

# Student Self-Service Guide



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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>

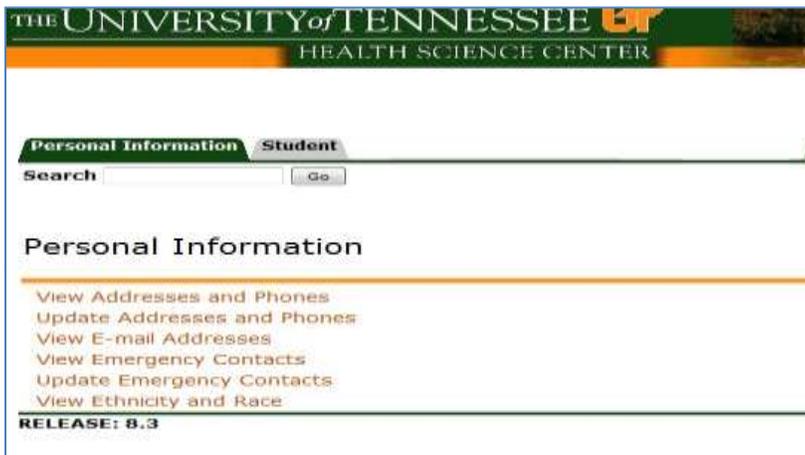
Log in by clicking **Self-Service Login**. Use your UTHSC net ID and password.



The Main Menu contains two tabs:

1. Personal Information
2. Student

# Updating Personal Information

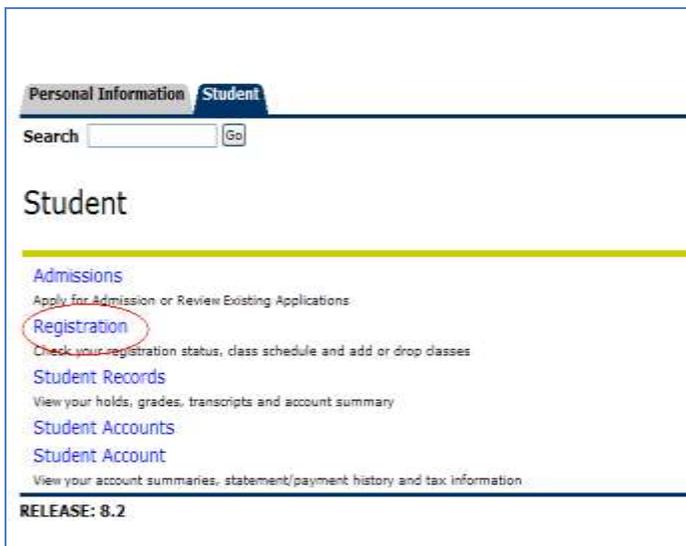


The Personal Information tab allows you to view and update mailing addresses, view email addresses, view and update emergency contacts, and ethnicity and race.

