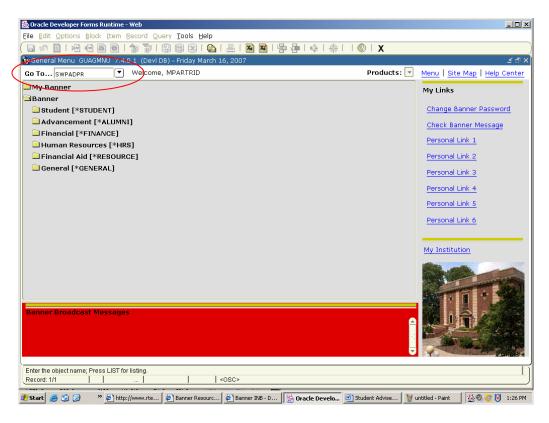
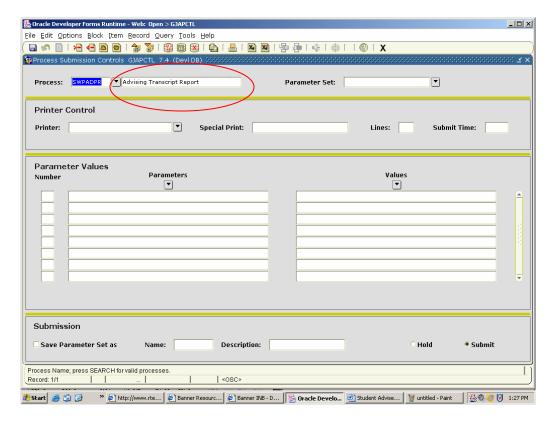
Student Advisement Progress Sheets

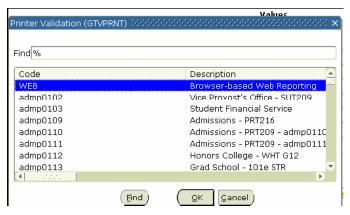
In the Direct Access box on the Banner menu, enter SWPADPR



This will take you to a job submission form. You see that the name of the job Advising Transcript Report is populated in the Process field of the key block.



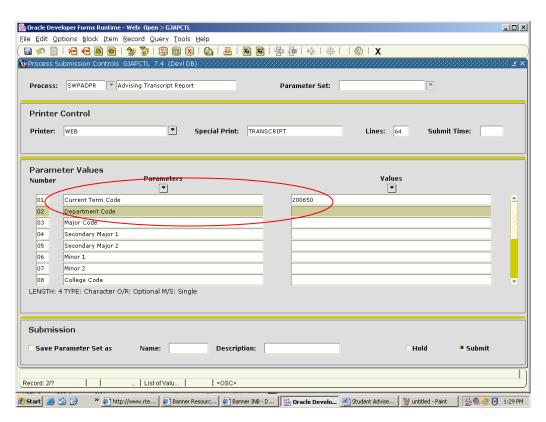
Press the Next Block icon on the toolbar. Under Printer, enter the code for your Banner printer queue or double click within the printer field and select your printer from the menu by highlighting it and then clicking on the OK button.



After selecting the printer, **click on the Next Block icon** to go to the Parameter Value block where you will choose specific criteria according to your needs.

Enter Current Term

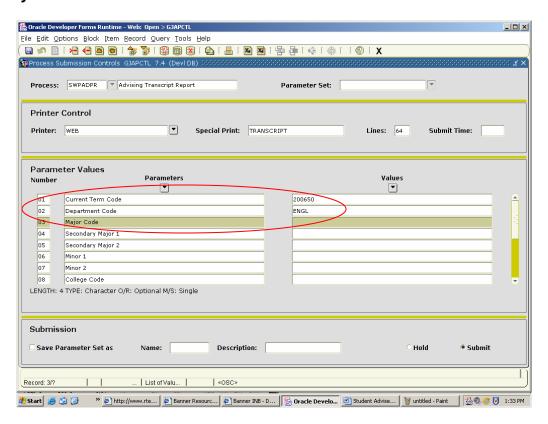
In the Values block across from Parameter 01 Current Term Code, you must **enter the current term**. See example below. SWPADPR will only produce progress sheets for students enrolled for the specified term.



