Course Summary: SHACRSE

SHACRSE provides a list of all courses the student has completed for a specific term or all terms the student has been enrolled at the University. This form does not include courses that were transferred from another college, nor does it show a student’s GPA.

Why use this form?

Using this form provides a single view to all courses taken by the student from the most recent term to when the student first enrolled at the University. When using this form you can drill down for additional details on each course taken; such as, who taught the class, type of funding and course details.
What is the difference between EagleNET and this form?

SHACRSE displays courses taken at the University and provides access to course details, CRN and instructor information. The transcript information provided in EagleNET shows the same information in addition to: student information, degrees awarded, and a running GPA. Instructor information or course details for the course taken are only available as long as the term can be selected from EagleNET. Course descriptions are available from the catalog link in EagleNET.

Who should use this form?

Advisors or other university personnel who need to review a student’s history of courses taken and do not need GPA’s, degrees awarded or other information on the student. SHACRSE presents a simplified view of the courses taken; including CRN number, course instructor and any specific funding associated with the course.

How to use this form.

1. After logging into Banner, type SHSCRSE in the Go To field of the main menu and press Enter.

![Go To SHSCRSE in Banner](image)

2. Type the individual’s EWUID number into the ID field of the key block or search for the person using the search function.

![ID field](image)

OR

1. Tab to the empty field that would display the student’s name. Type in the student’s last name, first name and press Enter. If there is more than one student satisfying the search, the ID and Name Extended Search form opens. Double click on the student’s name from the list provided that matches the student’s information.
3. To retrieve all of the student’s courses taken leave the Term field blank. To view a specific term type in the number for the term or select it by clicking on the arrow next to the field. The Term field consists of YYYY#. For example, 200710 is winter quarter of 2007.

A description of the numbers describing each quarter is located in the Terminology section of this document.

4. Click Next Block to display student data.
Each line represents one record or one course taken. This student has taken 33 courses since his or her enrollment at the University.

The courses are listed in descending order, the most recent courses listed first.

The grades for this student have been replaced with X.X for this document.

5. To view details for a specific course click Select located at the left of each record. The course details will display in the SHATCKN form.

6. SHATCKN displays details specific to the course selected.

7. To view additional details about the specific course selected click on Options from the menu bar. From the list presented select the item that represents the information needed.
Terminology

Term – the numeric value for the school term starting with 4-digit year followed by the 2-digit quarter numeric description.
  o Winter = 10
  o Spring = 20
  o Summer = 30
  o Fall = 40

CRN – Course Registration Number. Each course has a unique CRN, even if multiple classes of the same name are offered in the same term.

Level – Student’s current class standing.
  o UG = Undergraduate
  o PB = Post Baccalaureate
  o CE = Continuing Education
  o GR = Graduate

Subject – Course Prefix, letters indicated the subject area of the course

Course – course number and are numbered according to the guidelines published in the course catalog.

Section – indicates location of course. The most common section numbers include:
  o 01-0# = Cheney Campus
  o 30 = Spokane Center (classes no longer offered at this location)
  o 40 = Riverpoint

Grading – denotes how the student will be graded for the class
  o S = standard grading
  o W = Credit not earned - current term repeat
  o N = Pass/Fail grading only in the class
  o Q = Pass/No Credit grading only in the class
  o P = Pass/No Credit (student option)
  o R = Repeat