



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 **SFAREGQ** using the **Go To** field or click on **Registration Query** from the **Student Menu**.
4. Enter the term in the **Term** field (e.g. 200650 = Fall 2006) or use the **Term** drop-down menu to select the term.
5. Enter the student's Bear Number in the **ID** field.
6. The **Registration From Date** and **Registration To Date** are optional and will usually be left blank.
7. 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 S50: Open > SFAREGQ

File Edit Options Block Item Record Query Tools Help ORACLE

Registration Query SFAREGQ 7.2 (PROD)

Term: 200650 Registration From Date: Registration To Date:

ID:

Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
Part of Term:			Campus:			Start Date:									Instructional Method:	
Grading Mode:			Building:			End Date:										
Credit Hours:			Room:			Instructor:									<input type="checkbox"/> Primary	

Co-op Education: Total Credit Hours: Total CEU Hours:

Name; Enter a name Last, First, Middle and press enter or tab. Use the wildcard "*" if needed.

Record: 1/1 <OSC>

This and other Ursa help sheets are available at www.unco.edu/aboutursa or in the Help Sheets channel of the Help tab in Ursa.