



STUDENT SELF SERVICE GUIDE 2021

Banner Student Self-Service

Getting Started

Go to your institutions homepage and click OneACCS.

Enter your User ID and password provided by your institution.

To access



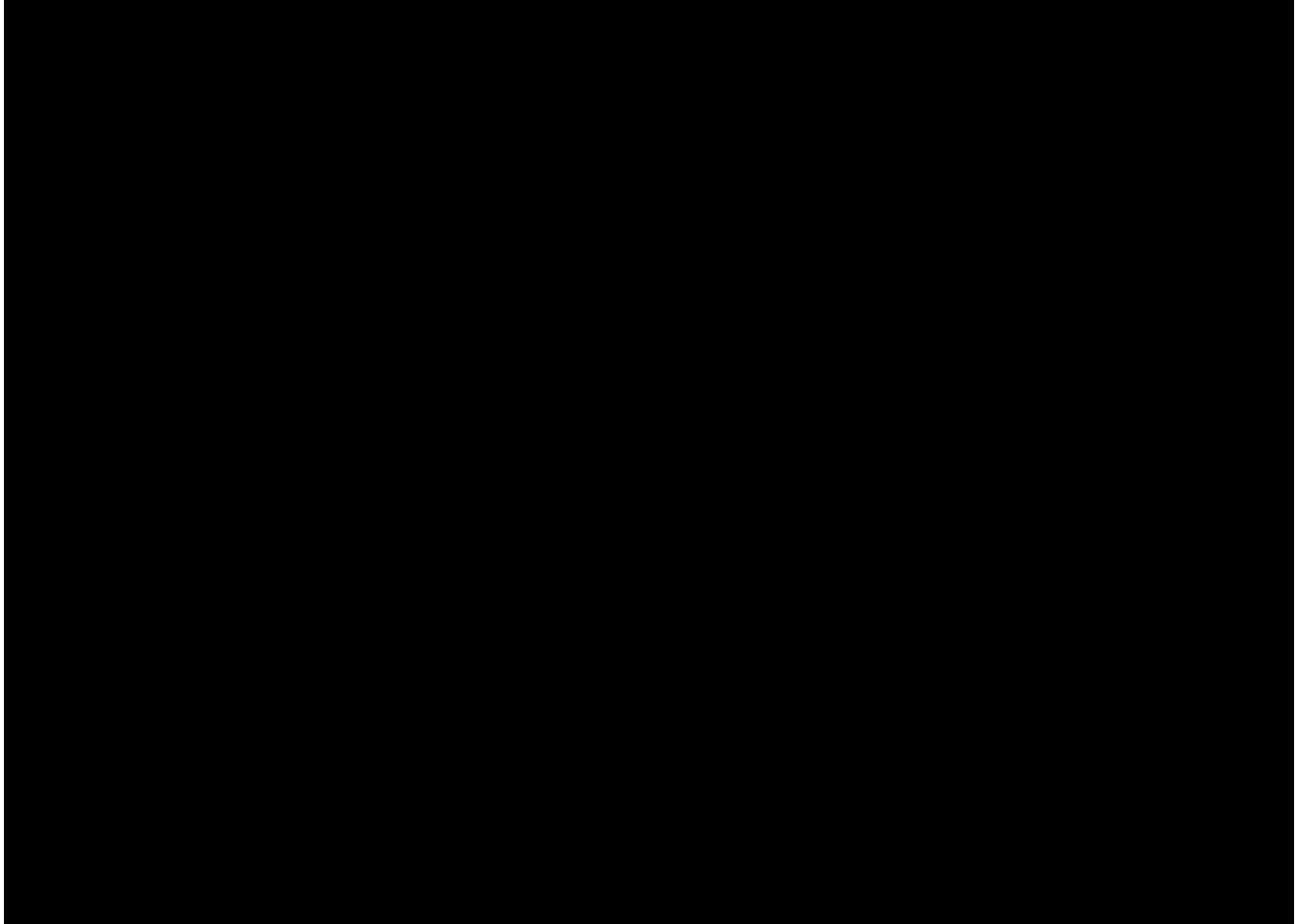
Register:

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If you have successfully registered, the status will change to Registered. Once registered, you can click on the

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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 t

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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.

