STUDENT SELF SERVICE GUIDE
2021
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Getting Started</td>
<td>3</td>
</tr>
<tr>
<td>Prepare for Registration</td>
<td>5</td>
</tr>
<tr>
<td>Register: Adding and Dropping Classes</td>
<td>6</td>
</tr>
<tr>
<td>Searching for CRNs</td>
<td>10</td>
</tr>
<tr>
<td>Closed Classes</td>
<td>15</td>
</tr>
<tr>
<td>Other Registration Messages</td>
<td>16</td>
</tr>
<tr>
<td>Dropping a Class</td>
<td>17</td>
</tr>
<tr>
<td>View Registration Information</td>
<td>18</td>
</tr>
<tr>
<td>Printing Registration Information</td>
<td>19</td>
</tr>
<tr>
<td>Student Profile</td>
<td>20</td>
</tr>
<tr>
<td>View Grades</td>
<td>21</td>
</tr>
<tr>
<td>Unofficial Academic Transcript</td>
<td>23</td>
</tr>
<tr>
<td>Printing an Unofficial Academic Transcript</td>
<td>25</td>
</tr>
<tr>
<td>Request Official Transcript</td>
<td>27</td>
</tr>
<tr>
<td>Request Enrollment Verification</td>
<td>28</td>
</tr>
<tr>
<td>Enrollment Verification Status</td>
<td>29</td>
</tr>
<tr>
<td>Graduation Application</td>
<td>30</td>
</tr>
<tr>
<td>Graduation Application Status</td>
<td>31</td>
</tr>
<tr>
<td>Financial Aid Dashboard</td>
<td>32</td>
</tr>
<tr>
<td>Account Summary</td>
<td>33</td>
</tr>
<tr>
<td>Account Detail for Term</td>
<td>34</td>
</tr>
</tbody>
</table>
Getting Started

Go to your institutions homepage and click OneACCS.

Enter your User ID and password provided by your institution.

To access Student related information, select the student tab or select student from the Main Menu.

Main Menu

- **Personal Information**
  - Update addresses, contact information or marital status; review name or social security number change information; Change your PINS; Customize your directory profile.

- **Student**
  - Apply for Admission, Register, View your academic records.

- **Faculty and Advisors**
  - Enter Grades and Registration Overrides, View Class Lists and Student Information

From here select **Student Landing Page**.
This guide will demonstrate a few of the more commonly used tools available to you through Banner. There are multiple ways to retrieve the same information or perform the same tasks. Below is the main Student Landing Page in Self Service Banner (SSB). Following are examples of how to use these tools. Please explore the system to discover the techniques that best fit your individual needs.

**Student Services**

This is the entry page for Banner Student. From here, you can navigate to the following pages depending on your role at BSCC State Community College:

- **Student Records:**
  - Personal Information
  - Student Profile
  - Registration
  - View Grades
  - Transcript - Unofficial
  - Transcript - Order Official Request
  - Enrollment Verification Request
  - Enrollment Verification Status
  - Graduation Application
  - Graduation Application Status

- **Financial Aid:**
  - Financial Aid Dashboard

- **Student Account:**
  - Account Summary
  - Account Detail For Term
  - Tax Notification (1099-T)
  - Account Information
  - Statement and Payment History
  - Make Payments, Deposits, and Payment Plans

**The Registration Landing page.**

![Registration Landing page](image-url)
Prepare for Registration

This page will display information that can impact your ability to register. Holds need to be cleared before registration can occur.

<table>
<thead>
<tr>
<th>Registration Status</th>
<th>Update Student Term Data</th>
<th>Primary Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terms: Spring 2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✓ Your student status permits registration.</td>
<td></td>
<td>Level: Undergraduate</td>
</tr>
<tr>
<td>✓ Your academic status Good Standing permits registration.</td>
<td></td>
<td>College: Academic Transfer</td>
</tr>
<tr>
<td>✓ You have no holds which prevent registration.</td>
<td></td>
<td>Degree: Associate in AAs</td>
</tr>
</tbody>
</table>

**Earned Hours**

- You have Earned Hours for Level: Undergraduate, Institution Hours: 20, Transfer Hours: 0
- Your class standing for registration purposes is: Freshman
Register: Adding and Dropping Classes
Clicking on Registration will prompt you to enter the term for which you wish to register.

