Students and
Technology
Achieving
Results

USER'S GUIDE

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Miscellaneous Information about STAR can be found on the web at:

http://registrar.wvu.edu/star

★ Equipment Requirements
★ Requesting Access to STAR
★ Requesting STAR Student Data
★ STAR User Manual (this manual)

Procedure for Logging on to STAR
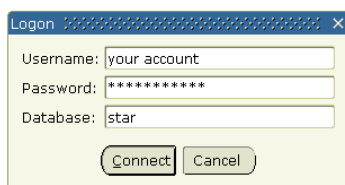
1. Open the internet and point your browser to **http://staraccess.wvu.edu**

   Note: The following browsers are currently supported:

   * ★ Microsoft IE 6.x
   * ★ Netscape 7.0x
   * ★ Mozilla Firefox 1.5.0.4
   * ★ Macintosh Safari 1.2

2. Select the 'WVU INB Access' link

   Note: First time INB users will need to load the java plug-in.

3. The logon screen for STAR will appear where you will enter your Oracle Account, Password, and Database. After all three fields have been entered, click **Connect** button or press **Enter**.

   NOTE: The first time you use the oracle password it will be the default password. This password must be changed. You are responsible for managing your password. Any problems or damage incurred by the university by your failure to change and keep secret your password will be your responsibility.
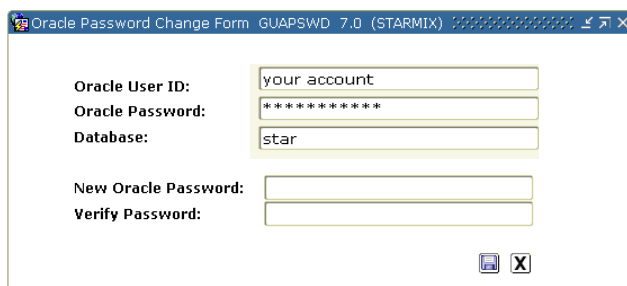

Note: If you have forgotten your Oracle password, please send an email to: oithelp@mail.wvu.edu

In your email request, specify that your oracle password for STAR needs to be reset and give your account number. The password will be changed back to the default password.

If you have forgotten the default password call the helpdesk at 293-4444.


Changing your STAR/Banner Oracle Password

1. After logging into STAR, at the **GO TO…:** field type GUAPSWD, press Enter or select 'Change Banner Password' under the My Links menu upon successful login on the General Menu page . An Oracle Password Change Form will appear on-screen, with your User ID in the Oracle User ID box.

2. In the Oracle Password box, enter your current password. An asterisk will appear on-screen for each letter you type.

3. In the New Oracle Password box, enter your new oracle password according to the New Security Criteria (refer to pg. 4). An asterisk will appear on-screen for each letter you type.

4. In the Verify Password box, enter your new oracle password again.

5. Click on the OK button.

6. If you did not type a password that fulfills the New Security Criteria you will receive the following error message:
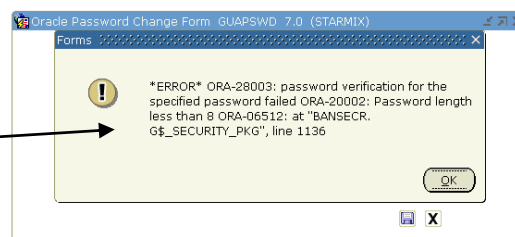
7. If successful, a message window will appear on-screen verifying the password has been changed.
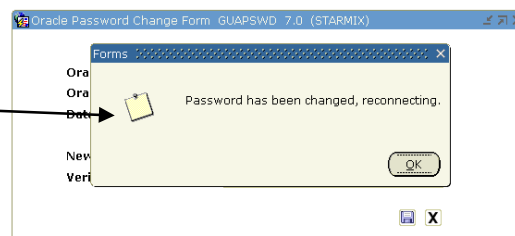
NOTE: The new password will not become effective until you exit STAR.

Oracle STAR/Banner Password Criteria:

The STAR/Banner system implemented the following security rules to all accounts effective Sunday, April 17, 2005.

★ Passwords are required to be 8 characters with 2 non-alpha characters with no characters repeated greater than 3 times.

★ After your first login upon initial implementation, you have a 5 day grace period to change your password. You will receive a warning each day during the grace period. On day 5 you will be forced to change your password. The account password must be changed before you can access the system again.

