

Banner 9 Self Service Guide for Students

There are multiple ways to retrieve information and perform tasks in Banner Self Service. This guide provides examples of how to use these tools. Please explore the system to discover the best techniques that fit your needs.

Accessing Banner Self Service

- Go to: <https://banprdstussb.srvcs.uthsc.edu/StudentSelfService/ssb/studentProfile>
- Login using your UTHSC NetID and password, opening the Banner Student Profile landing page:

The screenshot displays the Banner 9 Student Profile page for Sylvia H. Nisar. The page is divided into several sections:

- Header:** Shows the user's name, Sylvia H. Nisar, and a waffle menu icon.
- Navigation Menu:** Located on the left, it includes links for 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), and View Status of Academic Transcript Requests.
- Profile Information:** Displays personal details such as Email (slnisar@uthsc.edu), Phone, Date of Birth, Sex, Citizenship, Emergency Contact, and Emergency Phone.
- General Information:** Includes Level (Professional Doctorate), Class (1st Year Graduate), Status (Active), Student Type (Full-time Professional), Residency (Out of State), Campus (UT Knoxville (30)), Matriculated Term (Spring 2024), Last Term Attended (Spring 2025), and Leave of Absence (Not Provided).
- Graduation Information:** Shows Graduation Applications (None) and Advisors (Primary / Academic Advisor: Summers, Scott Alan).
- Curriculum, Hours & GPA:** This section is expanded, showing details for the Primary curriculum, including Degree (Doctor of Audiology), Study Path (Not Provided), Level (Professional Doctorate), Program (Audiology_AUD), College (Health Professions), Major (Audiology), Department (Not Provided), Minor (Not Provided), Concentration (Not Provided), Admit Type (Full-time Professional), Admit Term (Fall 2024), and Catalog Term (Fall 2024).
- Registered Courses:** A section for tracking course registration, currently showing "Not Registered".
- Summary:** At the bottom, it displays Total Hours, Registered Hours, Billing Hours, CEU Hours, Min Hours, and Max Hours, all currently at 0.

The Student Profile page provides general information, including biographical data, program information, current registration, and any holds. From this page, you can navigate to applications using the links on the left-hand menu, or by selecting the waffle menu in the top left corner, then “Student.” Alt+M also opens the waffle menu.

Prior Education and Testing

- Select **Prior Education and Testing** from the left-hand menu options. Prior Education and Testing data, if available, will populate on the right side of the page:

Overall Hours: 0		Overall GPA: 0.00		Registration Notices: 4		Holds: 3	
PRIOR EDUCATION							
Secondary Education							
No data available.							
Post Secondary Education							
No data available.							
TESTING							
Records 0							
There are no Test Scores for this student.							

Registration

- Select **Registration** from the list of Additional Links, which opens the Student Registration home page in a new window:

[Student](#) • [Registration](#)

Registration

What would you like to do?

Prepare for Registration
View registration status, update student term data, and complete pre-registration requirements.

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

Browse Classes
Looking for classes? In this section you can browse classes you find interesting.

View Registration Information
View your past schedules and your ungraded classes.

Browse Course Catalog
Look up basic course information like subject, course and description.

Prepare for Registration

- Select **Prepare for Registration**, choose a term, and hit the “Continue” button. Information about your registration status and any holds that must be cleared prior to registration will be displayed:

[Student](#) • [Registration](#) • [Select a Term](#) • [Prepare for Registration](#)

Prepare for Registration

Registration Status

Registration Status
Term: Fall 2024

Your Student Status permits registration.

Your academic status permits registration.

You have no holds which prevent registration.

Your class standing for registration purposes is 1st Year Graduate

Primary Curriculum
Level: Professional Doctorate
College: Health Professions
Degree: Doctor of Audiology
Program: Audiology_AUD
Campus: UT Knoxville (30)
Catalog Term: Fall 2024
Admit Term: Fall 2024
Admit Type: First-Time Professional
Major: Audiology

- Use the “back” button or select “Registration” at the top of the screen to return to the previous menu.

