Introduction

Banner Web for Student allows students to view, update, and print selected information from the University's information system using the web. Students can

- Access their class schedules and course details.
- Register, drop, and add classes via the web.
- View your academic records online. This includes mid-term grades, final grades, transcripts, and degree evaluations.
- Request transcripts online and view the status of that request.
- View your student account and tax information.

Computer and Browser Requirements

Use any on- or off-campus computer that has access to the Web. The only software required you need is the web browser **Internet Explorer, version 5.0 or higher**. Your browser needs to accept cookies (most do by default).

Gaining Access to Banner Web for Students

You can gain access to Banner Web for Students from the University Registrar's website at registrar.sewanee.edu. The Banner system is available from 2:00 A.M. until 11:00 P.M. each day.

Logging in to Banner Web for Students for the First Time

The University Registrar's office will supply you with a USER ID and an initial PIN.

Enter your **User ID** and **PIN** here.

Your User ID is your nine-character Sewanee ID number. The number begins with a "B" or "C" and is followed by eight digits. The "B" or the "C" must be entered in UPPERCASE.

Your PIN (Personal Identification Number) is a six-character password.

Changing Your PIN

After logging in for the first time you will be required to change your PIN.

Re-Enter your old PIN here.

Enter and then re-enter a new six-character PIN here. Your new PIN may consist of numbers, letters, or a combination of numbers and letters (more secure). Unlike the USER ID, letters in the PIN are case-sensitive. Your new PIN must be exactly six characters in length.

Creating a Login Verification Question and Answer

After setting up your new PIN, you will be required to create a Login Verification Question and Answer to be used if you ever forget your PIN. You can then reset your PIN yourself.

Enter your security question here. Choose a question to which only you will know the answer.

Enter your security answer here.

If you forget your PIN, click the "Forgot PIN?" button on the login page. You will be prompted to answer your security question. If you answer correctly, you will then be prompted to create a new PIN.

If you can remember neither your PIN nor your security answer, stop by the University Registrar's Office in person with your University ID card in order to enable your account. Student accounts will not be enabled based on phone or email requests. This security measure is for your protection.

After you have successfully logged on, you will enter the secured area where you will have access to your Student and Personal information. If you are a work-study student, you will also have access to your employee information. **For this reason, you will want to keep your User ID and PIN confidential!**

Terms of Usage

The first time you log in to Banner (and periodically thereafter) you will be required to read and agree to a statement describing the appropriate use of information received via the Banner system. By clicking the "Continue" button you are agreeing to these terms of usage. The database is updated to reflect your acceptance of these terms.

Exiting the System

Always log out of the system when you have finished your work.

Banner Self-Service Main Menu

After you have successfully logged on, you will be taken to the Banner Self-Service Main Menu. From the Main Menu, you can choose any of the active Banner Self-Service options that apply.

Student Services Menu

After clicking on the "Student Services" link from the Main Menu, you will be taken to the Student Services Menu. This menu contains links to two other menus: the Registration Menu and the Student Records Menu
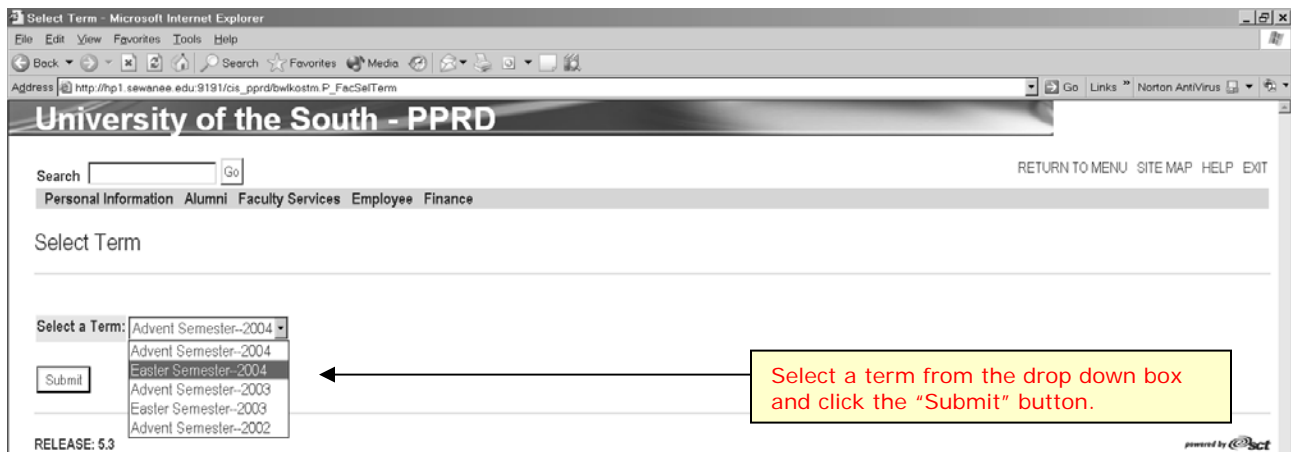
Registration Menu

