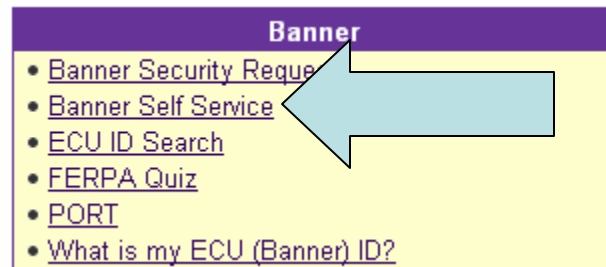


# Banner Self Service Advisors and Faculty Advisors



**Sign into your One Stop and select Banner Self Service from the tools page to sign into SSB.**

## SSB (Self Service Banner) Navigation

RETURN TO MENU

Takes you back to main menu choices



Moves back screens in SSB in the function area you have selected

SITE MAP

Takes you to the overall Banner menu

# Select Faculty and Advisors

**ECU BANNER SELF SERVICE**

[Personal Information](#) [Student and Financial Aid](#) [Faculty Services](#) [Finance](#)

Search

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Main Menu

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- [Personal Information](#)  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.
- [Student and Financial Aid](#)  
Apply for Admission, Register, View yo
- [Faculty and Advisors](#)  
Enter Grades and Registration Override
- [Finance](#)  
Create or review financial documents, budget information, approvals.

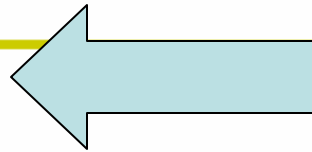
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Under the Faculty and Advisors Menu  
Select **Advisee Information Menu**

## Faculty and Advisors

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[Advisee Information Menu](#)



### **Course Options**

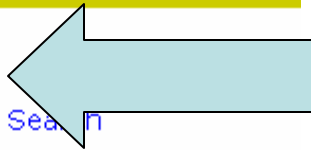
- [Term Selection](#)
- [Faculty Detail Schedule](#)
- [Week at a Glance](#)
- [Active Assignments](#)
- [Office Hours](#)
- [Syllabus Information](#)
- [Course Roster](#)
- [Final Grades](#)
- [Assignment History](#)
- [CRN Selection](#)
- [Look Up Classes](#)
- [Class Schedule](#)
- [Course Catalog](#)
- [Add or Drop Classes](#)

**Advisee Listing will show all advisees assigned to you.**

## Student Information

---

Term Selection  
Advisee Listing  
Student ECU ID Search  
Student Information  
Student Address and Phones  
Student E-mail Address  
Student Schedule  
Academic Transcript  
Degree Evaluation  
Registration History  
Add or Drop Classes  
View Holds  
Active Registrations



Select Advisee Listing

Select Term: Fall 2007

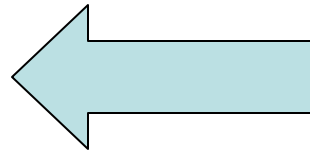


You can search for students by your Advisee Listing  
or by selecting **Student ECU ID Search**

Term Selection

Advisee Listing


Student ECU ID Search



Enter either the Student ECU ID (Banner ID) or Search by student name.

## Student and Advisee 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:

OR

### *Student and Advisee Query*

Last Name:

First Name:

Search Type:  Students  
 Advisees  
 Both  
 All

After identifying a student name, information can be accessed from the Faculty and Advisor Menu for the student you selected.

The system continues to provide information on this student until a new student is selected.

## **Emailing students**

You can email individual students by selecting the  icon by each active student's name.

In addition, scroll to the bottom of the page and select to email your complete advisee list.

[Email your advisees](#) 

This function will put all email addresses in the blind copy listing and will enable you to send detailed emails with attachments.

# Functions of the Advisee Listing

*Advisee Listing*

Student Name	ID	Advisor Type	Alternate PIN	Student Information	Holds	Test Scores	Transcript	Degree Evaluation
	Banner ID	Can have more than one advisor  All advisor assign- ments are made in INB  <b>RG40</b>	Registration PIN number       <b>US02</b>	Registration Information  Enrollment date  Status  Residency  Advisor  Student Type  Curriculum Info  Student schedule  Contact info   <b>AA011</b> <b>RG 30</b>	Hold Tag  <b>RG40</b> <b>RG30</b>	Place -ment Test Score   <b>AD08</b>	Shows unofficial transcript   Total hours by semester and overall record  <b>RG 40</b> <b>RG 53</b>	What if scenario  Degree evaluation   <b>Fall 2007</b>

## RG 099

In MVS we have used the RG 099 screen to determine GPA needs for students in a given semester.

