SHASUBJ: Subject Sequence History Form

General Information
This form is very similar to the **Term Sequence Course History [SHATERM] Form** – it displays the same initial window, requires the same search criteria, and contains the exact information throughout. The only exception is that the form is organized by Course rather than Term. This means both Transfer and Institution courses are organized by Course and interspersed when displayed. Information in this form will only populate after a student has been admitted to ODU. This form will list every course taken by the student by semester, and will display grades and Term GPA for Institutional Courses. It will also show curricula and field of study as with other Student Module Forms. This is only an informational form, not a research page. Any Banner questions may be sent to bannerhotline@odu.edu.

How to View Course Information in Banner by Course Name:	
Actions and Steps	**Helpful Tips & Tricks**
1. Access the **Subject Sequence History [SHASUBJ] Form**.	Type **SHASUBJ** into the **Search Block** field on the **Old Dominion University Home Screen** and press **Enter**.
2. This form ***requires*** 3 search criteria In the key information area: ◈ *ID* – Student's UIN Number ◈ *Course Level* – required! *UG, G, or NC* ◈ *Start with Subject* – may be left blank to view a complete list of all courses attempted. However you may also narrow down by the *4 character Subject Code* if you wish to only see attempted courses for a particular subject. Use the **Go Button** to load.	**Go Button or Down Arrow** Go ▼

3. There are 2 tabs that display information in this form:
◈ **Current Standing** – *NOTE: This tab is IDENTICAL to the Current Standing Tab you view within the **SHATERM Form**!*
  ➢ **First/Last Term Attended**
  ➢ **Academic Standing**
  ➢ **Institution, *Transfer*, and Overall:** Hours and GPA
◈ **Subject GPA & Course Detail Information** – this is the meat of the form, and contains detail BY SUBJECT!*
  ➢ **Subject**
  ➢ **Transfer or Institutional Hours/GPA** *(depending on selected record)*
  ➢ **Institutional Courses**
  ➢ **Transfer Courses**
	***TIPS & TRICKS:** Note the number of records, as each record indicates a new Subject! Depending on the selected record, the subsequent displayed information will change to reflect the selected Subject broken up by Institutional and Transfer courses.*
	
	REMEMBER – *only Institutional GPA will be displayed on this Form. To view Transfer GPA, you must go to the **Prior College [SOAPCOL] Form**.*

4. 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
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.	**ODU Home Icon:** 🏠

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!
◈ The information on the main display window (Current Standing Tab) is identical to the main display window in the **SHATERM Form**!
◈ Remember – Transfer Institution GPA will only be found on the **Prior College [SOAPCOL] Form!**

SHASUBJ Sample Screenshot: