1. Enter Student ID.
2. Enter term (usually current or next semester) or leave blank for all records. Hit “Ctrl Page Down” or click (Next Block).
3. Tab to various sections on the form and hit F9 to see the codes for each (see examples below).
   a. Scroll or use the first letter of the code to take you directly to the code for that student.
   b. After viewing codes, hit “Enter” to return to the main screen.
4. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or (Exit) to Exit.

**SAMPLE CODE INFORMATION** (See SAADCRV for Admit Codes)
(Tab to specific section and use F9 to see codes.)

<table>
<thead>
<tr>
<th>Student Type Code Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Code</strong></td>
</tr>
<tr>
<td>0</td>
</tr>
<tr>
<td>C</td>
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<td>F</td>
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<td>G</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Admission Type Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Code</strong></td>
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<tr>
<td>CO</td>
</tr>
<tr>
<td>EX</td>
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<td>TA</td>
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<td>TO</td>
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<tr>
<td>TR</td>
</tr>
</tbody>
</table>
1. Enter Student ID.

2. Enter Term (200903 for Fall 2009).

3. Enter Level (UF for Undergraduate Fairbanks or “F9” for list).

4. “Ctrl Page Down” or click (Next Block) to view information.

5. Hit “Shift F7” or (Rollback) to enter another student/term/level or “Ctrl q” or (Exit) to exit.
1. Enter Subject (i.e., ENGL).
2. Tab to Course and enter course number (F111X).
3. Tab and enter term (semester).
4. Hit “Ctrl Page Down” or click (Next Block) to view above form.
5. For additional course information, continue to hit “Ctrl Page Down” or (Next Block) for:
   - Course level (i.e. undergraduate)
   - Grading mode (letter/audit)
   - Schedule type (i.e., lecture).
6. Hit “Shift F7” or (Rollback) to enter another course or “Ctrl q” or (Exit) to Exit.
1. Enter subject (WMS).
2. Tab to course and enter course number (F111X).
3. Tab and enter term (200903 for Fall 2009).
4. Hit “Ctrl Page Down” or click (Next Block) to access Co-Requisite Course.
5. Continue to “Ctrl Page Down” or (Next Block) to view:
   - Fee Codes
   - Degree Attributes
   - Transfer Institutions
   - Supplemental Data
   - Course Description
   - Course Text
   - Integration Partners
6. Hit “Shift F7” or (Rollback) to enter another course or “Ctrl q” or (Exit) to Exit.
1. Enter subject, course and term (200903 for Fall 2009 term).

2. Hit “Ctrl Page Down” or click (Next Block) for above screen, and an additional “Ctrl Page Down” or (Next Block) for the next screen that will give any pre-requisites or test score requirements entered for this course.

3. Hit “Shift F7” or (Rollback) to enter another course or “Ctrl q” or (Exit) to Exit.
1. Enter subject (PHIL), enter course (F322X), and enter term (200903 for Fall 2009).

2. Use links on left side of screen, “Ctrl Page Down” or click (Next Block) to see:
   - College and Major Restrictions
   - Course and Level restrictions
   - Degree and Program Restrictions
   - Campus Restrictions

3. Hit “Shift F7” or (Rollback) to enter another course or “Ctrl q” or (Exit) to Exit.
1. Enter term (200903 for Fall 2009).
2. Enter course using Course Reference Number (CRN).
3. Hit “Ctrl Page Down” or click (Next Block) to view student information.
4. Scroll down to see all students enrolled in course in alphabetical order.
5. Hit “Shift F7” or (Rollback) to enter another course or “Ctrl q” or (Exit) to Exit.

**NOTE:** ‘S’ column means status (i.e., RE or RW = Registered, WL = Waitlisted, ‘F9’ for list).
1. Enter term (200903 for Fall 2009).
2. Enter Student ID.
3. Hit “Ctrl Page Down” or click (Next Block) to view eligibility and registered course(s).
4. Choose *Assessment with min/max rules or assessment without min/max rules from the options menu on the top tool panel to see fees assessed.
5. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or (Exit) to Exit.
1. Enter term (200903 for Fall 2009).
2. Enter Student ID.
3. Hit “Ctrl Page Down” or click (Next Block) to view first screen of registered course information.
4. Use scroll bar at side of screen to view additional information.
5. Registration Status codes: **RW** or **RE** = Registered; **WL** = Waitlist; **WD** = Withdrawn; **FW** = Faculty Withdrawal
6. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or (Exit) to Exit.
1. Enter student ID and it “Ctrl Page Down” or click (Next Block) to view first screen of registered course information.

