Banner Web for Students Quick Reference Guide

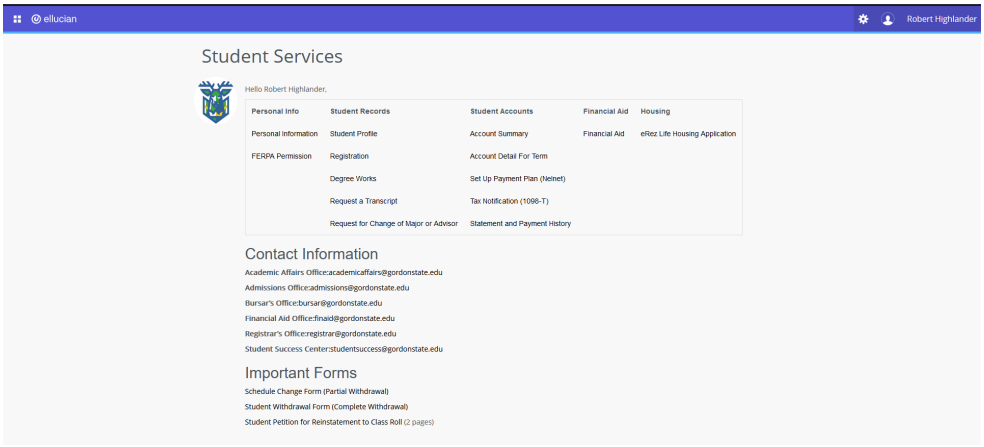
Questions or concerns regarding Banner Web for Students should be directed to helpstar@gordonstate.edu.

Getting Started

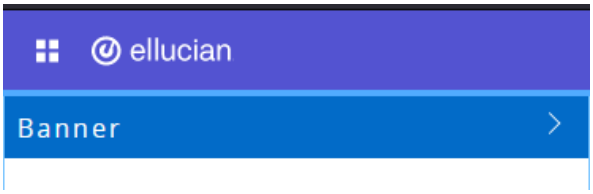
Go to www.gordonstate.edu and click on the following link at the bottom of the home page (in the blue footer section):

Banner Web - Students

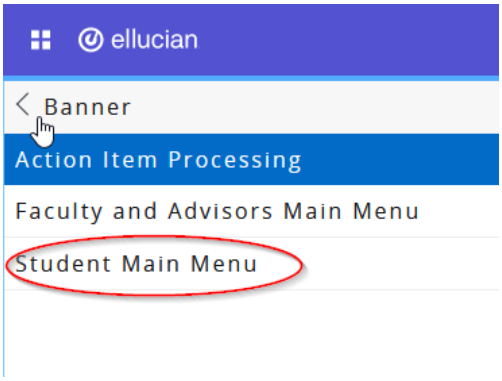
This will take you to Student Services Landing Page



You may navigate back to the Student Services Landing Page at any time by clicking on the Four Square Menu in the top left corner of your screen.



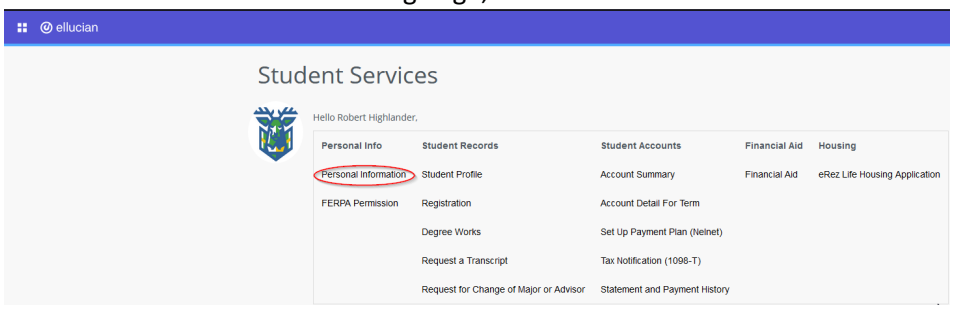
Once you have clicked on the Four Square Menu, you will select **Banner** and then **Student Services Main Menu**



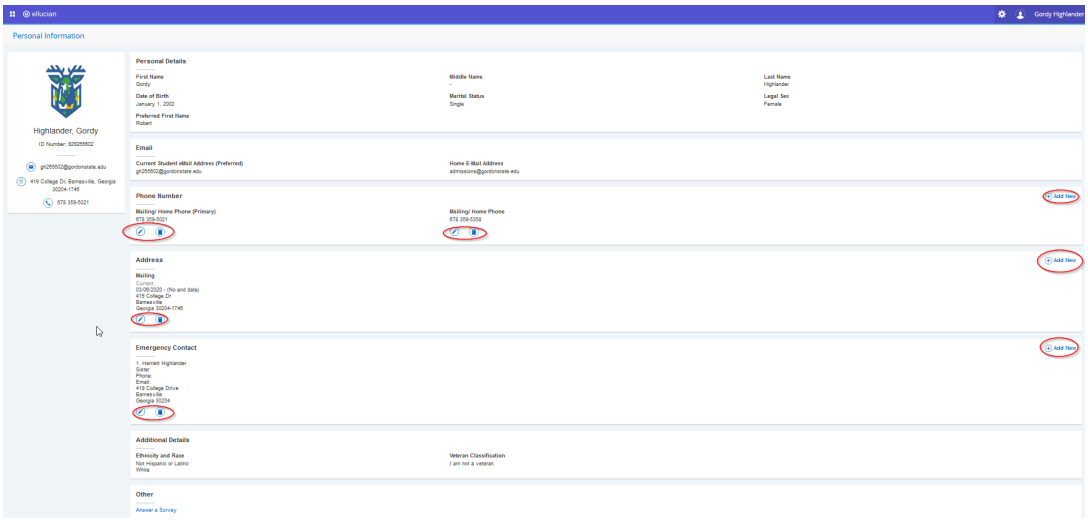
Viewing Personal Information

To access your Personal Information:

