

Academic History/Advising Training Manual

Revised: December 14, 2017
By: Registrar's Office

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Banner Student Quick Reference Card

| Function | Keyboard Shortcut |
|----------------------|-------------------|
| Cancel Query | Ctrl + Q |
| Clear Block | Shift + F5 |
| Clear Form | F5 |
| Clear Record | Shift + F4 |
| Delete Record | Shift + F6 |
| Duplicate Record | F4 |
| Execute Query | F8 |
| Exit | Ctrl + Q |
| Export | Shift + F1 |
| Help | Ctrl + Shift + L |
| Insert Record | F6 |
| List of Values (LOV) | F9 |
| Open Menu | Ctrl + M |
| Open Related Menu | Alt + Shift + R |
| Open Tools Menu | Alt + Shift + T |
| Next Block | Alt + Page Down |
| Next Field | Tab |
| Next Record | Down Arrow |
| Previous Block | Alt + Page Up |
| Previous Field | Shift + Tab |
| Previous Record | Up Arrow |
| Print | Ctrl + P |
| Recently Open Items | Ctrl + Y |
| Rollback/Clear Form | F5 |
| Save (Commit) | F10 |
| Select | Alt + S |

Important Information

ITS Help Desk 75500

help@email.uncc.edu

| Term Codes | |
|------------|--------|
| Spring | YYYY10 |
| Summer I | YYYY50 |
| Summer II | YYYY70 |
| Fall | YYYY80 |

Passwords: You have signed a Confidentiality Agreement, which prohibits you from sharing your password or authorizing someone else to use it.

Student Records: You have signed a Confidentiality Agreement, which requires that you will use your authorized access to Records System information only in the performance of the responsibilities of your position as a University employee. Any other access is prohibited. **You are not authorized to access your own student record in Internet Native Banner.**

| Student Information | | Student Registration | |
|---------------------|--------------------------------|----------------------|------------------------------------|
| Form | Purpose | Form | Purpose |
| SOAIDEN | Searching for a Student | SFAREGQ | Class Schedule |
| SPAPERS | Biographical Information | SFASTCA | Registration Audit Trail |
| SPAIDEN | Address | SHACRSE | Course Summary |
| SPATELE | Telephone Information | SHATERM | Term Course History |
| GOAEMAL | E-mail Information | SHASUBJ | Subject History |
| SPAEMRG | Emergency Contact | SFASLST | Class List for a Section |
| SGASTDN | General Student Information | SSASECQ | Searching for a section |
| SGASTDQ | Summary of Student Information | SFASLST | Viewing a Class List for a Section |
| SGAADVR | Assigned Advisor | TSICSRV | Account Summary |
| SOAHOLD | View Student Holds | SPACMNT | Comments |

| Records | | Advising | |
|---------|-----------------------------|----------|------------------------|
| Form | Purpose | Form | Purpose |
| SPAIDEN | Address | SFASRPO | Registration Overrides |
| SGASTDN | General Student Information | SGASTDN | Academic Standing |
| SOAHOLD | View Student Holds | SHACRSE | Academic History |
| SGAADVR | Assigned Advisor | SOAPCOL | Prior Institution |
| SOAIDEN | Searching for a Student | SHATRNS | Transfer Course Info. |
| SPAEMRG | Emergency Contact | SOATEST | Test Score Information |

Searching for a Student

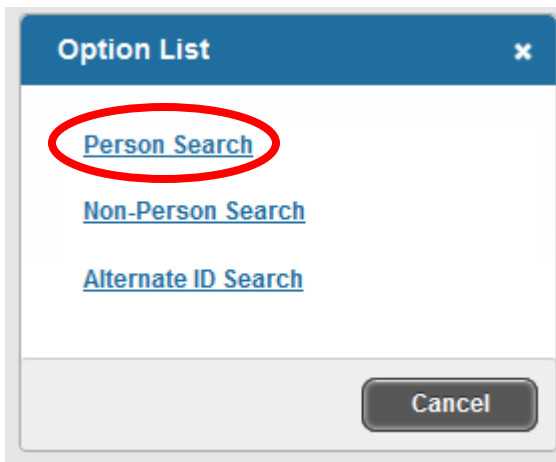
A person search may be performed using any form that has the ID field in the Key Block, such as **SPAIDEN**, **SPAPERS**, **SGASTDN**, and **SGAADVR**. The **ellipses** next to the ID field, will take you to an additional form, which allows you to enter information to perform a search. A search can be performed using a partial name or UNC Charlotte ID.

