

## Samford University Banner Self-Service Students

Enter the Samford University Student Portal, locate and click on the **Banner** tab. Within Banner, the user can view personal information, accounts, current classes, grades, and register. For personal information, locate and click on the **Personal Information** menu. For the remaining activities, locate and click on the **Student Services and Financial Aid** menu. From there, a user will have access and use of the following:

### Personal Information

#### View and Update Current Address, Telephone and E-Mail Information

1. Open the **Personal Information** menu.
2. Click on the **View Address(es) and Phone(s)** link.
3. On the View Address(es) and Phone(s) page, review the current information.
4. Click the **Update Address(es) and Phone(s)** link at the bottom of the page.
5. To update an existing address, click the **Current** link that is displayed next to it.
  - a. If Current does not have a link, the that address has an address type that is designated as display-only.
6. In the corresponding fields, enter the new address and telephone number information.
7. Click the **Save** button. Changes are automatically entered into SCT Banner.
8. Click the **Personal Information** link at the top of the page.
9. On this menu, click the **View E-Mail Address Information** link.
10. Review the current information.
11. Click the **Update E-Mail Address** link at the bottom of the page.
12. Update the E-Mail Address in a manner similar to that for updating regular addresses.
13. **NOTE:** The Samford E-Mail address can not be altered and will remain as the preferred E-Mail address.

#### View and Update a Directory Profile

1. Open the **Personal Information** menu.
2. Click on the **Directory Profile** link.
3. On the Directory Profile page, review the current information.
4. To include an item in the Campus Directory, select the **Display in Directory** check box.
5. Click the **Submit Changes** button.

#### View and Update Emergency Contact Information

1. Open the **Personal Information** menu.
2. Click the **View Emergency Contacts** link.
3. On the View Emergency Contacts page, review the current information.
4. Click the **Update Emergency Contacts** link at the bottom of the page.
5. On the **Select Contact** page, click the name of an existing contact or the **New Contact** link.

6. On the **Up Emergency Contacts** page, enter updated information in the appropriate fields.
7. Click the Submit Changes button.

## Student Services and Financial Aid

### **Registration Status Verification**

1. To check a user's registration status, locate and click on the **Registration Status** link and open the **Registration** menu.
2. Click on the **Registration Status** link.
3. If the **Select Term** is displayed, select a term from the pull-down list and click on the Submit button.
4. On the Registration Status page, the user can see information which impacts their ability to register for classes in this term. This information can include registration time, holds, academic standing, student status, allowable permits and overrides, current level, college, major, degree, and campus, and the number of credit hours that are already earned.

### **Add Classes**

1. To add classes, click on the **Registration** link.
2. Select **Look Up Classes** from the Registration menu.
3. Select the term from the drop-down **Select Term** menu.
4. Click on the **Submit** button.
5. On the **Look Up Classes**, select the desired values.
6. Click the **Class Search** button.
7. Click a checkbox on the left side of the search results list to select a class.
8. Click the **Register** button. This will open the **Add/Drop Classes** page.
9. The class will then be added to the user's schedule. It can be viewed on the **Current Schedule** listing in the **Status** column. The class should show "Web Registered."
10. **NOTE:** Scroll down to the bottom of the webpage screen to view messages.

### **Drop Classes**

1. To drop classes, click on the **Registration** link.
2. Open the **Add or Drop Classes** page.
3. Look at the classes in the **Current Schedule** section.
4. From the pull-down list to the left of the class you wish to drop, select the drop code.
5. Click the **Submit** changes button.
6. **NOTE:** Scroll down to the bottom of the webpage screen to view messages.

### **View Week at a Glance**

1. To view the Week at a Glance, click on the **Registration** link.
2. From the Registration menu, click on the **Week at a Glance** link.
3. If the **Select Term** is displayed, select a term from the pull-down list and click on the Submit button.

4. On the **Week at a Glance** page, the user will be able to view the class schedule for a term.
  - a. If the data range for a class does not include today's date, if the meeting dates have not been assigned to a class, or if a class has a time conflict with another class the user is enrolled in, then it is not included in the calendar view.
  - b. Classes that the user is enrolled in but that are not shown in the calendar view are listed beneath the calendar.
  - c. Schedules for terms (or parts of terms) that do not include today's date have a link that appears towards the bottom of the page.
5. To see detailed information about a particular class, click the link for that class, either in the calendar view or in the list beneath the calendar view.
6. To see a calendar view for a term that does not include today's date, click the link for the term (if one exists).
7. **NOTE:** Scroll down to the bottom of the webpage screen to view messages.

#### **View Detail Schedule**

1. From the Registration menu, click the Student Detail Schedule link.
2. If the **Select Term** is displayed, select a term from the pull-down list and click on the Submit button.
3. The **Student Detail Schedule** page shows information about each class the user is currently enrolled in, including campus, level, grading mode, days, time, location, schedule type, date range, and instructor(s).
4. **NOTE:** Scroll down to the bottom of the webpage screen to view messages.

#### **View Holds**

1. Open the Student Services and Financial Aid, then the Student Records menu.
2. Click the View Holds link.
3. Look at the information displayed.

#### **View Midterm & Final Grades**

1. Open the **Student Services and Financial Aid**, then the **Student Records** menu.
2. Click on the **Midterm Grades** or **Final Grades** link. **NOTE:** You may be prompted to select a term.
3. Click the **Display Grades** button.
4. Look at the grades that are displayed.\

View Academic Transcript (this feature will not be fully available until Summer 2007)

1. Open the **Student Services and Financial Aid**, then the **Student Records** menu.
2. Click the **Academic Transcript** link.
3. On the **Display Transcript** page, select the **Level and Type** page for the level and transcript type. **NOTE:** All Web transcripts are considered unofficial.

#### **View Account Information**

1. Open the **Student Services and Financial Aid**, then the **Student Records** menu.

2. Click on the **Account Summary by Term** link. NOTE: You may be prompted to select a term.
3. View the user's account information for the current term.