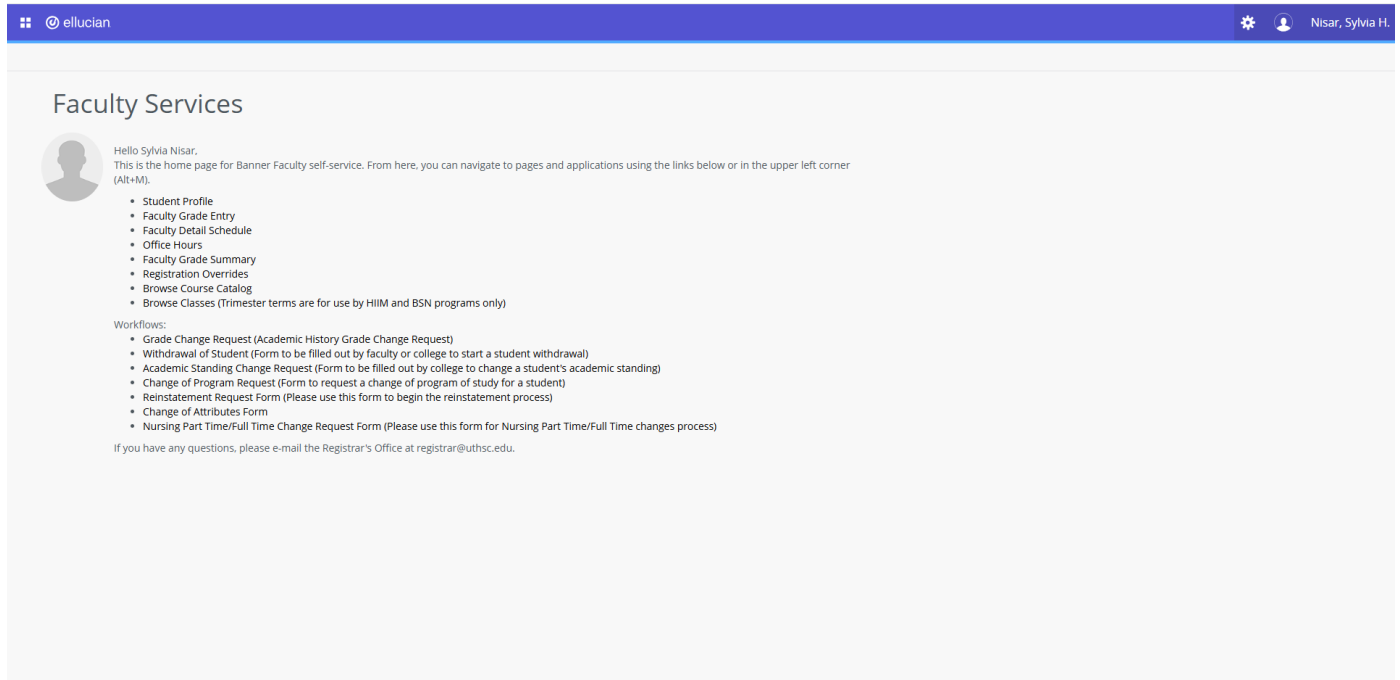


Banner 9 Self Service Guide for Faculty

Accessing Banner 9 Self Service

- Go to: <https://banprdfacssb.srvcs.uthsc.edu/FacultySelfService/>
- Login using your UTHSC NetID and password, which opens the Banner Faculty Services landing page:



Student Profile

The Student Profile option is only available for administrators and faculty who have “Advisor” access in Banner.

- Select the first option under Faculty Services, **Student Profile**
- Choose a term (for most applications, the current or following term should be selected), select either “Student ID” or “Student Name,” and begin entering a student’s 885 ID number or their last name, first name:

ellucian

Advising • Advisee Search

Advisee Search

Change term, search for a student, or view your advisee listing

Term
Fall Trimester 2025

View advisee listing, or search by

☐ Student ID
☐ Student Email
☒ Student Name

Student Name

To search for a student enter their name: Last, First Middle e.g. Smith, John Martin

Search

nisar, sylvia

Nisar, Sylvia Hatfield

Email: snisar@ufluc.edu

My student isn't listed

Select this to search all terms

(Please note that, in the example above, the Student ID was removed for this document.)

