

# General Student Training Manual

Revised: December 14, 2017  
By: Office of the Registrar

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# Banner Student Quick Reference Guide

Description of Page	Page Name
Assigned Advisor	SGAADVR
Class List for a Section	SFASLST
Class Schedule	SFAREGQ
Comments	SPACMNT
General Student Information	SGASTDN
Institutional Academic History (By Term)	SHATERM
Institutional Academic History (Summary)	SHACRSE
Personal Information (Email, Biographical)	SPAIDEN
Prior Institutions	SOAPCOL
Registration Audit Trail	SFASTCA
Registration Overrides	SFASRPO
Search for a Student (By Name)	SOAIDEN
Search for a Student (By Phone number or Email)	GUISRCH
Student Holds	SOAHOLD
Test Score Information	SOATEST
Transfer Course Information	SHATRNS

Function	Shortcut
Cancel Query	Ctrl + Q
Clear Block	Shift + F5
Clear Record	Shift + F4
Delete Record	Shift + F6
Duplicate Record	F4
Enter Query	F7
Execute Query	F8
Exit	Ctrl + Q
Insert Record	F6
List of Values (LOV)	F9
Open Menu	Ctrl + M
Open Related Menu	Alt + Shift + R
Open Tools Menu	Alt + Shift + T
Next Block	Alt + Page Down
Next Field	Tab
Next Record	Down Arrow
Previous Block	Alt + Page Up
Previous Field	Shift + Tab
Previous Record	Up Arrow
Print	Ctrl + P
Recently Open Items	Ctrl + Y
Rollback/Clear Form	F5
Save	F10
Select	Alt + S

Term Codes	
Spring	YYYY10
Summer I	YYYY50
Summer II	YYYY70
Fall	YYYY80

## Important Information

To Access Banner: [banner.uncc.edu](http://banner.uncc.edu)

IT Service Desk  
x 75500  
[help@uncc.edu](mailto:help@uncc.edu)  
[help.uncc.edu](http://help.uncc.edu)

### Your signed Confidentiality Agreement requires that you:

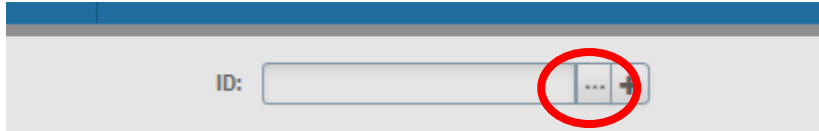
- Do not share your password or authorize someone else to use it.
- Use your Banner access only in the performance of the responsibilities of your position as a University employee. **You are not authorized to access your own student record in Internet Native Banner.**

## Searching for a Student

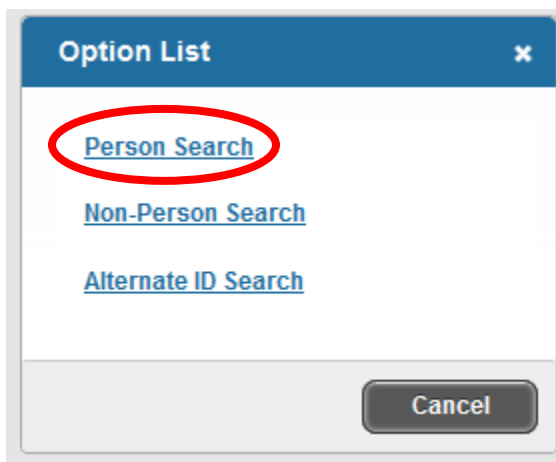
A person search may be performed using any form that has the ID field in the Key Block, such as **SPAIDEN**, **SPAPERS**, **SGASTDN**, and **SGAADVR**. The **ellipses** next to the ID field, will take you to an additional form, which allows you to enter information to perform a search. A search can be performed using a partial name or UNC Charlotte ID.

*To initiate a search:*

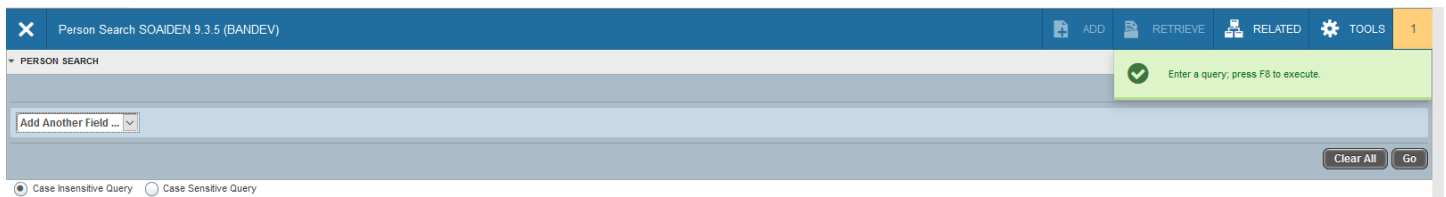
1. Click the **ellipses** next to the ID field to access the Person Search Form.



