Banner Training

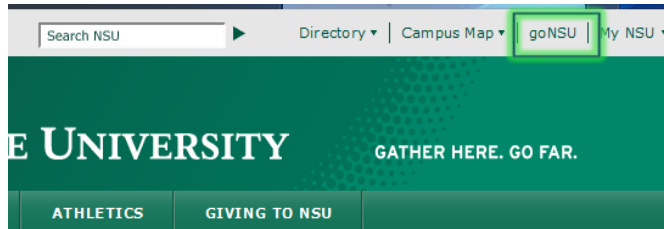## Student Self Service Guide

NORTHEASTERN
STATE UNIVERSITY

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Student Banner Self Service Guide

Getting started
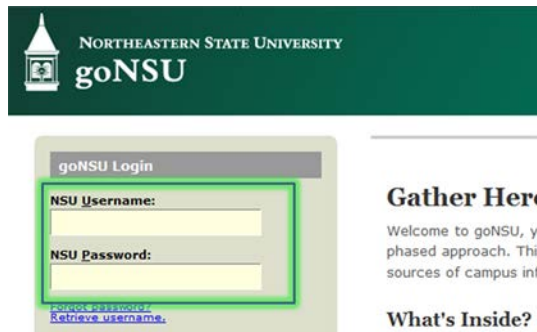
Start an internet browser.

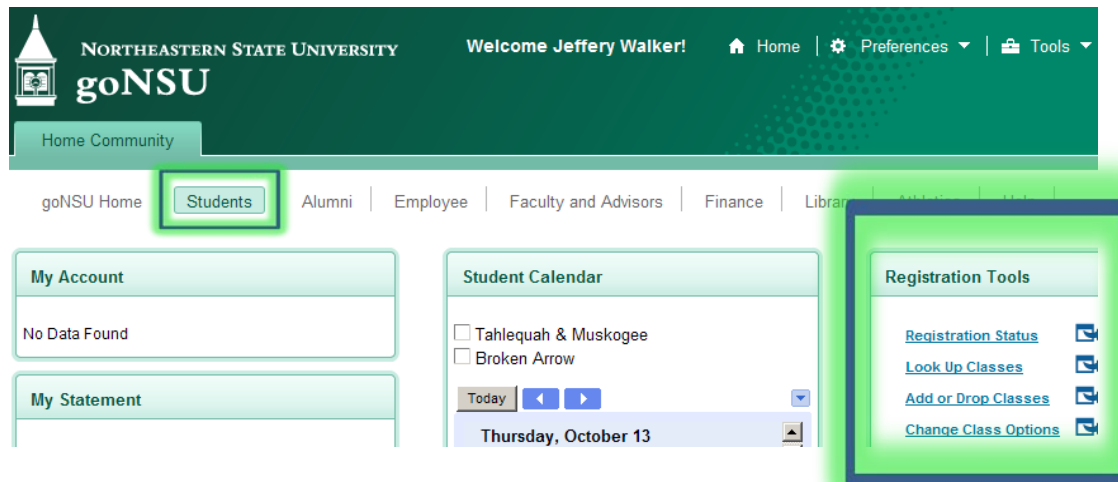Navigate to NSU's homepage. (www.nsuok.edu)

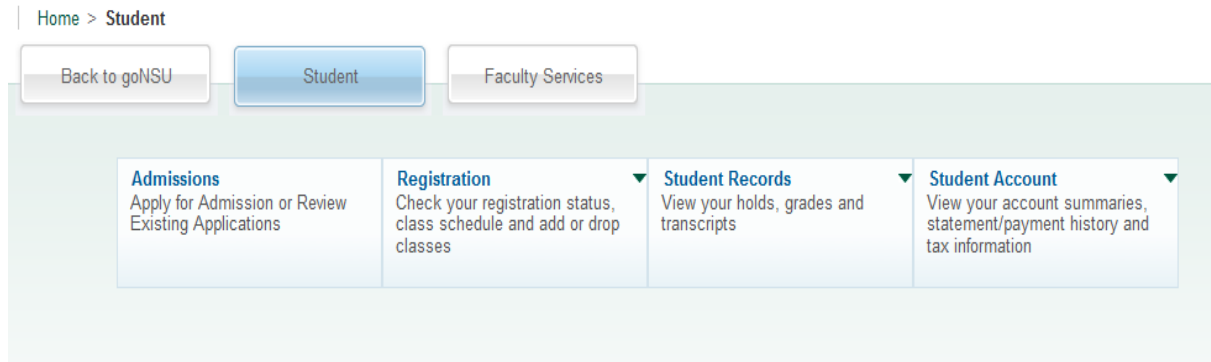Click on **goNSU** in the top right corner.