1. From the Student Services Landing Page, click on the Personal Information Link.

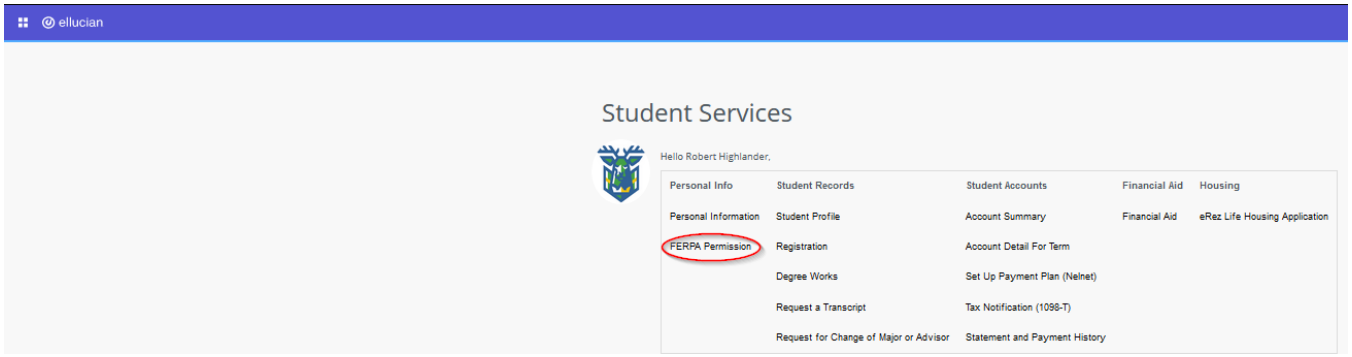


2. You can add or edit your phone numbers, addresses, and emergency contact information.

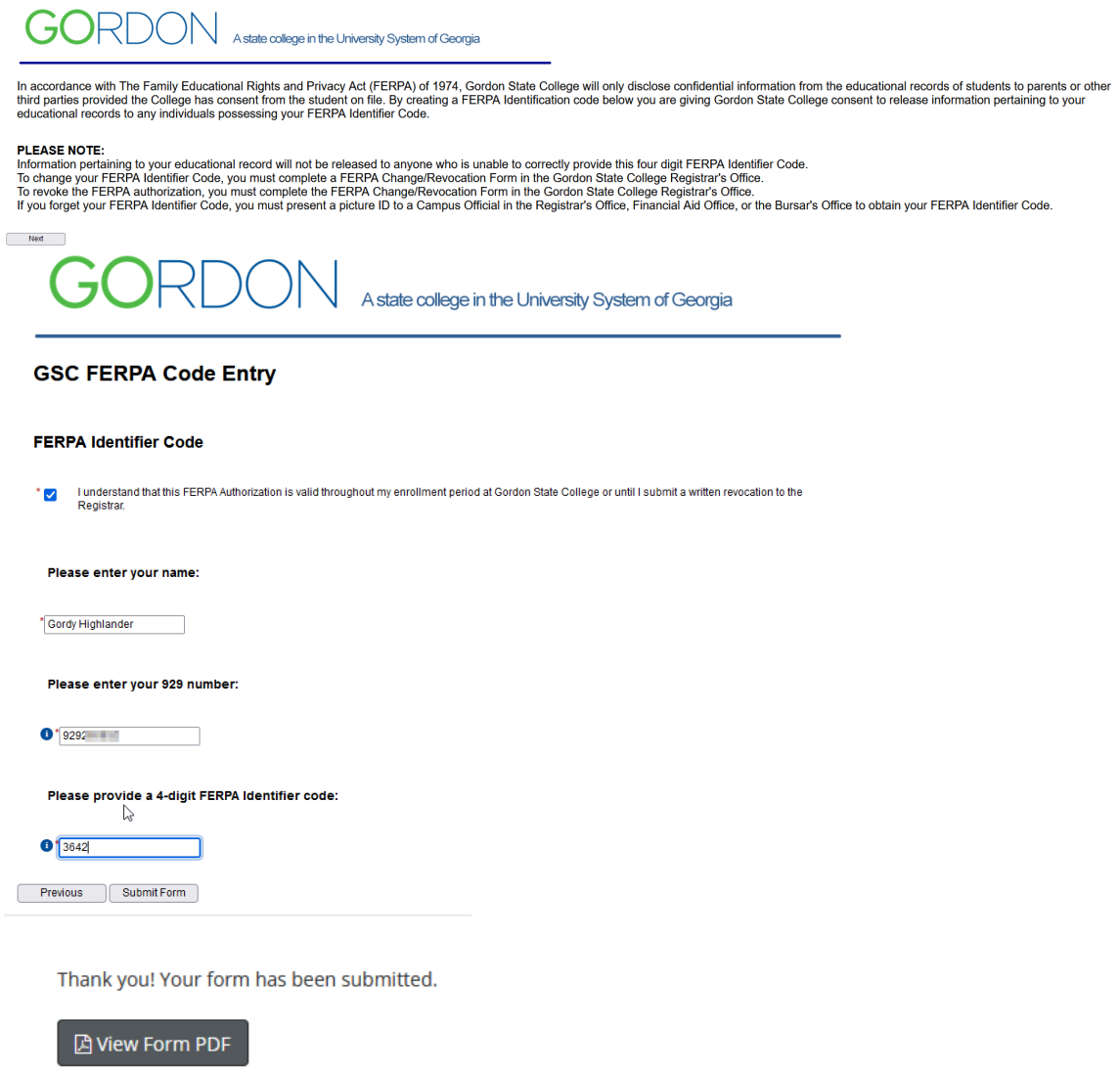


Setting up a FERPA Identifier Code

1. From the Student Services Landing Page, click on the FERPA Permission link.

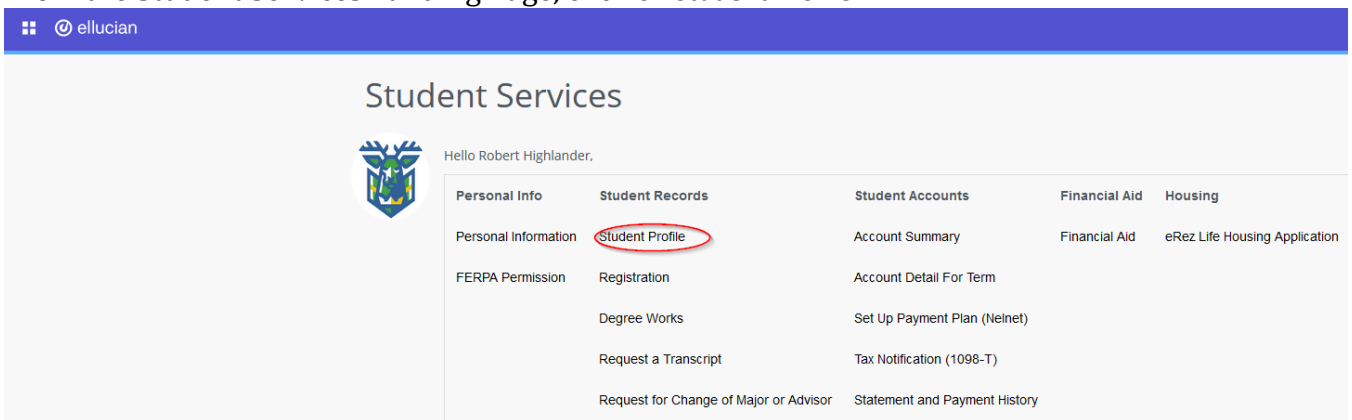


2. You will be directed to complete the FERPA Permission Form. Complete this form in its entirety. Once submitted, your FERPA Identifier Code will be recorded on your student record.

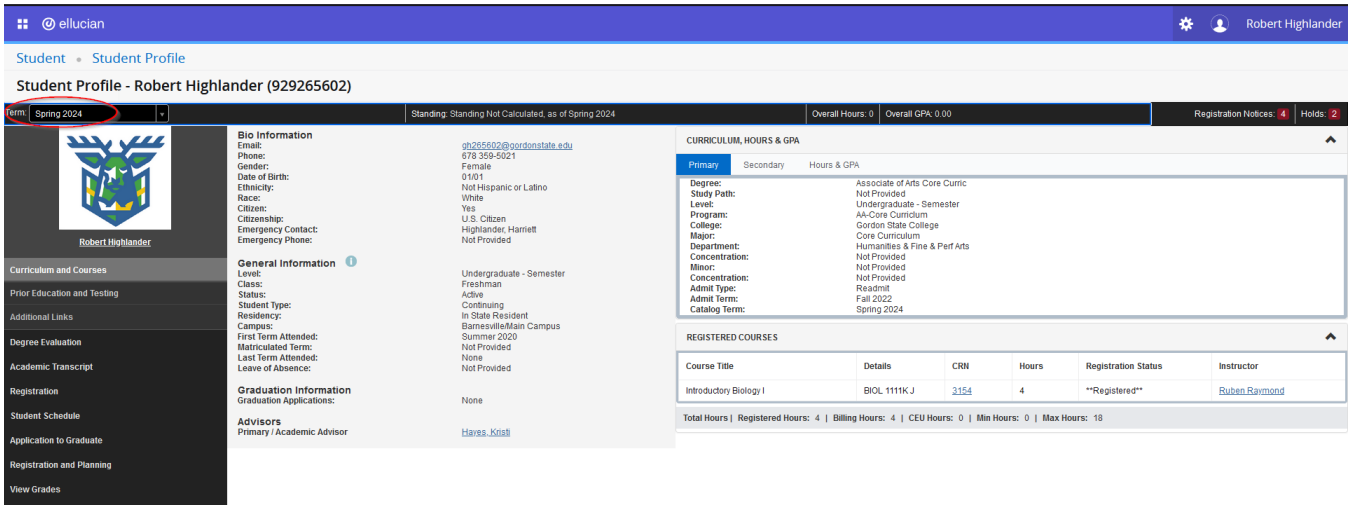


Viewing the Student's Profile

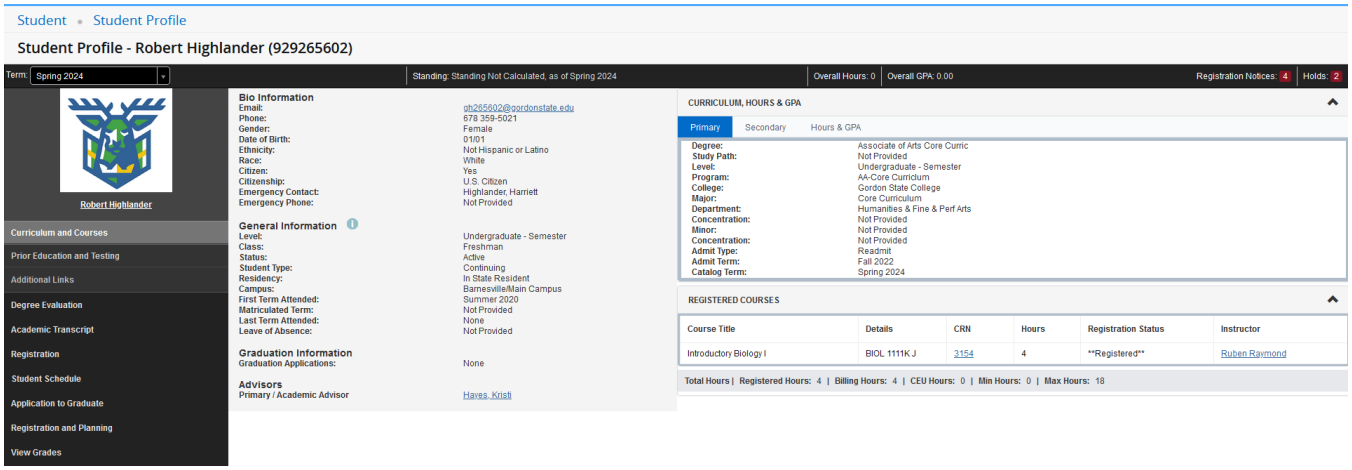
1. From the Student Services Landing Page, click on Student Profile