2. Click **Person Search** from the Options list.



3. This will open the Person Search Filter (**SOAIDEN**).



# Searching for a Student

Fields available for search are: ID, Last Name, First Name, Middle Name, Change Indicator and Name Type. The search comparison operator can be: Contains, Like, Starts With, Ends With, Equals and Not Equal. Wildcards can be included in the search.

### Wildcards:

The wildcard “%” can represent any number of characters in the selected position.

- Querying “sm%h” would return Smith, Smooth, and Smertsworth, but not Smythe.

The wildcard “\_” (underscore) represents a *single* character in the selected position.

- Querying “sm\_th” would return Smith, but not Smooth.

### To search using a last name:

1. Select the **Last Name** field on the Person Search Filter (**SOAIDEN**), enter the last name of the student.
2. Execute the query by clicking the **Go** (or press **F8**).
3. Double-click on the ID number of the student for whom you are searching.
4. This will transfer the UNC Charlotte ID back to the ID field on the form with which you are working.

The screenshot shows a web-based search interface titled "Person Search SOAIDEN 9.3.5 (BANDEV)". The main search area is labeled "PERSON SEARCH" and contains a dropdown menu for "Last Name" and a dropdown for "Contains". Below this is an "Add Another Field ..." dropdown. At the bottom of the search area, there are "Clear All" and "Go" buttons. Below the search area, there are two radio buttons: "Case Insensitive Query" (which is selected) and "Case Sensitive Query".

### To search using a partial last name:

1. Select the **Last Name** field on the Person Search Filter (**SOAIDEN**), enter the partial last name of the student.
2. You can use the wildcard “%” to represent the unknown characters, however, depending on the comparison operator used wildcards may not be needed.
  - Querying “Cov%” will search for all people with last names that start with “Cov”.
  - Querying “Cov” with the Starts With operator will produce the same results.
3. Execute the query by clicking the **Go** (or press **F8**).
4. Double-click on the ID number of the student for whom you are searching.
5. This will transfer the UNC Charlotte ID back to the ID field on the form with which you are working.

*To search using a partial UNC Charlotte ID:*

1. Select the **ID** field on the Person Search Filter (**SOAIDEN**), enter the partial UNC Charlotte ID.
2. You can use the wildcard “%” to represent the unknown characters, however, depending on the comparison operator used wildcards may not be needed.
  - Use “80021%” to search for all UNC Charlotte IDs that start with “80021”.
  - Use “80021” and the Start With operator will produce the same results.
3. Execute the query by clicking the **Go** (or press **F8**).
4. Double-click on the ID number of the student for whom you are searching.
5. This will transfer the UNC Charlotte ID back to the ID field on the form with which you are working.

# Viewing General Person Information

## Address

General Person Identification SPAIDEN 9.3.3 (BANDEV)

ADD RETRIEVE RELATED TOOLS

ID: Niner, Norm P. Start Over

Current Identification Alternate Identification **Address** Telephone Biographical E-mail Emergency Contact Additional Identification

ADDRESS INFORMATION Insert Delete Copy Filter

From Date To Date

Address Type DD Direct Deposit

Sequence Number 1

Street Line 1 9201 University City Blvd

Street Line 2

Street Line 3

City Charlotte

State or Province NC North Carolina

ZIP or Postal Code 28223

County NC119 Mecklenburg

Nation

Telephone Type DD Direct Deposit

Area Code

Phone Number

Extension

Inactivate Address

Source

Delivery Point

Correction Digit

Carrier Route

1 of 19 | 1 Per Page Record 1 of 19

1. Access the General Person Identification page (**SPAIDEN**) from the Welcome page.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
  - If you don't know the ID of the student, click the **Ellipses** to find the student (see pages 5-6 for additional instructions).
3. Click **Go** (or **Alt + Page Down**).
4. Select the **Address** tab (or **Alt + Page Down** 2 times).
  - The address information will be displayed.
  - Use **page controls** to move to additional information (or **Page Down** and **Page Up**).