★ Thereafter you will be required to change your password every 35 days. After 30 days, you will receive a warning that will appear until day 35 regarding changing your password. You are highly encouraged to change your password the first time you receive the warning because of the following example scenario.

   o Example: If you changed your password on Day 1 at 1:25 P.M. after the initial security implementation and ignore the warnings that occur for the 5 grace period days beginning on Day 30, then on Day 35 at 1:25 P.M. you will be logged out and your account locked, requiring Help Desk assistance. If this occurs while working on data in STAR, the data will be lost if it has not been saved.

★ Account access will be terminated after 1 hour of inactivity. You will be logged out of STAR and will be prompted to log back in. You do not have to open another STAR session to log back in.

★ Passwords cannot be re-used for at least 10 password cycles.

★ Your account will be locked after 5 consecutive unsuccessful attempts to log in.

★ Passwords will be forced to be changed at the 1st login after new account creation.

Contact the OIT Helpdesk at 293-4444 or oithelp@mail.wvu.edu if you experience problems with your account and/or password.


Navigation:

Two options exist to retrieve forms in STAR

★ Direct Access – If you know the name of the form that you want displayed (i.e., SPAIDEN) at the **GO TO…:** field type in the seven-character abbreviation for the form. Press Enter.

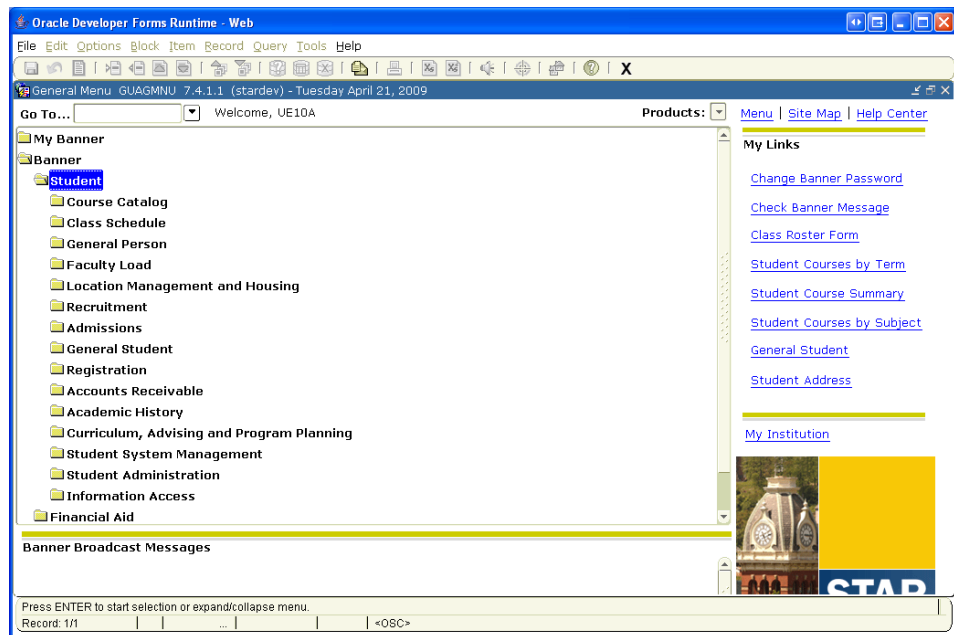★ Using Menus – Follow the instructions below to navigate through the menus.

