



# SSB –Self-Service Banner

## Instructions & Information

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### Table of Contents

Getting started	pg 2
Registration Status	pg 2
Adding Classes	pg 3
Class Search	pg 4
Scheduling Linked Sections	pg 6
Scheduling Classes with Extended meeting times	pg 7
Dropping Classes	pg 9
Tips	pg 10
Viewing Holds	pg 10
Icons	pg 11
New Terms	pg 11

# Self Service Banner...Getting Started

[www.pnc.edu](http://www.pnc.edu)

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



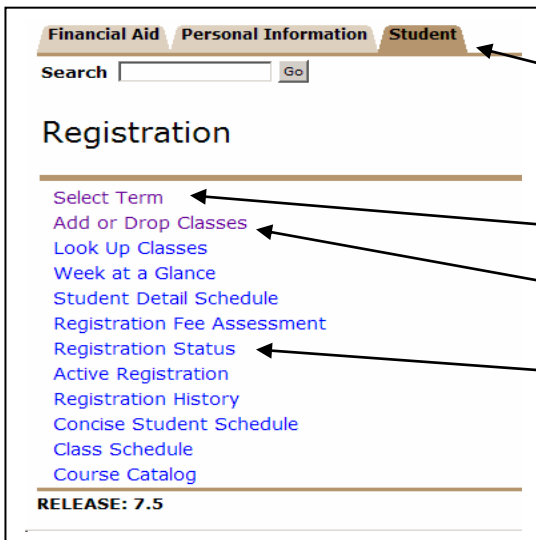
...log in with your PNC user ID and password.

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**.



**From the MAIN MENU...**

Select, **STUDENT** tab

Select, **REGISTRATION** option

Select, **TERM**, click Submit

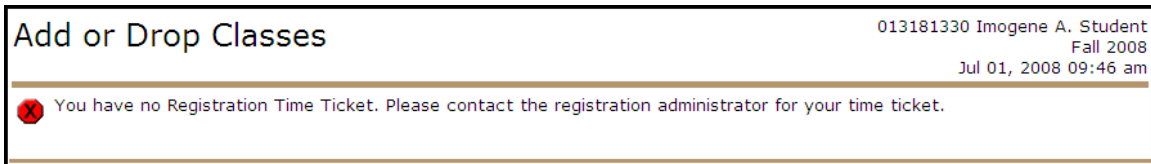
Select **ADD OR DROP CLASSES**

*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**.*

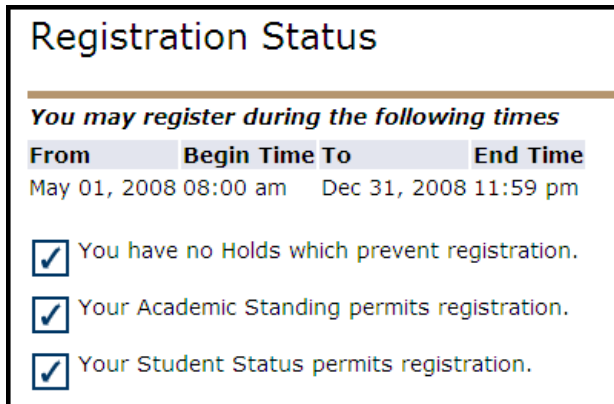
## Registration Status

The system blocks access from *Add or Drop Classes* if you are in a grade level that is yet unable to register. If your earned credits do not qualify you for the academic level that has been granted access at this time, you are met with this error:



To check if you qualify to register, return to the Academic tab main page. Under Registration Tools, click *Registration Status*

On the Registration Status page, you may view any errors that keep you from registering. If you have no errors, the screen will appear like this:



**Registration Status**

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*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.

Aside from being blocked from registering on a specific day, other possible errors could have to do with overdue fees or inadequate academic standing.

## Adding Classes

In Add or Drop Classes, select a Registration Term.



