BANNER 9 STUDENT SELF-SERVICE GUIDE

Banner 9 Student Self-Service

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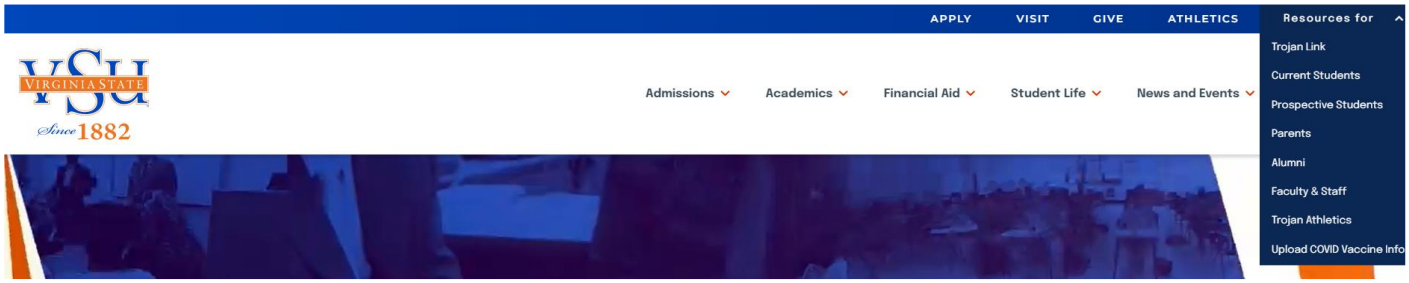
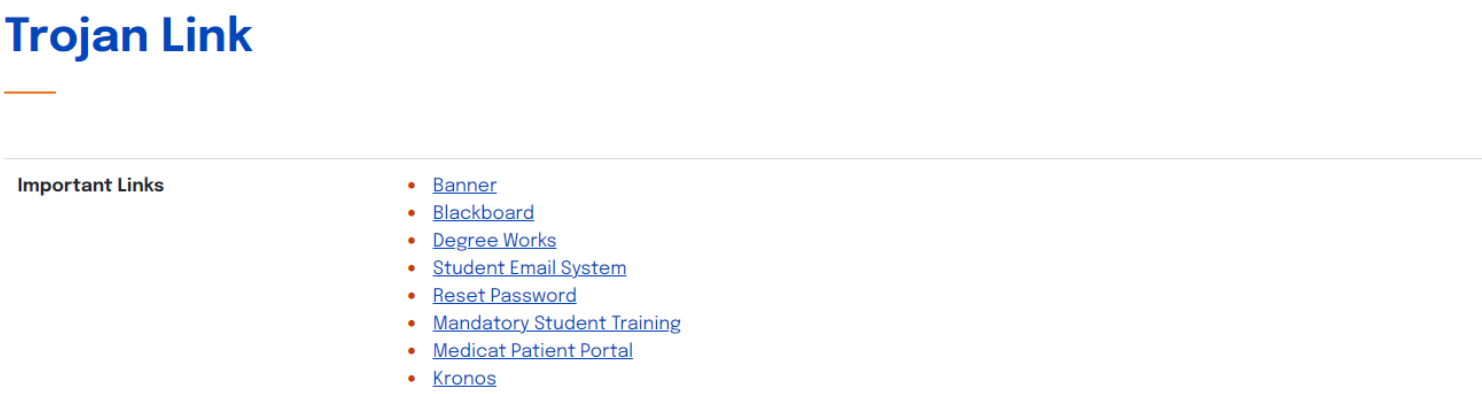
Banner 9 Student Self-Service

Getting Started

Go to Virginia State University homepage, www.vsu.edu. Click on **Resources for** and then select **Trojan Link**



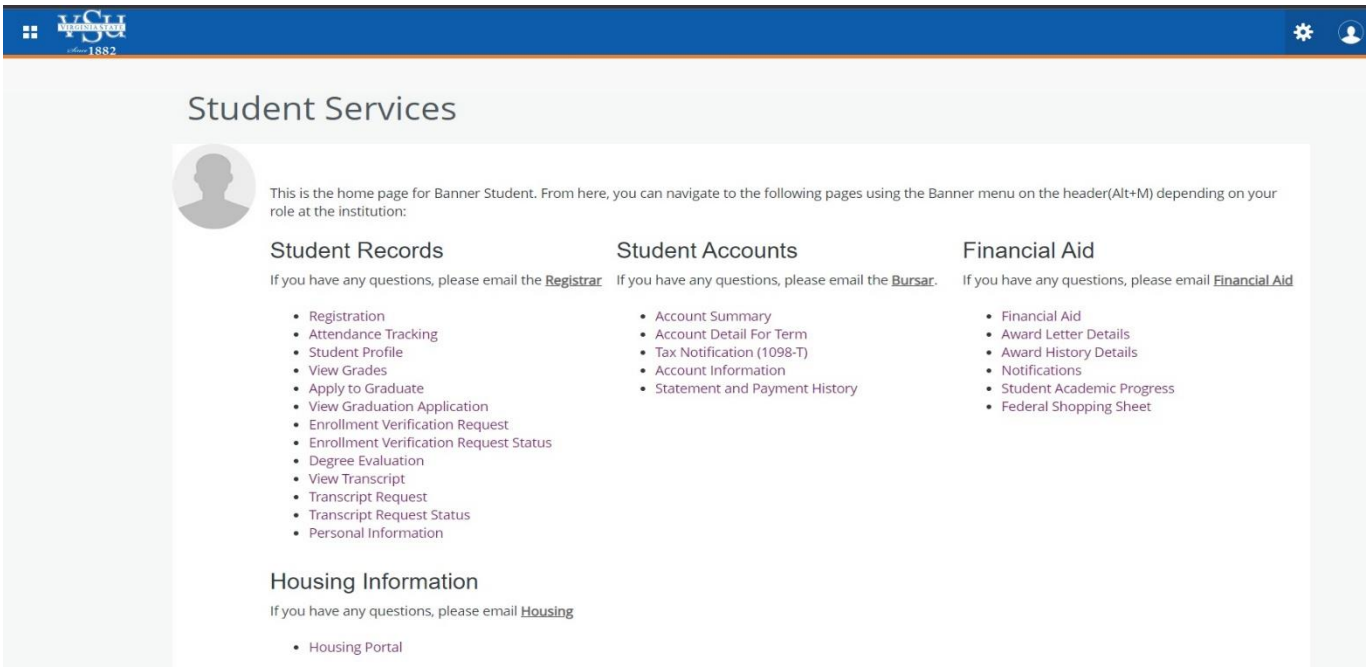
Under **Important Links** click on **Banner**; Then select **Banner 9 Student Self-Service**



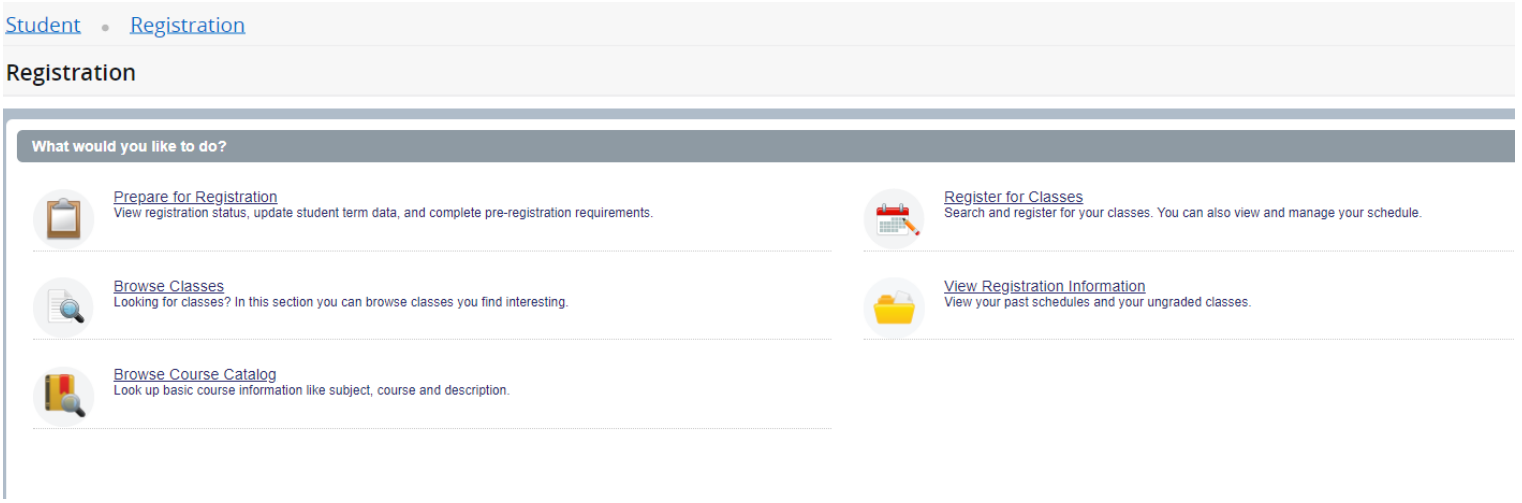
Enter the active directory User ID and password provided by Virginia State University.

Banner 9 Student Self-Service

This guide will demonstrate a few of the more commonly used tools available to you through Banner. There are multiple ways to retrieve the same information or perform the same tasks. Below is the primary **Student Landing Page** in Self Service Banner (SSB) with examples of how to use these tools. Please explore the system to discover the best techniques that fit your needs.



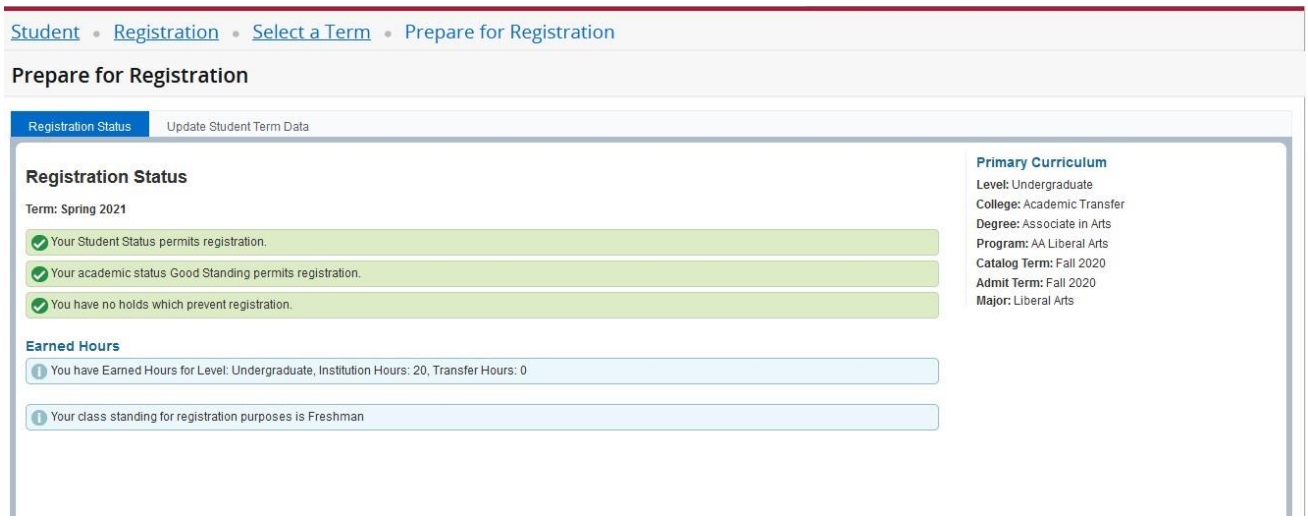
Under the Student Records section, click **Registration**. This will allow you to browse and register for classes, as well as browse the course catalog.



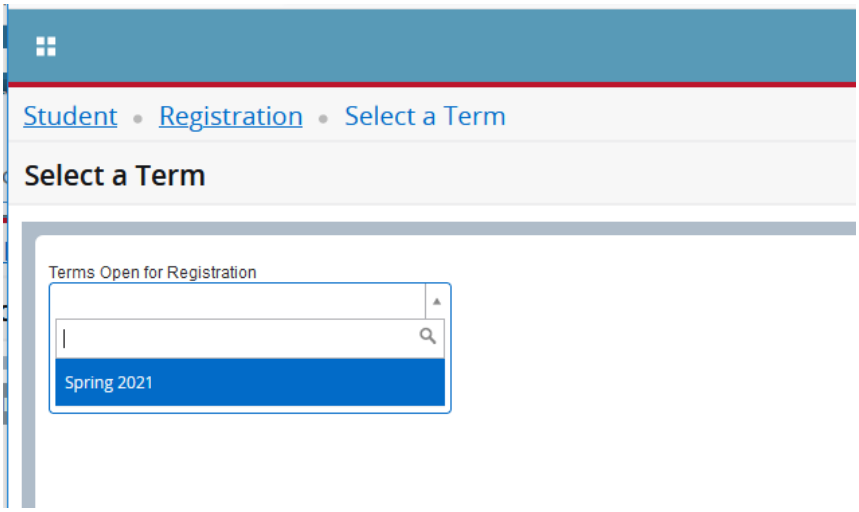
Prepare for Registration

This page will display information that can impact your ability to register. Holds need to be cleared before registration can occur.

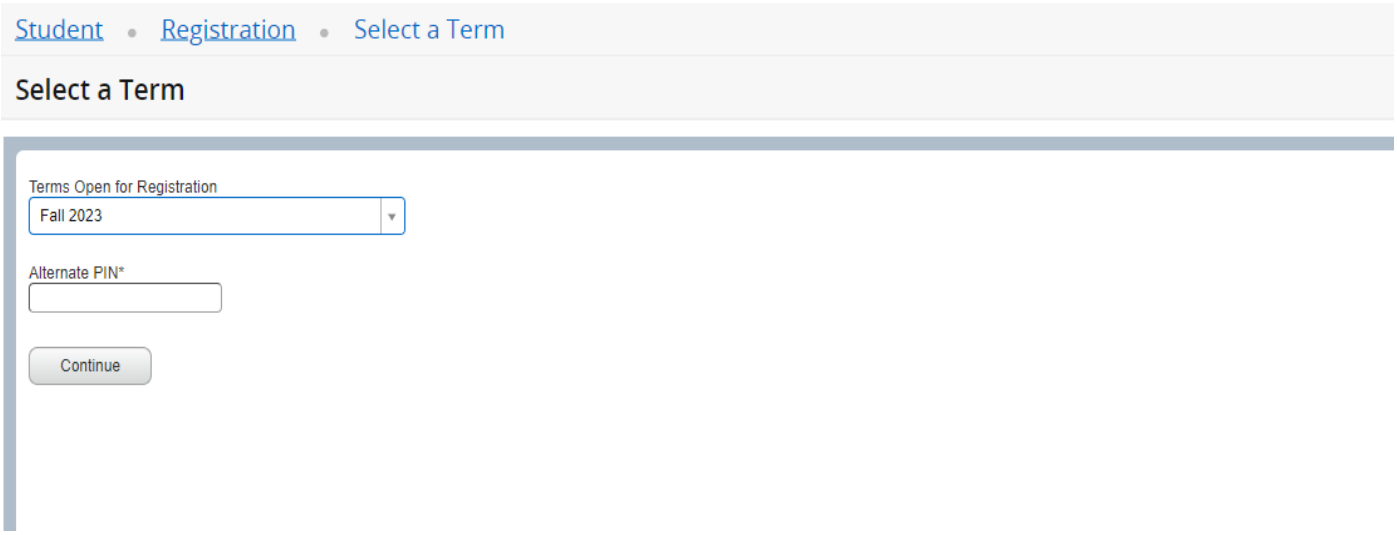
Register for Classes: Adding and Dropping Classes



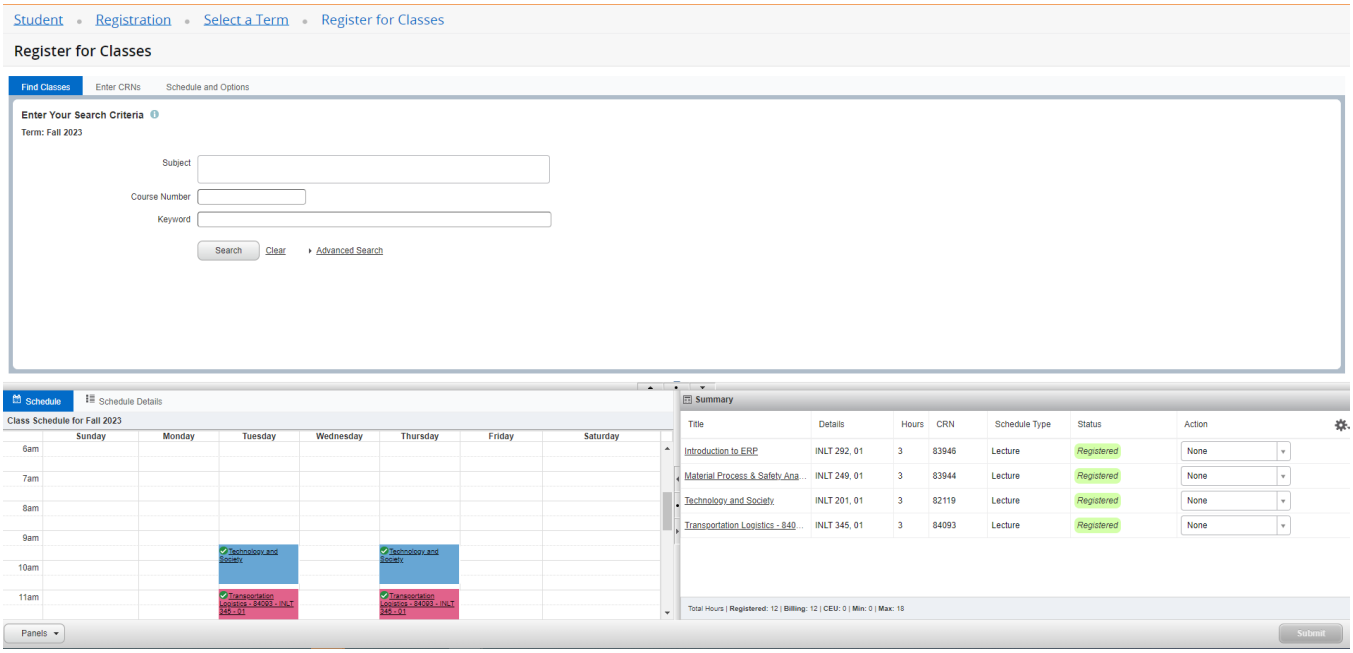
Clicking on **Register for Classes** will prompt you to enter the term for which you wish to register**.**



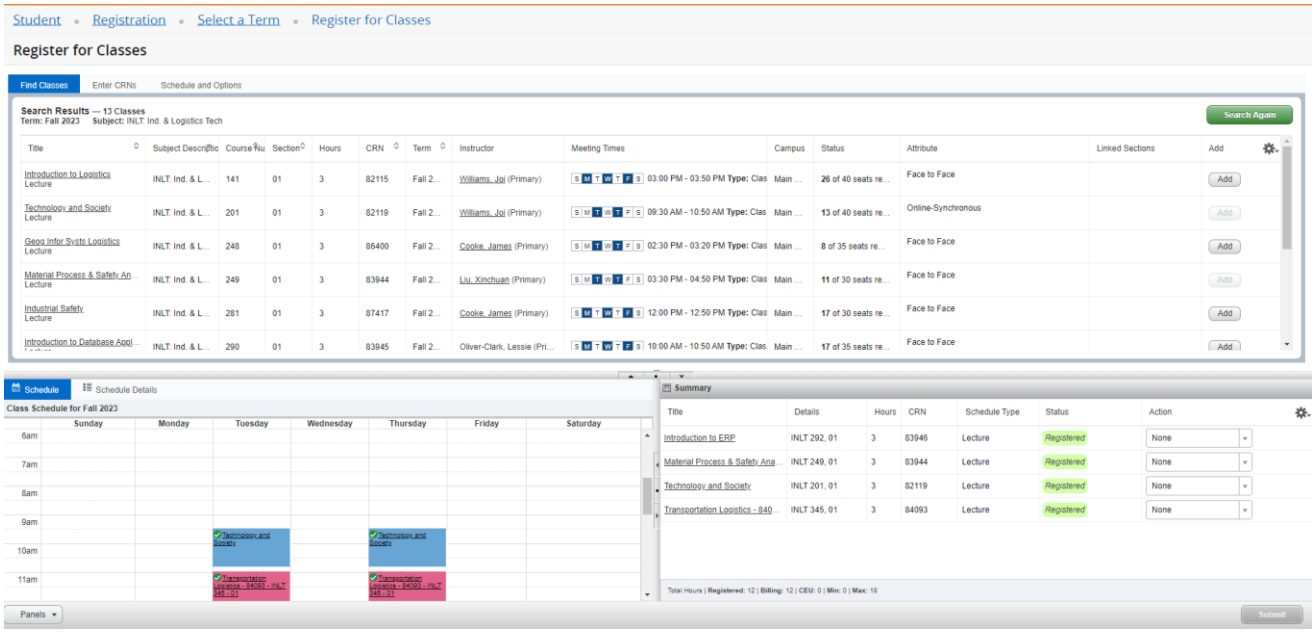
Enter your **alternate PIN**.