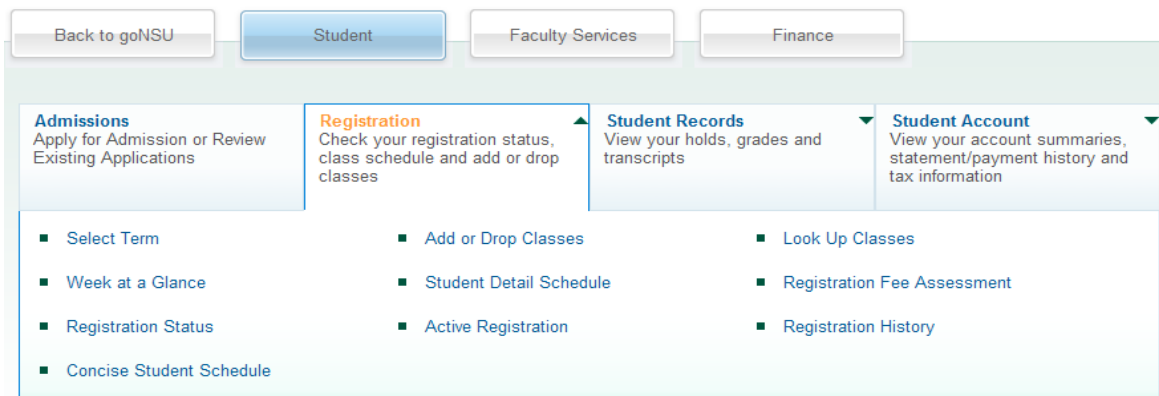Login in with your NSU Username and NSU Password.

Click on the **Students** channel. Click one of the links in the Registration Tools box to go to the Student Self Service Banner menus.

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.

Home > Student

| Back to goNSU | Student | Faculty Services |

| **Admissions** Apply for Admission or Review Existing Applications | **Registration** ▼ Check your registration status, class schedule and add or drop classes | **Student Records** ▼ View your holds, grades and transcripts | **Student Account** ▼ View your account summaries, statement/payment history and tax information |

The **Registration** menu.

| Back to goNSU | Student | Faculty Services | Finance |

| **Admissions** Apply for Admission or Review Existing Applications | **Registration** ▲ Check your registration status, class schedule and add or drop classes | **Student Records** ▼ View your holds, grades and transcripts | **Student Account** ▼ View your account summaries, statement/payment history and tax information |

- Select Term
- Week at a Glance
- Registration Status
- Concise Student Schedule

- Add or Drop Classes
- Student Detail Schedule
- Active Registration

- Look Up Classes
- Registration Fee Assessment
- Registration History

The **Student Records** menu.

The **Student Account** menu.

