Banner Student 5.x:
Academic History
Define session organization

This session was designed to be instructor led and follows traditional classroom activities you may have been previously exposed to. In this course, the instructor will present information about how to use the Academic History module of the Student Information System. You will be asked to complete activities/exercises in this manual. Following along in the manual will help you complete this course successfully.

Please avoid using your computer until the instructor has asked you to do so.

<table>
<thead>
<tr>
<th>Session Manual Key</th>
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</thead>
<tbody>
<tr>
<td><strong>Discussion:</strong> Look, listen, interact, and learn! These pages will focus on concepts, highlight certain topics/items, or even ask for your feedback.</td>
</tr>
<tr>
<td><strong>Procedure:</strong> Look, listen. That’s basically it…watch the demonstration and follow along in your manual.</td>
</tr>
<tr>
<td><strong>On Your Own Activity:</strong> The instructor talked about it, you’ve seen it…now perform the task following the steps provided.</td>
</tr>
<tr>
<td><strong>Exercise:</strong> Test your knowledge and skills! Complete the exercise per the instructions. If you need help…just ask! We want you to succeed.</td>
</tr>
</tbody>
</table>
The following is a recommended course sequence:
• Banner Navigation
Define session agenda

Lesson Introduction & Review of Banner Commands

Lesson 1: View student biographic and academic information
   Topic 1: Determine if the student is a resident or non-resident
   Topic 2: View a student's address

Lesson 2: View courses and degrees for the purpose of advising students
   Topic 1: View the courses a student has completed for a specific term or all terms
   Topic 2: View a student's history at other colleges and universities
   Topic 3: Determine which classes have been accepted for credit
   Topic 4: Determine the WSU equivalence of a class taken by a student at another college and university

Lesson 3: Graduation Inquiries
   Topic 1: Determine if a student has applied for graduation
Define Banner's Student Information System

Banner 2000 supports the integrated flow of information throughout Wayne State. It assists the user in resource management. Banner continues this tradition with the Student Information System.

The Student Information System supports the full range of functions necessary for student administration, including: class schedule administration, admissions, academic history, degree audit reporting, registration, academic status, and holds.
The Academic History of Banner has the following features:

– Academic History enables one to view a student’s grades.
– Grades are rolled to Academic History following each term.
– The system automatically checks for repeat courses.
– Academic standing is calculated using user-defined rules regarding probation and Dean's List policies.
– The term GPA information is maintained here.
– Degrees and honors associated with each student can be viewed in this module, along with information on majors, minors, and status.
– Transfer course work is recorded in the Academic History module and an automatic transfer articulation process is available.
Review basic Banner commands

**Direct Access:** From the File menu enables you to go directly to a form using the form’s acronym.

**Block/Next:** Moves the cursor to the next block that has at least one enterable field. If the next area is in another window, that window is opened.
- Key Strokes: Ctrl+PageDown
- Icon Button: ![Icon Button](image)
- Menu Command:

**Enter Query:** Clears the fields of a form to enable it to perform a query.
- Key Stroke: F7
- Icon Button: ![Icon Button](image)
- Menu Command:
Review basic Banner commands

**Execute Query:** Executes a query based on the information provided.
- Key Stroke: F8
- Icon Button:
- Menu Command:

**Rollback:**
- *Application and inquiry forms:* Clears all information (except key information) and returns you to the first enterable field in the key block.
- *Validation forms:* Returns you to the first enterable field on the form.
- *Query forms:* Returns you to the first enterable field on the calling form.
  - Key Stroke: Shift + F7
  - Icon Button:
Review basic Banner commands

**Exit:** This command provides one of three functions based upon where one is in Banner: cancels a query, exits the current form, or exits Banner.

- **Key Stroke:** Ctrl + q
- **Icon Button:** ![Exit Icon]
- **Menu Command:**

![Banner Menu]

- Direct Access
- Object Search
- QuickFlow
- Select
- Rollback
- Save
- Refresh
- Print
- Exit
- Exit QuickFlow
- Preferences
- SCT Banner XtenderSolutions
Banner displays information in forms. This is very similar to a screen in SIS. Each form in HRMS has a seven character name. This name is an acronym that tells you about the type of information it contains, the University business process it’s related to, and much, much more.
The information on the forms is organized into blocks. A **block** is a section of a form or window that contains information related to the current record. If a form or window contains more than one block, each block (except the key block) may be enclosed in a solid line box.

