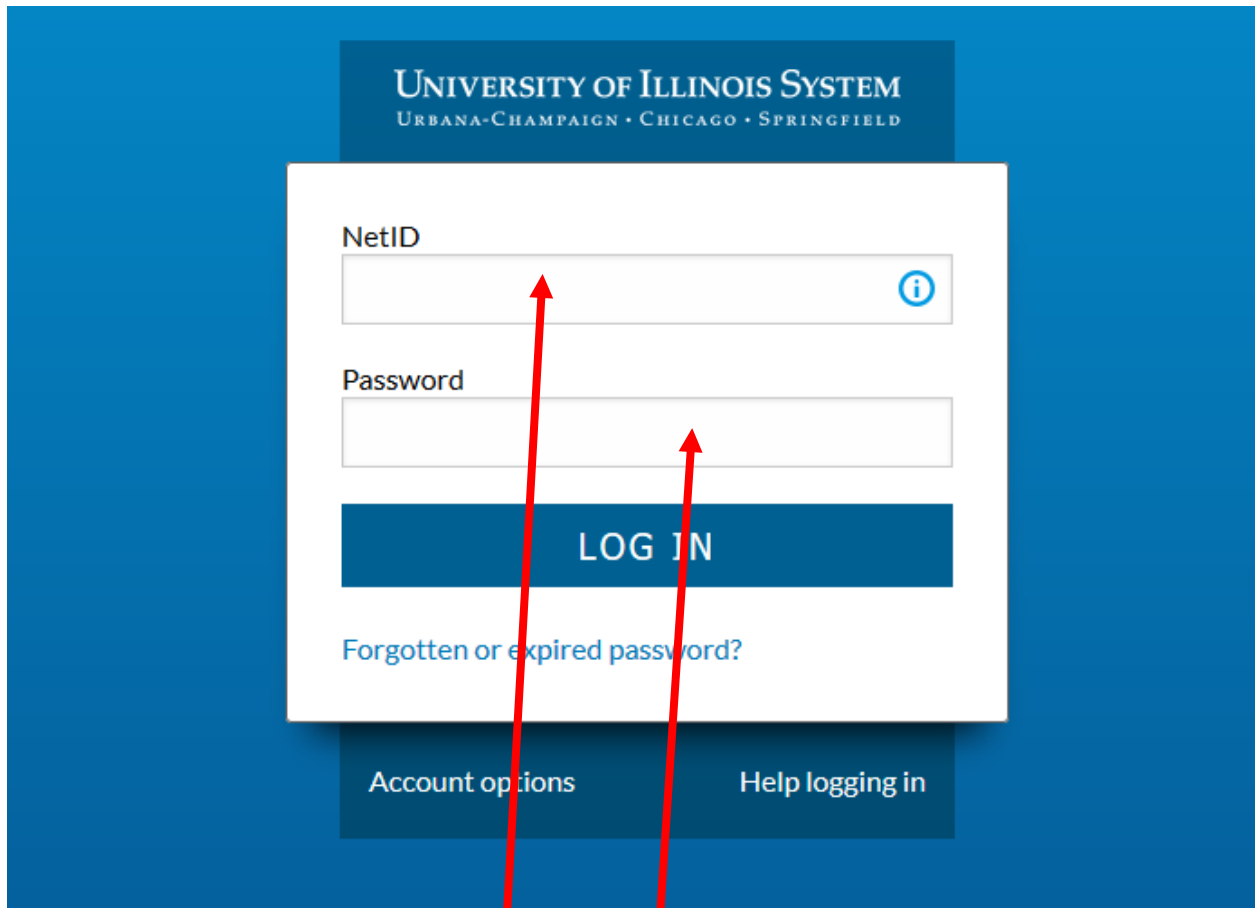


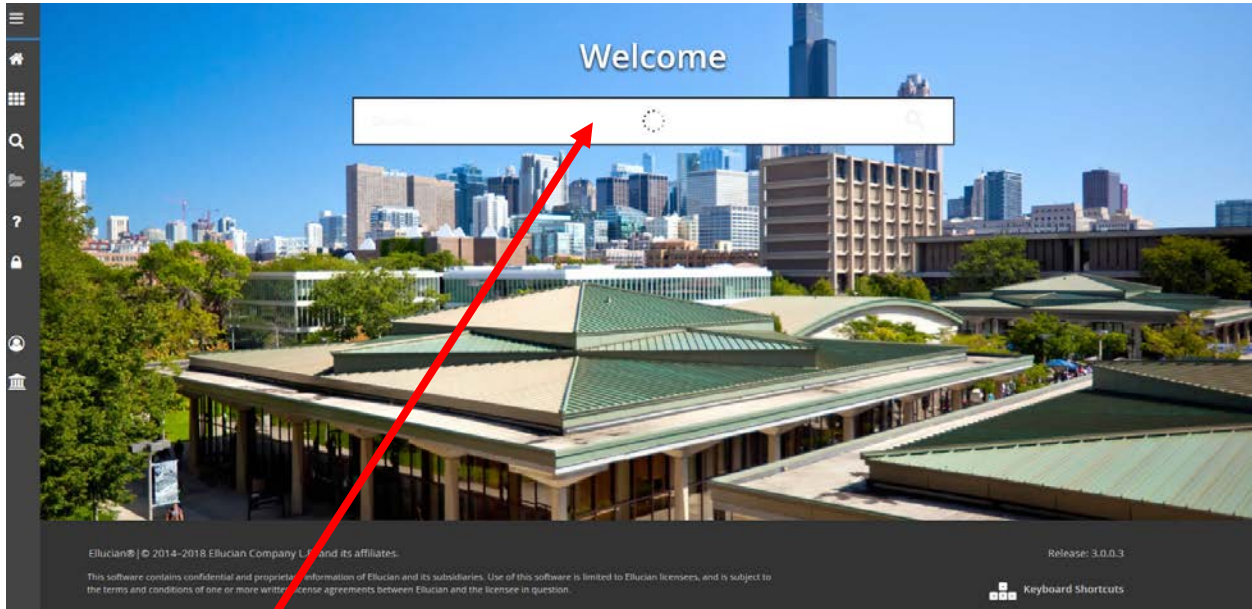
Banner 9 Academic Standing

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.

The screenshot shows the Banner Student Term Course Maintenance interface. At the top, a green error message states: "Query caused no records to be retrieved. Re-enter." Below the error message, the form displays various fields for student information, including Record Status (New Record), End of Term, Academic Standing, Dean's List Status, Progress Evaluation, Combined Academic Standing, Special Exam, Credit, and Withdrawal Reason. A red arrow points from the error message to the End of Term field in the second screenshot.

