Change of Majors or change of academic status, etc.

Type in *ID# ~ next block*

Scroll across bottom to desired information.

SHADEGR

Degree Status / Awarded

Type in *ID# ~ "Next Block"*

Go to "*Degree Seq. #*" and type in "1" ~ "*Next Block*"

OR Click on *flashlight* ~ then "*Next Block*" and it will show all degrees earned

Will show status: *Awarded – Pending – Sought *

SHATAEQ

To view transfer credit evaluation
Type in *ID#* ~ Click on the “flashlight”
Click on “View student institutions”
“I”= Edison “T”= Transfer
To view each institution, click on area
Next Block

SHAREM

To check Academic Standing &GPA
ID# ~ Tab to Level ~ Type in *CR*
Go to “Next Block” or
OPTIONS *Current Academic Standards*
Or OPTIONS *Term GPA and Course Detail*

To check Grades and Courses transferred from Other
Colleges

To check all terms – leave *Start Term* blank
Go to “Next Block”
Use the “Page Down” on keyboard to view by term

SOAHOLD

To check Holds on Student
Type in *ID#* ~ next block
To remove an Advising Hold, put a T in the “to” box, hit
tab, and save.

SOATEST

To view test scores
Options “*Test Score Information*” ~ “Next Block”

SOAIDEN

To find Banner # or Social Security #
Type in the last name and first name. (capitalize first letter
of each) ~
“QUERY”

SOADDRQ

Student Address
Type in *ID#* ~ *Next Block* to Comment type
Double click and use “Advisor”
Then type in comments (note in comment area that student
has completed the Graduation Credit Check.

SPATELE

Student Telephone Number
Type in *ID#* ~ *Next Block* ~ Telephone #

SSAPREQ

Review Pre-requisite and Test Score Restrictions
Type in *Term* ~ Tab to *CRN*
Next Block
Next Block to review Pre-requisite requirements

SSASECQ

To check all sections of a certain course
Type in *Term* ~ Type in *Subject* ~ Type in *Course #* ~
Tab to *ST* – type in “A” (for active)
Click on *Campus* GO to QUERY (blue basket on tool
bar)

SSASECT

Course / Section Information: (to check vacancies in
classes)
Type in *Term* ~ enter
Type in *CRN* __
Under **Options** __ Click on “*Course Section Information*”
__ “*Section Enrollment Information*”

SSATEXT

Review specific course section information
Type in *Term* ~ Tab to *CRN* ~ type in the reference number
“*Next Block*” ~ “*Section Test*” (should show emphasis of
ENC 1102)

SMARQCM

Compliance Review (formerly grad check)
Type in *ID#* Click on *Next Block*. If message is
“*Compliance has been run for this request. No
updates or deletes allowed*”, click OK and view the audit
or run a new compliance audit.
To run a new audit ~ *Insert* (4th button from left of F6)
Type in *Evaluation Term*~ and *Max In-progress Term*:
Change to current term to include current enrollment.
(terms must be same)
SAVE (or F10)

OPTIONS frame (on left side of screen) – arrow down to
“*Copy from Student Record.*” (This will open Compliance
Curriculum.)

**Highlight and double-click on top line to run
compliance on current program (make sure this is
correct)** (You may run an audit for a different program by
typing in *Program* and *Major*)

SAVE

OPTIONS (left side) Click on *Submit to Processing*
Will say “*Running Compliance*”
When finished will say “*Compliance has been run for this
request*”
Click OK

OPTIONS (left side) Click on *Display Compliance Results*
(This opens SMICRLT)

In the Middle of the screen, each area is listed. Double click on any area ~ will bring up "*Program Area Attachment*" in upper left corner of screen. Each area will say Met or Not Met.

The bottom portion of the screen will indicate "MET" or "NOT MET" on the left side and "USED" or "UNUSED" on the right.

Click on "*Areas*" under "*Not Met*"

Screen will display by program Areas. Area must be highlighted one at a time.

By area ~ Click on "*USED*"

-Will list courses used toward the degree

Click on RETURN

Highlight next program area ~ Click on "*USED*"
RETURN

Repeat for all areas

May also click on "Unused" to see additional courses.

EXIT when finished.