2. From the Student Profile, select the term you want to view.



Navigating the Student Profile

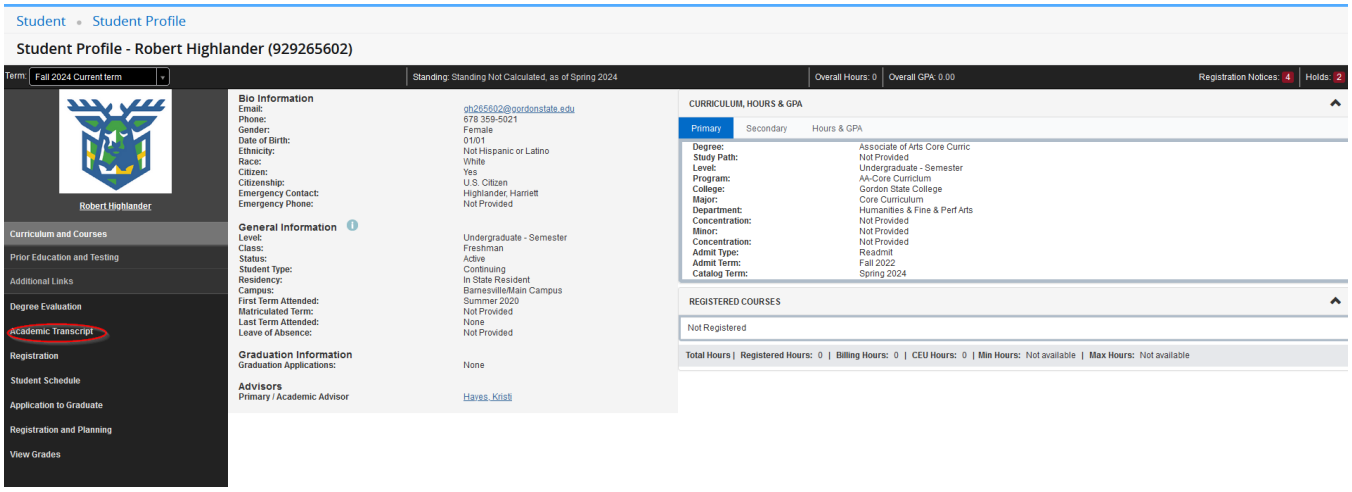


1. **Bio Information** – Displays personal information on student.
2. **General Information** - Displays general student record information.
3. **Graduation Information** - Display graduation application information for most recent graduation application on file.
4. **Advisors** – Displays advisor and mentor information.
5. **Curriculum and Courses** - Displays curriculum information for the student's primary degree, secondary degree, and any hours earned towards the degrees. Registered courses for the selected term are shown below the curriculum, hours, and GPA.
6. **Registration Notices** - Displays term selected Academic Standing, Student Status, Enrollment Status and Time Ticket information.
7. **Holds** - Displays any holds associated with the student for the selected term. The FERPA Identifier Code is reflected as a sensitive hold. All other holds will provide detailed information regarding the hold. Students should contact the appropriate office to resolve holds.
8. **Prior Education and Testing** - Displays High School and Post-Secondary information as well as any Placement testing and scores.

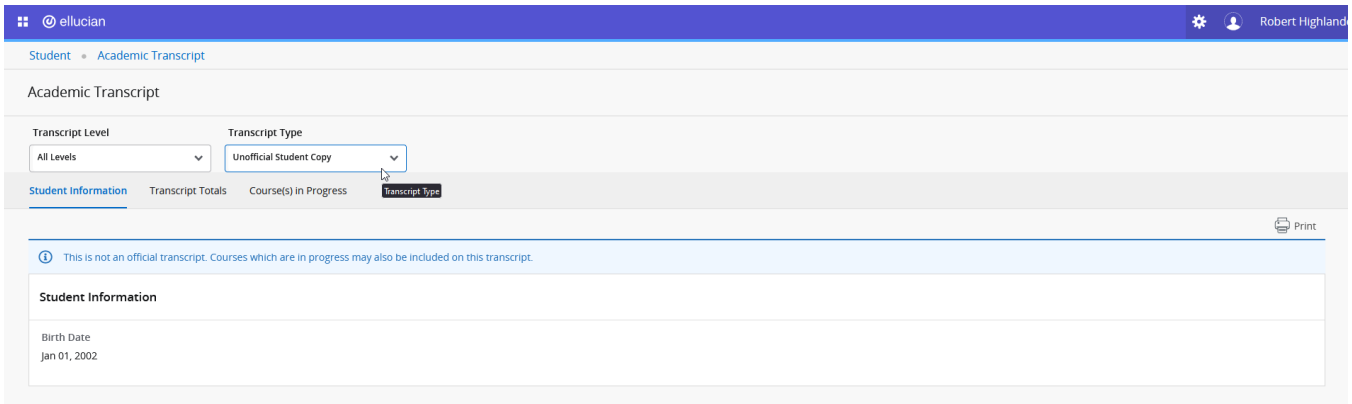
9. **Degree Evaluation** – Displays Degree Works Audit.
10. **Academic Transcript –** Displays Unofficial Academic Transcript.
11. **Student Schedule** – Display students schedule for selected term.
12. **Application to Graduate –** Allows student to apply for graduation.
13. **Registration and Planning -** Links to Banner 9 Self-Service Registration – Refer to the Registering for Classes with Banner 9 Self-Service Registration Step by Step Guide for detailed information on registration.
14. **View Grades –** Displays midterm and final grades by term.

Viewing a Student's Academic Transcript from the Student Profile

1. From the Student Profile, clicking the Additional Links "Academic Transcripts" allows you to view you Academic Transcript. Please note this transcript is considered unofficial.



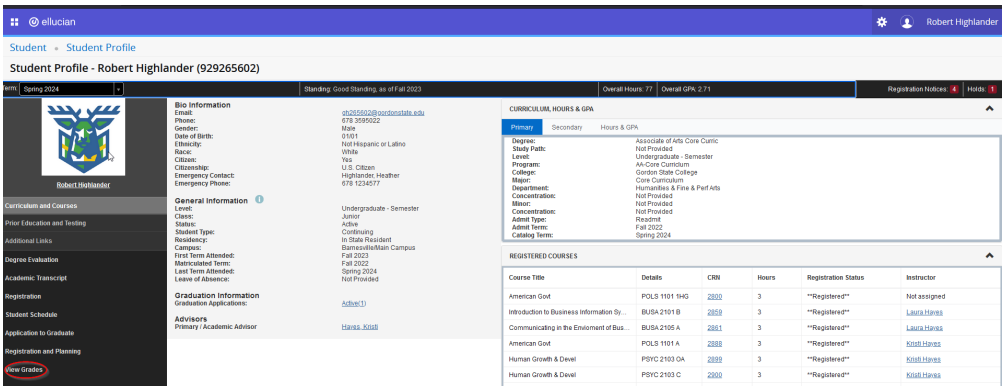
2. Enter "All Levels" for Transcript Level and "Unofficial Student Copy" for Transcript Type. Clicking on Section Headings such as "Courses in Progress" or "Transcript Totals" will take you directly to that section of the transcript.