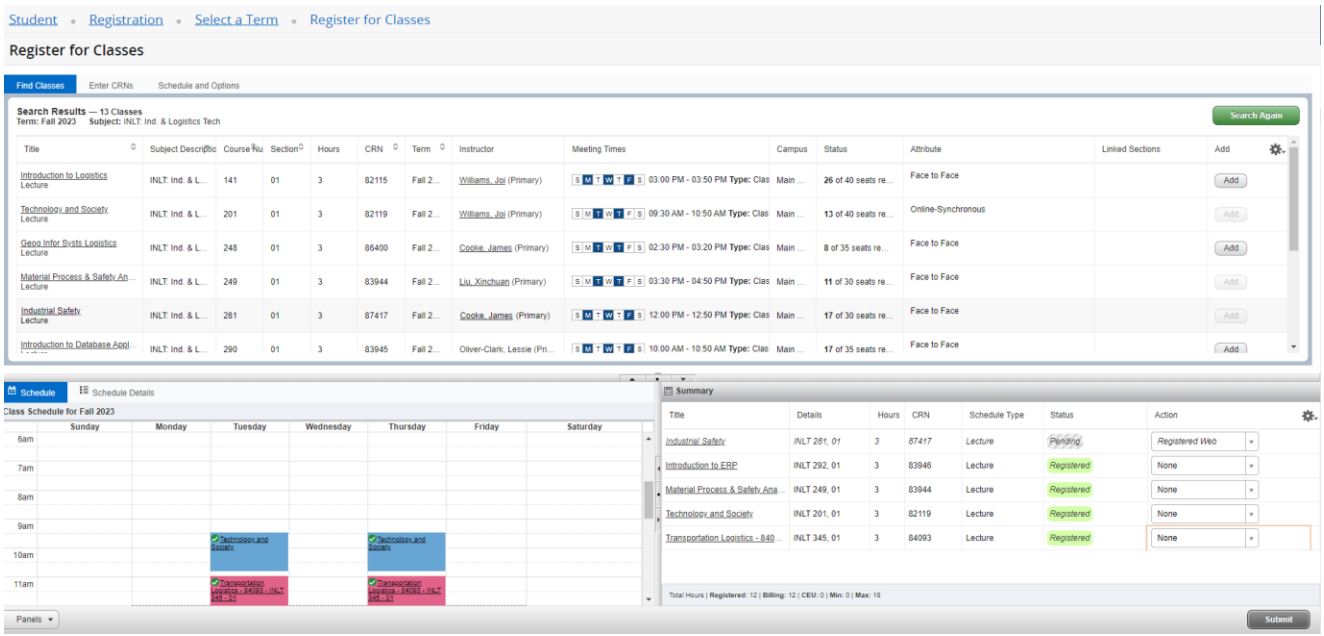
The Register for Classes page opens on the **Find Classes** tab. Enter the desired search criteria. **Note:** There are other search options available under the **Advanced Search** hyperlink.



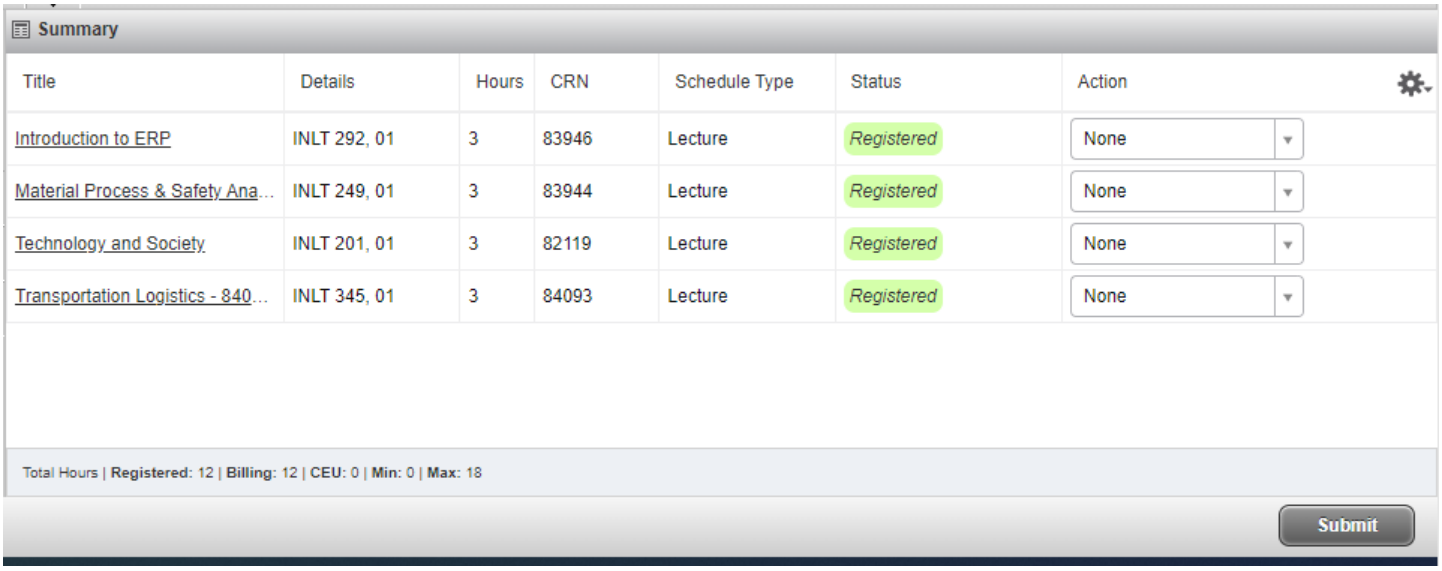
Select the desired section and click the Add button. Please note the system will not allow any **time conflicts** and **closed Sections (FULL).**



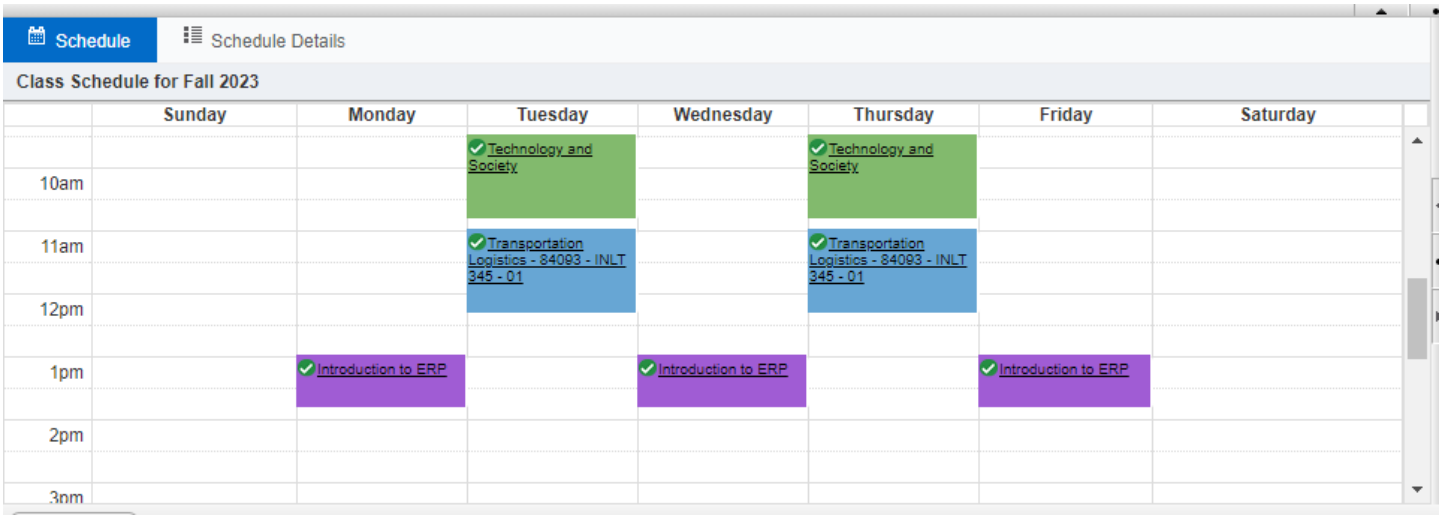
The section will be added to the **Summary panel** in a Pending status. Select **Submit** to save.



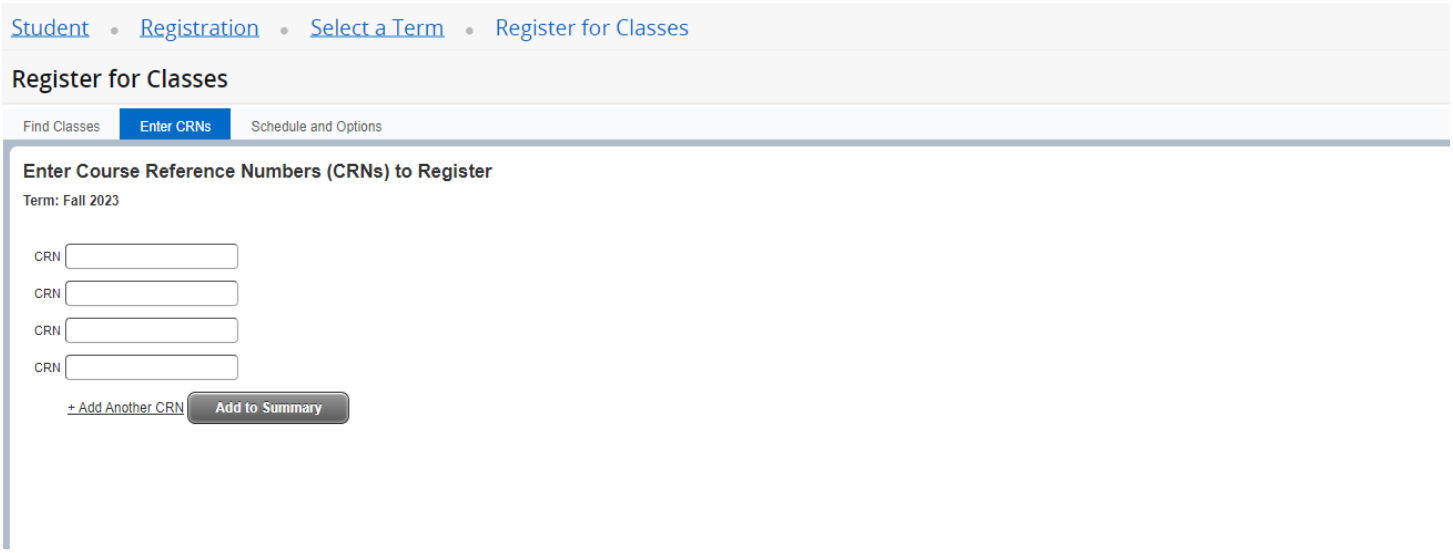
If you have successfully registered, the status will change to **Registered.**



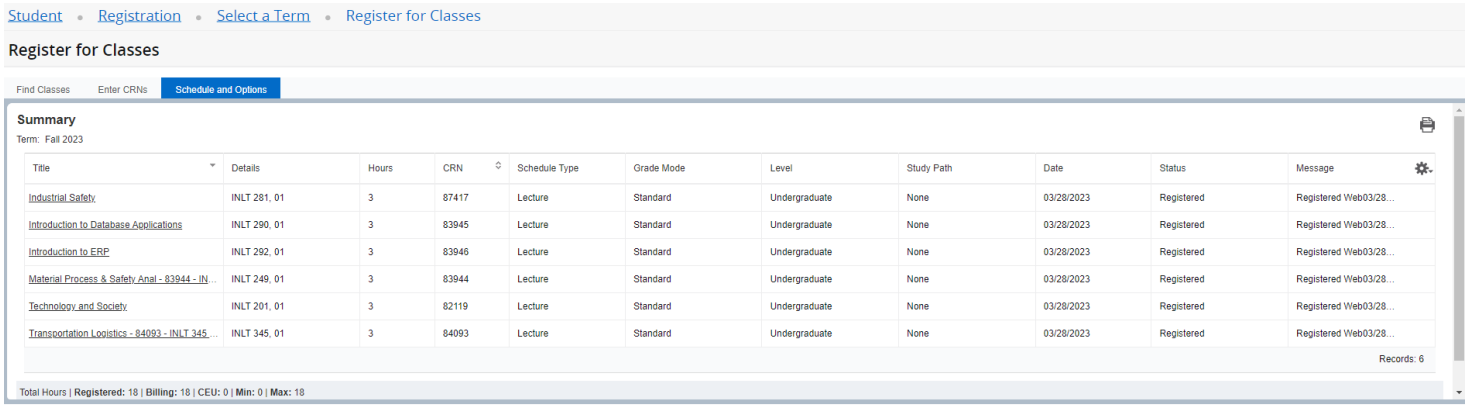
Note: The **Schedule** Panel will display in a weekly calendar format



If you know the Course Reference Number (CRN) for the section(s), they may be entered on the **Enter CRNs** tab. If entering more than one, select **+ Add Another CRN**. When complete, press **Add to Summary**.

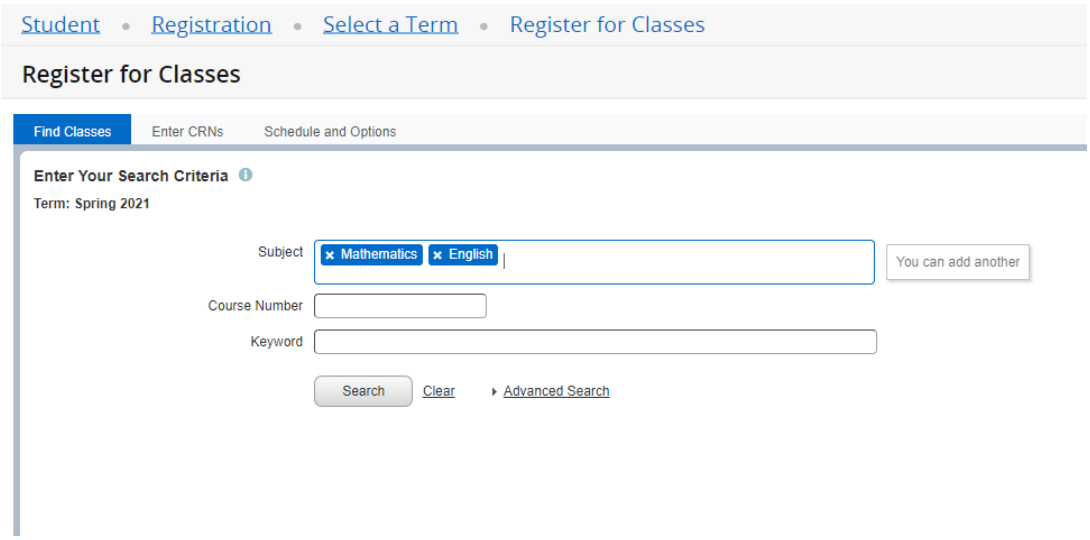


The **Schedule and Options** tab displays registered courses. The display is the same as that found in **View Registration Information** from the Registration Landing Page.

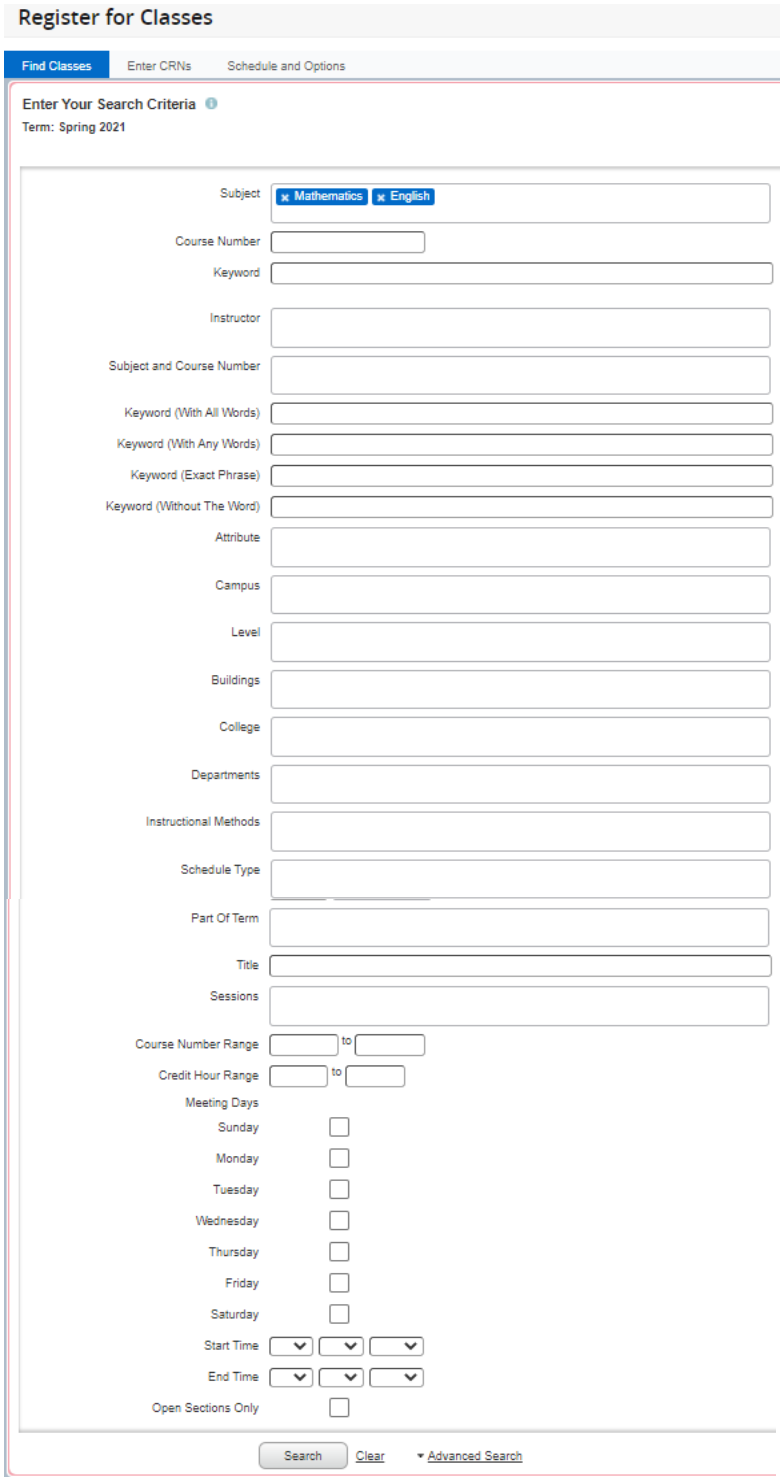


Searching for CRNs

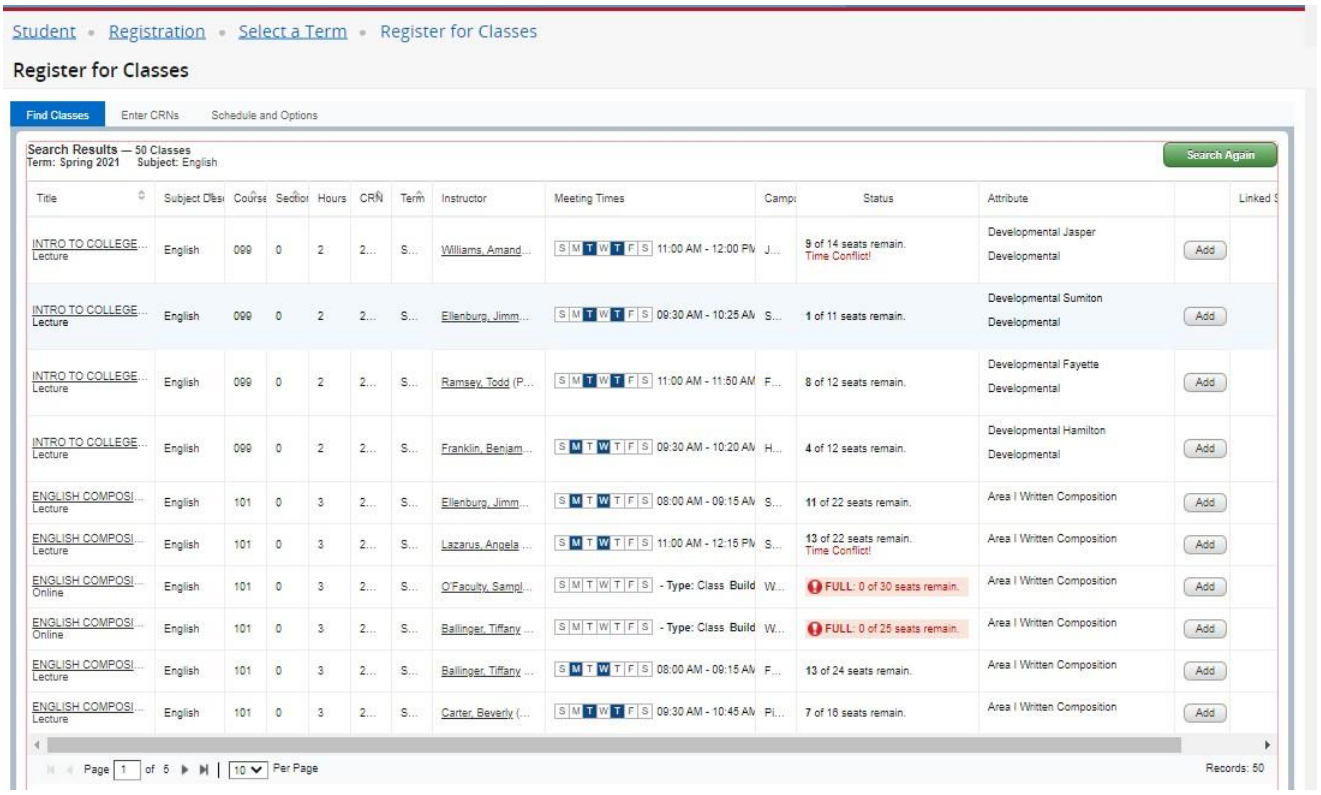
If you still need to find your CRNs, you can perform a search to find them. There are two ways to search for courses; the standard course search and the advanced course search. Enter the **Subject(s)** and/or **Course Number** and click **Search.** Below is an example of a course search.