This function was not available in Banner so a form has been created by Kevin Williams to address this problem.

This will be made available to all advisors via the advising website or through the ECU BIC reporting process.

NAME: <input type="text"/>		<b>RG99 Worksheet</b>																			
<input type="text"/>	Total Previous Att. Hrs.	#DIV/0!	GPA Needed for	2.00	0	GP's															
<input type="text"/>	Total Transfer Hrs	#DIV/0!	GPA Needed for	2.20	0	GP's															
<input type="text"/>	Current Semester Att. Hrs.	#DIV/0!	GPA Needed for	2.25	0	GP's															
0	Total (Determines Ret. Per.)	#DIV/0!	GPA Needed for	2.50	0	GP's															
		#DIV/0!	GPA Needed for	3.00	0	GP's															
0	Total Previous Att. Hrs.																				
0	Current Semester Att. Hrs.																				
0	Total Attempted Hours																				
1.6	Retention Period GPA																				
0	Required Q.P.'s for Ret. Per.																				
<input type="text"/>	Total Q.P.'s Previously Earned																				
0	Q.P.'s needed to remove Inelig. Status																				
0	Current Semester Att. Hrs.																				
		<table border="1"> <thead> <tr> <th>Ret. Per.</th> <th>Hours</th> <th>GPA</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1 - 29</td> <td>1.6</td> </tr> <tr> <td>2</td> <td>30 - 59</td> <td>1.8</td> </tr> <tr> <td>3</td> <td>60 - 74</td> <td>1.9</td> </tr> <tr> <td>4</td> <td>75 +</td> <td>2.0</td> </tr> </tbody> </table>					Ret. Per.	Hours	GPA	1	1 - 29	1.6	2	30 - 59	1.8	3	60 - 74	1.9	4	75 +	2.0
Ret. Per.	Hours	GPA																			
1	1 - 29	1.6																			
2	30 - 59	1.8																			
3	60 - 74	1.9																			
4	75 +	2.0																			
#DIV/0!	GPA Needed for Retention Period	1	***Enter data in cells shaded in yellow***																		

## Grade Replacements

In MVS, grade replacements could be entered in the RG 038 screens for a student.

In Banner, grade replacements will be entered by the Office of the Registrar in INB. All students must bring paperwork to the Registrar's office in order to process the grade replacement request.

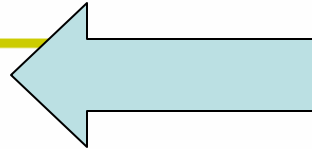
All grade replacements will be noted in the student's academic history.

# Registering students for classes

## Select the Advisee Information Menu

## Faculty and Advisors

[Advisee Information Menu](#)



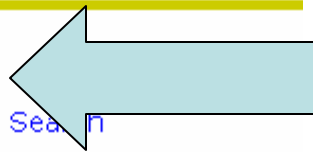
### Course Options

- [Term Selection](#)
- [Faculty Detail Schedule](#)
- [Week at a Glance](#)
- [Active Assignments](#)
- [Office Hours](#)
- [Syllabus Information](#)
- [Course Roster](#)
- [Final Grades](#)
- [Assignment History](#)
- [CRN Selection](#)
- [Look Up Classes](#)
- [Class Schedule](#)
- [Course Catalog](#)
- [Add or Drop Classes](#)

## Student Information

---

[Term Selection](#)  
[Advisee Listing](#)  
[Student ECU ID Search](#)  
[Student Information](#)  
[Student Address and Phones](#)  
[Student E-mail Address](#)  
[Student Schedule](#)  
[Academic Transcript](#)  
[Degree Evaluation](#)  
[Registration History](#)  
[Add or Drop Classes](#)  
[View Holds](#)  
[Active Registrations](#)



Select the **Advisee Listing**

Select **Term** for which you are registering.

Select the Advisee you wish to register by clicking their name, making a note of their Registration PIN (alternate pin) before proceeding.

After selecting a student name:

Select **Add/Drop** link and then you will be prompted to enter the student's Registration Pin.

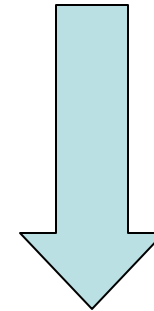
For Fall 2007 registration in March all student PIN numbers will be their summer 5 digit MVS code plus a 0 at the beginning of the code

## View Student Addresses and Phones

Information for ,

### *Addresses and Phones*

Student - Parent Primary	Phones
<b>Current:</b> Sep 27, 2006 - (No end date)	Primary: None Provided



[ [Student Information](#) | [Student E-mail Address](#) | [Class List](#) | [Wait List](#) | [Mid-Term Grades](#) | [Final Grades](#) | [Registration Overrides](#) | [Term Selection](#) | [Add/Drop](#) ]

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**Add/Drop** pulls up the student's current schedule if they have already registered for classes. If not, it will appear as below:


Select the **Class Search** link to search for courses.