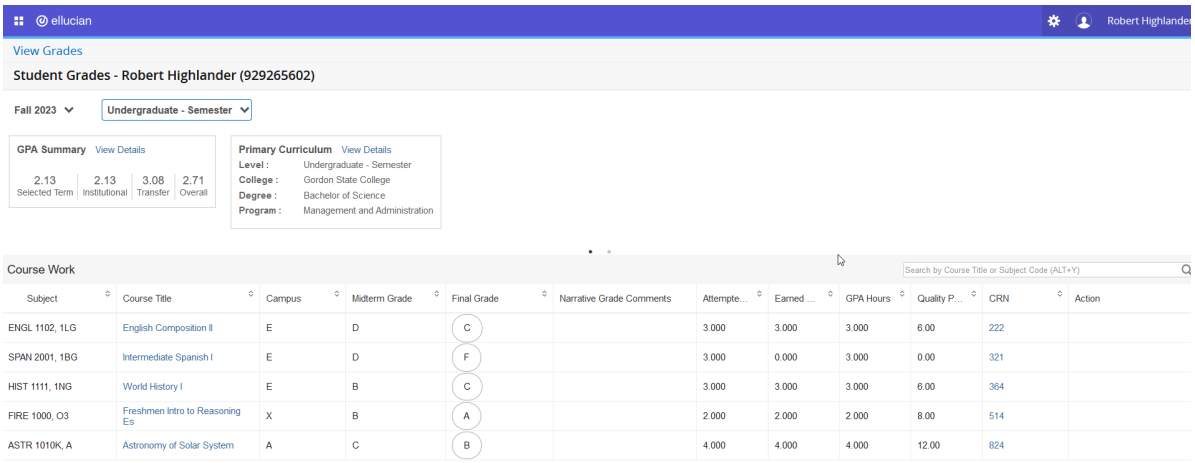
3. To print the transcript, click the Printer icon in the right-hand corner above the Student Information block. You may then choose to print a hard copy to a printer or save as a PDF.

Viewing Student Grades from the Student Profile

1. From the Student Profile, clicking the Additional Links “View Grades” allows you to view your grades by a single term or for all terms.

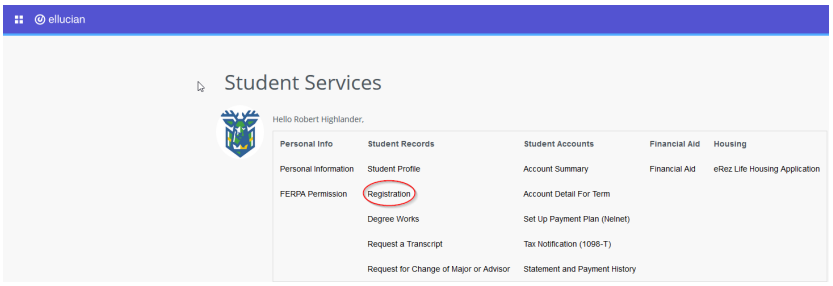


2. Grades with a **circle** around them have been rolled to Academic History and will appear on a transcript. Grades without a circle around them will appear on a transcript as “In Progress”.



Registering for Classes

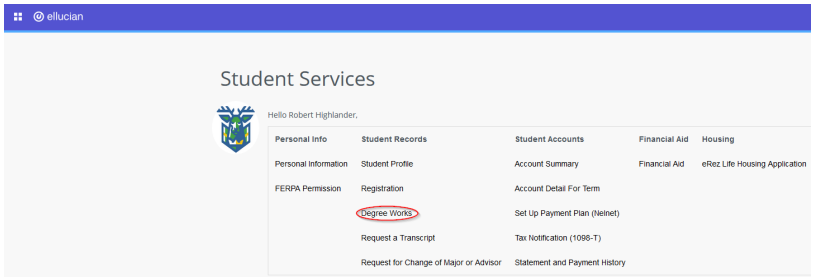
1. From the Student Services Landing Page, click on Registration.



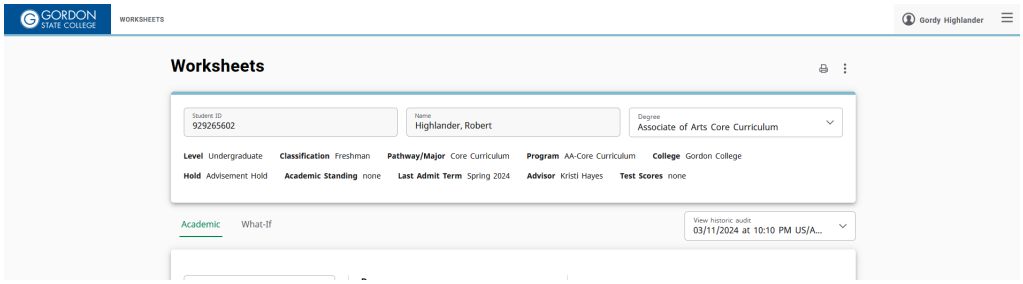
2. Follow the steps outlined in [Registering for Classes with Banner 9 Self-Service Registration Step by Step Guide] for detailed information on registration.

Viewing DegreeWorks

1. From the Student Services Landing Page, click on DegreeWorks.



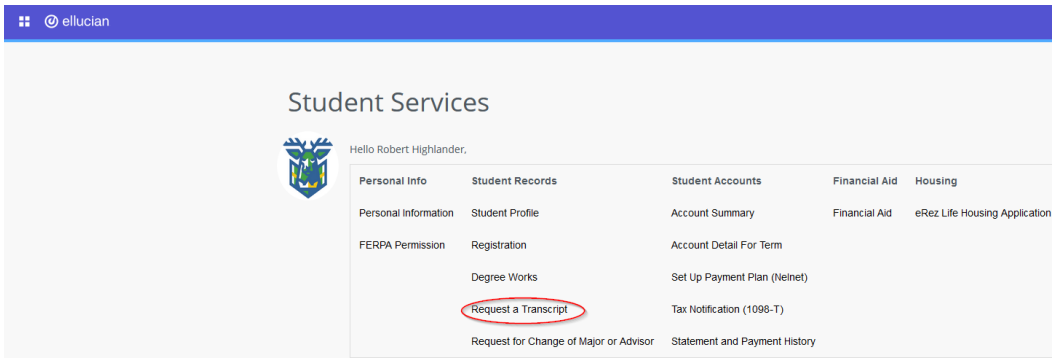
2. Your DegreeWorks Audit will appear for your review.



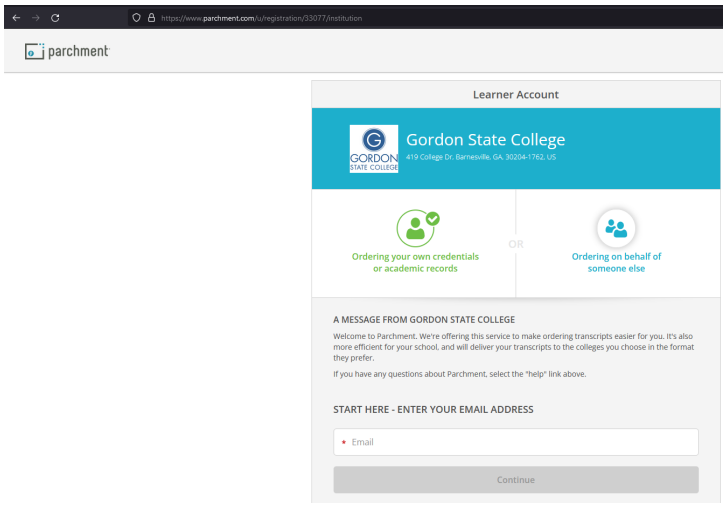
3. You may return to the Student Services Landing Page by clicking on the Links tab at the top of the worksheet and clicking Return to Banner Web.

Requesting an Official Transcript

1. From the Student Services Landing Page, click on Request a Transcript.

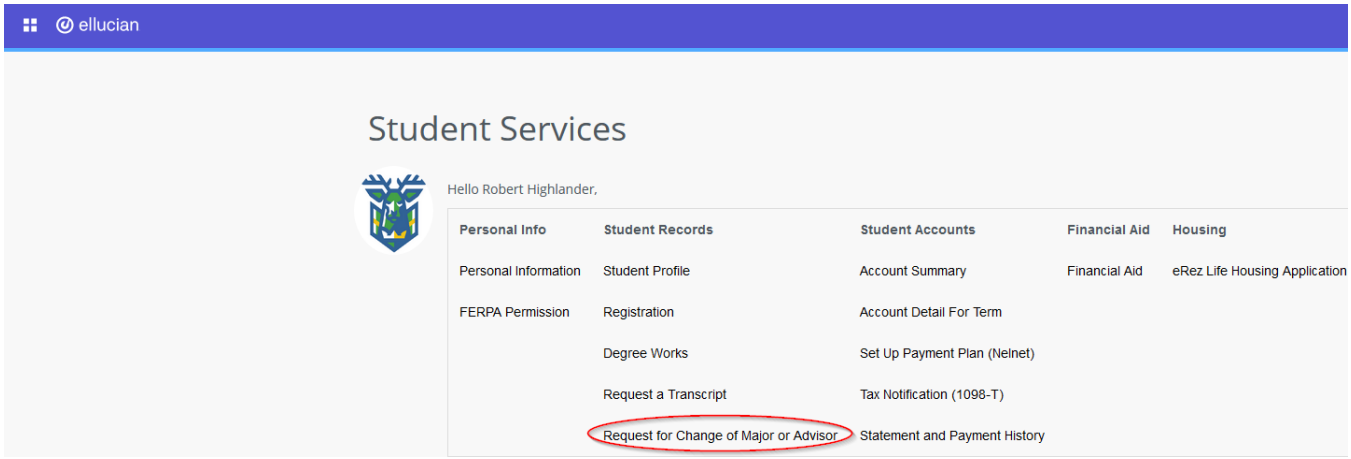


2. You will be redirected to Parchment.com to login to your Parchment Account or create an account if you are a new user. Once you have created or logged into your account, you will be able to request your GSC transcript. Please contact the Registrar's Office at 678-359-5022 if you have questions regarding transcript requests.