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria 
Term: Spring 2021

Keyword

Instructor

Keyword (With Any Words)

Keyword (Exact Phrase)

Keyword (Without The Word)

Attribute

Campus

Level

Buildings

College

Instructional Methods

Schedule Type

Part Of Term

Units

Course Number Range to

Credit Hour Range to

Meeting Days

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Start Time

End Time

Open Sections Only

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View Registration Information

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

The screenshot shows the 'View Registration Information' page. At the top, there are navigation links: 'Student', 'Registration', and 'View Registration Information'. Below this is a 'Class Schedule' section with a dropdown menu set to 'Fall 2020'. A table lists the following classes:

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
ENGLISH COMPOSITION I	ENG 101, 0	3	10462	Virtual	Standard Letter	Undergraduate					
GENERAL CONDITIONING (BEG)	PED 118, 0	1	10561	Lecture	Standard Letter	Undergraduate	Full Term	None	08/18/2020	Registered	**Registered**08/1...
GENERAL PSYCHOLOGY	PSY 200, 0	3	10006	Virtual	Standard Letter	Undergraduate	Full Term	None	10/10/2020	Registered	**Registered**10/1...
INTRO TO COMP LOGIC & PROGRAM	CIS 150, 0	3	10099	Lecture	Standard Letter	Undergraduate	Full Term	None	10/12/2020	Registered	**Registered**10/1...
MICROCOMPUTER APPLICATIONS	CIS 146, 0	3	10630	Online	Standard Letter	Undergraduate	Full Term	None	08/18/2020	Registered	**Registered**08/1...

Below the table is a 'Class Schedule for Fall 2020' grid showing the weekly schedule from Sunday to Saturday. The grid includes time slots (8am, 9am, 11am, 12pm, 1pm) and colored blocks representing class times for the listed courses.

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

This screenshot shows the same 'View Registration Information' page, but with the 'Schedule' tab selected. The table from the previous screenshot is visible at the top. Below it, the 'Class Schedule for Fall 2020' section is expanded to show details for three classes:

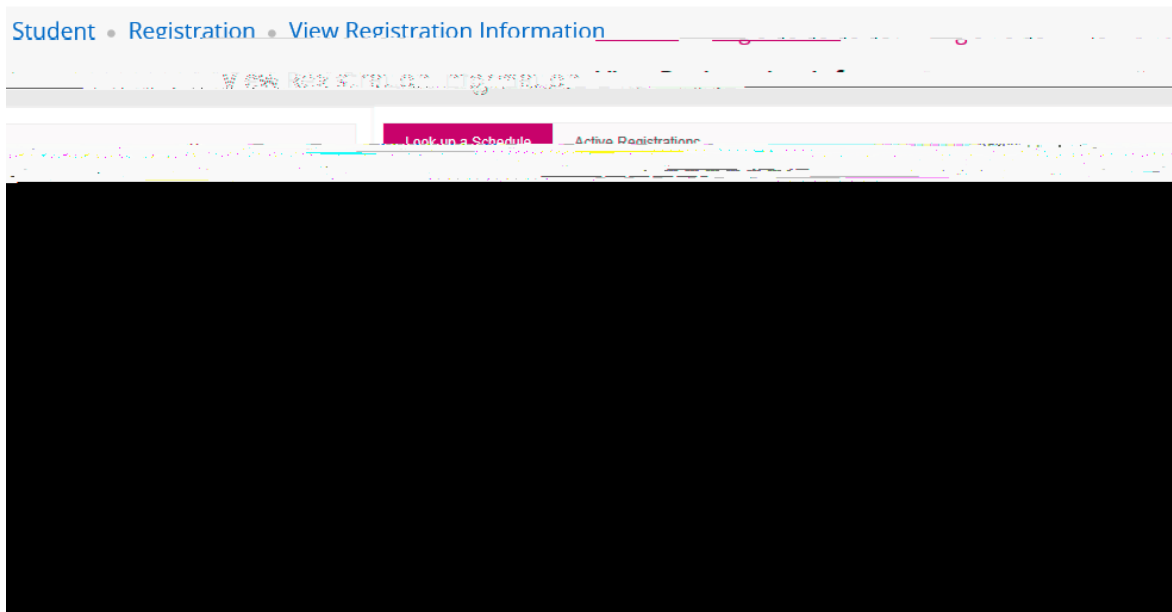
- ENGLISH COMPOSITION I**: 08/20/2020 - 12/16/2020, Instructor: Stephenson, Litta (Primary), CRN: 10006.
- INTRO TO COMP LOGIC & PROGRAM**: 08/20/2020 - 12/16/2020, Instructor: [Redacted], CRN: 10099.
- MICROCOMPUTER APPLICATIONS**: 08/20/2020 - 12/16/2020, Instructor: [Redacted], CRN: 10630.