Most blocks have a title. There are three exceptions:

- A key block does not have a title.
- If a form or window has only one block, the block does not have a title.
- If a form has a key block and only one other block, the second block does not have a title.
Review forms

The first block on most forms contains **key** information. (Some forms, especially validation forms and certain list forms, do not have a Key block.) This **Key block** determines what is entered or displayed on the rest of the form. All information on the form refers to the Key block.

The **Key block** has at least one field and typically more. For example, a form that maintains financial information may have Key block fields for both a chart of accounts and a fiscal year. The Key block stays on the form as subsequent blocks appear. Occasionally, another window may appear on top of the Key block if the window is unusually large or if the Key block is not pertinent to the window.

When the cursor is in the key block, enterable fields in the key block are enabled. These same fields are disabled when the cursor leaves the key block.
Lesson 1: View student biographic and academic information
Lesson Overview

This lesson is meant to demonstrate how to best retrieve additional biographic or academic information based on a student identification number.

Lesson Agenda

- Topic 1: Determine if the student is resident or non-resident
- Topic 2: View a student’s address
School or college personnel may need to determine a student’s residency status for the purposes of tuition assessment, verify if they meet the “Good Neighbor” policy for in-state tuition fees, or other special program considerations.

Using the General Student Form (SGASTDN) you will be able to determine very quickly if a student is a resident or non-resident.

**What you will learn in this topic:**

- How to use the General Student Form (SGASTDN) to view a student’s residency status using the student identification number.
Procedure: Determine if the student is a resident or non-resident

Navigate to the SGASTDN form.
1) Type SGASTDN into the Direct Access field on the Banner Main Menu and press the Enter key. The General Student Form will appear.

2) Enter the Student’s Banner ID number by typing the student’s ID number into the ID field. The student’s name will appear.

3) Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.
Discussion: Determine if the student is a resident or non-resident

Observe the code as listed in the Residence Code Field (A).

- The purpose of the General Student Form is to maintain current and historical information about a student.
- This information is initially created when a decision is entered on the Admissions Decision Form (SAADCRV) that indicates that the applicant accepts the institution's offer of admission or when an applicant is admitted via the Quick Entry Form (SAAQUIK).
Discussion: Determine if the student is a resident or non-resident

Other information you may be interested in:

B. Level: Student level for that term. Undergraduate-UG, Graduate-GR, etc.

C. Student Type: Student type for that term. Guest-G, First Time-F, etc.

D. Class: Similar to what is “standing” in SIS. Freshman-U1, Sophomore-U2, Junior-U3, etc.

E. Program: Combination of degree, level and college. Each program has valid primary majors, minors, and concentrations attached to them.
Procedure: Determine if the student is a resident or non-resident

Now return to Banner’s main menu.

4) Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.

Lesson 1: View student biographic and academic information
Topic 1: Determine if the student is a resident or non-resident
<table>
<thead>
<tr>
<th>Steps:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) On the Banner Main Menu, enter the name of the form.</td>
<td>Type SGASTDN into the Direct Access field on the Banner Main Menu and press the Enter key. The General Student Form will appear.</td>
</tr>
<tr>
<td>2) Enter the Student’s Banner ID number by typing the student’s ID number into the ID field.</td>
<td>Type 000415822. The student’s name will appear.</td>
</tr>
<tr>
<td>3) Click on the Next Block button or press the Ctrl+PageDown keys.</td>
<td>Data will appear in the next block.</td>
</tr>
<tr>
<td>4) Observe the residency classification of the student selected.</td>
<td>This field is in the lower left region of the form.</td>
</tr>
<tr>
<td>5) Return to the Main Menu.</td>
<td>Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.</td>
</tr>
</tbody>
</table>
On Your Own Activity Review: Determine if the student is a resident or non-resident

Observe the code as listed in the Residence Code Field (A).

Lesson 1: View student biographic and academic information
On Your Own Activity Review: Determine if the student is a resident or non-resident
On occasion you may find yourself needing to view a student’s address to determine the correct mailing address for a correspondence.