- Select the highlighted student and the “View Profile” Button, which opens the Student Profile page for the selected student:

ellucian

Student • Student Profile

Student Profile - Nisar, Sylvia Hatfield

Term: Spring Trimester 2026 Course: Standing: Undefined, as of Fall 2024 Overall Hours: 0 Overall GPA: 0.00 Registration Notices: 4 Holds: 0



Nisar, Sylvia Hatfield

Bio Information

Email: snisar@ufluc.edu
Phone: Not Provided
Date of Birth: 04/19
Citizen: Not Provided
Citizenship: Not Provided
Emergency Contact: Not Provided
Emergency Phone: Not Provided

General Information

Level: Professional Doctorate
Class: 1st Year Graduate
Status: Active
Student Type: First-Time Professional
Residency: Out of State
Campus: UT Knoxville (30)
First Term Attended: Spring 2024
Matriculated Term: Not Provided
Last Term Attended: Spring 2025
Leave of Absence: Not Provided

Graduation Information

Graduation Applications: None

Advisors

Primary Academic Advisor: Summers, Scott Alan

CURRICULUM, HOURS & GPA

Primary	Secondary	Hours & GPA
Degree:	Doctor of Audiology	
Study Path:	Not Provided	
Level:	Professional Doctorate	
Program:	Audiology_AUD	
College:	Health Professions	
Major:	Audiology	
Department:	Not Provided	
Concentration:	Not Provided	
Minor:	Not Provided	
Concentration:	Not Provided	
Admit Type:	First-Time Professional	
Admit Term:	Fall 2024	
Catalog Term:	Fall 2024	

REGISTERED COURSES

Not Registered

Total Hours: Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available

Curriculum and Courses

Prior Education and Testing

Additional Links

Registration

Student Schedule

View Grades

Degree Evaluation

Apply to Graduate

View Application to Graduate

Request Transcripts and Other Documents

Academic Transcript

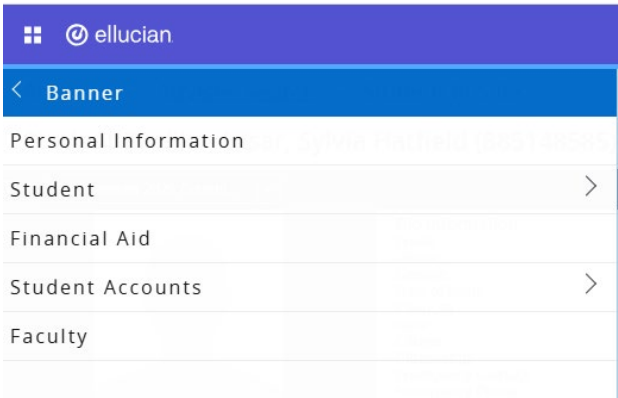
Request an E Transcript (National Student Clearinghouse)

Request an Official Academic Transcript (Students may request a free, hard copy mailed transcript. Maximum of 5 per day.)