If you wish to access a form by going through the menus, double click on Banner.
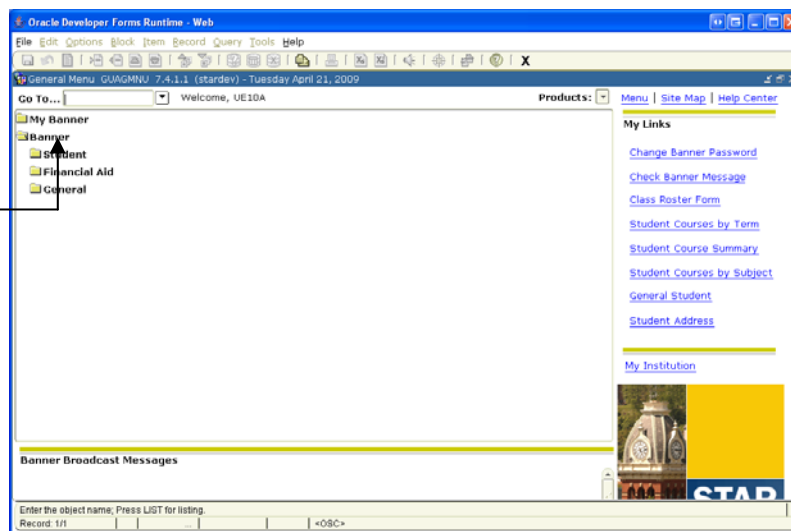
Double click on **Student.** The student menus will appear.
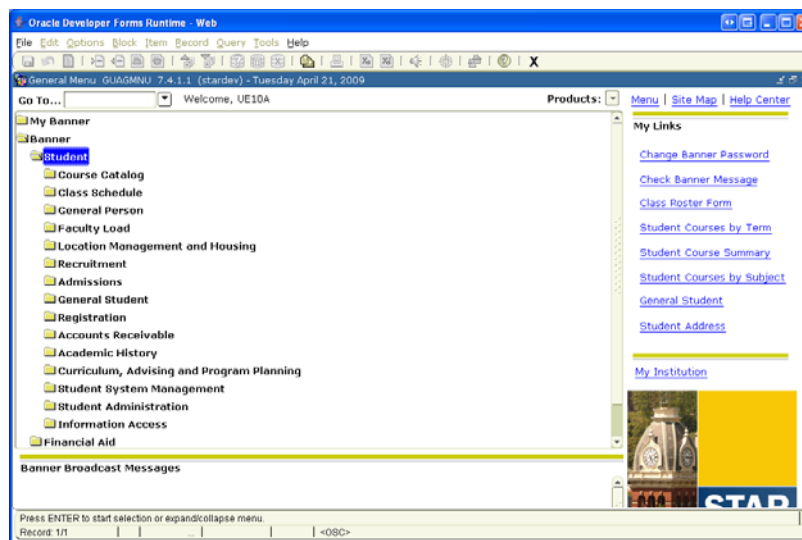
Double click on the
menu you wish to
view.   The forms in
that menu will appear.

★ Menus are lists of related forms. If you look at the contents of the menus, you'll see
   an outline of the system.

★ When you're in a menu form, you can go to any of the forms it lists

Types of Forms

Application Forms

★   Application forms allow you to query information.

Query Forms

★ Query forms allow you to look up existing information.

★ Query forms may be stand-alone forms or used for the purpose of bringing information back to the main form.

Definitions

Status Line

The Status Line is at the bottom of the window, and includes the Automatic Hints.
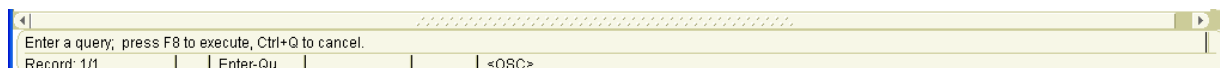
Automatic Hints

Brief information about the field the cursor is in appears in the Automatic Hint message. It may be about the purpose of the field, what you can do next, or how to move to another window or form. Error messages appear here also.

Other components of the Status Line:

RECORD	Number of records that appear.
LIST	If LIST appears, then the field has a List of Values. Double click on the field or select Help from the toolbar and select List.
ENTER QUERY	If the form is in query mode, **ENTER QUERY** appears.

STAR Toolbar
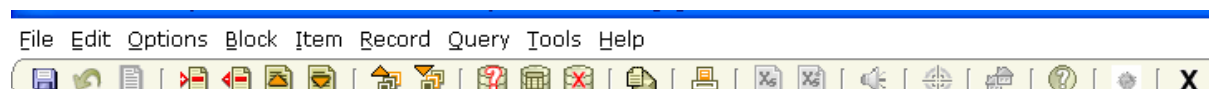
Record (Row)

Quite often, a window has several fields that are related to each other. These related fields are called a record. An address is a good example of a record: each address has at least one line of street information and a city, state, and ZIP or postal code. If a record appears more than once in an area--such as when a student has more than one address--it is called a repeating record.

Scroll Bar

If a window can't display all the information that it contains at once, then the window has a scroll bar. (If a form has an unlimited number of repeating records, it will also have a scroll bar.) There are two kinds of scroll bars, vertical and horizontal. Both kinds of scroll bars have arrows on either end and a scroll box in the middle. The position of the scroll box shows approximately how far you are from the top or bottom of the list and the right or left sides of the pane.