To initiate a search:

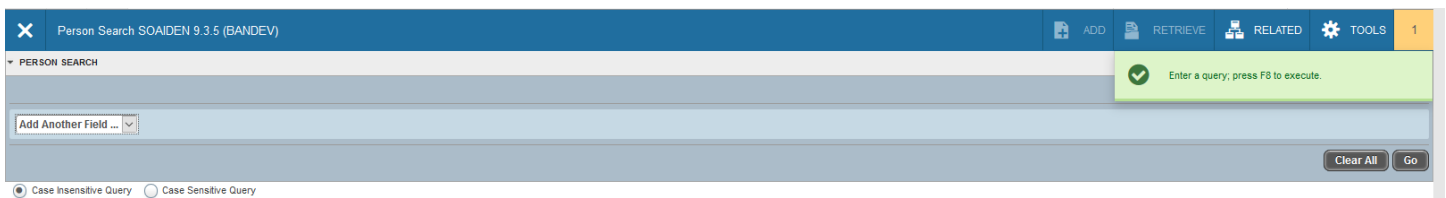
1. Click the **ellipses** next to the ID field to access the Person Search Form.



2. Click **Person Search** from the Options list.



3. This will open the Person Search Filter (**SOAIDEN**).



Searching for a Student

Fields available for search are: ID, Last Name, First Name, Middle Name, Change Indicator and Name Type. The search comparison operator can be: Contains, Like, Starts With, Ends With, Equals and Not Equal. Wildcards can be included in the search.

Wildcards:

The wildcard “%” can represent any number of characters in the selected position.

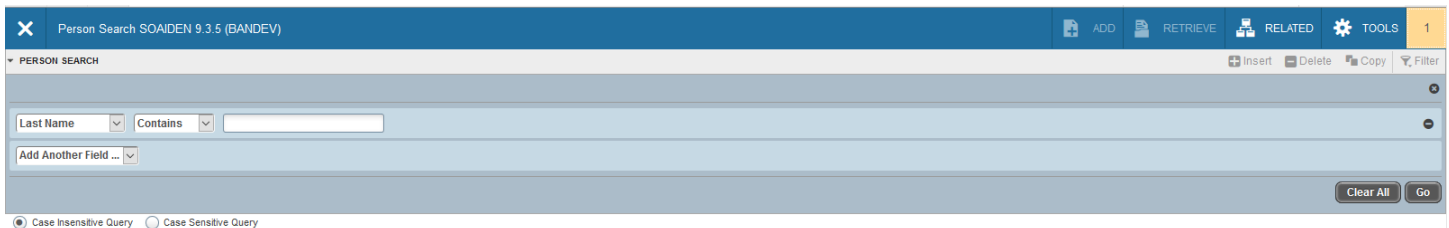
- Querying “sm%h” would return Smith, Smooth, and Smertsworth, but not Smythe.

The wildcard “_” (underscore) represents a *single* character in the selected position.

- Querying “sm_th” would return Smith, but not Smooth.

To search using a last name:

1. Select the **Last Name** field on the Person Search Filter (**SOAIDEN**), enter the last name of the student.
2. Execute the query by clicking the **Go** (or press **F8**).
3. Double-click on the ID number of the student for whom you are searching.
4. This will transfer the UNC Charlotte ID back to the ID field on the form with which you are working.



To search using a partial last name:

1. Select the **Last Name** field on the Person Search Filter (**SOAIDEN**), enter the partial last name of the student.
2. You can use the wildcard “%” to represent the unknown characters, however, depending on the comparison operator used wildcards may not be needed.
 - Querying “Cov%” will search for all people with last names that start with “Cov”.
 - Querying “Cov” with the Starts With operator will produce the same results.
3. Execute the query by clicking the **Go** (or press **F8**).
4. Double-click on the ID number of the student for whom you are searching.
5. This will transfer the UNC Charlotte ID back to the ID field on the form with which you are working.

Searching for a Student

To search using a partial UNC Charlotte ID:

1. Select the **ID** field on the Person Search Filter (**SOAIDEN**), enter the partial UNC Charlotte ID.
2. You can use the wildcard “%” to represent the unknown characters, however, depending on the comparison operator used wildcards may not be needed.
 - Use “80021%” to search for all UNC Charlotte IDs that start with “80021”.
 - Use “80021” and the Start With operator will produce the same results.
3. Execute the query by clicking the **Go** (or press **F8**).
4. Double-click on the ID number of the student for whom you are searching.
5. This will transfer the UNC Charlotte ID back to the ID field on the form with which you are working.