# Registering for Classes



Again from the Main Menu, select Student



In Student Menu, click Registration

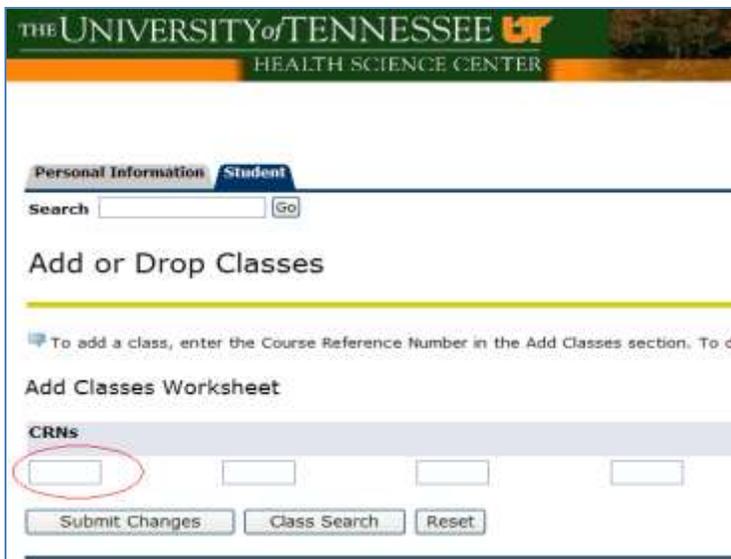


In the Registration Menu, select Term



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.**

Personal Information Student

Search

RETURN TO MENU SITE MAP

Look Up Classes 885104508 Jane Doe Test  
Mar 11, 2010 03:14

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found

Anatomy

Select	CRN	Subj	Crse	Sec	Comp	Cred	Title	Days	Time	Cap	Act	Rem	WL	Cap	WL	Act	WL	Rem	XL	Cap	XL	Act	XL	Rem	Instructor	Date (MM/DD)	Location
<input type="checkbox"/>	4009	ANAT	311	00	H	6.000	Gross Anatomy	TBA	999	1	999	0	0	0	0	0	0	0	0	0	0	0	0	0	TBA	07/01-12/21	TBA
<input checked="" type="checkbox"/>	4001	ANAT	812	00	H	5.000	Intro to Neuroscience	TBA	999	0	999	0	0	0	0	0	0	0	0	0	0	0	0	0	TBA	07/01-12/21	TBA

Place a check in the Select box next to the course you want to add and click *Register*.

Personal Information Student

Search

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Mar 11, 2010	None	4009	ANAT	311	00	Professional Masters	6.000	Standard Letter		Gross Anatomy

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Minimum Hours: 0.000  
Maximum Hours: 999999.999  
Date: Mar 11, 2010 08:48 am

Add Classes Worksheet

CRNs

[View Instructions](#) | [Change Course Options](#) | [Registration Fee Assessment](#)

The course selected will appear on your current schedule.

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

RETURN TO MENU SITE MAP HELP E

885104508 Jane Doe Test  
Fall 20  
Apr 30, 2010 03:14

Personal Information Student

Search

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

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:

Personal Information **Student**

Search

### Student Detail Schedule

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Total Credit Hours: 6.000

**Gross Anatomy - ANAT 311 - 00**

**Associated Term:** Fall 2010  
**CRN:** 40009  
**Status:** \*\*Web Registered\*\* on Mar 11, 2010

**Assigned Instructor:**  
**Grade Mode:** Standard Letter  
**Credits:** 6.000  
**Level:** Professional Masters  
**Campus:** UT Health Science Center (86)

**Scheduled Meeting Times**

Type	Time	Days	Where	Date Range	Schedule	Type	Instructors
Class	TBA	TBA		Jul 01, 2010 - Dec 21, 2010	Lecture/Lab	TBA	

[Return to Previous](#)

1. Student Detail Schedule
2. Concise Student Schedule

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

Personal Information **Student**

Search   [RETURN TO MENU](#) [SITE MAP](#)

### Concise Student Schedule

WILLIAM J. STEPHENSON  
Mar 11, 2010

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If this page lists the classes for which you are registered for the term, all of the detail information about the class is included.

**Name:** Stephanie R. Peck

**Classification:**  
**Level:** Undergraduate  
**College:** No College Designated  
**Major:** Undeclared  
 No College Designated

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Section
40009	ANAT 311 00	Gross Anatomy	UT Health Science Center (86)	6.000	PH	Jul 01, 2010	Dec 21, 2010	TBA	TBA	TBA	
<b>Total Credits:</b>				<b>6.000</b>							

[\[ Student Detail Schedule \]](#)

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

# Viewing and Paying Your Tuition and Fees

The screenshot shows a web interface with a navigation bar containing 'Personal Information' and 'Student'. Below the bar is a search field with a 'Go' button. The main heading is 'Registration'. A list of menu items follows: 'Select Term', 'Student Detail Schedule', 'Concise Student Schedule', 'Week at a Glance', 'Registration Status', 'Active Registration', 'Registration History', 'Registration Fee Assessment' (circled in red), 'Application Fees Summary', 'Add or Drop Classes', and 'Look Up Classes'.

From the Registration Menu, select Registration Fee Assessment

The screenshot shows the 'Registration Fee Assessment' page. It includes a search bar and a heading. Below the heading is a note: 'Select the Account Summary by Term link to review your account, including non-registration charges, financial aid, and payments.' The page displays 'Total Credit Hours: 11.000' and 'Tuition and Fees for Fall 2010'. A table lists the following items:

Detail Code	Description	Amount
COOF	Other Dedicated fees	\$25.00
CSF	Program & Service fee	\$198.00
CSH	Student Health Insurance	\$860.00
CTEC	Technology Fee	\$100.00
TGCL	Clinical Lab Science MS	\$3,300.00
<b>Total Charges:</b>		<b>\$4,483.00</b>

At the bottom, there is a navigation link: '[ Credit Card Payment | Week at a Glance | Student Detail Schedule | Account Summary by Term ]' and the text 'RELEASE: 7.0'.