Vertical

A vertical scroll bar appears when there are more rows of information than are shown. There may be one or more fields in the row and one or more lines in the row. The scroll bar is directly to the right of the rows it belongs to.

Horizontal

A horizontal scroll bar appears below window panes. (Window panes appear when there are more columns than can fit at one time in the window.) The scroll bar is directly beneath the pane. Drag the scroll box right and left to shift the fields right and left, respectively. You can also click on the arrows at either end of the scroll bar.

LIST (Double click in the field)

If LIST appears in the status line, there is a List of Values (LOV) for the field, Double click on the field or select Help from the toolbar and select List. The fields that have the LIST option will appear in blue.
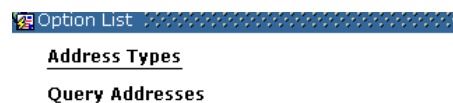
When there is more than one destination from a field, you will see an Option List pop-up window.
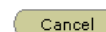
Common Functions

Save (F10 Key)
Save/Accept/Commit
Saves the information in the form.

Enter Query (F7 Key)
Enter Query puts a form into query mode. When a form is in query mode, **ENTER QUERY** appears in the status line at the bottom of the window. In query mode, you can enter information, also called search criteria, into certain fields.

Execute Query (F8 Key)
Execute query searches the STAR database and displays any records that match the search criteria.

Exit (button on toolbar)
From a form: Exits you out of the form.
From a menu: Exits you out of STAR.
From Query Mode: Cancels the Query.

Next Block (Ctrl + Page Down key)
Moves the cursor to the next information area. If that area is in another window, that window is opened.

Previous Block (Ctrl + Page Up)
Moves the cursor to the previous information area.

Next Record (Down arrow key)
Moves the cursor to the next record of the current area.

Previous Record (Up arrow key)
Moves the cursor to the previous record of the when viewing multiple records.

Rollback (Button on toolbar)
Clears the information in the form; puts the cursor back in the key information area.

Select (Double click on selected item)
Exits with Value.

Previous Field (Shift + Tab)
Moves the cursor to the previous field.

Next Field (Tab)
Moves the cursor to the next field.

SCACRSE   Basic Course Information Form

Use this form to view the basic course catalog information for the University and branch campuses PSC and WVUIT.

Enter Subject, Course and Term
Perform Next Block Function (Ctrl + Page Down)

Subject: If you don't know the subject code, double click in the field. An options list window will appear *Valid Subject Codes* & *View Existing Courses*. Select one of the options by clicking once on the one you want to retrieve. The example below is selecting the View Existing Courses option.

Use the scroll bar to view records listed below the window.

In the Find % field enter the first letter in front of the % of the subject you want to retrieve and press Enter.

List of subjects starting with that letter will appear. Find the Course you are wanting and double click on that record (Exit with Value).

SSASECT   Schedule Form

This form maintains the schedule of classes. Be sure to pay attention to the Status field that indicates if the course is active or cancelled.

Enter Term and CRN
Perform Next Block Function (Ctrl + Page Down)
View Campus Code to verify what campus is offering the section (CW% for WVU courses, CP% for PSC courses, or CT% for WVUIT courses.

NOTE: If you don't know the Course Ref. Number, double click in the field to access SSASECQ (Schedule Section Query Form). Refer to next page for instructions.

> NOTE: Course Listings can be found on the web at:
> http://courses.wvu.edu/

SSASECQ   Schedule Section Query Form

Perform a query on this form to find a CRN, or when you need to see if a specific course is being offered in a given term, or to see when the last time a course has been offered.

Notice the status bar indicates to press F8.

★ This form emerges in Query mode.

★ Start by entering the selection criteria, i.e., Subject code.

★ Enter campus code. CW% will query sections for WVU. CP% will query sections for PSC. CT% will query section for WVUIT.

★ Execute the query by pressing the F8 Key (or the Execute Query Icon button).

★ Review the records that were retrieved. If you have selected this form within another form double click on the record you want to retrieve.

★ If the information that was retrieved is not what you want, press F7 Key (or the Enter Query Icon button) to clear the form and to enter another query.

SSARRES   Schedule Restrictions Form

This form is used to exclude or include students from taking a course that is being offered. Courses can be set up to include or exclude a particular group of students within a specific college, major, classification or level.

When including a specific college all other colleges are excluded. Only students in this college are eligible to take this course.

If excluding a specific college all other colleges are included. Those students who are not in the specific college are eligible to take the course.

Enter Term and CRN
Perform Next Block Function (Ctrl + Page Down)

★ You can select from the Options menu or you can view the options listed by performing Next Block function (Ctrl + Page Down) or select the desired tab.

SSAPREQ   Schedule Pre-requisite and Test Score Restrictions Form

This form will list pre-requisite information for the course entered in the key block.

Enter Term and CRN
Perform Next Block Function (Ctrl + Page Down)
To retrieve Test Score & Pre-requisite Restriction information perform the Next Block function
again or click the "Section Test Score and Prerequisite Restrictions".

Note: If you don't have the CRN you can query by double clicking in the field this will take
you to SSASECQ.

SSATEXT   Section Comment Form

The notes that are printed in the Schedule of Courses are entered on this form.

Enter Term and CRN
Perform Next Block Function (Ctrl + Page Down)

★   When the vertical scroll bar is active, click on the down arrow to view the remaining notes.

SIAASGQ   Faculty Schedule Query Form

This form is used to view an instructor's schedule.

Enter Term and WVU ID
Perform Next Block function (Ctrl + Page Down).

★ If you don't know the instructor's WVU ID a search may be performed. See section on Performing a Search.

SIAINST   Faculty/Advisor Information Form

This form is used to view a faculty or advisor's information.

Enter WVU ID and Term
Perform Next Block function (Ctrl + Page Down).

★ If you don't know the instructor's WVU ID a search may be performed. See section on Performing a Search.

Performing a Search

A search can be conducted by name or by identification number using two different options.

      I.   WVU ID and Name field at Key ID Block or

      II.   SOAIDEN/SOACOMP(Non-Person) Form

I.   <u>**WVU ID and NAME EXTENDED SEARCH FORM**</u>

Searches can be conducted on any form where information can be recorded for a person.
When performing a search keep in mind nicknames (i.e. "Bob" as a nickname for "Robert") and middle names as the first name (i.e. name is "Robert Allan", but prefers to be called "Allan".).

1.   Go to the form for which information is being queried (i.e. SPAIDEN, SRAQUIK, etc.).

2.   At Name field in Key ID Block, enter "**Last Name**" (or partial last name followed by a %) followed by a "**,**". Type in "**First Name**" (or partial first name followed by a %) (ex. Jones**,**T%, John%**,**T%, or Jones**,**%). Press **ENTER**. NOTE: % is the oracle wildcard.

3.   If no records are retrieved, check to see if any previous **Last Names** are indicated on the document (i.e. application, request form, etc.). If there are previous **Last Names**, repeat step two.

                 NOTE: For international names, you may need to search under each name (first, middle, last) as the last name.

4.   If multiple records match search criteria the WVU ID and Name Extended Search Form appears with the results of the search. (**Note**: If only one match occurs Key Block is populated with the WVU ID and Name.)

5.   Click on Pull Down Button for results. To narrow down the results further, you can enter more criteria on this form (i.e. Person or Non-Person, Gender, City, State, etc).

6.   Click on the record (Person) you want to retrieve.

7.   If you do not get the results you are looking for you can exit out of this form by clicking on the x in the upper right hand corner to exit.

II.   SOAIDEN/SOACOMP FORM

1.   Go to the form for which information is to be entered (i.e SPAIDEN, SRAQUIK, etc.).

2.   At **"Key ID"**, press Search Icon 🔍 to go to the **Person Name/ID Search Form**. Click on Person Search or Non-Person Search. A Non-Person is used for Accounts Receivable purposes.

3.   At **"Last Name"**, enter the Last Name (or partial last name) of the person (using upper and lower case letters) followed by a **%** sign (ex: Jones%). Then at **"First Name"**, enter the first letter of the first name of the person followed by a % sign (i.e. J%). Click Execute Query Button (or F8).

4.   If no records are retrieved, check to see if any previous **Last Names** are indicated on the document (i.e. application, request form, etc.). If there are previous **Last Names**, repeat step 3. If not, **EXIT**.

                NOTE: For international names, you need to search under each name (first, middle, last) as the last name.

5.   If records appear, press **NEXT RECORD** (arrow down key) until cursor is on the person you are searching for. Double click on the record you want to retrieve.

6.   If name records appear, but a new search is to be conducted using new criteria, **ENTER QUERY** to start a new search. If multiple records appear and more information is needed before you can select correct person, (make sure cursor is on the name that you are searching for) perform Count Query Hits function (Shift + F2). Press F8, use down arrow to view information for each person appearing on form.

7.   Once you have found the person, then Double Click record.

8.   If the proper record does not exist, **EXIT**.

SPAIDEN Identification Form

This form is used to view a person's address and phone number as well as active housing assignment information. See next page for descriptions of the most commonly used addresses.

Enter the WVU ID and perform Next Block Function (Ctrl + Page Down)

NOTE: If you don't know the WVU ID of the individual you may perform a search. Refer to the section on performing a search.

NOTE: When retrieving information on a person and a pop up window appears indicating the information is confidential click ok to view the information. **DO NOT RELEASE ANY INFORMATION ABOUT THE PERSON OR ACKNOWLEDGE THEY ARE ASSOCIATED WITH THE INSTITUTION.**
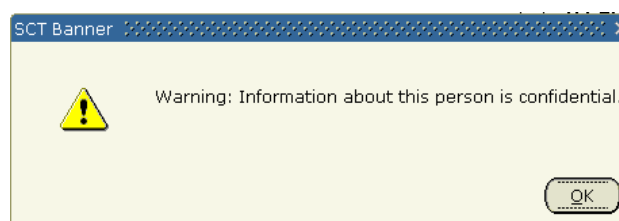
AA - "Admission Address" is entered when the application is entered in STAR. The address is used for historical purposes only and is never updated.

PA - "Parents/Permanent Address" is the permanent mailing address of the student.

MA - "Mailing/Local Address" is the residence hall address, if applicable. Otherwise, it might be a local mailing address for on-campus students, and in some cases, it may be the same as the student's home address.

CP - "MIX User Name and E-mail" address lists the username for MIX and email address.

W1 - "STUDENT FERPA Release" address is created when the student signs the Consolidated FERPA form to allow specific offices to release educational records to a parent/guardian. The office codes are: Admissions and Records (R), Office of Student Accounts (A), Financial Aid Office (F), Departmental or UASC Advising Unit (U), Dining Services (M), Parent Advocate Office (P), or Code of (Z), which indicates all offices above have the consent of the student to release information. The information may only be released to persons indicated in Street Line 1 and 2 if they have the PIN. The ZIP code represents the campus where the release form is filed. This consent expires when the student graduates, has been out of school for at least 6 months, or is revoked in writing by the student, whichever occurs first. For more information regarding FERPA refer to http://ferpa.wvu.edu/.

W2 - "APPLICANT FERPA Release" address is created when the student indicates on the application that information may be released to persons who have the PIN. The Term in Street Line 1 indicates the term to which the application applies. This release expires the first day of term indicated on Street Line 1. Refer to W1 address type (if one exists) to see if the student has consented to have their records released while attending the University. The ZIP code represents the campus associated with the application release. For more information regarding FERPA refer to http://ferpa.wvu.edu/.

C1 - "Cell Phone" address is the student cell phone number used for internal WVU purposes only and is not to be released to sources outside the University.

XP - "Parent's Email Address" is the email address of the parent of an applicant/student.

XE - "Email Address" is the non-institutional email address used for prospective and newly admitted students.

SAAADMS Admissions Application Form

Enter ID (Term is not required)
Perform Next Block Function (Ctrl + Page Down)

★ To view a summary of applications select Admissions Application Summary from the Options menu before coming down into the form.

★ By leaving the term blank and performing Next Block function (Ctrl + Page Down) or by utilizing the tabs you will be able to view all applications a person has had one at a time. The most recent application will appear first. You can view the application information by performing Next Block function or by selecting from the Options menu. The information you are viewing is for the application appearing first. To view the additional applications (if one exists) click the down arrow on the vertical scroll bar.

Note: Level & Campus will identify the home campus of the student. Level codes of: UG, GR, & PR are WVU students. UP are PSC students, and UT are WVUIT students. Student campus codes identify the campus: SW% = main campus, SP% = PSC, and ST% = WVUIT.

SUAMAIL   Student Mail Form

This form will list the letters that have been mailed as well as pending letters that will be mailed.

