1. Enter Student ID.
2. Tab and enter Level, i.e., “UF” for undergraduate at UAF (‘F9’ to list the active levels for this student)
3. Hit “Ctrl Page Down” or click (Next Block) twice to subject level GPA information. Subjects taken by the student will be listed alphabetically. Hit the down arrow or use the scroll bars to scroll through the subjects.
4. Ctrl Page Down” or click (Next Block) to each level, i.e., “Institutional Courses” or “Transfer Courses” then scroll through.
5. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or (Exit) to Exit.
1. Enter Student ID.
2. Tab and enter desired level (UF for undergraduate coursework at UAF, or F9 for list).
3. Tab and enter “Start Term” for first semester of work desired or leave blank to see all work in ascending semester order.
4. Hit Ctrl Page Down” or click (Next Block) to see Term GPA information. Scroll through the terms using the arrow keys or scroll bars on the right side of screen. To view additional courses hit Ctrl Page Down” or (Next Block).
5. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or (Exit) to Exit.
1. Enter Student ID.
2. Tab to “Transfer Institution Number” and hit F9 to see the list of transfer institutions for this student (see form below).
3. Place cursor on line of desired institution and hit “Shift F3” or double click on desired school to return with value to SHATRNS.
4. Hit F9 to see the list of Attendance Periods for this student to the selected transfer institution (see following form - next page).
5. Place cursor on line of desired attendance period and hit “Shift F3” or double click on desired line to exit with value back to SHATRNS.
6. Hit “Ctrl Page Down” to view information.
7. Ctrl Page Down” or (Next Block) twice more to see sequence of transfer courses for student.
8. Use arrow keys or scroll bar on right to scroll through transfer courses.
9. Hit Ctrl Page Down” or (Next Block) to view additional Equivalent Course Detail. Hit “Ctrl Page Up” or (Previous Block) to return to transfer course information area.
10. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or X (Exit) to Exit.
1. Enter Student ID.
2. Tab to "Transfer Institution Number" and hit ‘F9’ to see the list of transfer institutions for this student. (See example included in SHATRNS.)
3. Place cursor on line of desired institution and hit "Shift F3" or double click to return with value to SHI2TCE and to "Attendance Period Number".
4. Hit F9 to see the list of attendance periods for this student and transfer institution. (See example included with SHATRNS.)
5. Place cursor on line of desired attendance period and hit "Shift F3" or double click to return with value to SHI2TCE.
6. Hit Ctrl Page Down” or click (Next Block) to view information.
7. Use arrow keys or scroll bar on right to scroll through the information.
8. Hit "Shift F7" or (Rollback) to search for another student and/or transfer institution and/or attendance period or "Ctrl q" (Exit) to Exit.

Field Notes:
The first external course in the group has a Y after the group code to indicate primary. Dup. is Duplicate course. The student has taken the course more than once at the institution. Art. Ind. is Articulation Indicator. Y=transferred, N=did not transfer, O=transferred
1. Enter Term (200903 for Fall 2009).
2. Enter Faculty ID or “F9” to query.
   a. Ctrl Page Down” or click (Next Block) and then Tab to “Last Name” and query as you do for a student search (use a ‘%’ as a wild card) and press F8 or (Execute Query) to execute query.
   b. Hit “Shift F3” or double click to go back to SIAASGQ with value.
3. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or X (Exit) to Exit.

1. Enter Term (200903 for Fall 2009) and enter Student ID.
2. Hit Ctrl Page Down” or click (Next Block) for information.
Once the appointment has been entered on SOA2PPT, comments can be noted here. Number of contacts and notes fields can continue as long as necessary.

**SOA2PPT**

**Person Appointments/Contacts**

To use the comments screen, you first have to set the person up with an “appointment” on SOA2PPT.

1. **Type in the Student ID number, go to next block.**
2. **Status** – F9 for list of options, typically done after appointment is “Complete”
3. **Contact** – F9 for list of options. Choose department, school or college most appropriate.
SOA2PPT cont.

4. **Advisor ID** – put in your ID number.

5. **College** and **Department** – This should be the advisor’s college and department and not the student’s (F9 for list).

