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Getting started

Go to your institutions homepage and click OneACCS.

Enter your User ID and password provided by your institution
Below is the main **Student Menu** in Self Service Banner (SSB). This guide will demonstrate a few of the more commonly used tools available to you through SSB. There are multiple ways to retrieve the same information or perform the same tasks. Following are examples of how to use these tools. Please explore the menu to discover the techniques that best fit your individual needs.

The **Registration** menu.

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**Student**

- **Admissions**
  - Apply for Admission or Review Existing Applications

- **Registration**
  - Check your registration status, class schedule and add or drop classes

- **Student Records**
  - View your grades and transcripts

- **Student Account**
  - View your account summaries, statement/payment history and tax information

- **Student Profile**
  - View Holds, Student Information, Advisor, Program of Study

- **Degree Works**
  - Track academic progress and check plan

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**Registration**

- **Select Term**
- **Add or Drop Classes**
- **Look Up Classes**
- **Student Detail Schedule**
- **Registration Status**
- **Active Registration**
- **Concise Student Schedule**

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The **Student Records** menu.

**Student Records**

- Midterm Grades
- Final Grades
- Unofficial Transcript
- Course Catalog
- Class Schedule
- Request Enrollment Verification
- View Status of Enrollment Verification Requests
- Apply to Graduate
- View Application To Graduate
- Order Official Transcript

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Adding and Dropping Classes
Clicking on Registration gives you the following menu choices. Click on Add or Drop Classes.

Registration

Select Term
Add or Drop Classes
Look Up Classes
Student Detail Schedule
Registration Status
Active Registration
Concise Student Schedule

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This is the Add Classes Worksheet. Enter Course Reference Numbers (CRN) in the highlighted area to add classes to your schedule (register for the semester).

Add Classes Worksheet

[ View Holds | Change Class Options | Registration Fee Assessment ]

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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. Scroll down and highlight the subject you wish to find. Click on Course Search if you wish to search by subject. Below is an example of a course search by subject.

Look Up Classes

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 several 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. Scroll through the list to locate the course number you wish to view in the schedule. Click on View Sections to find the CRN's for the courses offered this semester.

### Spring 2020

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>099</td>
<td>Intro. to College Writing</td>
<td>View Sections</td>
</tr>
<tr>
<td>101</td>
<td>English Composition I</td>
<td>View Sections</td>
</tr>
<tr>
<td>102</td>
<td>English Composition II</td>
<td>View Sections</td>
</tr>
<tr>
<td>102H</td>
<td>English Composition II</td>
<td>View Sections</td>
</tr>
<tr>
<td>251</td>
<td>American Literature I</td>
<td>View Sections</td>
</tr>
</tbody>
</table>

This is a list of the sections that are available. Select the CRN you want to add to your worksheet.
Click Add to Work Sheet.

<table>
<thead>
<tr>
<th>Select CRN</th>
<th>Subj Cours Sec</th>
<th>Crp Cred</th>
<th>Title</th>
<th>Days Time</th>
<th>Cap Act Rem</th>
<th>WL Cap</th>
<th>WL Act</th>
<th>WL Rem</th>
<th>XI Cap</th>
<th>XI Act</th>
<th>XI Rem</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
<th>Ko</th>
</tr>
</thead>
<tbody>
<tr>
<td>22780 ENGL 101 100</td>
<td>DEC 3.000 English Composition I</td>
<td>MWF</td>
<td>08:00 am-09:15 am</td>
<td>13</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Christie Alcorn Burney (E)</td>
<td>01/12/2009</td>
<td>H</td>
</tr>
<tr>
<td>22782 ENGL 101 101</td>
<td>DEC 3.000 English Composition I</td>
<td>MWF</td>
<td>08:00 am-09:15 am</td>
<td>23</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Paul D. Lanier (P)</td>
<td>01/12/2009</td>
</tr>
<tr>
<td>22784 ENGL 101 102</td>
<td>DEC 3.000 English Composition I</td>
<td>MWF</td>
<td>09:30 am-10:45 am</td>
<td>13</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Leah Ann Fountain (P)</td>
<td>01/12/2009</td>
</tr>
</tbody>
</table>

There is no need to save your schedule before you exit. Once you successfully submit your schedule with no errors, your schedule is saved.
Closed Classes

When you have searched for a class and it is closed, a C will be displayed under the Select heading for that course.