Requesting a Change of Major or Advisor

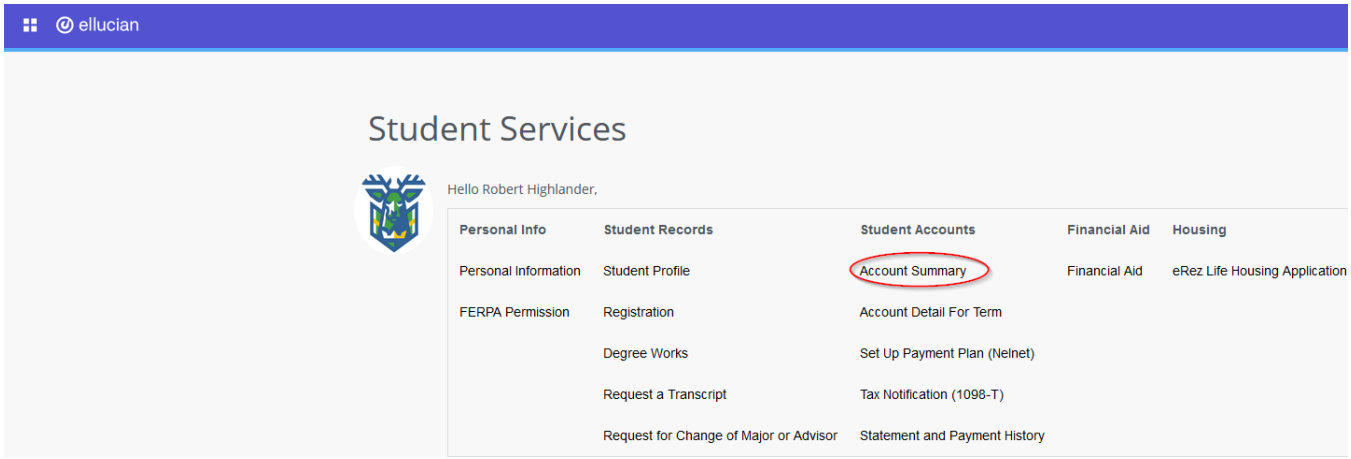
1. From the Student Services Landing Page, click on Request for Chang of Major or Advisor.



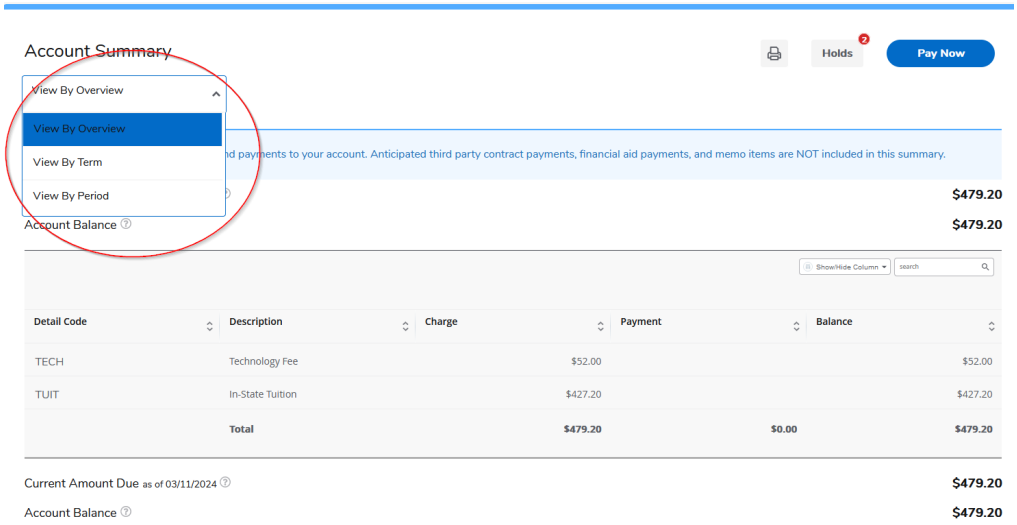
2. You will be directed to complete the Request for Change of Major or Advisor form. Complete this form in its entirety. Once submitted, your request will be reviewed and processed by the GSC Registrar's Office. You will receive notification of the approval or denial via your GSC email. Please contact the Registrar's Office at 678-359-5022 if you have questions regarding Request for Change of Major or Advisors.

Viewing your Account Summary

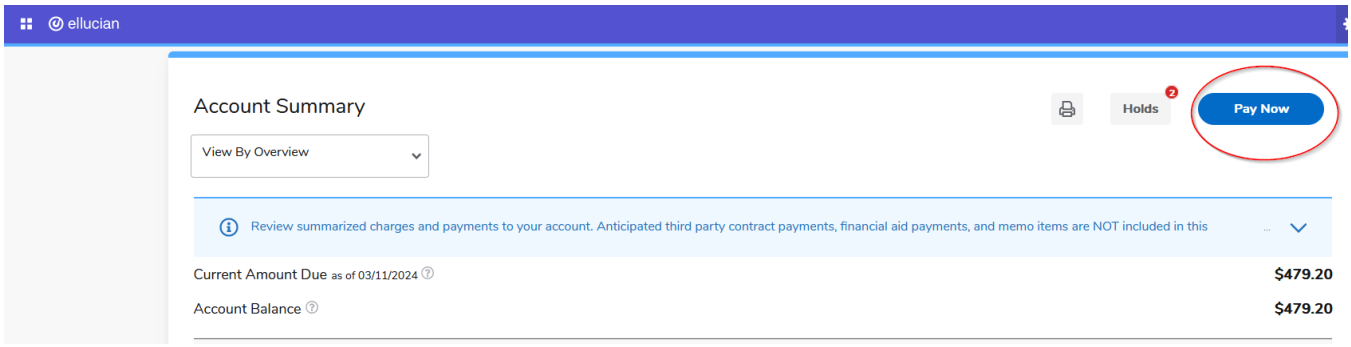
1. From the Student Services Landing Page, click Account Summary.

