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UNIVERSITY OF
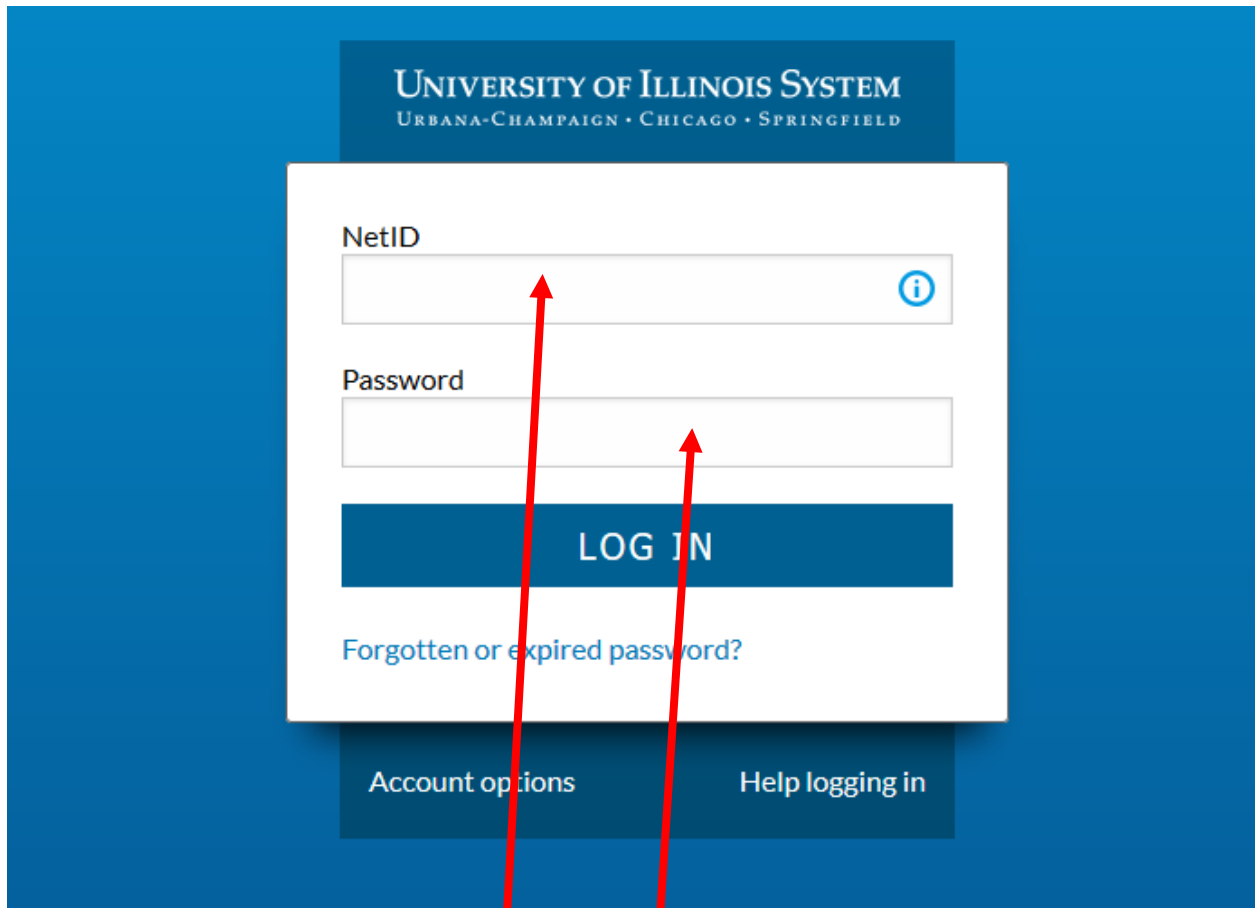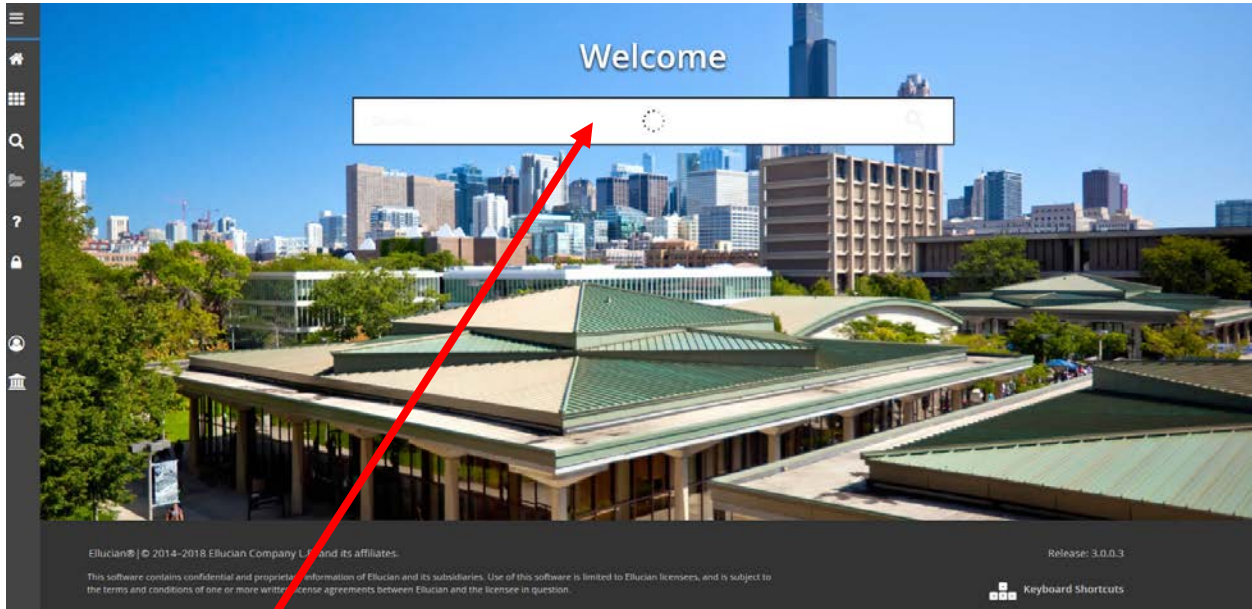**ILLINOIS**
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Banner 9 Academic Standing