Adding and Dropping Classes

Clicking on **Registration**, gives you the following menu choices. Click on **Add or Drop Classes.**
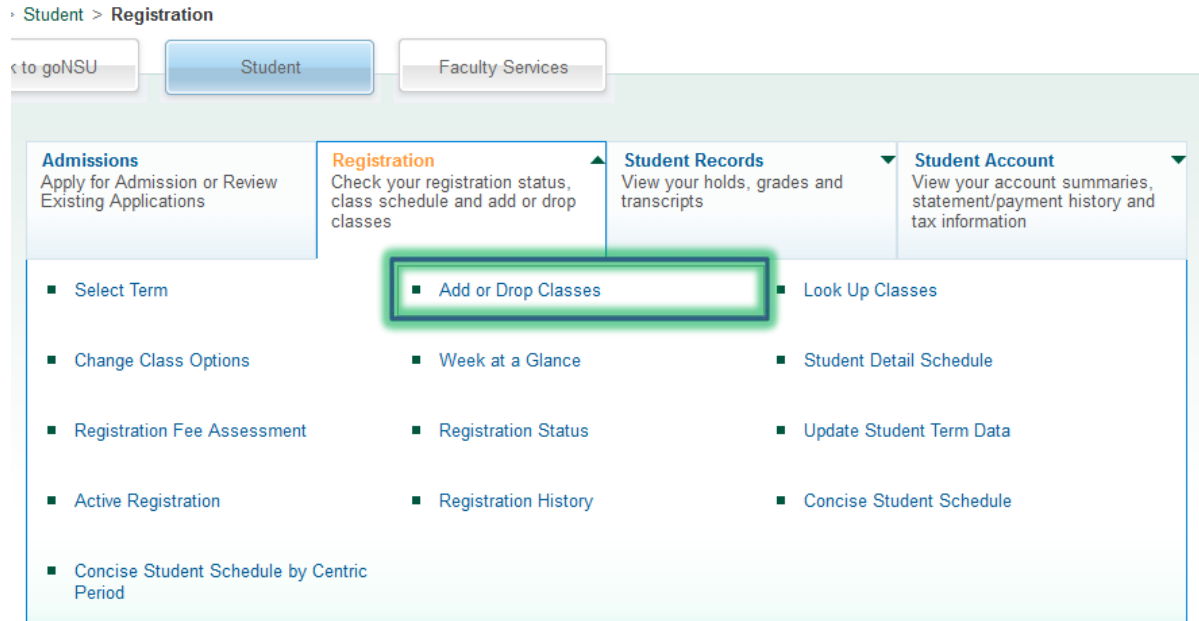
This is the Add Classes Worksheet. Enter Course Reference Numbers (CRN) in the highlighted area to add classes to your schedule (register for the semester).
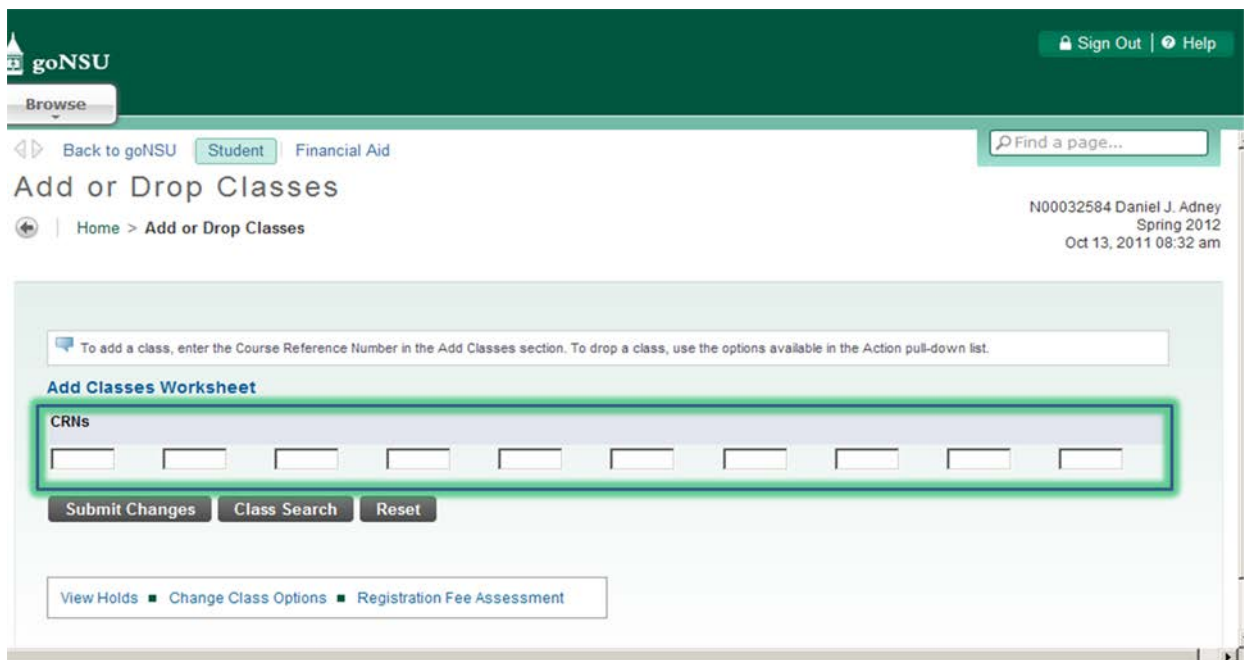
If you have not already found your CRN's, you can perform a search to find them. There are two ways to search for courses; the standard course search and the advanced course search. Click on **Course Search** if you wish to search by subject. Scroll down and highlight the subject you wish to find. Below 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 several criteria.

