

## Banner Form Guide for Department Heads

Banner Admin Form Name	Description	Key Block Fields Required
<b>REGISTRATION</b>		
SFAALST	Class Roster with Grades (includes Last Date of Attendance for assigned F grades)	Term, CRN
SFASLST	Class Roster with Grades (Includes Midterm Grades)	Term, CRN
SFAREGQ	Student Registration Query	Term, Banner ID
SFASRPO	Student Registration Permits/Overrides (for department heads and outreach offices only)	Banner ID, Term
SFASTCA	Student Registration Audit Trail	Banner ID, Term
SFAWLPR	Waitlist Priority (for a class section)	Term, CRN
SFIWLNT	Waitlist Notification Detail (for a class section)	Term, CRN
<b>GENERAL STUDENT INFORMATION</b>		
GPAPRXY	Student Proxy Information Form	Banner ID
SGAADVR	Student Academic Advisors	Banner ID, Term
SGASADD	Student Attributes and Cohorts (cohort codes used for special fee assessment)	Banner ID, Term
SGASTDN	General Student Information	Banner ID
SGASTDQ	General Student Information Summary (student curricula, student status, academic standing, etc.)	Banner ID
SOAHOLD	Hold Details (current and former hold details)	Banner ID
SOATEST	Student Test Scores	Banner ID
SPAIDEN	General Person Identification (name, DOB, phone #'s, addresses, email, etc.)	Banner ID
<b>STUDENT TRANSCRIPT/ACADEMIC HISTORY</b>		
SHADGMQ	Earned Degrees and Certificates	Banner ID
SHAGAPP	Graduation Application Details	Banner ID
SHATERM	Student Academic Transcript (by level)	Banner ID, Course Level
<b>FACULTY INFORMATION</b>		
SIAINST	Faculty/Advisor Information	Banner ID, Term
SIAASGN	Faculty Assignment/Schedule	Banner ID, Term
<b>CLASS SCHEDULE – SECTION DATA</b>		
SSAETL	Class Section Detail Information	Term, CRN
SSAMATX	Building/Room Schedule Query	At least one of the filter fields at top
SSAPREQ	Class Section Enforced Prerequisites & Exam Scores	Term, CRN
SSARRES	Class Section Registration Restrictions (other than enforced prerequisites)	Term, CRN
SSASECT	Class Section Information (main class section screen)	Term, CRN