Banner Notice

Viewing Inactive, Graduate, LOA [etc.] Students in Banner

Banner SSB is driven by student term and the status assigned to students in a given term. If a student has received a status other than active, the student record will not pull when searched. In order to view this student’s records, follow the steps below.

1. From the Faculty Services tab in SSB, select “Term Selection” prior to searching for the student.
2. Select the last term the student attended (e.g. the term in which the student graduated, the last term the withdrawn student attended classes, etc.) and click Submit.

3. Select “Student Information Menu.”
4. Select “ID Selection.”

Student Information

Term Selection
ID Selection
Student Information
Student Address and Phones
Student E-mail Address
Student Schedule
5. Search using either the 885- student ID number or by using the student’s name. Click Submit.

**Student and Advisee ID Selection**

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID: 

OR

**Student and Advisee Query**

Last Name: 
First Name: 
Search Type:  
- Students
- Advisees
- Both
- All

Submit  Reset

RELEASE: 8.4
6. Select the correct student name from the selection box and click Submit. [In the event that no students are found, return to step 1 and select a different term, then search again.]
7. You may now view the information required (e.g. complete transcript).

**Alternative Option**

bASSESS has been built to show students with inactive statuses. Faculty and Staff may utilize bASSESS to view transcript and other pertinent information for inactive students. A bASSESS guide can be found at http://www.uthsc.edu/banner/info/videos.php.