Georgia State University

Banner 9

Student System Query

Training Documentation
Questions regarding information in this documentation can be e-mailed to the Enrollment Services Systems Office Team at bantrain@gsu.edu

The Banner Training website is http://banner.gsu.edu

Click on Banner Documentation to download Georgia State Banner documentation.
In this course, you will learn how to view basic Student System pages for general student academic information.

<table>
<thead>
<tr>
<th>To Find:</th>
<th>Go To:</th>
<th>And Do This:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address and Phone #; Current and previous names and/or ids; Biographic info; Email; and Emergency contact info</td>
<td>SPAIDEN</td>
<td>1. Enter the student’s ID in the Key block. (If you do not know the ID, click on the 3-dot search feature from Key block to access SOAIDEN. Follow the steps listed for SOAIDEN) 2. Click <strong>GO</strong> and click on the appropriate TAB to view desired information. 3. Click <strong>Start Over</strong> to repeat or <strong>&lt;Exit&gt;</strong> to leave page.</td>
</tr>
<tr>
<td>Student ID #</td>
<td>SOAIDEN directly or from within another page that has an ID field. Click on the 3-dot Search button.</td>
<td>1. Enter query parameters (i.e. last name, first name) in the appropriate field(s). 2. <strong>&lt;F8&gt;</strong> to initiate search and all possible matches will appear. 3. If multiple names appear, check birthdate and middle name to help determine the correct choice. 4. If bringing the ID # back to another page, double-click to select the desire ID #.</td>
</tr>
<tr>
<td>Student’s current and historical curriculum information (such as degree, major, minor, concentration)</td>
<td>SGASTDN</td>
<td>1. Enter the student’s ID in the Key block. 2. If you want to see information for a specific term, enter Term code. If you want to see both current and historical information, leave term field blank. 3. If you want to view only current and active curriculum, check the “View Current/Active Curricula” checkbox. 4. Click <strong>GO</strong> to view the general student information. 5. Note that this section has pagination controls (first, last, next, previous, or specific page number). If there are multiple records, use the pagination controls to scroll through records, increase/decrease the number of records displayed, or use the up and down arrows on the keyboard to view the records. 6. You may use the TABs to view additional information. (Note: The Graduation Information from SGASTDN displays the EXPECTED and NOT the actual Graduation date. Please see SHADGMQ for degree seeking and awarded information.) 7. Click <strong>Start Over</strong> to repeat or <strong>&lt;Exit&gt;</strong> to leave page.</td>
</tr>
<tr>
<td>Holds</td>
<td>SOAHO LD</td>
<td>1. Enter the student’s ID in the Key block. 2. Click <strong>&lt;GO&gt;</strong> to view hold information. 3. Note that this page has pagination controls. If there are multiple records, the pagination controls will be highlighted. 4. Look at the “To” date to determine whether the hold is current. 5. Click <strong>Start Over</strong> to repeat or <strong>&lt;Exit&gt;</strong> to leave page.</td>
</tr>
</tbody>
</table>
| Test scores                          | SOATEST | 1. Enter the student’s ID in the Key block.  
2. Click **GO** to view test score information.  
3. Note that this page has multiple sections, some with **navigation** tabs – Test Scores (1), Test Scores (2), and Test Scores (3).  
4. To view Admission Request, Source, Equivalent Indicator and Revised or Recentered information, click on the Test Scores (1) tab.  
6. To view Admission Type, Purpose, Form, Accommodation, and Instrument information, click on the Test Scores (2) tab.  
7. To view Term, Application Number, Release Indicator, Instrument ID, and SAT Essay ID, click on the Test Scores (3) tab.  
8. Click **Start Over** to repeat or <Exit> to leave page. |
|-------------------------------------|----------|----------------------------------------------------------------------------------|
| Georgia State Course History        | SHACRSE  | 1. Enter the student’s ID in the Key block.  
2. If you want to see information for a specific term, enter term code. If you want to see both current and historical information, leave term field blank.  
3. Click **GO** to view Georgia State Course Summary information.  
4. To view a specific Subject, Click **Filter** and type a Subject code in the Subject field. Click **GO** to limit by filter.  
5. Click **Start Over** to repeat or <Exit> to leave page. |
| Student’s degree seeking and awarded information | SHADGMQ  | 1. Enter the student’s ID in the Key block.  
2. Click **GO** to view the degree summary information.  
3. Note that this section has pagination controls. If there are multiple records, the pagination controls will be highlighted. You can use the mouse to click or use the up and down arrow key on the keyboard to view the records.  
4. Look at the Graduation Status and Graduation Term at the bottom section of the page to determine degree seeking and awarded information.  
5. If you are unsure, please contact the Graduation Office at 404-413-2248.  
6. Click **Start Over** to repeat or <Exit> to leave page. |
| Student’s current status and GPA information as well as Term specific GPA and Term specific course detail information. | SHATERM  
(Term sequence) | 1. Enter the student’s ID and Level in the Key block.  