After clicking the "Registration" link, you will be taken to the Registration Menu. This menu contains several registration related links.
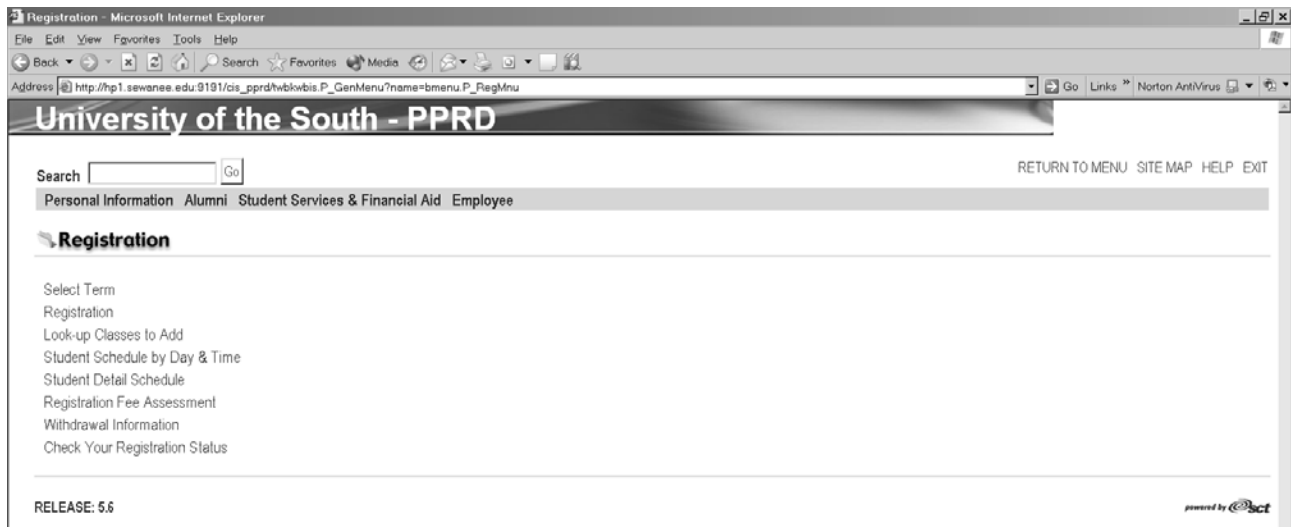
Term Selection

Before you can perform any registration-related activities, you must select a term in which to work. You may do this at the beginning of your session by choosing the "Term Selection" link or the system will prompt you to select a term when you choose one of the other links. You can return to the Registration Menu at any time to change terms.

Check Your Registration Status

Follow this link to determine when your registration window is open, if there are any holds that will prevent you from registering, and if any registration overrides or approvals have been submitted for you.

Registration

After selecting a term, clicking the "Registration" link will lead take you to the Alternate Pin Verification Page. Each student is assigned an alternate PIN prior to the beginning of registration each term. Alternate PINs are delivered to advisors and department chairs. ___You must obtain your alternate PIN from your advisor in order to register online___. The University Registrar's Office **will not** make alternate PINs available to students.