Using the Address Summary Form (SOADDRQ) you will be able to view a student’s address information!

What you will learn in this topic:

• How to view a student’s address using the Address Summary Form (SOADDRQ) and student identification number.
Procedure: View a student's address

The next series of steps involves navigating to the pertinent information.

1) Type SOADDRQ into the Direct Access field on the Banner Main Menu and press the Enter key. The Address Summary Form will appear.

2) Enter the Student's Banner ID number by typing the student's ID number into the ID field. The student's name will appear.

3) Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.

**Lesson 1: View student biographic and academic information**

**Topic 2: View a student's address**
Procedure: View a student’s address

Observe the address(es) as well as the address Code (i.e. “MA” = Mailing).

The purpose of this form is to view the list of addresses for a student listed in order from most current to least current.
Now return to Banner's main menu.

4) Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.
### On Your Own Activity: View a student’s address

<table>
<thead>
<tr>
<th>Steps:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1) On the Banner Main Menu, enter the name of the form.</td>
<td>Type SOADDRQ into the Direct Access field on the Banner Main Menu and press the Enter key. The Address Summary Form will appear.</td>
</tr>
<tr>
<td>2) Enter the Student’s Banner ID number by typing the student’s ID number into the ID field.</td>
<td>Type 000415822. The student’s name will appear.</td>
</tr>
<tr>
<td>3) Click on the Next Block button or press the Ctrl+PageDown keys.</td>
<td>Data will appear in the next block.</td>
</tr>
<tr>
<td>4) Return to the Main Menu.</td>
<td>Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.</td>
</tr>
</tbody>
</table>
Observe the address(es) as well as the address Code (i.e. “MA” = Mailing “PA” = Parents).

On Your Own Activity Review: View a student’s address
Exercise: Matching

Match the following business processes with it’s matching Banner form.

1) Determine if the student is a resident or non-resident
2) View a student’s address

A) SOADDRQ
B) SGASTDN
Exercise Review: Matching

Business process with its matching Banner form.

1) Determine if the student is a resident or non-resident
2) View a student’s address

A) SOADDRQ (2)
B) SGASTDN (1)
<table>
<thead>
<tr>
<th>Form</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Student Form (SGASTDN)</td>
<td>Used to determine if a specific student is a resident or non-resident.</td>
</tr>
<tr>
<td><em>SIS Equivalent: None</em></td>
<td></td>
</tr>
<tr>
<td>Address Summary Form (SOADDRQ)</td>
<td>Used to view a specific student’s address information.</td>
</tr>
<tr>
<td><em>SIS Equivalent: None</em></td>
<td></td>
</tr>
</tbody>
</table>
Lesson 2: View courses and degrees for the purpose of advising students
Lesson Overview

The purpose of this lesson is to access information about courses a student has taken at WSU and/or other colleges and universities. This information will be used to give a student advice about how they may finish their degree.

Lesson Agenda

Topic 1: View the courses a student has completed for a specific term or all terms
Topic 2: View a student’s history at other colleges and universities
Topic 3: Determine which classes have been accepted for credit
Topic 4: Determine the WSU equivalence of a class taken by a student at another college and university
Assume you need to determine if a student has taken a specific course such as a course that is a pre-requisite. You can use the Course Summary Form (SHACRSE) to view the courses that a student has completed for a specific term (or all terms).

This topic will focus on how to view information about courses a student has taken. In some respects it is similar to viewing a transcript without term and GPA summaries.

What you will learn in this topic:

• How to use the Course Summary Form (SHACRSE) to view the courses a student has completed.

The information on this form is similar to the TOOK screen in the old SIS system.
Procedure: View the courses a student has completed for a specific term or all terms

Navigate to the SHACRSE form.

1) Type SHACRSE into the Direct Access field on the Banner Main Menu and press the Enter key. The Course Summary Form will appear.

2) Enter the Student's Banner ID number by typing the student's ID number into the ID field. The student's name will appear.

3) Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.

NOTE: Forms such as SHATERM or SHASUBJ should be used to view transfer credit.
Procedure: View the courses a student has completed for a specific term or all terms

4) Click on the down scroll bar on the right side of the block to view course information (if applicable).

