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SPAIDEN – Identification Form

The Identification form contains biographical and demographical information for students associated with the University.

To view data on this form, enter the following information in the Key Block:

1) In the ID field, enter the 8-digit ID number or tab to the next field and enter the person’s Name (in last name, first name order).

   a) If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in.
   b) If there are multiple matches on the Name you entered (there usually will not be multiple matches on an ID number), then the Extended Search window will open.
      i. Click on the down arrow next to Search Results, and then click on the Name you are looking for. This will fill in the Key Block with the ID number and Name.

2) Perform a Next Block function to view Current Identification block.

There are several blocks on this form. Each block is designated by a tab at the top of the form, shown below.

To view a specific block, do one of the following:

1) Click on the tab containing the block name.
2) Perform a Next Block function.
3) Press the F2 key on your keyboard to view a list of blocks, and then select the block to view.
SPAIDEN Blocks

- **Current Identification** – contains the student’s name, full legal name and preferred first name
- **Alternate Identification** – contains any previous names or IDs used by the student
- **Address** – contains the student’s active and inactive addresses.
  - The addresses are grouped together by active address, then inactive addresses.
  - Within each group (active and inactive), addresses are in alphabetical order by Address Type (for example, CA for Campus address, MS for Mailstop address, etc.).
- **Telephone** – contains the student’s telephone numbers, both those associated with an address and any additional phone numbers (for example, cell phone, pager, etc).
- **Biographical** – contains biographical information such as gender, date of birth, social security number, etc.
  - **NOTE:** information on this block is viewable only by users with certain access privileges, so you may not be able to view information on this block.
- **E-mail** – contains the student’s e-mail address.
- **Emergency Contact** – contains the student’s emergency contact information, if we have this on file.

**Records**

Some blocks contain more than one record. For example, on the Address Information block there could be several different addresses for a student. On blocks that contain more than one record, you can use the scroll bar, Record menu or Record icons to scroll through the various records.

**Options**

For each block, there are several different choices listed under the Options menu. The choices under Options could bring you to another block of the form or to entirely different form. For example, when you are in the Address Information block, Telephone Numbers is listed under Options – when you click on Telephone Numbers, you are brought to the SPATELE Telephone Form.
SPATELE – Telephone Form
The Telephone form, shown below, lists all phone numbers associated with a student, including phone numbers that are not associated with an address. This form also lists any old or inactive phone numbers.

To view data on this form, enter the following information in the Key Block:

1) In the ID field, enter the 8-digit ID number or tab to the next field and enter the person’s Name (in last name, first name order), shown in previous diagram.
   a) If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in.
   b) If there are multiple matches on the Name you entered (there usually will not be multiple matches on an ID number), then the Extended Search window will open.
   c) Click on the down arrow next to Search Results, and then click on the Name you are looking for. This will fill in the Key Block with the ID number and Name.

2) Perform a Next Block function to view the Telephone numbers

NOTE: You may need to use the scrollbar on the right-hand side to scroll through the entire phone numbers associated with the student.

SGASTDN – General Student Form
The General Student form, shown on the next page, contains current and historical information about a student. This information includes a student’s status, level, type and major as well as academic status and graduation status.
To view data on this form, enter the following information in the Key Block:

1) In the ID field, enter the 8-digit ID number or tab to the next field and enter the person’s Name (in last name, first name order), shown in the previous diagram.
   a) If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in, shown in the previous diagram.
   b) If there are multiple matches on the Name you entered (there usually will not be multiple matches on an ID number), then the Extended Search window will open.
   c) Click on the down arrow next to Search Results, and then click on the Name you are looking for. This will fill in the Key Block with the ID number and Name

2) To view information for all terms, leave the Term field blank. To view information for specific term, either enter the Term code or click on the Search button (the down arrow) next to Term to select a term.

3) Perform a Next Block function to view the Learner block

There are several blocks on this form. Each block is designated by a tab at the top of the form.

To view a specific block, do one of the following:
1) Click on the tab containing the block name.
2) Perform a Next Block function.
3) Press the F2 key on your keyboard to view a list of blocks, and then select the block to view.
SGASTDN Blocks

- **Learner** – contains general student information such as status and type.
- **Curricula Summary Primary** – contains information about the student’s primary major and degree.
- **Curricula** – contains detailed information about the student’s current and previous majors and degrees.
- **Activities** – contains student activity information.
- **Veteran** – contains veteran information.
- **Comments** – contains comments about the student’s records.
- **Academic and Graduation Status, Dual Degree** – contains the student’s academic standing, anticipated graduation date and any dual degree information.
- **Miscellaneous** – contains additional information about the student that may be tracked in Banner.

Records

Some blocks contain more than one record. For example, on the Learner there could be several different general student records. On blocks that contain more than one record, you can use the scroll bar, Record menu or Record icons to scroll through the various records.

Options

For each block, there are several different choices listed under the Options menu. The choices under Options could bring you to another block of the form or to entirely different form. For example, when you are in the first block (student information), Academic Status is listed under Options – when you click on Academic Status, you are brought to the Academic and Graduation Status, Dual Degree block.

