SGASTDN

The General Student Form (**SGASTDN**) maintains current information pertaining to students admitted or enrolled at U of M.

1. Access the General Student Form (**SGASTDN**) from the General Menu.
   2. In the **ID** field, enter the U of M ID of the student.
      - If you do not have the ID of the student, click the **Search** icon to find the student
      - To view a summary of all general student information, click the **Student Summary** search icon, this will bring up the form **SGASTDQ** (In the **Term** field, enter the term you want to view.)
      - If no term is entered in the **Term** field, all of the general student records will be displayed back to the earliest record on file.
   3. Perform a **Next Block**.
      - The student's general student records will be listed in the information block.
      - Use the scroll bar or the down arrow key to navigate through the student's record
   4. To view another student, click the **Rollback** icon (or **shift F7**) and repeat steps 1-4.
   5. To return to the General Menu, click the **Exit** icon (or **Ctrl-Q**)