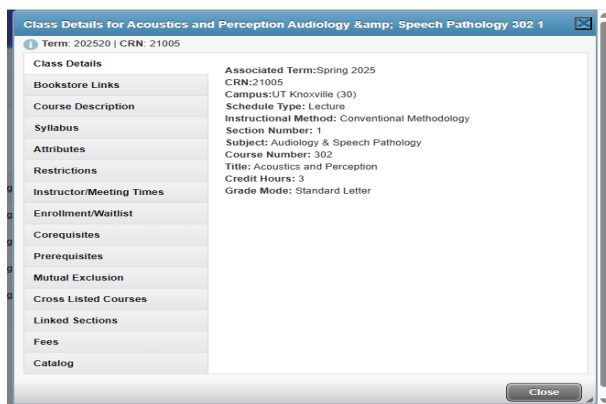
Browse Classes

- To search for available course sections, select **Browse Classes**, enter a term, and click “Continue.”
- Enter a subject, course number, or keyword, and then select “Search.” A list of available courses for the term that meet your criteria will appear:

Title	Subject Description	Course No.	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Linked Sections
Acoustics and Perception	Audiology & ...	302	1	3	21005	Spring ..		S M T W T F S - Type: Class Building: None R UT Kn...		199 of 200 seats ...	Lecture		
Intro Speech Sound Disorders	Audiology & ...	435	1	3	21002	Spring ..		S M T W T F S - Type: Class Building: None R UT Kn...		200 of 200 seats ...	Lecture		
Diagnostics in Aud Speech Lang	Audiology & ...	453	1	3	21001	Spring ..		S M T W T F S - Type: Class Building: None R UT Kn...		200 of 200 seats ...	Lecture		
Intro Lang Path in Children	Audiology & ...	461	1	3	21003	Spring ..		S M T W T F S - Type: Class Building: None R UT Kn...		200 of 200 seats ...	Lecture		
Intro Aural Habilitation/Rehab	Audiology & ...	494	1	3	21004	Spring ..		S M T W T F S - Type: Class Building: None R UT Kn...		200 of 200 seats ...	Lecture		

Page 1 of 1 | 10 Per Page Records: 5

- Select a class for more details in a pop-up window, or choose “Search Again” to begin a new search:



- Navigate back to the main Registration menu by hitting the “back” button or selecting the “Registration” link at the top of the screen.

Browse Course Catalog

- To view course catalog information, select **Browse Course Catalog**, enter a term, and select “Continue.”
- Enter a subject, course number, and/or keyword, or select “Advanced Options.” Selecting “Continue” will bring up a list of all courses that meet the selected criteria:

Nisar, Sylvia

[Student](#)
[Registration](#)
[Select a Term](#)
[Browse Courses](#)

Browse Courses

Search Results — 124 Courses

Term: Spring 2025 Subject: Audiology & Speech Pathology

Search Again

Title	Subject Description	Course Number	Hours	Description	Course Sections
Intro Communication Disorders	Audiology & Speech Pathology	300	3	ASP 300 Introduction to Communication Sciences...	View Sections
Acoustics and Perception	Audiology & Speech Pathology	302	3	Basic acoustics. Introduction to psychoacoustics ...	View Sections
Intro to Hearing Science	Audiology & Speech Pathology	303	3	Introduction to disorders of hearing. Fundamental ...	View Sections
Phonetics	Audiology & Speech Pathology	305	3	Basic phonetics, including recognition and produc...	View Sections
Anatomy/Physiology of Speech	Audiology & Speech Pathology	306	3	Anatomy, physiology and embryological developm...	View Sections
Speech/Language Development	Audiology & Speech Pathology	320	3	Speech and language development in the normal ...	View Sections
Intro Comm Disorders	Audiology & Speech Pathology	400	3	Nature, etiology, and incidence of speech, hearing...	View Sections
Basic Concepts of Path	Audiology & Speech Pathology	402	1	Basic acoustics. Introduction to psychoacoustics ...	View Sections
Intro Hearing Science	Audiology & Speech Pathology	403	3	Introduction to disorders of hearing. Fundamental ...	View Sections
Phonetics	Audiology & Speech Pathology	405	3		View Sections

Page 1 of 13
10 Per Page
Records: 124

- Select a course name for more information in a pop-up window or select “View Sections” for sections available in the chosen term. Select the “Search Again” button to begin a new search.
- Return to the main Registration menu by hitting the “back” button in your browser or selecting the “Registration” link at the top of the page.

