



Banner 8

Banner

Student Self-Service

**Information Resources Training Services
Rowan University
201 Mullica Hill Road
Glassboro, NJ 08028-1701**

**<http://www.rowan.edu/irtraining>
irtraining@rowan.edu**

**For Banner Assistance:
support@rowan.edu
856-256-4400**

**Download a free copy of this document at
<http://www.rowan.edu/irtraining>**

**Banner 8 – Version 1
November 2009**

© Copyright 2009, Rowan University, all rights reserved.

Banner is a registered trademark of SunGard Higher Education. Other brand and product names are trademarks or registered trademarks of their respective companies.

Key Terms

Banner

Administrative software which supports University business needs.

Course Reference Number (CRN)

Unique 5-digit number assigned to a specific section of a course. All registration is done by CRN. Formerly known as the “call number” in the previous University system.

Rowan ID Number

Nine-digit system-generated number assigned to you for all University business. May also be referred to as Banner ID. This number is NOT your social security number. You may locate your Rowan ID Number at <http://www.rowan.edu/myBanner>

Faculty and Advisor Self-Service


Product within the Banner software which allows faculty to view class schedule, student information, perform registration overrides, and enter final grades. Also known as Self Service Banner.

Term

Academic semester such as Fall 2009 and Spring 2010.

**ATTENTION: You will be automatically
logged out after 30 minutes of inactivity**

Student Self-Service



Personal Information **Student** **Financial Aid** **Faculty Services** **Employee** **WebTailor Administration** **Finance**

Search

Student & Financial Aid

- Admissions
Apply for Admission or Review Existing Applications
- Registration ←
Check your registration status, class schedule and add or drop classes
- Student Records ←
View your holds, grades, transcripts and GRAD report
- Financial Aid
Apply for Financial Aid, review status and loans
- Commencement
- NJ Transit Student Pass Discount
Rowan University full-time students are eligible to receive a monthly pass at 25% percent off the regular monthly fare.
- Parking Services
Parking permit application, rules, general information
- Learning Connections Inventory
- National Schools Clearinghouse
Connect to the National Schools Clearinghouse website. Login is automatic.
- Parent/Guardian Demographics Information
- Student Affairs

View Holds

Final Grades

Academic Transcript

Request Official Printed Transcript

GRAD

Graduation Requirements & Advising Database

Course Catalog

View Student Information

Class Schedule

1098-T Form

TURN TO MENU SITE MAP HELP EXIT

Registration Status

Select Term

Look Up Classes

Add or Drop Classes

Bursar Services

Concise Student Schedule

Week at a Glance


Student Detail Schedule

Active Registration

Registration History

Order Books from Book Store

RELEASE: 8.2.1



Rowan University • 201 Mullica Hill Road
Glassboro, New Jersey 08028 • Phone / 856.256.4000

Table of Contents

- 6** Login
- 7** Select Term
- 8** Registration Status
- 9** Look Up Classes
- 12** Add Class
- 13** Drop Class
- 14** Student Schedule
- 15** Active Registration
- 16** Registration History
- 17** Student Information
- 18** Holds
- 19** Grades
- 20** Academic Transcript
- 21** Take the LCI
- 22** Help
- 23** Notes

What does this mean?



Important information!
Review before moving forward.



Time saving information.
Helpful tips and tricks.