View Status of Academic Transcript Requests

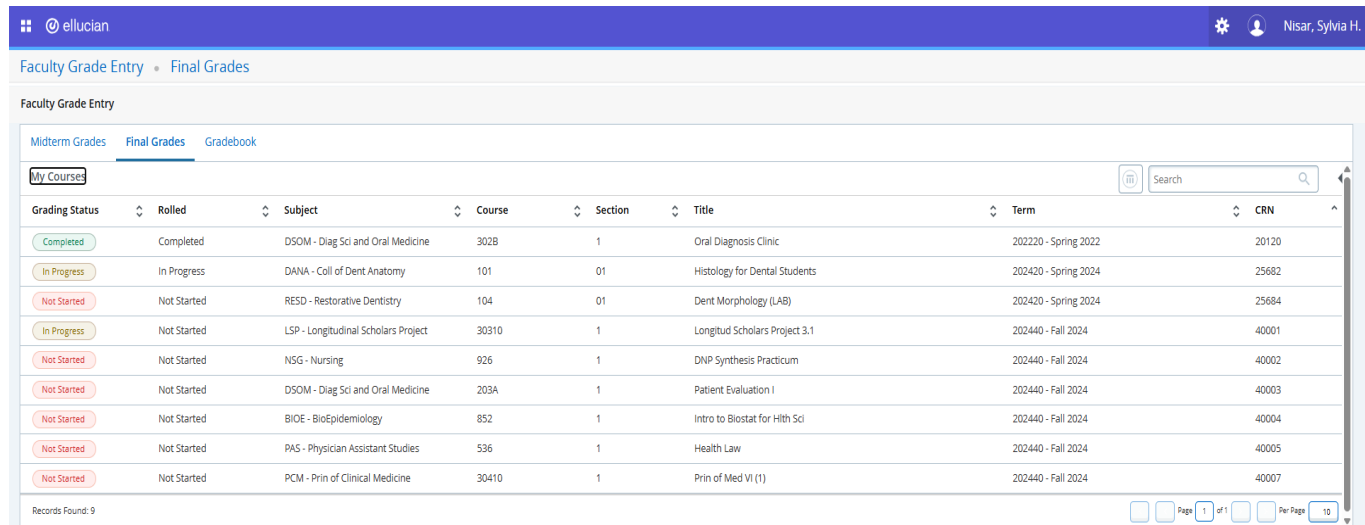
The Student Profile page provides general information about the student, as well as current curriculum, registration, and the student’s photo, if available.

To return to the main menu, select the waffle button at the top left of the page and then “Banner,” and “Faculty.” You may also use your browser’s “back” function to return to the main menu.

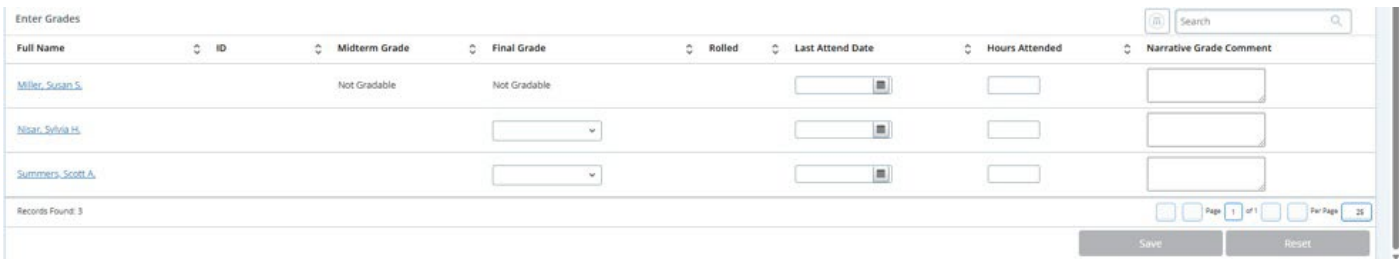


Faculty Grade Entry

- From the main Faculty Services menu, select **Faculty Grade Entry**. Banner automatically displays all course sections you are currently assigned to, and will reflect a final grading status of “Not Started,” “In Progress,” or “Completed:”



- Select a course for grade entry by clicking the grading status button. Student names will populate at the bottom of the page for grade entry:



(Please note that in the example above, the first name and ID were removed for this document.)

- Enter grades and select the “Save” button at the bottom of the page. You may reset the page before saving by selecting the “Reset” button.
- See the **Banner Grade Entry Guide** for more detailed grade entry instructions.

Faculty Detail Schedule

- Return to the main Faculty Services menu by selecting the waffle button at the top left of the page and then “Banner,” and “Faculty,” or by using your browser’s “back” function.
- Select **Faculty Detail Schedule** from the Faculty Services menu, which opens a new window.
- Select a Term and then the desired CRN from your list of assigned courses in the drop-down menu:

The screenshot shows the 'ellucian' interface for the 'Faculty Detail Schedule' page. The breadcrumb trail is 'Faculty and Advisors > Faculty Detail Schedule'. The page title is 'Faculty Detail Schedule'. There are two dropdown menus: 'Term' with 'Fall 2024 - 202440' selected, and 'CRN' with a search bar and a list of courses. The CRN dropdown list includes: 'BIOE 852 1 Intro to Biostat for Hlth Sci 40004 (3)', 'DSOM 203A 1 Patient Evaluation I 40003 (1)', 'LSP 30310 1 Longitud Scholars Project 3.1 40001 (2)', 'NSG 926 1 DNP Synthesis Practicum 40002 (1)', and 'PAS 536 1 Health Law 40005 (1)'. A blue information bar states: 'Use this page to view your detailed schedule.'