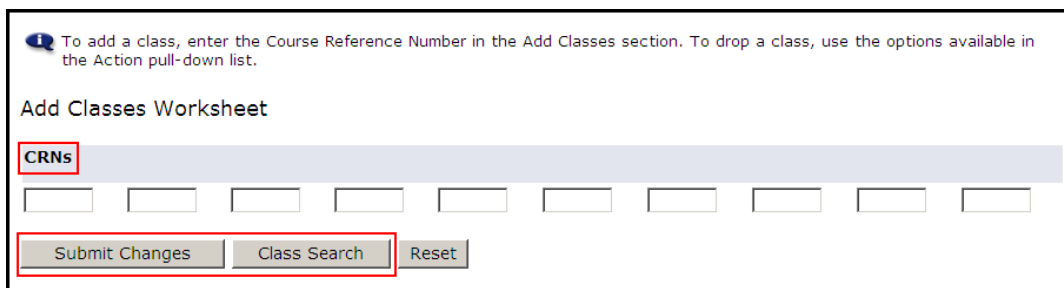
**Registration Term**


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Select a Term:

Choose the term from the drop-down menu for which you are trying to register. Click *Submit*.

**If registration is permitted,  
You will see the following screen...**



 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

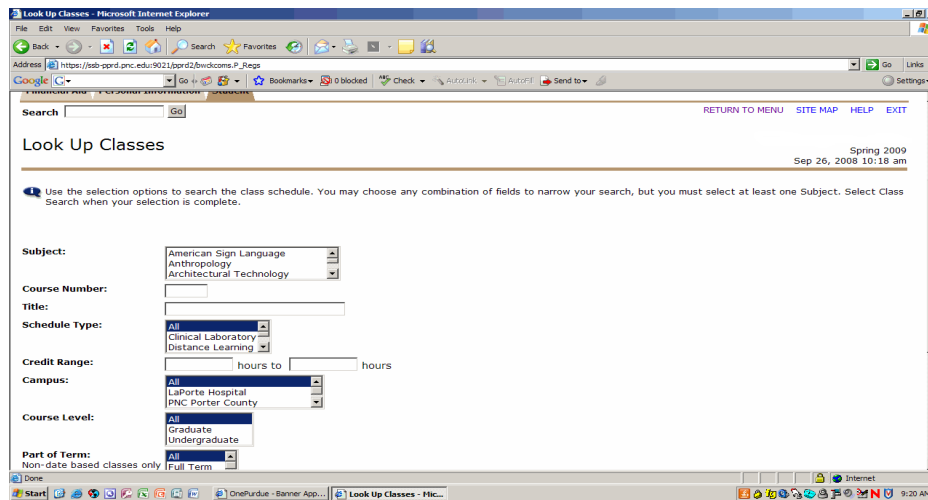
**CRNs**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Perform a search for courses by clicking *Class Search*. Or, if you already know the Course Reference Number (CRN), enter it into the worksheet and click *Submit Changes*.

## Class Search

If you are looking for a class and have clicked *Class Search*, you will find that you may search by many different features or hardly any at all. Specify more course characteristics to narrow your search further.



**Choose the subject of the course you wish to search.** This is the one category of the search tool that you **MUST** use. For quick searching, highlight any item and type the first letter of the course you would like. The list will automatically take you to the courses that begin with that letter (e.g., if you type in the letter “M,” the list scrolls to Management, which is alphabetically the first course that begins with “M”).

**Type in the course number.** Course numbers have changed with Banner. For instance, there are no longer any suffix letters (e.g., T is the suffix letter in ENGL 411T). **Additionally, course numbers are now five digits long.** Most courses have simply added “00” to the end of the original numbers (e.g., ANTH 205 is now ANTH 20500). However, lab courses that had the L suffix letter now end in “01” (e.g., CHM 256L is now CHM 25601).

**Enter the title of the course.** Here, you may enter a keyword if you are not sure of the exact title.

Optionally, choose the *Schedule Type*. This is where you would identify the type of class (e.g., lecture, lab, recitation, etc.). You can also search for a certain amount of hours.

