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Student Banner Self Service Guide

Getting started

Start an internet browser.

Navigate to NSU's homepage. ([www.nsuok.edu](http://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.

The **Registration** menu.
The **Student Records** menu.

- 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

The **Student Account** menu.

- Account Summary
- Account Summary by Period
- View Holds
- Account Summary by Term
- Select Tax Year
- Account Detail for Term
- Tax Notification
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 a 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.

Concise Student Schedule

Name: Smart Water
Classification: Freshman
Level: Undergraduate
College: Liberal Arts
Major: Mathematics
Concentration: PHH-FT: Physical Therapy

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Level</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>30149</td>
<td>CS 1013</td>
<td>INTRODUCTION TO CRIMINAL JUSTICE</td>
<td>3.000</td>
<td>UG</td>
<td>Jan 09, 2012</td>
<td>May 09, 2012</td>
<td>T</td>
<td>5:30 pm - 6:30 pm</td>
<td>Seminar Hall 203</td>
<td>Fitzgerald</td>
</tr>
<tr>
<td>30160</td>
<td>CS 1003</td>
<td>COMPUTERS IN MODERN SOCIETY</td>
<td>3.000</td>
<td>UG</td>
<td>Jan 09, 2012</td>
<td>May 09, 2012</td>
<td>MWF</td>
<td>10:00 am - 11:30 am</td>
<td>Webb Edu Tech Ctr 287</td>
<td>Atkins</td>
</tr>
<tr>
<td>30192</td>
<td>HIST 1483</td>
<td>AMERICAN HISTORY 1492-1875</td>
<td>0.000</td>
<td>UG</td>
<td>Jan 09, 2012</td>
<td>May 09, 2012</td>
<td>TR</td>
<td>10:00 am - 11:00 am</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>30203</td>
<td>MUS 3113</td>
<td>GENERAL HUMANITIES I</td>
<td>3.000</td>
<td>UG</td>
<td>Jan 09, 2012</td>
<td>May 09, 2012</td>
<td>TR</td>
<td>3:30 pm - 4:45 pm</td>
<td>Seminar Hall 231</td>
<td>Vassar</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>9.000</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

This page lists the classes for which you are registered for the term. All of the detail information about the classes is included.
View Holds

Choose the Student Records menu tab and click View Holds

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.
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.

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 the Office of the Registrar.

Complete the requested fields and click **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.