Useful Forms in Banner

*Online Help* (from pull-down menu under Help)

*Dynamic Help Query* (from pull-down menu under Help; gives field descriptions)

*Banner Bookshelf* (available from My Links on Banner main page or link on www.washburn.edu/banner)

**Admissions:**
- **SAASUMI** Admissions Application Summary Form
  - Enter Student, if leave term blank all applications will be returned
- **SAAADMS** Admissions Application Form
  - Enter Student, if leave term blank all applications will be returned

**Student status:**
- **SGASTDQ** General Student Summary Form
- **SGASTDN** General Student Form
  - Enter Student, if leave term blank all records will be returned; if enter a term and there is an exact match then only records for that term and earlier will be returned

**Current registration:**
(Term, Student required; leave registration to and from dates blank)
- **SFAREGQ** Registration Query Form
- **SFASTCA** Student Course Registration Audit Form
- **SFAREGF** Student Course/Fee Assessment Query
  - Go to Options and select Fee Assessment with or without min/max applied (we do not use min/max so results will be the same)

**Registration History:**
- **SFARHST** Student Registration History (since Fall 2004)

**Test scores:**
- **SOATEST** Test Score Information Form

**Prior College:**
- **SOAPCOQ** Prior College Summary Form
- **SOAPCOL** Prior College Form

**High School:**
- **SOAHSCH** High School Information Form
**Class Rosters:**
- SFASLST Class Roster Form (Term, CRN required)
- SFAALST Different version of Class Roster

**Academic History:**
- SHATERM Term Sequence Course History Form
  - Enter student and student level (UG, GR or LW); leave start term blank
- SHACRSE Course Summary Form
  - Enter student; leave term blank for all courses or if a term is entered, only courses matching that term will be returned
- SHATRNS Transfer Course Form
  - Must select transfer institution and attendance period; available from drop-down
- SHAINST Term Course Maintenance Form (term required)
- SHASUBJ Subject Sequence History Form
  - student, level required; leave Subject code blank for all subjects

**Degree Information: (degrees from Washburn only)**
- SHADGMQ Degree Summary Form
- SHADEGR Degree and Other Formal Awards Form

**Holds:**
- SOAHOHD Hold Information Form

**Address and Personal Information:**
- SPAIDEN General Person Identification Form
- SPAPERS General Person Form (gender, SSN, ethnicity)
- SOADDRQ Address Summary Form
- SPATELE General Person Telephone Form
- SPAEMRG Emergency Contact Form
- GOAEMAL E-mail Address Form

**Schedule/Course Information:** (term and CRN required)
- SSAMATX Building/Room Schedule Query Form
- SSASECQ Schedule Section Query Form
- SSAPREQ Schedule Pre-requisite and Test Score Restrictions Form
- SSARRES Schedule Restrictions Form
  - Restrictions by College, Major, Degree, Classification, Level, Program or Campus
- SSADETL Schedule Detail Form
  - Shows linked courses, Co-requisite courses (if CRN-specific, otherwise, go to SCADETL), Section Fees, Program Attributes
- SSAXLSQ Section Cross List Query Form