Register for Classes

- To Register for classes, select **Register for Classes**, select from the terms open for registration in the drop-down menu, and click on the “Continue” button.
- Enter a Subject, Course Number, or Keyword and select the “Search” button. Courses that meet the criteria appear:

Nisar, Sylvia

[Student](#)
[Registration](#)
[Select a Term](#)
[Register for Classes](#)

Register for Classes

Find Classes

Enter CRNs

Schedule and Options

Search Results — 5 Classes

Term: Spring 2025 Subject: Audiology & Speech Pathology

Search Again

Title	Subject Description	Course No.	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type	Attribute	Linked Sections	Add
Acoustics and Perception	Audiology & ...	302	1	3	21005	Sprin...		S M T W T F S - Type: Class Building: None UT K...	UT K...	199 of 200 seat...	Lecture			Add
Intro Speech Sound Disorders	Audiology & ...	435	1	3	21002	Sprin...		S M T W T F S - Type: Class Building: None UT K...	UT K...	200 of 200 seat...	Lecture			Add
Diagnostics in Aud Speech Lang	Audiology & ...	453	1	3	21001	Sprin...		S M T W T F S - Type: Class Building: None UT K...	UT K...	200 of 200 seat...	Lecture			Add
Intro Lang Path in Children	Audiology & ...	461	1	3	21003	Sprin...		S M T W T F S - Type: Class Building: None UT K...	UT K...	200 of 200 seat...	Lecture			Add
Intro Aural Habilitation/Rehab	Audiology & ...	484	1	3	21004	Sprin...		S M T W T F S - Type: Class Building: None UT K...	UT K...	200 of 200 seat...	Lecture			Add

Page 1 of 1
10 Per Page
Records: 5

- Select the “Add” button to add courses to the course registration summary below:

[Search Again](#)

	Campus	Status	Schedule Type	Attribute	Linked Sections	Add	
lass Building: None	UT K...	199 of 200 seat...	Lecture			Add	
lass Building: None	UT K...	200 of 200 seat...	Lecture			Add	
lass Building: None	UT K...	200 of 200 seat...	Lecture			Add	
lass Building: None	UT K...	200 of 200 seat...	Lecture			Add	
lass Building: None	UT K...	200 of 200 seat...	Lecture			Add	

Records: 5

Summary

[Tuition and Fees](#)

Title	Details	Hours	CRN	Schedule Type	Status	Action	
Intro Lang Path in Children	ASP 461, 1	3	21003	Lecture	Pending	**Web Registered**	▼
Diagnostics in Aud Spch Lang	ASP 453, 1	3	21001	Lecture	Pending	**Web Registered**	▼

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999

[Submit](#)

- When you have selected the course(s) you want to add, click the “Submit” button. The “Pending” status will change to “Registered:”

Summary						Tuition and Fees	
Title	Details	Hours	CRN	Schedule Type	Status	Action	
Intro Lang Path in Children	ASP 461, 1	3	21003	Lecture	Registered	None	▼
Diagnostics in Aud Spch Lang	ASP 453, 1	3	21001	Lecture	Registered	None	▼

- To add additional courses, select the “Search Again” button in the top right corner and repeat the above steps until you have registered for all courses. To drop a course, select the drop option from the “Action” drop-down menu.

