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Determine If A Student Is A Resident

A) Business Process

School or college personnel may need to determine a student’s residency status for the purposes of tuition assessment, verify if they meet the “Good Neighbor” policy for in-state tuition fees, or other special program considerations.

B) Procedure

1. Type SGASTDN into the Direct Access field on the Banner Main Menu and press the Enter key. The General Student Form will appear.

2. Enter the Student’s Banner ID number by typing the student’s ID number into the ID field. The student’s name will appear.

3. Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.

4. View the data. Click on the down scroll bar on the right side of the block to view information about another term.

5. View the data.

6. Return to the Main Menu. Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.

C) Viewing The Data

This form is used to determine if a student is a resident or non-resident. The purpose of the General Student Form is to maintain current and historical information about a student.

Field definitions:

- Residence- Identifies if the student is a Resident (R) or Non-Resident (N)
- Level- Student level for that term. Undergraduate-UG, Graduate-GR, etc.
- Student Type- Student type for that term. Guest-G, First Time- F, etc.
- Class- Similar to what is “standing” in SIS. Freshman-U1, Sophomore-U2, Junior-U3, etc.
- Program- Combination of degree, level and college. Each program has valid primary majors, minors, and concentrations attached to them.
A) Business Process

View a student's address to determine the correct mailing address.

The following process will be used to access information about the most recent applications.

B) Procedure

1. Type SOADDRQ into the Direct Access field on the Banner Main Menu and press the Enter key. The Address Summary Form will appear.
2. Type the student’s ID number into the ID field or perform a search for their name. The student’s name will appear.
3. Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.
4. View the data. Click on the down scroll bar on the right side of the block to view more records.
5. Return to the Main Menu. Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.

C) Viewing The Data

The purpose of this form is to view the list of addresses for a student listed in order from most current to least current.

Important fields to focus on:
- Type- Describes the type of address displayed. Some codes you may see:
  - BI- Billing
  - BU- Business/Non-university
  - GA- Grants/Contracts Award Cont
  - GB- Grants/Contracts Billing
  - GF- Grants/Contracts Financial
  - GT- Grants/Contracts Tech Cont
  - MA- Mailing
  - PA- Parents
  - SE- Seasonal
  - W1- Wayne State-Primary (i.e. employee campus addresses)
A) Business Process

Determine if a student has taken a specific course such as a course that is a pre-requisite. In some respects it is similar to viewing a transcript without term and GPA summaries. The Course Summary Form (SHACRSE) displays a list of all courses the student has completed for all of the terms they have attended.

B) Procedure

1. Type SHACRSE into the Direct Access field on the Banner Main Menu and press the Enter key. The Course Summary Form will appear.
2. Type the student’s ID number into the ID field or perform a search for their name. The student’s name will appear.
3. Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.
4. View the data. Click on the down scroll bar on the right side of the block to view more records.
5. Return to the Main Menu. Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.

C) Viewing The Data

The information on this form is similar to the TOOK screen in the old SIS system. This form may also be used to query for courses taken by the student for a particular term. This information will only include WSU courses work.

Other fields to focus on:

- **PT**: This field is used to specify the part-of-term in which the section is offered. For a list; double-click in the PT field or view the Part of Term Code Validation Form (STVPRM).
- **CRN**: This is the course reference number. It is a unique number assigned to the course at the time the student took it.
- **Md**: This is the grade mode that is used.
- **S**: Standard letter grades
- **P**: Pass/Fail
- **C**: Credit by exam
- **Rpt**: This is the Repeat Course indicator. It is used to flag a student’s course as repeated for inclusion or exclusion in GPA calculation.
- **(I)**-included
- **(E)**-excluded
- **(A)**-excluded from earned hours but averaged into GPA
A) Business Process

Using the Prior College Form (SOAPCOL) you can view the following information:

- Colleges/universities the student attended
- Dates the transcript was received and reviewed
- GPA
- Hours
- Honors classifications
- Attendance dates
- Majors/minors and concentrations

B) Procedure

1. Type SOAPCOL into the Direct Access field on the Banner Main Menu and press the Enter key. The Prior College Form will appear.
2. Type the student’s ID number into the ID field or perform a search for their name. The student’s name will appear.
3. Make sure the Term field is blank.
4. View the data. Use the scroll bar to view additional history by college/university.
5. Return to the Main Menu. Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.