5. To view another student, click **Start Over** (or **F5**) and repeat steps 2-4.
6. To return to the Welcome Page, click **X** (or **Ctrl + Q**).

# Viewing General Person Information

## Telephone

General Person Identification SPAIDEN 9.3.3 (BANDEV)

ID: Niner, Norm P

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact Additional Identification

TELEPHONE INFORMATION

Telephone Type \* PR Permanent

Area Code 910

Phone Number 1234567

Extension

International Access

Primary

Unlisted

Inactivate

Comment

Address Type PR Permanent

Sequence 11

1 of 12 Per Page Record 1 of 12

1. Access the General Person Identification page (**SPAIDEN**) from the Welcome page.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
  - If you don't know the ID of the student, click the **Ellipses** to find the student (see pages 5-6 for additional instructions).
3. Click **Go** (or **Alt + Page Down**).
4. Select the **Telephone** tab (or **Alt + Page Down** 3 times).
  - The telephone information will be displayed.
  - Use **page controls** to move to additional information (or **Page Down** and **Page Up**).



5. To view another student, click **Start Over** (or **F5**) and repeat steps 2-4.
7. To return to the Welcome page, click X (or **Ctrl + Q**).



# Viewing General Person Information

## Biographical

The screenshot displays the 'General Person Identification SPAIDEN 9.3.3 (BANDEV)' interface. The 'Biographical' tab is active, showing the following information:

- Gender:  Male,  Female,  Not Available
- Birth Date: [Field]
- Age: 27
- SSN/SIN/TIN: 333445555
- Confidential:
- Deceased:
- Deceased Date: [Field]
- Citizenship: US, United States Citizen
- Marital Status: [Field]
- Religion: [Field]
- Legacy: [Field]
- Ethnicity: B, Black/Non-Hispanic
- New Ethnicity: Not Hispanic or Latino
- Ethnicity and Race Confirmed:
- Ethnicity and Race Confirmed Date: [Field]
- Veteran File Number: [Field]
- Veteran Classification: Not a Veteran
- Date of Discharge: [Field]
- Armed Forces Service Medal Indicator:

The 'RACE INFORMATION' section shows:

Race *	Description
B	Black or African American

1. Access the General Person Identification page (**SPAIDEN**) from the Welcome page.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
  - If you don't know the ID of the student, click the **Ellipses** to find the student (see pages 5-6 for additional instructions).
3. Click **Go** (or **Alt + Page Down**).
4. Select the **Biographical** tab (or **Alt + Page Down 4 times**).
  - The biographical information will be displayed.
5. To view another student, click **Start Over** (or **F5**) and repeat steps 2-4.
8. To return to the Welcome page, click X (or **Ctrl + Q**).

### **Please Note:**

If the student has a directory restriction on their record, the word **Confidential** will be at the top of **every form** with the ID field in the key block. A directory restriction prohibits you from sharing any student information with other individuals or offices. If a student is requesting information, they must show identification in order to receive any information.

# Viewing General Person Information

## E-mail

The screenshot shows the SPAIDEN system interface. At the top, the browser address bar displays "University of North Carolina at Charlotte (BANDEV)". The user is identified as "Shirley Banks Joyner" with a "Sign Out" option. The main navigation bar includes "ADD", "RETRIEVE", "RELATED", and "TOOLS" (with a dropdown showing "1"). The "Start Over" button is visible in the top right. The "ID:" field contains "Niner, Norm P.". The "E-mail" tab is selected, showing the "E-MAIL INFORMATION" section. The "E-mail Type" is "U" (UNC Charlotte). The "E-mail Address" is "nniner@uncc.edu". The "Preferred" section has "Display on Web" checked. The "Comment" field is empty. The bottom of the screen shows "Record 1 of 1" and "Per Page" controls.

1. Access the General Person Identification page (**SPAIDEN**) from the Welcome page.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
  - If you don't know the ID of the student, click the **Ellipses** to find the student (see pages 5-6 for additional instructions).
3. Click **Go** (or **Alt + Page Down**).
4. Select the **E-mail** tab (or **Alt + Page Down** 5 times).
  - The e-mail information will be displayed.
  - Use **page controls** to move to additional information (or **Page Down** and **Page Up**).



5. To view another student, click **Start Over** (or **F5**) and repeat steps 2-4.
9. To return to the Welcome page, click X (or **Ctrl + Q**).

