1College Project
Dickinson College

Banner Self-Service
for Students
1. **Course Selection** – this menu offers you options for checking your student status, requesting classes online, etc. – see page 3

2. **Student Records** – this menu offers you options for viewing your holds, unofficial transcript, degree audit, student account information etc. – see page 4

3. **Financial Aid** – this menu offers you options for viewing financial aid information.
Course Selection Menu

1. **Term Selection** allows you to select a term to be the default for your current session of Self-Service. This term will carry through until you are prompted to change it or you log out of Self-Service.

2. **Student Status** allows you to view information about your status for a chosen term, including academic standing, student status at the College, registration overrides on your record, etc. – see page 5 for details. **Registration Override** – a code that a professor can put on your record via Banner Self-Service that will permit you to enter a specific class online for which you would not normally be eligible.

3. **Search for Classes** allows you to search the schedule of sections offered for a chosen term and enter your choices during the Course Request, Schedule Adjustment and Add/Drop periods – see page 6 for details.

4. **Add or Drop Classes** allows you to add classes by directly entering a CRN and/or drop classes that you have already entered online – see page 9 for details. **CRN** – Course Reference Number – a one-up number assigned by Banner to each course section as it is created by the Registrar’s Office.

5. **Week at a Glance** allows you to view your classes for a chosen week in calendar format, including links to Detail Schedule information.

6. **Student Detail Schedule** allows you to view detailed information about your schedule of classes for a chosen term, including status, link to professor’s office hours (if available), day/time/location of class, etc.

7. **Active Courses** allows you to view all of your classes. These are classes for which final grades have not yet been posted to your transcript.

8. **Course History** allows you to view all of your classes from Fall 2006 to the present.

9. **Course Catalog Search** allows you to search the catalog of courses as of a chosen term based on subject, title, attributes, etc. This link is also available to the public directly from the Registrar’s web page.

10. **Class Schedule Search** allows you to search the schedule of sections offered for a chosen term based on subject, attributes, meeting days and times, etc. This link is also available to the public directly from the Registrar’s web page. **Attributes** – specific categories of courses, eg. graduation requirements, interdisciplinary courses, etc.
1. **Student Information** allows you to view information about your student record, including your status at the College, class year, advisor (only one advisor will show if you have more than one), expected graduation date, first major (and second, if applicable), etc.

2. **Holds** allows you to view any holds you may have on your record and what those holds restrict (i.e. registration, etc.). A FERPA hold indicates that you have a signed FERPA release on file in the Registrar’s Office.

3. **Roll Call Grades** allows you to view your Roll Call grades for a chosen term, if available.

4. **Final Grades** allows you to view your Final grades for a chosen term, if available.

5. **Academic Transcript** allows you to view your unofficial transcript – see page 10 for details.

6. **Degree Evaluation** allows you to view previous evaluations, generate a new evaluation or perform a "what-if" analysis – see page 11 for details.

7. **Status of Transcript Requests** allows you to view the status of your requests for official transcripts.

8. **Account Detail by Term** allows you to view information about your account balance.
Student Status

To view your student status:

1. From the Course Selection menu, click on the Student Status link.

2. The screen above will appear.

This screen will show you if there is any part of your record that will prohibit you from selecting courses online during the Course Request, Schedule Adjustment or Add/Drop periods. This includes:

- Holds – to view what the specific holds are click on the View Holds link at the bottom of the page
- Academic Standing – students who have been required to withdraw from the College have an academic standing that prohibits online course selection
- Student Status – students who will not be active for the chosen term have a student status that prohibits online course selection

Another important part of this screen is the listing of Registration Permits and Overrides. If you have spoken with a professor about taking his/her class for which you would not normally be eligible, the professor will place a registration override on your record so that you can enter the class on Banner Self-Service.

Registration overrides can be use for prerequisites, corequisites, major/class restrictions, and permission of the instructor restrictions, just to name a few.

Registration overrides do not automatically register you for the class. Rather they permit you to bypass the restriction specified in the override. For example, if you are a junior and have class restriction override on your record for a senior only class which is filled to capacity, you will be able to override the class restriction but you will not be able to register for the class until a seat becomes available.

[ View Holds | Add or Drop Classes ]
Search for Classes

To search for classes and then enter your requests:

1. From the Course Selection menu, select **Search for Classes**.

2. Select the **term** for which you want to review class offerings from the drop-down menu and click **Submit**.

3. The screen above will appear.

4. Select **at least one subject** from the Subject listing, along with any other criteria on which you want to search and click **Class Search**.

   **NOTE:** The search by Title functionality is not yet available even though it appears on the screen.
5. The screen above will appear.

