

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 (Address, 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

Term Codes	
Spring	YYYY1o
Summer	YYYY6o
Fall	YYYY8o
Parts of Term	
Spring (First Half Term)	
Spring (Second Half Term)	
Spring (Full Term)	
Summer (First Half Term)	
Summer (Second Half Term)	
Summer (Full Term)	
Mini Fall Term	
Fall (First Half Term)	
Fall (Second Half Term)	
Fall (Full Term)	

Banner Student Keyboard Shortcuts

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

Important Information

OneIT Service Desk - x 75500
oneit.charlotte.edu/help

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***