Each class entry includes a gear icon for additional options and a 'Registered' status indicator.

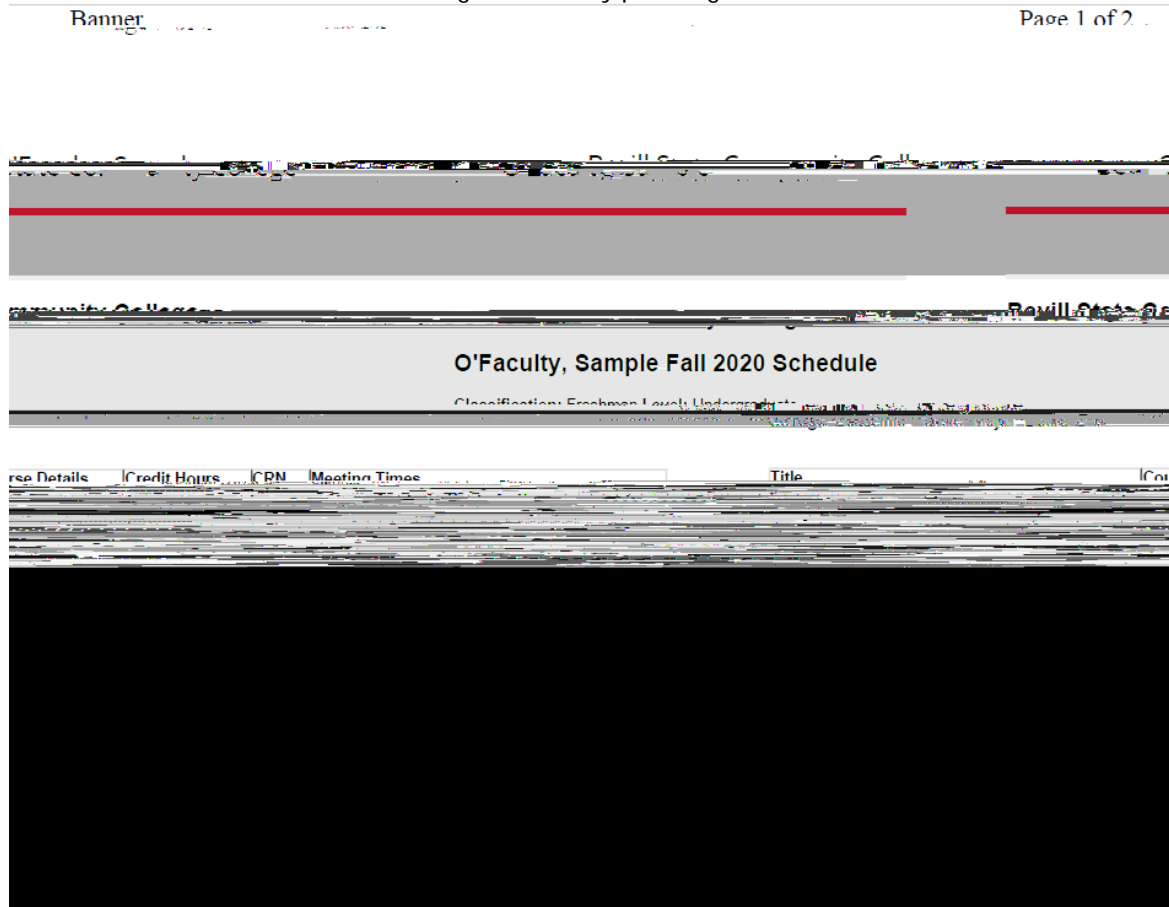
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Printing Registration Information