Course Summary

| Select | Term | Part of Term | Campus | Level | CRN | Subject | Course | Section | Hours | Grade | Grading Mode | Repeat | Course Title |
|--------|--------|--------------|--------|-------|-------|---------|--------|---------|-------|-------|--------------|--------|------------------------------|
| | 201710 | 1 | M | UG | 21773 | CEGR | 3141 | A01 | 3.000 | | B S | | Intro to Environ Engineering |
| | 201710 | 1 | M | UG | 21479 | CEGR | 3155 | L02 | 2.000 | | B S | | Environmental Lab |
| | 201710 | 1 | M | UG | 21747 | CEGR | 3278 | 001 | 3.000 | | B S | | Geotechnical Engineering |
| | 201710 | 1 | M | UG | 23205 | LBST | 2214 | 657 | 3.000 | | B S | | Health & Quality of Life |
| | 201710 | 1 | M | UG | 24126 | MEGR | 3111 | 004 | 3.000 | | C S | | Thermodynamics I |

1. Access the Course Summary page (**SHACRSE**) from the Welcome page.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
 - If you do not have the ID of the student, click the **Ellipses** to perform a query (see pages 5-6 for additional instructions on searching).
3. In the **Term** field, enter the term you wish to view.
 - For a list of all courses, leave the **Term** field blank.
4. Click **Go** (or **Alt + Page Down**) to display a course summary for the student.
 - Use **page controls** to move to each address record (or **Page Down** and **Page Up**).
 - In the **Grading Mode** field, the following codes may appear:
 - S – Standard
 - P – Pass/ No Credit
 - A – Audit
 - To view detailed information for a specific course, click the **Detail** icon to the left of the course.
 - To return to the **SHACRSE** page, click **X** (or **Ctrl + Q**).
5. To view another student, click **Start Over** (or **F5**) and repeat steps 2-4.
6. To return to the **Welcome** page, click **X** (or **Ctrl + Q**).

To query specific information:

1. Perform steps 1 through 4.
2. Click **Filter**.
3. Select Fields to query and enter selection criteria. (Term, CRN, Subject, etc)
4. Click **Go** (or **F8**).

Term Sequence Course History

Term Sequence Course History SHATERM 9.3.3 (BANDEV) ADD RETRIEVE RELATED TOOLS

ID: Niner, Norm P. Course Level Codes by Person: UG Start Term: 201710 Start Over

Current Standing Term GPA and Course Detail Information Student Centric GPA and Course Information

▼ CURRENT STANDING Insert Delete Copy Filter

| | | | |
|----------------------------|------------------|-------------------------------------|--|
| First Term Attended | 200880 | Progress Evaluation | |
| Last Term Attended | 201710 | Progress Evaluation Override | |
| Academic Standing | GS Good Standing | Combined Academic Standing Override | |
| Academic Standing Override | | Combined Academic Standing | |

| | Attempted Hours | Passed Hours | Earned Hours | GPA Hours | Quality Points | |
|-------------|-----------------|--------------|--------------|-----------|----------------|-------|
| Institution | 164.000 | 111.000 | 111.000 | 113.000 | 302.00 | 2.672 |
| Transfer | 3.000 | 3.000 | 3.000 | 0.000 | 0.00 | 0.000 |
| Overall | 167.000 | 114.000 | 114.000 | 113.000 | 302.00 | 2.672 |

Term Sequence Course History SHATERM 9.3.3 (BANDEV) ADD RETRIEVE RELATED TOOLS

ID: Niner, Norm P. Course Level Codes by Person: UG Start Term: 201710 Start Over

Current Standing Term GPA and Course Detail Information Student Centric GPA and Course Information

▼ TERM GPA Insert Delete Copy Filter

| | | | |
|-----------------|--------|-------------------|--|
| Term | 201710 | Attendance Period | |
| Transfer Number | | | |

| | Attempted Hours | Passed Hours | Earned Hours | GPA Hours | Quality Points | GPA |
|---------------|-----------------|--------------|--------------|-----------|----------------|-------|
| Institutional | 14.000 | 14.000 | 14.000 | 14.000 | 39.00 | 2.785 |
| Cumulative | 167.000 | 114.000 | 114.000 | 113.000 | 302.00 | 2.672 |

1 of 1 Per Page Record 1 of 1

▼ INSTITUTIONAL COURSES Insert Delete Copy Filter

| Subject | Course | Title | Grade | Mode | Hours | Repeat | Repeat System | Campus |
|---------|--------|------------------------------|-------|------|-------|--------|---------------|--------|
| CEGR | 3278 | Geotechnical Engineering | | B S | 3.000 | | | M |
| MEGR | 3111 | Thermodynamics I | | C S | 3.000 | | | M |
| CEGR | 3155 | Environmental Lab | | B S | 2.000 | | | M |
| CEGR | 3141 | Intro to Environ Engineering | | B S | 3.000 | | | M |
| LBST | 2214 | Health & Quality of Life | | B S | 3.000 | | | M |

