1. Enter Student ID. Hit “Ctrl Page Down” or (Next Block) to retrieve information. **NOTE:** This is a useful screen to find date of birth if assisting student(s) with registration.

**SPAPERS**
General Person

**SPATELE**
Telephone Form

1. Enter Student ID.
2. “Ctrl Page Down” or (Next Block) to retrieve information.
3. Notice the dates (on the right) and type (on the left) in examples above and below. Also, note the Inactive box at the right side of the first line. If this is checked, the phone number is no longer valid.
4. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or X (Exit) to Exit.
1. Enter Student ID and hit “Ctrl Page Down” or click (Next Block) to view Recruit records.
2. Use the taps at the top to view:
   - Bio-Demographical information.
   - High School information.
   - Prior College information (use arrow keys or scroll bar to see all).
   - Recruitment records (scroll to see all)
   - Interest, Source and Contact information.

3. Hit “Shift F7” or (Rollback) to enter another student or “Ctrl q” or (Exit) to Exit.
1. Enter Term (200903 for Fall 2009).
2. Tab and enter "Course Reference Number" (hit “Shift F2” to access or see Class Schedule book)
3. Hit “Ctrl Page Down” or click (Next Block) to view Section Links and Co-requisite information.
4. Hit “Ctrl Page Down” or (Next Block) twice more to view Section Fees and Degree Program Attributes information. Can also use link on left side of screen.
5. Hit “Shift F7” or (Rollback) to enter another course or “Ctrl q” or (Exit) to Exit.
1. Enter Term (200903 for Fall 2009).
2. Tab and enter "Course Reference Number" (hit “Shift F2” to access or see Class Schedule book).
3. Hit Ctrl Page Down” or click (Next Block) to view Section Information.
4. Hit Ctrl Page Down” or (Next Block) to view Section Test Score & Pre-requisite Restrictions and Section Area Pre-requisite Restriction information.
5. Hit “Shift F7” or (Rollback) to enter another course or “Ctrl q” or (Exit) to Exit.
1. Enter Term (200903 for Fall 2009).
2. Tab and enter "Course Reference Number" (hit “Shift F2” to access or see Class Schedule book).
3. Hit Ctrl Page Down” or click (Next Block) to view College Restrictions and Major Restrictions.
4. Continue to type "Ctrl Page Down" or (Next Block) or use links on left to view:
   - Class Restrictions and Level Restrictions.
   - Degree and Program Restrictions
   - Campus Restrictions
5. Hit “Shift F7” or (Rollback) to enter another course or “Ctrl q” or (Exit) to Exit.
SSASECQ
Schedule Section Query Form

Use this form to find CRN numbers to be used in other screens. This is also an important form for enrollment status in courses.

NOTE: Initial screen will be blank (as above) and the information retrieved will depend on the query being made - examples follow. Term is required for every query, other date will depend on requested information.

Codes for SSASECQ Form

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>Year and semester (e.g., 200903 for Fall 2009)</td>
</tr>
<tr>
<td>Part of Term</td>
<td>Part of Term (e.g., F=UAF Main Campus full term)</td>
</tr>
<tr>
<td>CRN</td>
<td>Course Reference Number</td>
</tr>
<tr>
<td>Block Schedule</td>
<td>Block code (rarely used)</td>
</tr>
<tr>
<td>Subject</td>
<td>Subject (e.g., HIST=History, PS=Political Science)</td>
</tr>
<tr>
<td>Course</td>
<td>Course number (e.g., F111X)</td>
</tr>
<tr>
<td>Section</td>
<td>Section number (e.g., F01)</td>
</tr>
<tr>
<td>Link</td>
<td>Link code (not being used currently)</td>
</tr>
<tr>
<td>Cross List</td>
<td>Cross-List code</td>
</tr>
<tr>
<td>Section Status</td>
<td>Status (e.g., A=Active, C=Cancelled, F= Full, I = Inactive)</td>
</tr>
<tr>
<td>Campus</td>
<td>Campus (e.g., F=UAF Main Campus)</td>
</tr>
<tr>
<td>Reserved Seats</td>
<td>Reserved seating (not using currently)</td>
</tr>
<tr>
<td>Enroll Max</td>
<td>Maximum enrollment as submitted in the schedule</td>
</tr>
<tr>
<td>Enroll Act</td>
<td>Actual number of students enrolled (Includes students registered/withdrawn but not those who dropped by the drop date)</td>
</tr>
<tr>
<td>Enrollment</td>
<td>Number of seats available (Max-Act = Remaining seats) (may be a negative number)</td>
</tr>
<tr>
<td>Waitlist</td>
<td>Wait List (used in the same manner as the Enroll fields)</td>
</tr>
</tbody>
</table>
1. Enter Term (200903 for Fall 2009).
2. Tab 6 times to “Subject” and enter the designator for that subject (in this case ENGL for English). If the subject is less than 4 letters, you will need to tab to “Course.”
3. Enter the course number **always** with an “F” in front for UAF courses, e.g., F111X.
4. Hit F8 or **Execute Query** to see all ENGL F111X courses for the Fall of 2009.

