Student
Self-Service Guide
Table of Contents

- Accessing Student Self Service
  Page 2
- Updating Personal Information
  Page 2
- Registering For Classes
  Page 3
- Viewing and Paying Tuitions and Fees
  Page 7
- Viewing Final Grades
  Page 8
- Viewing Holds
  Page 9
- Viewing Academic Transcripts
  Page 10
- Requesting Official Transcripts
  Page 11

Introduction

Welcome to Banner Self-Service for Students!

The purpose of this guide is to help you become comfortable with the new Banner Self Service. We will take you step-by-step through several functions including checking your holds, checking your registration status, looking up classes and registering for classes.

For further information you may contact the Office of the Registrar:

Mon-Fri 8:00am-5:00pm
910 Madison Avenue, Suite 520
Memphis, Tennessee 38163
Phone: 901-448-5560
Fax: 901-448-7772
Accessing Student Self Service

Access Banner Self-Service from the UTHSC Banner web page:

http://www.uthsc.edu/banner/info

Log in by clicking Self-Service Login. Use your UTHSC net ID an password.

The Main Menu contains two tabs:

1. Personal Information
2. Student

Updating Personal Information

The Personal Information tab allows you to view and update mailing addresses, view email addresses, view and update emergency contacts, and ethnicity and race.
Registering for Classes

Again from the Main Menu, select Student

In Student Menu, click Registration

In the Registration Menu, select Term
To add or drop classes, click the Add or Drop Classes option. To add a course with this function, you must know the course requisition numbers (CRNs) involved.

Click Look Up Classes to find course numbers (CRNs) you may be unsure about.

To add classes: Type one Course Reference Number (CRN) into each field. Once you have entered all CRNs, click Submit Changes.

**Your college will provide the necessary CRN numbers.**
Place a check in the Select box next to the course you want to add and click Register.

The course selected will appear on your current schedule.

To drop a class, use the options available in the Action pull down list.

To return to the Registration menu, click Return to Menu in the top right side of the screen.

Return to the Registration menu to print schedule.

From the Registration Menu, two options are available to view and print your schedule:
1. Student Detail Schedule

By clicking the Student Detail Schedule, a detailed view of each class is shown.

2. Concise Student Schedule

By clicking Concise Student Schedule, a streamlined view of your class schedule is shown.
Viewing and Paying Your Tuition and Fees

From the Registration Menu, select Registration Fee Assessment

From the Registration Fee Assessment, you may view your fees and make a payment.
Viewing Final Grades

From the Student tab, you may view final grades by selecting **Student Records**.

From the Student Records menu, select Final Grades.

Final grades will appear in this section.
Viewing Holds

From the Main Menu, click the Student link.

From Student, click Student Records

From Student Records, click View Holds
Reasons for any holds that you have on your records that may prevent registration will be listed on this page. (e.g. unpaid parking tickets, library fines, etc.)

Viewing Academic Transcripts

From the Student Menu, click Student Records

From the Student Records menu, select Academic Transcript
Select the transcript level (undergraduate, graduate, etc.). The transcript type is Web Transcript. Click Submit.

From the Academic Transcript screen, you may view or print an unofficial copy of your academic transcript.

You may also request an official academic transcript.

Requesting Official Transcripts

From the Student Records menu, select Request Printed Transcript.
Enter address information for recipient. The options allow you to choose recipients at another college, at UTHSC (Internal College) or Type in the recipient’s name.

Once you have entered the recipient address information, click Continue.

Select the appropriate transcript request options, then click Continue.
Review the Transcript Request Summary and click Submit Request.

You will receive a confirmation alerting you that the requested has been transmitted to the registrar’s office.