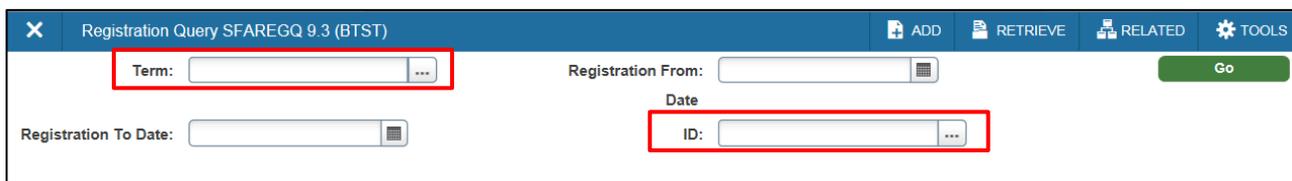


## How to view or export a student's current schedule in Banner 9

1. Log in to Banner 9 Admin Pages.
2. At the Banner 9 Admin Pages home screen type Registration Query or SFAREGQ.
3. Enter the following information in the search screen:
  - a. Term code
  - b. Banner ID



Registration Query SFAREGQ 9.3 (BTST)

Term:  ...

Registration From:  [Calendar icon]

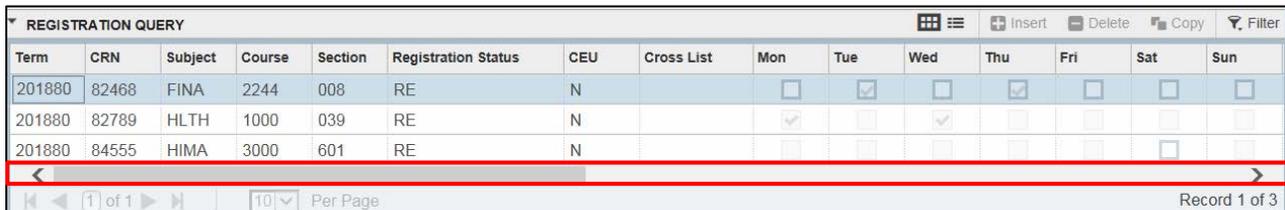
Registration To Date:  [Calendar icon]

Date

ID:  ...

Go

4. Click the Go button to find the record. 
5. The student schedule is displayed.
6. Use the horizontal scroll bar to view all the schedule course details.

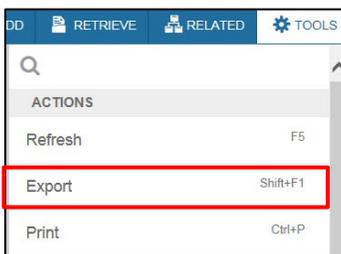


Term	CRN	Subject	Course	Section	Registration Status	CEU	Cross List	Mon	Tue	Wed	Thu	Fri	Sat	Sun
201880	82468	FINA	2244	008	RE	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
201880	82789	HLTH	1000	039	RE	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
201880	84555	HIMA	3000	601	RE	N		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Record 1 of 3

### Export students current schedule to Excel

7. Click Export from the Tools button.



DD RETRIEVE RELATED TOOLS

SEARCH

ACTIONS

Refresh F5

Export Shift+F1

Print Ctrl+P

8. You will be prompted to save or open your Data file from the browser window. Click open.



Do you want to open or save SFAREGQ.csv from bantst-adm.ecu.edu?

Open Save Cancel x

### Ensure that your export file has a heading row

1. At the Banner 9 Admin Pages home screen type General User Preferences Maintenance or GUAUPRF
2. Check the box to Include Header Row in Data Extract.



The screenshot shows a horizontal toolbar with the title "DATA EXTRACT" on the left. On the right side of the toolbar, there are four icons with labels: "Insert", "Delete", "Copy", and "Filter". Below the toolbar is a light blue rectangular area containing a single checkbox that is checked, followed by the text "Include Header Row in Data Extract".

3. Click the Save button.