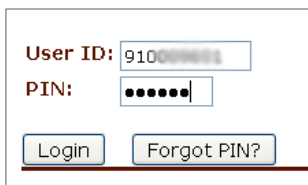
Click here

Login

1 Go to <http://www.rowan.edu/selfservice>

2 Access Banner Services
Select *Enter Secure Area*

3 Enter *User ID* and *PIN*
Select *Login*

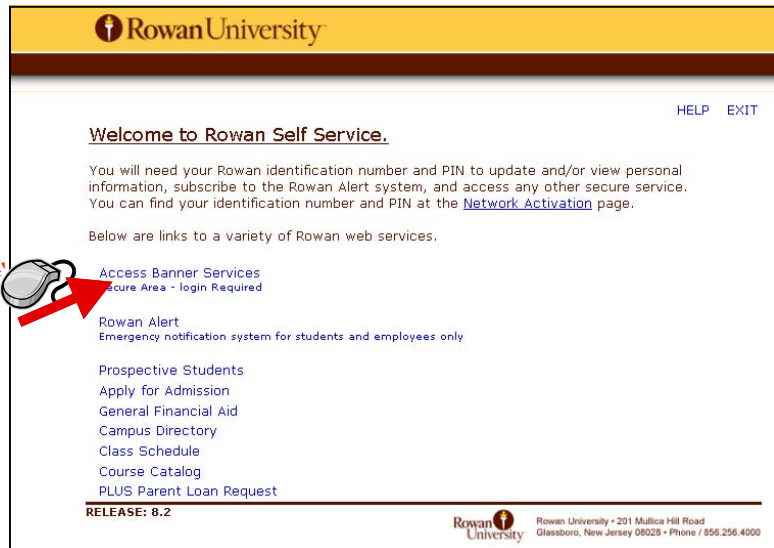


User ID: 9100000000000000
PIN: ●●●●●●

4 Reset PIN
First time login only

5 Set Security Question
First time login only

6 Select *Student & Financial Aid*
Menu options may vary



Rowan University

HELPS EXIT

Welcome to Rowan Self Service.

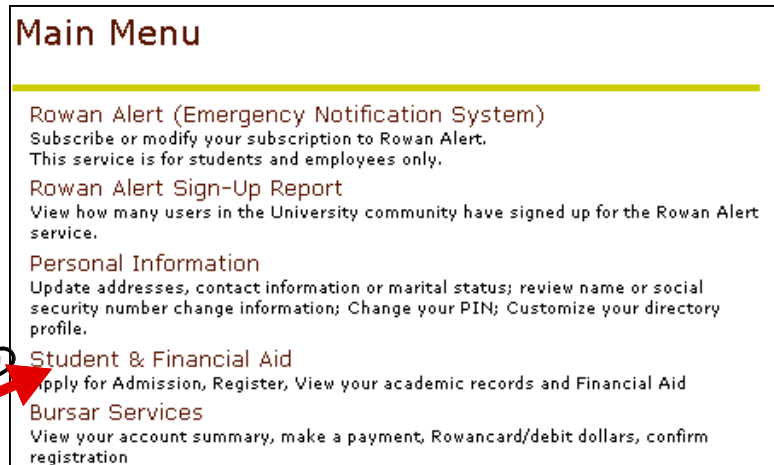
You will need your Rowan identification number and PIN to update and/or view personal information, subscribe to the Rowan Alert system, and access any other secure service. You can find your identification number and PIN at the [Network Activation](#) page.

Below are links to a variety of Rowan web services.

- Access Banner Services**
Secure Area - login Required
- Rowan Alert
Emergency notification system for students and employees only
- Prospective Students
Apply for Admission
General Financial Aid
Campus Directory
Class Schedule
Course Catalog
PLUS Parent Loan Request

RELEASE: 8.2

Rowan University
Rowan University • 201 Mullica Hill Road
Glassboro, New Jersey 08028 • Phone / 856.256.4000



Main Menu

- Rowan Alert (Emergency Notification System)
Subscribe or modify your subscription to Rowan Alert.
This service is for students and employees only.
- Rowan Alert Sign-Up Report
View how many users in the University community have signed up for the Rowan Alert service.
- 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 & Financial Aid**
Apply for Admission, Register, View your academic records and Financial Aid
- Bursar Services
View your account summary, make a payment, Rowancard/debit dollars, confirm registration

FORGOT YOUR USER ID? Visit <http://www.rowan.edu/myBanner> and enter your Rowan campus network username and password. Visit <https://www.rowan.edu/password/activation/> if you do not know your Rowan campus network username and password.

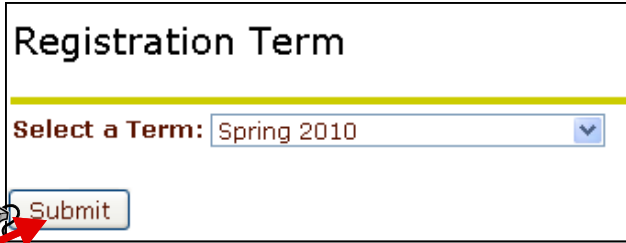
FORGOT YOUR PIN? Select the *Forgot PIN?* button on the Banner login page to be prompted for your security question and reset your PIN.