If you wish to perform an advanced search, click **Advanced Search** to return the following search options. You can now search for classes by using a wide variety of criteria.


Register for Classes
Find Classes
Enter CRNs
Schedule and Options
Enter Your Search Criteria
Term: Spring 2021
Subject
Mathematics
English
Course Number
Keyword
Instructor
Subject and Course Number
Keyword (With All Words)
Keyword (With Any Words)
Keyword (Exact Phrase)
Keyword (Without The Word)
Attribute
Campus
Level
Buildings
College
Departments
Instructional Methods
Schedule Type
Part Of Term
Title
Sessions
Course Number Range
to
Credit Hour Range
to
Meeting Days
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Start Time
End Time
Open Sections Only
Search
Clear
Advanced Search

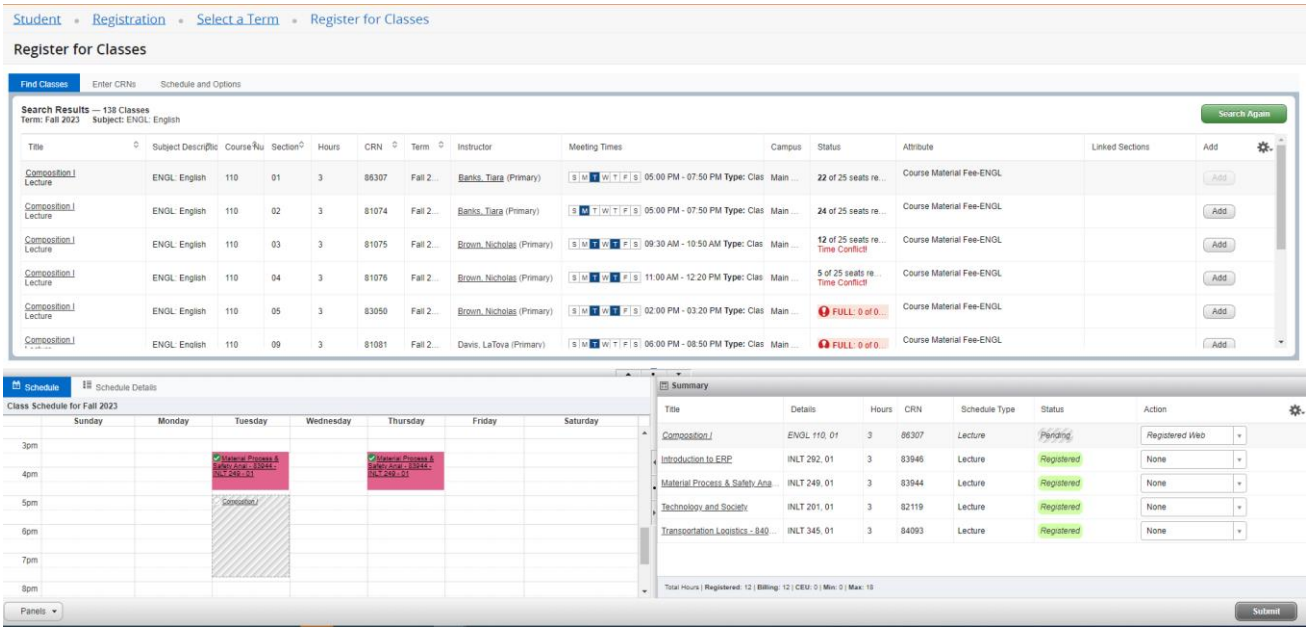
In this example, English is selected as the subject. The search brought back a listing of all English courses offered this semester.



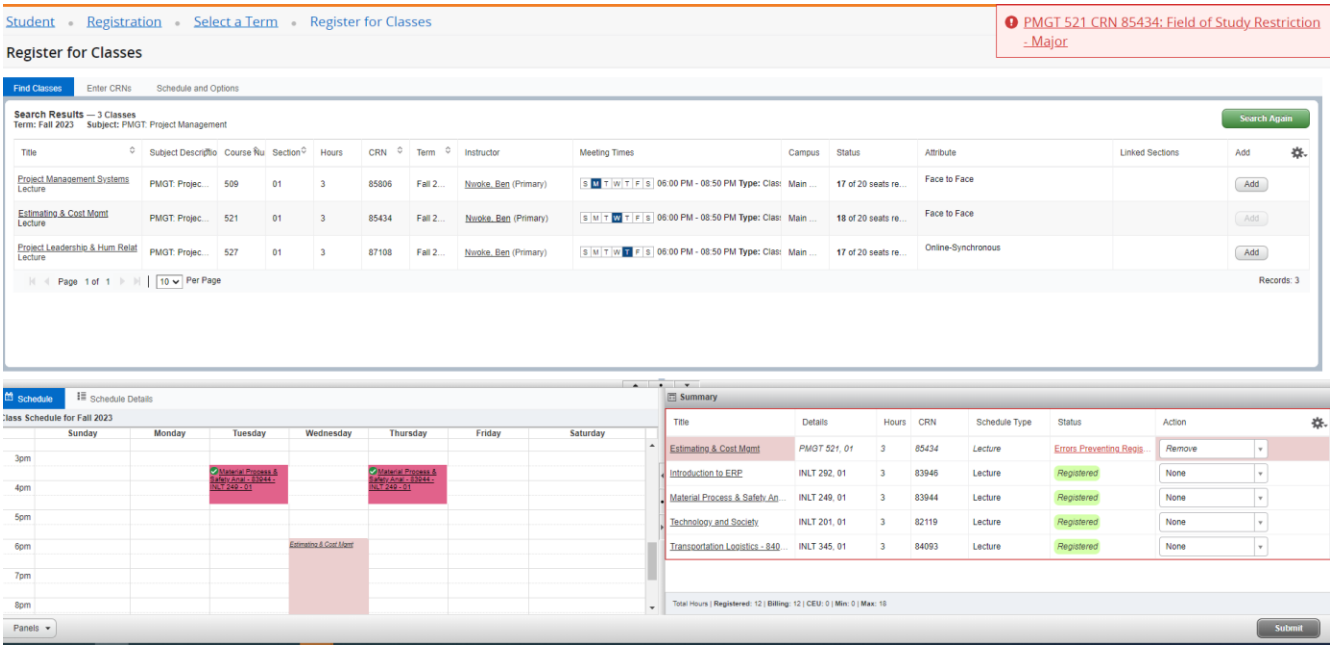
Press the **Add** button to select the course section.

Note that the page will display **time conflicts** with sections you are already registered for. Closed sections are identified as **FULL.** Conflicting sections will not be added to your schedule.

Pressing the **Add** button places the section in the Summary panel with a **Pending** status. You must press the **Submit** button to save thee changes.



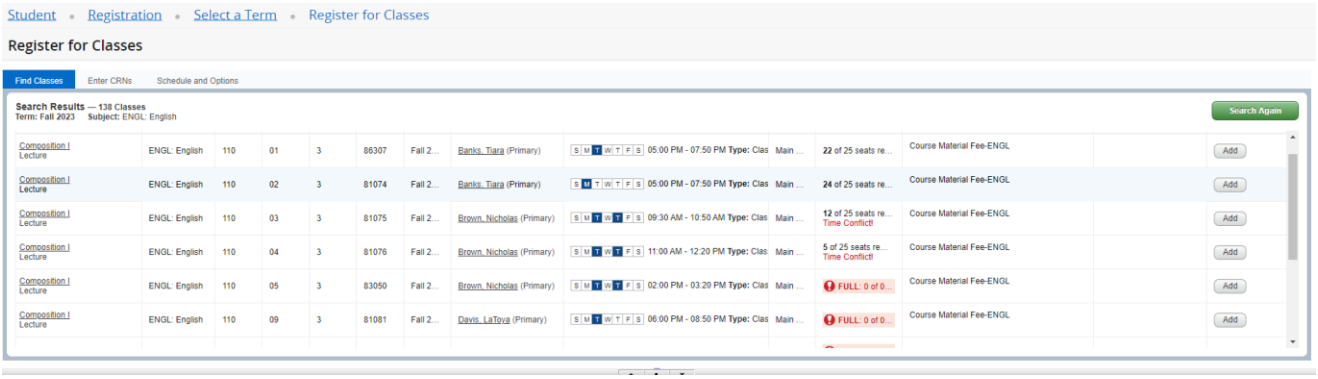
If, for any reason, you are ineligible to register for a section, a message will be displayed with an explanation.



In this scenario, PMGT 521 has a Field of Study Restriction – Major.

Closed Classes

When you have searched for a class and it is closed, a message will be displayed in the **Status** column. Similarly, if a section in the search results has a time conflict with an existing registration, it will be noted in the **Status** column as well.



Other Registration Messages

You may receive other registration messages when attempting to enroll in courses. Below are possible examples of registration errors:

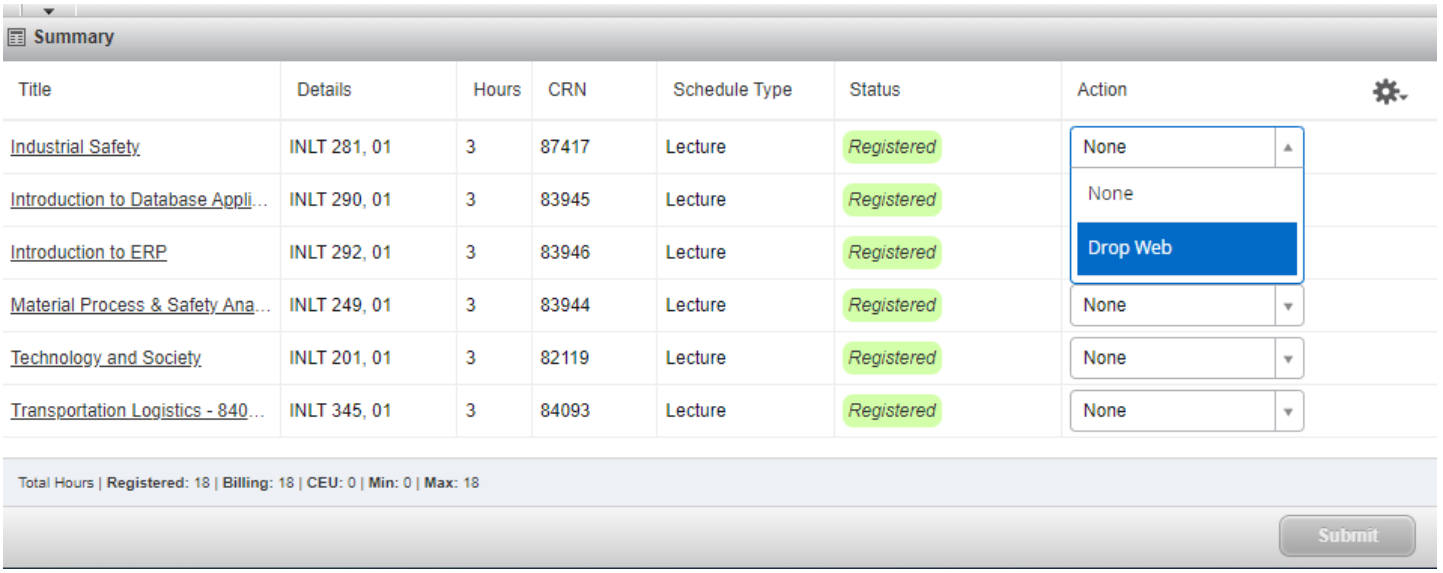
- You do not meet the prerequisite or corequisite. This could be a course, GPA, test score, or program requirement. Check the catalog course description to see what the requirements are for the course.
- The course you chose has a time conflict with another course you already have on your schedule. Select a course at a different time to avoid conflict.

Dropping a Class

Once you are registered in courses, they will be listed like the example below. Notice that each course has a drop-down box in the **Action** column. Click in the drop-down box to see the list of options related to that class.

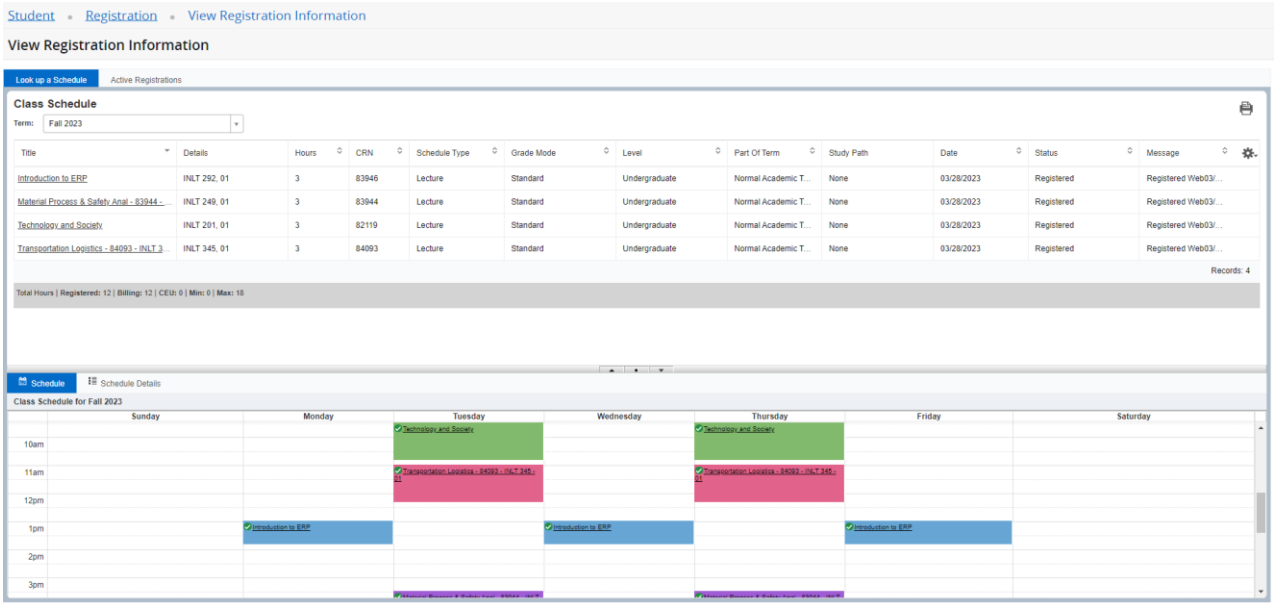
If you drop a course before school starts, the **Drop Web** will be the option you see to drop the course (you will not be charged for the course).

You will only be able to drop from a course during the period designated by Virginia State University.

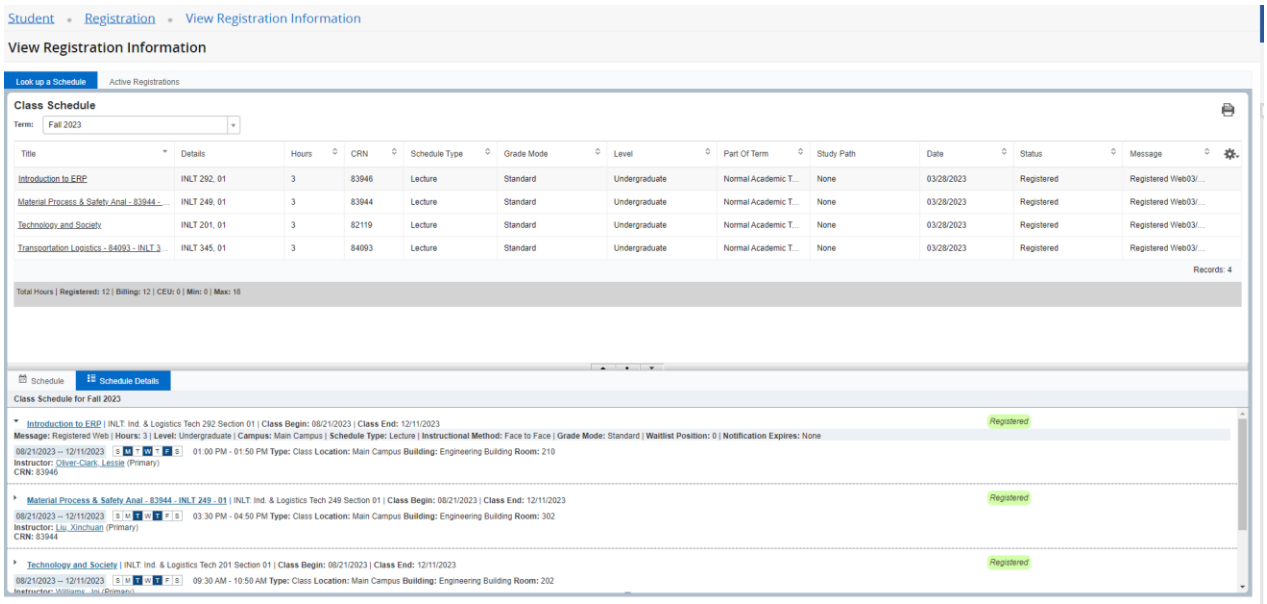


View Registration Information

This page is accessible from the Registration landing page and will display details about your existing registration. The **Schedule** Tab gives you a visual representation of your semester schedule.

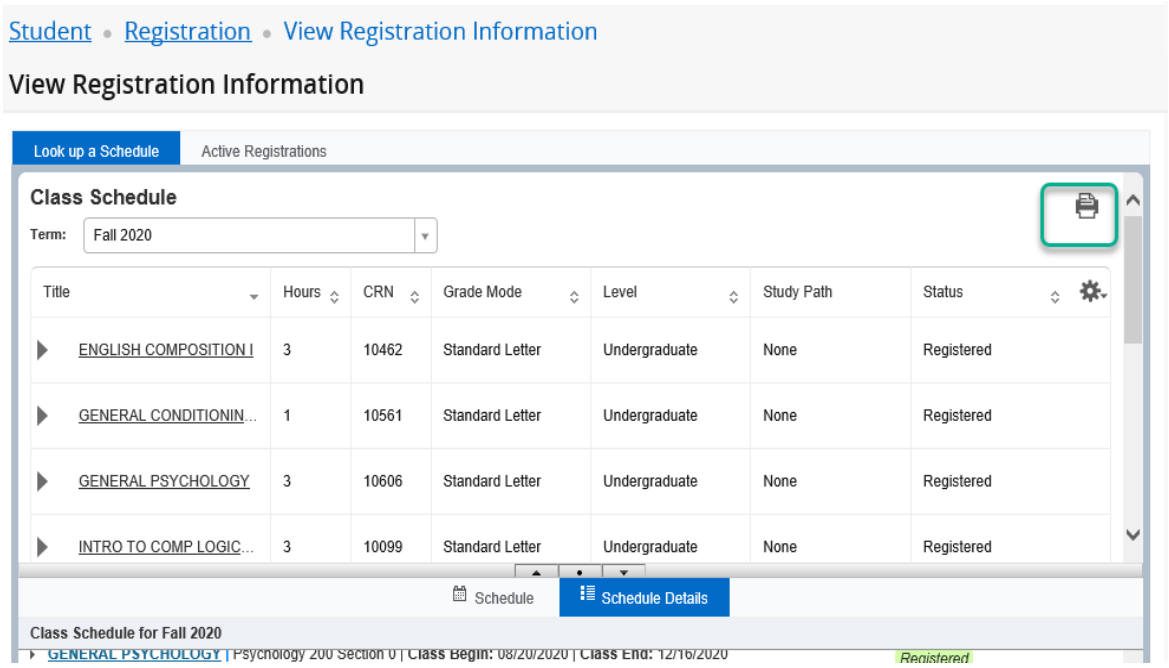


Days, times, locations, and start and end dates are displayed in Schedule Details. From the **Class Schedule**, use the Tools (Gear) Icon to choose which columns to display.