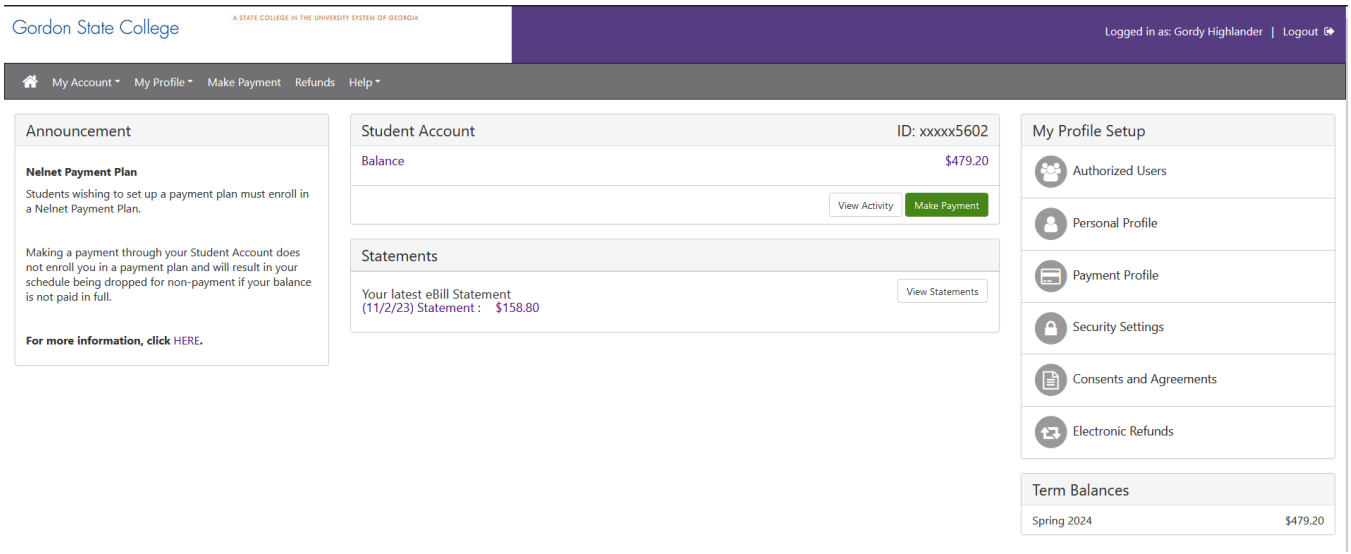


2. You may view your Account Summary by Overview, Term or Period.



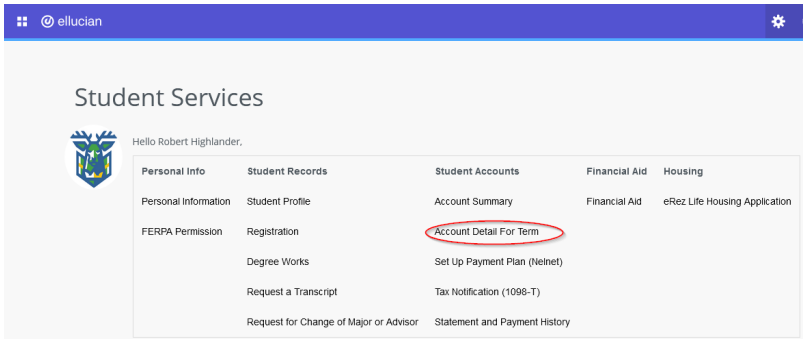
3. **To PAY**, click on Pay Now. (Be sure you have allowed pop-ups for this site)



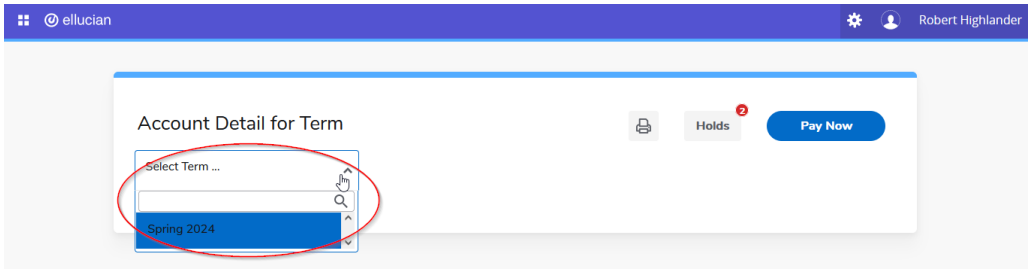


View Account Details for Term

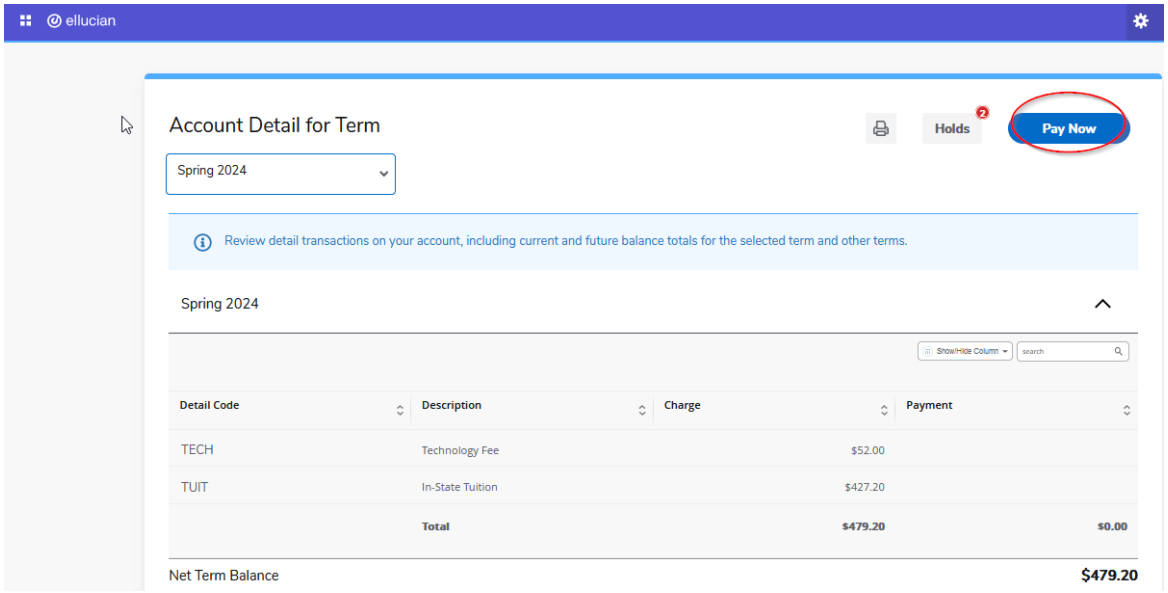
1. From the Student Services Landing Page, click Account Details For Term.



2. Select the appropriate term.

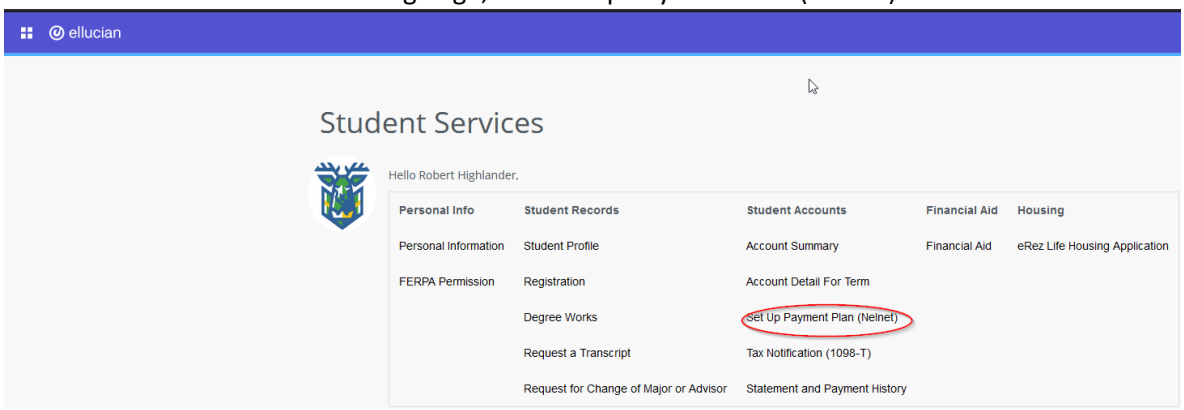


3. You may view your Account Details and/or Pay Now.

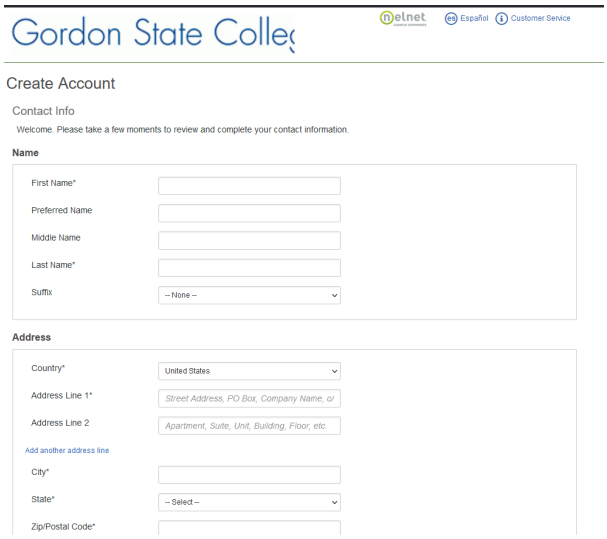


Setup Payment Plan (Nelnet)

4. From the Student Services Landing Page, click Setup Payment Plan (Nelnet).

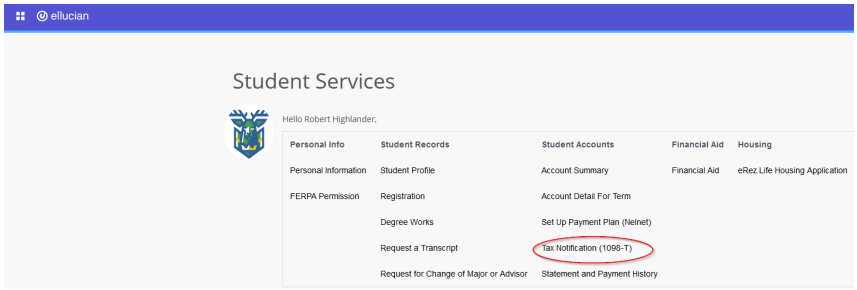


5. You will be directed to Nelnet to create your account. Please contact the Bursar's Office at 678-359-5010 regarding the Nelnet plan.