- The Course Summary Form displays a list of all courses the student has completed for all of the terms they have attended.
- This form may also be used to query for courses taken by the student for a particular term. This information will only include WSU courses work.

Lesson 2: View courses and degrees for the purpose of advising students
Topic 1: View the courses a student has completed for a specific term or all terms
Most of the descriptions of the fields are self-explanatory. The following fields have descriptions that are less obvious:

a) PT: This field is used to specify the part-of-term in which the section is offered. For a list; double-click in the PT field or view the Part of Term Code Validation Form (STVPTRM).

b) CRN: This is the course reference number. It is a unique number assigned to the course at the time the student took it.
Discussion: View the courses a student has completed for a specific term or all terms

c) Md: This is the grade mode that is used.
   - S: Standard letter grades
   - P: Pass/Fail
   - C: Credit by exam

d) Rpt – This is the Repeat Course indicator. It is used to flag a student’s course as repeated for inclusion or exclusion in GPA calculation.
   - (I)-included
   - (E)-excluded
   - (A)-excluded from earned hours but averaged into GPA.

Lesson 2: View courses and degrees for the purpose of advising students
Topic 1: View the courses a student has completed for a specific term or all terms
Procedure: View the courses a student has completed for a specific term or all terms

Now return to Banner's main menu.

4) Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.

Lesson 2: View courses and degrees for the purpose of advising students
Topic 1: View the courses a student has completed for a specific term or all terms
<table>
<thead>
<tr>
<th>Steps:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) At Banner’s Main Menu, enter the name of the form.</td>
<td>Type SHACRSE into the Direct Access field and press the Enter key. The Course Summary Form will appear.</td>
</tr>
<tr>
<td>2) Enter the Student’s Banner ID number by typing the student’s ID number into the ID field.</td>
<td>Type 000415822. The student’s name will appear.</td>
</tr>
<tr>
<td>3) Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.</td>
<td>Data will appear in the next block.</td>
</tr>
<tr>
<td>4) View the data.</td>
<td>Click on the down scroll bar button on the right side of the block. Additional data will appear.</td>
</tr>
<tr>
<td>5) Return to Banner’s main menu.</td>
<td>Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.</td>
</tr>
</tbody>
</table>

**Lesson 2: View courses and degrees for the purpose of advising students**

**On Your Own Activity: View the courses a student has completed for all terms**
Most of the descriptions of the fields are self-explanatory. The following fields have descriptions that are less obvious:

a) PT: Part of Term code
b) CRN: This is the course reference number.

c) Md: This is the grade mode that is used.

d) Rpt – This is the Repeat Course indicator.
   - (I)-included
   - (E)-excluded
   - (A)-excluded from earned hours but averaged into GPA.

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**Lesson 2: View courses and degrees for the purpose of advising students**

On Your Own Activity Review: View the courses a student has completed for all terms
Assume you need to review a student’s history at other colleges and universities for general advising (i.e. verify previous school information listed on an application). You would be looking for information that consists of the colleges and/or universities the student attended. Using the Prior College Form (SOAPCOL) you can view the following information:

- Colleges/universities the student attended
- Dates the transcript was received and reviewed
- GPA
- Hours
- Honors classifications
- Attendance dates
- Majors/minors and concentrations

What you will learn in this topic:

- How to use the Prior College Form (SOAPCOL) to view information about a person’s prior college/university history.

The top of the form is similar to the SIS PVED screen. The bottom of the form is similar to the SIS PVDG screen.
Navigate to the SOAPCOL form.
1) Type SOAPCOL into the Direct Access field on the Banner Main Menu and press the Enter key. The Prior College Form will appear.
2) Enter the Student’s Banner ID number by typing the student’s ID number into the ID field. The student’s name will appear.
3) Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.
Procedure: View a student's history at other colleges and universities

4) Scroll down the first block to review the information (if applicable).