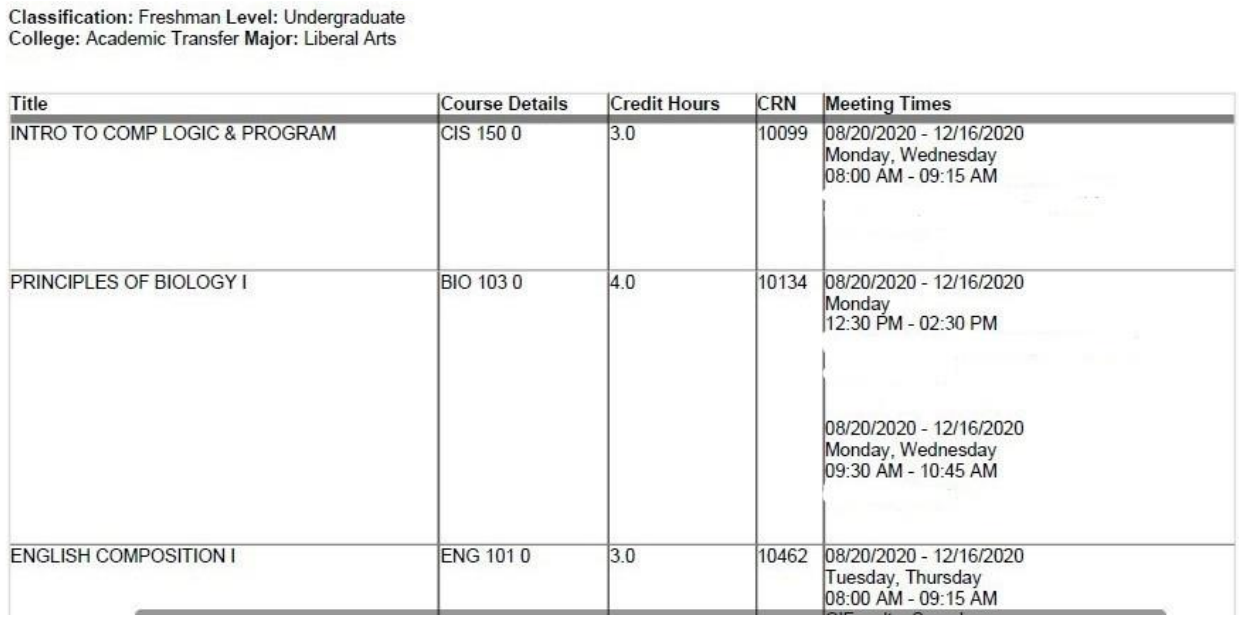


Printing Registration Information

To Print the schedule, click the Printer Icon. You may produce a PDF to save or print.



PDF version of the Student Schedule, generated by pressing the Print Icon.

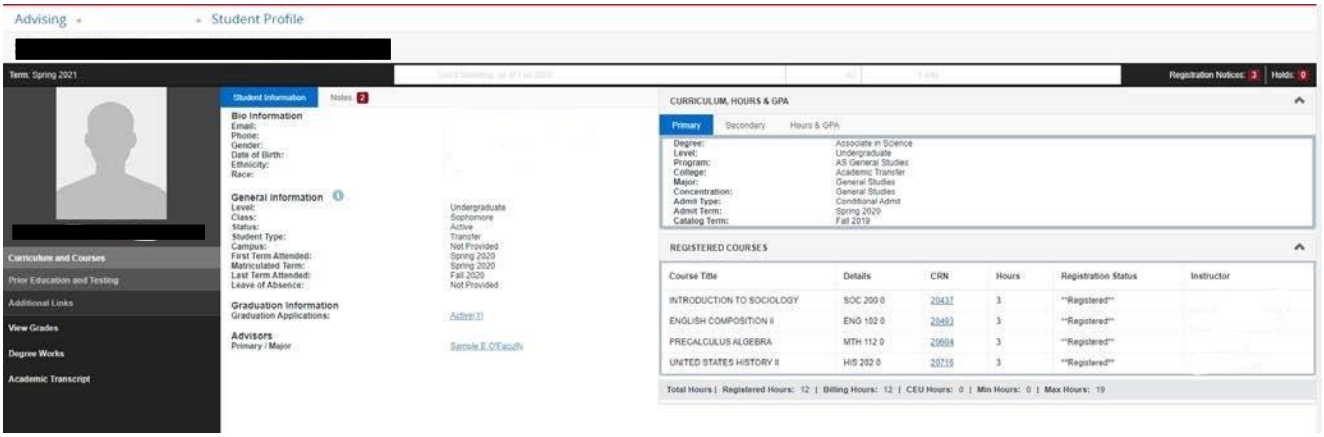


Classification: Freshman **Level:** Undergraduate
College: Academic Transfer **Major:** Liberal Arts

Title	Course Details	Credit Hours	CRN	Meeting Times
INTRO TO COMP LOGIC & PROGRAM	CIS 150 0	3.0	10099	08/20/2020 - 12/16/2020 Monday, Wednesday 08:00 AM - 09:15 AM
PRINCIPLES OF BIOLOGY I	BIO 103 0	4.0	10134	08/20/2020 - 12/16/2020 Monday 12:30 PM - 02:30 PM 08/20/2020 - 12/16/2020 Monday, Wednesday 09:30 AM - 10:45 AM
ENGLISH COMPOSITION I	ENG 101 0	3.0	10462	08/20/2020 - 12/16/2020 Tuesday, Thursday 08:00 AM - 09:15 AM

Student Profile

This screen will provide you with a complete view of your student record. You can view holds if you have any on your account, as well as advisor information, a program of study, and a class schedule.



Student Profile Tab Options

Curriculum and Courses- Displays curriculum information for the student's primary degree, secondary degree, and any hours earned towards the degrees. Registered courses for the selected term are shown below the curriculum, hours, and GPA.

Prior Education - Displays High School and Post-Secondary information.

Degree Works – Displays degree audit and curriculum requirements.

Academic Transcript – Displays all academic history.

Registration – Displays registration landing page.

View Grades – Displays earned grades for selected term.

Student Profile Landing Page Sections

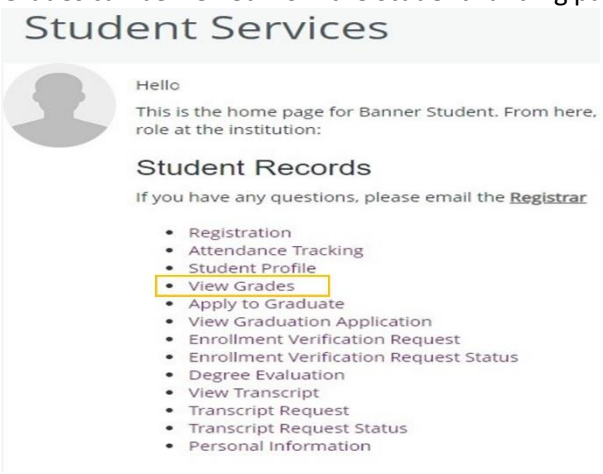
Student Information- Displays general information about the student and their academic criteria.

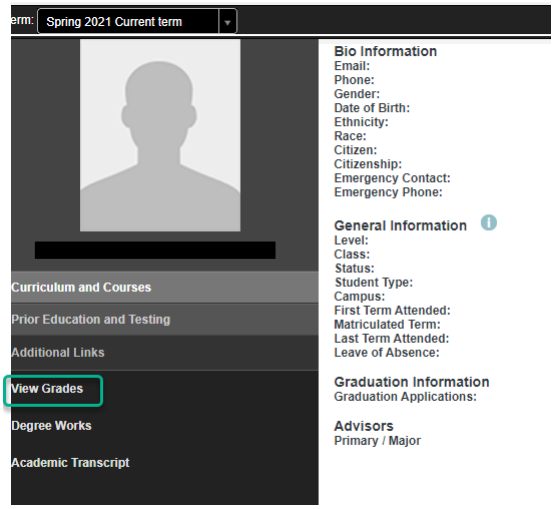
Registration Notices- Displays term selected Academic Standing, Student Status, and Enrollment Status.

Holds- Displays any holds associated with the student for the selected term.

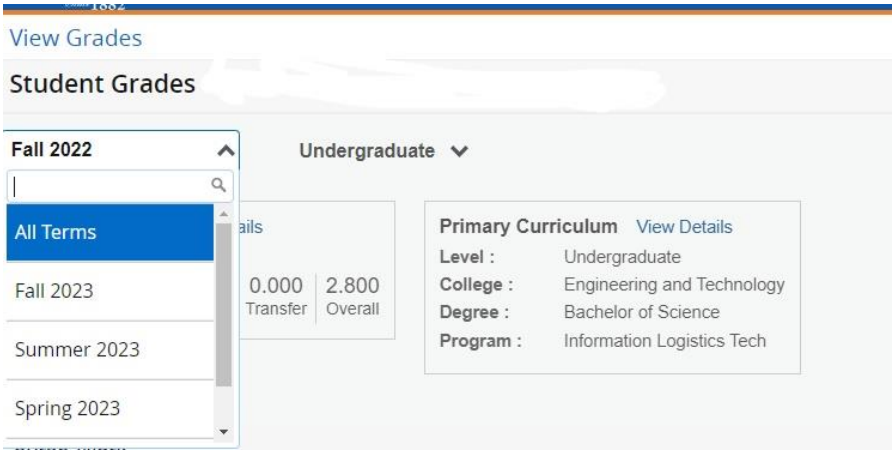
View Grades

Grades can be viewed from the Student Landing page or the Student Profile.

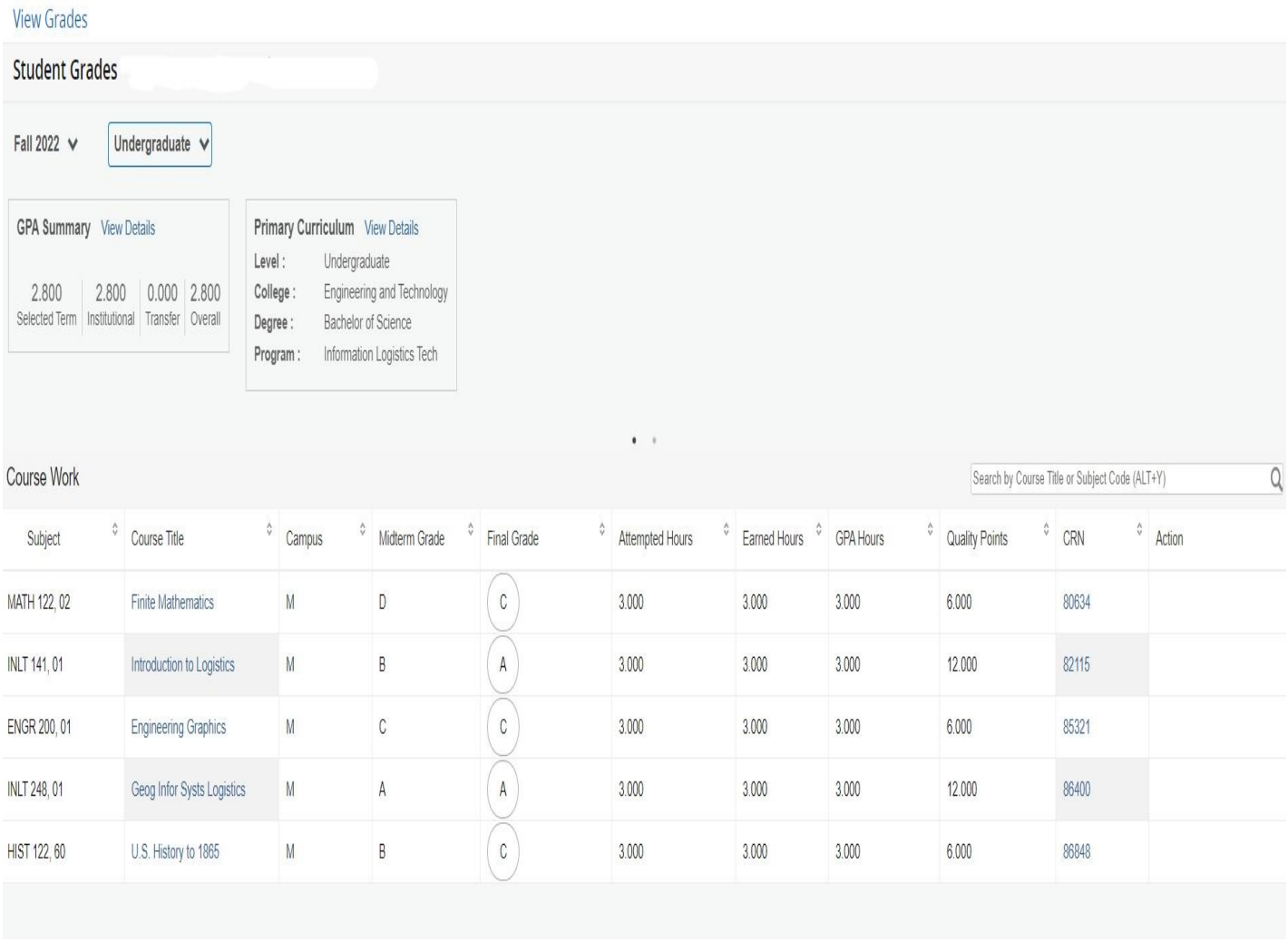




Select a single term or All Terms and Select a Course Level to view all grades.



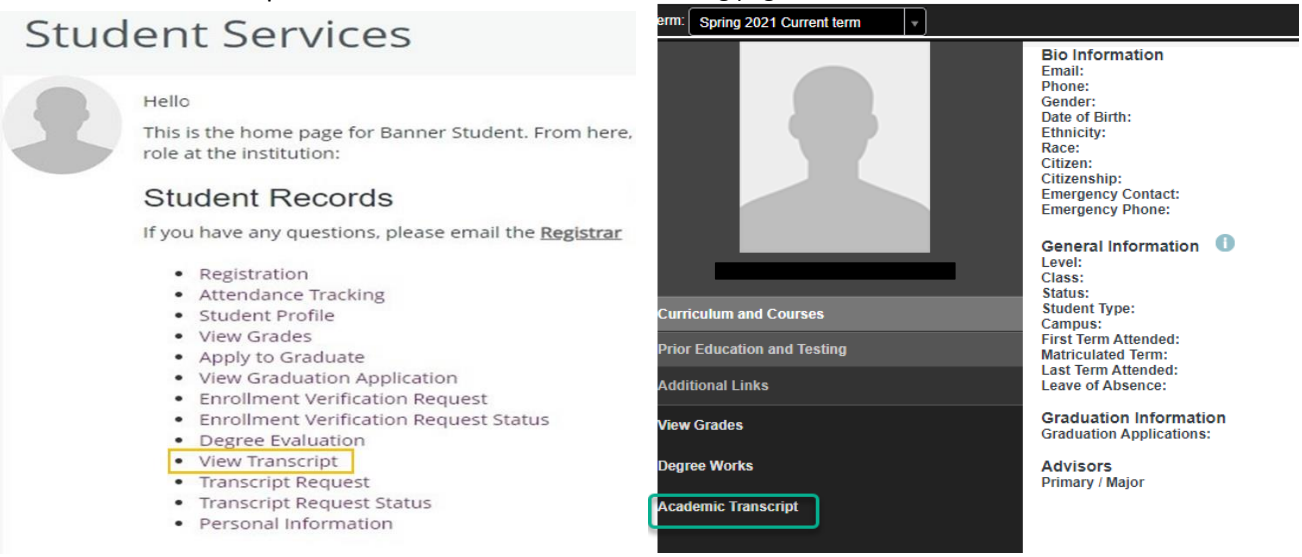
Official grades will appear on a transcript, display with Hours and Quality Points.



Subject	Course Title	Campus	Midterm Grade	Final Grade	Attempted Hours	Earned Hours	GPA Hours	Quality Points	CRN	Action
MATH 122, 02	Finite Mathematics	M	D	C	3.000	3.000	3.000	6.000	80634	
INLT 141, 01	Introduction to Logistics	M	B	A	3.000	3.000	3.000	12.000	82115	
ENGR 200, 01	Engineering Graphics	M	C	C	3.000	3.000	3.000	6.000	85321	
INLT 248, 01	Geog Infor Systs Logistics	M	A	A	3.000	3.000	3.000	12.000	86400	
HIST 122, 60	U.S. History to 1865	M	B	C	3.000	3.000	3.000	6.000	86848	

View Unofficial Academic Transcript

The Unofficial Transcript can be viewed from the Student Landing page or the Student Profile.