- Detailed course information populates below. For additional information, select the course number/name, CRN, or Classlist:

The screenshot shows the 'ellucian' interface for the 'Faculty Detail Schedule' page. The breadcrumb trail is 'Faculty and Advisors > Faculty Detail Schedule'. The page title is 'Faculty Detail Schedule'. There are two dropdown menus: 'Term' with 'Fall 2024 - 202440' selected, and 'CRN' with 'NSG 926 1 DNP Synthesis Practicum 40002 (1)' selected. A blue information bar states: 'Use this page to view your detailed schedule.' Below the bar, the course information is displayed in a table.

Course : NSG 926 1 DNP Synthesis Practicum 40002			
Associated Term	CRN	Status	Available for registration
Fall 2024	40002	Active	03/18/2024 - 12/31/2024
College	Department	Part of Term	Credits
Nursing	No department designated	1	2
Campus	Override	Instructional Method	Roster
UT Health Science Center (B6)	No	Clinical	Classlist
Course Level			
Graduate, Professional Doctorate, Professional Masters, Undergraduate, Professional Doctorate			

Office Hours

- If you wish to post Office Hours in Banner, return to the main Faculty Services menu and select **Office Hours**.
- Enter a term and CRN; the information populates below:

- To add Office Hours, select “Add new Row” and enter the start/end date (usually the start and end of the course or term), the time, and the days of the week. To select the time, click the clock icon and use your mouse to scroll down until the correct hour or minute is reached. For additional times/days/dates, select “Add new Row” and complete the process again:

Please note that Contact Number/Location/Display information is optional.

- Select “Delete” and then hit the “Submit” button to remove Office Hours

Faculty Grade Summary

- From the main Faculty Services menu, select **Faculty Grade Summary** and a term/CRN from the drop-down boxes:

The screenshot shows the 'Faculty Grade Summary' page. At the top is a blue header with the ellucian logo. Below the header, the title 'Faculty Grade Summary' is displayed. There are two dropdown menus: 'Select Term' with '202525 - Spring Trimester 2025' selected, and 'Select CRN' with a dropdown arrow. Below these is a 'Students' section with a table. The table has three columns: 'Name', 'ID', and 'Credits'. The first row shows 'NSG 447 - 01 (10047)'. The second row is highlighted in blue and shows 'NSG 452 - 01 (10048)'. The third row shows 'NSG 464 - 01 (10049)'. Below the table is a pagination bar with buttons for navigation and a 'Per Page' dropdown set to '5'. It also indicates 'Records Found: 0'.

- The class roster populates automatically once a course/CRN is chosen.
- The original grade posted for each student is visible under “Original Grade,” along with the most recent grade entered for each student under “Grade Change Entry.” The “Grade Change Entry” grade will only differ from the “Original Grade” if a grade change has been processed.

Registration Overrides

Please note that most programs do not utilize registration overrides, and you may not have access to this section of Banner Self Service.

- From the main menu, select **Registration Overrides** and enter a term, then enter either a student ID number or student name.
- Hit the “Submit” button and select the student by clicking the box with their ID/name:

The screenshot shows the 'Registration Overrides' page. At the top is a blue header with the ellucian logo and a user profile for 'Nisar, Sylvia H.'. Below the header, the breadcrumb 'Faculty and Advisors > Registration Overrides' is visible. The main section is titled 'Student and Advisee ID Selection'. It contains a message: 'Enter the ID of the Student or Advisee you want to process or enter partial names, student search type or a combination of both. Then select Submit.' Below this is a form with a 'Term' dropdown set to 'Spring 2024 - 202420'. There are two input fields: 'Student or Advisee ID' and 'Last Name' (containing 'summers'). There is also a 'First Name' input field (containing 'scott'). A 'Submit' button is to the right. Below the inputs are radio buttons for 'Search Type': 'Students', 'Advisee', 'Both', and 'All' (which is selected). At the bottom, there is a table titled 'Student and Advisee Selection' with columns 'ID', 'Name', and 'Type'. The first row shows 'Scott Alan Summers'.