Enter WVU ID
Perform Next Block function (Ctrl + Page Down)
Form emerges in Query mode; perform Execute Query function (F8 key).

★ The Module field shows the module that originated the letter.
★ Shows the term in which the letter is for.
★ A blank Print Date indicates the letter has not been printed.
★ The form shows all letters that have been printed and those that are pending.

SGASTDN General Student Form

This form maintains current information about a student. This information is initially created when a student is admitted to the University. This form also controls if a student is eligible to register (status = AS - Active Student). Any other status prohibits the student from registering.

Enter WVU ID (Term can be left blank)
Perform Next Block Function (Ctrl + Page Down).

★ By leaving the term blank you can view all General Student records associated with the student.
★ This form is term driven; the example above indicates that the information appearing is from 200708 to 999999.
★ When selecting from the Options menu the information being viewed will also be for the term(s) indicated on this form.

Note: Level & Campus will identify the home campus of the student. Level codes of: UG, GR, & PR are WVU students. UP are PSC students, and UT are WVUIT students. Student campus codes identify the campus: SW% = main campus, SP% = PSC, and ST% = WVUIT.

★ General Student records are created for various reasons:
  ★ Student has a change of major, residency, change of status (i.e., student is on a leave of absence)
★ Select the 'Curricula' tab to view Curriculum and Field of Study (Major) Information.
★ To view Multiple Terms - Click on the Summary button while you are in the key block.
★ View Advisor – Select the Options menu to locate the option and select Assign Advisors to Student.
★ View Expected Date of Graduation – Select Academic and Graduation Status, Dual Degree tab.
★ View Leave of Absence – Select the Miscellaneous tab.
★ View Registration Query form - Click on View Student's Schedule of Classes from the Options menu.

SFAREGQ   Registration Query Form

This form will list a student's schedule for the term specified in the key block.

Enter Term and WVU ID
Perform Next Block Function (Ctrl + Page Down)

★ The 'Campus' column will identify if the course is considered a WVU on-campus course (CWA), an Extended Learning course (CWB, CWC, CWL-CWZ), PSC course (CPA), or WVUIT course (CTA).

NOTE: When searching use only Term. The Registration Date Range feature is not utilized at this time.

SFARHST   Registration History Form

This form will list the terms and courses the student has registered.

Enter WVU ID
Perform Next Block Function (Ctrl + Page Down)

NOTE: WVUIT registration begins with 200908 (Fall 2009).

SFASLST Class Roster Form

This form is used to determine who is officially enrolled in a specific course.

Enter Term and CRN (Course Reference Number)
Perform Next Block function (Ctrl + Page Down)

Note: You can perform a query if you don't know the CRN by selecting the down arrow to the right of the CRN field and selecting 'Section Query'.

Refer to SSASECQ for further instructions.

★ When viewing this form the student is considered registered when the Status code equals 'RE', 'RW', or 'RR'.
★ A Status of 'DC' or 'CD' indicates the student dropped the course the first week of classes with no grade appearing on their transcript.
★ A Status of 'CW' indicates the student dropped the course after the first week of classes and a grade of 'W' will appear on their transcript.
★ A Status of 'SW' or 'EW' indicates the student withdrew from the University for the term.
★ Use the Options menu to view Course Section Information, i.e., Instructor, number enrolled, seats remaining etc.

★ Your account does not have access to Add/Drop Classes or the Academic History Term Detail from the Options menu, you will receive an error if you attempt to access these forms.
★ If the vertical scroll bar is active there are more records below, click on the down arrow to view.
★ **IMPORTANT** – Grades that appear on this form are NOT OFFICIAL, refer to Academic History forms to view a students grades. Grade changes that are made after grades are rolled to Academic History (transcripts) are not reflected on SFASLST.

SOAHOLD   Hold Information Form

This form will indicate if a student has holds placed on their record.

Enter student ID
Perform Next Block function (Ctrl + Page Down)

★ If records exist, look at the From and To Dates to determine if the hold is active. If the dates on the form are within the current date, the student's hold is active.
★ To determine what the hold prevents double click in the Hold Type field. A pop-up window appears with the 'Person Hold Type Validation' table.
★ Locate the hold type the student has and read across the form. If a 'Y' appears in the Reg column registration is prohibited. A 'Y' in the Grad Hold column prevents a student from receiving their diploma as well as copy of their official transcript.
★ The Release Indicator: field with the checkmark doesn't indicate the hold is released. It indicates the account that placed the hold is the only account that can release the hold
★ Origination Code: field indicates the office that placed the hold and the phone number for that office.