View Registration Information

- Return to the main Registration menu and select **View Registration Information** to view your registration for previous terms and any current classes that have not been graded:

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⚙️ 👤 Nisar, Sylvia

Student • Registration • View Registration Information

View Registration Information

Look up a Schedule

Active Registrations

Class Schedule

Term: Spring 2025

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
Diagnosics in Aud Speech Lang	ASP 453, 1	3	21001	Lecture	Standard Letter	Undergraduate	Full Term	None	03/28/2025	Registered	""Web Registered""...
Intro Lang Path in Children	ASP 461, 1	3	21003	Lecture	Standard Letter	Undergraduate	Full Term	None	03/28/2025	Registered	""Web Registered""...

Total Hours | Registered: 6 | Billings: 6 | CEU: 0 | Min: 0 | Max: 999,999,999

Records: 2

Schedule

Schedule Details

Class Schedule for Spring 2025

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12am							

Student Schedule

- Close the Registration window and return to the Student Profile page. Selecting **Student Schedule** from the list of Additional Links will also take you to the **View Registration Information** page above:

Additional Links

Registration

Student Schedule

View Grades

Degree Evaluation

Apply to Graduate

View Application to Graduate

View Grades

- Return to the Student Profile page and select **View Grades** from the list of Additional Links. Select a Term and Course Level, which should populate automatically based on your curriculum. GPA, Curriculum, and graded courses appear:

Spring 2024 Professional Doctorate

GPA Summary

View Details

Selected Term Institutional Transfer Overall

Primary Curriculum

View Details

Level : Professional Doctorate

College : Pharmacy

Degree : Doctor of Pharmacy

Program : Pharmacy-PharmD

Course Work

Search by Course Title or Subject Code (ALT+Y)

Subject	Course Title	Campus	Midterm Grade	Final Grade	Narrative Grade Comments	Attempt...	Earned...	GPA.H...	Quality ...	CRN	Action
RESD 104, 01	Dent Morphology (LAB)	H				3.000				25684	

Degree Evaluation

- Return to the Student Profile page and select **Degree Evaluation**. Choose the current term (or latest term for which you are registered) in the drop-down menu, then select the button next to your curriculum:

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Student • Degree evaluation record

Fall 2024

Generate New Evaluation

Previous Evaluations

What-if Analysis

To generate a new evaluation, select a program, degree, major and anticipated graduation term and then select Generate Request.

Curriculum Information

Program

Audiology_AUD

Catalog Term

Fall 2024

Level

Professional Doctorate

Campus

UT Knoxville (30)

College

Health Professions

Degree

First Major

Select a Term

Fall 2024

Generate New Evaluation

- Select the “Generate New Evaluation” button to generate a new degree evaluation. Scroll down the page to view detailed degree/program requirements:

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Student • Degree evaluation record

total required :

NO

14.00

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Detail Requirements

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes		PRACTICUM 1-4 credits required														
No	AND		ASP		542											
No	AND		ASP		565		1.00									
No	AND		ASP		566		1.00									
No	AND		ASP		576											
No	AND		ASP		577											

- You may also select the “Previous Evaluations” option to view any previously-run degree audits.

Apply to Graduate

- Return to the Student Profile page and select **Apply to Graduate**. Be sure to read the information in blue at the top of the page before proceeding.
- Select the term for which you are applying. Your available curricula will appear below:

The screenshot shows the 'Curriculum Selection' page in the ellucian system. At the top, there is a blue header with the ellucian logo and a user profile for Sylvia H. Nisar. Below the header, a breadcrumb trail shows 'Student' > 'Graduation Application'. The main heading is 'Curriculum Selection'. A blue information box contains instructions: 'Select a curriculum for your graduation application. If more than one curriculum is listed, and they accurately reflect your current curriculum, please apply for one graduation application and then repeat the process for subsequent applications). If your graduation application contains incorrect details, DO NOT CONTINUE. Please contact the Registrar's Office to correct your record. Once corrections are made, please apply for graduation.' Below this, there is a 'Term *' dropdown menu set to 'Spring 2025'. A table lists available curricula with columns for Level, Program, College, and Campus. The first entry is 'Professional Doctorate' for 'Audiology_AUD' in the 'Health Professions' college at 'UT Knoxville (30)'. The 'Major' is listed as 'Audiology'. At the bottom left is a blue 'Continue' button.