# Viewing General Person Information

## Emergency Contact

The screenshot shows the 'Emergency Contact' tab selected in the SPAIDEN system. The form contains the following fields:

- Priority: 1
- Relationship: M (Mother)
- Last Name: Niner
- First Name: Norma
- Middle Name: P
- Address Type: EM (Emergency)
- Street Line 1: 112 Main St
- Street Line 2: (empty)
- Street Line 3: (empty)
- City: Anytown
- State or Province: NC (North Carolina)
- ZIP or Postal Code: (empty)
- Nation: (empty)
- Area Code: 910
- Phone Number: (empty)
- Extension: (empty)

At the bottom of the form, there are navigation controls: '1 of 3' pages, '1 Per Page', and 'Record 1 of 3'.

1. Access the General Person Identification page (**SPAIDEN**) from the Welcome page.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
  - If you don't know the ID of the student, click the **Ellipses** to find the student (see pages 5-6 for additional instructions).
3. Click **Go** (or **Alt + Page Down**).
4. Select the **Emergency Contact** tab (or **Alt + Page Down** 6 times).
  - The emergency contact information will be displayed.
  - Use **page controls** to move to additional information (or **Page Down** and **Page Up**).
5. To view another student, click **Start Over** (or **F5**) and repeat steps 2-4.
6. To return to the Welcome page, click X (or **Ctrl + Q**).



# Viewing General Student Information

1. Access the General Student page (**SGASTDN**) from the Welcome page.
  2. In the **ID** field, enter the UNC Charlotte ID of the student.
    - If you do not have the ID of the student, click the **Ellipses** to find the student (see pages 5-6 for additional instructions).
  3. In the **Term** field, enter the term you want to view.
    - If no term is entered in the **Term** field, all of the general student records will be displayed back to the earliest record on file.
  4. Click **Go** (or **Alt + Page Down**).
    - The student's general student records will be listed in the information block.
    - Use **page controls** to move to additional information (or **Page Down** and **Page Up**).
- 
5. To view another student, click **Start Over** (or **F5**) and repeat steps 2-4.
  6. To return to the Welcome page, click **X** (or **Ctrl + Q**).

# Viewing Student Class Schedule

Registration Query SFAREGQ 9.3 (BANDEV)

Term: 201780 Registration From Date: Registration To Date: ID: Niner, Norm P. Start Over

REGISTRATION QUERY

Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Part of Term	Campus	Start Date	Instructional Method	Grading Mode	Building	Er
201780	11584	CEGR	4185	091	RW	N	CE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1730	2015	1	M	08/21/2017	TR	S	EPIC	12
201780	11624	CEGR	3225	001	RW	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1215	1	M	08/21/2017	TR	S	EPIC	12
201780	11679	ENGR	3295	C01	RW	N	31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1215	1	M	08/21/2017	TR	S	EPIC	12
					N			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1215			08/21/2017		S	EPIC	12
					N			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1645			08/21/2017		S	EPIC	12
					N			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1645			08/21/2017		S	EPIC	12
201780	16003	CEGR	3231	091	RW	N		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1730	2015	1	M	08/21/2017	TR	S	EPIC	12
201780	16376	CEGR	3258	L04	RW	N	C9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0915	1	M	08/21/2017	TR	S	EPIC	12
					N			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1400	1645			08/21/2017		S	EPIC	12
201780	17230	CEGR	3111	092	RW	N	BZ	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1700	1945	1	M	08/21/2017	TR	S	EPIC	12

Total Credit Hours: 15.000 Total CEU Hours: 0.000

1. Access the Registration Query page (**SFAREGQ**) from the Welcome page.
2. In the **Term** field, enter the term you want to view.
3. In the **ID** field, enter the UNC Charlotte ID of the student.
  - If you do not know the ID of the student, click the **Ellipses** to find the student (see pages 5-6 for additional instructions).
  - You **do not** need to enter any information in the Registration Date Range fields.
4. Click **Go** (or **Alt + Page Down**).
  - The student's class schedule will be displayed.
  - Use the scroll bar at the bottom of the form for additional information.
  - Use **page controls** to move to additional information (or **Page Down** and **Page Up**).



- In the **Registration Status** field, the following codes may appear (the **first** letter denotes):
    - R – Registered
    - D – Dropped
    - W - Withdrawn
5. To view another student or term, click **Start Over** (or **F5**) and repeat steps 2-4.
  6. To return to the Welcome page, click X (or **Ctrl + Q**).