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.



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View Grades

Student Grades - Sample E O'Faculty (ADEIRDRE)

Spring 2021 Undergraduate

GPA Summary View Details
 Selected Term: 4,000 Institutional, 4,000 Transfer, 4,000 Overall

Primary Curriculum View Details
 Level: Undergraduate
 College: Academic Transfer
 Degree: Associate in Arts
 Program: AA Liberal Arts

Course Work

Subject	Course Title	Campus	Midterm Grade	Final Grade	Attempted Hours	Earned Hours	GPA Hours	Quality Points	CRN
ART 100, 0	Art Appreciation	WB			3,000				20097
AET 191, 0	Basic Bldg Info Modeling				3,000				20178
PSY 210, 0	Human Growth And Development	WB		B	3,000				20178
SPH 106, 0	Fund Of Oral Communication	WB			3,000				20183
MTH 098, 0	Elementary Algebra	JC			4,000				20560

Grades that are finalized, and thus will appear on a transcript, display with Hours and Quality Points.

View Grades

Student Grades - Sample E O'Faculty (ADEIRDRE)

Fall 2020 Undergraduate

GPA Summary View Details
 Selected Term: 4,000 Institutional, 4,000 Transfer, 4,000 Overall

Primary Curriculum View Details
 Level: Undergraduate
 College: Academic Transfer
 Degree: Associate in Arts
 Program: AA Liberal Arts

Course Work

Subject	Course Title	Campus	Midterm Grade	Final Grade	Attempted Hours	Earned Hours	GPA Hours	Quality Points	CRN
CIS 150, 0	Intro To Comp Logic & Program	HDE			3,000				10099
BIO 103, 0	Principles Of Biology I	SC		A	4,000	4,000	4,000	16,000	10134
ENG 101, 0	English Composition I	SC		A	3,000	3,000	3,000	12,000	10462
ORI 107, 0	Student Survival Skills	SC		A	1,000	1,000	1,000	4,000	10512
PED 118, 0	General Conditioning (beg)	SC		A	1,000	1,000	1,000	4,000	10561
PED 254, 0	Varsity Softball I	SC		A	1,000	1,000	1,000	4,000	10577
MTH 112, 0	Precalculus Algebra	SC		A	3,000	3,000	3,000	12,000	10587
PSY 200, 0	General Psychology	SC		A	3,000	3,000	3,000	12,000	10600

Unofficial Academic Transcript

The Unofficial Transcript p

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A screen showing all course work and grades appears.

