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Registration
1.) You will now be directed to the Banner Web home screen.
2.) Select “Student Services” from the menu or the tab at the top.
3.) Select “Registration” from the menu.
4.) Click “Select Term.”
5.) Choose the term you would like to register for. Example Fall 2015.
6.) Click “Submit.”
7.) Select “Add or Drop Classes” from the menu.
8.) Enter your Alternate PIN number.
   a. Your Alt. PIN is given to you by your advisor each semester.
   b. After you register for a course the ALT PIN will be saved for that term in Banner Web.
   c. Click “Submit.”

9.) There are two ways to register:
   a. Enter all the CRNs your advisor gave you. Click “Submit Changes.”
   b. Search for classes and register.
10.) Registration Errors
   a. If you get a registration stop sign there is an error with one for more of the classes you selected. You will need special permission and overrides to enroll in that specific course.
   b. Please write down the “Status” code of each error you receive.

   ![Registration Add Errors]
   [Image: Registration Add Errors]
   Write down the type/status of the Registration Error.

Printing Your Schedule
1.) Click on “Student Services.”
2.) Select “Student Detail Schedule.”
3.) Your schedule will populate.
4.) Select the printer icon on the top right.
5.) Be sure to print your schedule the night before class, in case the room assignment has changed.

![Printing Your Schedule]
[Image: Printing Your Schedule]
Accessing Student Financial Account Information

1.) Click on “Student Services.”
2.) Select “Student Accounts.”
3.) Click “Student Settle Account/Tuition Payment.”
4.) Click “Entrance to CashNet”
5.) Under “Parent PINS” select “Add New.”
6.) Set up authorized users with the form provided.
Accessing Financial Aid Documents

1. From the Banner Web home screen select “Financial Aid.”
2. Click “My Requirements.”
3. Choose the Award year from the drop down menu.
4. Click “Submit.”
5. Your required documents will be listed on the screen. All documents needed for Fin. Aid will be indicated.

![Banner Web Financial Aid Screen](image1.png)

![Banner Web My Requirements Screen](image2.png)

![Banner Web Select Aid Year](image3.png)
Updating Addresses

1.) Click the “Personal Information” tab.
2.) Select “Personal Information” from the menu.
3.) Select “Update Address(es) and Phone(s).”
4.) Make sure that the address listed is your current permanent address.
   a. It cannot be your on-campus address.
   b. All mailed correspondence will be sent to this address.
5.) Click “Emergency Contact changes.”
6.) At the bottom select “New Contact.”
7.) Add all the information required.
Student Records

Grades

Mid-term and Final grades are available after grades are posted. The Registrar emails students when grades are available.

To access your grades:
1. Click on “Student Records”.
2. Click on either “Midterm Grades” or “Final Grades”.
3. Select a term and click “Submit”.

Academic Transcript

Your unofficial transcript is available in Banner Web. This page also shows your current degree program as well as any transfer credit.

To access your UNOFFICIAL transcript:
1. Click on “Student Records”.
2. Click on “Academic Transcript”.
3. Select “All Levels” for Transcript Level and “Web” for Transcript Type, then click “Submit”. 
To print Unofficial transcript, click the printer icon on the top right corner of your screen.

**Log Out When Finished**

Make sure to exit Banner Web when you are finished with your session. To log out of Banner Web:
1. Click “Exit” in the top right corner.
2. You should see the “User Logout” screen.