How to find Student Information in Self-Service Banner
(In these screens you are just viewing information; you cannot change it so don’t be afraid to explore!)

- Log in to Self Service Banner and go to Faculty Services
- Select the Student Information Menu

- Click on ID Selection

- Select a Term (Fall 2012 is the only option at the moment) and hit Submit
There are two ways to look for a student.

- If you know the student’s ID number, enter it in the Student or Advisee ID box.
- If you don’t know the student’s ID number, you can search by his or her name using the Student and Advisee Query. Leave All selected for your Search Type.
- If you’ve entered an ID#, the system will give you the name of the student you selected for confirmation. If it is the right student, hit Submit. If not, return to ID Selection by hitting the link.

- If you search by name, a box with the name(s) and id #s returned by your search will appear. Use the down arrow in the drop down box to view the list of names and make your selection.
Once you have the correct student selected, hit Submit.
You will be returned to the Student Information Menu. Now you can select the information you want to view.

There are several different ways to view a student’s schedule. You can view it with: Student Schedule, Concise Student Schedule, Student Week at a Glance, and Active Registrations. Each area presents the information in a slightly different way. The two which are most useful are Concise Student Schedule and Active Registrations.

- Concise Student Schedule
Active Registrations

Why check Active Registrations? On certain views of the student’s schedules, wait-listed courses will appear (with 0 credit hours listed).
This may cause confusion. Wait-listed courses will NOT appear on the Active Registrations screen, however. If a student arrives who believes he or she is registered for a course but they are not appearing on the class list, check the student’s Active Registrations.

- One thing to note with regard to Student Week at a Glance. This shows a weekly schedule. If a student is enrolled in a course which doesn’t meet for the entire semester, it will only appear on this schedule during those weeks when the class meets. The dates shown can be changed in the Go to box, or by hitting Next Week.
Other information you can find in the Student Information Menu:

- **Student Information**: You can find the student’s major listed here as well as his or her advisor.
- **Student Address and Phones**: Just what it says. 😊
- **View Holds**: This will show you if a student has a hold on his or her record.
- *In these screens you are just viewing information; you cannot change it so don’t be afraid to explore!*