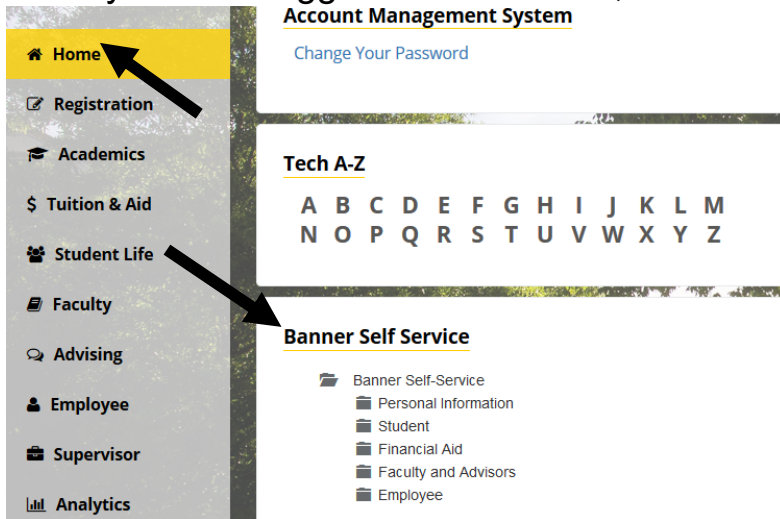


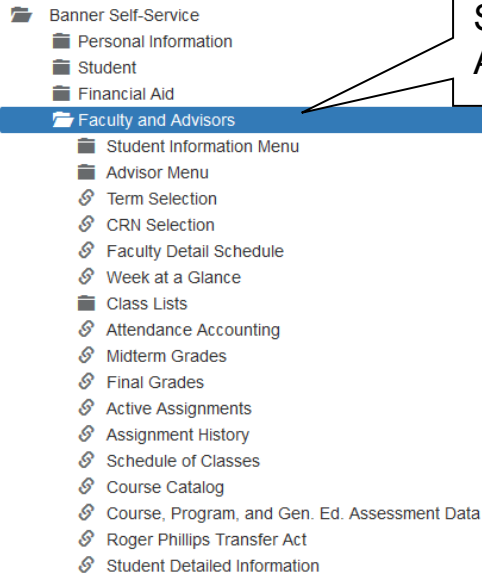
Registration Using Self-Service Banner (SSB)

Once you have logged into OneTech, locate the Banner Self-Service module on your Home tab.



First, you must look up the student's transcript to determine which classes are appropriate for registration.

Banner Self Service



Select Faculty and Advisor, then Student Information Menu, then select Academic Transcript.

Select Term

Home > Faculty and Advisors > Advisor Menu > Term Selection

Select a Term:

Submit

A future term should be selected, click Submit.

Student and Advisee ID Selection

Home > Faculty and Advisors > Student Information Menu > ID Selection

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

Enter the Student's ID (the T must be capitalized), or search by name (not case sensitive) in the Query fields, then click Submit.

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students
 Advisees
 Both
 All

Submit

Reset

Student Verification

Home > Student Verification

Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.



****Privacy Note**** Although this would appear to be "directory information", please treat it as CONFIDENTIAL. The student may have officially requested that the information not be made public.

Connie C. Herring is the name of the student or advisee that you selected.

Submit

Verify you have the correct student selected and click Submit.

Select the transcript level and transcript type.

Transcript Level: All Levels

Transcript Type: Advising

Display Transcript

Leave the options as All Levels (undergrad and graduate) and Advising. Click Display Transcript.

NOTE: You can only view the transcript online; any transfer work will be listed first, the most recent ATU coursework will be at the bottom.

Browse

Personal Information | Student | Financial Aid | Faculty Services | Employee

Student Academic Transcript

Home > Student Academic Transcript

Click the Return to Menu arrow to get back to the Student Information Menu and complete registration.



Personal Information

Student

Financial Aid

Faculty Services

Employee

Student Information Menu

Advisor Menu

Term Selection

CRN Selection

- Term Selection
- Student Address and Phones
- Student Schedule
- Register Students and Add/Drop Classes
- View Test Scores
- ID Selection
- Student E-mail Address
- Registration History (Includes Grades)
- Registration Overrides
- View Holds
- Student Information
- Academic Transcript
- Degree Works

Click Register Students and Add/Drop Classes

Faculty and Student Registration Codes

Information for [Connie C. Herring](#)

Please enter the Faculty Registration Code to add or drop classes from the student's schedule. If you wish to let the student register him/her self then you must give the student his/her Student Registration Code. This code is only active for the current registration cycle. Choose the ID Selection link to select a different student.

For Your Information: At least six of the hours in which the student enrolls, must have started before he/she may receive an approved Federal loan.

Full Name: Herring, Connie C.
Student T#: .
Student Email: .
Student Birthday: .
Student Registration Code: 917419
Faculty Registration Code: 081179

Enter the Faculty Registration Code and click Submit.

Enter Connie C. Herring's Faculty Registration Code to add or drop classes:

Submit

NOTE: the Student Registration Code is the code you may elect to give to the student so he/she may register and add/drop classes.

If the student is already registered in a course(s) they will appear here; to drop, select Web Drop from the Action drop-down box.

Use this page to add or drop classes for the selected term. Classes for which the student has already registered will appear in the Current Schedule. Additional classes may be added in the Add Classes table. To add a class, enter the Course Reference Number (CRN) in the Add Classes table. Classes may be dropped using the options available in the Action field. If no options are listed in the Action field, the class may not be dropped. When adds or drops are complete, select Submit Changes.

You may choose Class Search to review the class schedule.

Information for [Christine L. Dalina](#)

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Apr 15, 2010	None	70226	PSY	2074	001	Undergraduate	4.000	Standard Letter	EXPERIMENTAL PSYCHOLOGY

Total Credit Hours: 4.000
Billing Hours: 4.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Jun 29, 2010 01:00 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

Enter the CRN(s) for any new/additional courses, then click Submit Changes.