Enter your alternate PIN and click the "Submit" button.
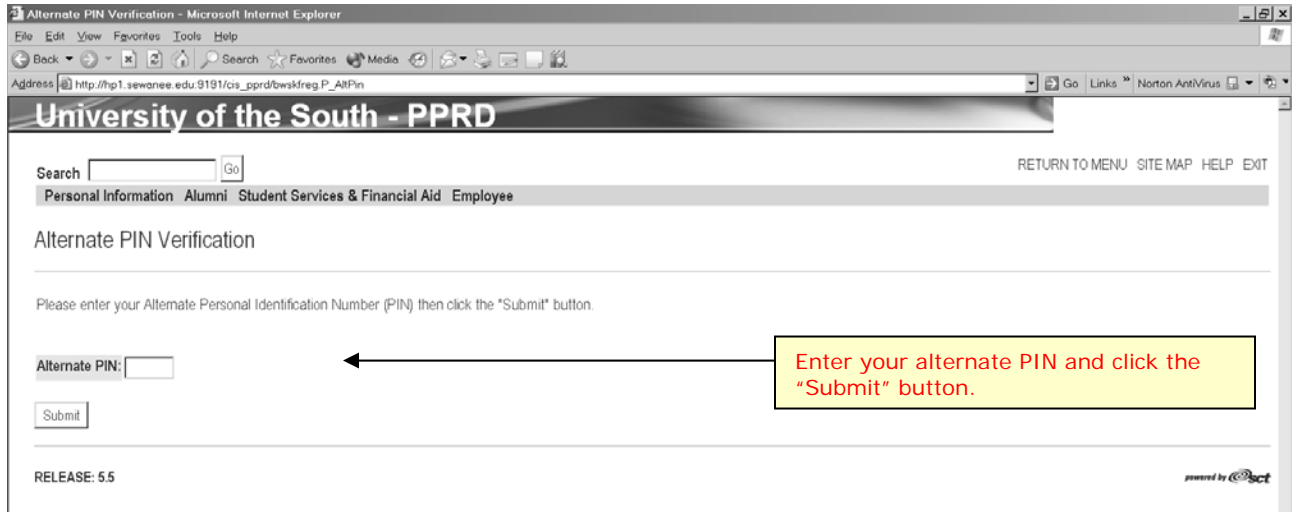
Alternatively, some advisors may choose to register some or all of their advisees through Web for Faculty and Advisors. In this case, you will register in your advisor's office and will not use the alternate PIN. However, you will be prompted to enter your **_primary PIN_** in order to register through Web for Faculty and Advisors. This ensures that you, the student, are involved in your registration. **_DO NOT GIVE YOUR PIN TO YOUR ADVISOR (OR ANYONE ELSE)._** Instead, your advisor should allow you to enter your PIN.