## Viewing Advisor Information

The screenshot shows the 'Multiple Advisors SGAADVR 9.3.5 (BANDEV)' application. At the top, there is a navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below this, the 'ADVISOR INFORMATION' section is active, displaying a table with the following data:

ID	Name	Advisor Type	Advisor Type Description	Primary Indicator *
	Sonefeld, Sarah E.	MAJR	Major Advisor	<input checked="" type="checkbox"/>

Additional interface elements include a 'From Term' field set to '201710', a 'To Term' field set to '999999', and a 'Maintenance' button. The table has a 'Per Page' control set to '10' and a 'Record 1 of 1' indicator.

1. Access the Multiple Advisors page (**SGAADVR**) from the Welcome page.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
  - If you do not have the ID of the student, click the **Ellipses** to find the student (see pages 5-6 for additional instructions).
3. In the **Term** field, enter the term you want to view.
4. Click **Go** (or **Alt + Page Down**).
  - The student's advisor's UNC Charlotte ID, name, and advisor type will be listed in the information block.
  - Use **page controls** to move to additional information (or **Page Down** and **Page Up**).
5. To view another student, click **Start Over** (or **F5**) and repeat steps 2-4.
6. To return to the Welcome page, click X (or **Ctrl + Q**).



# Viewing Holds

Hold Information SOAHOLD 9.3.2 (BANDEV) ADD RETRIEVE RELATED TOOLS

ID: Norm Pickaxe Niner Start Over

HOLD DETAILS Insert Delete Copy Filter

Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Origination Code	Origination Code Description	Created User
AD	Advisement Required	Contact COE Advisor	<input type="checkbox"/>		10/30/2017	01/16/2018	ACAD	Academic Department	EDAWSON8
RT	Financial Hold	Balance Due	<input type="checkbox"/>		09/07/2017	12/31/2099	FINS	Financial Services	REGREC
RT	Financial Hold	Balance Due	<input type="checkbox"/>		05/03/2017	05/03/2017	FINS	Financial Services	REGREC
FB	Student Accounts	Outstanding Balance	<input checked="" type="checkbox"/>		03/22/2017	03/28/2017			STUACCTS
AD	Advisement Required	Contact COE Academic Advisor	<input type="checkbox"/>		03/14/2017	03/14/2017	ACAD	Academic Department	EDAWSON8
RT	Financial Hold	Balance Due	<input type="checkbox"/>		01/04/2017	01/04/2017	FINS	Financial Services	REGREC
FB	Student Accounts	Outstanding Balance	<input checked="" type="checkbox"/>		10/28/2016	11/02/2016			STUACCTS
AD	Advisement Required	Contact COE Academic Advisor	<input type="checkbox"/>		10/24/2016	10/24/2016	ACAD	Academic Department	EDAWSON8
RT	Financial Hold	Balance Due	<input type="checkbox"/>		09/07/2016	11/02/2016	FINS	Financial Services	REGREC
RT	Financial Hold	Balance Due	<input type="checkbox"/>		08/12/2016	08/13/2016	FINS	Financial Services	REGREC
RT	Financial Hold	Balance Due	<input type="checkbox"/>		05/24/2016	08/12/2016	FINS	Financial Services	REGREC
AD	Advisement Required	Contact COE Academic Advisor	<input type="checkbox"/>		03/28/2016	03/30/2016	ACAD	Academic Department	RMARSH4
RT	Financial Hold	Balance Due	<input type="checkbox"/>		01/05/2016	01/25/2016	FINS	Financial Services	REGREC
RT	Financial Hold	Balance Due	<input type="checkbox"/>		12/03/2015	01/05/2016	FINS	Financial Services	REGREC
AD	Advisement Required	Contact COE for Advising	<input type="checkbox"/>		11/02/2015	11/03/2015	ACAD	Academic Department	RMARSH4
RT	Financial Hold	Balance Due	<input type="checkbox"/>		07/30/2015	08/20/2015	FINS	Financial Services	AWALLEN
RT	Financial Hold	Balance Due	<input type="checkbox"/>		05/04/2015	07/30/2015	FINS	Financial Services	REGREC
AD	Advisement Required	Contact Academic Advisor	<input type="checkbox"/>		03/20/2015	03/20/2015	ACAD	Academic Department	PAMBROSE
DC	Do Not Cancel	Protect Spring 2015 Courses	<input type="checkbox"/>		01/06/2015	01/31/2015	DOST	Dean of Students	ASWANSTO
AD	Advisement Required	See Major Dept. for advising.	<input type="checkbox"/>		12/12/2014	12/17/2014			MWILKES2

1 of 2 | 20 Per Page Record 1 of 31

1. Access the Hold Information page (**SOAHOLD**) from the Welcome page.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
  - If you do not know the ID of the student, click the **Ellipses** to perform a query (see pages 5-6 for additional instructions on searching).
3. Click **Go** (or **Alt + Page Down**).
4. The student's holds will be displayed.
  - The "**From**" date determines the date the hold is effective.
  - The "**To**" date determines when the hold is no longer effective.
  - Use **page controls** to move to additional information (or **Page Down** and **Page Up**).