In this example, we have selected English 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 Selections** to find the CRN's for the courses offered this semester.
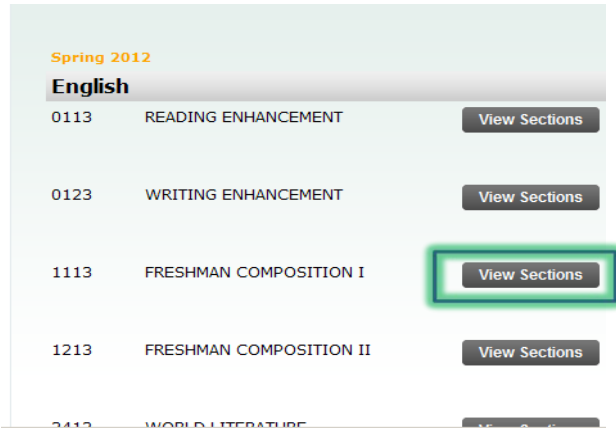
This is a list of the sections that are available. Select the CRN you want to add to your worksheet.

Click **Add to Work Sheet**.

Repeat this process until you have listed all of the CRN's in which you wish to enroll and click **Submit Changes** when finished.

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.

Waitlisting a Course

You will receive an message if the course you are trying to enroll in is closed and there is a waitlist available. The **Status** will reflect the fact that the course is closed and how many other students are on the waitlist. *Not all closed classes will have a waitlist.*

To be added to the Waitlist, choose **Wait Listed** under the **Action** heading.

!! You will be notified through your **NSU email** if a seat becomes available for you. Check your mail often as there is a limited window of opportunity (**24 hours from when the email is sent**) to enroll in a class when it becomes available. You must then enroll yourself in the course using self-service banner. !!

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 in 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 traditional sixteen week course before school starts, the "Web Drop No Charge" 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 the second week of school, the "Web Withdrawn Course Auto W" 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.

After finals begin, you may no longer drop that course.

Week at a Glance

Choose the **Registration** menu tab and click **Week at a Glance.**

Your class schedule appears in a weekly format. Notice that you can go to any week in the semester to view your schedule for that week. This tool is especially beneficial if your schedule varies each week due to short term, blended, weekend or online courses.

Registration Status

Choose the **Registration** menu tab and click **Registration Status.**

Your Registration Status screen appears. It will tell you if you have Holds, mention if you are in Good Standing, if you can register and what classification you are. It also tells you how many earned hours you have.