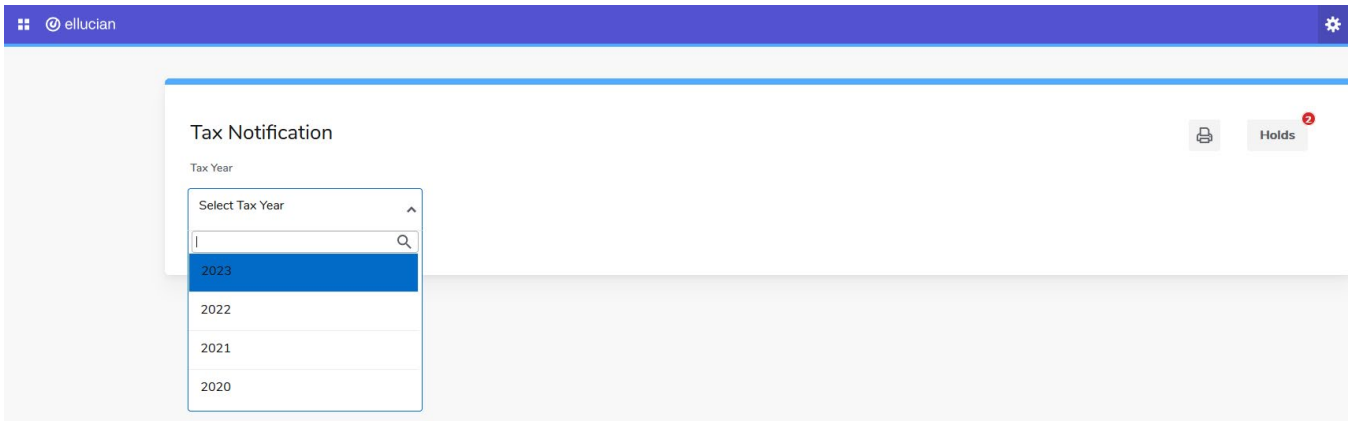


Viewing Tax Notification

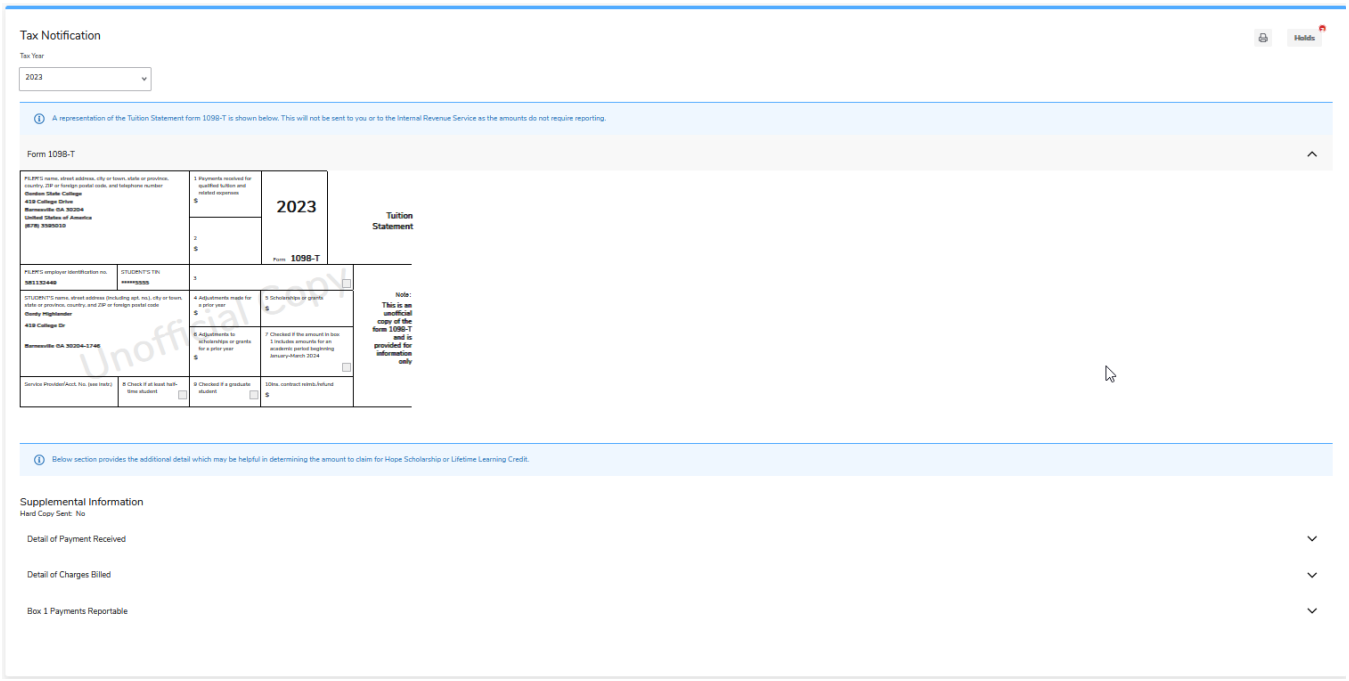
1. From the Student Services Landing Page, click Tax Notification (1098-T)



