

Steps	HuskyNet		BANNER (INB)	
	Menu Item	Activity	Menu Item	Activity
	Faculty & Advisors	For advising select this menu item		
	Term Selection	Select the term which you want to gather data from or work from. If you want to email student who you advised last semester choose that term. If you do not select term it will default to current term students are registering for.		
	Advisee Listing	See all your advisees by term. View their address/phone, holds, test scores, transcript and degree evaluation or send email to students.		
	Advisee Listing or ID selection	To identify the specific student you want to look up you can select from your roster of advisees or put in the student H#.		
1.	Student Information	<p>-Check major, If major is not consistent with student plans, they should go to SAC office to have major changed.</p> <p>-Check advisor. Student must see their assigned advisor. If they need to change advisor they should see the Dean’s office of their college/school.</p> <p>-Check Admit Type and Academic Standing Override. If admitted “committee” student may possibly be “probation or freshman provisionally” admitted and will also need to see SAC office before registering. A hold will have been placed on their account.</p> <p>-Academic Standing. If a student is on probation or academic warning, they should be advised to repeat past courses to improve grades.</p> <p>-Check credits earned</p> <p>-Check CUM and semester GPA</p>	SAADCRV	-Check admissions status , provisional, probation, unconditional, etc. If a student is provisional student or probation admit, they must also see SAC office before registering. A hold has been placed on their account.
			SGASTDN	-Check major -Check Degree If major is not consistent with student plans, they should go to SAC office to have major changed.
			SGAADVR	- Check Advisor(s) Student must see their assigned advisor. If they need to change advisor they should see the Dean’s office of their college/school
2.	Registration History	<p>-Check previous HBU courses and grades.</p> <p>-Check transfer courses and credits</p> <p>- Transcript info</p>	SHACRSE	-Check previous courses and grades
			SHATERM	-Check semester by semester grades and GPA.
			SHATRNS	Check transfer courses and credits.
3.	View Test Scores	-See all SCORES; ACT, SAT, math assessment, essay scores, CLW credits, Strengths Quest, etc	SOATEST	See all SCORES: ACT, SAT, math assessment, essay scores, CLW credits, Strengths Quest, etc
4.	SFASPRO (INB-BANNER)	-Here is where you approve courses. <i>Enter course numbers, not CRNs</i>	SFASPRO	-Here is where you approve courses. <i>Enter course numbers, not CRNs</i>
5.	View Holds	-See and check holds	SOAHOLD	-See and check holds
OTHER ITEMS:	Class Schedule	-Search for classes offered for a particular semester	SPAIDEN	- General Person Info. (phone numbers, email, address, etc)
	Course Catalog	-See course descriptions from catalog	SOAIDEN	- Name search
	Active Registration	-See what courses a student has registered for a selected term		