Look Up Classes

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>23410</td>
<td>CIS</td>
<td>146</td>
<td>100</td>
<td>DEC</td>
<td>3.000</td>
<td>Microcomputer Applications</td>
<td>MW</td>
<td>08:00 am-09:15 am</td>
<td>4</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>23411</td>
<td>CIS</td>
<td>146</td>
<td>101</td>
<td>DEC</td>
<td>3.000</td>
<td>Microcomputer Applications</td>
<td>MW</td>
<td>11:00 am-12:15 pm</td>
<td>26</td>
<td>10</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>23412</td>
<td>CIS</td>
<td>146</td>
<td>102</td>
<td>DEC</td>
<td>3.000</td>
<td>Microcomputer Applications</td>
<td>MW</td>
<td>12:30 pm-01:45 pm</td>
<td>26</td>
<td>4</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>23413</td>
<td>CIS</td>
<td>146</td>
<td>103</td>
<td>DEC</td>
<td>3.000</td>
<td>Microcomputer Applications</td>
<td>TR</td>
<td>09:30 am-10:45 am</td>
<td>26</td>
<td>6</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>23414</td>
<td>CIS</td>
<td>146</td>
<td>104</td>
<td>DEC</td>
<td>3.000</td>
<td>Microcomputer Applications</td>
<td>TR</td>
<td>11:00 am-12:15 pm</td>
<td>26</td>
<td>3</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>23415</td>
<td>CIS</td>
<td>146</td>
<td>105</td>
<td>DEC</td>
<td>3.000</td>
<td>Microcomputer Applications</td>
<td>TR</td>
<td>12:30 pm-01:45 pm</td>
<td>26</td>
<td>3</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>23416</td>
<td>CIS</td>
<td>146</td>
<td>300</td>
<td>HSV</td>
<td>3.000</td>
<td>Microcomputer Applications</td>
<td>MW</td>
<td>08:00 am-09:15 am</td>
<td>28</td>
<td>3</td>
<td>25</td>
</tr>
</tbody>
</table>
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.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

If you would like to complete a full withdrawal from ALL courses, please click here.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Course</th>
<th>Sec Level</th>
<th>Credit</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong> on Mar 26, 2020</td>
<td>None</td>
<td>23411</td>
<td>CIS</td>
<td>146</td>
<td>101 Undergraduate 3.000 Standard Letter Microcomputer Applications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Registered</strong> on Mar 26, 2020</td>
<td>Web Drop, Web Withdrawn Course</td>
<td>22760</td>
<td>ENG</td>
<td>101</td>
<td>100 Undergraduate 3.000 Standard Letter English Composition I</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Student Profile

Click the **Student Tab**

Click **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.

![Banner Student Self Service Page](Image)

- View **Holds**
- **Registration Status**
- **Registered Courses**
Registration Status

Click the **Student Tab**
Click **Registration**
Click **Registration Status**.

Your Registration Status screen appears. It will tell you if you have Holds, your academic standing, if you can register and what classification you are.

**Curriculum Information**
**Current Program**
Associate in Applied Science
Level: Undergraduate
Program: AAS Business Administration
Admit Term: Fall 2019
Admit Type: Unconditional Admit
Catalog Term: Fall 2019
College: Academic Services (Transfer)
Major: Business Administration
Concise Student Schedule

Click the Student Tab
Click Registration
Click Concise Student Schedule

Your Concise Student Schedule screen appears. This is the most efficient way to view your schedule.
Final Grades

Click the Student Tab
Click Student Records
Click Final Grades

This screen shows the Final Grades given for attempted course work for a given semester. Grades are only available for viewing once the course is complete and the instructor has issued a grade (usually after finals have concluded for all courses).
Academic Transcript

Click the Student Tab
Click Student Records
Click Unofficial Transcript

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.

Click Submit.
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.
Request Official Transcript

Click the **Student Tab**
Click **Student Records**
Click **Order 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.
Class Schedule

Click the Student Tab
Click Student Records
Click Class Schedule

This class schedule refers to the courses that are offered each semester at your institution.

Student Records

Midterm Grades
Final Grades
Unofficial Transcript
Course Catalog
Class Schedule
Request Enrollment Verification
View Status of Enrollment Verification Requests
Apply to Graduate
View Application To Graduate
Order Official Transcript

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Narrow your search using the options on the screen and then click Class Search.
Request Enrollment Verification

Click the **Student Tab**
Click **Student Records**
Click **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**.
Account Summary

Click the Student Tab
Click Student Account
Click 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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Charge</th>
<th>Payment</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legacy Balance Forward</td>
<td>$1,415.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Bond Surety Fee - Shared</td>
<td>$10.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Bond Surety Fee - DEC</td>
<td>$14.00</td>
<td>$0.00</td>
<td>$7.00</td>
</tr>
<tr>
<td>Facility Renewal Fee - Shared</td>
<td>$90.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Facility Renewal Fee - DEC</td>
<td>$126.00</td>
<td>$0.00</td>
<td>$63.00</td>
</tr>
<tr>
<td>Technology Fee - Shared</td>
<td>$90.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Technology Fee - DEC</td>
<td>$126.00</td>
<td>$0.00</td>
<td>$63.00</td>
</tr>
<tr>
<td>Special Bldg Fee - Shared</td>
<td>$120.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Special Bldg Fee - DEC</td>
<td>$168.00</td>
<td>$0.00</td>
<td>$64.00</td>
</tr>
<tr>
<td>Access/Wellness Fee</td>
<td>$30.00</td>
<td>$0.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Nurse Testing Fee</td>
<td>$375.00</td>
<td>$0.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Malpractice Insurance</td>
<td>$22.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Refund</td>
<td>$3,272.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Tuition - Shared</td>
<td>$1,240.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Tuition - DEC</td>
<td>$1,764.00</td>
<td>$0.00</td>
<td>$882.00</td>
</tr>
<tr>
<td>Tuition ACCS - Shared</td>
<td>$59.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Tuition ACCS - DEC</td>
<td>$70.00</td>
<td>$0.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Direct Loan - Unsub</td>
<td>$0.00</td>
<td>$5,432.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Web Payment</td>
<td>$0.00</td>
<td>$1,281.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Charges</td>
<td>$8,982.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Credits and Payments</td>
<td>$7,713.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Account Balance</td>
<td>$1,269.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>