Multiple degrees may be viewed for a prior college.
Procedure: View a student’s history at other colleges and universities

Now return to Banner’s main menu.
5) Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.
On Your Own Activity: View a student’s history at other colleges and universities

<table>
<thead>
<tr>
<th>Steps:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) At the Banner Main Menu, type the name of the form.</td>
<td>Type SOAPCOL into the direct access field and press the Enter key. The Prior College Form will appear.</td>
</tr>
<tr>
<td>2) Enter the Student’s Banner ID number by typing the student’s ID number into the ID field.</td>
<td>Type 000415822. The student’s name will appear.</td>
</tr>
<tr>
<td>3) Click on the Next Block button or press the Ctrl+PageDown keys.</td>
<td>Data will appear in the next block.</td>
</tr>
<tr>
<td>4) View the data.</td>
<td>Scroll down the first block. Additional data will appear.</td>
</tr>
<tr>
<td>5) Return to the Main Menu.</td>
<td>Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.</td>
</tr>
</tbody>
</table>
On Your Own Activity: View a student’s history at other colleges and universities

- Multiple degrees may be viewed for a prior college.

Lesson 2: View courses and degrees for the purpose of advising students

On Your Own Activity Review: View a student’s history at other colleges and universities
Assume a student who has attended another school, college, or university contacts you and you need to determine which classes the student took at the other institutions and what the equivalent course detail and attribute is at WSU. Using the Transfer Course Form (SHATRNS) you can view the following types of information:

- Transfer work
- International transfer student information (undergraduate and graduate)
- Transfer institution and attendance periods
- Attendance periods

What you will learn in this topic:

- How to use the Transfer Course Form (SHATRNS) to determine if transfer credit were accepted at WSU.

The information on this form is similar to the old SIS ZTRN screen.
**Procedure: Determine which classes have been accepted for credit**

Navigate to the SHATRNS form.

1) Type SHATRNS into the Direct Access field on the Banner Main Menu and press the Enter key. The Transfer Course Form will appear.

2) Enter the Student’s Banner ID number by typing the student’s ID number into the ID field. The student’s name will appear.

3) To determine what is the student’s Transfer Institution number, click on the search button next to the Transfer Institution Number field. The SHQTRIT (Transfer Institutions Form) will appear.

**Lesson 2: View courses and degrees for the purpose of advising students**

**Topic 3: Determine which classes have been accepted for credit**
Procedure: Determine which classes have been accepted for credit

4) Scroll to the appropriate institution and double click on the corresponding sequence number. In this case, double click on 1. The SHATRNS form will be displayed with the number entered into the Transfer Institution Number field.
Procedure: Determine which classes have been accepted for credit

5) Choose an appropriate attendance period number. Click on the search button next to the Attendance Period Number field. The SHQTRAM (Transfer Attendance Period Form) will appear.
Procedure: Determine which classes have been accepted for credit

6) Double click on the field under Attendance Period No that corresponds to an appropriate period. In this case, double click on 1. The SHATRNS form will appear with the number entered into the Attendance Period Number field.
7) Press Ctrl+PageDown keys (or Next/Block icon). Information will appear in the fields of the Transfer Institution and Transfer Attendance Period blocks.

Lesson 2: View courses and degrees for the purpose of advising students

Topic 3: Determine which classes have been accepted for credit
Procedure: Determine which classes have been accepted for credit

To view details of the courses taken:
8) Select the Transfer Course Detail menu item from the Options pull down menu using the mouse (or press the Alt+O keys).

Lesson 2: View courses and degrees for the purpose of advising students
Topic 3: Determine which classes have been accepted for credit
Procedure: Determine which classes have been accepted for credit

9) Use the scroll bar on the right side of the first block to view other courses and evaluate the student’s situation.
Discussion: Determine which classes have been accepted for credit

The following are definitions of fields whose meaning may not be easily interpreted:

a) Transcript Seq: This identifies the transfer course sequence number from the transcript.
b) Attribute – course section attribute code

NOTE: Transfer course work will NEVER count in the calculation of the GPA. The GPA is only based on WSU courses.
Now return to Banner's main menu.
10) Click on the red door icon (exit) or press the Ctrl+Q keys again. The Main Menu form will appear.
### On Your Own Activity: Determine which classes have been accepted for credit