- Select the Override type, course, and hit the “Submit” button. You can add multiple overrides for a student by selecting the “+ Add Override” option:

Browse Course Catalog

The **Browse Course Catalog** option allows you to view catalog entry information and view sections of the course in a specified term.

- From the main Faculty Services menu, select **Browse Course Catalog**, then select a term from the drop-down menu and hit the “Continue” button:

- Select a subject, course number, key word(s) or “Advanced Search” option for more options. Hit the “Search” button and the courses that meet your criteria are displayed:

ellucian

Student

Registration

Select a Term

Browse Courses

Browse Courses

Search Results — 114 Courses

Term: Fall 2024 Subject: Nursing

Search Again

Title	Subject Description	Course Number	Hours	Description	Course Sections
Directed Study	Nursing	422	2 TO 6	An elective course designed to provide the studen...	View Sections
Transition to Prof Nursing	Nursing	430	3	This course examines the transition to profession...	View Sections
Professional Nursing Practice Concepts - RN	Nursing	440	3	This course examines the transition of registered ...	View Sections
Pathophysiology Across the Lifespan	Nursing	441	3	This course focuses on concepts related to comm...	View Sections
Health Assessment Across the Lifespan	Nursing	442	3	This course focuses on concepts related to perfor...	View Sections
Pharmacology Across the Lifespan	Nursing	443	3	This course builds a foundation for the provision o...	View Sections
Nursing Concepts I	Nursing	444	7	This course provides the conceptual, theoretical, ...	View Sections
Clinical Reasoning	Nursing	445	2	This course focuses on concepts and cognitive sk...	View Sections
Nursing Concepts II: Care of Adult Patients with Acute and Chronic Health Problems	Nursing	446	7	This course provides the conceptual, theoretical a...	View Sections
Reproductive, Childbearing, and Newborn Nursing Care Concepts	Nursing	447	3	This course provides the conceptual, theoretical a...	View Sections

Page 1 of 12

10 Per Page

Records: 114

- For more detailed information, select “View Sections,” click the course name, or select “Search Again” to begin a new course catalog search.

Browse Classes

The **Browse Classes** option allows you to view section information for a specific term.

- From the main Faculty Services menu, select **Browse Classes**, select a term from the drop-down menu, and hit the “Continue” button.
- Select a subject, course number, key word(s) or “Advanced Search” option for more options. Hit the “Search” button and the course sections that meet your criteria are displayed:

ellucian														
Student Registration Select a Term Browse Classes														
Browse Classes														
Search Results — 12 Classes Term: Fall 2024 Search Again														
Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Linked Sections	
Intro to Biostat for Health Sci	BioEpidemiol...	852	1	3	40004	Fall 2...	Miller, Susan Nisar, Sylvia Summers, Scott (Primary)	[S][M][T][W][T][F][S] - Type: Class Building: None R UT He...		17 of 20 seats re...	Web Based L...			
Patient Evaluation I	Diag Sci and ...	203A	1	1	40003	Fall 2...	Miller, Susan Nisar, Sylvia Summers, Scott (Primary)	[S][M][T][W][T][F][S] - Type: Class Building: None R UT He...		19 of 20 seats re...	Lecture/Clinical			
Longitud Scholars Project 3.1	Longitudinal ...	30310	1	1	40001	Fall 2...	Miller, Susan Nisar, Sylvia Summers, Scott (Primary)	[S][M][T][W][T][F][S] - Type: Class Building: None R UT He...		298 of 300 seats re...	Hybrid Based...			
Hematology III	Medical Tech...	511	01	4	40015	Fall 2...	Moore, Jacen (Primary)	[S][M][T][W][T][F][S] - Type: Class Building: None R UT He...		98 of 99 seats re...	Lecture/Lab			
Blood Bank I	Medical Tech...	512	01	5	40016	Fall 2...	Moore, Jacen (Primary)	[S][M][T][W][T][F][S] - Type: Class Building: None R UT He...		98 of 99 seats re...	Lecture/Lab			
Clinical Chemistry IV	Medical Tech...	513	01	2	40017	Fall 2...	Moore, Jacen (Primary)	[S][M][T][W][T][F][S] - Type: Class Building: None R UT He...		98 of 99 seats re...	Lecture/Lab			
Intro to Research I	Medical Tech...	518	01	1	40019	Fall 2...	Moore, Jacen (Primary)	[S][M][T][W][T][F][S] - Type: Class Building: None R UT He...		98 of 99 seats re...	Lecture			
Clinical Microbiology III	Medical Tech...	532	01	2	40018	Fall 2...	Moore, Jacen (Primary)	[S][M][T][W][T][F][S] - Type: Class Building: None R UT He...		98 of 99 seats re...	Lecture/Lab			
Clinical Reasoning	Nursing	445	1	2	40006	Fall 2...	Miller, Susan Nisar, Sylvia Summers, Scott (Primary)	[S][M][T][W][T][F][S] - Type: Class Building: None R UT He...		19 of 20 seats re...	Hybrid Based...			
DNA Synthesis Practicum	Nursing	926	1	2 TO 6	40002	Fall 2...	Miller, Susan (Primary) Nisar, Sylvia Summers, Scott	[S][M][T][W][T][F][S] - Type: Class Building: None R UT He...		19 of 20 seats re...	Clinical			
Page 1 of 2 10 Per Page Records: 12														