Level	Program	College	Campus
Professional Doctorate	Audiology_AUD	Health Professions	UT Knoxville (30)

- Select the correct curriculum and click the “Continue” button, then select from the available graduation dates in the drop-down menu and indicate ceremony attendance:

The screenshot shows the 'Graduation Date Selection' page in the ellucian system. The header and breadcrumb trail are the same as the previous page. The main heading is 'Graduation Date Selection'. Below this, there is a 'Current Program' section showing 'Doctor of Audiology'. The next section is 'Graduation Ceremony Attendance'. It features a 'Graduation Date *' dropdown menu set to 'Date: 05/31/2025 Term: Spring 2025 Year: 2024-2025'. Below the date, there are three radio buttons for 'Will you attend the ceremony?': 'Yes' (selected), 'No', and 'Undecided'. At the bottom, there are two buttons: 'Back' and 'Continue'.

- Select your current name (shown) or select “new” from the drop-down menu and enter your name as you would like it to appear on your diploma. Select the “Continue” button when complete:

Student
Graduation Application

Diploma Name Selection

Current Program

Doctor of Audiology

Enter the name to be printed on your diploma. Use "One of your Names" to select or change the name to be printed on your diploma. If a current diploma name exists, you may keep it by selecting "Keep Diploma Name."

Name

Sylvia Hatfield Nisar

Select a Name for your Diploma *

New

First Name

Middle Name

Last Name *

- Select your current address or enter a new diploma mailing address. Select “Continue” when complete.
- Your graduation application summary will be visible. Check the information carefully, then click the “Submit Request” button.

View Application to Graduate

- Return to the Student Profile page and select **View Application to Graduate** from the list of Additional Links. If you have previously completed a graduation application, a summary of your application will be available:

Student
Graduation Application

Graduation Application

Graduation Application			
Name	Application Number	Request Date	Application Status
Sylvia H. Nisar	1	03/31/2025	Active Application
Application Status Date			
03/31/2025			

Graduation Date	Term	Year
Date	Spring 2025	2024-2025
05/31/2025		

Diploma Name	Last Name
First Name	Nisar
Sylvia	

Diploma Mailing Address

Request Transcripts and Other Documents

Students may request several types of transcripts and educational verification documents from our office. The following sections describe how to access these options.

- Return to the Student Profile page and select **Request Transcripts and Other Documents**. You will be taken to the UTHSC Registrar's Office *Ordering Official Transcripts and Documents* page. To order documents, select the option below that meets your needs and complete the instructions for ordering:

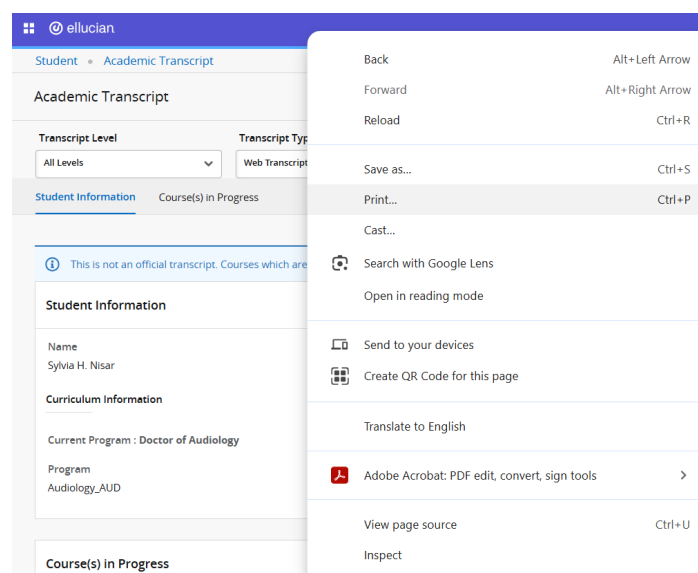
Ordering Documents

The method for ordering official documents and transcripts depends on when you attended UTHSC, see below.