#### Steps: | Action:
---|---
1) On the Banner Main Menu, type the name of the form. | Type SHATRNS into the Direct Access field on the Banner Main Menu and press the Enter key. The Transfer Course Form will appear.
2) Enter the Student’s Banner ID number by typing the student’s ID number into the ID field. | Type 000259677. The student’s name will appear.
3) To determine what is the student’s Transfer Institution number. | Click on the search button next to the Transfer Institution Number field. The SHQTRIT (Transfer Institutions Form) will appear.
4) Scroll to the appropriate institution and double click on the corresponding sequence number. | In this case, double click on 1. The SHATRNS form will be displayed with the number entered into the Transfer Institution Number field.
5) Choose an appropriate attendance period number. | Click on the search button next to the Attendance Period Number field. The SHQTRAM (Transfer Attendance Period Form) will appear.
6) Double click on the field under Attendance Period No that corresponds to an appropriate period. | In this case, double click on 1. The SHATRNS form will appear with the number entered into the Attendance Period Number field.
<table>
<thead>
<tr>
<th>Steps:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>8) To view details of the courses taken, first, open the Options menu.</td>
<td>Click on the Options pull down menu or press the Alt+O keys. The Options menu will pull down.</td>
</tr>
<tr>
<td>9) Choose the Transfer Course Detail menu item.</td>
<td>Click on the Transfer Course Detail menu item or press the down cursor key to move to the menu item and press the Enter key. The Transfer Course Detail form will appear.</td>
</tr>
<tr>
<td>10) Scroll down the right side of the first block. (If applicable)</td>
<td>Additional information will appear regarding other courses.</td>
</tr>
<tr>
<td>11) Return to the Main Menu.</td>
<td>Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.</td>
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</table>
The following are definitions of fields whose meaning may not be easily interpreted:

a) Transcript Seq: This identifies the transfer course sequence number from the transcript.

b) Attribute – course section attribute code

Lesson 2: View courses and degrees for the purpose of advising students
On Your Own Activity Review: Determine which classes have been accepted for credit
Assume a student who has attended another school, college, or university needs to determine if a class is transferable and what is the WSU equivalent. Using the Transfer Course Articulation Form (SHATATR), you can view the following information:

- Transfer course information and the equivalent course data
- Equivalent course comments and attributes

NOTE: All courses are built with an effective term so they can be adjusted over time as course equivalencies change. Multiple course equivalencies may be viewed on a transfer course.

What you will learn in this topic:

- How to use the Transfer Course Articulation Form (SHATATR) to evaluate WSU course equivalencies.
Procedure: Determine the WSU equivalence of a class taken by a student at another college and university

Navigate to the SHATATR form.
1) Type SHATATR into the Direct Access field on the Banner Main Menu and press the Enter key. The Transfer Course Articulation Form will appear.
2) Click on the search button next to the Institution field. The SOISBGI form will appear.

Lesson 2: View courses and degrees for the purpose of advising students
Topic 4: Determine the WSU equivalence of a class taken by a student at another college and university
Procedure: Determine the WSU equivalence of a class taken by a student at another college and university

3) The next step involves defining a query. You can query for an institution by its Code, name, or where it is located. You may use wild cards if you do not know what to specifically enter into the field.

4) To perform the search, press the F8 key (or toolbar icon). The results will be displayed.
Procedure: Determine the WSU equivalence of a class taken by a student at another college and university

5) Double click in the Type field associated with the appropriate information. The information will appear in the key block of SHATATR.
Procedure: Determine the WSU equivalence of a class taken by a student at another college and university

6) Click on the Next Block button or press the Ctrl+PageDown keys.
7) You will want to query for the course the student took. Press the F7 key (or toolbar icon) to set up a query.
Procedure: Determine the WSU equivalence of a class taken by a student at another college and university

8) Search for the course by using one or more of the following fields:
   - Subject
   - Course
   - Course Title

9) Press the F8 key (or toolbar icon) to perform the search.
Procedure: Determine the WSU equivalence of a class taken by a student at another college and university

Information will be displayed in the Transferring Course block and corresponding information will be displayed in the Equivalent Course block.

10) Click on the down scroll button to view other courses for the parameters entered in Step 8.

To view other course equivalencies for the same institution:
- Press the F7 key to set up another query and repeat Steps 8, 9, and 10.
Procedure: Determine the WSU equivalence of a class taken by a student at another college and university

Now return to Banner’s main menu.
1) Click on the red door icon (exit) or press the Ctrl+Q keys again. The Main Menu form will appear.