Register for Classes page opens on the Find Classes tab. Enter the desired search criteria. Note, there are other search options available under the Advanced Search hyperlink.
Identify the desired section and click the Add button.

The section will be added to the Summary panel in a Pending status. Press Submit button to save.
If you have successfully registered, the status will change to Registered. Once registered, you can click on the Tuition and Fees hyperlink to see the charges generated by the registration.
If you know the Course Reference Number (CRN) for the section(s) they may be entered on the Enter CRNs tab. When complete, press the “Add to Summary” button.

The Schedule and Options tab displays courses already registered. The display is the same as that found in “View Registration Information”.

Searching for CRNs

If you have not already found your CRN’s, you can perform a search to find them. There are two ways to search for courses; the standard course search and the advanced course search. Enter Subject(s) and click on Search if you wish to search by subject. Below is an example of a course search by subject.
If you wish to perform an advanced search, click **Advanced Search** to bring back the following search options. You can now search for classes by using a wide variety of criteria.
In this example, English is selected as the subject. The search brought back a listing of all English courses that are offered this semester.

Press the Add button to add the section to your registration.

Note, the page will display time conflicts with sections in which you are already registered. Closed sections are identified.
Pressing the Add button places the section in the Summary panel with a “Pending” status. You must press the Submit button to save these changes.
If, for any reason, you are ineligible to register for the section, a message will be displayed.

In this scenario, ENG 099 has a co-requisite class of ENG 101.
Closed Classes

When you have searched for a class and it is closed, a message will be displayed in the Status column. Similarly, if a section in the search results has a time conflict with an existing registration it will be noted in the Status column.
Other Registration Messages

You may receive other registration messages when attempting to enroll in courses. Below are possible examples of registration errors:

- You do not meet the prerequisite or corequisite. This could be a course, GPA, test score or program requirement. Check the catalog course description to see what the requirements are for the course.
- The course you chose has a time conflict with another course you already have on your schedule. Select a course at a different time to avoid the conflict.
Dropping a Class

Once you are registered in courses, they will be listed like the example below. Notice that each course has a drop down box in the Action column. Click in the drop down box to see the list of options related to that class. Your choices will vary depending on the date in the semester.

If you are dropping a course before school starts, the “Web Drop” will be the option you see to drop the course (you will not be charged for the course).

If you are dropping a course after classes have started, the “Web Withdrawn Course” will be the option you see to drop the course. This means that you can drop the course but you forfeit the money you paid for it.

You will only be able to withdraw/drop from a course during the time period designated by your institution.
View Registration Information

This page will display details about your existing registration. The Schedule Tab gives you a visual representation of your semester schedule.

Days, times, location, start and end dates are displayed in Schedule Details. You can use the Tools (Gear) Icon to choose which columns to display.
Printing Registration Information

To Print the schedule, click the Printer Icon. You may produce a PDF to save or print.

PDF version of the Student Schedule, generated by pressing the Print Icon.
Student Profile
This screen will provide you a complete view of your student record. You can view holds if you have any on your account, advisor information, program of study and class schedule.

1. Curriculum and Courses- Displays curriculum information for the student’s primary degree, secondary degree, and any hours earned towards the degrees. Registered courses for the selected term are shown below the curriculum, hours, and GPA.

2. Prior Education and Testing- Displays High School and Post-Secondary information as well as any Placement testing and scores.

3. Student Information- Displays general information about student and their academic criteria.

4. Notes Tab- Select this tab to view advising notes.

5. Registration Notices- Displays term selected Academic Standing, Student Status and Enrollment Status.

6. Holds- Displays any holds associated with the student for the selected term.

7. Additional Links allows the user to View Grades, View and Print an Unofficial Transcript, and access DegreeWorks.
View Grades

Grades can be viewed from the Student Landing page or from the Student Profile.

Select a single term, or choose “All Terms” to view all grades.

Grades that are not yet official are displayed without Hours and Quality Points.
Grades that are finalized, and thus will appear on a transcript, display with Hours and Quality Points.
Unofficial Academic Transcript

The Unofficial Transcript can be viewed from the Student Landing page or from the Student Profile.