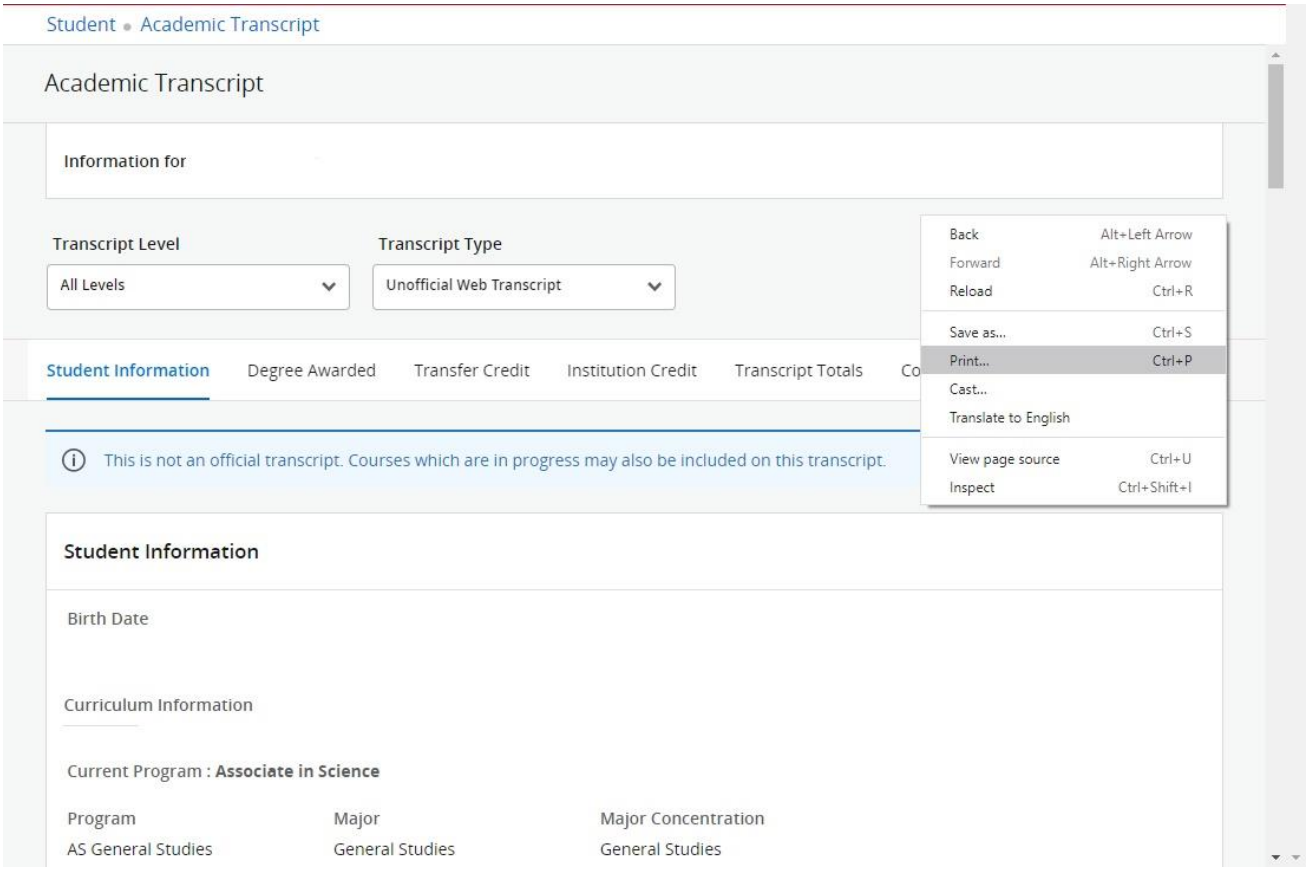


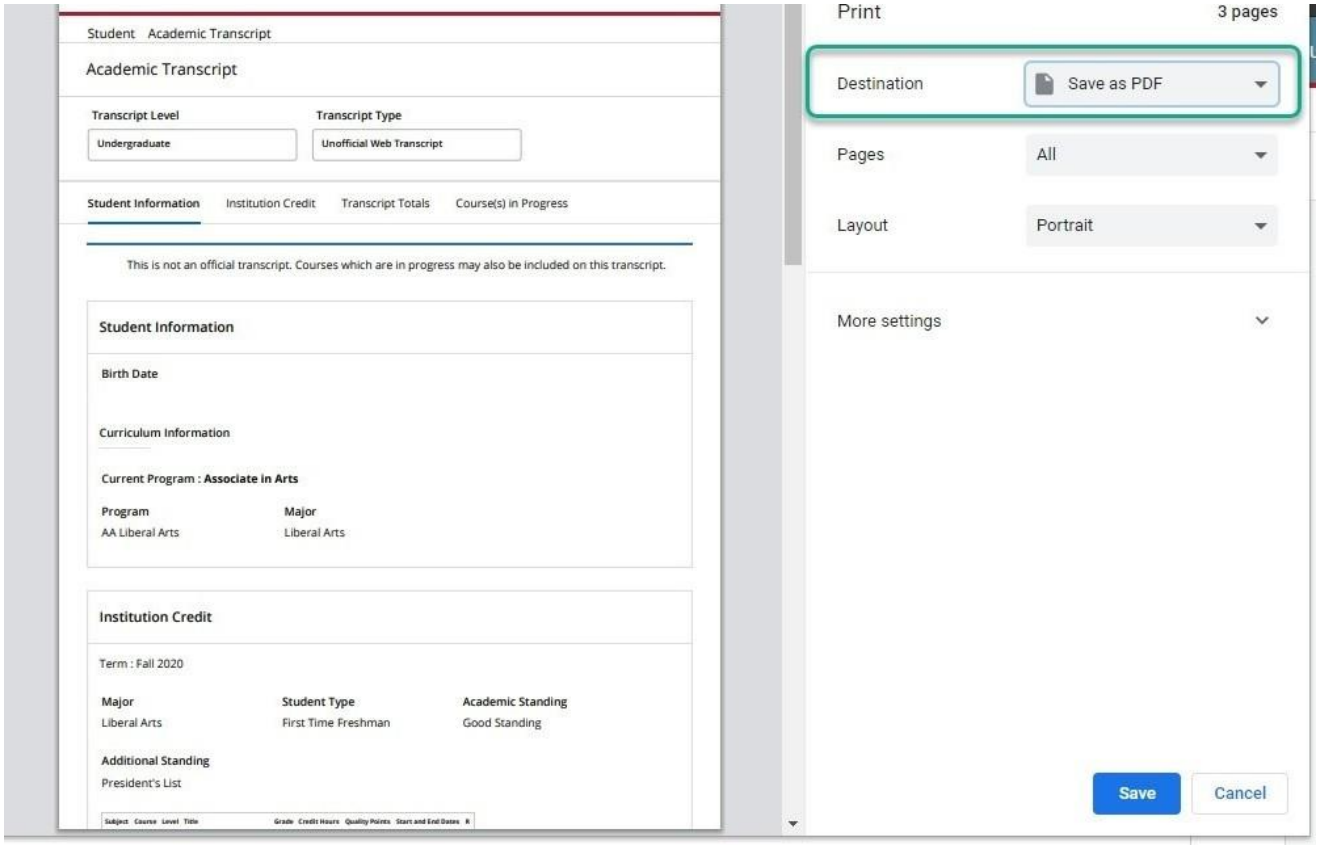
Select the **Transcript Level** and **Transcript Type** from the drop-down menus. The Transcript Level will be undergraduate, and the default Transcript Type is Unofficial Transcript. This transcript shows all work from your current institution and specific transfer work.

If you have Transfer work, it appears first, and then current institutional work is displayed next. Transcript Totals and GPAs are listed towards the bottom of the transcript, along with any In-progress work. In-progress refers to the courses the students are enrolled in for the semester, but grades still need to be assigned.

Printing an Unofficial Academic Transcript

From the Unofficial Academic Transcript display, right-click on the page and choose Print. Save as a PDF or send to a printer.

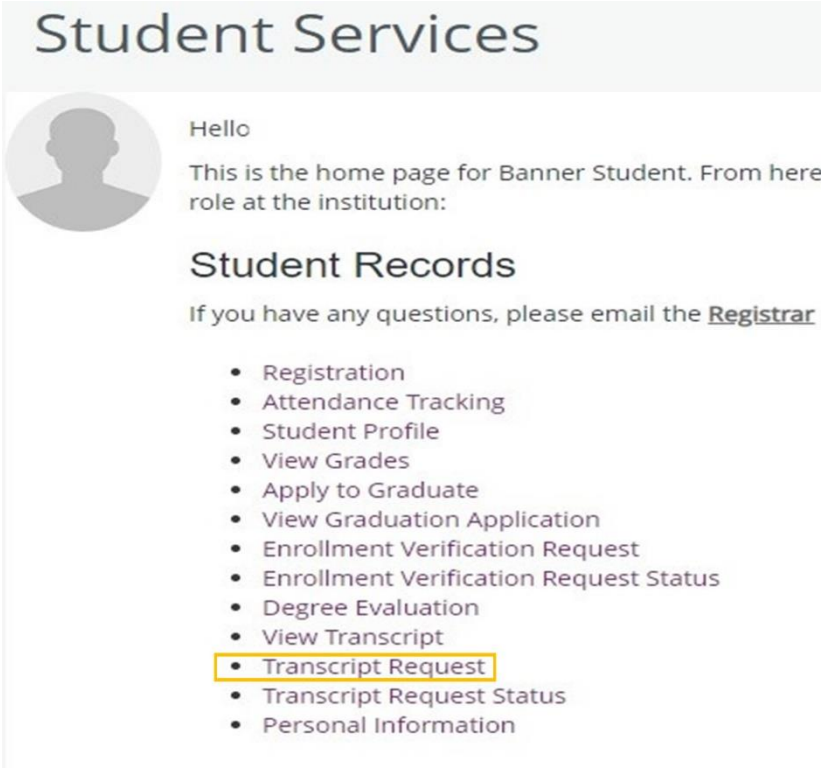




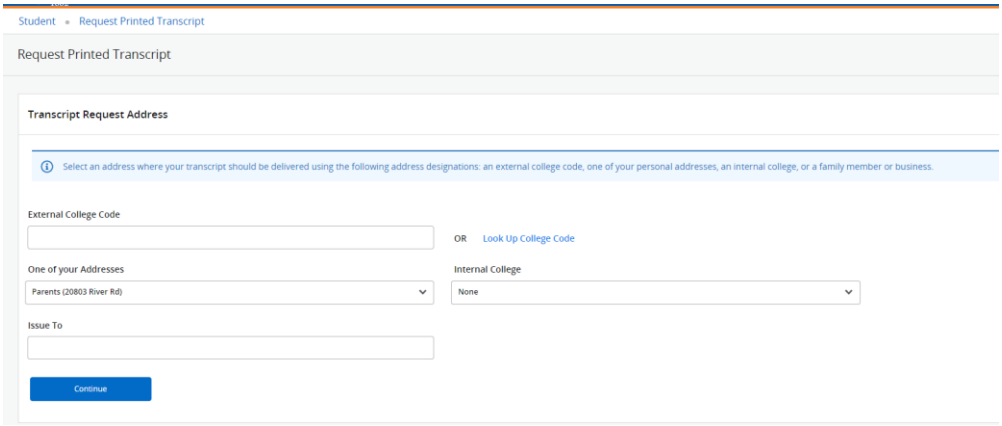
ORI	107	UG	Student Survival Skills	A	1.000	4.000
PED	103	UG	Weight Training (beginning)	A	1.000	4.000
PED	118	UG	General Conditioning (beg)	A	1.000	4.000

Request Official Transcript

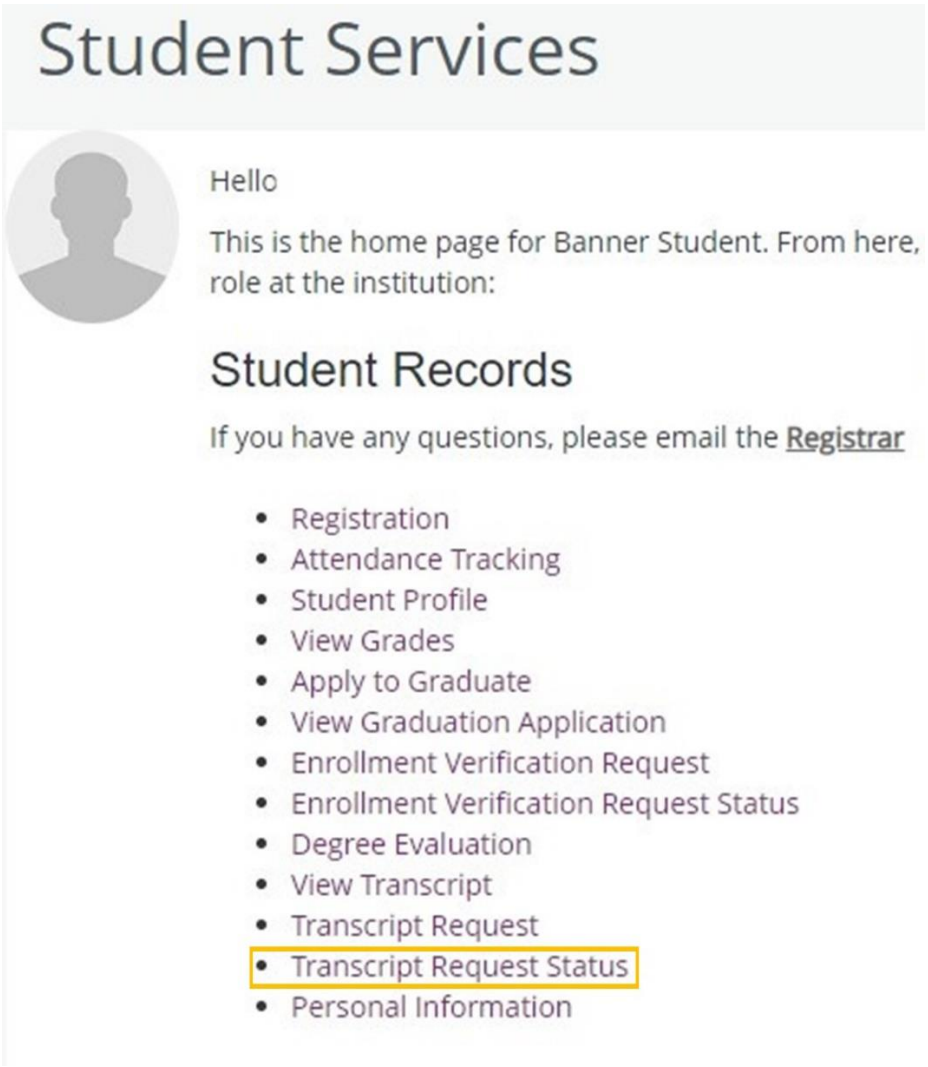
This will allow you to have an official transcript sent electronically to another school or business. Once you choose Order Official Transcript, you will be directed to another page to complete the request.



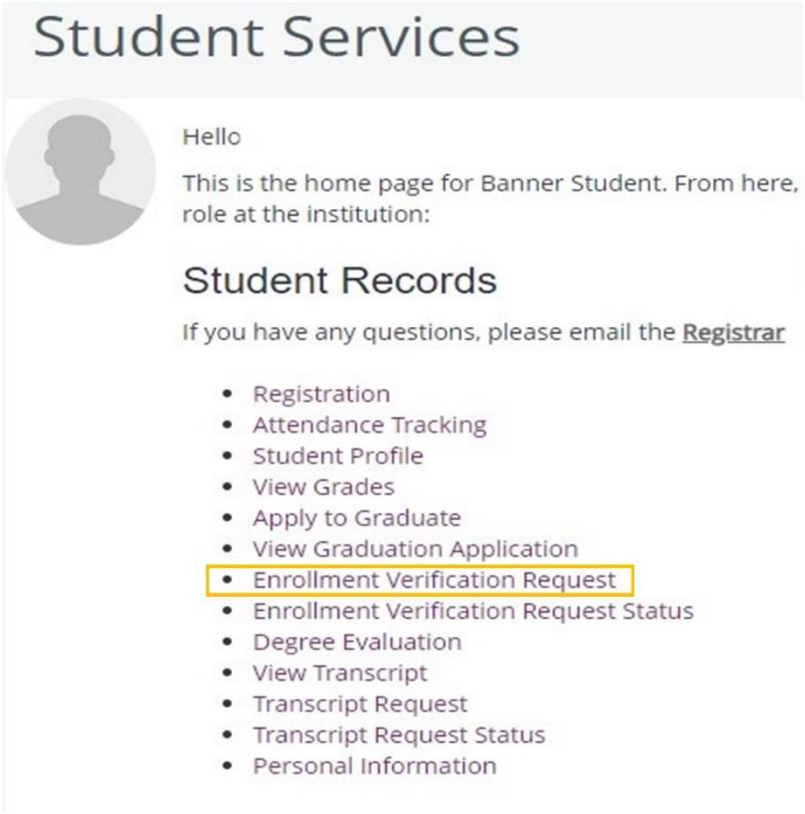
Select an Address where your transcript will be delivered.



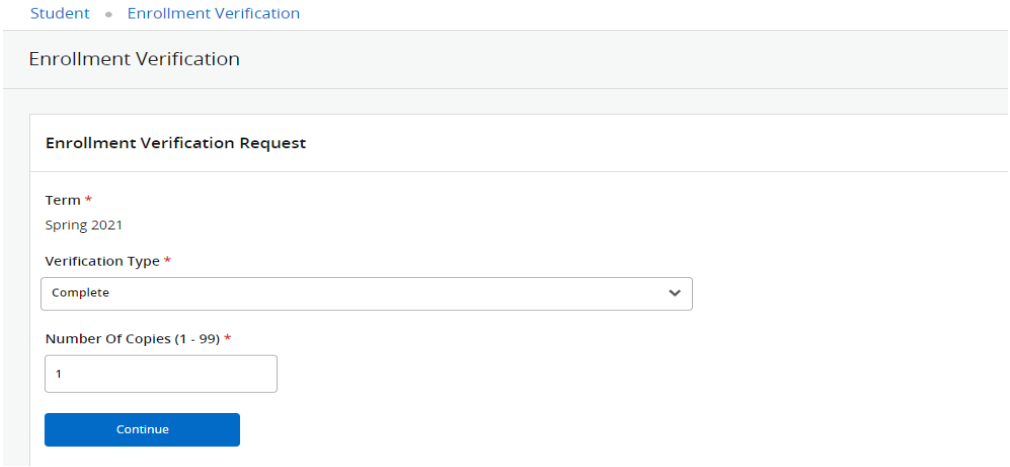
Select Transcript Type and Course Levels. Verify your Transcript Options. Once your request has been submitted, you will receive an Acknowledgement. Return to the Student Services page to view the status of your request.



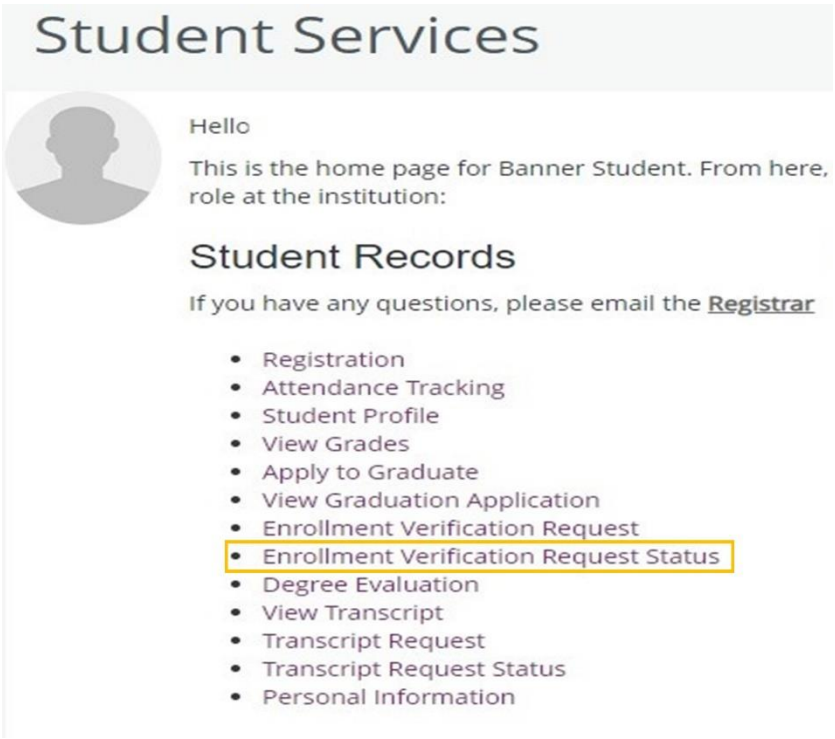
Request Enrollment Verification



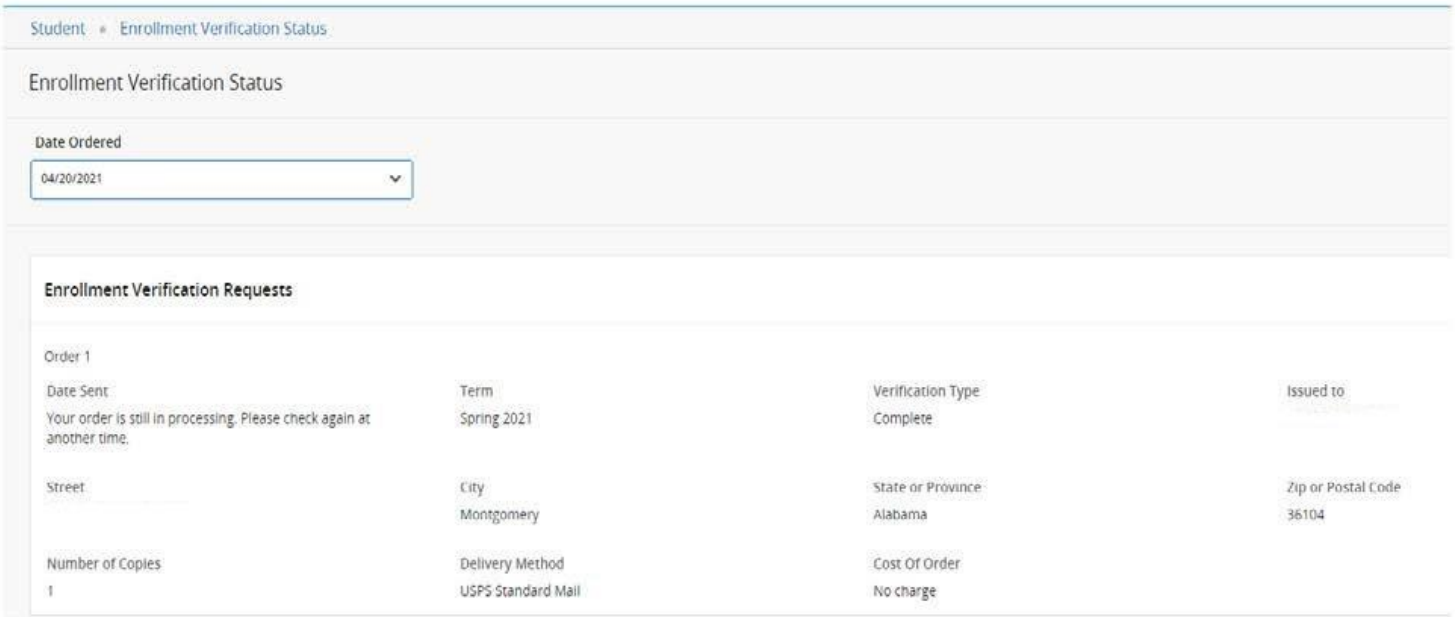
Requesting an Enrollment Verification allows you to send your enrollment verification to an employer, lending institution, insurance agent, etc. Once your request has been submitted, you will receive an Acknowledgement. Return to the Student Services page to view the status of your request.