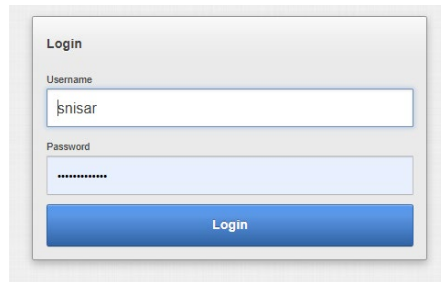
- For more detailed information, select the course title. The “Search Again” button will return you to the previous page and a new search.

Workflows

Please note that you may not have access to all workflows below. If you need access or have questions, please contact the Registrar's Office at registrar@uthsc.edu.

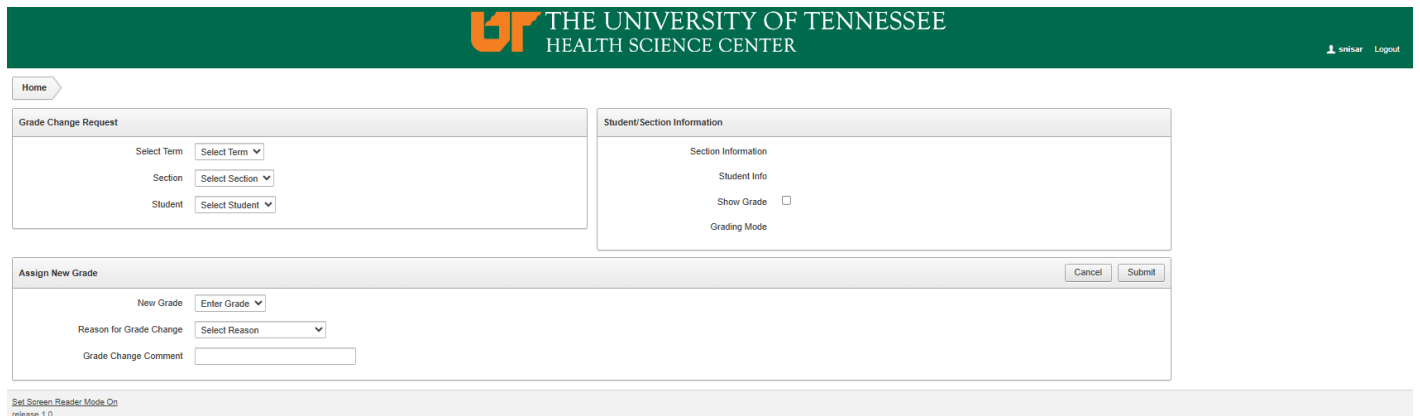
Grade Change Request

- From the main Faculty Services menu, select **Grade Change Request** and enter your username and password:



A login form titled "Login" with a light gray background. It contains two input fields: "Username" with the text "jsnisar" and "Password" with masked characters. Below the fields is a blue "Login" button.