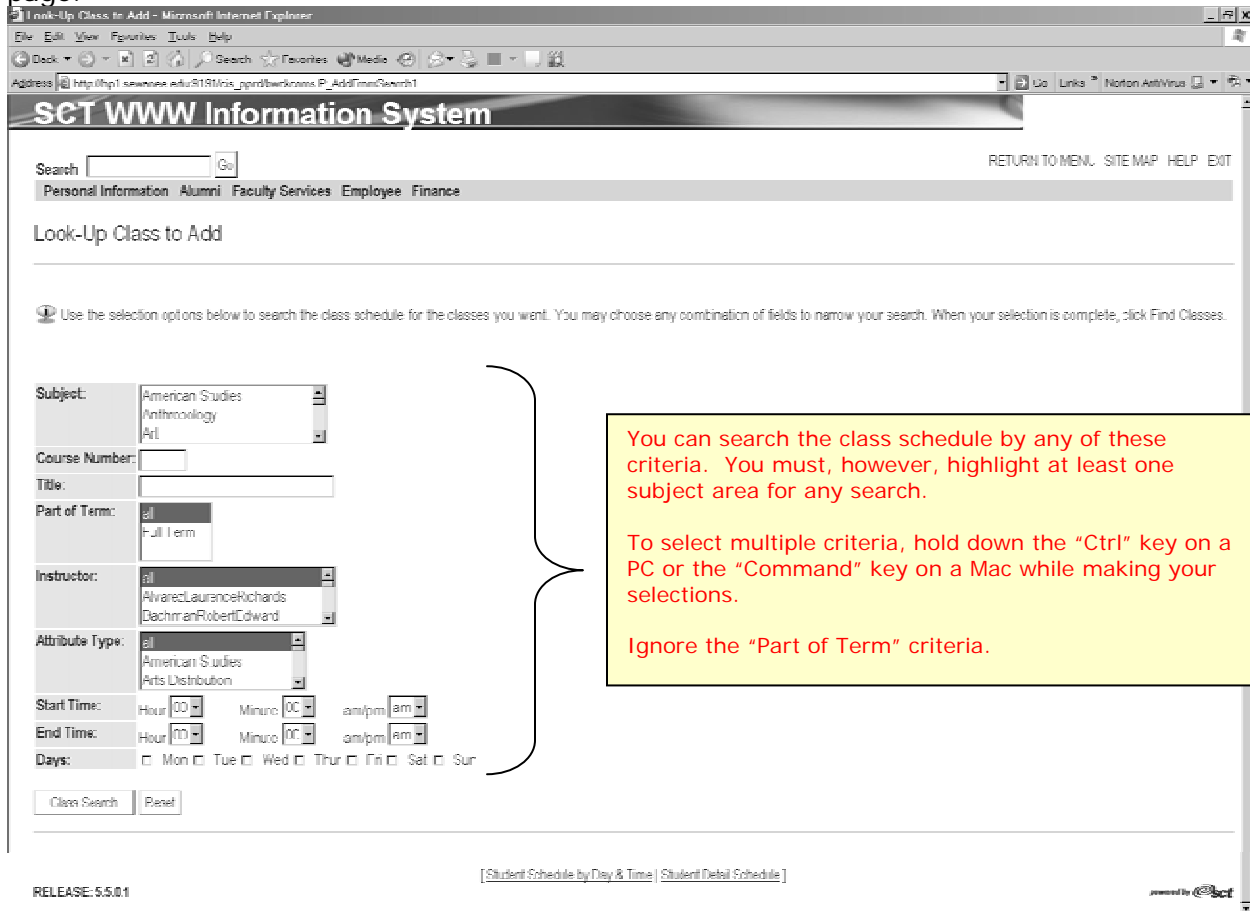Enter your primary PIN and click the "Submit" button.
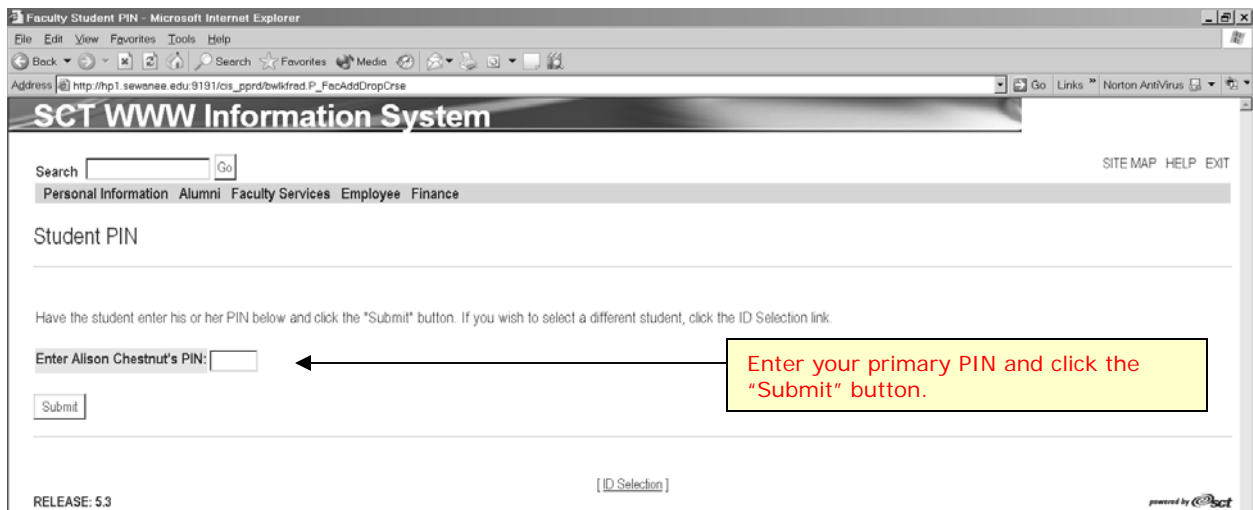
After entering your alternate PIN (or your primary PIN if you are registering with your advisor