5. Scroll through the sections using the up and down arrows or the scroll bar at right. Use link on left or type “Shift F3” to access Course Section Information (SSASECT).
1. Enter “Term,” “Subject,” and then tab to “Enroll” section (2nd line) to enter the “>0” in the “=” section (shows remaining seats).

2. Hit F8 or (Execute Query) to view courses and scroll (see below).

**NOTE:** Enter “Course” (F111X) also if looking for only that course; otherwise you will retrieve all ENGL classes with open sections.
NOTE: The “Enrollment” fields are used to find all full ENGL classes – Fall 2009 example used.

1. Enter “Term,” “Subject,” (“Course” is optional—use to check a specific course rather than all in subject).

2. Tab to the “=” in the “Enrollment” section (2nd line) and enter “<1” and press “F8” or (Execute Query) (results below).

NOTE: Use <1 because instructors can sign students into classes after capacity has been reached, resulting in a negative number for seats available.
1. Enter Term (200903 for Fall 2009)
2. Enter “Course Ref. Number” (type “Shift F2” to access or see Class Schedule book)
3. “Ctrl Page Down” or click (Next Block) for course information.
4. Hit F3 or use link on left to view “Enrollment Data” (below) and “Ctrl Page Up” or (Previous Block) to return to the main Schedule Form view.

5. Hit “Ctrl Page Down” for Meeting Time information as shown on the next page.
(continued)
6. Tab or use scroll bar at bottom for additional information (e.g., location and schedule type) - example follows.

7. Hit “Ctrl Page Down” or (Next Block) to see instructor information.

8. While viewing the “Instructor” section, you can find out how to locate the instructor by hitting “Shift F2” or clicking Query Faculty Schedule on the left side of screen which takes you to the SIAASGQ form.

9. Hit “Shift F7” or (Rollback) to enter another course or “Ctrl q” or (Exit) to Exit.
1. Enter Subject (ENGL).
2. Tab and enter Course No (F111X). Use a wildcard (%) for a broader search (i.e. use F1% to find all 100-level courses in a chosen subject).
3. Tab and enter "Sec" if a specific section is desired, or leave the default (%) to find all sections of the course. Tab and enter Term (200903 for Fall 2009).
4. Hit “Ctrl Page Down” or click (Next Block) to view the list of courses meeting the criteria.
5. Hit “Shift F7” or (Rollback) to enter new criteria or “Ctrl q” or (Exit) to Exit.

“S” Column indicates status of class:
A = Active
C = Cancelled
F = Full
I = Inactive
All Banner Reports require a connection to a BANNER printer (see instructions at beginning of this chapter).

All reports can be accessed through screen GJAPCTL. Type the name of the report in the Direct Access Box or at “Process” in screen GJAPCTL).

Most reports use major, college, degree, class standing or other criteria to determine the population of students to include in the report. Many reports also have the capability to be used with a selected population of students (Pop Select) or with a cohort group. A few reports can only be used with a Pop Select, and are noted at the top of the page. Creating a Pop Select is beyond the scope of this manual, and is useful for diverse populations of students that do not have the same major, degree or other common criteria used in the following reports. Contact Colleen Abrams at clabrams@alaska.edu for information about Pop Selects and cohorting, and training opportunities.
** A Population must be identified using a POP Select prior to running address labels.**

1. Type “Ctrl Page Down” or (Next Block) to next section (Printer Control).
2. Enter your printer destination or hit “F9” for a list of printers: choose label format (printer ending in M3).
3. Hit “Ctrl Page Down” or (Next Block) to Parameters and Values section.

![Image of parameter settings]

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Application</td>
<td>Use exact Application name from Pop Select</td>
</tr>
<tr>
<td>02 Selection</td>
<td>Use exact Selection code from Pop Select</td>
</tr>
<tr>
<td>03 Delete Population? (Y or N)</td>
<td>N</td>
</tr>
<tr>
<td>04 Sort Order? (N or Z)</td>
<td>N for name, Z for zip code</td>
</tr>
<tr>
<td>05 Address Priority and Type</td>
<td>IMA for current mailing address, F9 for list</td>
</tr>
<tr>
<td>06 Address Selection Date</td>
<td>Use today’s date</td>
</tr>
<tr>
<td>07 Population Selection Creator</td>
<td>Use exact userid from Pop Select (fn___ )</td>
</tr>
</tbody>
</table>

4. Hit “Ctrl Page Down” or (Next Block) to Submission block. If desired, press the space bar or click the box to save parameters, ‘F10’ to commit and run report.

**NOTE:** Report will run as 3-up labels, with student name and address. Load mailing labels in to printer or photocopy report on to mailing labels.
1. Type “Ctrl Page Down” or click (Next Block) to next section (Printer Control).
2. Enter your printer destination or hit “F9” for a list of printers: choose landscape format.
3. Type “Ctrl Page Down” or click (Next Block) to Parameters and values section.