If you already know the CRN number for the courses to add, the CRN's can be added to the worksheet provided.

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Add or Drop Classes

 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.

### Add Classes Worksheet

CRNs									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>							

[\[ ID Selection \]](#) [\[ Term Selection \]](#) [\[ Registration Overrides \]](#)

If you select **Class Search**, you will then be asked to choose course attributes and search for those classes by selecting the **Class Search** option at the bottom of the page.

## Look-Up Classes

 Use any combination of the selection options to search for particular classes in the class schedule. Choose Class Search when your selection is complete.

<b>Subject:</b>	Accounting Admin Serv & Inform Processes Adult Education
<b>Course Number:</b>	<input type="text"/>
<b>Title:</b>	<input type="text"/>
<b>Schedule Type:</b>	
<b>Instructional Method:</b>	All NT TR
<b>Credit Range:</b>	<input type="text"/> hours to <input type="text"/> hours
<b>Campus:</b>	All De/Internet Main Campus
<b>Course Level:</b>	All

After selecting **Class Search** , a list of courses will appear. Select the section you want by checking the box next to that section.

If a “C” appears the section is closed.

No check box: student has already registered for class.

Select **Register** at the bottom of the page to enter the course.

**Sections Found**

Biology																			
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input checked="" type="checkbox"/>	<a href="#">81926</a>	BIOL	1050	001	008	3.000	General Biology		TBA	250	1	249	0	0	0	Patrick J. Enderle (P)	08/22- 12/07	TBA	Science Requirement
<input type="checkbox"/>	<a href="#">81927</a>	BIOL	1050	002	008	3.000	General Biology	TR	11:00 am- 12:15 pm	176	0	176	0	0	0	David B. Knowles (P)	08/22- 12/07	TBA	Science Requirement
<input type="checkbox"/>	<a href="#">81928</a>	BIOL	1050	003	008	3.000	General Biology	MWF	10:00 am- 10:50 am	250	0	250	0	0	0	Anne E. Bunnell (P)	08/22- 12/07	TBA	Science Requirement
<input type="checkbox"/>	<a href="#">81929</a>	BIOL	1050	004	008	3.000	General Biology	MWF	08:00 am- 08:50 am	250	0	250	0	0	0	Anne E. Bunnell (P)	08/22- 12/07	TBA	Science Requirement
<input type="checkbox"/>	<a href="#">81930</a>	BIOL	1050	005	008	3.000	General Biology	TR	08:00 am- 09:15 am	176	0	176	0	0	0	Patrick J. Enderle (P)	08/22- 12/07	TBA	Science Requirement
<input type="checkbox"/>	<a href="#">81931</a>	BIOL	1050	006	008	3.000	General Biology	MWF	03:00 pm- 03:50 pm	250	0	250	0	0	0	Heather D. Vance Chalcraft (P)	08/22- 12/07	TBA	Science Requirement
<input type="checkbox"/>	<a href="#">80250</a>	BIOL	1050	601	650	3.000	General Biology		TBA	20	0	20	0	0	0	Robin A. Gibson-Brown (P)	08/22- 12/07	TBA	Science Requirement

To Drop courses: pull down the menu under **Action**, in the course you wish to drop. Select **Web Dropped**.

Select **Submit Changes** and the course will be removed from the student's schedule.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Feb 01, 2007	None	81926	BIOL	1050	001	Undergraduate	3.000	Standard Letter Grade	General Biology

Total Credit Hours: 3.000

Billing Hours: 3.000

Maximum Hours: 18.000

Date: Feb 01, 2007 11:28 am

### Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
DUPLICATE CRN	81926	BIOL	1050	001	Undergraduate			General Biology

### Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes

Class Search

Reset

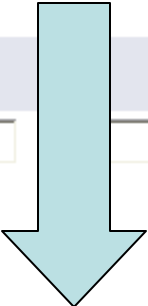
## Registering Another Student

To begin to register a different student, select the **ID Selection** link at the bottom of the page or select **Return to Menu** at the top of the screen. This will return you to the Student Information Menu where you may select another advisee from your Advisee Listing.

### Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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[ [ID Selection](#) | [Term Selection](#) | [Registration Overrides](#) ]

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