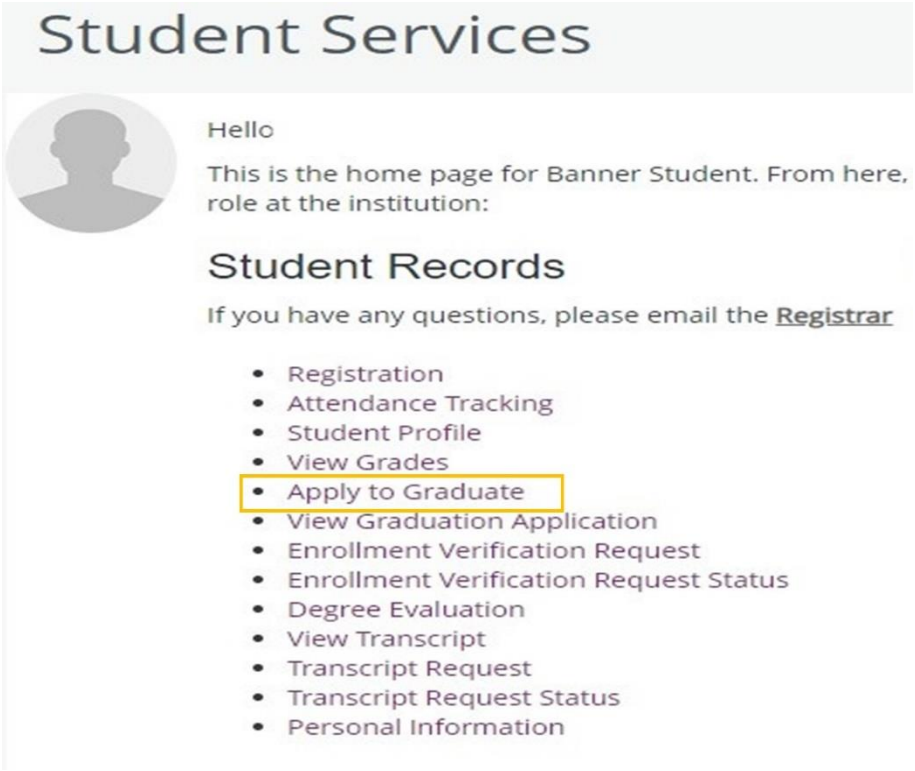
Enrollment Verification Status



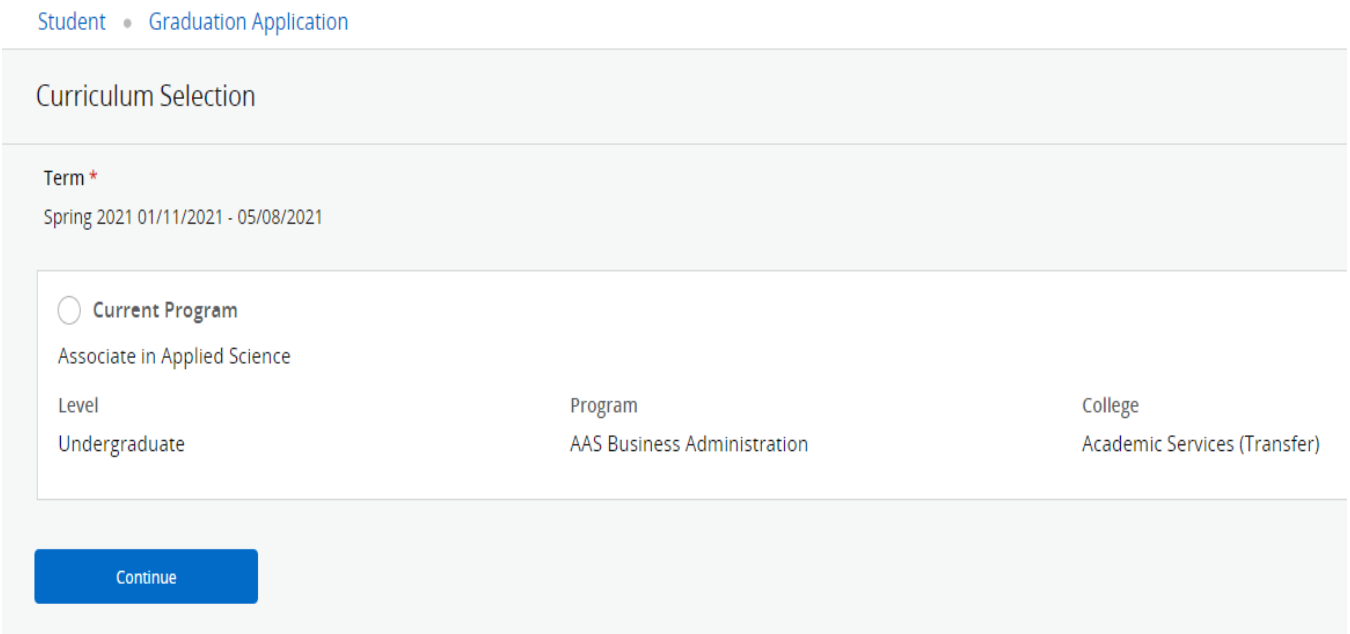
This allows you to check the status of your enrollment verification request.



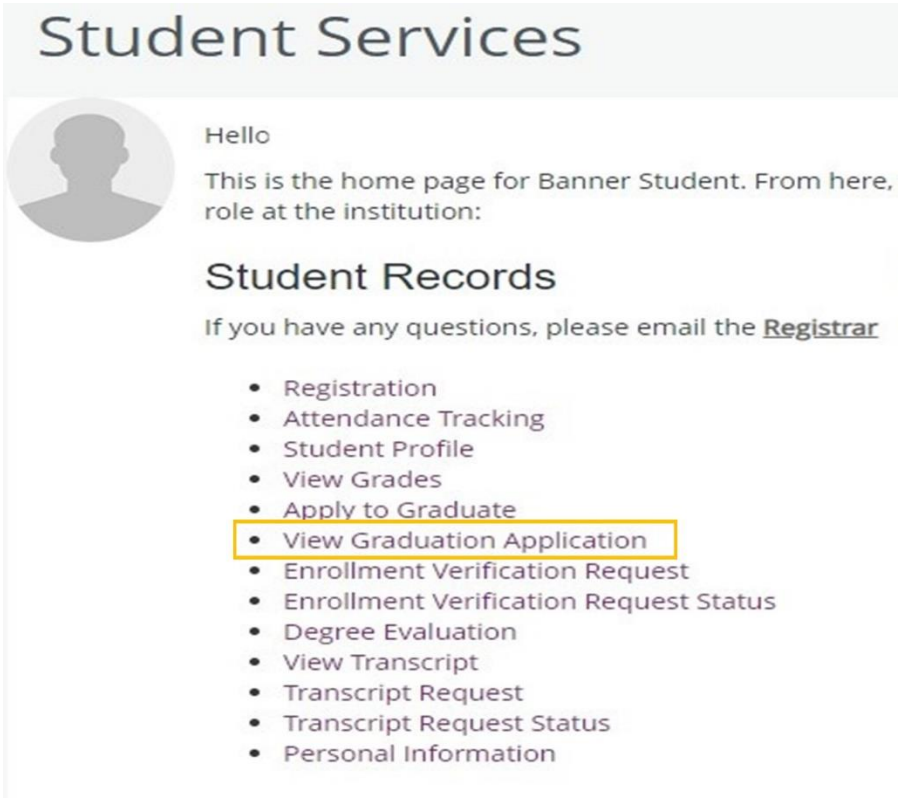
Graduation Application



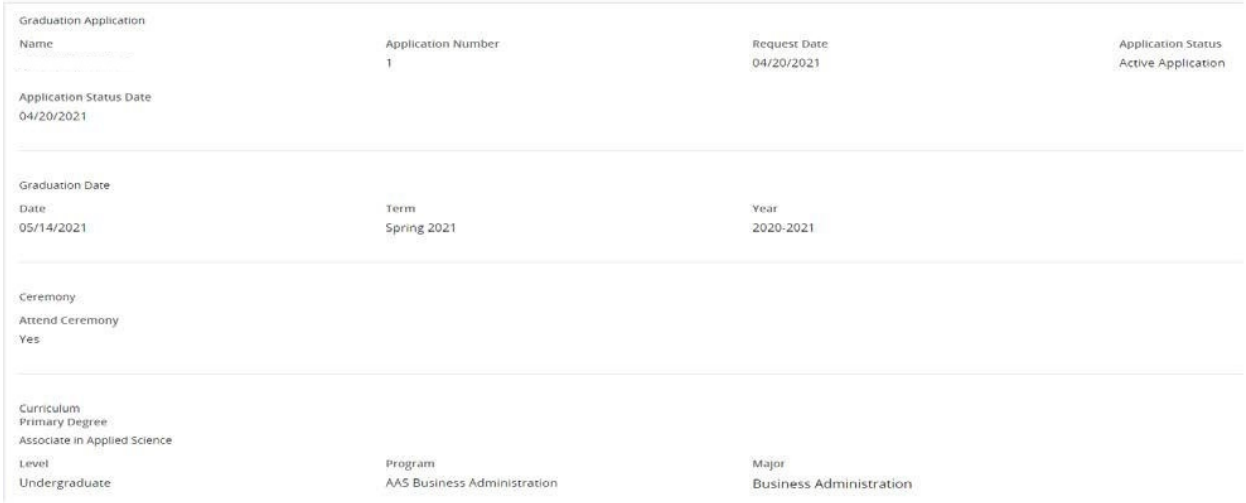
This will allow you to apply for graduation once you have completed 95 credit hours or more.



Graduation Application Status



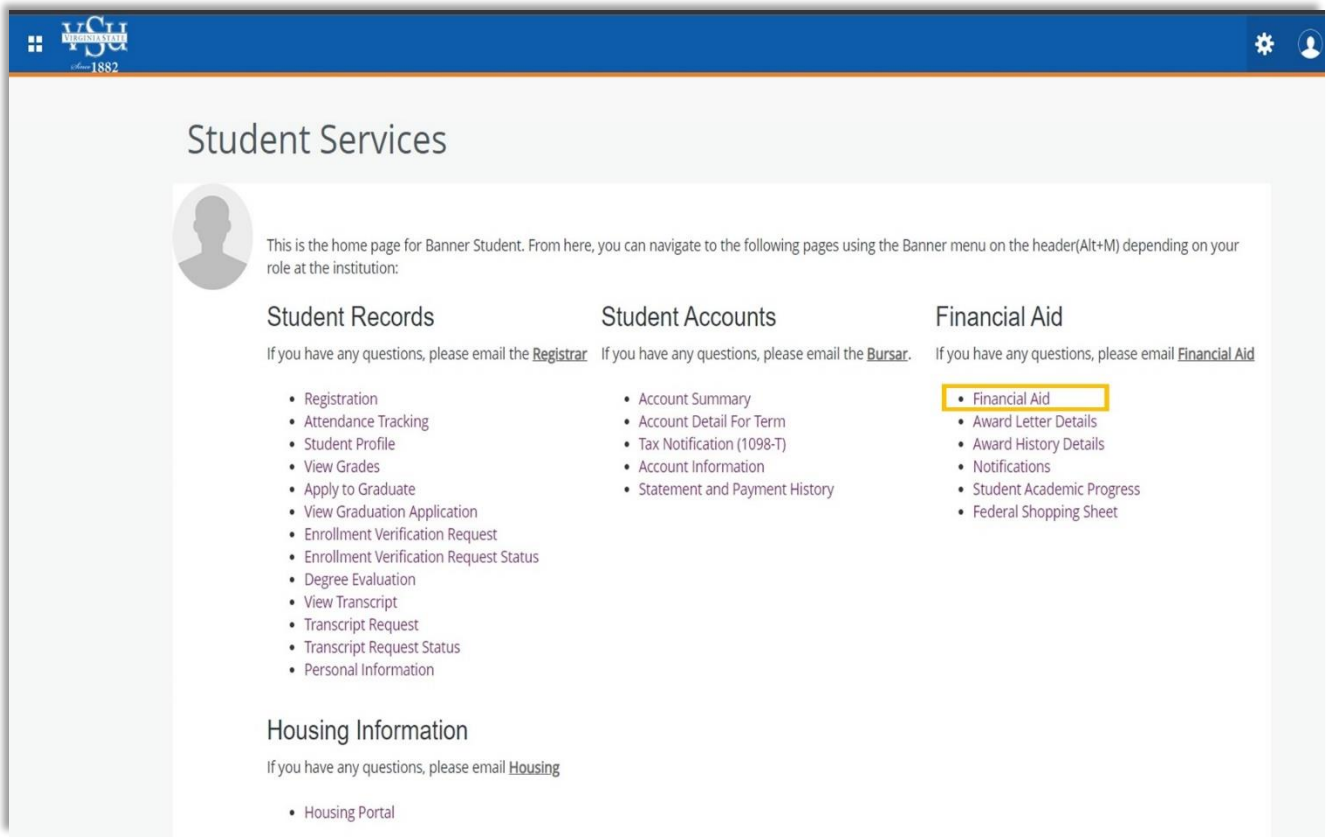
This allows you to track the status of your graduation application.



How to Access Banner Self-Service 9 – Financial Aid Dashboard

- Log on to the VSU website: www.vsu.edu
- Select Financial Aid
- Select Overview (left-hand side)
- Banner Self-Service 9 – Financial Aid Dashboard

Financial Aid Dashboard

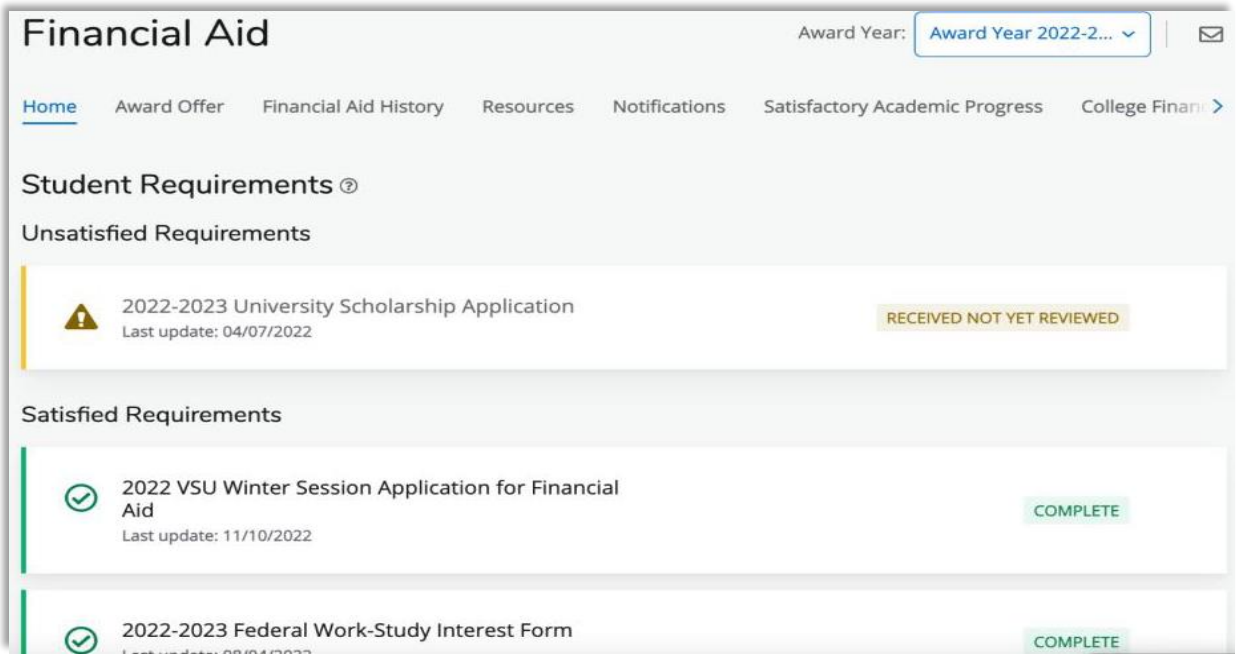


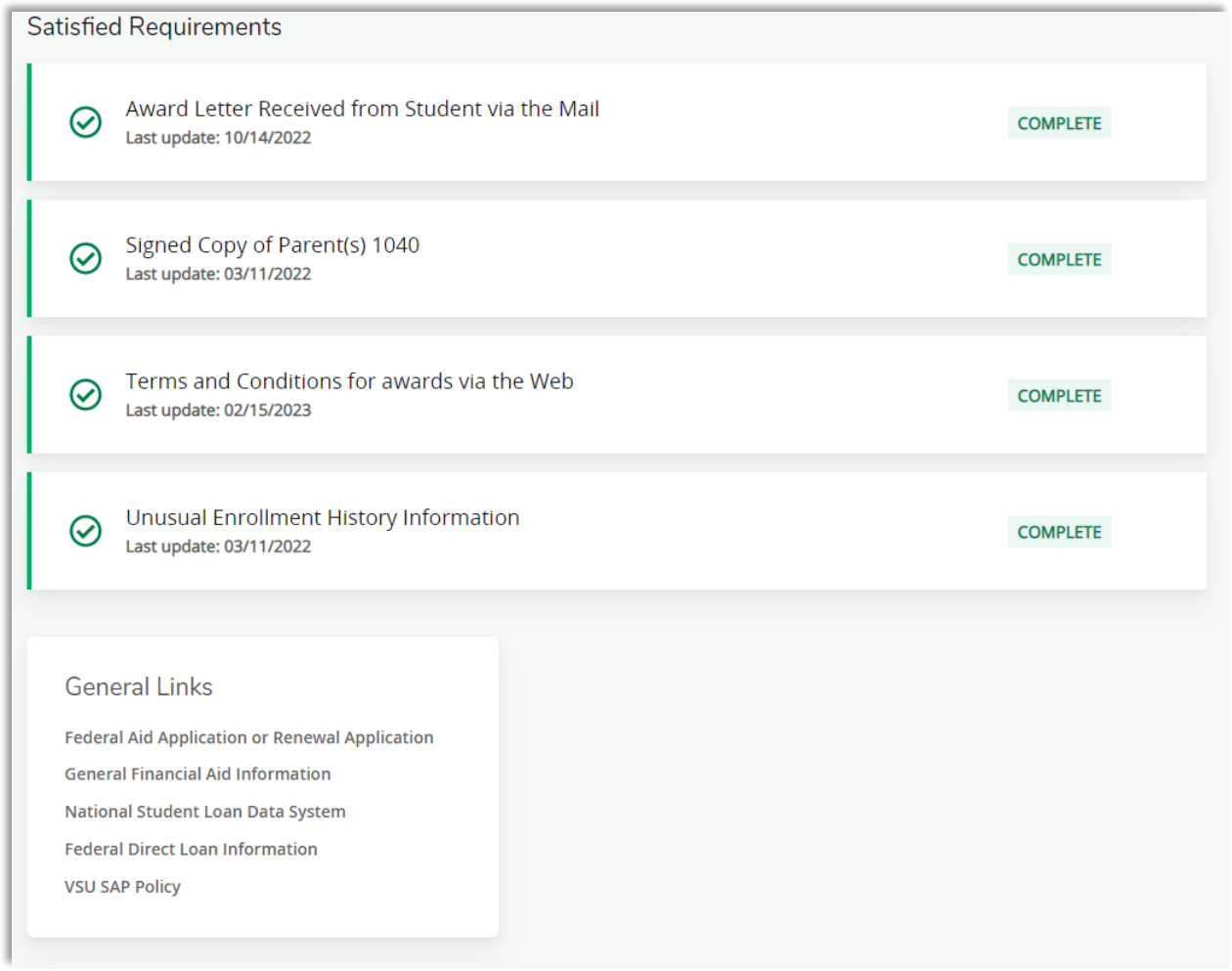
This allows you to review Financial Aid Holds (which may prevent payment of awards) and document requirements, display academic progress history, view overall status, and financial aid awards.
You must be an admitted student to view the information on this dashboard.

HOME

Select the appropriate award year from the drop down. On this page you will see any unsatisfied or satisfied requirements you may have including federal verification, promissory notes and entrance or exit counseling. You can also access some useful quick links at the bottom of the page.