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

# Viewing Final Grades

Personal Information **Student**

Search  Go

## Student

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- [Admissions](#)  
Apply for Admission or Review Existing Applications
- [Registration](#)  
Check your registration status, class schedule and add or drop classes
- [Student Records](#)  
View your holds, grades, transcripts and account summary
- [Student Accounts](#)
- [Student Account](#)  
View your account summaries, statement/payment history and tax information

**RELEASE: 8.2**

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

Personal Information **Student**

Search  Go

## Student Records

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- [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 Final Grades.

Personal Information **Student**

Search  Go

## Final Grades

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**Student Information**

**Current Program**  
Master of C.L.S.  
Level: Professional Masters  
Program: Clinical Lab Sciences-MS  
Admit Term: Fall 2010  
Admit Type: First-Time Graduate  
Catalog Term: Fall 2010  
College: Allied Health Sciences  
Major: Clinical Lab Sciences

**Academic Standing:**

**Professional Masters Course work**

CRN	Subject	Course	Section	Course Title	Campus	Final Grade	Attempted	Earned	GPA	Hours	Quality Points
40022	CLS	610	00	Computer-Network Tech Lab	UT Health Science Center (B6) A		2,000	2,000	2,000		8.00
40023	CLS	612	00	Sci/Writing, Contract/Dev/Scan	UT Health Science Center (B6) A		2,000	2,000	2,000		8.00
40024	CLS	013	01	Chemistry Tr	UT Health Science Center (B6) B		3,000	3,000	3,000		9.00

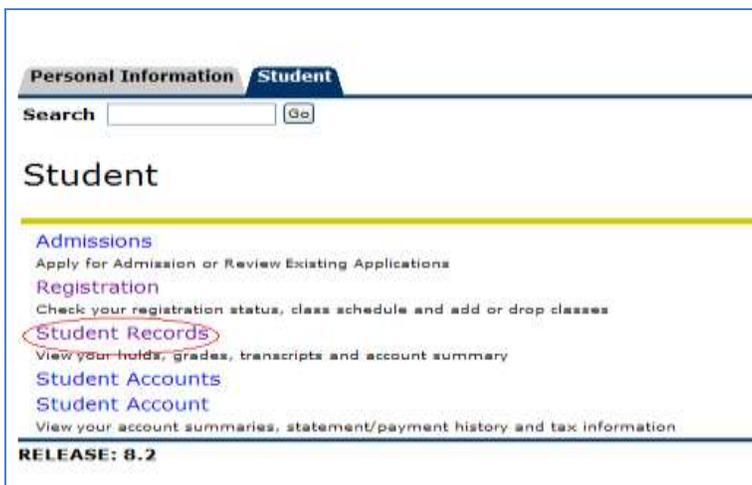
**Professional Masters Summary**

Final grades will appear in this section.

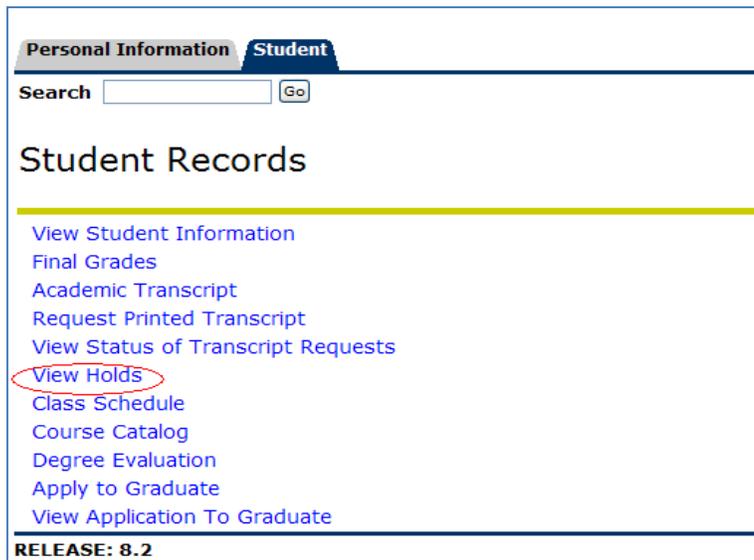
# Viewing Holds



From the Main Menu, click the Student link.