Select by Department

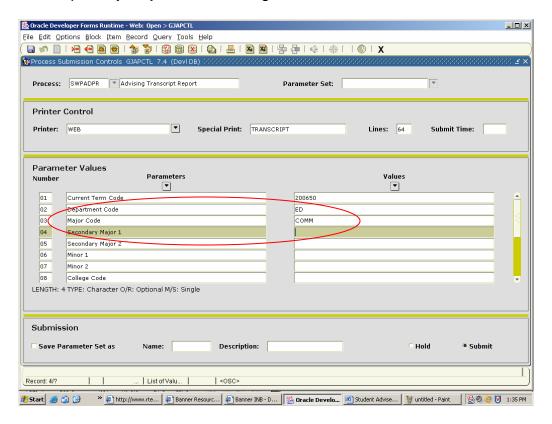
To print progress sheets for students in a specific department, enter the department code in the Values block across from Parameter 02 Department Code. The screen below is a request for progress sheets for all students in the English department. The sheets will print in alphabetical order by advisor, and also alphabetically by student within advisor.

The Values fields that you do not populate with specific information should be left blank (default to all). If you have previously saved this form **with % symbols in any of the fields, you will need to **delete the % symbols**.**



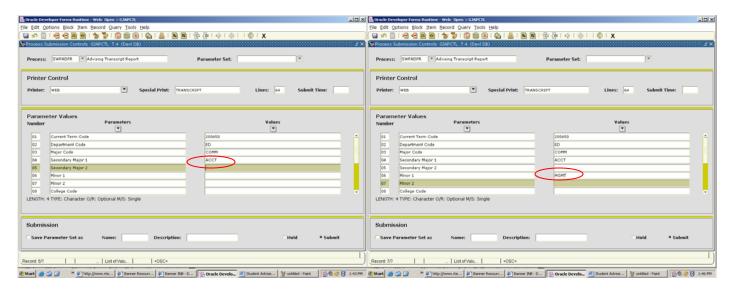
Select by Primary Major

To print progress sheets for all students in a specific major, enter the major code into the Values block across from Parameter 03 Major Code. The screen below is a request for progress sheets for all students with a primary major of Accounting.



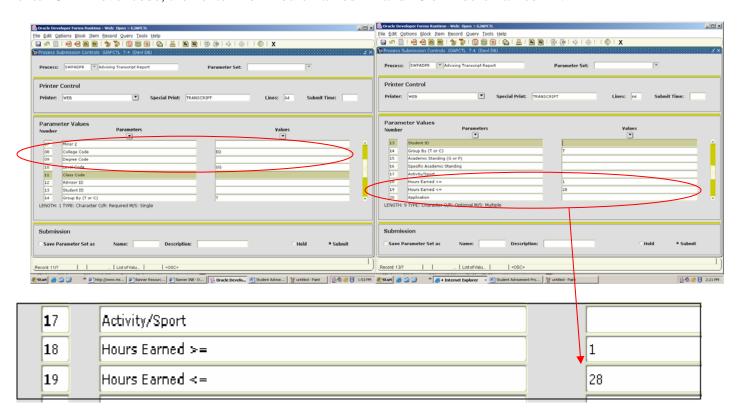
Select by Secondary Major or Minor

To print progress sheets for students in a specific secondary major or minor, proceed in the same manner as you would for selecting by department or primary major; however, be sure to select the correct value fields. For example, the screen below on the left shows a request for progress reports for all students with a secondary major of accounting. The screen below on the right shows a request for progress reports for all students with a management minor.