Unofficial Transcript

Term: **Spring 2017** Print Transcript

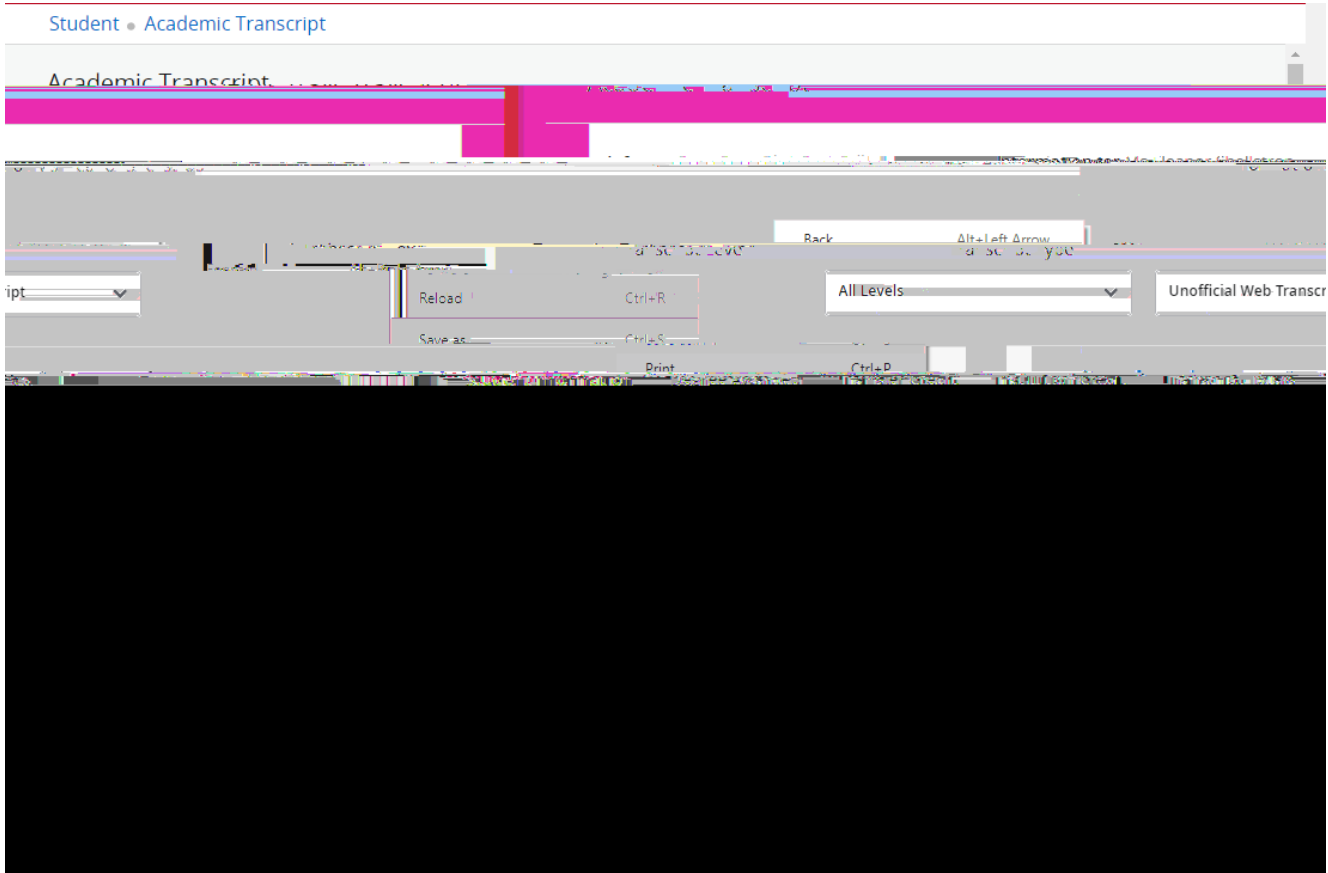
Grade	Hours	Quality Points	Course	Section	Level	Academic Standing	Good Standing
B	4.000	12.000	BIO 202		UG	Human Anatomy & Physiology II	
			Elementary Algebra		UG	MTH 098	Elementary
Term Totals (Undergraduate)							
Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA		
10.000	10.000	10.000	10.000	30.000		3.000 Current Term:	
34.000	20.000	20.000	20.000	60.000		3.000 Cumulative:	

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.