2. If you want to see information for a specific term, enter Term code. If you want to see both current and historical information, leave term field blank.  
3. Click GO to view current standing and GPA information.  
4. <Next Section> to view Term specific GPA and Term specific Course Detail information.  
5. Note that this block has pagination controls. If there are multiple records, the pagination controls will be highlighted. You can use the mouse to click through or use the up and down arrow key on the keyboard to view the records.  
6. The multiple records are term specific and display both Georgia State and transfer course information.  
7. <Next Section> to view Georgia GPAs for Hope and Regents  
8. Click Start Over to repeat or <Exit> to leave page. |
| --- | --- | --- |
| Student’s current status and GPA information as well as subject specific GPA and subject specific course detail information. | SHASUBJ  
(Subject sequence) | 1. Enter the student’s ID and Level in the Key block.  
2. If you want to see information starting with a certain Subject, enter Subject code. If not, leave Subject field blank.  
3. Click GO to view current standing and GPA information.  
4. <Next Section>to view Subject specific GPA and Course Detail information.  
5. Note that this block has pagination controls. If there are multiple records, the pagination controls will be highlighted. You can use the mouse to click through or use the up and down arrow key on the keyboard to view the records.  
6. The multiple records are subject specific and display both Georgia State and transfer course information.  
7. To see a specific subject, click Filter  
7. Click Start Over to repeat or <Exit> to leave page. |
| Student Registration | SFAREGQ | 1. Enter the Term and student’s ID in the Key block.  
2. Click GO to view student registration information.  
3. Note that this block has pagination controls. If there are multiple records, the pagination controls will be highlighted. You can use the mouse to click through or use the up and down arrow key on the keyboard to view the records.  
4. Click Start Over to repeat or <Exit> to leave page. |
| Student Course/Fee Assessment Query | SFAREGF | 1. Enter the Term and student’s ID in the Key block.  
2. Exit past the SOADEST Page  
3. Click GO to view student registration information.  
4. Note that this block has pagination controls. If there are multiple records, the pagination controls will be highlighted. You can use the mouse to click through or use the up and down arrow key on the keyboard to view the records.  
5. Click Start Over to repeat or <Exit> to leave page. |
<table>
<thead>
<tr>
<th>Service</th>
<th>Command</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Roster</td>
<td>SFASLST</td>
<td>1. Enter the student’s ID and CRN in the Key block.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. &lt;Next Block&gt; to view class roster information.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Note that this block has a scroll bar. If there are multiple records,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the scroll bar will be highlighted. You can use the mouse to scroll or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>use the up and down arrow key on the keyboard to view the records.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Click <strong>Start Over</strong> to repeat or &lt;Exit&gt; to leave page.</td>
</tr>
<tr>
<td>Student Registration</td>
<td>SFASRPO</td>
<td>1. Enter the Term and student’s ID in the Key block.</td>
</tr>
<tr>
<td>Permits- Overrides</td>
<td></td>
<td>2. Click <strong>GO</strong> to view the student’s permit-override information.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Information related to permits and overrides already entered onto the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>student records is located in the “Student Permits and Overrides” section.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The student’s current schedule is displayed in the “Student Schedule”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>section.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Note for more information about adding permits and overrides, please</td>
</tr>
<tr>
<td></td>
<td></td>
<td>refer to the Permits and Override documentation location on the Banner</td>
</tr>
<tr>
<td></td>
<td></td>
<td>website <a href="http://banner.gsu.edu">http://banner.gsu.edu</a>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Click <strong>Start Over</strong> to repeat or &lt;Exit&gt; to leave page.</td>
</tr>
</tbody>
</table>
Student System Query Hands-on Exercises

Please note:
We will use Hoolihan Hotlips' information you have collected for the hands-on exercises.

1. What is Hoolihan Hotlips’ current ID?
2. From SPAIDEN, what address type is 333 Citrus Dr. for Hotlips?
3. Where can you find Hotlips’ citizenship information?
4. From SGASTDN, what is Hotlips’ level for 200108?
5. From SGASTDN, what is Hotlips’ current and active degree and major?
6. From SHADGMQ, what degree was Hotlips awarded Summer 2005 (200505)?
   From SOAHOHL, how many holds does Hotlips have on her record? Of those holds, how many are current?
7. From SHACRSE, which term did Hotlips take FI 3300?
8. From SHATERM, what is Hotlips’ term GPA for Spring semester 2002 (200201)?
10. From SHATERM, what course did Hotlips’ transfer in from Summer semester 2003 (200305)?
11. From SHASUBJ, what is Hotlips’ Subject GPA for English (ENGL)?