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

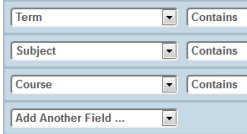| General Information |
|---|
| To view a course roster, use the **Class Roster [SFASLST] Form** – simply enter a *Term Code* and the *CRN Number* to view. If you are unaware of the CRN (Course Registration Number), this handout will also address the **Schedule Section Query [SSASECQ] Form**. The **SSASECQ 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==.<br><br>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.*<br><br>**Go Button or Down Arrow**<br>[Go button] [Down arrow] |
| 3. If you are unaware of the Course's CRN Number, click the **Search Button** next to the *CRN key information* 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:<br>◈ **Term** – enter a Term Code *(i.e.: 201710)*<br>◈ **Subject** – use the 4 character Subject Code *(i.e.: ENGL)*<br>◈ **Course** – enter the 3-4 digit Course Number Code *(i.e.: 110C)*<br>◈ *NOTE: You may enter more search criteria if you so choose, but the abovementioned is all that is required to populate a search.*<br><br>The hit **GO**. | ***TIPS & TRICKS:*** *You MUST enter in a Term Code when completing a search on* ***SSASECQ***, *otherwise you will freeze Banner!*<br><br>**Drop-Down Menu:** [Term / Subject / Course / Add Another Field... — Contains fields]<br><br>**Go Button:** [Go] |
| 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 *CRN Field*.<br>You will now be redirected back to the **SFASLST Form**, and the CRN will have automatically been entered into the *CRN Key Informational Area* on the **SFASLST Form**. | |
| 6. On **SFASLST** – the following information will be displayed:<br>◈ **Sequence** – indicates the order in which a student registered for the course<br>◈ **ID** – Student's UIN<br>◈ **Name**<br>◈ **Status Date**<br>◈ **Grade** - *see Tips & Tricks*<br>◈ **Hours**<br>◈ **Comments** if available | ***TIPS & TRICKS:*** *The grades posted on this form may* ***NOT*** *indicate the actual grade awarded to the student (i.e.: I for Incomplete); 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 *[or choose Tools > Refresh]*. | **Start Over Button:** [Start Over] |
| 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:** [home icon] |

**SFASLST Sample Screenshot:**



**SFASECQ Sample Screenshot:**