

BANNER Forms Quick Reference Guide

Registration and Records

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REGISTRATION

Banner Form	Form Name	Key Block Info	Form Description
SFASLST	Class Attendance Roster Form	Term, CRN	<ul style="list-style-type: none"> Provides view of class roster and posting of grades prior to grade roll After grade roll all changes to grades are made in academic history see SHACRSE for grades after grade roll
SFAREGF	Student Course Fee Assessment Query	Term, ID, Name	<ul style="list-style-type: none"> Provides the user with the ability to query a student's detail data and fee assessment on-line
SFAREGQ	Registration Query Form	Term, ID, Name	<ul style="list-style-type: none"> Gives the user an on-line view of a student's schedule Query only: will display all registered courses and related information for the term and student
SFAREGS	Student Course Registration Form	Term, ID, Name	<ul style="list-style-type: none"> This form provides a view of currently registered courses and enrollment status
SFARHST	Student Registration History and Extension Form	ID, Name	<ul style="list-style-type: none"> Defines all registration activity for an individual student without regard for the registration terms. The information reflected is only up the point of grade roll. Changes made later in academic history are not reflected.
SFASLST	Class Roster Form	Term, CRN	<ul style="list-style-type: none"> Displays a list of the students enrolled in a course section Used to monitor sections during registration
SFASTCA	Course Registration Audit Query	Term, ID, Name	<ul style="list-style-type: none"> Allows end users to examine an audit trail of a student's registration activities
TSAAREV	Accounts Receivable student accounts review	ID, Name	<ul style="list-style-type: none"> Used to review and enter information about an account; provides account details, including charges and payments Balance of the account and the current amount due are calculated and displayed
SZACSRP	College override	Term, Subject, Course	<ul style="list-style-type: none"> Used to allow override of course restriction. Student must register for the course once UIN is listed on the restricted course.

CATALOG

Banner Form	Form Name	Key Block Info	Form Description
SCACRSE	Basic Course Information Form	Subject, Course, Term	<ul style="list-style-type: none"> Creates, adds and maintains the basic course catalog information
SCARRES	Course Registration Restriction Form	Subject, Course, Term	<ul style="list-style-type: none"> Enter and maintain registration restrictions for specific courses, such as College, Major, Class, Level, Campus, Degree and Program

SCHEDULE

Banner Form	Form Name	Key Block Info	Form Description
SSASECT	Schedule Form	Term, CRN	<ul style="list-style-type: none"> Build and maintain the schedule of classes according to the definitions and restrictions created in the Course Catalog
SSASECQ	Schedule Section Query Form	QUERY	<ul style="list-style-type: none"> Displays all sections currently scheduled for a term Query only: no changes can be made to any field on the form To query, select QUERY-enter, place criteria, then QUERY-execute

GENERAL PERSON

Banner Form	Form Name	Key Block Info	Form Description
SOAIDEN	Person Search	QUERY	<ul style="list-style-type: none"> Used to determine the correct ID number for a person using the query capabilities of the system Query only: no changes can be made to any field on the form
SPAIDEN	General Person Identification Form	ID, Name	<ul style="list-style-type: none"> Captures biographic information for persons Diploma name can be viewed here after student submits change request to ORR.

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GENERAL STUDENT

Banner Form	Form Name	Key Block Info	Form Description
SFAREQQ	Registration Query Form	Term, Reg. Date Range, ID, Name	• Gives the user an on-line view of a student's schedule
SGASADD	Additional Student Information Form	ID, Name, Term	• Maintains cohort codes and attributes which are assigned to a student by effective term
SGASTDN	General Student Form	ID, Name, Summary, Term	• Maintains current and historical information about a student
SOAHOLD	Hold Information Form	ID, Name	• Used to assign holds to a person • The functions that the hold prevents is contained on the Hold Type Code Validation Form (STVHLDD)

RECORDS

Banner Form	Form Name	Key Block Info	Form Description
SHACRSE	Course Summary Form	ID, Name, Term	• Provides a list of all courses the student has completed for a specific term, or for all terms
SHADEGR	Degree & Other Formal Awards Form	ID, Name, Degree Sequence #	• Captures all information pertaining to degrees or other types of awards, which the student is seeking, or which have been awarded
SHADGMQ	Degree Summary Form	ID, Name	• Displays summary information about all the degrees, which the student is seeking or has been awarded
SHAINST	Term Course Maintenance Form	ID, Name, Term	• Captures and maintains the institutional course work on a term-by-term basis.
SHATCKN	Catalog-Dependent and Pre-Catalog Course Maintenance Form	ID, Name, Term	• Used to access a term for which a schedule of classes no longer exists on-line (purged) • Coursework viewed or entered on this form will be validated against the BANNER catalog • Captures and maintains institutional course work on a term-by-term basis, taken prior to the first term of a BANNER catalog entry
SHATCMT	Transcript Events and Comments Form	ID, Name, Level, Originator, Term	• Captures significant events and comments pertaining to a student's tenure at the institution • Entries may be printed on the student's official transcript
SHATERM	Term Sequence Course History Form	ID, Name, Level, Start Term	• Used by advisors to determine the student's progress on a term-by-term basis • Query only: displays the student's current status and GPA information.
SHATRNS	Transfer Course Form	ID, Name, Transfer Institution Number, Attendance Period Number	• Captures and maintains information relating to transfer work

Registration Help Line, 312-996-8600, M-F 8:30 am to 5:00 pm

Records Department, 312-996-4381, M-F 8:30 am to 5:00 pm