<table>
<thead>
<tr>
<th>Menu</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Menu</td>
<td>2</td>
</tr>
<tr>
<td>Registration Menu</td>
<td></td>
</tr>
<tr>
<td>Select Term</td>
<td>4</td>
</tr>
<tr>
<td>Add, Drop, Waitlist</td>
<td>5</td>
</tr>
<tr>
<td>Look Up Classes</td>
<td>10</td>
</tr>
<tr>
<td>Change Credit Hours for Variable-Credit Courses</td>
<td>11</td>
</tr>
<tr>
<td>View Weekly Class Schedule</td>
<td>13</td>
</tr>
<tr>
<td>View Class Schedule</td>
<td>14</td>
</tr>
<tr>
<td>Registration Status</td>
<td>15</td>
</tr>
<tr>
<td>Course Catalog</td>
<td>16</td>
</tr>
<tr>
<td>Student Records Menu</td>
<td></td>
</tr>
<tr>
<td>View Holds</td>
<td>19</td>
</tr>
<tr>
<td>Midterm Grades</td>
<td>20</td>
</tr>
<tr>
<td>Final Grades</td>
<td>22</td>
</tr>
<tr>
<td>Course Catalog</td>
<td>24</td>
</tr>
<tr>
<td>View Student Information</td>
<td>27</td>
</tr>
<tr>
<td>Look Up Classes</td>
<td>29</td>
</tr>
</tbody>
</table>
Self-Service Banner
for Student Information

Accessing the Main Menu

1. The Main Menu will show at least two tabs, Personal Information and Student Information.

![Main Menu Image]

Note: If you are an alumnus, an Alumni and Friends tab may be visible.

2. You will have two menu options via the Student Information tab: Registration and Student Records.

![Student Information Image]

3. Your Banner ID is visible on this part of most Student Information screens.

![Banner ID Image]
The Registration Menu

1. Click on Registration to check student status, class schedule, and to add or drop classes.

2. The following functions will be possible from the Registration menu.

Registration

- Select Term
- Select an academic term
- Add or Drop Classes
- Look Up Classes
- Change Credit Hours for Variable-Credit Classes
- View Weekly Class Schedule
- View Class Schedule
- Registration Status
- Course Catalog

RELEASE: 7.3
Step 1: Selecting a Term

1. From the Registration menu, click on Select Term. This will select the term that you will work with until another term is selected.
   **Note:** If you do not Select a Term now, you will be prompted to do so when using functions that require a specific term.

2. Select a Term from the dropdown menu, and click the Submit bar. Your browser will return you to the main Registration menu, but the Term you selected has been saved.
Step 2: Adding, Dropping, and Waitlisting Classes

1. From the Registration menu, click on Add or Drop Classes.

2. The Current Schedule will show on the screen, and there is an Add Classes Worksheet at the bottom of the form. To Add course(s), type the CRNs (Course Registration Numbers) to the available block(s), and then click on the Submit Changes bar when done.
Step 2: Adding, Dropping, and Waitlisting Classes

3. To find CRNs, click on the Class Search bar at the bottom of the page.

4. Use any combination of selection fields, and click on the Class Search bar to search. You must choose at least one Subject.

5. After selecting your fields, click the Class Search tab.
Step 2: Adding, Dropping, and Waitlisting Classes

6. Select the box in front of the CRN to add the course.
   Note: A “C” identifies a closed course.

7. After selecting the box, you can choose to either click on the Register tab or the Add to Worksheet tab.

8. To Drop a course, click back to the screen where the Current Schedule is shown, and use the option available in the Action dropdown list.
   Note: You cannot drop your last class using Self Service. You must see your academic advisor.
9. Click on the **Submit Changes** bar at the bottom of the screen to process the drop.

### Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Registered on Jan 09, 2007</td>
<td>None</td>
<td>10172</td>
<td>THEO</td>
<td>509</td>
<td>01</td>
<td>Graduate</td>
</tr>
<tr>
<td>Registered on Jan 21, 2007</td>
<td>None</td>
<td>10002</td>
<td>GCNS</td>
<td>509</td>
<td>01</td>
<td>Graduate</td>
</tr>
<tr>
<td>Registered on Jan 21, 2007</td>
<td>None</td>
<td>10103</td>
<td>FORE</td>
<td>541</td>
<td>01</td>
<td>Graduate</td>
</tr>
<tr>
<td>Web Registered on Jan 23, 2007</td>
<td>None</td>
<td>10168</td>
<td>MLS</td>
<td>505</td>
<td>01</td>
<td>Graduate</td>
</tr>
</tbody>
</table>

Total Credit Hours: 8.000  
Billing Hours: 8.000  
Maximum hours: 15.000  
Date: Jan 23, 2007 10:44 am

### Add Classes Worksheet

- A click here processes the Drop.