1. Enter the term (200903 for Fall 2009).
2. Enter the Course Reference Number (CRN) from the Schedule or hit “Shift F2” to access this information (SSASECQ).

1. Enter Term Code (200903 for Fall 2009) and Student ID.
2. Hit “Ctrl Page Down” or click (Next Block)
3. Scroll with down arrow or scroll bar on right to see all registration activity.
4. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or (Exit) to Exit.
1. Enter the Term and Student ID.

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

3. In the Hold Status block, an ‘X’ following the label indicates the student has a hold on an affected Hold Indicator for: A/R (Accounts Receivable), REG (Registration), TRAN (Transcript), GRAD (Graduation), GRADE (Grading), ENV (Enrollment Verification), and FA (Financial Aid).

4. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or (Exit) to Exit.
1. Enter Student ID and hit “Ctrl Page Down” or click (Next Block) to retrieve information.
3. This screen will retrieve all courses that have not been graded, including those that have been dropped or cancelled, regardless of semester taken. Look for section numbers of ‘UY1’ to find year-based independent learning courses.

1. Enter Student ID and the term (200903 for Fall 2009) and hit “Ctrl Page Down” or click (Next Block) to retrieve information.
4. To view another student hit “Shift F7” or (Rollback). To exit hit “Ctrl q” or (Exit).
1. Enter Student ID and enter the term (200903 for Fall 2009) or leave blank for most recent record.

3. Hit “Ctrl Page Down” or click (Next Block) to view student’s information.

4. “Ctrl Page Down” to view student activities, another “Ctrl Page Down” to view veteran information and again to view comments.

1. Enter Student ID & enter the term or leave blank to view all records.

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

3. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or (Exit) to Exit.
1. Enter Student ID.
2. Enter term if looking only for a specific term’s information; otherwise, delete or space out numbers to leave this blank and to view all terms (most recent term is listed first).

   “Ctrl Page Down” or click ✅ (Next Block) to view completed courses.
3. Scroll (using arrows or scroll bars) to view courses taken.
4. Hit “Shift F7” or 🔄 (Rollback) to enter another student or “Ctrl q” or ✗ (Exit) to Exit.
1. Enter Student ID.
2. Tab to “Degree Seq. #.” and hit F9 (takes you to SHADGMQ).
3. Hit “Ctrl Page Down” or click (Next Block) to view information.
4. Scroll to verify if more than one degree was awarded.
5. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or (Exit) to Exit.

**S H A D E G R**
Degrees and Other Formal Awards Form

**S H A D G M Q**
Degree Summary

1. Enter Student ID.
2. Hit “Ctrl Page Down” to view information.
3. Scroll (down arrow) to view all degrees/certificates awarded and in progress.
4. “Graduation Status” will indicate degree information (see examples above and below).
5. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or (Exit) to Exit.

AWD = Degree Awarded
AGR = Applied for Graduation
AK1, AK2, AK3 = Requested a Degree check
1. Enter Student ID.
2. Enter Term (generally current or past semester).
3. Hit “Ctrl Page Down” or click (Next Block) for student information (cohort groupings, institution term GPA, individual courses).
4. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or (Exit) to Exit.
1. Enter the Term (usually the previous semester – 200901 for Spring 2009).
2. Hit Ctrl Page Down” or click (Next Block) to Academic Standing section.
3. At each section with a blue heading (on your screen), you can enter specific values, i.e., the above example will find all undergraduate UAF History students in good standing.
4. To find other categories/students: under each heading (Status, Level, College, Major) hit “F9”; scroll through the list and hit enter at the specific value, which will be filled under that heading.
5. When the desired sections in blue have been filled in, hit “F8” or (Execute Query) to execute the query.
6. Hit “Ctrl Page Down” or click (Next Block) to view Dean’s/Chancellor’s List information for all students.