

## Common Banner Screens

General Student Information		
GUISRCH	General Search	Use this screen to search by Email, Phone, Alternate ID
SOAIDEN	Person Search	Person Search
SPAIDEN	General Person Identification	Preferred Name, Address, Telephone, Emergency Contact
SPAPERS	General Person	SS#, DOB, Gender, Ethnicity, No Release Flag
GUASYST	System Identification	To check what is attached to the record

Proxy Information		
GPAPRX	Proxy Access Management	PROXYINFO

Holds		
SOAHOLD	Hold Information	Check for Holds

Admissions/Prospective Students		
SAAADMS	Admissions Application	Admissions Application, Check student status T-Tentative, A- Admitted Final, AT-Admitted Prior
SAADCRV	Admissions Decision	Admissions Decision
SAAACKL	Admissions Application/Checklist Summary	Application Checklist
SGASAAD	Additional Student Information	Attributes- Non-Degree, Tuition Waivers, Crimson Scholar
SOATEST	Test Score Information	Check ACT/SAT Test Scores. Self-Reported (Unofficial) vs Tapeload (Official)
SOAPCOL	Prior College	Check Prior College(s), Transfer GPA & Hours, evaluation review
SHATERM	Term Sequence Course History	Check Transfer Credits/Evaluation
SOAHSCH	High School Information	High School Information
SOISBGI	Source/Background Institutuion Query-Only	High School/College Codes
GOAINTL	International Information	Visa Information
SOAFOLK	Gaurdian Information	Parent Information

Current Student/ Student Records		
SGASTDN	General Student	Legal State of Residency, ADM Type, Standing, Field of Study, Campus Attending
SHATERM	Term Sequence Course History	Check Suspension, Warning, term GPA, Earned Hours
SFAREGS	Student Course Registration	Check Student Classes, registration status, majors, etc. (X out of SOADEST to proceed)
SHACRSE	Course Summary	Grades by term
SOASUPL	Application Supplemental Information	Residency Information
SHADEGR	Degree Summary	Check for Degree(s) Awarded
SGASPRT	Athletics Compliance	Student Athlete Info
SFAREGQ	Registration Query	Current Registration
SFASRPO	Student Registration Permit Override	Student Schedule by days and times
SFARHST	Student Registration History and Extension	Midterm Grades
SFASTCA	Student Course Registration Audit	Student Audit/Registration Trail
SHATRNS	Transfer Course Information	Transfer Credit
SSASECT	Schedule	Course section details
SSASECQ	Schedule Section Query	Course enrollment max, # of Seats taken
SFASLST	Class Roster	Class List
SUAMAIL	Student Mail	Student Mail
SPACMNT	Person Comment	Comment form
SPAEMRG	Emergency Contact	Emergency Contact Form
SFAWDRL	Student Withdrawal	Last Day of Class Attendance
SGAADVR	Multiple Advisors	Academic Advisor Information
SFAREGF	Student Course/Fee Assessment Query	Basic registration summary <b>**Tools &gt; Options &gt; Fee Assessment with Min/Max Applied= Trick for Fees Breakdown</b>
SFARGRP	Student Registration Group	Registration Time Ticket

### Banner Quick Keys

Action	Banner 9
Cancel Page, Close Current Page, or Cancel Search (in Query mode)	CTRL+Q
Choose/Submit	ENTER
Clear All in Section	SHIFT+F5
Clear One Record	SHIFT+F4
Start Over	F5
Count Query	SHIFT+F2
Delete Record	SHIFT+F6
Down / Next Record	Down Arrow
Duplicate Item	F3
Edit	CTRL+E
Execute Filter Query	F8
Exit	CTRL+Q
Expand/Collapse Drop-down Field	ALT+Down Arrow
Export	SHIFT+F1
First Page	CTRL+Home
Insert / Create Record	F6
Last Page	CTRL+End
List of Values	F9
More Information	CTRL+SHIFT+U
Next Field or Item	TAB
Next Page Down	Page Down
Next Section	ALT+Pg Down
Open Menu Directly	CTRL+M
Open Related Menu	ALT+SHIFT+R
Open Tools Menu	ALT+SHIFT+T
Previous Field or Item	SHIFT+TAB
Previous Page	Page Up
Previous Section	ALT+Page Up
Print	CTRL+P
Refresh or Rollback	F5
Save	F10
Search or Open Filter Query	F7
Select on a Called Page	ALT+S
Up / Previous Record	Up Arrow
Toggle Accessibility Mode On or Off	CTRL+B