Select Term

1 Select *Registration* from Student & Financial Aid menu

2 Choose *Select Term*

3 Select Term and choose *Submit*



The screenshot shows a web form titled "Registration Term". Below the title is a horizontal line. Underneath the line is a label "Select a Term:" followed by a dropdown menu. The dropdown menu is open, showing "Spring 2010" as the selected option. Below the dropdown menu is a "Submit" button. A red arrow points to the "Submit" button, and a small icon of a hand with a red arrow points to the dropdown menu.



Once you have selected a Term, it will be the default used in each step. To change the Term, return to the Registration menu and follow the steps above.

Registration Status

- 1** Select *Registration* from Student & Financial Aid menu
- 2** Select *Registration Status*
- 3** Select Term (if needed)
- 4** View Registration Status

Registration Status

You have no Holds which prevent registration.

Your Academic Standing permits registration.

Your Student Status permits registration.

Your Class for registration purposes is Non-matriculated Undergraduate.

Registration Permits and Overrides

Permit/Override	CRN	Subject Course
Capacity	42322 ENGL	02394 ENGL SEM II-WI

Curriculum Information

Current Program
Non-degree program

Level: Undergraduate
Admit Term: Fall 2006
Catalog Term: Fall 2006
College: No College
Major: Non-matriculated

Look Up Classes

- 1** Select *Registration* from the Student & Financial Aid menu
- 2** Select *Look Up Classes*
- 3** Select Term (if needed)
- 4** Select search details and choose *Class Search*

Student & Financial Aid

- Admissions
Apply for Admission or Review Existing Applications
- Registration**
Check your registration status, class schedule and add or drop classes
- Student Records
View your holds, grades, transcripts and GRAD report
- Financial Aid
Apply for Financial Aid, review status and loans
- Commencement

Class Schedule Search

Subject: EMRD-Educ of Mentally Retarded ENGL-English ENGR-General Engineering

Course Number:

Title:

Schedule Type: All Field Work Independent Study

Instructional Method: All Non-Traditional Traditional

Credit Range: hours to hours

Campus: All Camden Main

Course Level: All Graduate Undergraduate

Part of Term: All First Session Full Term
Non-date based classes only

Instructor: All Abay, Abera Abbott, James R.

Session: All Day Evening

Attribute Type: All Basic Skills Change in Course

Start Time: Hour Minute am/pm


End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

**You must select a Subject.
All other items are optional.**

Look Up Classes

5 To view class details, select *CRN*

 Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.


Sections Found
ENGL-English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor
										Cap	Act	Rem	Cap	Act	Rem	Cap	Act	Rem	
<input type="checkbox"/>	20597	ENGL	02101	1	M	3.000	LITERARY STUDIES FOR ENGL MJRS	TR	08:00 am-09:15 am	20	0	20	0	0	0	0	0	0	Lee A. Talley (P)
<input type="checkbox"/>	20598	ENGL	02101	2	M	3.000	LITERARY STUDIES FOR ENGL MJRS	TR	09:25 am-10:40 am	20	0	20	0	0	0	0	0	0	Lee A. Talley (P)
<input type="checkbox"/>	20600	ENGL	02101	3	M	3.000	LITERARY STUDIES FOR ENGL MJRS	WF	09:25 am-10:40 am	20	0	20	0	0	0	0	0	0	Jacqueline A. Garlitos (P)

6 To Register, mark check box and choose *Register*

Sections Found
ENGL-English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor
										Cap	Act	Rem	Cap	Act	Rem	Cap	Act	Rem	
<input type="checkbox"/>	20597	ENGL	02101	1	M	3.000	LITERARY STUDIES FOR ENGL MJRS	TR	08:00 am-09:15 am	20	1	19	0	0	0	0	0	0	Lee A. Talley (P)
<input checked="" type="checkbox"/>	20598	ENGL	02101	2	M	3.000	LITERARY STUDIES FOR ENGL MJRS	TR	09:25 am-10:40 am	20	0	20	0	0	0	0	0	0	Lee A. Talley (P)
<input type="checkbox"/>	20600	ENGL	02101	3	M	3.000	LITERARY STUDIES FOR ENGL MJRS	WF	09:25 am-10:40 am	20	0	20	0	0	0	0	0	0	Jacqueline A. Garlitos (P)



Look Up Classes

Course Availability (Section Tally)

http://banner.rowan.edu/reports/reports.pl?task=Section_Tally

Section Tally - Spring 2010

College:

Department:

Subject:

Part of Term:

Session:

Professor:

Attribute:

Campus:

Building:

Select search criteria

- Display only sections with space available
- Display only sections with no pre-requisites, co-requisites, or other restrictions

Available Seats

Select CRN for section details

Excel 2003 or later required.
Will not work with all browsers.