- Select the term, section, student, new grade, and reason for grade change. Enter comments if needed, and hit the "Submit" button:



The form interface for the Grade Change Request workflow. It features a green header with the University of Tennessee Health Science Center logo and name. A "Home" button is in the top left. The main content area is divided into three sections: "Grade Change Request" with dropdowns for "Select Term", "Select Section", and "Select Student"; "Student/Section Information" with "Student Info" and "Show Grade" checkbox; and "Assign New Grade" with "Enter Grade" dropdown, "Select Reason" dropdown, and a "Grade Change Comment" text area. "Cancel" and "Submit" buttons are at the bottom right. A footer note says "Set Screen Reader Mode On release 1.0".

Withdrawal of Student

- From the main Faculty Services menu, select **Withdrawal of Student** and enter your username and password. The "Student Withdrawal" form opens:

Student Withdrawal

Note To Instructors

After the midpoint but before the 70% course completion point, instructors should enter a WP (withdrawn passing) or WF (withdrawn failing) before this withdrawal is initiated.

Personal Information

Name Search (Last First):

ID:

Last Name:

First Name:

College:

Program:

UTHSC E-Mail:

Attribute:

Withdrawal Effective Date (Last Date of Attendance)

Reason for Withdrawal

See [Withdrawal Policy](#) for more information.

- Administrative:** With accompanying documentation, the University may administratively withdraw a student as a result of (a) an academic decision by the Dean or designee; (b) a non-academic dismissal, such as a violation outlined in the Student Code of Conduct; or (c) non-attendance.
- Student Initiated:** In instances in which a student needs to withdraw from an academic program, the student must provide written notice to the Dean or designee of the college in which they are enrolled.
- Medical Voluntary:** Students seeking a Voluntary Medical Withdrawal must present confirmation from the student's treating physician.
- Medical Involuntary:** Although a Voluntary Medical Withdrawal is preferable, a college's Dean (or designee), with the concurrence of the Vice Chancellor for Academic, Faculty and Student Affairs, may place such a student on an Involuntary Medical Withdrawal.
- Military:** UTHSC complies with all State and Federal guidelines regarding the mobilization of National Guard, reservists, or other military service personnel who are attending classes. UTHSC is committed to supporting its students qualifying for these services.

- ☐ Administrative
☐ Student Initiated
☐ Medical Voluntary
☐ Medical Involuntary
☐ Military

Withdrawal Communication

[Withdrawal Communication](#) | [Choose File](#) | No file chosen

Submitter's Signature

Signature Sylvia Nisar Date 01-APR-2025

- Begin entering the student's last name, then first name. Click on the student name when it appears below the name search box. The remaining Personal Information will populate.
- Enter the last date of attendance, the withdrawal reason, and attach supporting documentation under the "Withdrawal Communication" section. When these steps are complete, select "Submit Withdrawal" to complete the process.

Academic Standing Change

- From the main Faculty Services menu, select **Academic Standing Change**.
- Begin entering a student's first name, last name, or Student ID in the "Name Search" box. Students who meet the criteria will populate below:

Academic Standing

Student Search

Name Search:

Student ID	Last Name	First Name	College	Program	Attribute
	Wilson		Medicine	MEDICINE-MD	3rd Year Graduate
	Wilson		Medicine	MEDICINE-MD	OMFS Student
	Wilson		Medicine	MEDICINE-MD	2nd Year Graduate
	Wilson		Medicine	MEDICINE-MD	3rd Year Graduate
	Wilson		Medicine	MEDICINE-MD	2nd Year Graduate
	Wilson		Medicine	MEDICINE-MD	4th Year Graduate
	Wilson		Medicine	MEDICINE-MD	1st Year Graduate

(Please note that in the example above, first names and IDs were removed for this document.)

- Select a student by clicking the name, and the “Student Data” form will auto-populate. Select a new academic standing, attach documentation, and hit the “Submit” button:

Change Request

New Academic Standing

Select Academic Standing ▼

Documentation

Choose File

No file chosen

Note: Students returning from Academic Dismissal must be reinstated or must reapply to the UTHSC (depending on College requirements). Please contact the Office of Admission for students seeking enrollment after Academic Dismissal. See [Academic Standing Policy](#) for more information.