**Course Level:** All  
Graduate  
Professional

Specify whether you would like *Graduate*, *Undergraduate*, or *All*.

**Instructor:** All  
Aaltonen, Pamela Massie  
Abbott, Philip C

If you would like to take a class from a certain instructor, or if you know who is teaching a course you are pursuing, select the instructor here. Like the Subject field, you may select more than one instructor or speed up the search process by typing in the first letter of the instructor's last name. At this point in time, not every instructor for a course is included on this list, so it may be incomplete.

Choose the session you would like. This entails selecting between day, evening or weekend classes.

**Start Time:** Hour 00 Minute 00 am/pm am  
**End Time:** Hour 00 Minute 00 am/pm am  
**Days:**  Mon  Tue  Wed  Thur  Fri  Sat  Sun

Finally, specify a time you would like your class to be. Modifying these fields will return courses at times that are convenient to you.

For a course that has no linked sections, adding a class has only a few more steps. When your search populates, find the course that best suits your needs. Click the course's check box in the Select column.

English			
Select	CRN	Subj	Crse
<input checked="" type="checkbox"/>	19229	ENGL	35100

If the section is closed, there will be no check box. Instead, a "C" will display where the check box should be.

Under the search results, you will find three buttons. Of those, you may choose *Register* or *Add to Worksheet*.

Register Add to WorkSheet Class Search

If you click *Register*, your Current Schedule appears. The status of the course you selected will appear as “Web Registered,” along with the date.

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
***Web Registered** on Jul 02, 2008	[None]	19229	ENGL	35100 001	Undergraduate	3.000	Regular Grade	Survey Of American Literature From 1865 To The Post-World War II Period

Clicking *Add to Worksheet* will bring you to the Add or Drop Classes page, and the CRN field populates with the course you chose. You may search again by clicking *Class Search*, and each time you select a course, the CRNs will store to this page. This is especially helpful when you are searching for subparts of a course.

### Add Classes Worksheet

CRNs			
19229	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
<div style="display: flex; justify-content: space-around;"> <span style="border: 1px solid red; padding: 5px 15px;">Submit Changes</span> <span style="padding: 5px 15px;">Class Search</span> <span style="padding: 5px 15px;">Reset</span> </div>			

Click *Submit Changes* when you have all the CRNs necessary, and your Current Schedule appears.

## Scheduling Linked Sections

If you have selected a course that has more than one schedule type (i.e. a lab), you need to schedule linked sections as well.

### Class Schedule Listing

[Human Anatomy And Physiology II - 20065 - BIOL 21400 - 011](#) Link Id: A0 [Linked Sections Required\(B0\)](#)

Associated Term: Spring 2009  
 Registration Dates: to Levels: Professional, Undergraduate  
 Attributes: Lower Division  
 Instructors: Kent J Lange (P)

Purdue North Central Campus Campus  
 Lecture Schedule Type  
 4.000 Credits  
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	11:30 am - 12:45 pm	MW	Robert F., Schwarz Hall 230	Jan 12, 2009 - May 09, 2009	Lecture	)

**Schedule Type will tell you that the course you are viewing is either a Lecture or a Lab**



**Schedule Type**

For a list of Lab times, select **Linked Sections Required (BO)**.  
You will be linked to the following screen...



**If you register for section:**

[Human Anatomy And Physiology II - 20065 - BIOL 21400 - 011](#) Link Id: A0

Course Information

**CRN Section ID Status Limit Enrollment Registration Dates**

20065 011 Active 120 0 to

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	11:30 am - 12:45 pm	MW	Robert F., Schwarz Hall 230	Jan 12, 2009 - May 09, 2009	Lecture	



**You must also register for one of these sections:**

[Human Anatomy And Physiology II - 20055 - BIOL 21400 - 001](#) Link Id: B0

Course Information

CRN	Section ID	Status	Limit	Enrollment	Registration Dates
20055	001	Active	20	0	to

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 9:50 am	M	Robert F., Schwarz Hall 118	Jan 12, 2009 - May 09, 2009	Laboratory	

Note the  
*Schedule Type*  
now shows  
Laboratory



Scroll down the page to find the section(s) that fit your schedule.