This document will cover the Academic Standing Process using SHTERM in Banner 9.

1. Log into Banner by entering in your NetID and Password:

2. The landing page will display

3. Enter SHATERM in the Search box under Welcome.

4. Enter the student UIN; tab to enter the term to change the Academic Standing. Click Go.

5. If a student does not have a term record then the message "Query caused no record to be retrieved. Re-enter." will appear.

Change Academic Standing
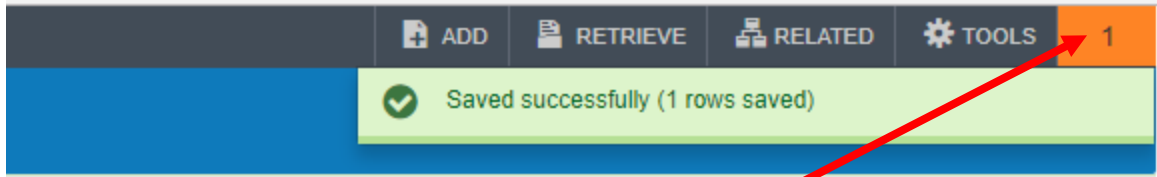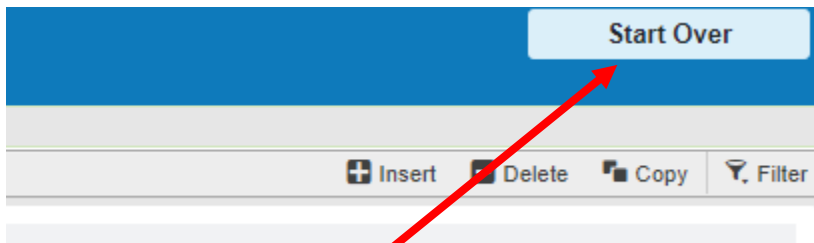

1. Click in the End of term box to change the standing.

2. Enter the new Academic Standing; Tab to display the value and Click Save

3. The notification will appear in the upper right hand corner that it has been saved.

4. Click on Notification Number to clear messages.

5. Click on Start Over to work on a new student.