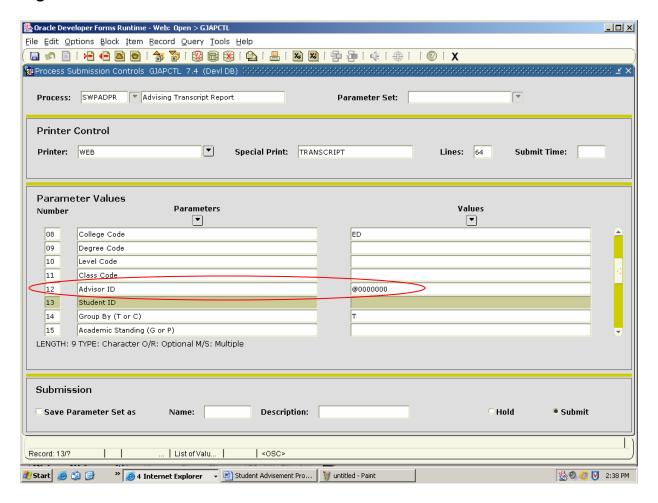
Select by College and/or Level

To print progress reports for all students of one level (freshman, sophomore, etc.) in one college; **select the values fields across from Parameters 08 College Code and 10 Level Code**. Below is an example of all undergraduate students in the College of Education and Educational Technology. If you needed all freshman, enter CH in level code, then enter 1 on Hours Earned >= and 28 on Hours Earned <=.



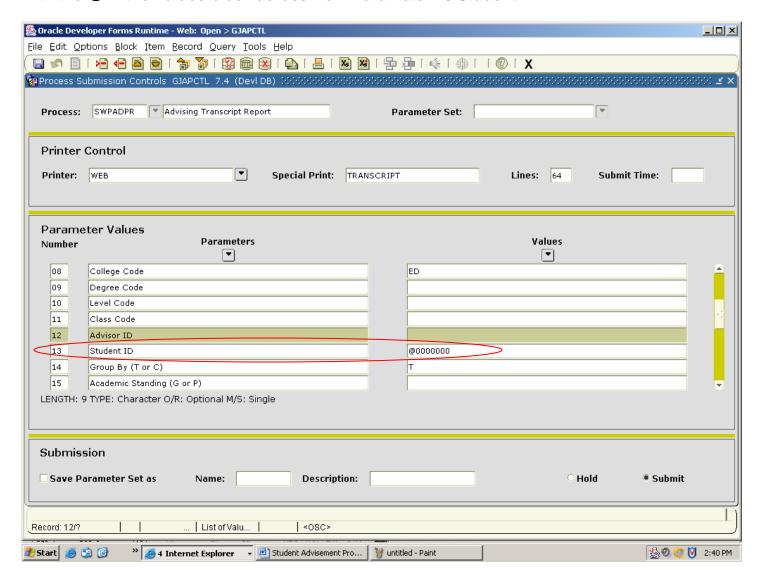
Select by Advisor

To print progress report sheets for all of an advisor's advisees, enter the advisor's Banner ID beginning with the @ in the Values block across from Parameter 12 Advisor ID.



Select by Student

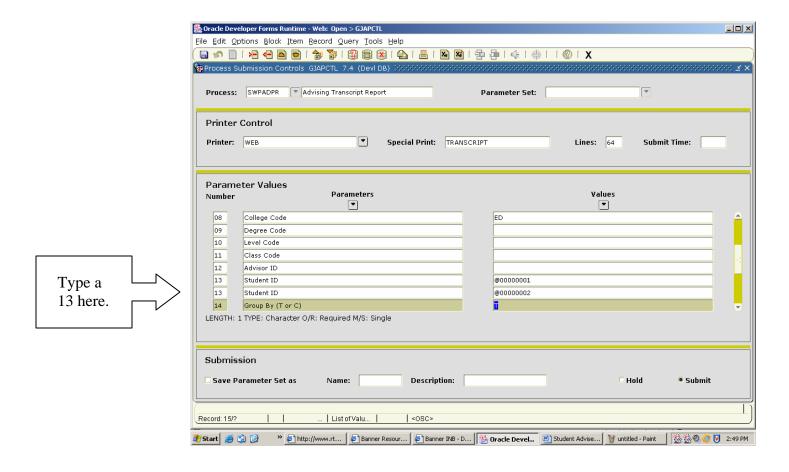
To print a progress report sheet for an individual student, enter the student's Banner ID beginning with the @ in the Values block across from Parameter 13 Student ID.