2. Select the Tax Year

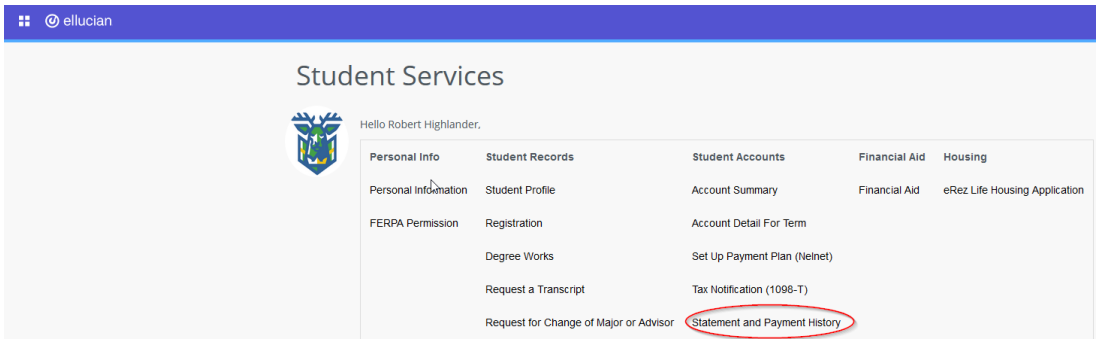


3. View/Print your 1098-T and supplemental information.

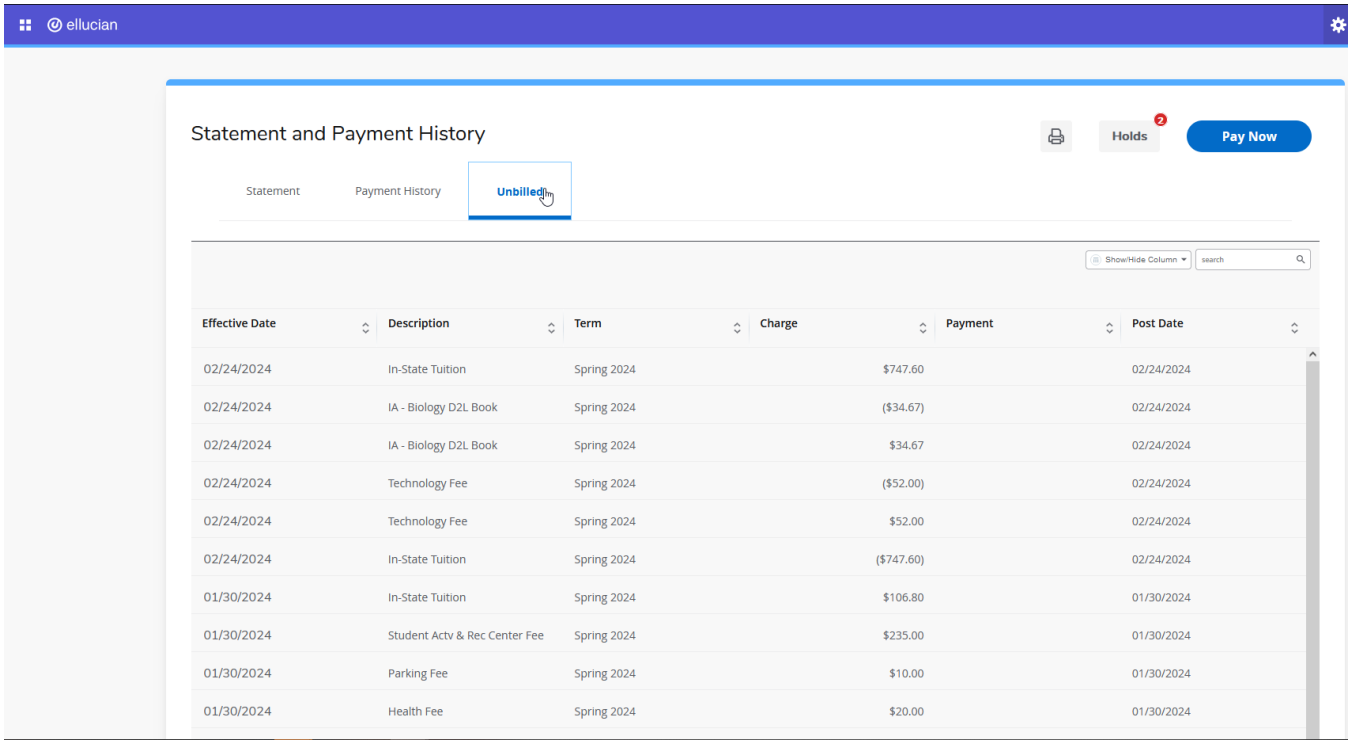


Viewing Statement and Payment History

1. From the Student Services Landing Page, click Statement and Payment History

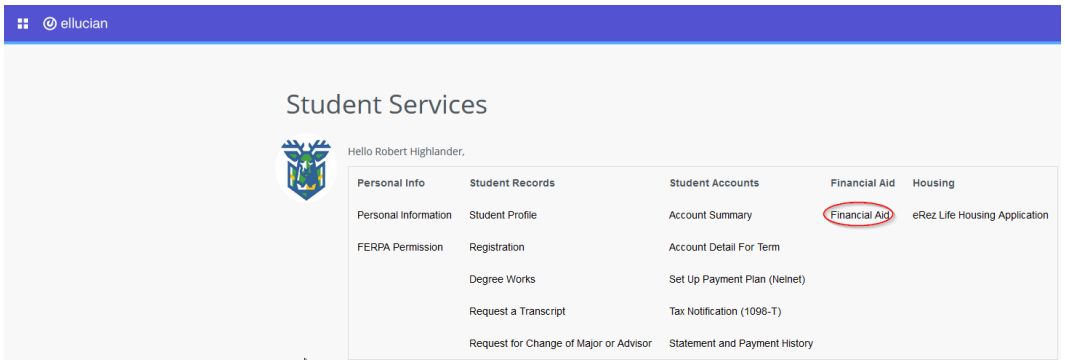


2. You may view Statements, Payment History and Unbilled charges/credits. You may also Pay Now from this page.

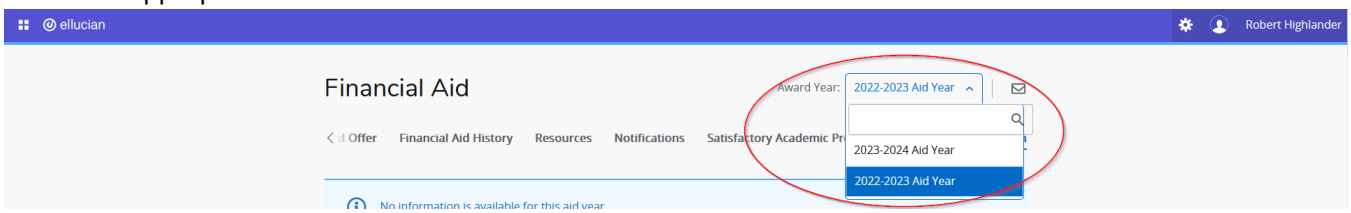


Viewing Financial Aid

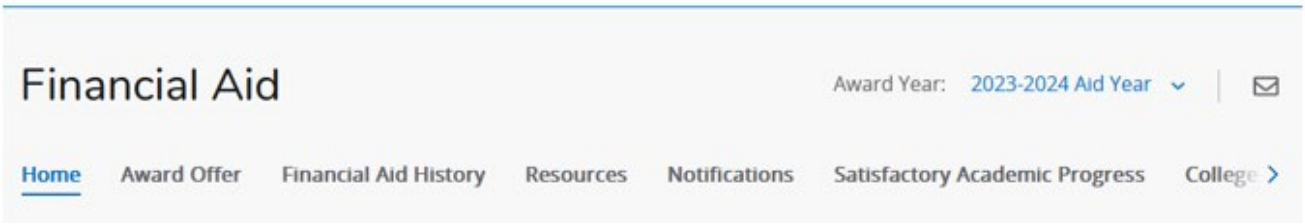
1. From the Student Services Landing Page, click Financial Aid.



2. Select the appropriate Award Year.

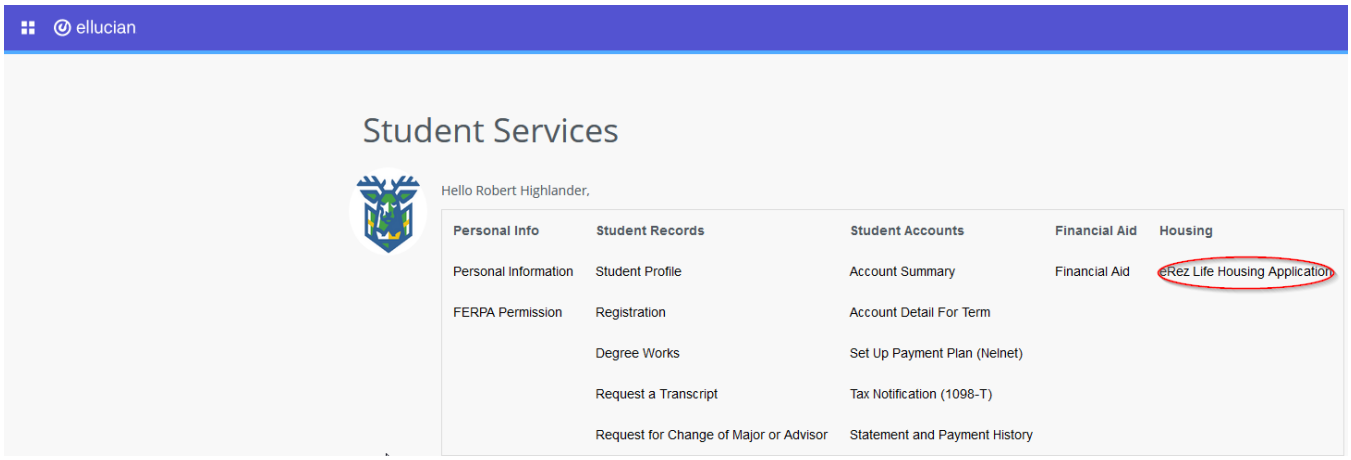


3. From the Financial Aid menu, you can view important information such as student requirements, Award Offers, Financial Aid History, Resources, Notifications, Satisfactory Academic Progress status and the College Financing Plan.

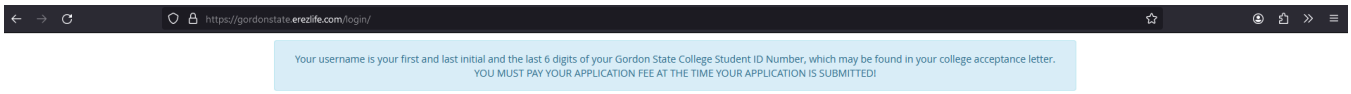


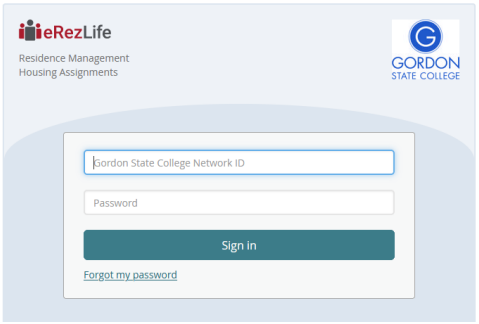
Applying for Housing

1. From the Student Services Landing Page, click eRez Life Housing Application.



2. You will be directed to the eRez Life login page. Your username will be your first and last initial and the last 6 digits of your Gordon State College Student ID Number.





Questions or concerns regarding Banner Web for Students should be directed to helpstar@gordonstate.edu.