from Web for Faculty), you will then be directed to the "Registration Worksheet" page.
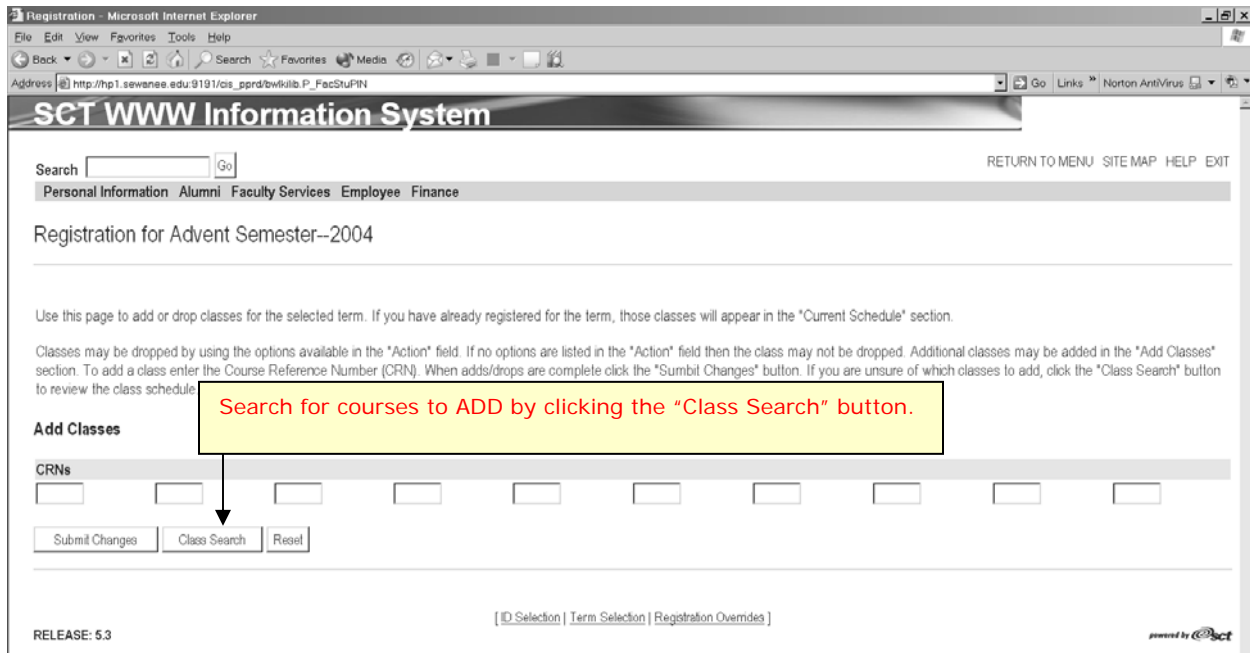
After clicking the "Class Search" button you will be directed to the "Look-Up Class to Add" page.

