
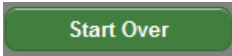



# SHACRSE: Course Summary Form

## General Information

To view a complete list of all courses a student has attempted **at ODU**, along with their grades for each, use the **Course Summary [SHACRSE] Form**. This form lists the ODU courses sequentially, beginning with the most recently attempted. *Please note – Undergraduate, Graduate, and NonCredit courses will be interspersed because courses are listed in date order.* Any Banner questions may be sent to [bannerhotline@odu.edu](mailto:bannerhotline@odu.edu).

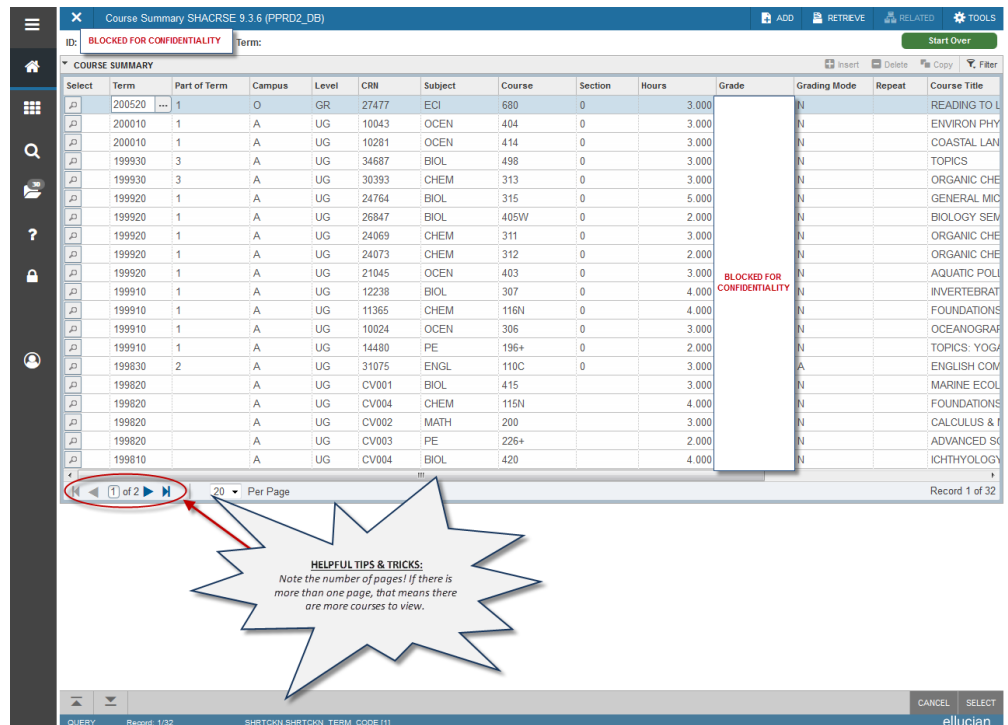
## How to View a Complete List of Attempted/Completed Courses in Banner:

Actions and Steps	Helpful Tips & Tricks
1. Access the <b>Course Summary [SHACRSE] Form</b> .	Type <b>SHACRSE</b> into the <b>Search Block</b> field on the <b>Old Dominion University Home Screen</b> and press <b>Enter</b> .
2. In the key information area, type in the person's <b>University Identification Number (UIN)</b> . <i>Leave the Term Code blank!</i>  Use the <b>Go Button</b> to load.	<b>Go Button or Down Arrow</b> 
3. A complete list of all courses will be listed by Term, listing the most recently attempted courses first.	<b>*TIPS &amp; TRICKS:</b> <i>Graduate, Undergraduate, and NonCredit courses may be intermingled in this list!</i>
4. When you have finished reviewing, you may clear your search criteria within the form and search for another individual. Hit on the <b>Start Over</b> button on the toolbar <i>[or choose Tools &gt; Refresh]</i> .	<b>Start Over Button:</b> 
5. When you have finished your work in this form, click the Old Dominion University Home Screen Button to return to the XE Home Screen.	<b>ODU Home Icon:</b> 

## Helpful Tips & Tricks:

- ◆ Banner retains the search criteria information between each form every time you sign into a session. Be sure to change the search criteria each time as necessary!
- ◆ **This form contains FINAL Grades for each class, and only lists ODU Classes!**

## SHACRSE Sample Screenshot:



The screenshot shows the SHACRSE Course Summary form with a table of courses. The table has columns for Select, Term, Part of Term, Campus, Level, CRN, Subject, Course, Section, Hours, Grade, Grading Mode, Repeat, and Course Title. A red box highlights the 'Grade' column with the text 'BLOCKED FOR CONFIDENTIALITY'. A callout box points to the pagination controls at the bottom of the table, which show '(1) of 2' pages and '20 Per Page'. The callout box contains the following text:

**HELPFUL TIPS & TRICKS:**  
Note the number of pages! If there is more than one page, that means there are more courses to view.