6. Place a checkmark in the Select column beside each class you would like to request and click Register.
   
   **NOTE:** Clicking the Add to WorkSheet button does NOT submit your requests.

***IF YOU ARE A FIRST-YEAR STUDENT OR SOPHOMORE, you will be prompted to enter your Alternate PIN number. An Alternate PIN is a system-generated random 4-digit number preceded by "AP" that must be entered by all first-year students and sophomores to select classes. This Alternate PIN, which must be obtained from your advisor, is different from your Banner Self-Service PIN.***
7. The screen above will appear.

8. If your request was **successful, during the Course Request Period**, your class(es)’ status(es) will show as “Course Requested.” During the Schedule Adjustment and Add/Drop periods, you class(es)’ status(es) will show as “Web Registered.”

9. If your request was not successful, you will receive a **Registration Add Error**. Correct your request and resubmit it, or select another class. Here is a list of the most frequent errors:

   - **CLASS RESTRICTION** – your class year doesn’t meet the class year restriction for this class
   - **CLOSED SECTION** – this class has reached its capacity
   - **CORQ_CRS# REQ** – this course has a corequisite class (CRS#) that must be entered at the same time as this class
   - **DUPL EQUIV WITH SEC-CRN** – this class is equivalent to another class (CRN) which you have already entered or which was taken previously
   - **DUPLICATE CRN** – you have already entered this class
   - **MAJOR RESTRICTION** – your major doesn’t meet the major restriction for this class
   - **PERMISSION OF THE INSTRUC** – all students must receive permission from the instructor before entering this class
   - **PREQ and TEST SCORE-ERROR** – you have not met the prerequisite(s) for this class
   - **RESERVE CLOSED** – this class may appear to have open seats but they are reserved for first-year students
   - **RPT HRS EXCEED #** – you have already taken this class and cannot repeat it
   - **TIME CONFLICT WITH CRN** – this class’ meeting time overlaps with another class’ (CRN) meeting time

10. Once you have completed selecting your classes, **print a copy of this screen for your records.**
Add or Drop Classes

Add or Drop Classes

To add a class, enter the Course Reference Number on the Add Classes Worksheet. To drop a class, use the options available in the Action pull-down list. Then Submit Changes.

Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj Crse</th>
<th>Sec Level</th>
<th>Credit</th>
<th>Grade</th>
<th>Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Course Requested</em> on Feb 18, 2006</td>
<td>None</td>
<td>2001 HIST 117</td>
<td>01</td>
<td>Undergraduate</td>
<td>1.000 Standard</td>
<td></td>
<td></td>
<td>American History to 1877 Senior Research Seminar</td>
</tr>
<tr>
<td><em>Course Requested</em> on Feb 18, 2006</td>
<td>None</td>
<td>2002 PHYS 492</td>
<td>01</td>
<td>Undergraduate</td>
<td>1.000 Standard</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 2.000
Billing Hours: 2.000
Maximum Hours: 4.500
Date: Feb 19, 2006 04:42 pm

Add Classes Worksheet

CRNs

Submit Changes  Class Search  Reset

***IF YOU ARE A FIRST-YEAR STUDENT OR SOPHOMORE, you will be prompted to enter your Alternate PIN number. An Alternate PIN is a system-generated random 4-digit number preceded by "AP" that must be entered by all first-year students and sophomores to select classes. This Alternate PIN, which must be obtained from your advisor, is different from your Banner Self-Service PIN.***

To add a class by directly entering the CRN:

1. From the Course Selection menu, select Add or Drop Classes. The screen above will appear.
2. Enter the 4-digit CRN(s) for the class(es) you want to add in the CRN blocks on the Add Classes Worksheet and click Submit Changes.
3. If your request was successful, during the Course Request Period, your class(es)' status(es) will show as "Course Requested". During the Schedule Adjustment and Add/Drop periods, you class(es)' status(es) will show as "Web Registered."
4. If your request was not successful, you will receive a Registration Add Error. Correct your request and resubmit it, or select another class. See page 8 for a list of possible errors.

To drop a class:

1. From the Course Selection menu, select Add or Drop Classes. The screen above will appear.
2. Select "Web Dropped" from the Action column beside the class you wish to drop and click Submit Changes.
3. If successfully dropped, the course will no longer show under your Current Schedule listing.

***Once you have completed your changes, print a copy of this screen for your records.***
To view your unofficial transcript:

3. From the Student Records menu, click on the Academic Transcript link.

4. The screen above will appear.

5. Select Undergraduate from the Transcript Level drop-down menu.

6. Select Web Transcript from the Transcript Type drop-down menu.

7. Click the Display Transcript button.

8. Your unofficial transcript will then appear on the screen.

The Banner transcript is organized in a different layout. Transfer credit will appear first chronologically, followed by institutional credit. If you have any questions about your transcript, contact the Registrar’s Office.
Viewing Your Degree Evaluation

To access your degree evaluation (degree audit):

1. From the Student Records menu, click on the Degree Evaluation link.

2. The screen above will appear. At this point you have 3 choices (listed at the bottom of the screen).
   a. View one of your Previous Evaluations. These can include evaluations of your current or previous programs, or what-if analyses – see page 12 for details.
   b. Generate a New Evaluation for your current program – see page 13 for details.
   c. Perform a What-If Analysis – This option allows you to see how the coursework on your record fulfills the requirements for a program other than your current one – see page 14 for details.
Viewing Your Previous Evaluations

To view a Previous Evaluation:

1. Select **Previous Evaluations** from the Degree Evaluation screen.

2. If there are any previous evaluations listed, click on the link under the **Programs** column to review that evaluation.