**Classes with extended meeting times...**

This includes courses with Laboratory times that are included in the weekly class time (ex. Spanish 101), or courses that meet for more than 3 hours per week (ex. GNC 064, ENGL 100). The additional time will have to be scheduled separately.

For example:

[Introductory Algebra - 20476 - GNC 06400 - 005](#) Link Id: A3 [Linked Sections Required\(B3\)](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	4:00 pm - 4:50 pm	MW	Robert F., Schwarz Hall 219	Jan 12, 2009 - May 09, 2009	Lecture	Robert E. Wolf (P)

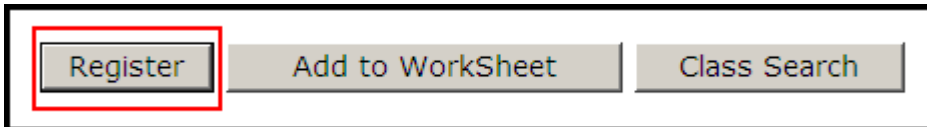
[Introductory Algebra - 20477 - GNC 06400 - 006](#) Link Id: B3 [Linked Sections Required\(A3\)](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	5:00 pm - 6:15 pm	MW	Robert F., Schwarz Hall 219	Jan 12, 2009 - May 09, 2009	Laboratory	Robert E. Wolf (P)

To register for GNC 064, you will register for both a *Lecture* and a *Lab*, the Lab and Lecture meet on the same days- making one extended class. Choose the class time that best fits your schedule. **YOU MUST SELECT THE LABORATORY THAT COINCIDES WITH THE LECTURE CLASS YOU HAVE SELECTED** or you will receive an error message.

Select the checkbox for the sections you need, Scroll down to the bottom of the screen and click *Register*. You may also click *Add to Worksheet* if you still have more classes to find.



The course and its linked section now appear on the Current Schedule.

The absence of a link on the last subpart (LAB) indicates that this will be the last subpart for which we need to register.

Possible Errors...

Registration Add Errors							
Status	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
▶ <a href="#">Linked Sections Required(A0)</a>	11977	BIOL	11000	001 Undergraduate	4.000	Regular	Grade Fundamentals Of Biology I
TIME CONFLICT WITH 10980	12021	BIOL	11000	045 Undergraduate	0.000	Regular	Grade Fundamentals Of Biology I
▶ <a href="#">Linked Sections Required(D0)</a>	12023	BIOL	11000	047 Undergraduate	0.000	Regular	Grade Fundamentals Of Biology I
▶ <a href="#">Linked Sections Required(B0)</a>	12040	BIOL	11000	064 Undergraduate	0.000	Regular	Grade Fundamentals Of Biology I

The only way you may drop a linked section, other than dropping all linked sections simultaneously, is if you are adding a new linked section of the same schedule type in a single transaction. To drop and add a single subpart of a linked course, select the “Drop (Web)” option in the Action drop down for the linked section you would like to drop.



Now, BEFORE submitting this change, add the CRN of the new linked section to an *Add Classes Worksheet* field. Click *Submit Changes*, and your linked sections will switch.

# Dropping Classes

**Students who withdraw during the first four weeks of the semester will receive a partial refund of the general service fee and tuition.**

Weeks 1 = 100%, week 2 = 60%, week 3 = 40%, and week 4 = 20%.

To drop a class, return to the *Add or Drop Classes* screen. You may navigate here by clicking the *Return to Menu* link, which is located on the upper right-hand side of the screen, and then clicking *Add or Drop Classes* on the Registration links screen.