10. If you attempt to register for a closed course section, you will see a **Registration Add Error**. The error below displayed because the course was closed, but the **Waitlist** option is available. Check the **Status** column for additional information on errors.

### Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Registered on Feb 21, 2007</td>
<td>None</td>
<td>10012</td>
<td>ARHY</td>
<td>111C</td>
<td>01</td>
<td>Undergrad</td>
</tr>
<tr>
<td>Wait List on Feb 21, 2007</td>
<td>None</td>
<td>10175</td>
<td>CORE</td>
<td>101</td>
<td>01</td>
<td>Undergrad</td>
</tr>
</tbody>
</table>

Registration Add Errors will have the red stop sign icon.
Step 2: Adding, Dropping, and Waitlisting Classes

11. For a closed and waitlisted course, the Status will display “Closed- # Waitlisted”.

12. To Waitlist for this section, choose Waitlist in the Action dropdown, and click Submit Changes.

13. To remove yourself from the Waitlist, choose None from the Action dropdown, and Submit Changes.

14. Click Return to Menu from the right of the screen.
Step 3: Looking Up Classes

1. From the Registration menu, click on Look Up Classes.
   
   **Personal Information**
   
   **Search**
   
   **Student Information**
   
   Registration
   
   - Select Term
   - Look Up Classes
   - Add or Drop Classes
   - Change Credit Hours for Variable-Credit Classes
   - View Weekly Class Schedule
   - View Class Schedule
   - Registration Status
   - Course Catalog

   **RELEASE**
   
   **Note:** You may have to reselect the Term to Search. Select the Term, and click the Submit bar.
   
   This will take you to the section covered above in the “Add or Drop Classes.”

2. Click Return to Menu from the right of the screen.
Step 4: Changing Credit Hours for Variable-Credit Classes

1. From the Registration menu, click on Change Credit Hours for Variable-Credit Classes.

2. In an example on the following screen shot, you will notice that GGNS 509 Independent Study is a variable credit course.
### Step 4: Changing Credit Hours for Variable-Credit Classes

3. To change the credit hours, simply delete the old credit hours, insert the new, and click the **Submit Changes** bar. The screen will refresh with the new credits visible.

![Image showing change in credit hours](image)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Grade Mode</th>
<th>Course Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to New Testament</td>
<td>3.000</td>
<td>Standard</td>
<td>Graduate</td>
</tr>
<tr>
<td>GCN 509 01</td>
<td>3.000</td>
<td>Standard</td>
<td>Graduate</td>
</tr>
<tr>
<td>Latent Fingerprint Study</td>
<td>1.000</td>
<td>Standard</td>
<td>Graduate</td>
</tr>
</tbody>
</table>

4. Click **Return to Menu** from the right of the screen.
Step 5: Viewing the Weekly Schedule

1. From the Registration menu, click on View Weekly Class Schedule.

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Student Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td>Go</td>
</tr>
</tbody>
</table>

   **Registration**

   - Select Term
   - Select an academic term
   - Add or Drop Classes
   - Look Up Classes
   - Change Credit Hours for Variable-Credit Classes
   - View Weekly Class Schedule
   - View Class Schedule
   - Registration Status
   - Course Catalog

   **Release: 7.3**

2. This Weekly Class Schedule shows the schedule day and time. Click on the hyperlinks for more details about the courses.

   **Weekly Class Schedule**

   The following is your class schedule by day and time. Classes that do not appear here are not scheduled this week. Click on hyperlinked courses for more detail.

   **Notice hyperlinks for course details.**

<table>
<thead>
<tr>
<th>Previous Week</th>
<th>Week of Dec 18, 2006 (17 of 17)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>11am ARHY 111C-01</td>
<td>10:00 am - 11:00 am</td>
</tr>
<tr>
<td>10012 Class</td>
<td>11:00 am - 11:50 am</td>
</tr>
<tr>
<td>TBA</td>
<td></td>
</tr>
</tbody>
</table>

3. Click Return to Menu from the right of the screen.
1. From the Registration menu, click on View Class Schedule.

2. View Class Schedule shows detailed information about each course and has active links to email the professor(s).

3. Click Return to Menu from the right of the screen.
Step 7: Viewing the Registration Status

1. From the Registration menu, click on Registration Status.

2. Details are provided for Registration Status (i.e. holds) and Curriculum Information on this screen.

3. Click Return to Menu from the right of the screen.
Step 8: Using the Course Catalog

1. From the Registration menu, click on Course Catalog.

2. If you have not already done so, you will be directed to select a Catalog Term. Select a Term, and then click the Submit bar.
Step 8: Using the Course Catalog

3. You will see this main screen. You must choose at least one Subject, and then choose all other pertinent fields. Click on the Get Courses tab. Catalog entries will then appear.

