THE UNIVERSITY of TENNESSEE

Student

Self-Service Guide



8/26/11

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Introduction

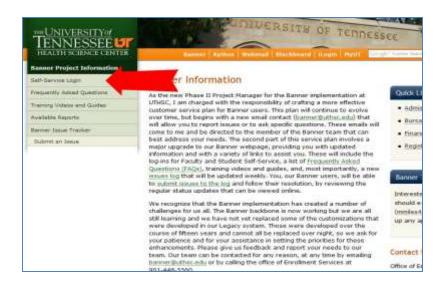
Welcome to Banner Self-Service for Students!

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

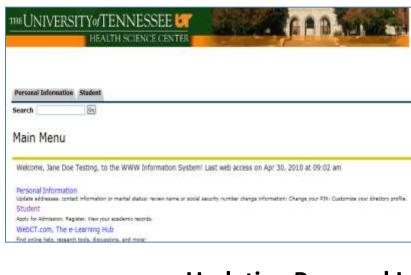
Accessing Student Self Service



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

Personal Inform	ation Student	
Search		
	nformation	
View Addresse	nformation s and Phones ses and Phones dresses y Contacts	

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

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HEALTH SCIENCE C

Personal Information Student Search 60 Registration Select Term Student Detail Schedule Concise Student Schedule Week at a Glance Registration Status Active Registration Registration History Registration Fee Assessment Application Fees Summary Add or Drop Classes Look Up Classes RELEASE: 8.3

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In the Registration Menu, select Term

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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.

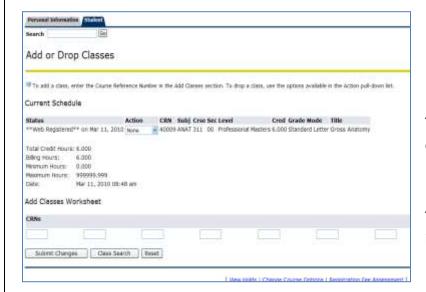
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To add classes: Type one Course Reference Number (CRN) into each field. Once you have entered all CRNs, click Submit Changes.

**Your college will provide the necessary CRN numbers.

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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

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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:

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Student Deta	ail Schedule		
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- 1. Student Detail Schedule
- 2. Concise Student Schedule

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

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By clicking Concise Student Schedule, a streamlined view of your class schedule is shown.

Viewing and Paying Your Tuition and Fees

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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

Personal Information Student	From the Student tab, you may view
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Student	Records.
Admissions	-
Apply for Admission or Review Existing Applications	
Registration	
Check your registration status, class schedule and add or drop classes	
View your holds, grades, transcripts and account summary	
Student Accounts	
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View Holds	
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Course Catalog	
Degree Evaluation	
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Viewing Holds

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Final Grades Academic Transcript	
Request Printed Transcript	
View Status of Transcript Requests	
View Holds	
Class Schedule	
Course Catalog Degree Evaluation	
Apply to Graduate	
View Application To Graduate	
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View Holds

Please note that some holds are sensitive and may not display on this page.

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.)

No holds exist on your record.

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Viewing Academic Transcripts

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View your account summaries, statement/payment history and tax information ELEASE: 8.3]
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Requesting Official Transcripts

Personal Information Student Go

Search

Student Records

View Student Information Final Grades Academic Transcript Request Printed Transcript > View Status of Transcript Requests View Holds Class Schedule Course Catalog Degree Evaluation Apply to Graduate View Application To Graduate

From the Student Records menu, select Request Printed Transcript

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ear Jane Doe our request has been elec	, tronically transmitted to the registrar's office. It will be processed within the next three days.

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.