

Viewing a List of Courses and Grades for a Student Grouped by Term Using SHATERM

Term Sequence Course History Form:

Use the Term Sequence Course History form (SHATERM) to view a list of all courses and grades for a student grouped by term. Within the term you can view credits grouped by institutional (EMU) credits and by transfer credits. Transfer credits display in the term they were evaluated by EMU. You can also view the student's overall transfer hours.

1. Open the **Sequence Course History Term** form by typing **SHATERM** 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 or **(UG)**-Undergraduate. A level **must** be entered.

If you use the **[Tab]** key to leave the field, you may encounter error messages. Click the **OK** button in the error message box(es) until the cursor move to the **Start Term** field.

5. Click in the **Start Term** field. If the **Start Term** field is left empty, Banner will display information since the student was admitted at the level displayed. If a term code is in the **Start Term** field Banner will display student information from that term to the present.

Next Block Icon:
The next block icon moves the cursor out of the key block and into the first editable field in the information block of the form.

Start Term Field: Term codes have changed. Term codes are now based on the academic year that the semester falls under:

Fall 2006	=	200710
Winter 2007	=	200720
Spring 2007	=	200730
Summer 2007	=	200740
Fall 2008	=	200810
Winter 2008	=	200820

Term - Semester Codes:
10 - Fall 20 - Winter
30 - Spring 40 - Summer

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points
Institution:	28.000	28.000	28.000	28.000	108.40
Transfer:	.000	.000	.000	.000	.00
Overall:	28.000	28.000	28.000	28.000	108.40

Viewing a List of Courses and Grades for a Student Grouped by Term Using SHATERM (cont.)

Sequence Course History Term Form (cont.):

- Click the **Next Block** icon on the toolbar to populate the **Current Standing** block.

Current Standing

First Term Attended:
Last Term Attended:

Academic Standing:
Academic Standing Override:
Progress Evaluation:
Progress Evaluation Override:
Combined Academic Standing:
Combined Academic Standing Override:

GPA Block:
This section displays the student's GPAs:
Overall Institution GPA: Hours and GPA for EMU credits
Overall Transfer GPA: Hours only for accepted credits from other schools
Overall GPA: Hours and GPA for combined institutional and transfer credits

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	28.000	28.000	28.000	28.000	108.40	3.87
Transfer:	.000	.000	.000	.000	.00	.00
Overall:	28.000	28.000	28.000	28.000	108.40	3.87

- Click the **Options** menu on the menu bar and click **Term GPA & Crse Detail** from the list. The Term GPA & Crse Detail Information block displays.

Institution or Transfer Field:
Use this field to view credit types by term. Either T (Transfer) or I (Institutional) will display here. Each term may have multiple transfer credit entries.

Term GPA

Institution or Transfer: Transfer Number: Attendance Period:

Term:	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
000540	6.000	6.000	6.000	6.000	23.10	3.85
Cumulative:	28.000	28.000	28.000	28.000	108.40	3.87

Institutional Courses

Subject	Course	Hours	Repeat	Campus
EDMT	653	3.000	<input type="checkbox"/>	WWS
EDLD	518	3.000	<input type="checkbox"/>	TCS

GPA Fields:
The term GPA will change if a class is repeated in a subsequent term.

- When you are finished click the **Exit** icon on the toolbar to exit to the **Banner Main** menu.