From Student, click Student Records



From Student Records, click View Holds

## View Holds

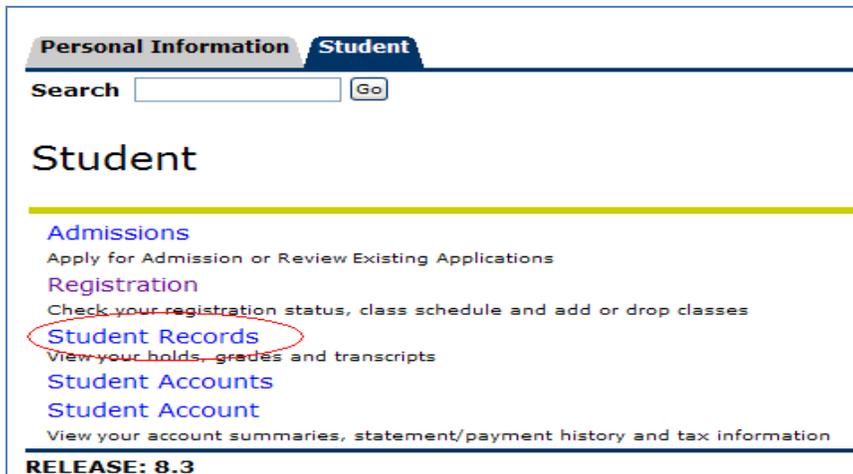
 Please note that some holds are sensitive and may not display on this page.

 No holds exist on your record.

RELEASE: 7.4.0.1

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



**Personal Information** **Student**

Search

### Student

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- [Admissions](#)  
Apply for Admission or Review Existing Applications
- [Registration](#)  
Check your registration status, class schedule and add or drop classes
- [Student Records](#)  
View your holds, grades and transcripts
- [Student Accounts](#)
- [Student Account](#)  
View your account summaries, statement/payment history and tax information

RELEASE: 8.3

From the Student Menu, click *Student Records*



**Personal Information** **Student**

Search

### Student Records

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- [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 *Academic Transcript*

Personal Information **Student**

Search

### Academic Transcript Options

Select the transcript level and transcript type.

Transcript Level:

Transcript Type:

[ View Holds | Request Printed Transcript | Transcript Request Status ]

RELEASE: 8.1

Select the transcript level (undergraduate, graduate, etc.). The transcript type is Web Transcript. Click *Submit*.

Search

### Academic Transcript

This is not an official transcript. Courses which are in progress may also be included on this transcript.

[Institution Credit](#) | [Transcript Totals](#) | [Courses in Progress](#)

Transcript Data

#### STUDENT INFORMATION

Student Type: First-time College Student

Current Program: Undergraduate Non-Degree

Major: Undeclared

\*\*\*Transcript type: WEB Web Transcript is NOT official \*\*\*

#### COURSES IN PROGRESS

Subject	Course	Campus	Level	Year	Credit Hours	Start
ANAT	311	UT Health Science Center (06)	PH	Greene Anatomy	6.000	

[ Request Printed Transcript | Transcript Request Status ]

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

Personal Information **Student**

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

Personal Information Student

Search   RETURN TO MENU

### Transcript Request Address

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.

External College Code:  [Look Up College Code](#)

One of Your Addresses:

Internal College:

Issue to:

[View Instructions | Academic 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.

Personal Information Student

Search

### Select Transcript Type

Please select a transcript type. If necessary, you may update or alter the address information.

Indicates required field

Transcript Type:

Issued To:

Street Line 1:

Street Line 2:

Street Line 3:

City:

State or Province:

Zip or Postal Code:

Nation:

Area Code:

Phone Number:

Extension:

International Access Number:

Once you have entered the recipient address information, click Continue

Personal Information Student

Search

### Transcript Request Options

Number of Copies (Up to 999):

Official Transcript:  Yes  No

In Progress Cut-off Term:

Print Transcript:

Select the appropriate transcript request options, then click Continue.

Personal Information Student

Search  Go

## Transcript Request Summary

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**Issued to:** John Doe  
**Course Levels:** All course levels  
**Copies Ordered:** 1  
**Official Transcript:** Yes  
**Delivery Method:** No delivery method selected  
**Cost of Order:** No charge  
**Print Transcript:** As soon as possible

Review the Transcript Request Summary and click Submit Request.

Personal Information Student

Search  Go

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Dear Jane Doe:

Your request has been electronically transmitted to the registrar's office. It will be processed within the next three days.

Should you need to contact the registrar's office please contact:

Kimberly Ambrose  
901.448.1047

Thank You.

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