BANNER "CHEAT" SHEET

Printer Initialization: SOADEST

You can do this when first signing into Banner so you can print student info. On Schedules, Transcripts, Compliance enter: liberal_plp (LAS printer)

Class Rosters: SFRSLST (to print)

Hit Ctrl+page down OR select Next Block
In Printer block enter: liberal_plp
Term will be set at current semester and dates
Next Block to line 06 (or click with mouse)
Enter CRN for course you want to print
Click on next block down (will be 06 also)
Click on Submit (lower right corner)
Click on Save button (upper left corner)
Page should print
* to print multiple pages, after entering CRN hit F6, enter 06, it auto tabs, then enter new CRN. Repeat until finished with CRNs.

Class Rosters: SFASLST (to view, w/grades)

Enter term (if not already populated)
Hit Tab key
ENTER CRN, then either Next Block or Crtl+page down
* Shows date of registration also

Faculty Schedule: SIAASGQ

Enter Term (unless already populated)
Enter Faculty ID (unless already populated)
Hit Ctrl+page down OR select Next Block
Hit Print if needed

GPA for semester: SHATERM

Enter student ID (unless already populated from previous screen)
Hit Tab key
Enter UG for Course Level
Hit Ctrl+page down OR select Next Block
If wanted, click on Printer icon on toolbar to print

Person Search: SOAIDEN

Tab to Last Name (enter), tab to First Name (enter)
Hit F8 to populate fields

Recalculate GPA: SHAINST

Next Block, then stored GPA by Term Calculation Tab. Hit Recalculate GPA Button

Student Information: SPAIDEN

Enter Student ID
Hit Ctrl+page down OR select Next Block
Then you may select info tab you are seeking (Address, Telephone, Email, etc.)

Student Schedule: SFAREGS (to print)

Enter Term (unless already populated)
Tab over and enter ID (unless already populated)
Hit F10
Information will print if you already went to SOADEST to initialize printer

Student Schedule: SFAREGQ (to view)

Enter Term (unless already populated)
Enter student ID (unless already populated)
Hit Ctrl+page down OR select Next Block
You can print from here, but it only prints the current view, not entire schedule

Student Schedule w/overrides: SFASRPO (to view)

Enter student ID (unless already populated)
Enter Term (unless already populated)
Hit Ctrl+page down OR select Next Block
This is just a different view of a student's schedule, but also shows overrides given

Test Codes: SOATEST

Enter student ID (unless already populated)
Hit Ctrl+page down OR select Next Block

Transcript: SHARQTC

Enter student ID (unless already populated)
Hit Ctrl+page down OR select Next Block
From Record "button" select Record Insert, then Record Duplicate
Hit Tab key until Block called Student Address Type is selected. Enter MA, then Tab key
Hit Save button (upper left corner). Transcript will print
* Sometimes the fields aren't populated. THEN, Tab to Level (enter AL), Tab to Transcript Type (enter INT). Enter Term if needed. Follow previous steps.

Student Instructions for Accessing Degree Audit in SS:

Log in to Self Service
Select Student Records
Select Degree Evaluation
Select Current Term
Select print