5. To view another student, click **Start Over** (or **F5**) and repeat steps 2-4.
6. To return to the Welcome page, click **X** (or **Ctrl + Q**).

To query a specific hold type:

1. Perform steps 1 through 3.
2. Click **Filter** (or **F7**).
3. Select Hold Type and enter selection criteria.
4. Click **Go** (or **F8**).

# Viewing Comments

Person Comment SPACMNT 9.3 (BANDEV)

ID: Niner, Norm P.

PERSON COMMENT

Comment Type \* **ROP** Second Grade Replacement

Originator **RECS** Office of the Registrar

Contact

Contact Date

From Time

To Time

Confidentiality

Add Date 01/14/2016

Activity Date 05/17/2016

Last Updated by GRRPL\_WEB

Comments

Comment Originates From Grade Replacement Online Application.

Narrative Comments

Date/Time: 05/17/2016 12:53  
Registrar Processor: mesanbur  
Registrar Status: Approved - Grade Replaced

Date/Time: 05/17/2016 10:49  
Registrar Processor: mesanbur

1 of 6 Per Page Record 1 of 6

1. Access the Person Comment page (**SPACMNT**) from the Welcome page.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
  - If you do not know the ID of the student, click the **Ellipses** to perform a query (see pages 5-6 for additional instructions on searching).
3. Click **Go** (or **Alt + Page Down**).
  - The comments pertaining to the student will be displayed.
  - Use **page controls** to move to additional information (or **Page Down** and **Page Up**).



4. To view another student, click **Start Over** (or **F5**) and repeat steps 2-3.
5. To return to the Welcome page, click **X** (or **Ctrl + Q**).

*To query a specific comment type:*

1. Perform steps 1 through 3.
2. Click **Filter** (or **F7**).
3. Select Comment Type and enter selection criteria.
4. Click **Go** (or **F8**).



# Viewing Registration Overrides

Student Registration Permit-Override SFASRPO 9.3 (BANDEV) ADD RETRIEVE RELATED TOOLS 1

ID: Niner, Norm P. Term: 201780 Fall 2017 Start Over

STUDENT PERMITS AND OVERRIDES Insert Delete Copy Filter

Permit *	Permit Description	CRN	Subject	Course Number	Section
Record 1 of 1					

STUDENT SCHEDULE Insert Delete Copy Filter

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group	Campus	Schedule Type	Section Status	Block Indicator	Registration Status
11584	1	CEGR	4185	091	5	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1730	2015			CE	M	LC	A		RW
11624	1	CEGR	3225	001	10	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1100	1215				M	LC	A		RW
11679	1	ENGR	3295	C01	-3	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1100	1215			31	M	LC	A		RW
11679	1	ENGR	3295	C01	-3	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1400	1645			31	M	LC	A		RW
16003	1	CEGR	3231	091	17	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1730	2015				M	LC	A		RW
Record 1 of 8																							

1. Access the Student Registration Permit-Override page (**SFASRPO**) from the Welcome page.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
  - If you do not have the ID of the student, click the **Ellipses** to perform a query (see pages 5-6 for additional instructions).
3. In the **Term** field, enter the term you wish to view.
4. Click **Go** (or **Alt + Page Down**).
  - Registration permit override information for the student will be displayed.
  - Double click in the permit field to see a list of override types.
    - a. AUTH – Overrides all restrictions except closed section or level restriction (**AUTH is strongly suggested in order to prevent over enrollment**)
    - b. PERMIT – Overrides all restrictions except time conflicts or level restriction
    - c. DUP – Overrides duplicate sections (topics courses)
    - d. TIME – Overrides time conflicts
  - The user ID of the person issuing the override will be listed in the **Activity User** field at the bottom of the page.
5. To view another student, click **Start Over** (or **F5**) and repeat steps 2-4.
6. To return to the Welcome page, click **X** (or **Ctrl + Q**).