Concise Student Schedule

Choose the **Registration** menu tab and click **Concise Student Schedule.**

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

View Holds

Choose the **Student Records** menu tab and click **View Holds**

Student > **Student Records**

| to goNSU | Student | Faculty Services |

Admissions Apply for Admission or Review Existing Applications	**Registration** Check your registration status, class schedule and add or drop classes	**Student Records** View your holds, grades and transcripts	**Student Account** View your account summaries, statement/payment history and tax information
▪ View Holds	▪ Midterm Grades		▪ Final Grades
▪ Grade Detail	▪ Academic Transcript		▪ Request Printed Transcript
▪ View Status of Transcript Requests	▪ Degree Evaluation		▪ Course Catalog
▪ View Student Information	▪ Class Schedule		▪ Request Enrollment Verification
▪ View Status of Enrollment Verification Requests	▪ Apply to Graduate		▪ View Application To Graduate

A screen appears showing what holds, if any, have been placed on your account. The example screen shows a Housing hold that prevents the student from Registering for classes, Requesting a Transcript, Applying for Graduation or viewing their Grades. The Originator tells you who placed the hold on your record as well as a contact number to call for clarification.

View Holds

← | Home > View Holds

N00032584 Daniel J. Adney
Oct 13, 2011 08:47 am

💬 Please note that some holds are sensitive and may not display on this page.

Administrative Holds

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Housing	Oct 13, 2011	Dec 31, 2099			Housing 918-444-4700	Registration Transcripts Graduation Grades

RELEASE: 8.5   SITE MAP

Final Grades

Choose the **Student Records** menu tab and click **Final Grades.**
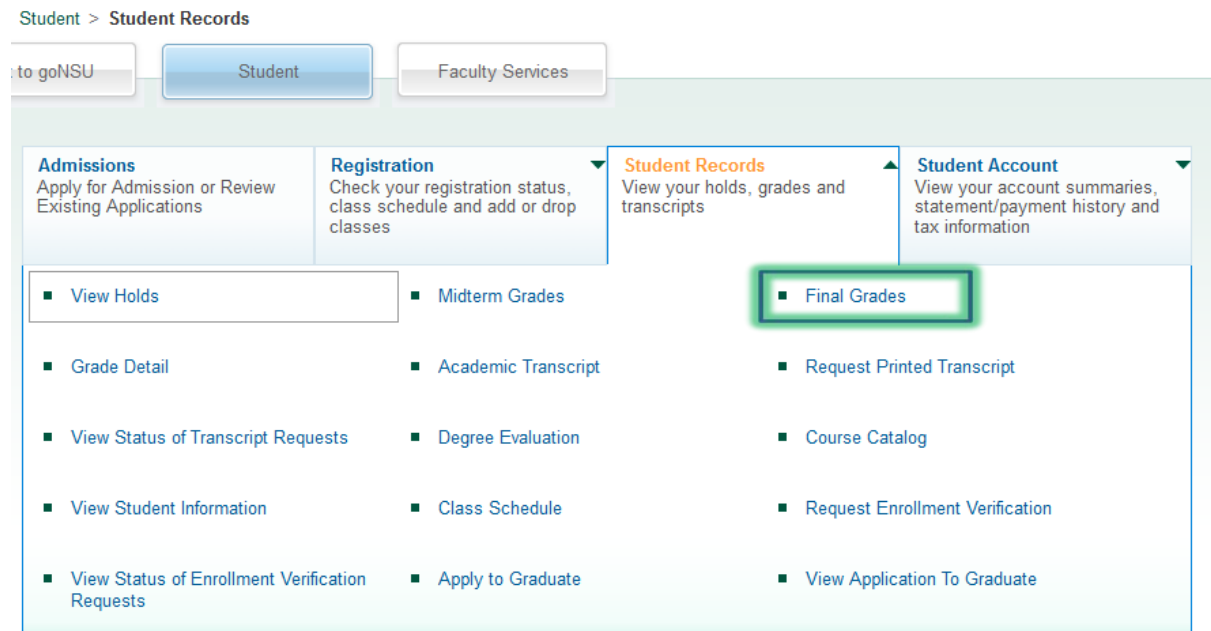
This screen shows the Final Grades given for attempted course work for a given semester. Grades are only available for viewing once the course is complete and a grade has been issued by the instructor (usually after finals week concludes).
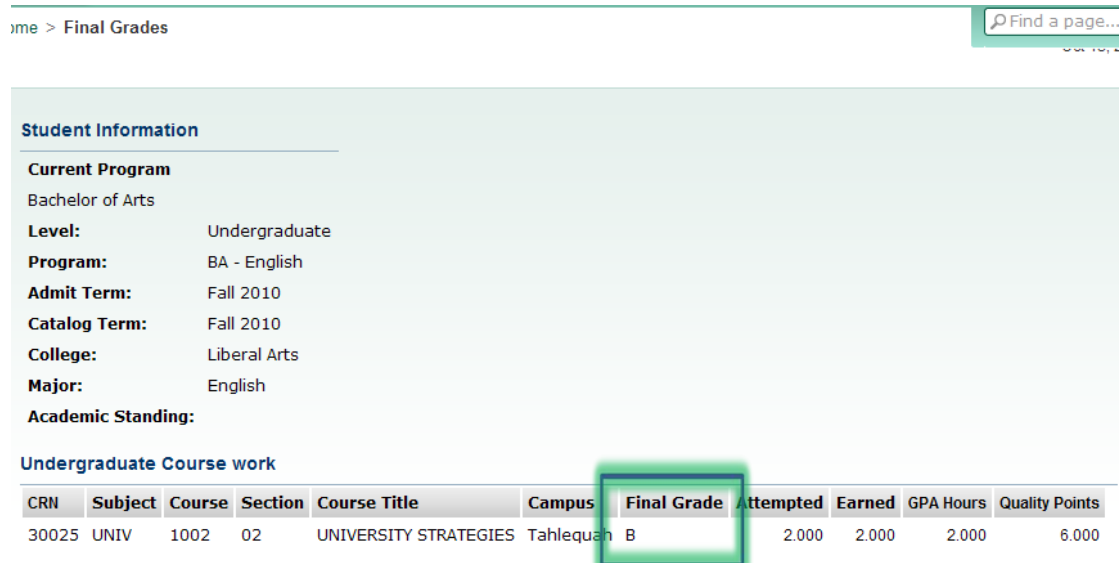
Academic Transcript