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Term</td>
<td>Use next semester (200903 for Fall 2009)</td>
</tr>
<tr>
<td>02 Admission Type</td>
<td>Leave blank for all applicants, ‘F9’ for list</td>
</tr>
<tr>
<td>03 Student Type</td>
<td>Leave blank for all, ‘F9’ for list</td>
</tr>
<tr>
<td>04 Major Code</td>
<td>Leave blank for all, ‘F9’ for list (see list Chapter 3)</td>
</tr>
<tr>
<td>05 Degree Code</td>
<td>Leave blank for all, ‘F9’ for list</td>
</tr>
<tr>
<td>06 College Code</td>
<td>Leave blank for all, ‘F9’ for list</td>
</tr>
<tr>
<td>07 Level Code</td>
<td>UF for Undergraduate Fairbanks, ‘F9’ for list</td>
</tr>
<tr>
<td>08 Campus Code</td>
<td>F for Fairbanks, Y for TVC, ‘F9’ for list</td>
</tr>
<tr>
<td>09-12 Allow Default</td>
<td></td>
</tr>
<tr>
<td>13-15 For use with a Pop Select, leave blank if not needed</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Unless a list of all applicants is desired, do not leave all lines blank. Enter a value for Major (04), College (06), Level (07) or Campus Code (08).

**Report will show** applicant name, address, major, Decision, Decision Date, Required documents (test scores, transcripts, etc.) and dates received.

4. Hit “Ctrl Page Down” or (Next Block) to Submission block. If desired, press the space bar or click the box to save parameters, ‘F10’ to commit and run report.
S A R 2 N A R
Admitted Student Report

1. Type “Ctrl Page Down” or click (Next Block) to next section (Printer Control).
2. Enter your printer destination or hit “F9” for a list of printers: choose landscape format.
3. Type “Ctrl Page Down” or click (Next Block) to Parameters and values section.

Parameters:
- 01 Admitted Term: Use next semester (201001 for Spring 2010)
- 02 Level Code: UF (for Undergraduate Fairbanks, “F9” for list)
- 03 Admit Type: %
- 04 Campus Code: % (or F for Fairbanks for the list)
- 05 Admitted College: % (or “F9” for a list of colleges, i.e. LA for CLA)
- 06 Admitted Major: % (or “F9” for list of majors, i.e. HIST for history)

Remaining lines can be left blank

NOTE: Unless a list of all new admits is desired, do not wildcard (%) in all lines. Enter a value for the most specific criteria desired such as Campus (line 04), College (05), or Major (06).

4. Hit “Ctrl Page Down” or (Next Block) to Submission block. If desired, press the space bar or click the box to save parameters, ‘F10’ to commit and run report.
5. The report should appear shortly at the printer you designated.

Report will show the following: ID, Student Name, Ethnicity, Gender, Age, Level, Campus, College, Degree, Major, Alaska Scholar (AS), Advisor, High School Name, H.S. City/State/Zip, H.S. GPA and Test Scores for ACT (Composite, English, Math, Reading, Science Reasoning), SAT (Total, Verbal, Math), and COMPASS (Writing, Reading, Math).
1. Type “Ctrl Page Down” or click (Next Block) to next section (Printer Control).
2. Enter your printer destination or hit “F9” for a list of printers: choose landscape format.
3. Type “Ctrl Page Down” or click (Next Block) to Parameters and values section.

### Parameters:

<table>
<thead>
<tr>
<th>Number</th>
<th>Parameter</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Term Code</td>
<td>Use current semester (200903 for Fall 2009)</td>
</tr>
<tr>
<td>02</td>
<td>Max Grade</td>
<td>D or C (all mid-term grades of D, F and W; % gives all grades)</td>
</tr>
<tr>
<td>03</td>
<td>Level Code</td>
<td>UF (for Undergraduate Fairbanks)</td>
</tr>
<tr>
<td>04</td>
<td>Class Standing</td>
<td>% (Only freshmen receive mid-term grade reports)</td>
</tr>
<tr>
<td>05</td>
<td>Campus Code</td>
<td>% (Can also use F for main campus, or Y for TVC)</td>
</tr>
<tr>
<td>06</td>
<td>College Code</td>
<td>% (Can use “F9” to retrieve a list of college codes)</td>
</tr>
<tr>
<td>07</td>
<td>Major Code</td>
<td>% for all students, “F9” for list of 4-letter major codes</td>
</tr>
<tr>
<td>12</td>
<td>Student Campus Code</td>
<td>% for all campuses (Use F for main campus, L for KUC, N for NWC, or Y for TVC, Z for Chukchi, I for CRCD, 7 for BBC, 8 or IAC) Remaining lines can be left blank</td>
</tr>
</tbody>
</table>

4. Hit “Ctrl Page Down” or (Next Block) to Submission block. If desired, press the space bar or click the box to save parameters, ‘F10’ to commit and run report.
5. The report should appear shortly at the printer you designated.