Submit

Cancel

Change of Program Request

- From the main Faculty Services menu, select **Change of Program Request**.
- Begin entering a student’s first name, last name, or Student ID in the “Name Search” box. Student names that meet the criteria will appear as you type.
- Select a student by clicking the name, and the “Student Data” form will auto-populate. Under “Change Request,” enter the Program to be added and then hit the “ADD” button:

Change Request

Add Programs

New Program

Select Program ▼

ADD

To make a request for a new major, please [email the Registrar](#). Note: for certificates that are 24 hours or greater, THEC must approve before they will be entered into STVMAJR. Certificates less than 24 hours must be approved by the Registrar’s office before they will be entered into STVMAJR.

Remove Programs

Present Program

Select Program ▼

REMOVE

Reinstatement Request Form

- From the main Faculty Services menu, select **Reinstatement Request Form**, select a Term, and enter a student last name:

ellucian

Student Reinstatement

Student Search

Reinstatement Term

Please enter reinstatement term ▼

Student Name

Please enter student's last name

- Student names will populate at the bottom of the form as you type a last name; select the desired student.

- Enter the reinstatement application type (program) and concentration, expected graduation date, and attributes if available. Once complete, select the “Submit Reinstatement” button:

Reinstatement Details

Reinstatement Application *

Reinstatement-Medicine ▼

Reinstatement Program Concentration (if applicable)

☐ Readmit on Probation

Expected Graduation Date

Select Expected Graduation Date

Add Attributes

Attribute 1

Select Attribute To Add ▼

Attribute 2

Select Attribute To Add ▼

Submit Reinstatement

Change of Attributes Form

- From the Faculty Services main menu, select **Change of Attributes Form** and enter a term. Begin entering the student’s last name, and students who meet the criteria will populate the screen:

Term

Spring 2024 ▼

Student Name

williams

Student Search

Last Name	First Name	College	ID	Attribute
Williams		Pharmacy		1st Year Graduate
Williams		Graduate Health Sciences		5th Year Graduate or Higher
Williams		Health Professions		4th Year Undergraduate UTK
Williamson		Health Professions		4th Year Undergraduate UTK
Williams		Medicine		2nd Year Graduate

Page 1 of 4 Per Page 5 Records Found: 19

Student Data

(Please note that in the example above, first names and IDs were removed for this document.)

- Select a student and an attribute to add and/or remove and hit the “ADD” or “REMOVE” button:

College

Medicine

Program

MEDICINE-MD

Effective Attributes

- 2nd Year Graduate:202340

Change Request

Add Attributes

4th Year Graduate

▼

ADD

Remove Attributes

Select Attribute To Remove

▼

REMOVE

Nursing Part Time/Full Time Change Request Form (for DNP students only)

- From the Faculty Services main menu, select **Nursing Part Time/Full Time Change Request Form** and enter a term/student last name.
- Select a student from the list by clicking on the student name. The student’s current Part Time/Full Time status will be listed. Check the box next to “Change Student to...” and hit the “Submit” button:

ellucian

Student Full or Part Time

Student Search

Term

Fall 2024

▼

Student Name

wil

Student Data

Term Code:202440

Student ID

Last Name:Wilson

First Name:

Middle Name:

College:Nursing

Program:NURSING-DNP

Status:Active

Attributes:2nd Year Graduate

Full or Part Time:Full Time

☒ Change student to Part Time?

Submit

(Please note that in the example above, the first name and ID were removed for this document.)

Additional Services

Parking Services

- From the Faculty Services main menu, select the “Parking Services” link, which will take you to the UTHSC Parking Registration login page:

The image shows a login page for UTHSC Parking Registration. At the top is the orange 'UT' logo. Below it is the text 'THE UNIVERSITY OF TENNESSEE' in a large, dark green serif font, followed by 'HEALTH SCIENCE CENTER' in a smaller, dark green sans-serif font. The main heading is 'UTHSC Parking Registration' in a large, dark green sans-serif font. Below this is the instruction 'Please select your registration type' in a smaller, dark green sans-serif font. At the bottom are four orange buttons with white text: 'Student', 'Employee', 'Resident', and 'Vehicle'.

- Please contact UTHSC Parking Services at 901-448-5549 for additional information