

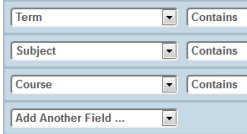





SFASLST: Class Roster Form & SSASECQ: Schedule Section Query Form

General Information

To view a course roster, use the **Class Roster [SFASLST] Form** – simply enter a *Term Code* and the *CRN Number* to view. If you are unaware of the CRN (Course Registration Number), this handout will also address the **Schedule Section Query [SSASECQ] Form**. The **SSASECQ Form** allows you to identify a course *CRN Number* by searching for the *Course Name* for a selected *Term*. **Please note – for both of these forms, you MUST use a Term Code. If you do not, you will freeze yourself out of Banner.** As always, any and all Banner questions may be sent to bannerhotline@odu.edu.

How to View a Class Roster (or Locate a CRN if necessary) in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the Class Foster [SFASLST] Form .	Type SFASLST into the Search Block field on the Old Dominion University Home Screen and press Enter .
2. In the key information area, enter the Term Code & CRN . Use the Go Button to load.	TIPS & TRICKS: If you do not know the selected course's CRN Number, go to Step 3! Otherwise skip to Step 6. Go Button or Down Arrow 
3. If you are unaware of the Course's CRN Number, click the Search Button next to the <i>CRN key information</i> area and select Section Query from the Option List .	Search Button: 
4. You will now be redirected into the Schedule Section Query [SSASECQ] Form . From here, select the following from the drop-down menu in order to search for a specific class: <ul style="list-style-type: none"> ◆ Term – enter a Term Code (<i>i.e.: 201710</i>) ◆ Subject – use the 4 character Subject Code (<i>i.e.: ENGL</i>) ◆ Course – enter the 3-4 digit Course Number Code (<i>i.e.: 110C</i>) ◆ NOTE: You may enter more search criteria if you so choose, but the abovementioned is all that is required to populate a search. <p>The hit GO.</p>	TIPS & TRICKS: You MUST enter in a Term Code when completing a search on SSASECQ , otherwise you will freeze Banner! Drop-Down Menu:  Go Button: 
5. A complete list of all courses that meet your search criteria for the selected term will be displayed. Simply locate the correct course from the list and double-click the <i>CRN Field</i> . You will now be redirected back to the SFASLST Form , and the CRN will have automatically been entered into the <i>CRN Key Informational Area</i> on the SFASLST Form .	
6. On SFASLST – the following information will be displayed: <ul style="list-style-type: none"> ◆ Sequence – indicates the order in which a student registered for the course ◆ ID – Student's UIN ◆ Name ◆ Status Date ◆ Grade - *see Tips & Tricks ◆ Hours ◆ Comments if available 	TIPS & TRICKS: The grades posted on this form may NOT indicate the actual grade awarded to the student (<i>i.e.: I for Incomplete</i>); however this grade is what was provided at the end of the selected Term ONLY . To see FINAL GRADES , proceed to other Student Module Forms.
7. When you have finished reviewing, you may clear your search criteria within the form and search for another individual. Hit on the Start Over button on the toolbar [<i>or choose Tools > Refresh</i>].	Start Over Button: 
8. When you have finished your work in this form, click the Old Dominion University Home Screen Button to return to the XE Home Screen.	ODU Home Icon: 

SFASLST Sample Screenshot:

CLASS ROSTER

Sequence	ID	Name	Status	Status Date	Midterm Grade	Final Grade	Grade Mode	Incomplete Final Grade	Extension Date	Hours	Rolloff
425			RW	07/16/1999		A	N			3.000	
426			RW	07/16/1999		A	N			3.000	
515			RW	07/16/1999		C-	N			3.000	
551			RW	07/20/1999		WF	N			3.000	
681			RW	07/26/1999		I	N			3.000	
402			RW	07/16/1999		C+	N			3.000	
417			RW	07/16/1999		WF	N			3.000	
421			RW	07/16/1999		B+	N			3.000	
103			RW	06/29/1999		WF	N			3.000	
139			RW	06/29/1999		B	N			3.000	
410			RW	07/16/1999		B+	N			3.000	
240			RW	07/13/1999		Z	N			3.000	
510			RE	07/16/1999		C	N			3.000	
217			RW	07/13/1999		B	N			3.000	
1191			RW	08/27/1999		WF	N			3.000	
950			RE	08/24/1999		B	N			3.000	
543			RW	07/20/1999		B	N			3.000	
1209			RW	08/27/1999		B+	N			3.000	
419			RW	07/16/1999		B-	N			3.000	
40			RW	06/25/1999		B+	N			3.000	

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HELPFUL TIPS & TRICKS:
Note the Scrollbar and Number of Pages!

SFASECQ Sample Screenshot:

SCHEDULE SECTION QUERY

Active filters: Term: 199910, Subject: ENGL, Course: 110C

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus
199910	1			11573		ENGL	110C	0	A	A
199910	1			11583		ENGL	110C	0	A	A
199910	1			11599		ENGL	110C	0	A	A
199910	1			11601		ENGL	110C	0	A	A
199910	1			11604		ENGL	110C	0	A	A
199910	1			11609		ENGL	110C	0	A	A
199910	1			11619		ENGL	110C	0	A	A
199910	1			11625		ENGL	110C	0	A	A
199910	1			11626		ENGL	110C	0	A	A
199910	1			11629		ENGL	110C	0	A	A

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HELPFUL TIPS & TRICKS:
From the list, select the correct course and double-click the CRN Field in order to be redirected back to the SFASLST Form. The CRN will be automatically entered into the CRN Key Information Area in the SFASLST Form. You are now ready to complete your Class Roster Search.