Choose the **Student Records** menu tab and click **Academic Transcript.**

Select the **Transcript Level** and **Transcript Type** from the drop-down menus. The Transcript Level refers to graduate or undergraduate. The default Transcript Type is the advising view. This shows all NSU work as well as specific transfer work. The official transcript view only provides summary transfer information.

Click **Submit**.

A screen showing all course work and grades appears.

Cumulative:				12.000	12.000	12.000	12.000	36.000	3.000

Unofficial Transcript

Term: Spring 2011

Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R	CEU Contact Hours
ENGL	3253	UG	TRADI GRAMM & USAGE	C	3.000	6.000			
ENGL	3653	UG	ENGL LIT II	D	3.000	3.000			
ENGL	3883	UG	AMER LIT II	C	3.000	6.000			
ENGL	4363	UG	ADV COMP TCHRS II	B	3.000	9.000			

Term Totals (Undergraduate)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	12.000	12.000	12.000	12.000	24.000	2.000
Cumulative:	24.000	24.000	24.000	24.000	60.000	2.500

Unofficial Transcript

Transfer work, if any, is listed first. NSU, or institutional, work is listed next. Summary hours, grade points and GPA's are listed toward the bottom of your transcript. Your in progress work is listed last. In progress refers to the courses you are enrolled in for the semester but grades have not yet been assigned.

Request Printed Transcript

Choose the **Student Records** menu tab and click **Request Printed Transcript.** This will allow you to request that an official transcript be mailed to another school or business. You may also request it be printed for you to pick up in Admissions and Records.

Student > **Student Records**

| to goNSU | Student | Faculty Services |

| **Admissions** Apply for Admission or Review Existing Applications | **Registration** Check your registration status, class schedule and add or drop classes | **Student Records** View your holds, grades and transcripts | **Student Account** View your account summaries, statement/payment history and tax information |

- View Holds
- Grade Detail
- View Status of Transcript Requests
- View Student Information
- View Status of Enrollment Verification Requests

- Midterm Grades
- Academic Transcript
- Degree Evaluation
- Class Schedule
- Apply to Graduate

- Final Grades
- **Request Printed Transcript**
- Course Catalog
- Request Enrollment Verification
- View Application To Graduate

Complete the requested fields and click **Continue**.