Lesson 2: View courses and degrees for the purpose of advising students
Topic 4: Determine the WSU equivalence of a class taken by a student at another college and university
<table>
<thead>
<tr>
<th>Steps:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) On the Banner Main Menu, enter the name of the form.</td>
<td>Type SHATATR into the Direct Access field on the Banner Main Menu and press the Enter key. The Transfer Course Articulation Form will appear.</td>
</tr>
<tr>
<td>2) Navigate to the SOISBGI form.</td>
<td>Click on the search button next to the Institution field. SOISBGI will appear.</td>
</tr>
<tr>
<td>3) The next step involves defining a query. The user can query for an institution by its Code, name, or where it is located.</td>
<td>In this case, a search will be done on Oakland Community College. Type Oakland Community College into the Source/Background Institution field.</td>
</tr>
<tr>
<td>4) Perform the search.</td>
<td>Press the F8 key. The results will be displayed.</td>
</tr>
<tr>
<td>5) Double click in the Type field associated with the appropriate information.</td>
<td>In this case, double click in the Type field associated with the first instance of Oakland Community College (#2043). The information will appear in the key block of SHATATR.</td>
</tr>
<tr>
<td>6) Click on the Next Block button or press the Ctrl+PageDown keys.</td>
<td>Data will appear in the next block.</td>
</tr>
<tr>
<td>7) Query for the course the student took.</td>
<td>Press the F7 key to set up a query.</td>
</tr>
<tr>
<td>Steps:</td>
<td>Action:</td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
</tr>
<tr>
<td>8) Search for the course by using one or more of the following fields: Subject, Course, or Course Title.</td>
<td>In this case, type MAT into the Subject field in the “Transferring Course” block of information.</td>
</tr>
<tr>
<td>9) Perform a search.</td>
<td>Press the F8 key. Information will be displayed in the Transferring Course block and corresponding information will be displayed in the Equivalent Course block.</td>
</tr>
<tr>
<td>10) View other mathematics courses.</td>
<td>Click on the down scroll button to view other mathematics courses.</td>
</tr>
<tr>
<td>11) Set up another query.</td>
<td>Follow the steps outline above starting at step number 7.</td>
</tr>
<tr>
<td>12) Return to the Main Menu.</td>
<td>Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear. The Main Menu form will appear.</td>
</tr>
</tbody>
</table>
On Your Own Activity Review: Determine the WSU equivalence of a class taken by a student at another college

Information will be displayed in the Transferring Course block and corresponding information will be displayed in the Equivalent Course block.

Click on the down scroll button to view other courses for the parameters you entered.

To view other course equivalencies for the same institution:

– Press the F7 key

Lesson 2: View courses and degrees for the purpose of advising students
On Your Own Activity Review: Determine the WSU equivalence of a class taken by a student at another college
Exercise: Matching

Business process with its matching Banner form.

1) View the courses a student has completed for a specific term or all terms
2) View a student’s history at other colleges and universities
3) Determine which classes have been accepted for credit
4) Determine the WSU equivalence of a class taken by a student at another college and university

A) SHATATR
B) SHACRSE
C) SOAPCOL
D) SHATRNS
Business process with its matching Banner form.

1) View the courses a student has completed for a specific term or all terms
2) View a student’s history at other colleges and universities
3) Determine which classes have been accepted for credit
4) Determine the WSU equivalence of a class taken by a student at another college and university

A) SHATATR (4)
B) SHACRSE (1)
C) SOAPCOL (2)
D) SHATRNS (3)
Lesson Review: View courses and degrees for the purpose of advising students

<table>
<thead>
<tr>
<th>Form</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Student Form (SGASTDN)</td>
<td>Used to determine if a specific student is a resident or non-resident.</td>
</tr>
<tr>
<td>SIS Equivalent: None</td>
<td></td>
</tr>
<tr>
<td>Address Summary Form (SOADDRQ)</td>
<td>Used to view a specific student’s address information.</td>
</tr>
<tr>
<td>SIS Equivalent: None</td>
<td></td>
</tr>
</tbody>
</table>
Lesson 3: Graduation Inquiries
Lesson Overview

The purpose of this lesson is to access information used to determine if a student has applied for graduation.