Select Multiple Students

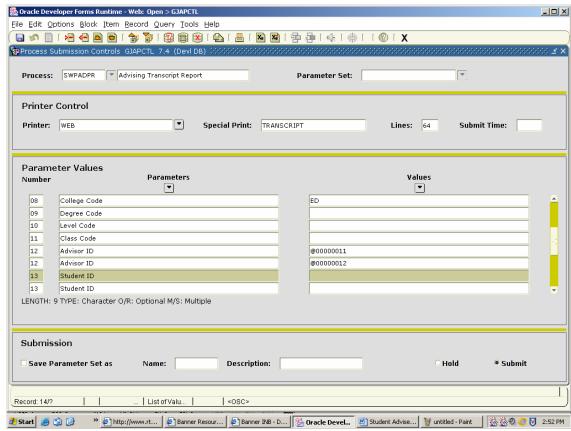
To print progress report sheets for several select students, first insert a new record. Click in the Values block across from Parameter 13 Student ID. Click on Record on the toolbar, scroll down the menu and click on Insert.

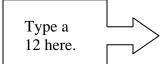
A blank record will be inserted under record 13. **Type a 13 in the box on the left**, and the record will become a new Student ID block. This can be done multiple times to request progress report sheets for several students at one time.



Select Multiple Advisors

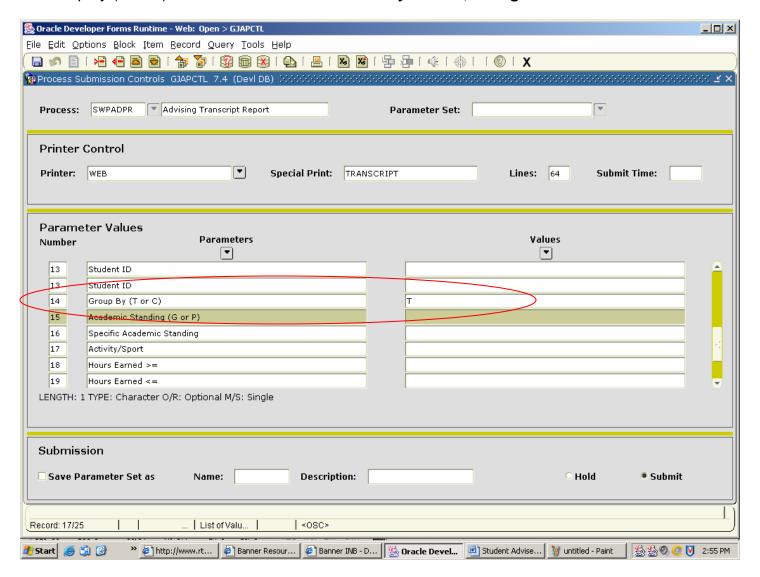
Insert a new record as you would to select multiple students. Instead of typing a 13 in the number block, **type a 12 for Advisor ID**.





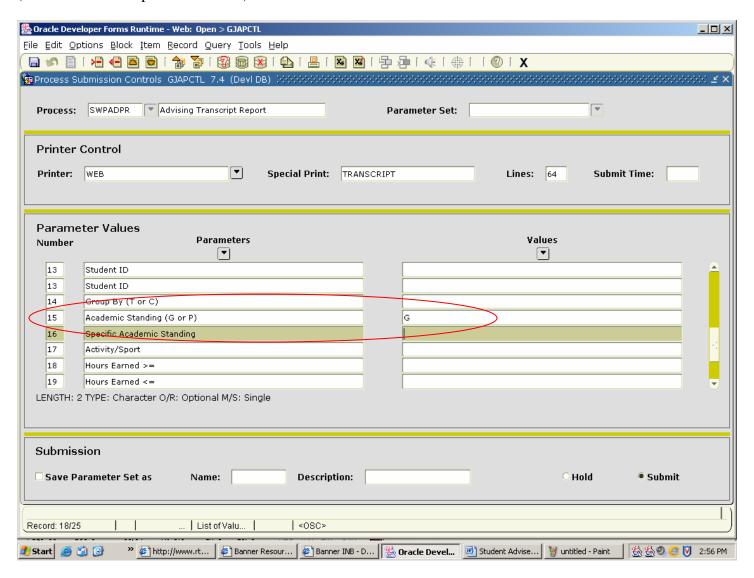
Select by Term or by Course Prefix

To see the student courses by term, leave the default value of T in the Values block of Parameter 14 Group by (T or C). To see the student courses by course, change this value to a C.