Note: The user ID that is associated with the hold is the only users who can remove a hold.

SOAPCOL   Prior College Form

This information is entered when a person applies to WVU/PSC/WVUIT who has attended a previous college. Degree information, if applicable is updated when final transcript is received.

Enter WVU ID
Perform Next Block function (Ctrl + Page Down)

★ If the student attended more than one college the scroll bar to the right will be activated, use the down arrow to view additional colleges.
★ To view the Prior College address click on the Prior College Address tab.
★ The Degree Details section will indicate the Degree, if awarded, and dates attended. If more than one degree was awarded the vertical scroll bar will be activated.

SOAHSCH   High School Information Form

This form will list the high school and graduation date.

Enter WVU ID
Perform Next Block function (Ctrl + Page Down)

★ The Diploma field will indicate if the GPA is weighted or non-weighted (W = weighted, NW = non-weighted). NOTE: This information will only be entered for first-time freshman. Collection began with Fall 1998 term.

★ Select the High School Subjects tab to view the subjects of students who were admitted from Fall 1998 through Fall 2001. Subjects will no longer be entered for those admitted for Spring 2002 and beyond.

★ For any Freshman, Transfer, or other Undergraduate applicant that was ever Home Schooled during his/her high school years, a code of ZHMSCH (Home Schooled) will be entered beginning with Fall 2002 applicants. This code will appear in the High School Subjects tab.

SHADGMQ   Degree Summary Form

Use this form to determine if a student has been awarded a degree or the degree they are seeking.

Enter WVU ID
Perform Next Block function (Ctrl + Page Down)

★   When multiple records exist the scroll bar to the right will be activated, click on the down arrow.
★   When viewing this form view the Outcome Status field to determine if Degree was Awarded or is being Sought.

SHACRSE   Course Summary Form

This form will list all academic history information.

Enter WVU ID (Term can be left blank)
Perform Next Block function (Ctrl + Page Down)

★ View all courses using the vertical scroll bar.
★ The Repeat Column indicates courses that have been D/F repeated. An 'I' means include in GPA and an 'E' means exclude from GPA.

SHATERM   Term Sequence Course History Form

The first screen of this form will provide the GPA, hours and quality points for the level indicated in key block. The next screen will list the courses by term. Levels UG, GR, and PR = WVU, UP = PSC, and UT = WVUIT.

Enter WVU ID
Enter Level (Start Term field can be left blank)
Perform Next Block function (Ctrl + Page Down)

> ★ Information on this form is for the level indicated in the key block.
> ★ Perform Next Block function (Ctrl + Page Down) and the next screen will appear.
>   See Next Page for Details

★ Term GPA information will appear in first section.
★ The Second section will have the Institutional Courses associated with the term above in the first section.
★ Institutional Courses will appear first.
★ Use the vertical scroll bars to view additional records.

SHASUBJ   Subject Sequence History Form

This form will provide the GPA, hours and quality points for the level indicated in key block. The next block will list the Subject GPA and Course Detail Information. Levels UG, GR, and PR = WVU, UP = PSC, and UT = WVUIT.

Enter WVU ID
Enter Level (Start with Subject field can be left blank)
Perform Next Block function (Ctrl + Page Down)

★ Information on this form is for the level indicated in the key block.
★ Perform Next Block function (Ctrl + Page Down) to view Subject, GPA and Course Detail from the Options Menu. The next screen will appear. See Next Page for Details

★ Subjects will appear in alphabetical order.
★ If subject code was entered, system will start with that letter and continue to the end of the alphabet. Example: If you entered BIOL the system will start with BIOL and go through to Z. If student had an ART class, it would not be viewed because you started with the subject of BIOL. Leave SUBJ field blank to view all courses.
★ Institutional and Transfer courses will appear at the same time.
★ Use the vertical scroll bars to view additional records.

SOATEST   Test Score Information Form

This form will display ACT, SAT and GRE scores.

Enter WVU ID
Perform Next Block function (Ctrl + Page Down)

★ If multiple test scores appear, the student is admitted using the highest set of scores.