6. **Advising Purpose** – pick the most appropriate code from the list on what was discussed this session. Form will eventually be changed to allow for more than one purpose.

8. **Results** – what came out of the meeting/appointment. See list for codes and pick the best fit. Once this field is filled in, the appointment is assumed to be finished and other data can’t be changed unless you clear the results field.

9. F10 or  to save.

Doing this screen alone does allow tracking who was seen and when if the data is filled in.
1. Enter Student ID.

2. Hit Ctrl Page Down” or click (Next Block) to view information.

3. Scroll (down arrow or scroll bar on right) to view different addresses:

   - **AP** = Accounts Payable
   - **BI** = Billing (Obsolete but may still exist)
   - **EM** = Emergency
   - **DI** = Diploma
   - **DP** = Departmental Address
   - **FA** = FAFSA (Financial Aid Federal Application)
   - **HA** = Human Resources
   - **HR** = Human Resources
   - **MA** = Mailing
   - **OE** = Address at time of entry into UA system (generally, city, state and zip only)
   - **PR** = Permanent
   - **RC** = Recruit (Student)
   - **SF** = Foreign Address (SEVIS)
   - **SU** = Physical Address in US (SEVIS)
   - **TE** = Temporary

4. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or (Exit) to Exit.
1. Enter Student ID.

2. Hit Ctrl Page Down” or click (Next Block) to view information.

3. Scroll (down arrow or scroll bar on right) if several are listed.

   **Note:** Typically students inquire why UA Online will not allow them to register. This form helps to identify the contact point for the student, which typically is the Business Office for a parking ticket, outstanding balance, or something similar. Have the student contact the Business Office.

4. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or (Exit) to Exit.
1. Enter Student ID.
2. Hit “Ctrl Page Down” or click (Next Block) to view information (see views above and below).
3. Currently high school subject information is not available - you would “Ctrl Page Down” or (Next Block) to find this or use the tabs at top of the form.
4. Scroll (down arrow or scroll bar on right) if more listed.
5. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or (Exit) to Exit.
Type screen name in Direct Access box, or access this screen by typing ‘F9’ from the Name field on any screen. See also “Finding a Student ID number in Banner” the first BANNER screen example in this chapter.

1. Tab once to get to Last Name section. Type in the parts of the name you know, using wildcards (%) as necessary. This search is not case sensitive. It is a good idea to use a % after Last Name in case there is a suffix (Jr., Sr., etc) included in last name field.

2. Press F8 or (Execute Query) to get the results.

3. Place cursor on the desired line and hit “Shift F3” or double click on desired name to exit with “value” (ID and name of student you wanted to find).

4. Continue with the form (screen) where you need to enter this information—the ID and name will appear when you access this form.

5. Hit “Shift F7” or (Rollback) to enter another person or “Ctrl q” or (Exit) to Exit.
Use this form when you want to search for a student and you are not sure of the spelling and previous search using SOAIDEN did not produce results. (You can access this screen directly from SOAIDEN by clicking on “Search Using Sounds Like” on the left side of screen) Using the “sounds like” search may allow you to find a particular student.

Also, use this form to determine which person meeting your name search criteria meets the other criteria you are looking for. For instance, name search returns five Betty Smith’s but you want the one who is a History major at UAF. This form will help you locate the correct one.
1. Enter Student ID.

2. Hit “Ctrl Page Down” or click (Next Block) to retrieve information.

3. Scroll (down arrow or scroll bar on right) to see other institutions.

4. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or (Exit) to Exit.

**NOTE:** This form gives only the code and name of other institution(s) attended. You will need to check SHATRNS to see if transfer credit has been received and evaluated.

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**SOAPCQ**

Prior College Summary Form

1. Enter Student ID.

2. Hit “Ctrl Page Down” or click (Next Block) to retrieve information.

   **NOTE:** This form gives only the code and name of the institution(s) attended. You will need to check SHATRNS to see if transfer credit has been received and evaluated.

3. Use the arrow keys or scroll bars on right to view records not shown.

4. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or (Exit) to Exit.
1. Enter the Student ID. “Ctrl Page Down” or click (Next Block). Use the scroll bar on right to see all recruiting records.

