



1. Log on to Ursa at <http://ursa.unco.edu> using your network user name and password.
2. Access **Banner Production** via the link under your **Employee** tab.
3. Go to **SHATERM** using the **Go To** field.
4. Enter the student's Bear Number in the **ID** field.
5. You must enter a level of UG (undergraduate) or GR (graduate)
6. Perform a **Next Block** using the **Block** icon or the **Block** drop-down menu in the tool bar, or by using the shortcut keys: **Ctrl + Page Down**.

Banner Prod SSO: Open > SHATERM

File Edit Options Block Item Record Query Tools Help

ORACLE

Term Sequence Course History Form SHATERM 7.0 (PROD)

ID:  Course Level Codes by Person:  Start Term:

**Current Standing**

First Term Attended:

Last Term Attended:

Academic Standing:

Academic Standing Override:

Progress Evaluation:

Progress Evaluation Override:

Combined Academic Standing:

Combined Academic Standing Override:

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Institution:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Transfer:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overall:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Course Level Codes by Person. Press LIST for valid codes.

Record: 1/1 | ... List of Valu... | <OSC>

You will be able to view the first and last terms attended, the current academic standing, the hours and GPA information. Institution and Overall GPA calculations will be the same as transfer hours and will not be calculated into the Overall GPA.

***This and other Ursa help sheets are available at [www.unco.edu/aboutursa](http://www.unco.edu/aboutursa) or in the Help Sheets channel of the Help tab in Ursa.***