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

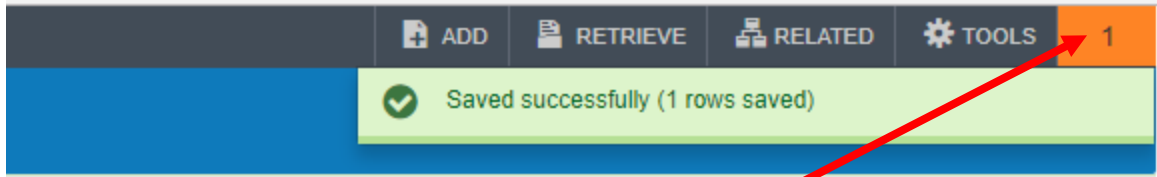
Change Academic Standing

The screenshot shows the Banner Student Term Course Maintenance interface with a student record. The Record Status is "Grade Mailer Processing Complete", the End of Term is "20", and the Academic Standing is "Good Standing". A red arrow points to the End of Term field, indicating where to click to change the standing.

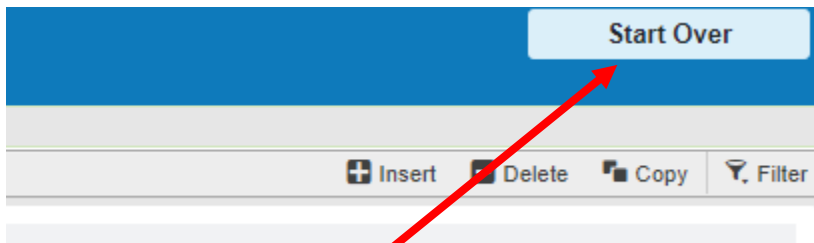
1. Click in the End of term box to change the standing.

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.