2. “Ctrl Page Down” or click (Next Block). Use the scroll bar on right to see all Admissions records.

3. “Ctrl Page Down” or click (Next Block). Use the scroll bar on right to see all General Student records.

4. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or X (Exit) to Exit.
1. Enter Student ID.
2. Hit “Ctrl Page Down” or click Next Block for information.
3. ASSET and COMPASS scores are on the BANNER system. Placement information is provided in the Testing chapter 7 of this manual.
4. It is important to note when the test was taken. This will assist with the appropriate placement in course(s) with the student.
5. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or (Exit) to Exit.

Placement Test Codes

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Description</th>
<th>Equivalent Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAAR</td>
<td>ACCUPLACER Arithmetic</td>
<td></td>
</tr>
<tr>
<td>AACM</td>
<td>ACCUPLACER College Level</td>
<td></td>
</tr>
<tr>
<td>AAEA</td>
<td>ACCUPLACER Elementary</td>
<td></td>
</tr>
<tr>
<td>AARC</td>
<td>ACCUPLACER Reading</td>
<td></td>
</tr>
<tr>
<td>AASS</td>
<td>ACCUPLACER Sentence</td>
<td></td>
</tr>
<tr>
<td>ACOL</td>
<td>ASSET College Algebra</td>
<td></td>
</tr>
<tr>
<td>AELE</td>
<td>ASSET Elementary Algebra</td>
<td></td>
</tr>
<tr>
<td>AINT</td>
<td>ASSET Intermediate Algebra</td>
<td></td>
</tr>
<tr>
<td>ANUM</td>
<td>ASSET Numerical Skills</td>
<td></td>
</tr>
<tr>
<td>ARDG</td>
<td>ASSET Reading Skills</td>
<td></td>
</tr>
<tr>
<td>AWSK</td>
<td>ASSET Writing Skills</td>
<td></td>
</tr>
<tr>
<td>CAOL</td>
<td>COMPASS College Algebra</td>
<td></td>
</tr>
<tr>
<td>COAL</td>
<td>COMPASS Algebra</td>
<td></td>
</tr>
<tr>
<td>COCA</td>
<td>COMPASS Pre-Algebra</td>
<td></td>
</tr>
<tr>
<td>COPA</td>
<td>COMPASS Reading Skills</td>
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<tr>
<td>CORG</td>
<td>COMPASS Writing Skills</td>
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</tr>
<tr>
<td>COTR</td>
<td>COMPASS Trigonometry</td>
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<tr>
<td>COWR</td>
<td>COMPASS Writing Skills</td>
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<tr>
<td>EAEN</td>
<td>ACT English</td>
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<tr>
<td>EAMA</td>
<td>ACT Math</td>
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<tr>
<td>EARE</td>
<td>ACT Reading</td>
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<tr>
<td>SATC</td>
<td>SAT Critical Reading</td>
<td></td>
</tr>
<tr>
<td>SATM</td>
<td>SAT Mathematics</td>
<td></td>
</tr>
</tbody>
</table>
## SPAAPIN
Alternate Personal Identification Number

1. Enter the term code (200903 for Fall 2009).
2. Enter the student ID number.
3. Hit “Ctrl Page Down” or click (Next Block).
4. Tab over or click on the **Alternate Pin** column. Use the registration schedule and the class standing listed on the student’s registration form to determine when the student is eligible to register.
5. Change only the first digit of the pin code. Change the ‘9’ to a ‘1’ if it is not yet the student’s time to register. Change the ‘9’ to a ‘0’ if it is time for the student to register.
6. If you make a mistake, hit “Shift F7” or (Rollback) to start over with the same student. Contact the Registrar’s office if you have any problems with this process.
7. Press “F10” or to save. Student is now clear to register using UAOnline.
1. Enter Student ID.
2. Hit Ctrl Page Down” or click (Next Block) to retrieve Name and ID information.
3. Continue to “Ctrl Page Down” or (Next Block) or use the tabs at the top to see additional information.
4. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or (Exit) to Exit.