## Registration

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- Select Term
- Registration Status
- Add or Drop Classes**
- Look Up Classes
- Change Class Options
- Week at a Glance
- Student Detail Schedule
- Registration Fee Assessment
- Withdrawal Information
- Update Student Term Data
- Active Registration
- Registration History
- Concise Schedule

## Registration Term

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Select a Term:

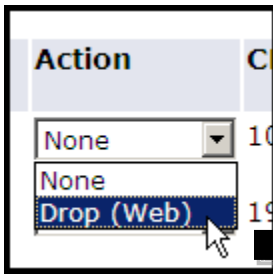
**Submit**

Select your Registration Term and click Submit.

Your Current Schedule displays. Notice the *Action* column with drop-down menus.

Status	Action	CRN	Subj	Crse
**Web Registered** on Jul 02, 2008	<input type="text" value="None"/>	10990	ANTH	20500
**Web Registered** on Jul 02, 2008	<input type="text" value="None"/>	19229	ENGL	35100
**Web Registered** on Jul 02, 2008	<input type="text" value="None"/>	26853	PSY	12000

In order to drop a class from your Current Schedule, select one of the drop-down menus under *Action* and choose *Drop (Web)*.



**Then, click the Submit Changes button at the bottom of your screen. The page will refresh, and the system immediately drops the course.**

## Tips

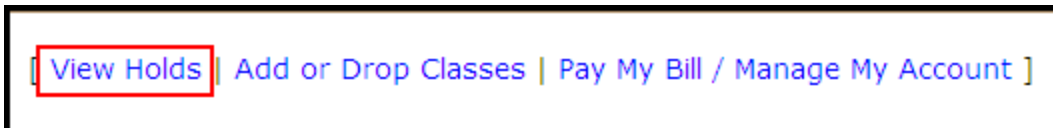
### Before you add or drop a class:

- Be sure to consult your academic advisor before adding or dropping any classes, as it may affect your curriculum plan.
- Changes made in this database occur in “real time.” If you drop a class, your seat in that class is immediately available for another student. If you change your mind later, the class may be full.
- When dropping classes, remember that full time is 12 credit hours per semester for undergraduates and eight credit hours for graduate students. Dropping below this course load could affect your financial aid, assessed fees, health insurance, athletic eligibility, and your international student visa requirements.
- Be mindful of any course prerequisites or other requirements before attempting to add a course. Check with your advisor before registration about which prerequisites you may or may not have fulfilled.

### Copy or write down CRNs as you are scheduling classes!

### View Holds

For an explanation of registration holds as you receive them, scroll to the bottom of your screen and click View Holds.



Information on your holds appears. Under *Processes Affected*, view how the holds will influence your registration eligibility. Contact the office under the Originator column if you have a hold.

Administrative Holds						
Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Overdue bal \$100 or more	Sep 04, 2006	Dec 31, 2009			Tuition and Fees	Registration Transcripts Accounts Receivable Enrollment Verification

[ Financial Aid Holds | Registration Status ]

# Icons



The red octagon with the black X inside it is a **Registration Add Error**. When you receive a written error accompanied by this sign, remember that you did not complete registration. You also may not register until these errors are fixed. Keep in mind that you may have multiple Registration Add Errors, but only one will appear at a time. Upon resolving one, more may immediately follow.



The yellow triangle with the exclamation point inside it alerts you to a **hard-stop Registration Add Error**. In Registration Status, this icon indicates a registration hold, an inadequate academic standing, or issues with student status.



The blue checkmark indicates that there are **no errors** within your Registration Status.



The red flag appears under the Links column on the Look Up Classes page. This lets you know that **a course has linked sections**. If you are signing up for one of these classes, be sure to note the class times and CRNs of each section. You will need them handy when registering for the different sections and your other courses.

## New Terms with the Banner System

What Used To Be...	Is Now...
Division change	Drop/Add
Grouping/Sub-parted course	Linked Sections
Suffix on a course number	Section Offering
Divisions	Sections
Using the subject, course, division and section number to register (e.g., signing up for COM 114 06-01)	Using the CRN to register (e.g., COM 114 006 is now CRN 16694)
Course number with three digits and a possible suffix letter	Five-digit course number, no suffix letters