Transcript Request Address

Home > Student > Student Records > **Request Printed Transcript**   Oct 13, 2011 09

Select an address where your transcript should be delivered using the following address designations: an external college code, one of your personal addresses, an internal college, or a family member or business.

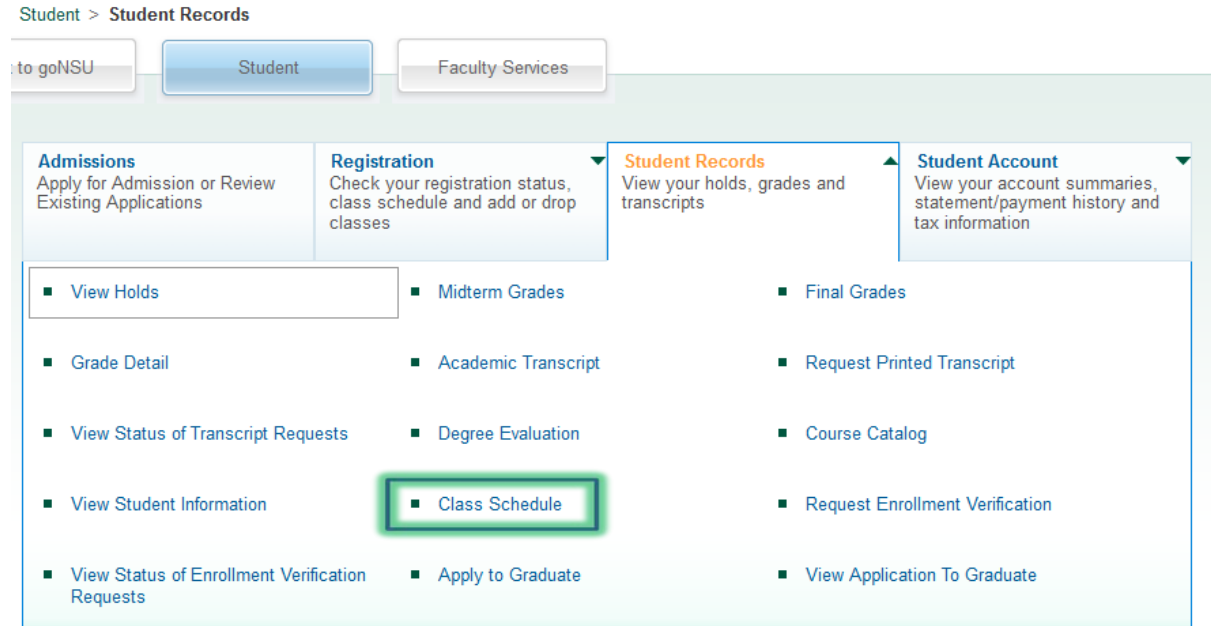**External College Code:** [   ] Look Up College Code
One of Your Addresses: None
Internal College: None
Issue to: [   ]
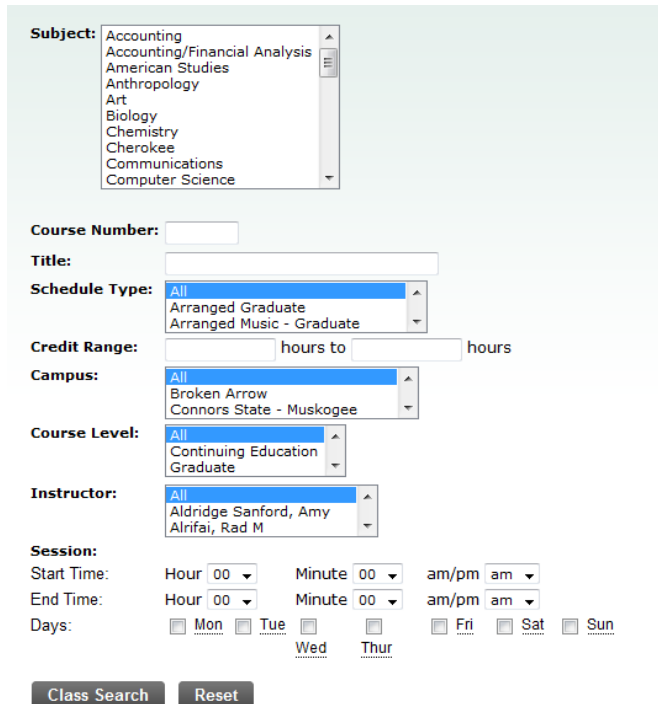
Continue