1 of 1 Per Page Record 1 of 5

1. Access the Term Sequence Course History page (**SHATERM**) from the Welcome page.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
 - If you do not have the ID of the student, click the **Ellipses** to perform a query (see pages 5-6 for additional instructions).
3. In the **Course Level Codes by Person** field, enter the level of the courses you want to view.
4. In the **Start Term** field, enter the term you wish to view.
 - To view summary information for all terms, leave the **Term** field blank.
5. Click **Go** (or **Alt + Page Down**) to display **Current Standing** for the student.
6. Click the **Term GPA and Course Detail Information** tab (or **Alt + Page Down**) to view GPA and course detail information.
 - Both Institution and Transfer credit are displayed on this form.
 - Institution credit is listed first, followed by transfer credit.
 - Use **page controls** (or **Page Down and Page Up**) to view additional Term GPA information.

Term Sequence Course History

7. Click the **Down Arrow** (or **Alt + Page Down**) to navigate to the **Course Detail** section.
 - Use **page controls** (or **Page Down and Page Up**) to view additional course detail information.
8. Click the **Current Standing** tab (or **Alt + Page Down**) to return to the **SHATERM** page.
9. To view another student, click **Start Over** (or **F5**) and repeat steps 2 through 8
10. To return to the **Welcome** page, click **X** (or **Ctrl + Q**).

Viewing Transfer Credit

Get Started: Fill out the fields above and press Go.

Transfer Course Information SHATRNS 9.3.1 (BANDEV)

ID: [] Transfer Institution: [1]

Attendance Period: [1]

Number

Go

Start Over

TRANSFER INSTITUTION

Institution: 005449 Central Carolina CC

Transcript Receipt Date: []

Official:

TRANSFER ATTENDANCE PERIOD

Attendance Period: 200880

Acceptance Date: []

Effective Term: 200880 Fall 2008

Term Type: []

Apply to Level: UG Undergraduate

Transfer Degree: []

Attendance Begin Date: []

Attendance End Date: []

1. Access the Transfer Course Information page (**SHATRNS**) from the Welcome page.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
 - If you do not have the ID of the student, click the **Ellipses** to perform a query (see pages 5-6 for additional instructions).
3. In the **Transfer Institution Number** field, enter the transfer institution number.
 - Use the **Ellipses** to search for institutions.
 - If no institution is listed, the transfer information has not been entered.
4. In the **Attendance Period Number** field, enter the attendance period number.
 - Use the **Ellipses** to search for attendance number.
 - If no attendance period is listed, the transfer information has not been entered.
5. Click **Go** (or **Alt + Page Down**).
 - The transfer institution information for the student will be listed.
6. To view specific transfer credit information, click **Go** (or **Alt + Page Down**).
 - This form will display the course information from the transfer institution, the UNC Charlotte equivalent course, and any course attributes assigned to that course.
7. To view credit hour and GPA data for the transfer courses, click **Go** (or **Alt + Page Down**).
8. To view another student, click **Start Over** (or **F5**) and repeat steps 2-7.
9. To return to the Welcome page, click the **Exit** icon (or **Ctrl Q**).

Viewing Prior Institutions

The screenshot shows a web application interface for viewing prior institutions. At the top, there is a navigation bar with a close button (X) and the text 'Prior College SOAPCOL 9.3 (BANDEV)'. To the right of the navigation bar are buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the navigation bar, there is a search area with an 'ID:' label, a text input field containing 'Niner, Norm P.', and a 'Go' button. A message box below the search area says 'Get Started: Fill out the fields above and press Go.' Below this is another navigation bar with a close button (X) and the text 'Prior College SOAPCOL 9.3 (BANDEV)'. To the right of this navigation bar are buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below this navigation bar, there is a 'Start Over' button. The main content area is divided into two sections: 'PRIOR COLLEGE' and 'DEGREE DETAILS'. The 'PRIOR COLLEGE' section has a header with 'Prior College and Degree', 'Majors, Minors, Concentrations', and 'Prior College Address'. Below the header are buttons for 'Insert', 'Delete', 'Copy', and 'Filter'. The 'PRIOR COLLEGE' section contains several fields: 'Prior College' (00544), 'Transcript Received Date' (08/08/2008), 'Transcript Reviewed Date', 'Admissions Request' (CLT1), and 'Enrollment Planning Service Code'. The 'DEGREE DETAILS' section has a header with 'DEGREE DETAILS' and buttons for 'Insert', 'Delete', 'Copy', and 'Filter'. The 'DEGREE DETAILS' section contains several fields: 'Degree', 'Degree Date', 'Attended From', 'Attended To', 'Year', 'College', 'Transfer Hours', 'GPA', 'Honors', and 'Goal'. At the bottom of each section, there is a pagination bar with '1 of 1' and 'Per Page'.