Current students	+
Alumni who graduated in 2010 or later	+
Alumni who graduated prior to 2010	+
Electronic Residency Application Service (ERAS, VSLO) for current MD students.	+
Educational Verification Letters/Forms	+
Diplomas	+

Academic Transcript

- Return to the Student Profile page and select **Academic Transcript**. Choose the transcript level and “Web Transcript” from the drop-down boxes. Your unofficial transcript will be visible below. You may also print this transcript by right clicking the mouse and selecting “print:”



Request an e-Transcript

- Students may also choose to have an electronic transcript sent directly by the National Student Clearinghouse to a specified recipient. To do so, return to the Student Profile page and select **Request an e-Transcript** from the list of Additional Links.
- The National Student Clearinghouse site will open in a separate window. Read the information, then scroll down and select “Order Transcript(s)” and follow the Clearinghouse instructions. You may also view the status of previous requests by selecting “View Transcript Order Status.”

The screenshot shows the 'Transcript Ordering Center' page. At the top, there's a header with the title 'Transcript Ordering Center' and the University of Tennessee Health Science Center logo. A 'Help' link is also present. Below the header, an alert box states: 'Alert Safari and Apple Device Users: A small number of Safari users, the default browser for Apple devices, have experienced issues completing their orders. For the best experience, we recommend using an alternative browser such as Google Chrome, Mozilla Firefox, or Microsoft Edge.' The main content area is titled 'School Notifications' and includes a green heading 'Welcome to The University of Tennessee Health Science Center Transcript Ordering Page'. Below this, a red text block says: 'To order an official transcript (electronic or paper) from The University of Tennessee Health Science Center (UTHSC) you must have graduated or been enrolled in 2010 or later.' Further down, it says 'To use the National Student Clearinghouse, follow these steps:' followed by a section 'Before you Order' with three bullet points: 'Make sure your grades and/or degrees have been posted.', 'Make sure you have the correct mailing address for the recipient of your transcripts.', and 'Incorrectly placed orders will not be refunded.'

Request an Official Academic Transcript

- Return to the Student Profile page and select **Request an Official Academic Transcript**. This option enables students to have an official paper transcript mailed to a recipient.
- Choose either an external college (outside of UTHSC), an internal college, one of your personal addresses, or another recipient by entering their information in the “Issued To” space:

The screenshot shows a web form titled 'Request Printed Transcript'. At the top, there's a navigation bar with 'Student' and 'Request Printed Transcript'. Below this, the form is titled 'Transcript Request Address'. A blue information box states: 'Select an address where your transcript should be delivered using the following address designations: an external college code, one of your personal addresses, an internal college, or a family member or business.' The form has several input fields: 'External College Code' with a text input and a 'Look Up College Code' link; 'One of your Addresses' with a dropdown menu currently set to 'None'; 'Internal College' with a dropdown menu currently set to 'None'; and 'Issue To' with a text input. A 'Continue' button is at the bottom.

- For external college requests, use the “Look Up College Code” tool, which opens a new window:

College Lookup Page
×

Select a State or Province

Select

OR

Select a Country

Select

Select College City

Select

Select College Name

Select

Copy Selected College Information

- Once you have located the desired external college recipient, hit the “Copy Selected College Information” button.
- Click “Continue” and enter the transcript type and full address information (external college requests will self-populate this information from the “Look Up College Code” tool). Click “Continue” again.
- Select the transcript options and click “Continue.”

