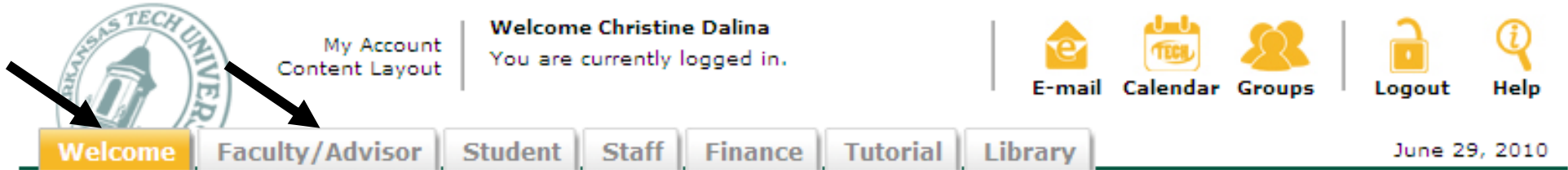
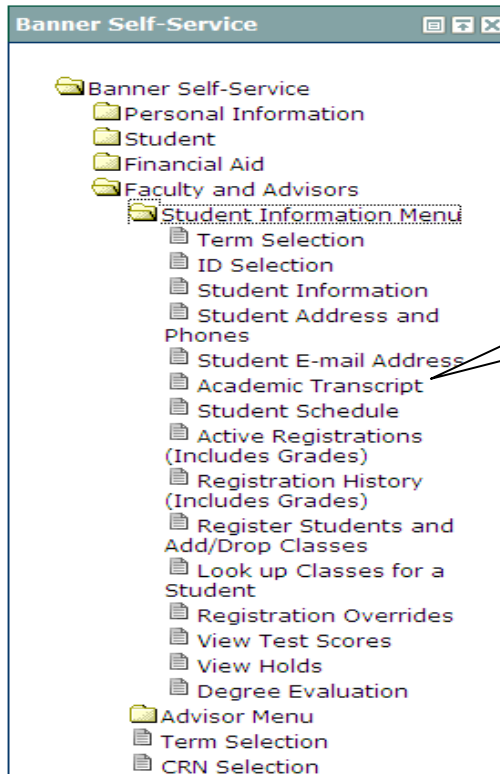


## Registration Using Self-Service Banner (SSB)

Once you have logged into OneTech, locate the Banner Self-Service module (under either your Welcome or Faculty/Advisor tab).



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



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

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

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.

**Full Name:** Dalina, Christine L.  
**Student T#:** T00009564  
**Student Email:** cdalina@atu.edu  
**Student Birthday:** 21-AUG-84

**Student Registration Code:** 864061

**Faculty Registration Code:** 082184

Verify you have the correct student selected and click Submit.

Submit

Select the transcript level and transcript type.

Transcript Level:

Transcript Type:

**Display Transcript**

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

**NOTE:** You may print the transcript or view it online; any transfer work will be listed first, the most recent ATU coursework will be at the bottom.

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

**Browse**

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

## Student Academic Transcript

Home > Student Academic Transcript

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

Student Information Menu ▲	Advisor Menu ▼	Term Selection	CRN Selection
<ul style="list-style-type: none"> <li>Term Selection</li> <li>Student Address and Phones</li> <li>Student Schedule</li> <li>Register Students and Add/Drop Classes</li> <li>View Test Scores</li> </ul>	<ul style="list-style-type: none"> <li>ID Selection</li> <li>Student E-mail Address</li> <li>View Holds</li> </ul>		<ul style="list-style-type: none"> <li>Student Information</li> <li>Academic Transcript</li> <li>Registration History (Includes Grades)</li> <li>Registration Overrides</li> <li>Degree Evaluation</li> </ul>

Click Register Students and Add/Drop Classes

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.

**Full Name:**

Dalina, Christine L.

**Student T#:** T00009564

**Student Email:** cdalina@atu.edu

**Student Birthday:** 21-AUG-84

**Student Registration Code:** 864061

**Faculty Registration Code:** 082184

**Enter Christine L. Dalina's Faculty Registration Code to add or drop classes:**

Enter the Faculty Registration Code and click Submit.

**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.

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.

**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

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

**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**

Courses the student is already registered in will appear here; to drop, select Web Drop from the Action drop-down box.