1. Access the Prior College page (**SOAPCOL**) from the Welcome page.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
 - If you do not have the ID of the student, click the **Ellipses** to perform a query (see pages 5-6 for additional instructions).
3. Click **Go** (or **Alt + Page Down**).
 - Prior college information for the student will be displayed.
 - With the cursor in the prior college field, use the down arrow key to view additional prior colleges.
 - If the student received a degree from the prior institution, the degree information will be displayed at the bottom portion of the form.
4. To view another student, click **Start Over** (or **F5**) and repeat steps 2-3.
5. To return to the Welcome page, click the **Exit** icon (or **Ctrl Q**).

Update Registration Override

Student Registration Permit-Override SFASRPO 9.3 (BANDEV) ADD RETRIEVE RELATED TOOLS

ID: Niner, Norm P. Term:

Go

Get Started: Fill out the fields above and press Go.

Student Registration Permit-Override SFASRPO 9.3 (BANDEV) ADD RETRIEVE RELATED TOOLS 1

ID: Niner, Norm P. Term: 201780 Fall 2017 **Start Over**

STUDENT PERMITS AND OVERRIDES Insert Delete Copy Filter

| Permit * | Permit Description | CRN | Subject | Course Number | Section |
|----------|--------------------|-----|---------|---------------|---------|
| | | | | | |

Record 1 of 1

STUDENT SCHEDULE Insert Delete Copy Filter

| CRN | Part of Term | Subject | Course Number | Section | Available | Waitlisted | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Begin Time | End Time | Error | Link | Crosslist Group | Campus | Schedule Type | Section Status | Block Indicator | Registration Status |
|-------|--------------|---------|---------------|---------|-----------|------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|------------|----------|-------|------|-----------------|--------|---------------|----------------|-----------------|---------------------|
| 11584 | 1 | CEGR | 4185 | 091 | 5 | 0 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1730 | 2015 | | | CE | M | LC | A | | RW |
| 11624 | 1 | CEGR | 3225 | 001 | 10 | 0 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1100 | 1215 | | | | M | LC | A | | RW |
| 11679 | 1 | ENGR | 3295 | C01 | -3 | 0 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1100 | 1215 | | | 31 | M | LC | A | | RW |
| 11679 | 1 | ENGR | 3295 | C01 | -3 | 0 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1400 | 1645 | | | 31 | M | LC | A | | RW |
| 16003 | 1 | CEGR | 3231 | 091 | 17 | 0 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1730 | 2015 | | | | M | LC | A | | RW |

Record 1 of 8

NOTE: For a blank permit/override field, use the down arrow key or click the Insert (or press **F6**).

1. Access the Registration Permit Override page (**SFASRPO**) from the Welcome page.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
 - If you do not have the ID of the student, click the **Ellipses** to perform a query (see pages 5-6 for additional instructions).
3. In the **Term** field, enter the term you wish to view.
4. Click **Go** (or **Alt + Page Down**).
 - Registration permit override information for the student will be displayed.
5. In the **Permit** field, enter the override type you are issuing to the student.
 - Click the **Ellipses** beside the permit field to see a list of override types.
 - AUTH – Overrides all restrictions except closed section or level restriction (**AUTH is strongly suggested in order to prevent over enrollment**)
 - PERMIT – Overrides all restrictions except time conflicts or level restriction
 - DUP – Overrides duplicate sections (topics courses)
 - TIME – Overrides time conflicts
 - REPEAT – Overrides repeated course error
6. In the **CRN** field, enter the CRN of the section to override.
 - Click the Ellipses to find the CRN of the section.
 - The date of the override and user will be displayed at the bottom of the page.
7. Click **Save** (or **F10**).
8. To enter another override, click **Start Over** (or **F5**) and repeat steps 2-7.
9. To return to the **Welcome** page, click **X** (or **Ctrl + Q**).

Update Advising Holds

Hold Information SOAHOLD 9.3.2 (BANDEV) ADD RETRIEVE RELATED TOOLS

ID: Norm Pickaxe Niner Go

Get Started. Fill out the fields above and press Go.