ellucian

Student • Request Printed Transcript

Transcript Options

Number of Copies (Up to 5) *

1

Official Transcript
☒ Yes ☐ No

In progress cut-off term

Fall 2024

Print Transcript

As soon as possible

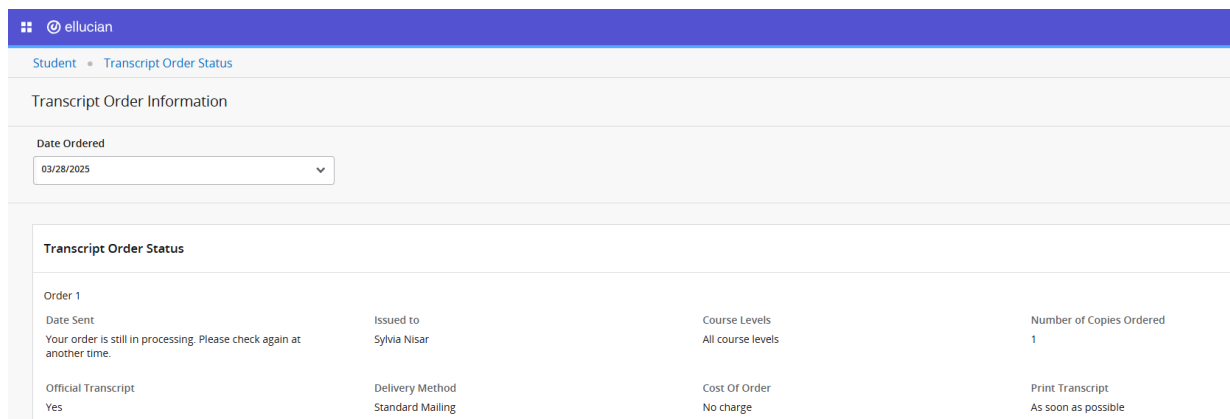
Delivery Method *

Select

- You will be taken to a “Transcript Request Summary,” where you can either select “Continue” to complete the request or choose the “Back” button to make corrections. An acknowledgment of your order will appear once you submit the request. You can check the status of transcript requests in the next section.

View Status of Academic Transcript Requests

- Return to the Student Profile page and select **View Status of Academic Transcript Requests**. Select an order date from the drop-down box.
- A summary of the transcript order request(s) will appear:



The screenshot shows a web interface for viewing transcript order status. At the top is a blue header with the @ellucian logo. Below it is a breadcrumb trail: Student > Transcript Order Status. The main section is titled 'Transcript Order Information' and contains a 'Date Ordered' dropdown menu set to '03/28/2025'. Below this is a table titled 'Transcript Order Status'.

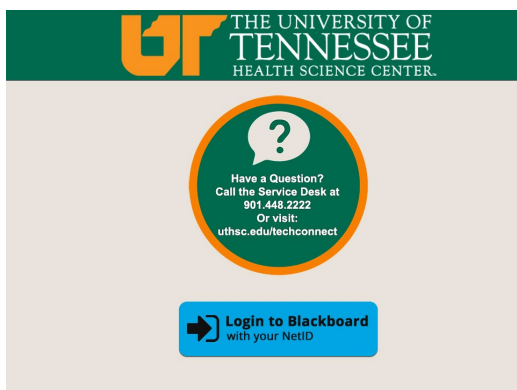
Transcript Order Status			
Order 1			
Date Sent	Issued to	Course Levels	Number of Copies Ordered
Your order is still in processing. Please check again at another time.	Sylvia Nisar	All course levels	1
Official Transcript	Delivery Method	Cost Of Order	Print Transcript
Yes	Standard Mailing	No charge	As soon as possible

Degree and Enrollment Verification

- Return to the Student Profile page and select the **Degree and Enrollment Verification** link from the list of Additional Links.
- You will be taken to the National Student Clearinghouse site. Follow the instructions on their website to send a verification of your current enrollment or degree conferral to the recipient of your choosing.

UTHSC Blackboard

- Select **UTHSC Blackboard** from the Additional Links list on the Student Profile page, then login to Blackboard using your username and password to view your current course information and content:



Parking Services

- From the Faculty Services main menu, select the **Parking Services** link, which opens the UTHSC Parking Registration login page:



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