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 Ctrl+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