Hold Information SOAHOLD 9.3.2 (BANDEV) ADD RETRIEVE RELATED TOOLS

ID: Norm Pickaxe Niner Start Over

HOLD DETAILS Insert Delete Copy Filter

| Hold Type * | Hold Type Description | Reason | Release Indicator | Amount | From * | To * | Origination Code | Origination Code Description | Created User |
|-------------|-----------------------|-------------------------------|-------------------------------------|--------|------------|------------|------------------|------------------------------|--------------|
| AD | Advisement Required | Contact COE Advisor | <input type="checkbox"/> | | 10/30/2017 | 01/16/2018 | ACAD | Academic Department | EDAWSON8 |
| RT | Financial Hold | Balance Due | <input type="checkbox"/> | | 09/07/2017 | 12/31/2099 | FINS | Financial Services | REGREC |
| RT | Financial Hold | Balance Due | <input type="checkbox"/> | | 05/03/2017 | 05/03/2017 | FINS | Financial Services | REGREC |
| FB | Student Accounts | Outstanding Balance | <input checked="" type="checkbox"/> | | 03/22/2017 | 03/28/2017 | | | STUACCTS |
| AD | Advisement Required | Contact COE Academic Advisor | <input type="checkbox"/> | | 03/14/2017 | 03/14/2017 | ACAD | Academic Department | EDAWSON8 |
| RT | Financial Hold | Balance Due | <input type="checkbox"/> | | 01/04/2017 | 01/04/2017 | FINS | Financial Services | REGREC |
| FB | Student Accounts | Outstanding Balance | <input checked="" type="checkbox"/> | | 10/26/2016 | 11/02/2016 | | | STUACCTS |
| AD | Advisement Required | Contact COE Academic Advisor | <input type="checkbox"/> | | 10/24/2016 | 10/24/2016 | ACAD | Academic Department | EDAWSON8 |
| RT | Financial Hold | Balance Due | <input type="checkbox"/> | | 09/07/2016 | 11/02/2016 | FINS | Financial Services | REGREC |
| RT | Financial Hold | Balance Due | <input type="checkbox"/> | | 08/12/2016 | 08/12/2016 | FINS | Financial Services | REGREC |
| RT | Financial Hold | Balance Due | <input type="checkbox"/> | | 05/24/2016 | 08/12/2016 | FINS | Financial Services | REGREC |
| AD | Advisement Required | Contact COE Academic Advisor | <input type="checkbox"/> | | 03/28/2016 | 03/30/2016 | ACAD | Academic Department | RMARSH4 |
| RT | Financial Hold | Balance Due | <input type="checkbox"/> | | 01/05/2016 | 01/25/2016 | FINS | Financial Services | REGREC |
| RT | Financial Hold | Balance Due | <input type="checkbox"/> | | 12/03/2015 | 01/05/2016 | FINS | Financial Services | REGREC |
| AD | Advisement Required | Contact COE for Advising | <input type="checkbox"/> | | 11/02/2015 | 11/03/2015 | ACAD | Academic Department | RMARSH4 |
| RT | Financial Hold | Balance Due | <input type="checkbox"/> | | 07/30/2015 | 08/20/2015 | FINS | Financial Services | AWALLEN |
| RT | Financial Hold | Balance Due | <input type="checkbox"/> | | 05/04/2015 | 07/30/2015 | FINS | Financial Services | REGREC |
| AD | Advisement Required | Contact Academic Advisor | <input type="checkbox"/> | | 03/20/2015 | 03/20/2015 | ACAD | Academic Department | PAMBROSE |
| DC | Do Not Cancel | Protect Spring 2015 Courses | <input type="checkbox"/> | | 01/06/2015 | 01/31/2015 | DOST | Dean of Students | ASWANSTO |
| AD | Advisement Required | See Major Dept. for advising. | <input type="checkbox"/> | | 12/12/2014 | 12/17/2014 | | | MWILKES2 |

Record 1 of 31

1. Access the Hold Information page (**SOAHOLD**) from the Welcome page.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
 - If you do not have the ID of the student, click the **Ellipses** to perform a query (see pages 5-6 for additional instructions).
3. Click **Go** (or **Alt + Page Down**).
 - Hold information for the student will be displayed.
 - Use the **Page Controls** (or **Page Down**) to view additional holds.
4. Select the Advising hold (Hold Type of AD) you want to release.
5. In the **To** field, enter **today's** date.
6. Click **Save** (or **F10**).
7. To view another student, click **Start Over** (or **F5**) and repeat steps 2-6.
8. To return to the Welcome page, click **X** (or **Ctrl Q**).

Update Comments

Person Comment SPACMNT 9.3 (BANDEV)

ADD RETRIEVE RELATED TOOLS

Go

Get Started: Fill out the fields above and press Go.

Person Comment SPACMNT 9.3 (BANDEV)

ADD RETRIEVE RELATED TOOLS

Start Over

PERSON COMMENT

Insert Delete Copy Filter

Comment Type * 302 Second Grade Replacement

Originator RECS Office of the Registrar

Contact

Contact Date

From Time

To Time

Confidentiality

Add Date 01/14/2016

Activity Date 05/17/2016

Last Updated by GRRPL_WEB

Comments

Comment Originates From Grade Replacement Online Application.