This class search will look for any history course that carries the writing intensive attribute.

Choose a section by clicking the "Select" box and then clicking the "Register" button to register immediately or the "Add to Worksheet" button to add it to the registration worksheet. If a red letter "C" appears here rather than a check box, it means the course is closed.

You may also enter CRNs (Course Reference Numbers) directly onto the "Registration Worksheet" without searching for classes. CRNs can be found on the schedule of classes provided by the University Registrar's Office each term. This is the quickest way to register for courses that are in high demand with few available seats.
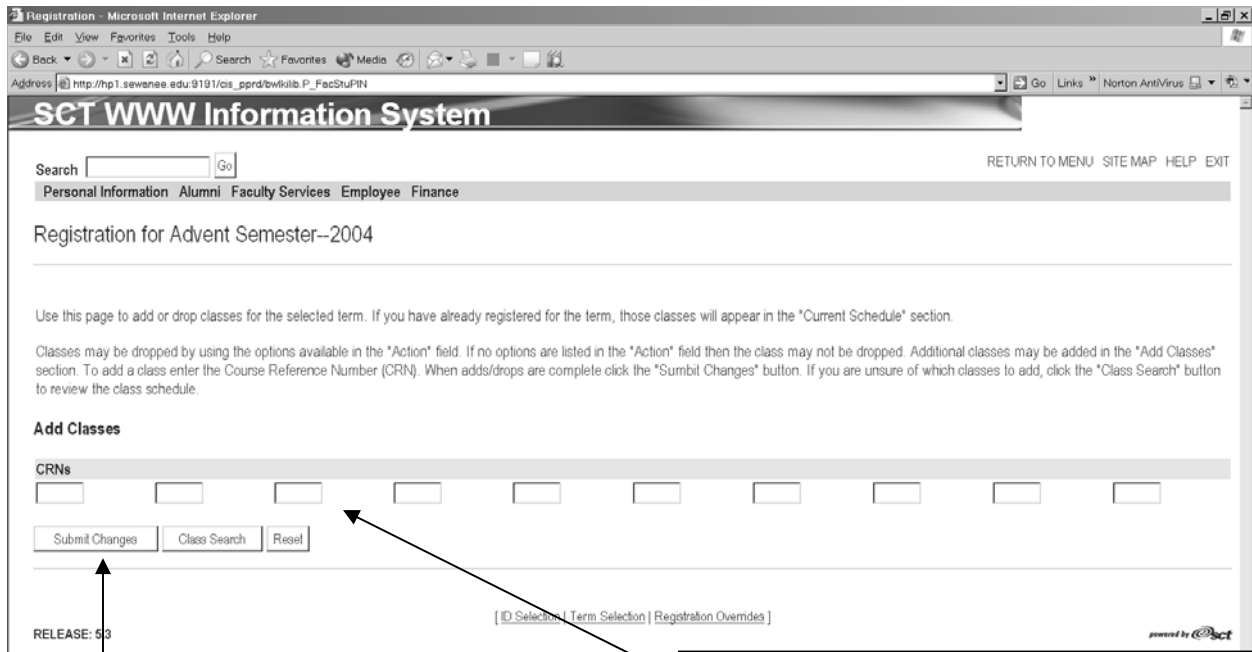
You must click the "Submit Changes" button or your courses will not be added.

For high priority/high demand courses, enter that CRN and click "Submit Changes." Then go back and add other courses.

To ADD courses, enter the CRNs for the sections here.

If a course has a required lab section that has a separate CRN from the lecture section, you must register for the lab at the same time you attempt to register for the lecture. Otherwise you will get a "link" error.

Registration Errors

If you receive a registration error, the student **HAS NOT** been registered for the course. If possible correct the problem and click the "Submit Changes" button again. Other registration error messages will look much the same as the "link" error pictured above. Other registration error messages that you might see are listed below.

Major Restriction	The course is restricted to one or more majors other than yours. Choose another course or request a waiver of the restriction from the instructor. If the instructor grants a waiver, the student will still need to register for this course.
Class Restriction	The course is restricted to one or more classes (freshman, sophomore, etc.) other than yours. Choose another course or request a waiver of the restriction from the instructor. If the instructor grants a waiver, the student will still need to register for this course.
Pre-/Co-Requisite Restriction	You have not successfully completed the pre- or co-requisite required for this course. Choose another course or request a waiver of the restriction from the instructor. If the instructor grants a waiver, the student will still need to register for this course.
Closed Section	The course is closed. Choose another course or request a waiver of the restriction from the instructor. If the instructor grants a waiver, the student will still need to register for this course.
Link Error	Registration in the lecture section requires registration in the lab section as well or vice versa. Add the course again by entering the CRNs for both components of the course at the same time.
Instructor	Special permission is required before you may register for the course. The permission required is usually that of the instructor. Other permissions include department chairs and the Director of the First-Year program. Request permission from the appropriate person. If permission is granted you will still need to register for this course.
Maximum Hours Exceeded	Registration is limited to 19 semester hours. Students wishing to take a fifth course must complete a schedule adjustment form, have it approved by the Associate Dean of the College, and return the form to the University Registrar's Office.
Repeat Hours Exceeded	You have already taken the course. It may not be repeated for credit.
Time Conflict with CRN #####	Time conflicts are not permitted. Choose another course or re-work your schedule.
Duplicate CRN	You have accidentally entered the same CRN twice. Check and re-enter as necessary.
CRN Does Not Exist	You have keyed in a CRN that does not exist. Check and re-enter as necessary.