CRN	Subj	Crse	Sect	Title	Prof	Day	Beg	End	Bldg Room	Hrs	Max	Enr	Avail
42328	CMS	05301	1	AMER ENGLISH GRAMMAR	Vitto	TR	1050	1205	BUNCE 304	3.00	30	30	0
42329	CMS	05301	2	AMER ENGLISH GRAMMAR	Jorgensen	M	1830	2100	WESTBY 236	3.00	30	29	1
											60	59	1
42272	ENGL	02101	1	LITERARY STUDIES	Talley	MW	0800	0915	BUNCE 206	3.00	20	11	9
42273	ENGL	02101	2	LITERARY STUDIES	Compagnucci	MW	1645	1800	BUNCE 206	3.00	20	10	10
42274	ENGL	02101	3	LITERARY STUDIES - RS	Parrish	TR	0925	1040	BUNCE 207	3.00	0	35	-35
42275	ENGL	02101	4	LITERARY STUDIES	Green	TR	1215	1330	BUNCE 206	3.00	20	10	10
42276	ENGL	02101	5	LITERARY STUDIES	Green	TR	1345	1500	BUNCE 206	3.00	20	10	10
42277	ENGL	02101	6	LITERARY STUDIES	STAFF	R	1830	2100	BUNCE 206	3.00	20	9	11
											100	85	15

Add Class


- 1 Select *Registration* from the Student & Financial Aid menu
- 2 Select *Add or Drop Classes*
- 3 Select Term (if needed)
- 4 Enter *CRN* under Add Classes Worksheet and select *Submit Changes*
- 5 View Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Nov 17, 2006	None	20597	ENGL	02101	1	Undergraduate	3.000	Normal Grade	LITERARY STUDIES FOR ENGL MJRS

Total Credit Hours: 3.000
Billing Hours: 3.000
Maximum Hours: 999999.999
Date: Nov 17, 2006 10:10 am

Add Classes Worksheet


CRNs									
42322									



Drop Class

- 1** Select *Registration* from Student & Financial Aid menu
- 2** Select *Add or Drop Classes*
- 3** Select *Term* (if needed)
- 4** Select *Drop* under Action column and choose *Submit Changes*

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Nov 17, 2006		20597	ENGL	02101	1	Undergraduate	3.000	Normal Grade	LITERARY STUDIES FOR ENGL MJRS

Total Credit Hours: 3.000
Billing Hours: 3.000
Maximum Hours: 999999.999
Date: Nov 17, 2006 10:12 am

Student Schedule

- 1** Select *Registration* from Student & Financial Aid menu
- 2** Select *Student Detail Schedule*
- 3** Select Term (if needed)
- 4** View Schedule


View Student Schedule Fall 2009
Nov 17, 2009 01:59 pm

Information for **Brandon R. Lafferty**

Current Schedule


Total Credit Hours: 15.000

Improving Personal Writing Skills - COMP 01100 - 6

Associated Term: Fall 2009
CRN: 41506
Status: Registered - freshmen on May 06, 2009
Assigned Instructor: Bonny R. Chezik 

Grade Mode: Satisfactory/Unsatisfactory
Credits: 3.000
Level: Undergraduate
Campus: Main

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	3:15 pm - 4:30 pm	TR	Library 401	Sep 01, 2009 - Dec 19, 2009	Lecture	Bonny R. Chezik (P) 



To view student schedule in a tabular layout, select *Concise Student Schedule*


CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
41506	COMP 01100 6	Improving Personal Writing Skills	Main	3.000	UG	Sep 01, 2009	Dec 19, 2009	TR	3:15 pm - 4:30 pm	Library 401	Chezik
41386	LAWJ 05175 3	Survey of Criminal Justice	Main	3.000	UG	Sep 01, 2009	Dec 19, 2009	WF	9:25 am - 10:40 am	Wilson Hall 114	Vigorita



Active Registration

- 1** Select *Registration* from Student & Financial Aid menu
- 2** Select *Active Registration*
- 3** Select Term (if needed)
- 4** Click on *Course Title* or *CRN* to see additional information

Active Registrations for XXXXXX Nov 17, 2009 03:13 pm


Information for XXXXXX

 The following classes are not officially considered complete for transcript purposes. Additional information is available by selecting hyperlinked data.