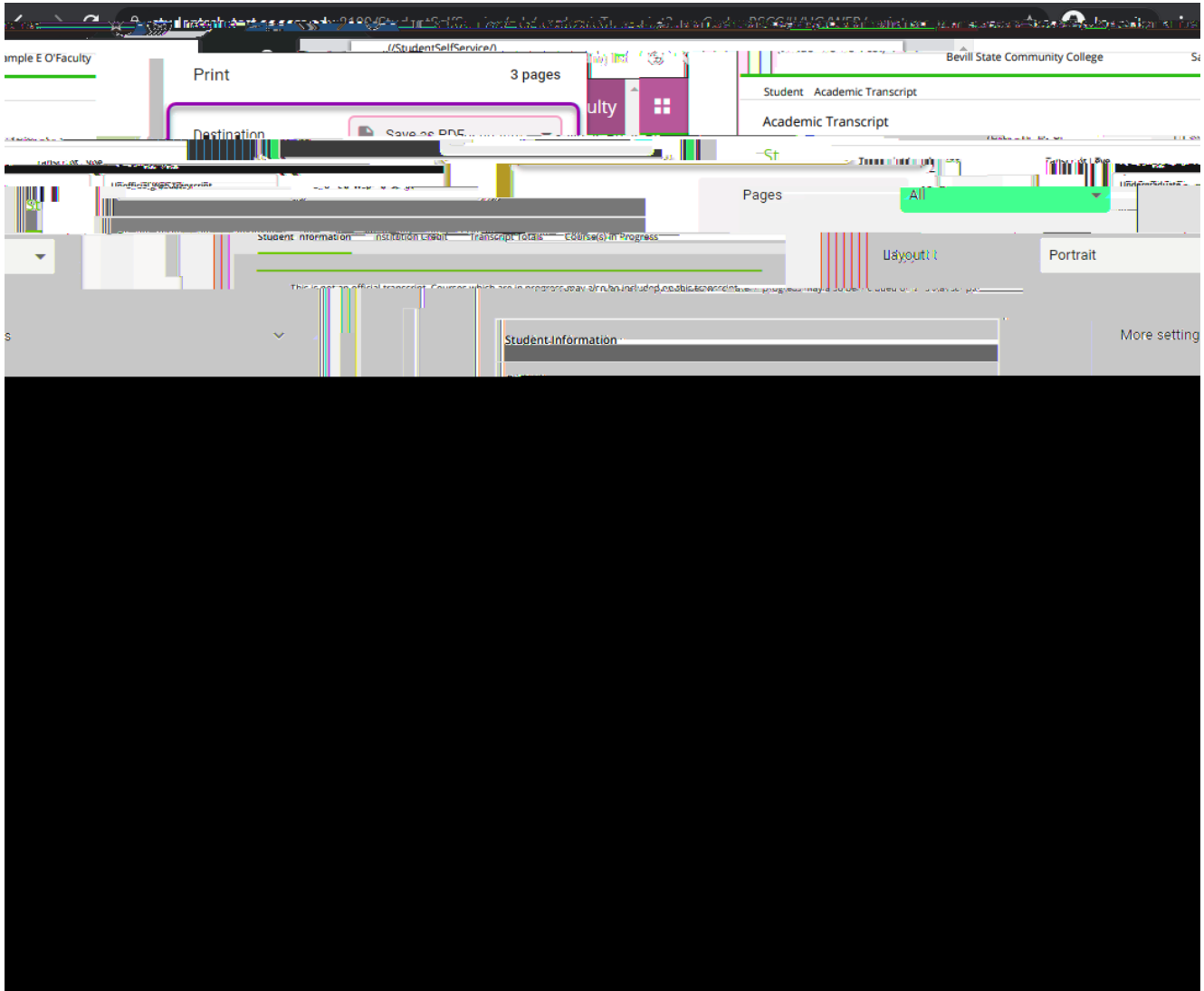
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Printing an Unofficial Academic Transcript