Select the **Transcript Level** and **Transcript Type** from the drop-down menus. The Transcript Level will be undergraduate and the default Transcript Type is Unofficial Web Transcript. This transcript shows all work from your current institution as well as specific transfer work.
A screen showing all course work and grades appears.

If you have Transfer work, it appears first and then current institutional work is displayed next. Transcript Totals and GPA’s are listed toward the bottom of the transcript along with any In-progress work. In-progress refers to the courses students are enrolled in for the semester but grades have not yet been assigned.
Printing an Unofficial Academic Transcript

From the Unofficial Academic Transcript display, right click on the page and choose Print. Save as a PDF or send to a printer.
### Banner Student Self Service

#### Academic Transcript

<table>
<thead>
<tr>
<th>Institution Credit</th>
<th>Student Survival Skills</th>
<th>A</th>
<th>1.000</th>
<th>4.000</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORI 107 UG</td>
<td>Student Survival Skills</td>
<td>A</td>
<td>1.000</td>
<td>4.000</td>
</tr>
<tr>
<td>PED 103 UG</td>
<td>Weight Training (beginning)</td>
<td>A</td>
<td>1.000</td>
<td>4.000</td>
</tr>
<tr>
<td>PED 118 UG</td>
<td>General Conditioning (leg)</td>
<td>A</td>
<td>1.000</td>
<td>4.000</td>
</tr>
</tbody>
</table>

This is not an official transcript. Courses which are in progress may also be included on this transcript.
Request Official Transcript

This will allow you to have an official transcript sent electronically to another school or business. Once you choose Order Official Transcript, you will be directed to another page to complete the request.
Request Enrollment Verification

This allows you to send verification of your enrollment to an employer, lending institution, insurance agent, etc. Fill in the requested information and click **Continue**.

![Enrollment Verification Request Form](image-url)
Enrollment Verification Status

This allows you to check the status of your enrollment verification request.
Graduation Application

Student Services

This is the entry page for Banner Student. From here, you can:

Student Records:
- Personal Information
- Student Profile
- Registration
- View Grades
- Transcript - Unofficial
- Transcript - Order Official Request
- Enrollment Verification Request
- Enrollment Verification Status
- Graduation Application
- Graduation Application Status

Financial Aid:
- Financial Aid Dashboard

Student Account:
- Account Summary
- Account Detail For Term
- Tax Notification (1098-T)
- Account Information
- Statement and Payment History
- Make Payments, Deposits, and Payment Plans

This will allow you to submit an application for graduation.

Curriculum Selection

Term *
Spring 2021 01/11/2021 - 05/08/2021

- Current Program
  Associate in Applied Science
  Level: Undergraduate
  Program: AAS Business Administration
  College: Academic Services (Transfer)

Continue
Graduation Application Status

This allows you to track the status of your graduation application.
This allows you to review Financial Aid Holds (which may prevent payment of awards) and document requirements, display academic progress history, view overall status, and financial aid awards. You must be an admitted student to view the information on this dashboard.
Account Summary

This option allows you to see a summary of your tuition, fees, and miscellaneous charges as well as any financial aid or payments that have been applied. You can view your Account Detail by Term if you want to see more detail.

Account Summary

<table>
<thead>
<tr>
<th>Detail code</th>
<th>Description</th>
<th>Charge</th>
<th>Payment</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>FO50</td>
<td>Technology Fee-Hamilton</td>
<td>$63.00</td>
<td>$63.00</td>
<td>$63.00</td>
</tr>
<tr>
<td>FO51</td>
<td>Facility Fee-Hamilton</td>
<td>$65.00</td>
<td>$65.00</td>
<td>$65.00</td>
</tr>
<tr>
<td>FO52</td>
<td>Bond Surety Fee-Hamilton</td>
<td>$7.00</td>
<td>$7.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>FO53</td>
<td>Building Fee-Hamilton</td>
<td>$70.00</td>
<td>$70.00</td>
<td>$70.00</td>
</tr>
</tbody>
</table>
This option allows you to review detail transactions including current and future balance totals for the selected term and others.