Narrative Comments

Date/Time: 05/17/2016 12:53
Registrar Processor: mesanbur
Registrar Status: Approved - Grade Replaced

Date/Time: 05/17/2016 10:49
Registrar Processor: mesanbur

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1. Access the Person Comment page (**SPACMNT**) from the Welcome page.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
 - If you do not know the ID of the student, click the **Ellipses** to perform a query (see pages 5-6 for additional instructions on searching).
3. Click **Go** (or **Alt + Page Down**).
 - The comments pertaining to the student will be displayed.
 - Use **Page Controls** (or **Page Down**) to view additional comments.
4. Click **Insert** (or **F6**).
5. In the **Comment Type** field, enter the comment type (double-click in the **Comment Type** field for a list of values).
6. Place the cursor in the **Comments** field and type the comment.
 - Please include your name at the end of your comment, to ensure accountability.
7. Click **Save** (or **F10**).
8. To view another student, click **Start Over** (or **F5**) and repeat steps 2 and 3.
9. To return to the **Welcome** page, click **X** (or **Ctrl + Q**).

To query a specific comment type:

1. Perform steps 2 and 3.
2. Click the **Ellipses** beside the Comment Type field.
3. Double click the Comment Type you want view.

Update Advisor Information

Multiple Advisors SGAADVR 9.3.5 (BANDEV) ADD RETRIEVE RELATED TOOLS

ID: Ninet, Norm P. Term: 201780 Go

Get Started: Fill out the fields above and press Go.

Multiple Advisors SGAADVR 9.3.5 (BANDEV) ADD RETRIEVE RELATED TOOLS 1 Start Over

ADVISOR INFORMATION Insert Delete Copy Filter

From Term: 201710 Maintenance To Term: 999999

| ID | Name | Advisor Type | Advisor Type Description | Primary Indicator * |
|----|------|--------------|--------------------------|-------------------------------------|
| | | MAJR | Major Advisor | <input checked="" type="checkbox"/> |

1 of 1 Per Page Record 1 of 1

1. Access the Multiple Advisors page (**SGAADVR**) from the Welcome page.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
 - If you do not have the ID of the student, click the **Ellipses** to find the student (see pages 5-6 for additional instructions).
3. In the **Term** field, enter the term code for the term the advisor change is effective.
4. Click **Go** (or **Alt + Page Down**).
5. Use Insert to add an Advisor or Delete to remove an Advisor.
6. Make sure the advisor type is selected for any new advisors added.
7. One advisor must have the Primary Indicator box checked. (*This is Banner functionality and does not actually indicate a primary advisor.*)
8. Click **Save** (or **F10**).
9. To view another student, click **Start Over** (or **F5**) and repeat steps 2-8.
10. To return to the Welcome page, click **X** (or **Ctrl Q**).

Viewing Class List Information

Class Roster SFASLST 9.3.4 (BANTEST)

Term: 201810 Spring 2018 CRN: 25926 WGST 3803 001 Degree Award: Select... Status

Roll:

Get Started: Fill out the fields above and press Go.

Class Roster SFASLST 9.3.4 (BANTEST)

Term: 201810 Spring 2018 CRN: 25926 WGST 3803 001 Roll: Degree Award Status: Select...

CLASS ROSTER

| Sequence | ID | Name | Status | Status Date | Midterm Grade | Final Grade | Grade Mode | Incomplete Final Grade | Extension Date | Hours | Rolled | Grade Comment | Grade Comment Description |
|----------|----|--------------|--------|-------------|---------------|-------------|------------|------------------------|----------------|-------|--------------------------|---------------|---------------------------|
| 3 | | Niner, Norma | RE | 12/11/2017 | | | S | | | 3.000 | <input type="checkbox"/> | | |

Record 1 of 1

1. Access the Class Roster page (**SFASLST**) from the Welcome page.
2. In the **Term** field, enter the term code.
3. Enter the **CRN** (Course Reference Number) of the section in the **CRN** field.
 - a. If you do not know the **CRN** of the section, click the **Ellipses** and choose **Section Query** from the pop-up box.
 - b. Enter section search criteria (term, subject, course number, section number, etc.).
 - c. Click **Go** (or **F8**) to search for sections that match your criteria.
 - d. Select the section you want by double-clicking on the CRN field, and the CRN will be entered on the **SFASLST** form.
4. Click **Go** (or **Alt + Page Down**) to display the class list for that section.
 - Use **Page Controls** (or **Page Down**) to view additional information.
 - In the **Status** field the following codes may appear (the **first** letter denotes):
 - **R** - Registered
 - **D** - Dropped
 - **W** - Withdrawn
 - This form also displays midterm and final grades (if any have been entered).
5. To return to the **Welcome** page, click **X** (or **Ctrl + Q**).