Lesson Agenda

Topic 1: Determine if a student has applied for graduation
Topic 1: Determine if a student has applied for graduation

Assume you need to know if and when a student has applied for graduation. Using the Degree Summary Form (SHADGMQ), you can view the following information:

- Degrees a student has applied for
- Status
- Program
- Degree
- Application
- Date
- Term

What you will learn in this topic:

- How to use the Degree Summary Form (SHADGMQ) to determine if a student has applied for graduation.
Procedure: Determine if a student has applied for graduation

Navigate to the SHADGMQ form.
1) Type SHADGMQ into the Direct Access field on the Banner Main Menu and press the Enter key. The Degrees and Other Formal Awards Form will appear.
2) Enter the Student’s Banner ID number by typing the student’s ID number into the ID field. The student’s name will appear.
3) Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.
Procedure: Determine if a student has applied for graduation

4) Select the sequence number which represents the data you’re interested in by scrolling down (or up) if applicable.
Discussion: Determine if a student has applied for graduation

The intent of this form is to review all information pertaining to degrees or other types of awards that the student is seeking, or has been awarded. Degrees are viewed by sequence number (1, 2, 3, etc.) to prevent the occurrence of a duplicate degree record.

- (A) Graduation Status: Codes you may see:
  - AP: Application Received
  - GR: Application Accepted/Certified
  - OF: Application Denied
Procedure: Determine if a student has applied for graduation

Now return to Banner’s main menu.
5) Click on the red door icon (exit) or press the Ctrl+Q keys again. The Main Menu form will appear.

Lesson 3: Graduation Inquiries
Topic 1: Determine if a student has applied for graduation
### On Your Own Activity: Determine if a student has applied for graduation

<table>
<thead>
<tr>
<th>Steps:</th>
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<tbody>
<tr>
<td>1) On the Banner Main Menu, type the name</td>
<td>Type SHADGMQ into the Direct Access field on the Banner Main Menu and</td>
</tr>
<tr>
<td>of the form.</td>
<td>press the Enter key. The Degrees and Other Formal Awards Form will</td>
</tr>
<tr>
<td></td>
<td>appear.</td>
</tr>
<tr>
<td>2) Enter the Student’s Banner ID number by</td>
<td>Type 000415822. The student’s name will appear.</td>
</tr>
<tr>
<td>typing the student’s ID number into the ID</td>
<td></td>
</tr>
<tr>
<td>field.</td>
<td></td>
</tr>
<tr>
<td>3) Click on the Next Block button or press</td>
<td>Data will appear in the next block.</td>
</tr>
<tr>
<td>the Ctrl+PageDown keys.</td>
<td></td>
</tr>
<tr>
<td>4) Review the Graduation Status field at</td>
<td>Scroll down the page if necessary to review other degree information.</td>
</tr>
<tr>
<td>the bottom of the form</td>
<td></td>
</tr>
<tr>
<td>5) Return to the Main Menu.</td>
<td>Click on the red door icon (exit) or press the Ctrl+Q keys. The Main</td>
</tr>
<tr>
<td></td>
<td>Menu form will appear.</td>
</tr>
</tbody>
</table>
On Your Own Activity Review: Determine if a student has applied for graduation

Note the Graduation Status field at the bottom of this form.

Lesson 3: Graduation Inquiries
On Your Own Activity Review: Determine if a student has applied for graduation
Lesson Review: View student biographic and academic information

<table>
<thead>
<tr>
<th>Form</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Degree Summary Form (SHADGMQ),</td>
<td>Used to view summary data about the following degree information:</td>
</tr>
<tr>
<td><em>SIS Equivalent: STUD and ALUM</em></td>
<td>• Degrees a student has applied for</td>
</tr>
<tr>
<td></td>
<td>• Status</td>
</tr>
<tr>
<td></td>
<td>• Program</td>
</tr>
<tr>
<td></td>
<td>• Degree</td>
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<tr>
<td></td>
<td>• Term</td>
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</table>

Lesson 3: Graduation Inquiries
Lesson Review