*There are two new items that will require your attention this year under the Student Requirements section. You will see a code for TIV = Title IV Authorization and PY = Prior Year Authorization. You will need to read the questions and either **ACCEPT** or **DECLINE**.*





AWARD OFFER

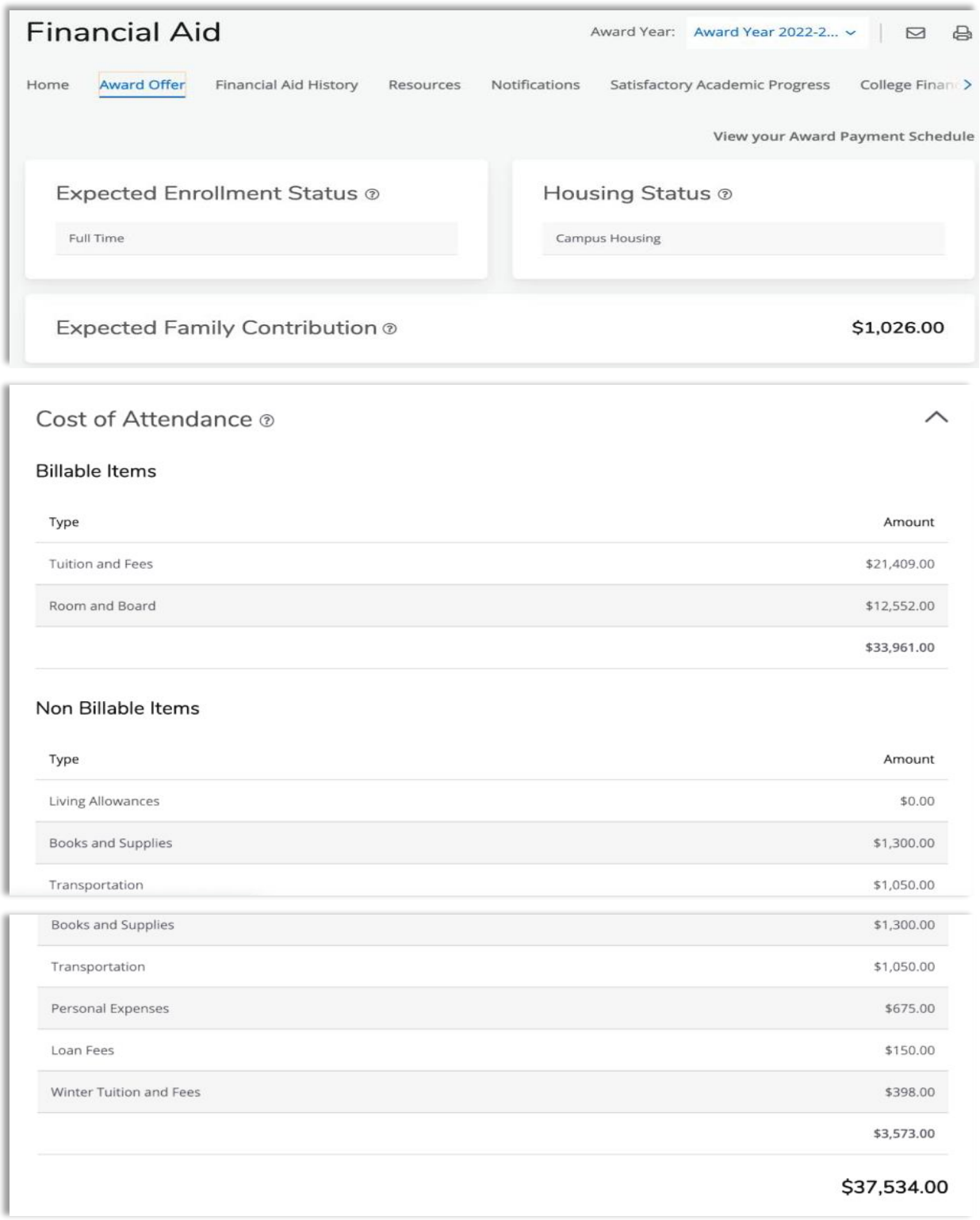
In this section, your current Expected Enrollment Status, Expected Family Contribution, Cost of Attendance (COA), Award Offer, and Net Cost will be displayed.

This is also where you:

- will be able to accept the full award amount by selecting Accept Full Amount of All Awards.
- choose to Decline or Accept awards by each fund.
- accept a partial amount by selecting Accept and entering the amount in the Accept Partial Amount Field.

When accepting your awards, keep in mind that the amount is for the academic year. You will receive half in the Fall and the other half in the Spring. If you decide to select a lesser amount than offered, this amount will also be split between the two semesters.

If you wish to print your Award information, you can use the printer icon in the upper right-hand corner.



Financial Aid

Award Year: Award Year 2022-2...

Home | Award Offer | Financial Aid History | Resources | Notifications | Satisfactory Academic Progress | College Finan

View your Award Payment Schedule

Expected Enrollment Status

Full Time

Housing Status

Campus Housing

Expected Family Contribution $1,026.00

Cost of Attendance

Billable Items

Type	Amount
Tuition and Fees	$21,409.00
Room and Board	$12,552.00
	$33,961.00

Non Billable Items

Type	Amount
Living Allowances	$0.00
Books and Supplies	$1,300.00
Transportation	$1,050.00
Books and Supplies	$1,300.00
Transportation	$1,050.00
Personal Expenses	$675.00
Loan Fees	$150.00
Winter Tuition and Fees	$398.00
	$3,573.00
	$37,534.00

Grants and Scholarships to Pay for College

Type	Fall 2022	Spring 2023	Winter 2022	Amount
Federal Pell Grant	$2,923.00	$2,922.00	NA	$5,845.00 ACCEPTED
Federal SEOG	NA	$1,200.00	$398.00	$1,598.00 ACCEPTED
Lift Scholarship	$3,000.00	$3,000.00	NA	$6,000.00 ACCEPTED
VSU Academic Scholarship	$1,000.00	$1,000.00	NA	$2,000.00 ACCEPTED
Res Assistance Grant	$2,500.00	$2,500.00	NA	$5,000.00 ACCEPTED
Registration Grant Out Stat FA	$2,146.00	NA	NA	$2,146.00 ACCEPTED
Registration Grant Out Stat SP	NA	$2,145.00	NA	$2,145.00 ACCEPTED
VSU Out-State Grant	$750.00	$750.00	NA	$1,500.00 ACCEPTED
VSU Scholarship	NA	$2,000.00	NA	$2,000.00 ACCEPTED
VSU Tuition Assistance	$1,000.00	$1,000.00	NA	$2,000.00 ACCEPTED

Net Cost $7,300.00

Options to Pay Net Cost

Work

Type	Fall 2022	Spring 2023	Winter 2022	Amount
Federal Work Study	$800.00	$2,000.00	NA	$2,800.00 ACCEPTED
	$800.00	$2,000.00	$0.00	$2,800.00

-$2,800.00

Loans

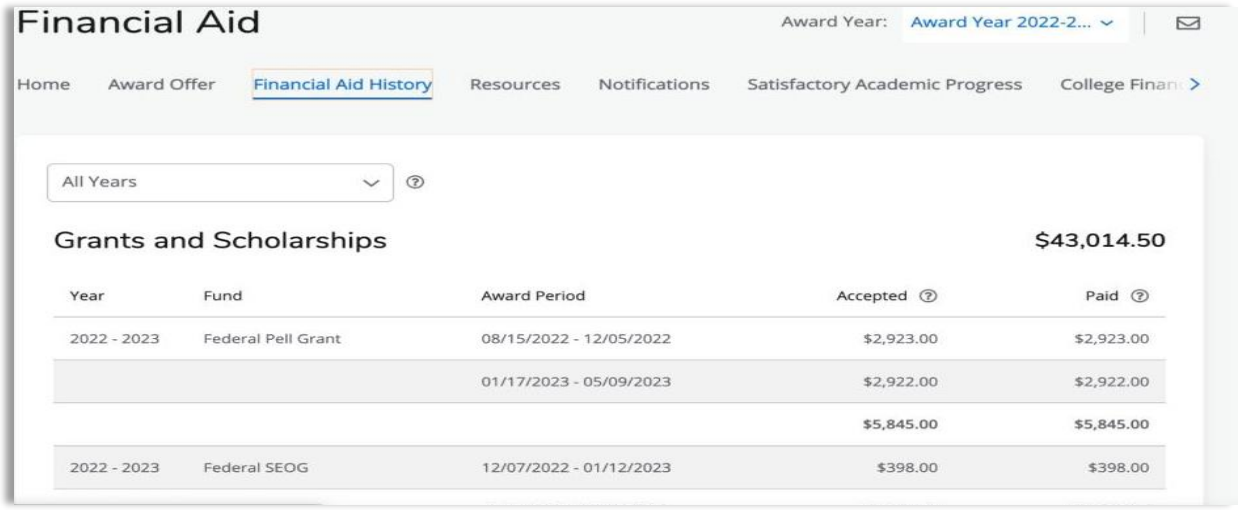
Type	Fall 2022	Spring 2023	Winter 2022	Amount
Federal Direct Sub Loan	$2,250.00	$1,224.00	NA	$3,474.00 ACCEPTED
Federal Direct Add. Unsub L...	$1,000.00	NA	NA	$1,000.00 ACCEPTED
	$3,250.00	$1,224.00	$0.00	$4,474.00

-$4,474.00

Submit

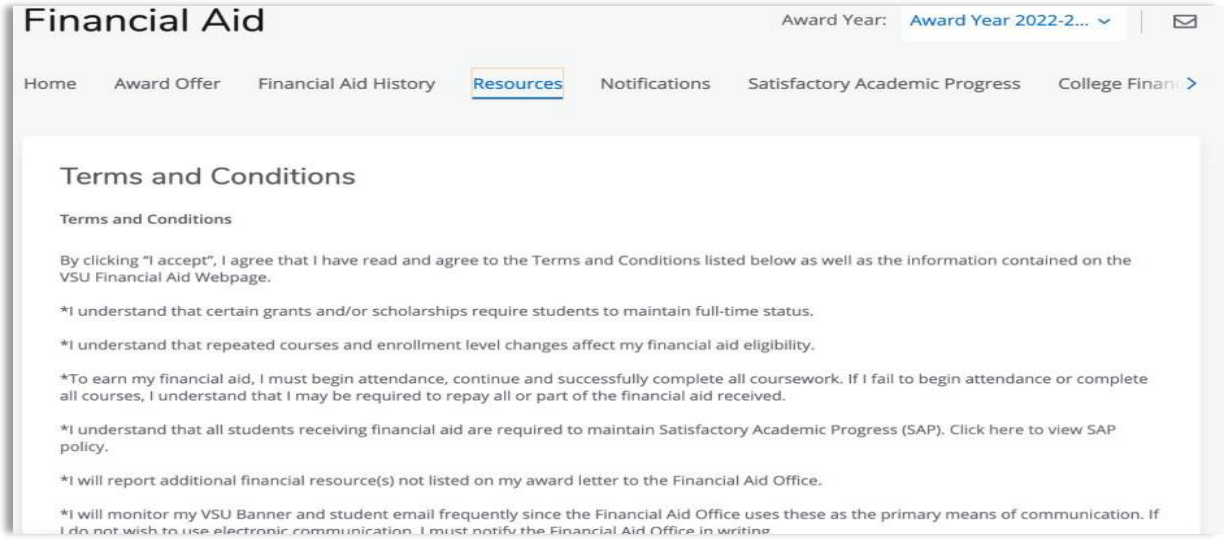
FINANCIAL AID HISTORY

Select the appropriate award year from the drop down to display your award for a specific year. You can also select all years to see your award history for each year at VSU.



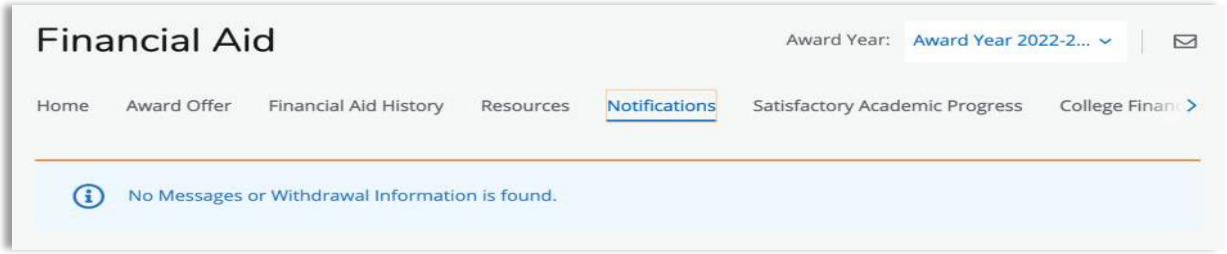
RESOURCES

This section will show you the Financial Aid terms and conditions. You will be required to read and accept each award year. The terms and conditions are in place to make sure you are familiar with and understand your eligibility for the aid you are receiving.



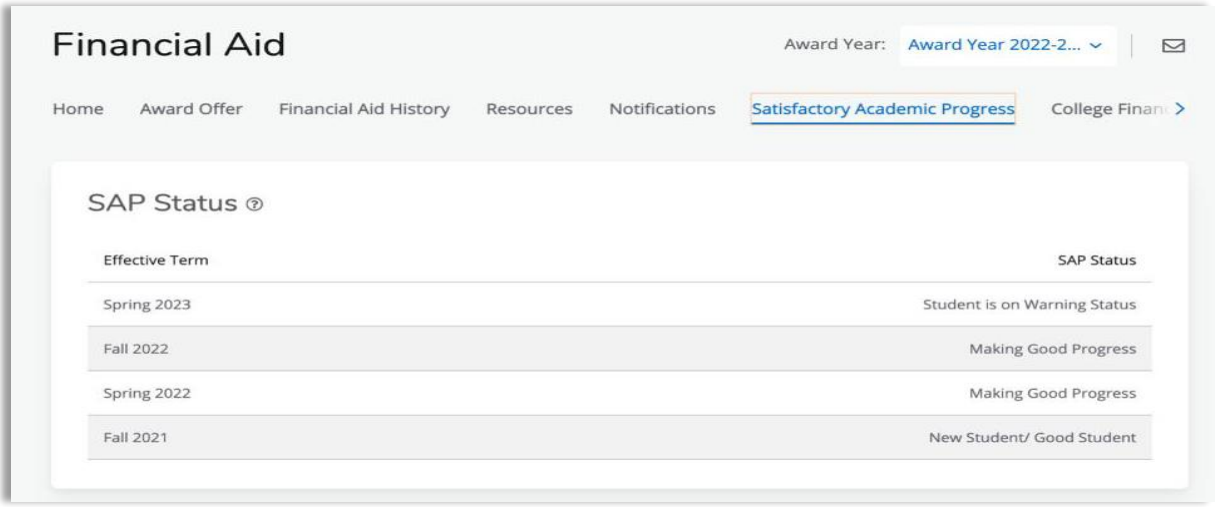
NOTIFICATIONS

Sometimes we may email you directing you to view an important message on your account. This section will show any open messages we have sent you.



SATISFACTORY ACEDEMIC PROGRESS (SAP)

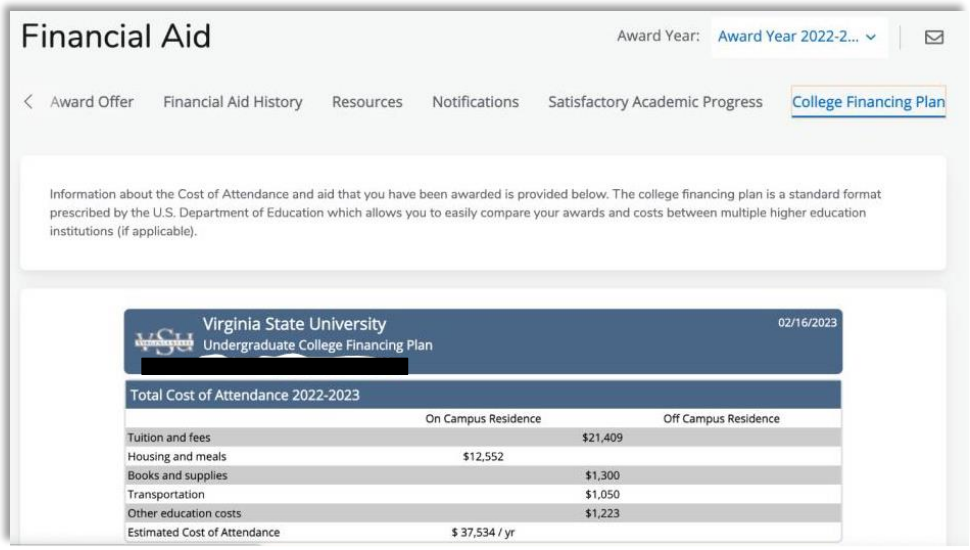
Here you will be able to view your Satisfactory Academic Progress (SAP) status. Please click here SAP Policy to review the complete SAP policy.

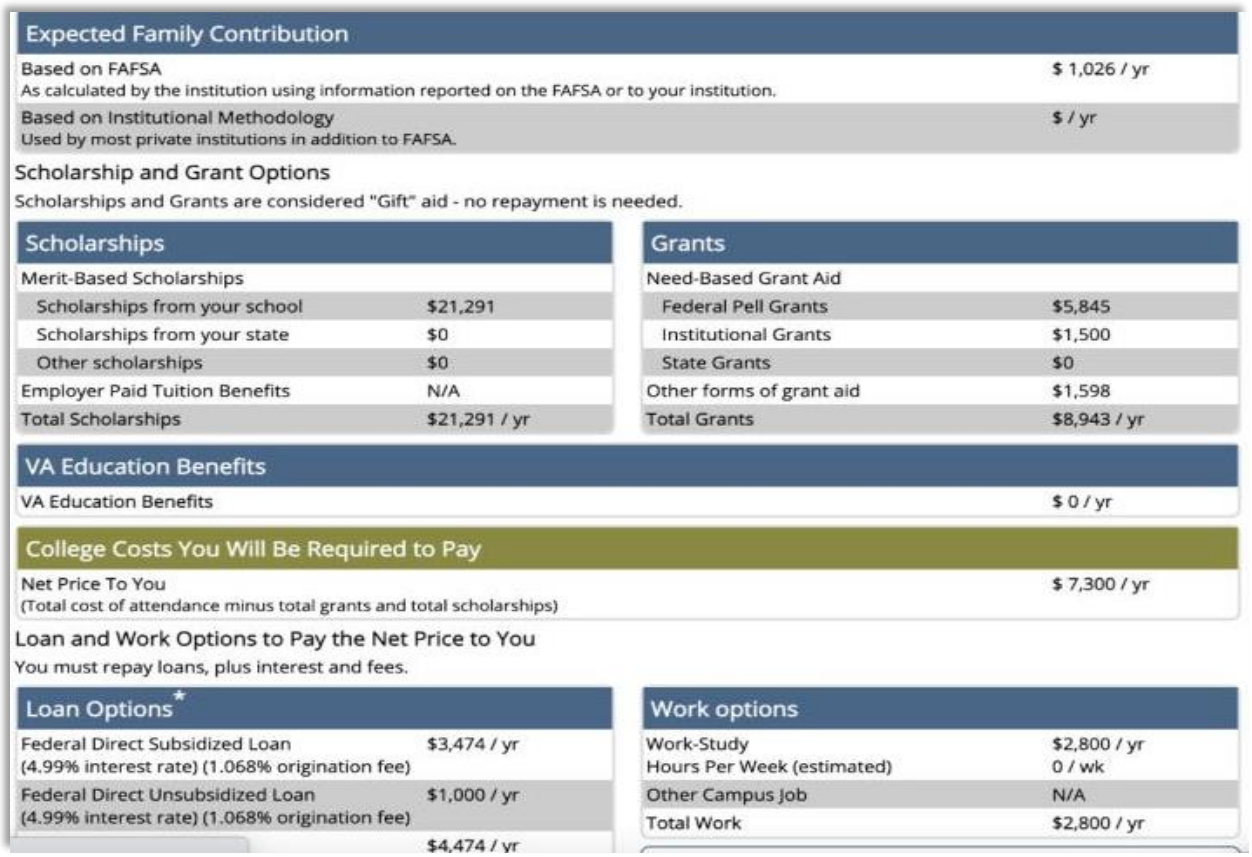


COLLEGE FINANCING PLAN

The College Financial Plan (CFP) is a summary of your offered financial aid compared to the *ESTIMATED* cost of attendance. This is not your bill. The estimated costs listed are generally the same for all students. To see your actual direct cost, please view your bill provided by Student Accounts.

If you would like to print a copy of the CFP, simply use Control+P.





Other Options

You may have other options to repay the remaining costs. These include:

- Tuition payment plan offered by the institution
- Parent PLUS loans, which your parent can apply for
- Non-Federal Private education loan, which you or your parent can apply for after passing a credit check
- Other Military or National Service Benefits

PETERSBURG, VA 23806
Telephone: (804) 524-5990
E-mail: finaid@vsu.edu

* Loan Amounts

Note that the amounts listed are the maximum available to you.To learn about loan repayment choices and calculate your Federal Loan monthly payment, go to: https://studentaid.gov/h/manage-loans.