# Viewing Registration Audit Trail

Sequence Number	Term	CRN	Subject	Course	Section	Campus	Level	Grading Mode	Attempted Hours	Credit Hours	Bill Hours	Source	Course Status	Status Date	Add Date	Block	Message
1	201780	12912	CEGR	3258	L02	M	UG	S		2.000	2.000	TEMP	RW	03/28/2017	03/28/2017		
2	201780	12912	CEGR	3258	L02	M	UG	S	2.000	2.000	2.000	BASE	RW	03/28/2017	03/28/2017		
3	201780	11624	CEGR	3225	001	M	UG	S		3.000	3.000	TEMP	RW	03/28/2017	03/28/2017		
4	201780	11624	CEGR	3225	001	M	UG	S	3.000	3.000	3.000	BASE	RW	03/28/2017	03/28/2017		
5	201780	16003	CEGR	3231	091	M	UG	S		3.000	3.000	TEMP	RW	03/28/2017	03/28/2017		
6	201780	16003	CEGR	3231	091	M	UG	S	3.000	3.000	3.000	BASE	RW	03/28/2017	03/28/2017		
7	201780	17230	CEGR	3111	092	M	UG	S		3.000	3.000	TEMP	RW	03/28/2017	03/28/2017		
8	201780	17230	CEGR	3111	092	M	UG	S	3.000	3.000	3.000	BASE	RW	03/28/2017	03/28/2017		
9	201780	11679	ENGR	3295	C01	M	UG	S		1.000	1.000	TEMP	RW	03/28/2017	03/28/2017		
10	201780	11679	ENGR	3295	C01	M	UG	S	1.000	1.000	1.000	BASE	RW	03/28/2017	03/28/2017		
11	201780	11584	CEGR	4185	091	M	UG	S		3.000	3.000	TEMP	RW	03/28/2017	03/28/2017		
12	201780	11584	CEGR	4185	091	M	UG	S	3.000	3.000	3.000	BASE	RW	03/28/2017	03/28/2017		
13	201780	12912	CEGR	3258	L02	M	UG	S		0.000	0.000	TEMP	DW	08/08/2017	03/28/2017		
14	201780	16376	CEGR	3258	L04	M	UG	S		2.000	2.000	TEMP	RW	08/08/2017	08/08/2017		
15	201780	12912	CEGR	3258	L02	M	UG	S	0.000	0.000	0.000	BASE	DW	08/08/2017	03/28/2017		Record deleted on 08-AUG-2017
16	201780	16376	CEGR	3258	L04	M	UG	S	2.000	2.000	2.000	BASE	RW	08/08/2017	08/08/2017		
17	201780	12912	CEGR	3258	L02	M	UG	S	0.000	0.000	0.000	TEMP	DW	08/08/2017	03/28/2017		Record deleted on 08-AUG-2017

1. Access the Student Course Registration Audit page (**SFASTCA**) from the Welcome page.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
  - If you do not know the ID of the student, click the **Ellipses** to perform a query. (see pages 5-6 for additional instructions on searching).
3. In the **Term** field, enter the term you want to view.
4. Click **Go** (or **Alt + Page Down**).
  - The student's audit trail will be listed in the Information block.
  - In the **Course Status** field the following codes may appear (the **first** letter denotes):
    - **R** - Registered
    - **D** - Dropped
    - **W** - Withdrawn
5. The Activity User field at the bottom of the page displays the username of the person who processed the registration.
6. To view another student, click **Start Over** (or **F5**) and repeat steps 2-4.
7. To return to the Welcome page, click **X** (or **Ctrl + Q**).

**Please Note:**

Each registration attempt will have either a **TEMP** or a **BASE** code listed in the **Source** field.

- **TEMP** – a temporary file in which registration is held while the system is checking restrictions, pre-requisites, and co-requisites.
- **BASE** – the registration file in which information is stored after all restriction, pre-requisite, and co-requisite checking is complete.

To query specific information:

1. Perform steps 1 through 4.
2. Click **Filter** (or **F7**).
3. Select Fields to query and enter selection criteria. (Term, CRN, Subject, etc)
4. Click **Go** (or **F8**).