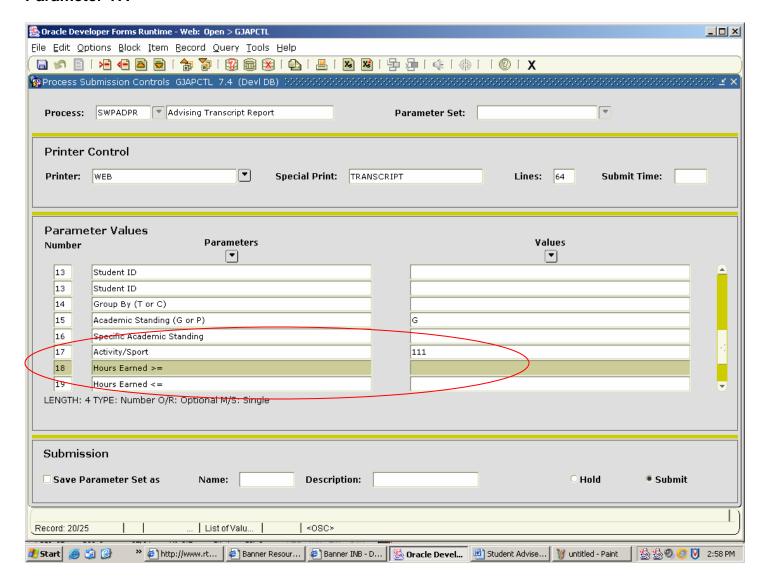
Select by Academic Standing

To see progress report sheets for students who are in good standing, enter a G for good standing in the Values block of Parameter 15 Academic Standing (G or P). To see report sheets for students who are on probation (includes extended probation codes) enter a P in this block.



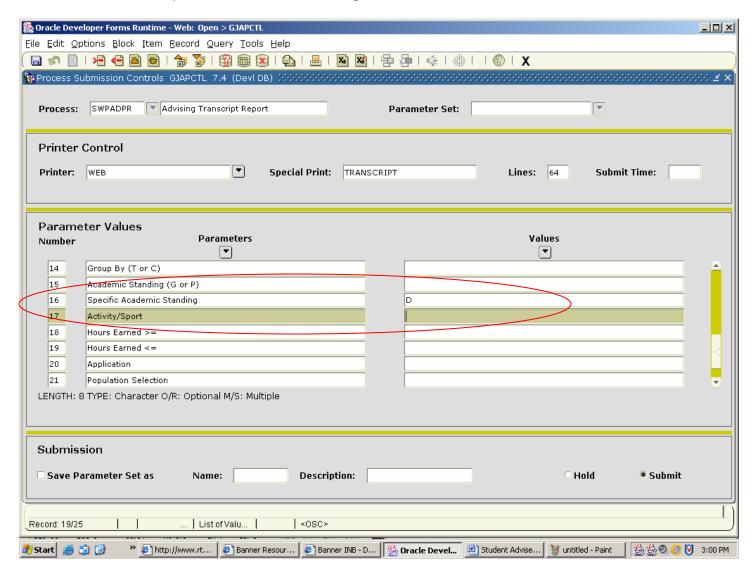
Select by Activity or Sport

To see progress report sheets for a particular sport or activity indicate the appropriate code Parameter 17.



Select by Specific Academic Standing

To see progress report sheets for students with a specific academic standing in a particular semester use this block. For example, to see all students who were enrolled in Spring 2007 who are dismissed, enter 200650 in the Value block Parameter 01 Current Term and enter a D in Value block Parameter 16 Specific Academic Standing.



Select by Hours Earned

To see progress report sheets for students who have earned a select number of credits. For example, to see a progress report sheet for all Accounting students who have earned between 50 and 80 credit hours, you would enter ACCT in the Values block Parameter 03 Primary Major, enter 50 in the Values block Parameter 18 Hours Earned >=, and enter 80 in the Values block Parameter 19 Hours Earned <=.