WKSP IN ART: DIGITAL PHOTO - ART 02300 - 9			
Associated Term	Fall 2009	Credits	3.000
CRN	40068	Grade Mode	A to F grading
Status	**Web Registered** Mar 30, 2009	Course Level	Undergraduate
Schedule Type	Lecture	Midterm Grade	
Instructional Method	Traditional	Grade Detail	
Campus	Main	Associated Instructor	Chad E. States 
		Course URL	
Writing, Research & Technology - WA 01301 - 2			
Associated Term	Fall 2009	Credits	3.000
CRN	41565	Grade Mode	A to F grading
Status	**Web Registered** Mar 30, 2009	Course Level	Undergraduate
Schedule Type	Lecture	Midterm Grade	
Instructional Method	Traditional	Grade Detail	
Campus	Main	Associated Instructor	Susan Hersh 
		Course URL	

Registration History

- 1** Select *Registration* from Student & Financial Aid menu
- 2** Select *Registration History*
- 3** Select Term (if needed)
- 4** Click on *Course Title* or *CRN* to see additional information

Registration History for XXXXXXXXXX								
							Nov 17, 2009 03:00 pm	
Information for XXXXXXXXXX								
 The following represents active as well as completed registrations. Withdrawn, dropped, and/or cancelled classes are also displayed. An asterisk preceding the final grade denotes that this grade will be displayed on your transcript.								
Associated Term	CRN	Course	Course Title	Credits	Level	Status	Midterm Grade	Final Grade
Spring 2008	23400	EDAM 27629	SEM/INTERN HIGHER ED ADM II	3.000	Graduate	**Web Registered** Nov 29, 2007		A
Fall 2007	42234	EDAM 27628	SEM/INTERN HIGHER ED ADM I	3.000	Graduate	**Web Registered** Mar 27, 2007		A
Summer 2007	30378	COUN 26582	CAREER COUNSEL IN ED SETTING	3.000	Graduate	**Web Registered** Feb 26, 2007		A
Summer 2007	30115	HIED 06606	SEL TOP IN HIGHER ED	3.000	Graduate	**Web Registered** Feb 26, 2007		A
Spring 2007	20542	EDAM 27620	LEGAL ISSUES HIGHER ED	3.000	Graduate	**Web Registered** Oct 24, 2006		A
Spring 2007	20510	EDST 24501	PROCEDURES/EVAL IN RESEARCH	3.000	Graduate	**Web Registered** Dec 05, 2006		A
Fall 2006	42720	EDAM 27637	HIGHER ED ADMIN	3.000	Graduate	**Web Registered** Mar 27, 2006		A

Student Information

1 Select *Student Records* from Student & Financial Aid menu

2 Select *View Student Information*

3 Select Term (if needed)

4 View Information

General Student Record

Student Information effective from Summer 2006 to The End of Time

Registered for Term: No
First Term Attended: Fall 2004
Last Term Attended: Spring 2008
Status: Active Student
Matric Term: Summer 2005
Residence: Out of state Resident
Citizenship: Citizen
Student Type: Continuing
Class: Graduate
Expected Graduation Date: May 16, 2008
Expected Graduation Term: Spring 2008
Expected Graduation Year: 2006-2007

Curriculum Information

Current Program

Master of Arts
Level: Graduate
Program: MA Higher Education
Admit Term: Summer 2005
Catalog Term: Fall 2004
College: College of Education
Major and Department: Higher Education, Educational Leadership

Holds

1 Select *Student Records* from **Student & Financial Aid Menu**

2 Select *View Holds*

3 **View Information**

View Holds

 Please note that some holds are sensitive and may not display on this page.