**Report will show the following:** ID; Student Name; Class Standing; Level; Campus; College; Degree; Major; Alaska Scholar (AS); Term GPA, Attempted Hours, Earned Hours; Cumulative GPA, Attempted Hours, Earned Hours; Academic Standing; Advisor; Term Courses with Mid-Term and Final Grade (if run after grades are submitted); Test Scores for ACT (Composite, English, Math, Reading, Science Reasoning), SAT (Total, Verbal, Math), and COMPASS (Writing, Reading, Math).
1. Type “Ctrl Page Down” or click (Next Block) to next section (Printer Control).
2. Enter your printer destination or hit “F9” for a list of printers: choose Portrait format (printer ending in P).
3. Type “Ctrl Page Down” or click (Next Block) to Parameters and Values section.

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Values (Enter values needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Title</td>
</tr>
<tr>
<td>02</td>
<td>Term Code</td>
</tr>
<tr>
<td>03</td>
<td>Part of Term</td>
</tr>
<tr>
<td>04</td>
<td>CRNs</td>
</tr>
<tr>
<td>05</td>
<td>Campus</td>
</tr>
<tr>
<td>06</td>
<td>College</td>
</tr>
<tr>
<td>07</td>
<td>Department</td>
</tr>
<tr>
<td>08</td>
<td>Subject</td>
</tr>
<tr>
<td>09-17</td>
<td>Allow to default</td>
</tr>
<tr>
<td>18</td>
<td>Verify today’s date</td>
</tr>
<tr>
<td>19-21</td>
<td>Allow to default</td>
</tr>
<tr>
<td>22</td>
<td>Grade Option</td>
</tr>
</tbody>
</table>

Remaining lines can default

**NOTE:** Enter a value in CRN, College, Department or subject (do not leave all as wildcards ‘%’) or BANNER will retrieve every class roster for the chosen semester. If a specific course is desired, use CRN; if every course in a department or college is desired, use Department or College.

4. Hit “Ctrl + Page Down” or click (Next Block) to the Submission menu. If you wish to save the parameters you entered above, hit the space bar to ’select’ this option.
5. Hit “F10” to submit the report.
6. The report should appear shortly at the printer you designated.
1. Type “Ctrl Page Down” or click (Next Block) to next section (Printer Control).
2. Enter your printer destination or hit “F9” for a list of printers: choose portrait format (Printer name will end with P).
3. Type “Ctrl Page Down” or click (Next Block) to Parameters and Values section.

Parameters:
01 Report Title Override
02 Term
03 Part of Term
04 Start Range From Date
05 Start Range To Date
06 CRN

Values:
Class Roster or other desired title
Use current or next term (200903 for Fall 2009, 200901 for Spring 2009)
% for all, F9 for list
Enter a CRN (Use Class Schedule book)
To include more than one course on the same report, while on line 04, press “F6” which should give a blank line. Type 04 in the first column (this means you will have TWO lines labeled 04). The Parameter title should default (CRN) and another code can be inserted under values. Example:
04 CRN 73491
04 CRN 73492

07 No Grade Rpt Option
08-13 Allow to default if CRN used in line 04

4. Hit “Ctrl Page Down” or (Next Block) to Submission block. If desired, press the space bar or click the box to save parameters, ‘F10’ to commit and run report.

Report will show Class Roster with Student Name, ID, Major, Credits, Mid-Term Grade (if posted), Final Grade (if posted), Status (RW or RE = Registered, WL = Waitlisted, WD = Withdrawn)
Registration form to be signed by advisor before student can register.

1. Type “Ctrl Page Down” or click (Next Block) to next section (Printer Control).
2. Enter your printer destination or hit “F9” for a list of printers: choose PORTRAIT format.
3. Type “Ctrl Page Down” or click (Next Block) to Parameters and values section.

Parameters:

<table>
<thead>
<tr>
<th>Number</th>
<th>Term Code</th>
<th>Values:</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Term</td>
<td>Use next semester (200903 for Fall 2009)</td>
</tr>
<tr>
<td>02</td>
<td>Student ID</td>
<td>Enter 8-digit student ID number (no spaces or dashes)</td>
</tr>
<tr>
<td>03</td>
<td>PopSelect Application</td>
<td>Leave blank</td>
</tr>
<tr>
<td>04</td>
<td>PopSelect Identifier</td>
<td>Leave blank</td>
</tr>
<tr>
<td>05</td>
<td>PopSelect Creator</td>
<td>Leave Blank</td>
</tr>
<tr>
<td>06</td>
<td>Print Method</td>
<td>G (for Graphical)</td>
</tr>
</tbody>
</table>

4. Hit “Ctrl Page Down” or (Next Block) to Submission block. If desired, press the space bar or click the box to save parameters, ‘F10’ to commit and run report.
5. The registration form should appear shortly at the printer you designated.
1. Type “Ctrl Page Down” or click (Next Block) to next section (Printer Control).
2. Enter your printer destination or hit “F9” for a list of printers: choose landscape format.
3. Type “Ctrl Page Down” or click (Next Block) to Parameters and values section.