# Viewing Account Summary

Customer Service Inquiry TSICSRV 9.3 (BANDEV)

ADD RETRIEVE RELATED TOOLS

ID: Norm Pickaxe Niner Holds: Credit Limit: Last Term Registered: 201780 Sum by Effective Date:

Start Over

ACCOUNT SUMMARY

Detail Code *	Description *	Term *	Aid Year	Period	Charge	Payment	Balance	Effective Date *
1000	Tuition Undergrad Resident	201780				1,906.00		0.00
1002	Tuition Surcharge Resident	201780				948.00	948.00	0.00
1550	Health Insurance Waiver	201780					1,270.00	0.00
2000	Educ & Tech Fee	201780				291.00		0.00
2010	University Fees	201780				1,204.00		0.00
2020	49er Card Access Fee	201780				7.50		0.00
2025	Transportation Services Fee	201780				52.50		0.00
2035	Food Service Facilities Fee	201780				10.00		0.00
2060	UNC System Student Assoc Fee	201780				0.50		0.00
2065	Safety and Security Fee	201780				15.00		0.00
3005	Engr Stndt Fee	201780				150.00		0.00
5041	Student Health Premium	201780				1,270.00		0.00
5500	Refund	201780				6,007.50		0.00
B113	Fed Direct Unsubsidized Loan	201780	1718	201780			6,184.00	0.00
J291	Fed Pell Grant	201780	1718	201780			885.00	0.00
J491	NC Lottery Scholarship	201780	1718	201780			1,075.00	0.00
J786	TAG (Tuition Assistance Grant)	201780	1718	201780			1,500.00	0.00
0015	Web Payment-ACH	201710					156.00	0.00
1000	Tuition Undergrad Resident	201710				1,868.50		0.00
1002	Tuition Surcharge Resident	201710				0.00		0.00

Record 1 of 297

DETAILS

Query Balance	948.00	Financial Aid Memo Balance	0.00
Account Balance	948.00	Financial Aid	
Current Due	948.00	Authorized Aid Balance	0.00
Other Memos	0.00	NSF	0

- Access the Customer Service Inquiry page (**TSICSRV**) from the Welcome page.
  - The first time you access **TSICSRV** (after logging in), the **TOADEST** form will appear; you *do not* need to enter anything on this form.
  - Click **X** (or **Ctrl + Q**).
- In the **ID** field, enter the UNC Charlotte ID of the student.
  - If you do not know the ID of the student, click the **Ellipses** to perform a query (see pages 5-6 for additional instructions).
- Click **Go** (or **Alt + Page Down**).
  - The student's account summary will be listed. Any questions or issues with the account information should be referred to the Bursar's Office.
  - Use **page controls** to move to additional information (or **Page Down** and **Page Up**).



- To view another student, click **Start Over** (or **F5**) and repeat steps 2-3.
- To return to the Welcome page, click **X** (or **Ctrl + Q**).

# Viewing Test Scores

Test Score Information SOATEST 9.3.4 (BANDEV)

ID: Niner, Norm P.

Start Over

TEST SCORE INFORMATION

Test Code *	Description	Test Score *	Test Date *
MPLC	Math Placement Level	ML4	05/27/2014
PGI	Predicted Grade Index	263	10/01/2008
MATH	Math Placement Test	18	06/24/2008
MCR	HS Minimum Course Requirements	01B	02/05/2008
S01	SAT Critical Reading	530	06/15/2007
S02	SAT Mathematics	590	06/15/2007
S05	SAT Writing	510	06/15/2007
S06	SAT Essay Subscore	05	06/15/2007
S07	SAT Multiple Choice Subscore	55	06/15/2007

Admission Request:  Equivalency Indicator:

Source:  Revised or Recentered:

PERCENTILES

Percentile	Percentile Type	Description	Percentile Date

Percentiles are for MPLC taken on 05/27/2014

DETAILS

MPLC Scores can be a maximum of 3 - ALPHANUMERIC characters in range of ML1 - ML4

1. Access the Test Score Information page (**SOATEST**) from the Welcome page.
2. In the **ID** field, enter the UNC Charlotte ID of the student.
  - If you do not have the ID of the student, click the **Ellipses** to perform a query. (see pages 5-6 for additional instructions).
3. Click **Go** (or **Alt + Page Down**).
  - Test scores for the student will be displayed.
  - The **Test Code** field will display the test code.
  - The **Test Score** field will display the test score.
  - The **Test Date** field will display the date the student took the test.
  - Use **page controls** to view additional test information (or **Page Down** and **Page Up**).
4. To view another student, click **Start Over** (or **F5**) and repeat steps 2-3.
5. To return to the Welcome page, click **X** (or **Ctrl + Q**).