Registration Results

When one or more courses have been successfully registered, the results will be displayed.

To Drop a Course

A course may be dropped from the Registration Results page. Locate the course you wish to drop and click on the drop-down arrow in the "Action" column next to that course. Highlight the "Drop" option and click the "Submit Changes" button.

You may not drop the last course for which you are registered. If you are withdrawing from the University, process your withdrawal through the Office of the Associate Dean of the College. If you simply wish to drop the last course before adding other courses, then add one of the other courses first, drop the course that is no longer desired, and add any other new courses.

Student Detail Schedule

After registering, you may click on the "Student Detail Schedule" link to view your schedule for the semester. This view shows details of each of the classes in which you are registered.

University of the South - PPRD

View Student Schedule for Easter Semester--2004

Information for Alison Chestnut

If the word "Confidential" appears next to a student's name, their personal information is to be kept confidential.

You may click on the student's name to view his/her address and phone information.

Current Schedule

Total Credit Hours: 14.00

Forest Ecology

Course:	10458 FORS 305-A
Campus:	College of Arts and Sciences
Level:	Undergraduate
Grade Mode:	Standard Letter Grade
Credits:	4.00
Status:	Registered on Nov 10, 2003

Forest Ecology: Schedule details

Days Time	Dates	Location	Schedule Type	Instructors
MWF 10:00 am - 10:50 am	Jan 20, 2004 - May 12, 2004	Snowden 211	Lecture	Cecil Cypress
M 1:30 pm - 4:30 pm	Jan 20, 2004 - May 12, 2004	Snowden 211	Laboratory	Cecil Cypress

Level:	Undergraduate
Grade Mode:	Standard Letter Grade
Credits:	2.00
Status:	Registered on Nov 10, 2003

Senior Field Project: Schedule details

Days Time	Dates	Location	Schedule Type	Instructors
MF 12:00 pm - 1:00 pm	Jan 20, 2004 - May 12, 2004	Snowden 209	Independent Study	TBA

Hydrology

Course:	10466 GEOL 314-A
Campus:	College of Arts and Sciences
Level:	Undergraduate
Grade Mode:	Standard Letter Grade
Credits:	4.00
Status:	Registered on Jan 26, 2004

Hydrology: Schedule details

Days Time	Dates	Location	Schedule Type	Instructors
TR 8:00 am - 9:15 am	Jan 20, 2004 - May 12, 2004	Snowden 209	Lecture	Martin A. Knoll
R 1:30 pm - 4:30 pm	Jan 20, 2004 - May 12, 2004	Snowden 209	Laboratory	Martin A. Knoll

Advanced Scuba

Course:	10641 PHED 252-A
Campus:	College of Arts and Sciences
Level:	Undergraduate
Grade Mode:	Pass/Drop
Credits:	0.00
Status:	Registered on Nov 10, 2003

Advanced Scuba: Schedule details

Days Time	Dates	Location	Schedule Type	Instructors
W 6:00 pm - 10:00 pm	Jan 20, 2004 - May 12, 2004	St. Luke's 102	Physical Education	Daniel S. Backlund

New Religions

Course:	10594 RELG 361-A
Campus:	College of Arts and Sciences
Level:	Undergraduate
Grade Mode:	Standard Letter Grade
Credits:	4.00
Status:	Registered on Nov 10, 2003

New Religions: Schedule details

Days Time	Dates	Location	Schedule Type	Instructors
MWF 9:00 am - 9:50 am	Jan 20, 2004 - May 12, 2004	duPont Library G31	Lecture	Gerald L. Smith

[ID Selection | Student Information | Registration Overrides | Registration]

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Student Schedule by Day & Time

You may also view your schedule arranged by day and time by following this link.