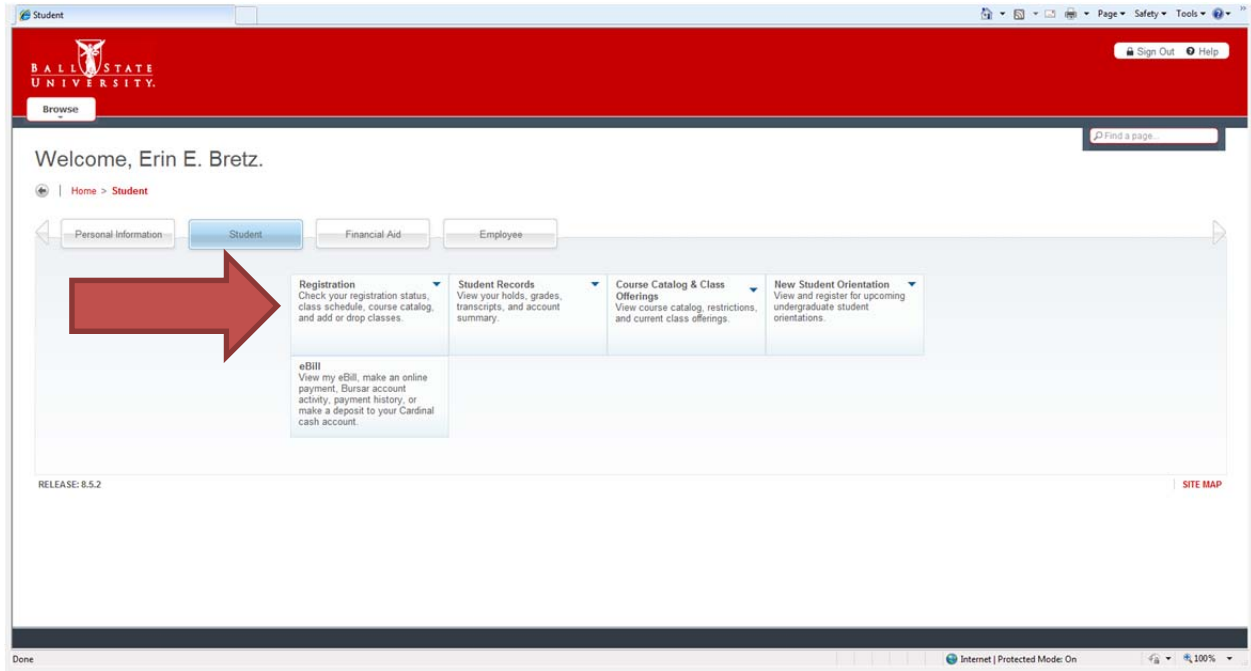
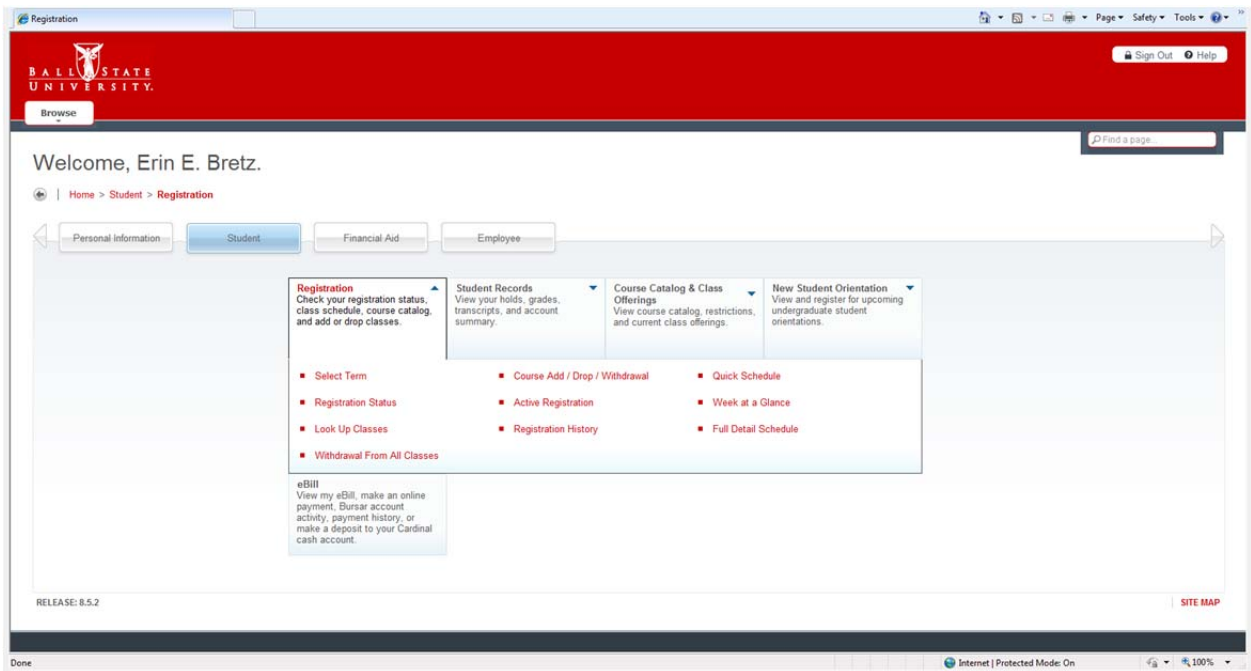