Administrative Holds

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Academic Advising	Nov 21, 2006	Dec 31, 2099				Registration

Grades

- 1** Select *Student Records* from Student & Financial Aid Menu
- 2** Select *Final Grades*
- 3** Select Term and choose *Submit*
- 4** View Information

Final Grades Spring 2008
Nov 23, 2009 04:48 pm

Student Information

Current Program
Master of Arts

Level: Graduate
Program: MA Higher Education
Admit Term: Summer 2005
Catalog Term: Fall 2004
College: College of Education
Major and Department: Higher Education, Educational Leadership
Academic Standing: Graduate-Good Standing

Graduate Course work

CRN	Subject	Course Section	Course Title	Campus	Final Grade	Attempted	Earned	GPA Hours	Quality Points
23400	EDAM	27629 2	Seminar/Internship in Higher Education Administration II	Main	A	3.000	3.000	3.000	12.00

Graduate Summary

	Attempted	Earned	GPA Hours	Quality Points	GPA
Current Term:	3.000	3.000	3.000	12.00	4.000
Cumulative:	37.000	37.000	37.000	145.00	3.919
Transfer:	0.000	0.000	0.000	0.00	0.000
Overall:	37.000	37.000	37.000	145.00	3.919

Select another Term

Academic Transcript

- 1** Select *Student Records* from Student & Financial Aid Menu
- 2** Select *Academic Transcript*
- 3** Select Term (if needed)
- 4** Select *Transcript Level, Transcript Type* and choose *Submit*

Note Select a transcript level, not All Levels, to ensure GPA is calculated accurately.

Academic Transcript Options

Select the transcript level and transcript type.

Transcript Level: Graduate ▾

Transcript Type: Advising Transcript ▾

Submit

5 View Information

Spring 2008										
College:		College of Education								
Major:		Higher Education								
Student Type:		Continuing								
Academic Standing:		Graduate-Good Standing								
Subject	Course	Campus	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R	CEU Contact Hours
EDAM	27629	Main	GR	SEM/INTERN HIGHER ED ADM II	A	3.000	12.00			
				Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA	
Current Term:				3.000	3.000	3.000	3.000	12.00	4.000	
Cumulative:				37.000	37.000	37.000	37.000	145.00	3.919	
Unofficial Transcript										
TRANSCRIPT TOTALS (GRADUATE) -Top-										
				Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA	
Total Institution:				37.000	37.000	37.000	37.000	145.00	3.919	
Total Transfer:				0.000	0.000	0.000	0.000	0.00	0.000	
Overall:				37.000	37.000	37.000	37.000	145.00	3.919	
Unofficial Transcript										


Note Displays unofficial transcript only. Select *Request Official Printed Transcript* from the Student Records menu to submit a formal transcript request.

Take the LCI

1 Select *Learning Connections Inventory* from Student & Financial Aid menu

2 Select *Continue*

Take the Learning Connections Inventory

 You are about to be forwarded to *Learning Connections Resources* website, where you can complete the *Learning Connections Inventory*.

3 Acknowledge the security warning and select *Continue*


4 You will be redirected to the Learning Connections Resources website. Complete the profile, select a password, and choose *Create Profile*

Learning Connections Resources


Profile

Logged in: RULCI

To take the Learning Connections Inventory you will need to create your account profile. Please register your contact information and password then sign into your account on the home page using your access information.

 **BASIC PROFILE**

First Name	<input type="text" value="Susan"/>	*	Employee ID	<input type="text"/>
Last Name	<input type="text" value="Hersh"/>	*	Phone Number	<input type="text"/>
Email Address	<input type="text" value="hersh@rowan.edu"/>	*	Mobile Number	<input type="text"/>

 **ACCESS INFORMATION**

User ID	<input type="text" value="XXXXXXXXXX"/>	*	
Note: You will use this User ID to access LCI each time.			
Password	<input type="password"/>	*	
Retype Password	<input type="password"/>	*	

Help

support@rowan.edu
856-256-4400

Rowan ID

<http://www.rowan.edu/mybanner>

Online Knowledgebase (Frequently Asked Questions)

<http://www.rowan.edu/toolbox/>

Information Resources Online Training Center

<http://www.rowan.edu/irtraining>

Notes

Notes