

Viewing a List of Courses for a Student Grouped by Subject Using SHASUBJ

Subject Sequence History Form:

Use the Subject Sequence History form (SHASUBJ) to view a list of courses for a student grouped by subject.

1. Open the Subject Sequence History form by typing **SHASUBJ** in the **Direct Access** box of the Banner Main menu and press the **[Enter]** key on the keyboard. If the student's name is already displayed, skip to step 4.
2. Type the **Student ID** of the student you are looking for **OR** press the **[Tab]** key to navigate to the **Name** field and type the student's name (Example: Last, First).
3. If you are searching by name press the **[Enter]** key to open the **Extended Search** box. If there is only one match to your search, the name will be automatically filled in on the form. See the Basic Student Information workshop for more information on searching for students.
4. Press the **[Tab]** key on the keyboard to navigate to the **Level** field and type the student's level: **(GR)**-Graduate, **(UG)**-Undergraduate. A level **must** be entered.
5. Press the **[Tab]** key on the keyboard to navigate to the **Start with Subject** field and type the subject code for a list of courses by subject or leave it blank to view a list of courses grouped by subject.

Start with Subject Field:
Use the Start with Subject field to tell Banner what subject you want to see courses for.

Subject Field:
Use the Vertical scroll bar to move through the subject codes. Only codes associated with classes the student attended will be listed.

Institutional (EMU) Courses

Transfer Courses

Term	Subject	Course	Title	Repeat	Campus
200520	CLBR	655	Curriculum Foundations		DTS

Term	Subject	Course	Title	Grade	Repeat
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6. Click the **Next Block** icon on the toolbar to populate the **Current Standing** block.

Viewing a List of Courses for a Student Grouped by Subject Using SHASUBJ (continued).

Subject Sequence History Form:

7. Click **Options** on the menu bar and click **View Subject, GPA, & Course Detail** from the list. The View Subject, GPA, & Course Detail block displays.
8. When you are finished click the **Exit** icon on the toolbar to exit to the **Banner Main** menu.