SFAREGQ – Registration Query Form

The **Registration Query form**, shown below, lists all courses a student is registered for (student schedule) and all information related to the course (i.e. subject, course number, days and times).
To view data on this form, enter the following information in the Key Block:
1. In the Term field, either enter the Term code or click on the Search button (the down arrow) next to Term to select a term.
2. Leave the Registration From and To Date fields blank.
3. In the ID field, enter the 8-digit ID number or tab to the next field and enter the person’s Name (in last name, first name order).
   a. If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in.
   b. If there are multiple matches on the Name you entered (there usually will not be multiple matches on an ID number), then the Extended Search window will open.
   c. Click on the down arrow next to Search Results, and then click on the Name you are looking for. This will fill in the Key Block with the ID number and Name.
4. Perform a Next Block function to view the Schedule information.

NOTE: You may need to use the scroll bar to view all of the courses the student is registered for.

SHATERM – Term Sequence Course History Form
The Term Sequence Course History form, shown below, is used to view a student’s transcript and GPA information on a term-by-term basis.

To view data on this form, enter the following information in the Key Block:
1) In the ID field, enter the 8-digit ID number or tab to the next field and enter the person’s Name (in last name, first name order).
a) If there is only one match on the ID or name you entered, both fields in the Key Block will be filled in.

b) If there are multiple matches on the Name you entered (there usually will not be multiple matches on an ID number), then the Extended Search window will open.

c) Click on the down arrow next to Search Results, and then click on the Name you are looking for. This will fill in the Key Block with the ID number and Name.

2) In the Level field, enter UG for Undergraduate or GR for Graduate.

3) To view information for all terms, leave the Start Term field blank. To view information for a specific term, either enter the Term code or click on the Search button (the down arrow) next to Start Term to select a term.

4) Perform a Next Block function to the Current Standing block.

NOTE: There is one additional block on this form. To view the block, perform another Next Block function.

SHATERM Blocks
- **Current Standing** – contains current academic standing and GPA information.
- **Term GPA and Course Detail** - contains GPA information on term-by-term basis as well course grades for each course the student was enrolled in during the displayed term.

Records
Some blocks contain more than one record. For example, on the Term GPA and Course Detail block there are records for each term. On blocks that contain more than one record, you can use the scroll bar, Record menu or Record icons to scroll through the various records.

SSASECT – Schedule Form
The **Schedule form**, shown below, lists individual course information such as a subject, the course number, the course name, the instructor and more.
To view data on this form, enter the following information in the Key Block:

1. In the Term field, either enter the Term code or d or click on the Search button (the down arrow) next to Term to select a term.
2. In the Course Ref. Number field, enter the Course Reference Number or double-click the Course Ref. Number field and query for the number on the SSASECQ Section Schedule Query form (see page Error! Bookmark not defined. for instructions on using this form).
3. Perform a Next Block function to the Section Details block.

**NOTE:** There are several blocks on this form. To view additional blocks, perform a Next Block function.

**SSASECT Blocks**

- **Section Details** – contains course information such as subject, part of term, credits, etc.
- **Meeting Times** – contains course start and end time(s).
- **Instructor** – contains instructor information.

**Options**

For each block, there are several different choices listed under the Options menu. The choices under Options could bring you to another block of the form or to entirely different forms. For example, when you are in the first block (Section Information), Section Enrollment Information is listed under Options – when you click on Section Enrollment Information, you are brought to a block with information on maximum, actual and remaining seats in the course.

**SSASECQ – Schedule Section Query Form**

The **Schedule Section Query form**, shown below, is a query form used to display course information such as enrollment (maximum enrollment, actual number enrolled, number of seats remaining) and course name for all courses offered in any given term.
To perform a query on this form, enter the following information in the first line:

1) In the Term field, either enter the Term code or click on the Search button (the down arrow) under Term to select a term.
2) In the Subject field, enter the Subject code or click on the Search button (the down arrow) under Subject select a subject.
   a) To view all courses for that Term and Subject, perform an Execute Query function (F8 is the shortcut key to execute a query).
   b) To view a specific course or section number, enter the information in the Course field and/or Section field, then perform an Execute Query function (F8 is the shortcut key to execute a query). If you do not know the entire Course or Section number, you can use a wildcard (the % symbol) to search on partial numbers. For example, you can enter 5% in the Course field to find all course numbers that start with the number 5, then perform an Execute Query function (F8 is the shortcut key to execute a query).
3) To perform another query, perform an Enter Query function by clicking on the Query menu, then Enter.

SFASLST – Class Roster Form

The Class Roster form, shown below, is used to view a list of students enrolled in a course. From this form, you can also access detailed information about the course or detailed information about an individual student.

To view data on this form, enter the following information in the Key Block:

1) In the Term field, either enter the Term code or click on the Search button (the down arrow) next to Term to select a term.
2) In the CRN field, either enter the Course Reference Number or click on the Search button (the down arrow) next to the CRN field.
3) Then click on Section Query and query for the number on the SSASECQ Section Schedule Query form (see page Error! Bookmark not defined. for instructions on using this form).
4) Perform a Next Block function to the Roster.
Options
For each block, there are several different choices listed under the Options menu. The choices under Options could bring you to another block of the form or to entirely different form. For example, when click on Course Section Detail under Options; you are brought to the SSASECT form.

To view detailed student information for a student on the class roster:
1. Use your arrow keys on the keyboard to highlight the student
2. Under the Options Menu select IDs, Names and Addresses or Detailed Student Information
3. For either Option, you will be brought to another form where you may need to perform a Next Block function to view the detailed information.
4. Use the Exit icon to close the current form and return to the Class Roster form.