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

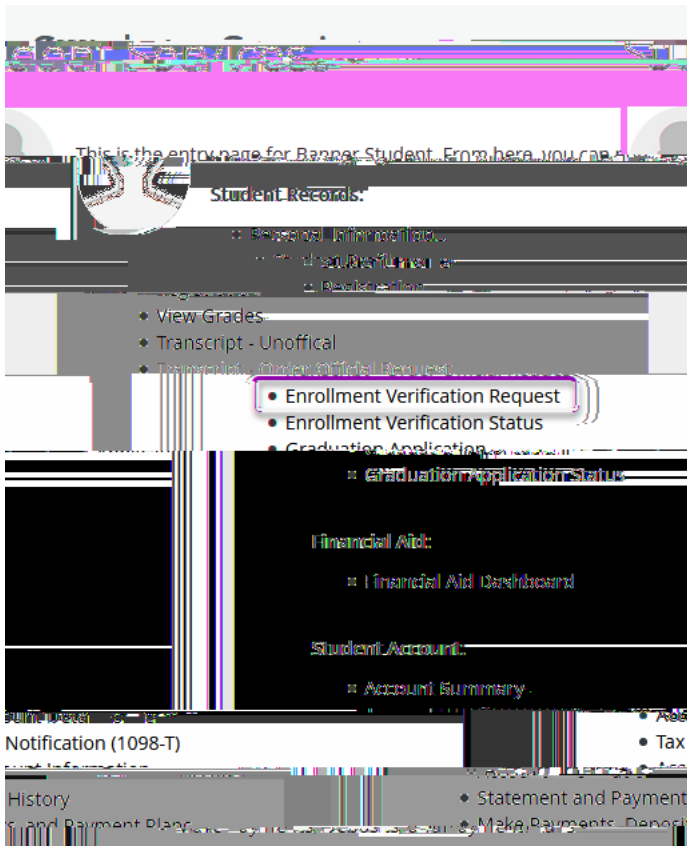


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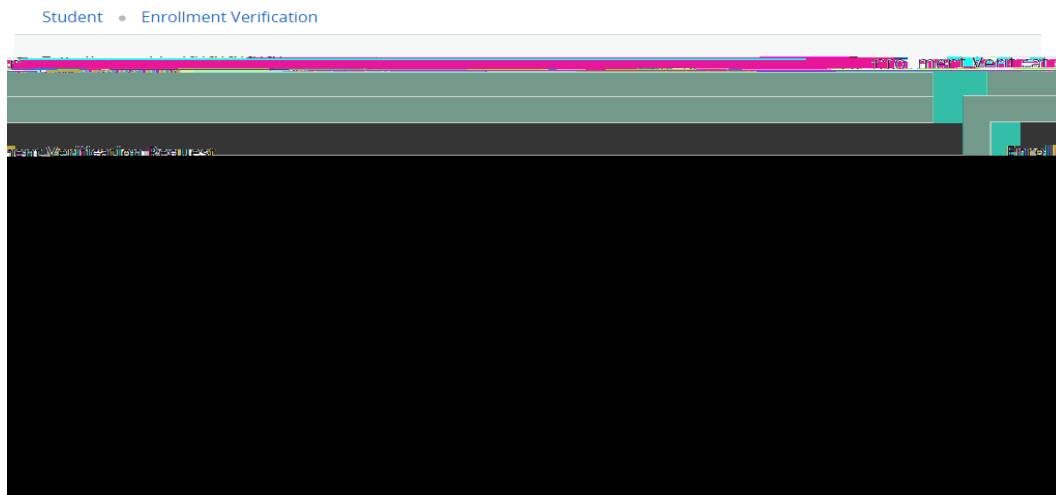


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Request Enrollment Verification