Class Schedule

Choose the **Student Records** menu tab and click **Class Schedule.** This class schedule refers to the courses that are offered this semester at NSU.
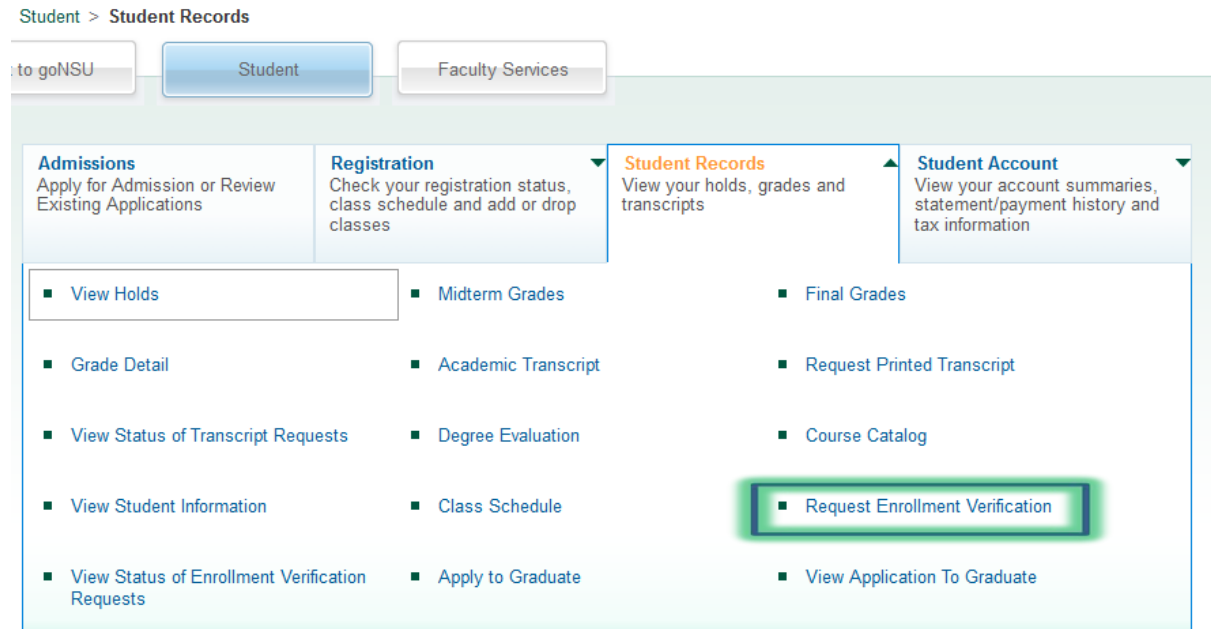

Narrow your search using the options on the screen as described earlier in this document and click **Class Search.**

Request Enrollment Verification

Choose the **Student Records** menu tab and click **Request Enrollment Verification**

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

Account Summary

Choose the **Student Account** menu tab and click **Account Summary.**

This option allows you to see a summary of your tuition, fee, housing and miscellaneous charges as well as any financial aid or payments that have been applied. Keep in mind that financial aid and scholarships are usually applied after the second week of school. You can view your Account Detail by Term if you want to see more detail.