What Students See When They Log into Self-Service Banner

➤ Student Menu



- Students can view a variety of information. Most of what we will be helping them with will fall under the **Registration** Menu.



- Students must first **Select Term**. Then they can check their **Registration Status**, **Look Up Classes** being offered, **Withdraw** from courses, and check their schedule in various ways
- **Active Registration**—This is the student’s official registration with the university. This is also the **ONLY** place to view start and end dates for Open learning courses.
- **Registration History**—This will show students the courses that they are registered for along with any courses they are wait listed in.
- **Quick Schedule**—This will show students all of the courses that they are registered for along with any courses that they are wait listed in.
- **Week at a Glance** –Will show the student all of the location and times of courses that he is attending. Any course without assigned meeting time or location will be listed at the bottom of the page.
- **Full Detail Schedule**—This is the **ONLY** place where students can view their position on the wait listed in a course. This schedule will also show them: instructors, schedule type, location, days, times, credits hours of the course, date range (this should **not** be referenced for open learning course dates, see **Active Registration** for the beginning and end date of those types of courses)
- **NOTE**—For all of the schedule types that students view, if the course status does not state either “Registered” or “Web Registered” they are **not registered in the course**.
- **Registration Status** shows students their status – if they have any holds, what their class standing is, and what their declared major is. It will also show their Registration Time Ticket times when registration is about to open. They can follow the links at the bottom of the page to **View Holds** or to move to the **Add/Drop/Withdraw** screen. There is a link to instructions for Self-Service Banner at the top of the screen.

Registration Status

Home > Student > Registration > Registration Status

[View Instructions](#)

You may register during the following times

| From | Begin Time | To | End Time |
|--------------|------------|--------------|----------|
| Apr 11, 2012 | 02:00 pm | Dec 15, 2012 | 11:59 pm |

- ✓ You have no Holds which prevent registration.
- ✓ Your Academic Standing permits registration.
- ✓ Your Student Status permits registration.

Your Class for registration purposes is Sophomore.

Earned Credit

| Level | Type | Hours |
|---------------|---------------|--------|
| Undergraduate | Transfer | 11.000 |
| Undergraduate | Institutional | 40.000 |