C) Viewing The Data

The top of the form is similar to the SIS PVED screen. The bottom of the form is similar to the SIS PVDG screen.
Determine Which Classes Have Been Accepted For Credit

A) Business Process

Using the Transfer Course Form (SHATRNS) you can view the following types of information:

- Transfer work
- International transfer student information (undergraduate and graduate)
- Transfer institution and attendance periods
- Attendance periods

B) Procedure

1. Type SHATRNS into the Direct Access field on the Banner Main Menu and press the Enter key. The Transfer Course Form will appear.

2. Type the student's ID number into the ID field or perform a search for their name. The student's name will appear.

3. To determine what is the student's Transfer Institution number, click on the search button next to the Transfer Institution Number field. The SHQTRIT (Transfer Institutions Form) will appear.

4. Scroll to the appropriate institution and double-click on the corresponding sequence number. The SHATRNS form will then be displayed with the number entered into the Transfer Institution Number field.

5. Click on the search button next to the Attendance Period Number field to choose an appropriate attendance period number. The Transfer Attendance Period Form (SHQTRAM) will appear.

6. Double-click on the desired attendance period under the Attendance Period No. column. The SHATRNS form will then be displayed with the number entered into the Attendance Period Number field.

7. Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.

8. Select the Transfer Course Detail menu item from the Options pull-down menu.

9. View the information. Use the scroll bar on the right side of the first block to view other courses and evaluate the student's transfer courses.

10. Return to the Main Menu. Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.

C) Viewing The Data

The information on this form is similar to the old SIS ZTRNS screen. NOTE: Transfer course work will NEVER count in the calculation of the GPA. The GPA is only based on WSU courses.

Other fields to focus on:

- Transcript Seq: This identifies the transfer course sequence number from the transcript. Attribute – course section attribute code
A) **Business Process**

Using the Transfer Course Articulation Form (SHATATR), you can view the following information:

- Transfer course information and the equivalent course data
- Equivalent course comments and attributes

**NOTE:** All courses are built with an effective term so they can be adjusted over time as course equivalencies change. Multiple course equivalencies may be viewed on a transfer course.

B) **Procedure**

1. Type SHATATR into the Direct Access field on the Banner Main Menu and press the Enter key. The Transfer Course Articulation Form will appear.
2. Click on the search button next to the Institution field. The Source/Background Institution Query-only Form (SOISBGI) will appear.
3. Perform a query for an institution by its’ Code, Name, and/or where it’s located.
4. Double-click in the Type field associated with the desired information. The Institution code and title will appear in the key block of SHATATR.
5. Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.
6. Use the scroll bar to view courses in sequence, or perform a query in this block of information using any combination of parameters (i.e. subject or course title).
7. Use the scroll bar to view data that matches your query parameters.
8. Return to the Main Menu. Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.

C) **Viewing The Data**

The information on this form is similar to the old SIS ICOR screen.
A) Business Process

Using the Degree Summary Form (SHADGMQ), you can view the following information:

- Degrees a student has applied for
- Status
- Program
- Degree
- Application
- Date
- Term

B) Procedure

1. Type SHADGMQ into the Direct Access field on the Banner Main Menu and press the Enter key. The Degrees and Other Formal Awards Form will appear.

2. Type the student's ID number into the ID field or perform a search for their name. The student's name will appear.

3. Click on the Next Block button or press the Ctrl+PageDown keys. Data will appear in the next block.

4. View the data. Make note of the Graduation Status field near the bottom of this form

5. Return to the Main Menu. Click on the red door icon (exit) or press the Ctrl+Q keys. The Main Menu form will appear.

C) Viewing The Data

The intent of this form is to review all information pertaining to degrees or other types of awards that the student is seeking, or has been awarded.

Degrees are viewed by sequence number (1, 2, 3, etc.) to prevent the occurrence of a duplicate degree record.

Elements found in this form are similar to those found in the SIS STUD and ALUM screens.

**Graduation Status codes:**

- AP- Application Received
- GR- Application Accepted/Certified
- OF- Application Denied