Parameters:

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Enrolled Term Code</td>
<td>Use last completed term (200901 for Spring 2009)</td>
</tr>
<tr>
<td>02</td>
<td>Non-Returning Term Code</td>
<td>Use current term (200903 for Fall 2009)</td>
</tr>
<tr>
<td>03</td>
<td>Level Code</td>
<td>UF (for Undergraduate, Fairbanks)</td>
</tr>
<tr>
<td>04</td>
<td>Admit Type</td>
<td>%</td>
</tr>
<tr>
<td>05 – 08</td>
<td>Remaining lines can be left as default</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Enrolled College Code</td>
<td>% (or “F9” for list of colleges, i.e. MG for SOM)</td>
</tr>
<tr>
<td>10</td>
<td>Enrolled Major Code</td>
<td>% (or “F9” for list of majors, BADM for Business)</td>
</tr>
</tbody>
</table>

4. Type “Ctrl Page Down” or click (Next Block) to the Submission menu. If you wish to save the parameters you entered above, hit the space bar to ‘select’ this option.
5. Hit “F10” to submit the report.
6. The report should appear shortly at the printer you designated.

Report will show the following: ID; Student Name; Class Standing; Admitted Term, Level, Campus, College, Degree, Major; Current (SGASTDN) Level, Campus, College; Degree, Major; Alaska Scholar (AS); Current GPA; Academic Standing; Advisor; Mailing Address of Student; Mailing Phone; Day Phone; Permanent Phone and E-mail Address(es).
SF R 2 P R C
Prerequisite Check by Course

Use this report to check the prerequisites for all individuals registered for a specific course (ENGL 200X-F01).

1. Type “Ctrl Page Down” or click (Next Block) to next section (Printer Control).
2. Enter your printer destination or hit “F9” for a list of printers: choose landscape format.
3. Type “Ctrl Page Down” or click (Next Block) to Parameters and Values section.

<table>
<thead>
<tr>
<th>Parameters:</th>
<th>Values:</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Term</td>
<td>Use current semester (200903 for Fall 2009)</td>
</tr>
<tr>
<td>08 Title 2</td>
<td>Name the course and section (i.e. ENGL 200X-F01)</td>
</tr>
<tr>
<td>20 CRN</td>
<td>Enter CRN from Class Schedule</td>
</tr>
<tr>
<td>22 Allow Default</td>
<td></td>
</tr>
</tbody>
</table>

4. Hit “Ctrl Page Down” or (Next Block) to Submission block. If desired, press the space bar or click the box to save parameters, ‘F10’ to commit and run report.

**Report will show** schedule for every student registered in designated section, list of prerequisites for each course and notations on whether prerequisites have been met or not.
S F R 2 P R E
Prerequisite Report

Use this report to check prerequisites for an entire population with a Pop Select or a cohort group of students.

1. Type “Ctrl Page Down” or click (Next Block) to next section (Printer Control).
2. Enter your printer destination or hit “F9” for a list of printers: choose landscape format.
3. Type “Ctrl Page Down” or click (Next Block) to Parameters and Values section.

<table>
<thead>
<tr>
<th>Parameters:</th>
<th>Values:</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Term</td>
<td>Use current semester (200903 for Fall 2009)</td>
</tr>
<tr>
<td>02 Select Type ‘P’ or ‘C’</td>
<td>Choose P to use a Pop Select, C for a cohort group</td>
</tr>
<tr>
<td>- If P is chosen, fill in lines 03-06 with information exactly as it was used to create the Pop Select. Leave line 07 blank</td>
<td></td>
</tr>
<tr>
<td>- If C is chosen, leave lines 03-06 blank, and fill in the Cohort code on line 07</td>
<td></td>
</tr>
</tbody>
</table>

4. Hit “Ctrl Page Down” or (Next Block) to Submission block. If desired, press the space bar or click the box to save parameters, ‘F10’ to commit and run report.

**Report will show** schedule for every student in designated population, prerequisites when appropriate and notations as to which prerequisites have been met.
SFR2PRS
Prerequisite Check by Subject

Use this report to check the prerequisites for all students registered for any section of a course (all sections of ENGL 200X)

1. Type “Ctrl Page Down” or click (Next Block) to next section (Printer Control).
2. Enter your printer destination or hit “F9” for a list of printers: choose landscape format.
3. Type “Ctrl Page Down” or click (Next Block) to Parameters and Values section.

- **Parameters:**
  - 01 Term
  - 08 Title
  - 22-25
  - 30 Campus
  - 32 Subject
  - 33 Course

- **Values:**
  - Use current semester (**200903** for Fall 2009)
  - Describe the course requested (ENGL F200X or other)
  - Allow Default
  - % (or F for Fairbanks, Y for TVC, ‘F9’ for list)
  - Enter code for desired subject (i.e. **ENGL**)
  - Enter course number (i.e. **F200X**)
  - Allow Default

4. “Ctrl Page Down” or (Next Block) to Submission block. If desired, press the space bar or click the box to save parameters, ‘F10’ to commit and run report.