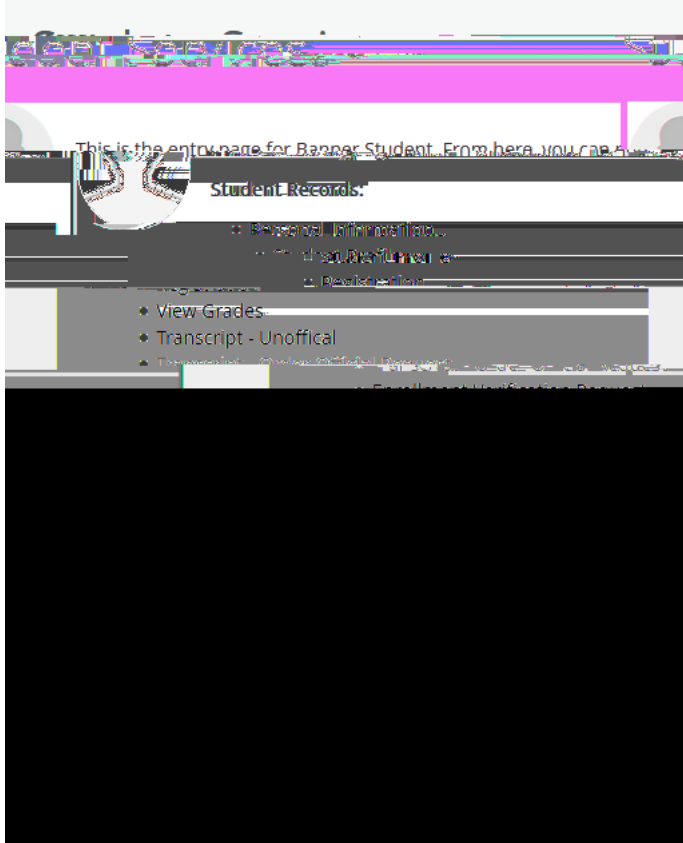


This allows you to send verification of your enrollment to an employer, lending institution, insurance agent, etc. Fill in the requested information and click **Continue**.



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Graduation Application

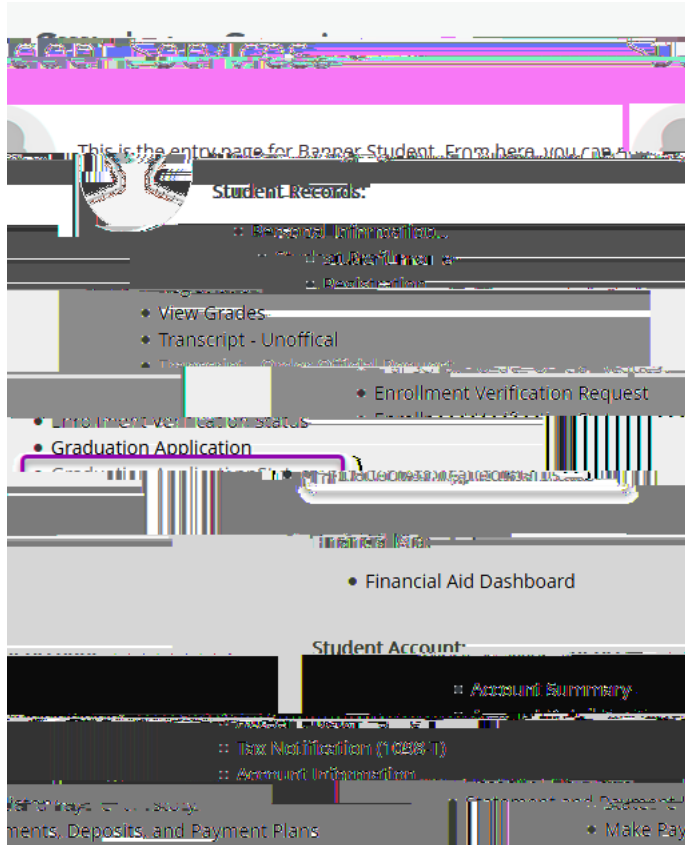


This will allow you to submit an application for graduation.



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Graduation Application Status



This allows you to track the status of your graduation application.

Graduation Application			
Name	Application Number	Request Date	Application Status
ACCS Student Test	1	04/20/2021	Application
Graduation Status Date			
04/20/2021			
Graduation Date			
Date	Term	Year	
05/14/2021	Spring 2021	2020-2021	
Ceremony			
Attend Ceremony			
Yes			
Primary Degree			
Associate in Applied Science			
Program			
Major			
Undergraduate	AAS Business Administration	Business Administration	