Viewing Graduation Status Information

X Degree Summary SHADGMQ 9.3 (BANDEV)
 ADD
RETRIEVE
RELATED
TOOLS

ID: Level:
 Campus: College:
 Degree: Term:
 Program: Field of Study Type:
 Field of Study Code:

Go

Get Started: Fill out the fields above and press Go.

X Degree Summary SHADGMQ 9.3 (BANDEV)
 ADD
RETRIEVE
RELATED
TOOLS
1

ID: Niner, Norm P Level: Campus: College: Degree: Term: Program: Field of Study Type: Field of Study Code:
 Start Over

LEARNER OUTCOME SUMMARY
Insert
Delete
Copy
Filter

| Sequence Number * | Outcome Status | Learner Record Term | Bulletin Year | Outcome Completion Term | Dual Degree | Graduation Term | Graduation Status | Graduation Date | Diploma Name |
|-------------------|----------------|---------------------|---------------|-------------------------|--------------------------|-----------------|-------------------|-----------------|--------------|
| | | | | | <input type="checkbox"/> | | | | |

1 of 1
10 Per Page
 Record 1 of 1

CURRICULA SUMMARY
Insert
Delete
Copy
Filter

| Priority | Term | Program | Catalog | Level | Campus | College | Degree |
|----------|------|---------|---------|-------|--------|---------|--------|
| | | | | | | | |

1 of 1
1 Per Page
 Record 1 of 1

FIELD OF STUDY SUMMARY
Insert
Delete
Copy
Filter

[Attached to Major Details](#)

| Priority | Term | Type | Field of Study | Department | Attached to Major |
|----------|------|------|----------------|------------|-------------------|
| | | | | | |

1 of 1
3 Per Page
 Record 1 of 1

1. Access the Degree Summary page (**SHADGMQ**) from the Welcome page.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
 - If you do not have the ID of the student, click the **Ellipses** to find the student (see pages 5-6 for additional instructions).
3. Make sure the **Term** field is blank in order to view all degree information.
4. Click **Go** (or **Alt + Page Down**).
5. The Outcome Status field will indicate the student's degree status. Below are what each status indicate:
 - AW – Awarded Degree
 - AA – Applied for Graduation/Attending Commencement Ceremony
 - DG – Denied for Graduation
 - PD – Pending Decision for Graduation
6. The student's curriculum information (majors, minors, concentrations, etc.) is listed under the Curricula Summary and Field of Study Summary sections.
7. To view another student, click **Start Over** (or **F5**) and repeat steps 2-4.
8. To return to the **Welcome** page, click **X** (or **Ctrl + Q**).

Viewing Academic Standing

The screenshot shows the 'General Student SGASTDN 9.3.5 [MC.3.1.2] (BANDEV)' application. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below the navigation bar, there are input fields for 'ID' (with a dropdown arrow) and 'Term' (with a dropdown arrow). A 'Student Summary' button is visible. A 'View:' section has a checkbox for 'Current/Active' and a radio button for 'Curricula'. A 'Go' button is on the right. A message box says 'Get Started: Fill out the fields above and press Go.' Below this, the application is loaded with 'ID: Ninet, Norm P.' and 'Term: 201710'. The 'View Current/Active Curricula:' checkbox is checked. A 'Start Over' button is on the right. The main content area has tabs: 'Learner', 'Curricula', 'Study Path', 'Activities', 'Veteran', 'Comments', 'Academic and Graduation Status, Dual Degree' (selected), 'Miscellaneous', and 'Withdrawal'. The 'ACADEMIC STATUS' section contains fields for 'Academic Term' (201710), 'Academic Status' (GS), 'Academic Standing Override', 'Academic Status Override Term', 'Progress Evaluation', 'Progress Evaluation Override', 'Progress Evaluation Override Term', 'Combined Academic Standing', 'Combined Academic Standing Override', and 'Combined Academic Standing Override Term'. The 'Graduation Status' section has 'Expected Graduation Date' (05/15/2021), 'Graduation Term', and 'Graduation Year'. The 'Dual Degree' section has 'Degree', 'Level', 'College', 'Department', and 'Major' fields.

1. Access the General Student page (**SGASTDN**) from the Welcome page.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
 - If you do not have the ID of the student, click the **Ellipses** to find the student (see pages 5-6 for additional instructions).
3. In the **Term** field, enter the term you want to view.
4. Click **Go** (or **Alt + Page Down**).
 - The student's General Student records will be listed in the Information block.
5. Select **Academic and Graduation Status, Dual Degree** tab.
 - The student's academic status will be displayed.
6. To return to **SGASTDN**, click the **Learner** tab.
7. To view another student or Term, click **Start Over** (or **F5**) and repeat steps 2-6.
8. To return to the **Welcome** page, click **X** (or **Ctrl + Q**).