**Report will show** course registration for every student registered in any section selected, prerequisites dependant on course registration and whether student has met those prerequisites.
S F R S C H D
Student Schedule

Use this report to print the schedule of a specific student.

1. Type “Ctrl Page Down” or click (Next Block) to next section (Printer Control).
2. Enter your printer destination or hit “F9” for a list of printers: choose landscape format.
3. Type “Ctrl Page Down” or click (Next Block) to Parameters and Values section.

Parameters:

<table>
<thead>
<tr>
<th>Number</th>
<th>Parameter</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>ID Number</td>
<td>Enter <strong>ID number</strong> for student (look up using SOAIDEN)</td>
</tr>
<tr>
<td>02</td>
<td>Process Term</td>
<td>Use desired semester (<strong>200903</strong> for Fall 2009)</td>
</tr>
<tr>
<td>03</td>
<td>Address Selection Date</td>
<td>Verify today’s date</td>
</tr>
<tr>
<td>04</td>
<td>Address Hierarchy</td>
<td><strong>Leave blank</strong> or use <strong>1MA</strong> for Mailing Address</td>
</tr>
<tr>
<td>05</td>
<td>Printer</td>
<td>Type the code for the same printer listed above (at “Printer”) or F9 for list.</td>
</tr>
<tr>
<td>06</td>
<td>Campus Processing Ind.</td>
<td>N for all campuses student is registered at, Y to enter a specific campus</td>
</tr>
<tr>
<td>07</td>
<td>Campus</td>
<td>Leave blank if line 06 is N; <strong>F9</strong> for list of campuses if line 06 is Y (F for Fairbanks)</td>
</tr>
<tr>
<td>08-10</td>
<td>Use with a Pop Select</td>
<td></td>
</tr>
<tr>
<td>11-12</td>
<td>Allow to default</td>
<td></td>
</tr>
</tbody>
</table>

4. “Ctrl Page Down” or (Next Block) to Submission block. If desired, press the space bar or click the box to save parameters, ‘F10’ to commit and run report.

**Report will show** class schedule for specific student and semester selected including CRN, Course, Section, Campus, Title, Credits, Days and Times, Room Number, Start Date and Instructor.
SGR 2 M J R
Admitted Students Report

Provides a list of all students enrolled in the designated college, degree or major.

4. Type “Ctrl Page Down” or click (Next Block) to next section (Printer Control).

5. Enter your printer destination or hit “F9” for a list of printers: choose landscape format.

6. Type “Ctrl Page Down” or click (Next Block) to Parameters and values section.

Parameters:
01 Term Use current semester (200903 for Fall 2009)
02 Campus F for Fairbanks, ‘F9’ for list
03 College % (or “F9” for a list of colleges, i.e. LA for CLA)
04 Degree % (or “F9” for list, i.e. BA for a Bachelor of Arts)
05 Major “F9” for list of majors (ENGL for English)
06 Graduation Status % (“F9” for list of status codes if desired)
08 Sort Order Choose a sort order: A by Campus, B by College
10-13 Subtitles A and B Enter subtitles for report if desired (English majors who have applied for graduation Fall 2009)
14-16 PopSelect information For use with a PopSelect

Remaining lines can be left blank

4. Hit “Ctrl Page Down” or (Next Block) to Submission block. If desired, press the space bar or click the box to save parameters, ‘F10’ to commit and run report.

5. The report should appear shortly at the printer you designated.
SHA2TRU
Unofficial Transcript Request Form

This report requires accessing two separate BANNER screen, entering FTRN in the Direct Access Box will take you to both screens eliminating the need to type in SHA2TRU, then GJAPCTL.

1. If the following screen appears, type "Ctrl q" or click (Exit) to Exit.

   ![Distribution Parameters](image)

   Schedules: 
   Invoices: 
   Transcripts: 
   enrollments: 
   Compliance: 

2. Enter Student ID. If Yes appears in the ‘Holds’ box (as shown below), enter 'Y' in the small box at the far right.

   ![Transcript Request](image)

3. Type “Ctrl Page Down” or click (Next Block) to see transcript request block. If the following box appears, click on the OK button.

4. Hit ‘F6’ to start a new record. Enter Level (UF for Fairbanks Undergraduate, FF for all Fairbanks levels, AL for all records), tab to Type (unique to an individual or department, contact the Registrar’s Office to have one assigned). Type is usually four letters starting with an ‘F’.

5. Tab to Issued and type in the name or department of the requestor. Hit 'F10’ to save.
6. Hit "Shift F7" or (ROLLBACK) to run another transcript or "Ctrl q" or click X (Exit) to Exit.

7. Type S H R 2 T R U at the Direct Access Box to run the transcript.

8. Parameter Set can be left blank.

9. “Ctrl Page Down” or click (Next Block) to Printer. Hit ‘F9’ for a list and scroll to the desired printer (Choose Landscape format).