4. The Catalog Entries are active links.

5. Click Return to Menu from the right of the screen.
1. On the **Student Information** tab, choose the **Student Records** menu to view classes and grades.

   - **Personal Information**
   - **Student Information**
     - **Search**
     - **Go**

   **Student Information**
   - **Registration**
     - Check your registration status, class schedule, and add or drop classes
   - **Student Records**
     - View your classes, holds, and catalog information.

   **RELEASE: 7.3**

2. You will see the following menu options for **Student Records**.

   **Student Records**
   - **View Holds**
   - **Midterm Grades**
     - Not available until Fall 2007 midterm grading period.
   - **Final Grades**
     - Not available until Fall 2007 final grades have been submitted.
   - **Course Catalog**
   - **View Student Information**
   - **Look up Classes**

   **RELEASE: 7.3**
Step 1: Viewing Holds

1. On the Student Records menu, choose View Holds.

2. Sample holds are shown below. If no holds exist, a message will confirm this.

3. Click Return to Menu from the right of the screen.
Step 2: Viewing Midterm Grades

1. From the Student Records menu, click on Midterm Grades.

2. Select a Term from the dropdown menu, and click Submit.
3. Note that Midterm grades are not assigned to all courses. Only “D” and “F” grades are assigned as Midterm grades, so the Midterm Grade column may be blank. Also, please note that Midterm grades will not be available until the midterm grading period of each semester.

4. Click Return to Menu from the right of the screen.
Step 3: Viewing Final Grades

1. From the **Student Records** menu, click on **Final Grades**.
   
   **Note:** The grades are not available until final grades have been submitted by the professors.

2. **Select the Term**, and click the **Submit** bar.
Step 3: Viewing Final Grades

3. The screen will summarize **Student Information** and provide **Current Term, Cumulative, Transfer, and Overall QPA** and credits.

**Final Grades**

Final Grades will not be available until the end of the Fall 2007 Semester.

**Student Information**

**Current Program**

MA in Liberal Studies

**Level:** Graduate

**Program:** MA in Liberal Arts

**Admit Term:** Fall 2006

**Catalog Term:** Fall 2006

**College:** McNulty Coll-Grad School Arts

**Major and Department:** Liberal Studies, Liberal Arts

**Academic Standing:**

**Graduate Course work**

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject Course Section Course Title</th>
<th>Campus</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>10155</td>
<td>HIST 502</td>
<td>61</td>
<td>Historical Geography Main Campus A</td>
</tr>
</tbody>
</table>

**Graduate Summary**

<table>
<thead>
<tr>
<th>Attempted</th>
<th>Earned</th>
<th>GPA</th>
<th>Hours</th>
<th>Quality Points</th>
<th>Overall GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Term</td>
<td>2.0000</td>
<td>3.000</td>
<td>3.000</td>
<td>12.0000 4.0000</td>
<td></td>
</tr>
<tr>
<td>Cumulative:</td>
<td>3.000</td>
<td>3.000</td>
<td>3.000</td>
<td>12.0000 4.0000</td>
<td></td>
</tr>
<tr>
<td>Transfer:</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
<td>0.0000 0.0000</td>
<td></td>
</tr>
<tr>
<td>Overall:</td>
<td>3.000</td>
<td>3.000</td>
<td>3.000</td>
<td>12.0000 4.0000</td>
<td></td>
</tr>
</tbody>
</table>

4. Click **Return to Menu** from the right of the screen.
Step 4: Viewing the Course Catalog

1. From the Student Records menu, click on Course Catalog.

2. Choose the Catalog Term, and click the Submit bar.
3. Choose all appropriate fields, and click the Get Courses bar. You must choose at least one **Subject**.

4. Click the hyperlinked titles to view details about the courses.
Step 4: Viewing the Course Catalog

5. A sample page of **Detailed Course Information** for an Accounting course is shown below.

   **Note:** To proceed, you must click on **Return to Previous** at the bottom of the screen.

   **Detailed Course Information**

   ![Detailed Course Information](image)

   - Select the desired Level or Schedule Type to find available classes for the course.
   - **ACCT 214 - Financial Accounting**
   - Provides an introduction to the discipline of accounting; the principles of external financial reporting; and the financial statements (balance sheet, income statement and statement of cash flows) in decision making. Students will develop an understanding of how to use the financial statements to assess the profitability, liquidity and solvency of a company.
   - 3.000 Credit Hours
   - 3.000 Lecture hours
   - **Levels:** Pharmacy, Undergraduate
   - **Schedule Types:** Lecture
   - **School of Business College**
   - **Business Department**
   - **Restrictions:** Must be enrolled in one of the following Levels: Undergraduate
   - **Prerequisites:** Undergraduate level ACCT 182 Minimum Grade of D

   ![Click Return to Previous at the bottom of the screen after viewing the course details.](image)

6. **Click Return to Menu** from the right of the screen.
Step 5: Viewing Student Information

1. From the Student Records menu, click View Student Information.

2. Choose the Registration Term from the dropdown menu, and click the Submit bar.
3. The **General Student Record** will display the following information.