Curriculum Information

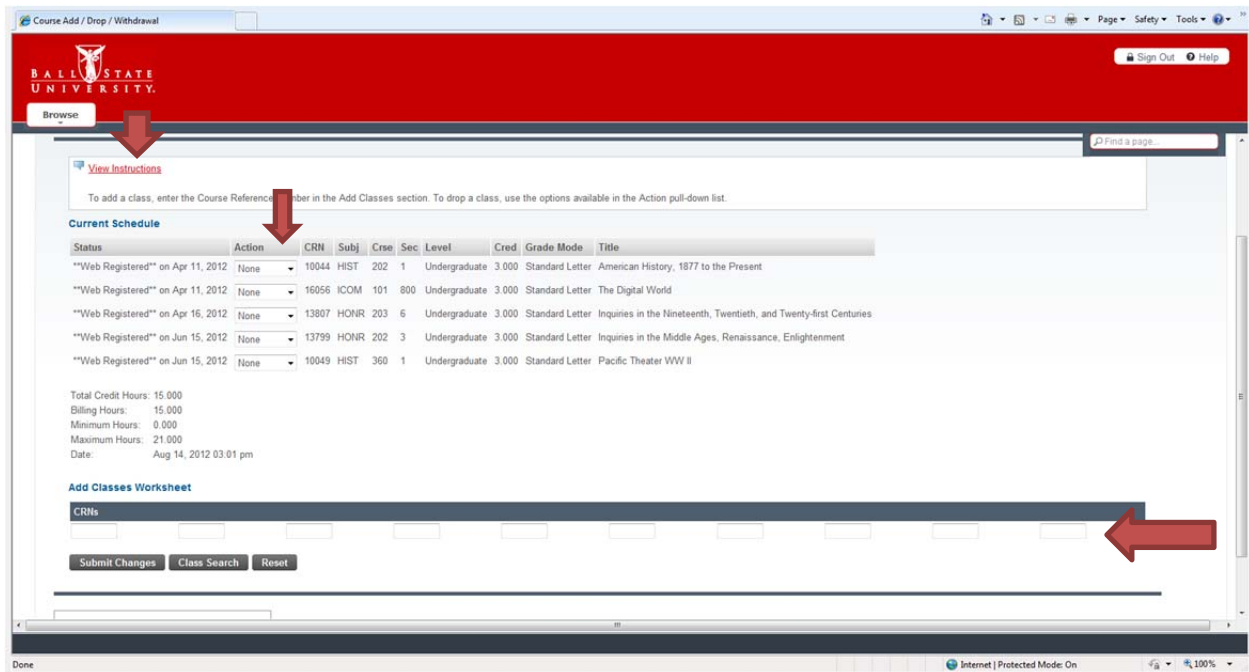
Current Program
Bachelor of Science

Level: Undergraduate
Program: History
Admit Term: Fall 2011
Catalog Term: Fall 2011
College: Science and Humanities
Major and Department: History, History
Major Concentration: History Internship

[View Holds](#) • [Course Add](#) / [Drop](#) / [Withdrawal](#)