Customized Information from Virginia State University

Congratulations on your acceptance to Virginia State University. The data provided in this letter will give you the opportunity to compare various financial aid award offers from other institutions in a standard format. The information contained in this letter was based on the information you and your family supplied on the Free Application for Federal Student (FAFSA). If any of your family's circumstances have changed since you submitted the FAFSA, please contact the Financial Aid Office as soon as possible at (804) 524-5990 or (800) 823-7214.

Next steps

Please review your Financial Aid Offer Notification carefully and contact the Financial Aid Office if there are questions. Report any additional sources of financial aid such as outside scholarships by submitting the "Non-University Notification" Form (https://www.vsu.edu/financial-aid/documents-forms.php).

Glossary

Cost of Attendance (COA): The total amount (not including grants and scholarships) that it will cost you to go to school during the 2022-23 school year. COA includes tuition and fees; housing and meals; and allowances for books, supplies, transportation, loan fees, and dependent care. It also includes miscellaneous and personal expenses, such as an allowance for the rental or purchase of a personal computer; costs related to a disability; and reasonable costs for eligible study-abroad programs. For students attending less than half-time, the COA includes tuition and fees; an allowance for books, supplies, and transportation; and dependent care expenses.

Direct Subsidized Loan: Loans that The U.S. Department of Education pays the interest on while you're in school at least half-time, for the first six months after you leave school (referred to as a grace period*), and during a period of deferment (a postponement of loan payments).

Direct Unsubsidized Loan: Loans that the borrower is responsible for paying the interest on during all periods. If you choose not to pay the interest while you are in school and during grace periods and deferment or forbearance periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan).

Expected Family Contribution: A number used by your school to calculate the amount of federal student aid you are eligible to receive. It is based on the financial information provided in your Free Application for Federal student Aid(FAFSA). This is not the amount of money your family will have to pay for college, nor is it the amount of federal student aid you will receive.

Federal Work-Study: A federal student aid program that provides part-time employment while the student is enrolled in school to help pay his or her education expenses. The student must seek out and apply for work-study jobs at his or her school. The student will be paid directly for the hours he or she works may not automatically be credited to pay for institutional tuition or fees. The amount you earn cannot exceed the total amount awarded by the school for the award year. The availability of work-study jobs varies by school. Please note that Federal Work-Study earnings may be taxed in certain scenarios; however the income you earn will not be counted against you when calculating your Expected Family Contribution on the FASFA.

Grants and Scholarships: Student aid funds that do not have to be repaid. Grants are often need-based, while scholarships are usually merit-based. Occasionally you might have to pay back part or all of a grant if, for example, you withdraw from school before finishing a semester. If you use a grant or scholarship to cover your living expenses, the amount of your scholarship may be counted as taxable income on your tax return.

Loans: Borrowed money that must be repaid with interest. Loans from the federal government typically have a lower interest rate than loans from private lenders. Federal loans, listed from most advantageous to least advantageous, are called Direct Subsidized Loans, Direct Unsubsidized Loans, and Parent PLUS Loans. You can find more information about federal loans at StudentAid.gov.

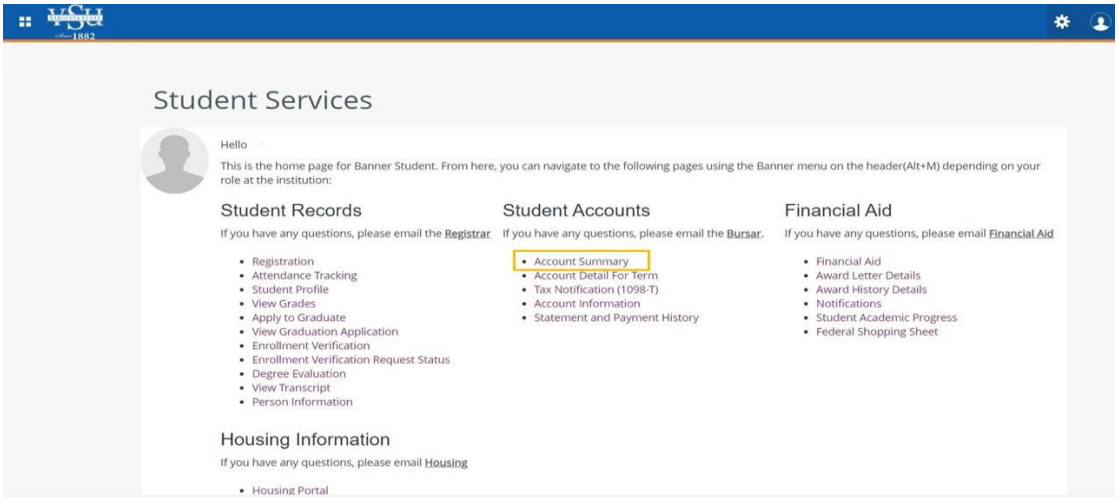
Net Price: An estimate of the actual cost that a student and his or her family need to pay in a given year to cover education expenses for the student to attend a particular school. Net price is determined by taking the institution's cost of attendance and subtracting any grants and scholarships for which the student may be eligible.

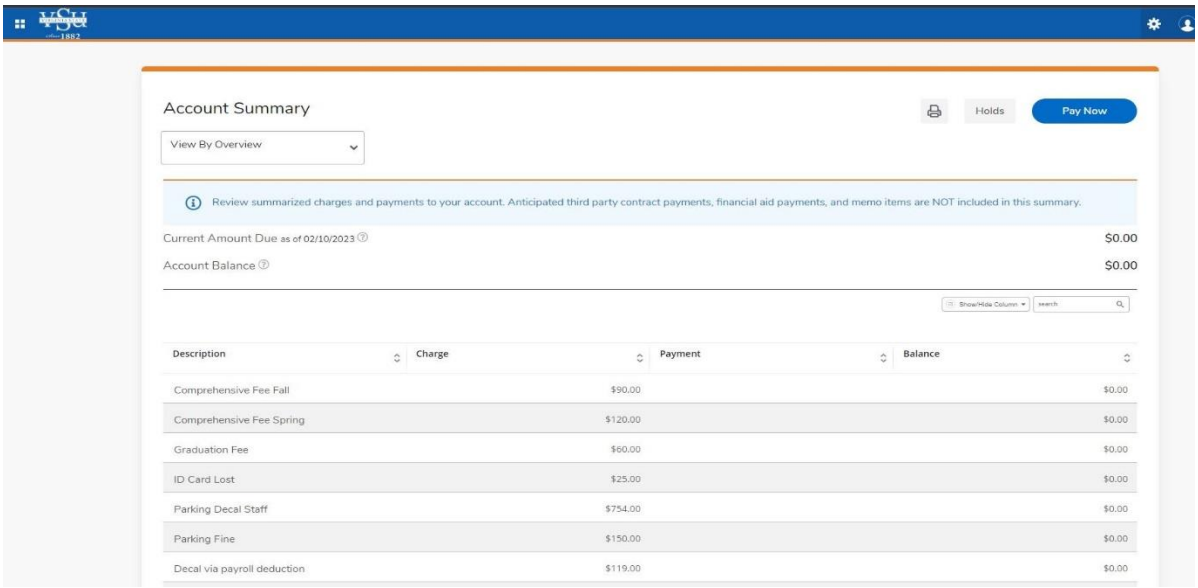
Non-Federal Private Education Loan: A private education loan is a loan issued expressly for postsecondary education expenses to a borrower (either through the educational institution or directly to the borrower) from a private educational lender, rather than as a Title IV, HEA loan offered by the Department of Education.

Origination Fees: An upfront fee charged by a lender for processing a new loan application. It is compensation for putting the loan in place. Origination fees are quoted as a percentage of the total loan.

Account Summary

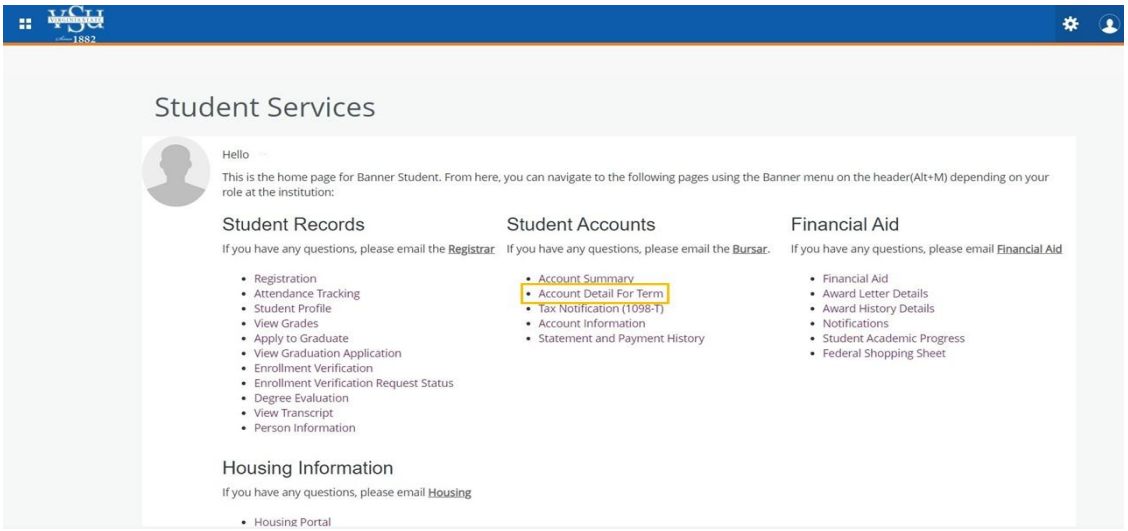
This option allows you to see a summary of your tuition, fees, miscellaneous charges, and any financial aid or payments that have been applied. You can view your Account Detail by Term if you want more detail.

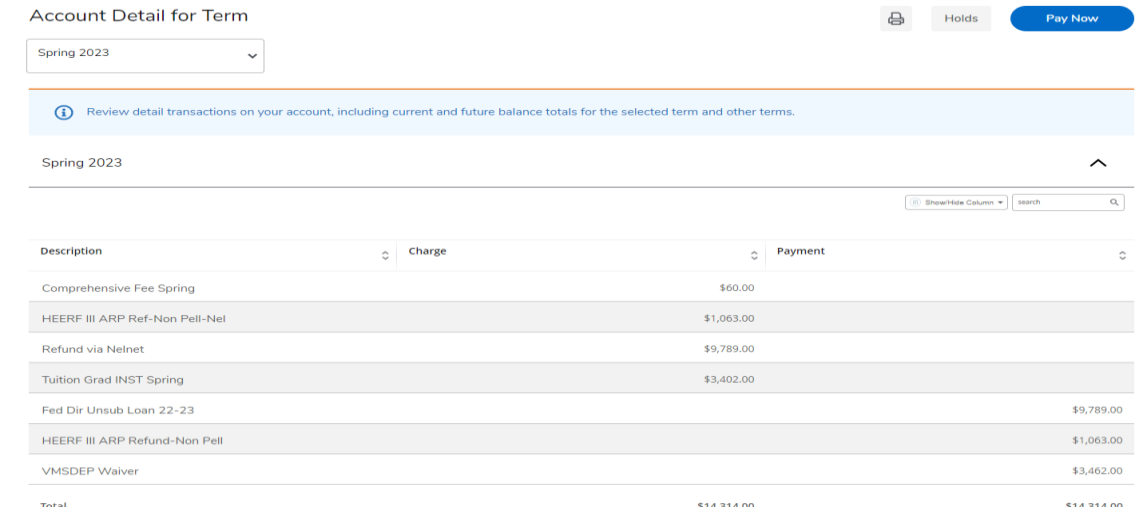




Account Detail for Term

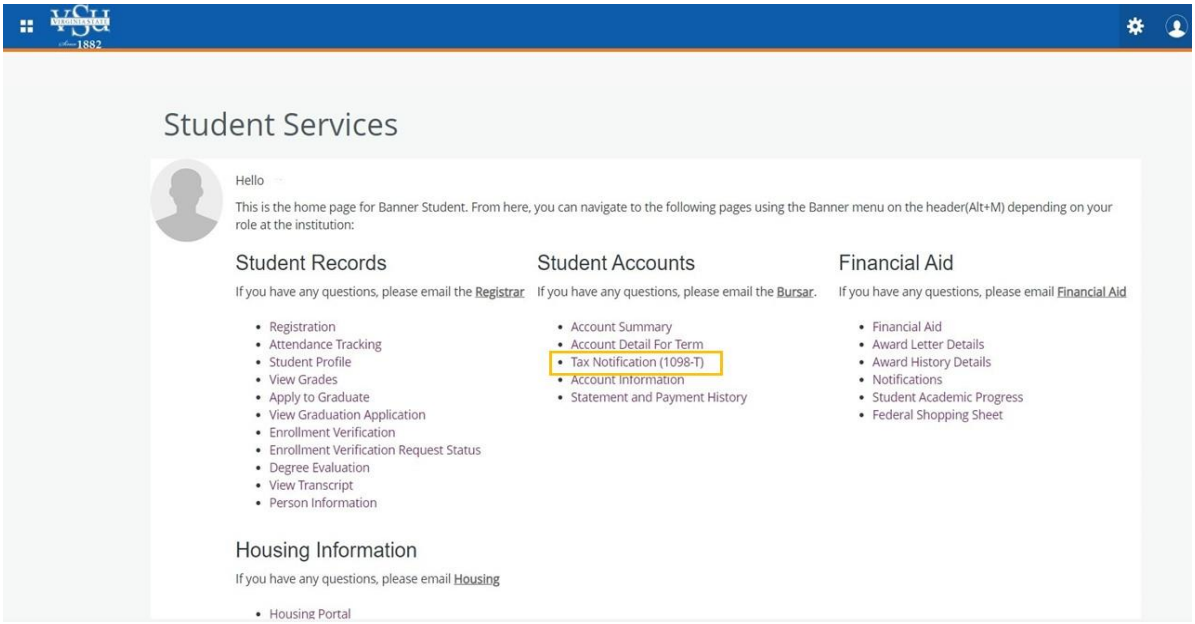
This option allows you to review detailed transactions, including current and future balance totals for the selected term and others.

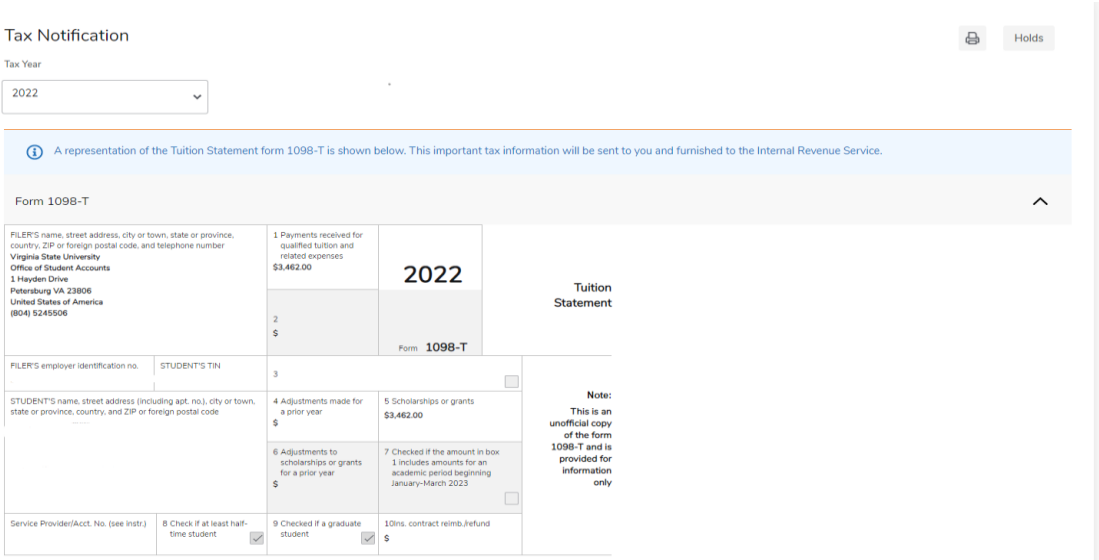


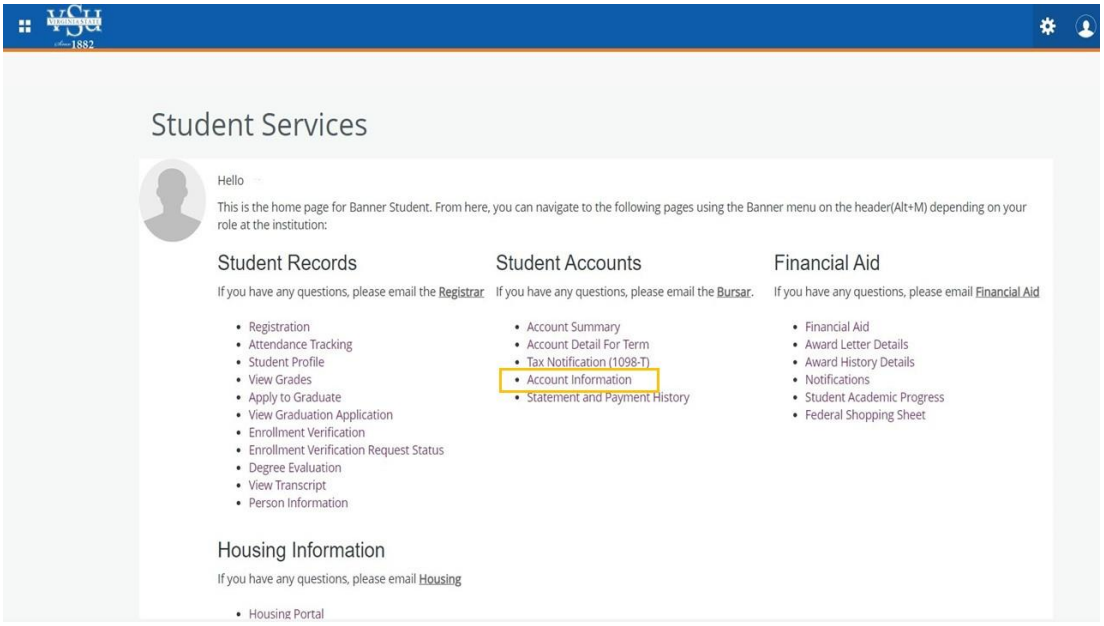
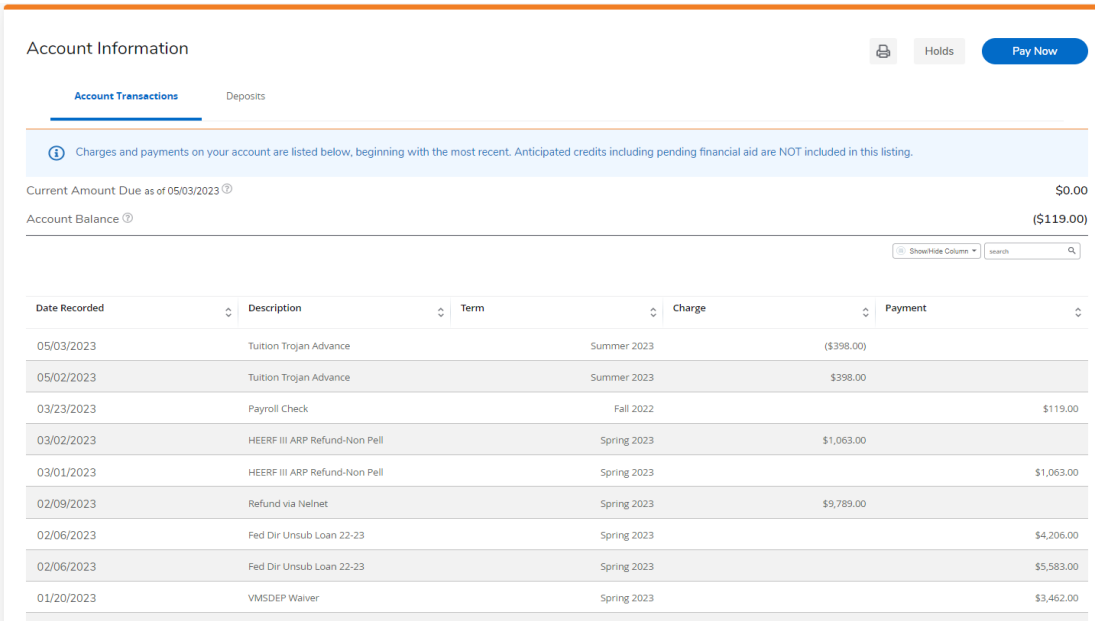


Tax Notification

This option allows you to view and print the detail for reported amounts or selected supplemental 1098 tax report





Account Information

This option allows you to review details for account transactions and deposits posted to a student's account.