10. “Ctrl Page Down” or click (Next Block) to Parameter Values section.

11. Default values can be left alone except for Line 03: Transcript Type. The value column needs to match the Type used in the previous screen.

12. “Ctrl Page Down” or click (Next Block) to Submissions. Hit the Space Bar or click in the “Save Parameters” box to save. Type ‘F10’ to submit and run transcript.

13. Transcript should appear shortly at the designated printer.
1. Type “Ctrl Page Down” or click (Next Block) to next section (Printer Control).
2. Enter your printer destination or hit “F9” for a list of printers: choose landscape format.
3. Type “Ctrl Page Down” or click (Next Block) to Parameters and Values section.

Parameters:
01 Term Code Use last completed term (200901 for Spring 2009)
02 Level Code UF (for Undergraduate, Fairbanks)
03 Dean’s or Chan’s List CL for Chancellor’s List, DL for Dean’s List

To include Dean’s and Chancellor’s list on the same report, press the down arrow key one time, press “F6” which should give a blank line and type 03 in the first column (this means you will have TWO lines labeled 03). The Parameter title should default (Dean’s, Chan’s or Pres List) and another code can be inserted under values. See example in screen print above.

04 Class Standing % (or “F9” for list, i.e. SO for Sophomore)
05 Campus List %
06 College Code % (or “F9” for list of colleges, i.e. EU for SOE)
07 Enter Major % (or “F9” for list of majors, EDUC for Education)
08 – 10 Leave default
11 Sort Sequence 1 to sort by name “F9” to see list

Remaining lines can be left as the default.

4. Type “Ctrl Page Down” or click (Next Block) to the Submission menu. If you wish to save the parameters you entered above, hit the spacebar or click on box to ‘select’ this option.
5. Hit “F10” to submit the report.
6. The report should appear shortly at the printer you designated.

Report will show the following: ID; Student Name; Class Standing; Academic Standing; Campus; College; Degree; Major; Alaska Scholar (AS); Term GPA, Attempted Hours, Earned Hours; Cumulative GPA, Attempted Hours, Earned Hours; Academic Standing; Advisor.
1. Type “Ctrl Page Down” or click (Next Block) to next section (Printer Control).
2. Enter your printer destination or hit “F9” for a list of printers: choose landscape format.
3. Type “Ctrl Page Down” or click (Next Block) to Parameters and Values section.

<table>
<thead>
<tr>
<th>Parameters</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 Term</td>
<td>Use current semester (200903 for Fall 2009)</td>
</tr>
<tr>
<td>02 Campus Code(s)</td>
<td>% (or F for Fairbanks ‘F9’ for list)</td>
</tr>
<tr>
<td>03 College Code(s)</td>
<td>% for all, ‘F9’ for list</td>
</tr>
<tr>
<td>04 Degree Code(s)</td>
<td>% for all, ‘F9’ for list</td>
</tr>
<tr>
<td>05 Major Code(s)</td>
<td>% for all, ‘F9’ for list (see list Chapter 3)</td>
</tr>
<tr>
<td>06 Graduation Status Code(s)</td>
<td>% for all, AWD for graduates, ‘F9’ for list</td>
</tr>
<tr>
<td>07 Degree Status Code(s)</td>
<td>% for all, ‘F9’ for list</td>
</tr>
<tr>
<td>08 Sort Order</td>
<td>A, B or C see ‘F9’ for list</td>
</tr>
<tr>
<td>09-11</td>
<td>For use with a Pop Select, leave blank if not needed</td>
</tr>
<tr>
<td>12-14</td>
<td>Allow to default</td>
</tr>
</tbody>
</table>

**NOTE:** Unless a list of all students is desired, do not leave wildcard (%) for all lines. Enter a value for the most specific criteria desired. Fill in a value for at least one of Campus (02), College (03), Major (05) or Graduation Status Code (06).

4. Hit “Ctrl Page Down” or (Next Block) to Submission block. If desired, press the space bar or click the box to save parameters, ‘F10’ to commit and run report.

**Report will include** Student ID, Name, Degree (BS or BA), Major, Concentration, Minor and Second Major if applicable.
1. Type “Ctrl Page Down” or click (Next Block) to next section (Printer Control).
2. Enter your printer destination or hit “F9” for a list of printers: choose landscape format.
3. Type “Ctrl Page Down” or click (Next Block) to Parameters and Values section.