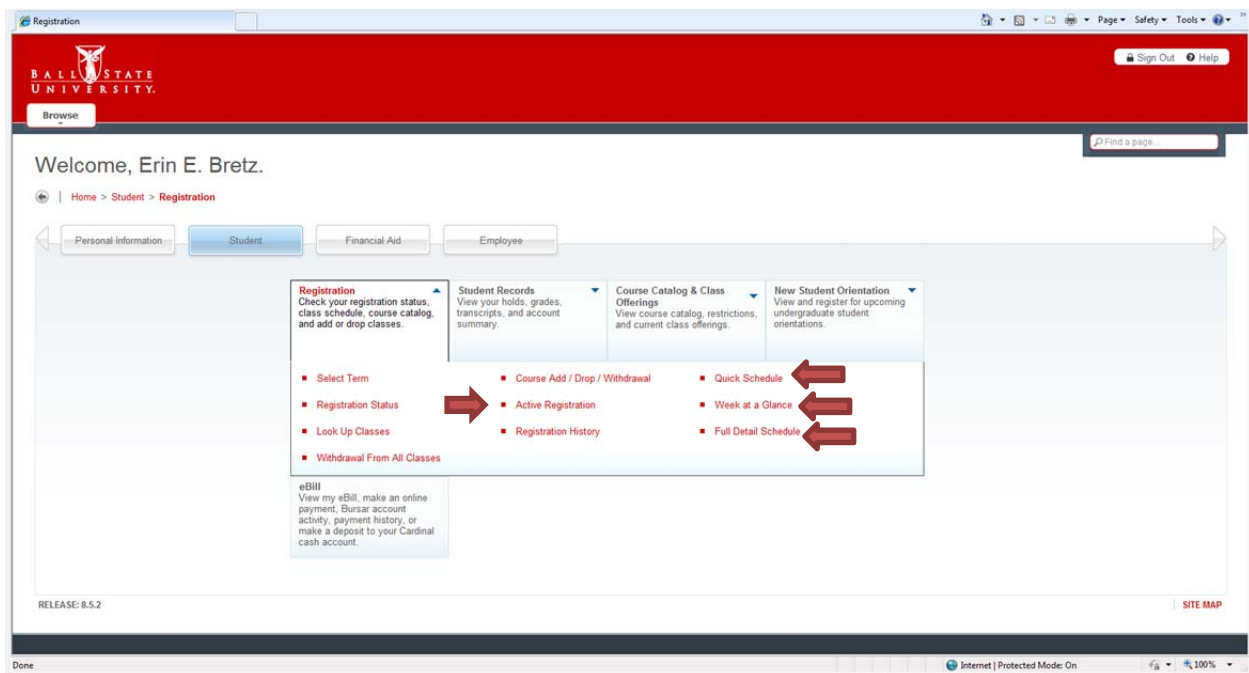
RELEASE: 8.4

- The **Course Add/Drop/Withdrawal** Screen allows students to add or drop courses during the add/drop period, or to withdraw from courses after add/drop ends. Students cannot drop their last course – they will have to go through the withdrawal process with the Student Affairs office if they wish to drop their entire schedule.
- Normal withdrawal or first withdrawal will be done through the web until the last day of the withdrawal period for their courses. If a student has a 5 week course, the system is set to allow the student to use the web to withdrawal until the last day of the withdrawal period or completion of 60% of the course. Once the student has reached 61% of the course, the course is in the second withdrawal period. Details for how second withdrawal are still being worked out.
- To drop a course, a student clicks the down arrow on the drop-down box and selects Web Drop. To add a course, a student can enter the CRN in one of the boxes provided near the bottom of the screen (these are very faint and difficult to see; Registration is aware of that and working with the Banner consultants to make these more visible).
- Once again, a link to Instructions is on the page.



- Once the student has completed entering his desired changes, he just needs to hit **Submit Changes**. If he doesn't know the CRN for the course he wants to add, he can use the **Class Search** button to look for it.

➤ Students can view their schedules with several different options in SSB.



➤ Each option presents the student's information in a slightly different format. A **Quick Schedule** is just like the **Concise Student Schedule** we saw in the Faculty Student

Information Menu. A **Full Detail Schedule** is like the **Student Schedule** from that menu. Students should be encouraged to check their **Active Registrations**. These are courses they are actually enrolled in; other schedules may show courses they are on the wait-list for.

Information for **Charlie Cardinal**

Classification: Freshman
 Level: Undergraduate
 College: Science and Humanities
 Major and Department: French, Modern Languages and Classics
 Science and Humanities

| CRN | Course | Title | Campus | Credits | Level | Start Date | End Date | Days | Time | Location | Instructor |
|-------|------------|----------------------------------|--------|----------------|-------|--------------|--------------|------|---------------------|--------------------------|------------|
| 13667 | ENG 104 4 | Composing Research | Main | 3.000 | UG | Aug 20, 2012 | Dec 14, 2012 | MWF | 10:00 am - 10:50 am | Robert Bell Building 108 | TBA |
| 17044 | ID 101 22 | Freshman Seminar | Main | 0.000 | UG | Aug 20, 2012 | Dec 14, 2012 | MWF | 8:00 am - 8:50 am | North Quad 302 | Reed |
| 10349 | MATH 125 2 | Mathematics and Its Applications | Main | 3.000 | UG | Aug 20, 2012 | Dec 14, 2012 | MWF | 9:00 am - 9:50 am | Robert Bell Building 119 | Yi |
| | | | | Total Credits: | 6.000 | | | | | | |

- Wait-listed courses will appear with 0 credit hours but this may cause some confusion.
- One thing to note with regard to **Student Week at a Glance**. This shows a weekly schedule. If a student is enrolled in a course which doesn't meet for the entire semester, it will only appear on this schedule during those weeks when the class meets. The dates shown can be changed in the Go to box, or by hitting **Next Week**.

Information for **Erin E. Betz**

Go to (MM/DD/YYYY):

| Previous Week | Week of Aug 20, 2012 (1 of 17) | | | | | | | Next Week |
|---------------|--|---------|--|----------|--|----------|--------|-----------|
| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | |
| 9am | HIST 202.1 10044 Class 9:00 am-9:50 am Burkhardt Building 106 | | HIST 202.1 10044 Class 9:00 am-9:50 am Burkhardt Building 106 | | HIST 202.1 10044 Class 9:00 am-9:50 am Burkhardt Building 106 | | | |
| 10am | | | | | | | | |
| 11am | HIST 360.1 10049 Class 11:00 am-11:50 am Burkhardt Building 103 | | HIST 360.1 10049 Class 11:00 am-11:50 am Burkhardt Building 103 | | HIST 360.1 10049 Class 11:00 am-11:50 am Burkhardt Building 103 | | | |