   NOTE: If there are no evaluations listed, you will need to generate a new one.

3. Select either the **General Requirements** radio button to view overall requirements, or the **Detail Requirements** radio button to view course-by-course requirements, then click **Submit**.

4. Your degree evaluation will then appear on the screen.
Generating a New Evaluation

To Generate a New Evaluation:

2. Select the radio button beside your current program.
3. Select the current term from the term drop-down menu.
4. Click the Generate Request button.
5. Select either the General Requirements radio button to view overall requirements, or the Detail Requirements radio button to view course-by-course requirements, then click Submit.
6. Your degree evaluation will then appear on the screen.
Performing a What-If Analysis

To perform a what-if analysis on your record:

1. Select **What-If Analysis** from the Degree Evaluation screen.

2. Select your **first term attending Dickinson** from the drop-down menu and click **Continue**.

3. Select the **program** you would like to evaluate from the drop-down menu and click **Continue**.

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[Image of Dickinson College Banner Self-Service interface]

**What-if Analysis**

Information for John Adams

Step 1: Select a term.

Entry Term: None

Continue

[Current Enrollment | Previous Evaluations | Generate New Evaluation]

[Image of Dickinson College Banner Self-Service interface]

**What-if Analysis**

Information for John Adams

Step 2: Please select the program you would like to evaluate.

Entry Term: Fall 2005

Program: None

Continue

[Current Enrollment | Previous Evaluations | Generate New Evaluation]
Performing a What-If Analysis (continued)

What-if Analysis

Information for John Adams

Step 3: Select a major.

Program Description: All students must pass 32 courses with a cumulative average of 2.00. A student must complete a minimum of 16 courses on campus; 12 courses must be completed on campus after the student has matriculated and has declared a major. The final 4 or 6 of the last 8 courses immediately preceding graduation must be completed on campus.

Program: Bachelor of Arts
Level: Undergraduate
Degree: B.A.
College: Dickinson
Campus: None

4. Leave the Campus field as None.

5. Select a major from the First Major drop-down menu.

6. At this point you have two options:
   a. If the major does not have a concentration and you do not want to add a second major, click Submit to continue. Skip to step 13.
   
   OR

   b. If the major requires a concentration and/or you want to add a second major, click the Add More button. Continue with step 7.
Performing a What-If Analysis (continued)

7. Select a **concentration** from the drop-down menu.

   NOTE: If the first major does not have a concentration and you just want to add a second major, continue with step 8b.

8. At this point you have two options:
   a. If you do not want to add a second major, click **Submit** to continue. Skip to step 13.

   OR

   b. If you want to add a second major, click the **Add More** button. Continue with step 9.
Performing a What-If Analysis (continued)

9. Select a second major from the drop-down menu.

10. At this point you have two options:

   a. If the major does not have a concentration, click Submit to continue. Skip to step 13.

   OR

   b. If the major requires a concentration, click the Add More button. Continue with step 11.
11. Select a concentration from the drop-down menu.

12. Click Submit to continue.
Performing a What-If Analysis (continued)

What-if Analysis

Information for John Adams
Step 7: Select an evaluation term.
Please note, processing may take a few minutes.

Program Description: All students must pass 32 courses with a cumulative average of 2.00. A student must complete a minimum of 16 courses on campus. 12 courses must be completed on campus after the student has matriculated and has declared a major. The final 4 or 6 of the last 8 courses immediately preceding graduation must be completed on campus.

Entry Term: Fall 2005
Program: Bachelor of Arts
Level: Undergraduate
Degree: B.A.
College: Dickinson
Campus:

First Major: Art & Art History
Concentration 1: Art - Studio Option

Second Major: Theatre Arts
Concentration 1: Theatre - Act/Direct Emphasis
Evaluation Term: Fall 2005

[Generate Request]

13. Select the **current term** from the drop-down menu and click the **Generate Request** button.

Degree Evaluation Options

Information for John Adams
Please select the desired display:

- [ ] **General Requirements**
- [ ] **Detail Requirements**

[Submit]

14. Select either the **General Requirements** radio button to view overall requirements, or the **Detail Requirements** radio button to view course-by-course requirements, then click **Submit**.

15. Your degree evaluation will then appear on the screen.