

Self-Service Banner...

Instructions and Information

www.pnc.edu

Access SSB (Self Service Banner) from the “My PNC” Portal



log in with your PNC user ID and password.

Click on...

Launch My PNC Banner

If you have trouble with this link please call the helpdesk at ext 5511.

This will take you to the **Main Menu**.

- Select, STUDENT
- Select, REGISTRATION
- Select, TERM, click Submit
- Select ADD OR DROP CLASSES

*The system blocks access from Add or Drop Classes if your earned credits do not qualify you for the academic level that has been granted access at this time. To check if you qualify to register, return to the Academic tab main page-under registration tool, click **Registration Status**.*

Note: Allowed registration date.

Registration Status

You may register during the following times

From	Begin Time	To	End Time
May 01, 2008	08:00 am	Dec 31, 2008	11:59 pm

- You have no Holds which prevent registration.
- Your Academic Standing permits registration.
- Your Student Status permits registration.

If registration is permitted, you will see the following screen...

Add Classes Worksheet

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

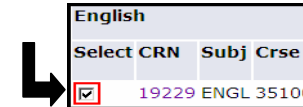
Add Classes Worksheet

CRNs

Perform a search for courses by clicking “Class Search” or if you know the CRN number, enter it into the worksheet and click “Submit Changes” *See above “Add Classes Worksheet”...*
In “Class Search”, you can register for the lab as well as the course at the same time.

➤ Class Search

For a course that does not have any linked sections (ie. courses with Labs), click the courses check box in the *Select* column.



If the course is closed, a “C” will display where the check box should be.

You may then choose to Register, Add to Worksheet, or perform another Class Search.

- If you click **Register**, your Current Schedule will appear, and the status of the course you selected will appear as “Web Registered”, along with the date.
- If you click **Add to Worksheet**, the Add or Drop Classes page will appear, with the course and CRN number of that course. You can *Class Search* again, and every time you select a course it will be stored on this page. This is helpful when you are searching for subparts of courses (linked sections). Click “**Submit Changes**” when you have all of the CRN’s necessary, and your current schedule will appear.
- To view/print your schedule, return to main menu, under Registration, select *Concise Student Schedule*, or *Week at a glance*
- To view Fee Statement, return to main menu, select *Student*, select *Student Account*, select *Manage Account/Authorize Direct Deposit*

***You must register for all “subparts” of a course. Ex: If you register for Biol 116, you must also register for Biol 121. You will be prompted if there is more than one subpart to a course that you will have to register for.**

***You will receive a registration error message if you have entered in a duplicate course, have time conflicts with other registered courses, or if you have failed to register for a linked section or subpart of a course.**

Important Tips:

- **Contact your Advisor for questions or concerns.**
- **Check out www.pnc.edu, SSB Instructions and Info for more detailed information.**
- **To have your PNC password reset, contact the Information Services Department *Help Desk* at ext 5511.**