Class Schedule Lookup Process

1. Log into Banner

2. In the “Go To…” box Enter in SFAREGQ; Press Enter key

3. Type in the Term code, press tab 3 times. Type in Student 900#
   a. Term Code = Year + semester code (30=Spring; 40=Summer; 50=Fall)
   b. Student 900#
   c. Do a Ctrl + Page Down
4. Shows details for each class that the student is enrolled for.
   a. Look for “Total Credit Hours” at the bottom of the page
      i. Undergraduate Students must be enrolled for 6 or more credit hours
      ii. International Students must be enrolled for 12 or more credit hours
      iii. Graduate Students taking less than five credit hours during the spring or fall semesters will be enrolled in the Student Employee Retirement Plan (SERP).
5. Print Screen to include with paperwork (Ctrl + Page Down if continues on multiple pages)

6. Click the X to close screen