Parameters:  

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Term Code</td>
<td>Use current term (200903 for Fall 2009)</td>
</tr>
<tr>
<td>02</td>
<td>Level Code</td>
<td>UF (for Undergraduate, Fairbanks)</td>
</tr>
<tr>
<td>03</td>
<td>Class Standing</td>
<td>% for all (“F9” for list, i.e. FR to retrieve freshmen only)</td>
</tr>
<tr>
<td>04</td>
<td>Academic Standing</td>
<td>% for all (PR for Probation, AD for Disqualification, “F9” for list)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To include more than one standing type on the same report, press “F6” while on line 04 to produce a blank line. Type 04 in the first column (this means you will have TWO lines labeled 04). Academic Standing should default under the parameters column and another code can be inserted. See example on screen print above.</td>
</tr>
<tr>
<td>05</td>
<td>College Code</td>
<td>% (or “F9” for list of colleges, i.e. SM for CSEM)</td>
</tr>
<tr>
<td>06</td>
<td>Major Code</td>
<td>% (or “F9” for list of majors, MATH for Math)</td>
</tr>
<tr>
<td>07-10</td>
<td></td>
<td>Use default or leave blank</td>
</tr>
<tr>
<td>11</td>
<td>Sort Sequence</td>
<td>1 (or “F9” for list of other sort options)</td>
</tr>
</tbody>
</table>

Remaining lines can be left as the default.

4. Type “Ctrl Page Down” or click (Next Block) to the Submission menu. If you wish to save the parameters you entered above, hit the space bar to ‘select’ this option.
5. Hit “F10” to submit the report.
6. The report should appear shortly at the printer you designated.

Report will show the following: ID; Student Name; Class Standing; Academic Standing; Campus; College; Degree; Major; Alaska Scholar (AS); Term GPA, Attempted Hours, Earned Hours; Cumulative GPA, Attempted Hours, Earned Hours; Academic Standing; Advisor.
**SHR2TCE**

Transfer Equivalency Report

1. Type “Ctrl Page Down” or click (Next Block) to next section (Printer Control).
2. Enter your printer destination or hit “F9” for a list of printers: choose landscape format.
3. Type “Ctrl Page Down” or click (Next Block) to Parameters and Values section.

Parameters:

<table>
<thead>
<tr>
<th>Number</th>
<th>Parameter</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Student ID</td>
<td>Enter <strong>ID number</strong> for student (look up using SOAIDEN)</td>
</tr>
<tr>
<td>02</td>
<td>Transfer Inst. Code</td>
<td>% for all colleges attended</td>
</tr>
<tr>
<td>03</td>
<td>Level Code</td>
<td>UF for Undergraduate Fairbanks or <strong>F9</strong> for list</td>
</tr>
<tr>
<td>04-06</td>
<td></td>
<td><strong>Leave blank</strong> or use a Pop Select.</td>
</tr>
</tbody>
</table>

4. Hit “Ctrl Page Down” or (Next Block) to Submission block. If desired, press the space bar or click the box to save parameters, ‘F10’ to commit and run report.
5. Report should appear shortly at the printer you designated.

**Report will include** list of course numbers and titles as they were taken at the transferring institution and equivalent UAF course numbers and titles.
1. Hit “Ctrl Page Down” or (Next Block) to next section (Printer Control).
2. Enter your printer destination or hit “F9” for a list of printers: choose landscape format.
3. Hit “Ctrl Page Down” or (Next Block) to Parameters and values section.

Parameters: Values:
01 Degree Status BA for Bachelor’s Awarded or ‘F9’ for list
02-03 Allow to default
04 Graduation Term Use desired graduation term (200901 for Spring 2009)
05-07 Allow to default
08 Student Level UF (for Undergraduate, Fairbanks) or F9 for list
09 Campus Codes F for Fairbanks, Y for TVC, or F9 for list
10 College Code % for all, F9 for list (or see list in Chapter 3)
11 Major Code % for all, F9 for list (or see list in Chapter 3)
12 Sort Sequence N to sort by name or F9 for list

NOTE: Unless a list of students for the entire campus is desired, put a value in for either College Code (line 10) or Major Code (line 11).

4. Hit “Ctrl Page Down” or (Next Block) to Submission block. If desired, press the space bar or click the box to save parameters, ‘F10’ to commit and run report.

Report will include Student ID, Student Name, Major, Concentration, GPA, Graduation Date, Graduation Status.
1. Hit “Ctrl Page Down” or (Next Block) to next section (Printer Control).
2. Enter your printer destination or hit “F9” for a list of printers: choose landscape format.
3. Hit “Ctrl Page Down” or (Next Block) to Parameters and values section.

Parameters:  
01 Term Code  
02 Campus Code  
03 College Code  
04 Part of Term  
05 Subject Code  
06 Order  
07 – 15 Allow default  

Values:  
Use current or next semester (200903 for Fall 2009)  
Use F for main campus, “F9” for list  
% (Use “F9” for a list of college codes)  
% (Can also use F for full-term, FM for part of term)  
% for all courses, “F9” for a list 4-letter major codes  
1 through 5 (4 to sort by course subject), “F9” for list  

NOTE: Unless a list of courses for the entire campus is desired, put a value in for either College (line 03) or Subject (05).

4. Hit “Ctrl Page Down” or (Next Block) to Submission block. If desired, press the space bar or click the box to save parameters, ‘F10’ to commit and run report.

Report includes: CRN, Subject Code, Course Number, Section, Course Title, Credit Hours, Meeting Time and Place, Start and End dates, Instructor, size limit and number enrolled.