<table>
<thead>
<tr>
<th><strong>General Student Record</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Information effective from Fall 2006 to The End of Time</strong></td>
</tr>
<tr>
<td>Registered for Term: Yes</td>
</tr>
<tr>
<td>First Term Attended: Fall 2006</td>
</tr>
<tr>
<td>Last Term Attended: Fall 2006</td>
</tr>
<tr>
<td>Status: Active</td>
</tr>
<tr>
<td>Residence: In State Resident</td>
</tr>
<tr>
<td>Citizenship: United States Citizen</td>
</tr>
<tr>
<td>Student Type: Continuing Student</td>
</tr>
<tr>
<td>Class: Graduate</td>
</tr>
<tr>
<td>Primary Advisor: James R. Douglas</td>
</tr>
<tr>
<td>Primary Advisor Type: GR Academic Advisor</td>
</tr>
</tbody>
</table>

### Curriculum Information

**Current Program**

MA in Liberal Studies

| Level: Graduate |
| Program: MA Liberal Studies |
| Admit Term: Fall 2006 |
| Catalog Term: Fall 2006 |
| College: McAnulty Coll-Grad School Arts |
| Major and Department: Liberal Studies, Liberal Arts |

4. **Click Return to Menu** from the right of the screen.
Step 6: Looking Up Classes

1. From the Student Records menu, click Look Up Classes.

   ![Student Records menu]

   - View Holds
   - Midterm Grades
     Not available until Fall 2007 midterm grading period.
   - Final Grades
     Not available until Fall 2007 final grades have been submitted.
   - Course Catalog
   - View Student Information
   - Look up Classes

   RELEASE: 7.3

2. Choose the Term from the dropdown menu, and click on the Submit bar.

   ![Look up Classes]

   Search by Term:
   - None
   - Spring 2007
   - Fall 2006

   RELEASE: 7.3
Step 6: Looking Up Classes

3. Choose the appropriate fields, and click the Class Search bar. You must choose at least one Subject.

Look up Classes

- **Subject:**
- **Course Number:**
- **Title:**
- **Schedule Type:**
  - Clinical Dissertation
- **Instructional Method:**
  - Clinical Dissertation
- **Credit Range:**
  - hours to hours
- **Campus:**
  - Allegheny General Hospital
  - Cranberry Med Learning Alliance
- **Course Level:**
  - Continuing Education
  - Graduate
- **Part of Term:**
  - Non-credit based classes only
  - Full Term

4. Click on the hyperlinks for details about the courses.

Class Schedule Listing

- **Sections Found:**
  - Managerial Accounting  - 10271 - ACCT 215 - 1

  Associated Term: Fall 2006
  Registration Dates: Apr 03, 2006 to Sep 20, 2006
  Levels: Pharmacy, Undergraduate

  Main Campus
  Lecture Schedule Type
  3.000 Credits
  View Catalog Entry

  **Scheduled Meeting Times:**
  - **Type Time:**
    - Days: MWF
    - Time: 3:00 pm - 3:50 pm
    - Date Range: Aug 28, 2006 - Dec 20, 2006

  - **Acctg Info Systems - 10058 - ACCT 310 - 88**

  Associated Term: Fall 2006
  Registration Dates: Sep 15, 2006 to Nov 04, 2006
  Levels: Pharmacy, Undergraduate

  Instructor: 

  There are active links for detailed course information.
Step 6: Looking Up Classes

5. Click **Return to Previous** at the bottom of the screen to continue.

| Intermediate Accounting I 10008 - ACCT 311 - 61 |

- **Associated Term:** Fall 2006
- **Registration Dates:** Apr 03, 2006 to Jan 20, 2009
- **Levels:** Pharmacy, Undergraduate
- **Instructors:** Priscilla M. Austin (P)

**Scheduled Meeting Times**

<table>
<thead>
<tr>
<th>Type</th>
<th>Time</th>
<th>Days Where</th>
<th>Date Range</th>
<th>Sch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 6:00 pm - 8:40 pm</td>
<td>TBA</td>
<td>Aug 28, 2006 - Dec 20, 2006</td>
<td>Lecture</td>
<td></td>
</tr>
</tbody>
</table>

6. Click **Return to Menu** from the right of the screen.

This completes **Student Information** option for **Self Service Banner**.