



**STUDENT SELF SERVICE GUIDE
2024**

Contents

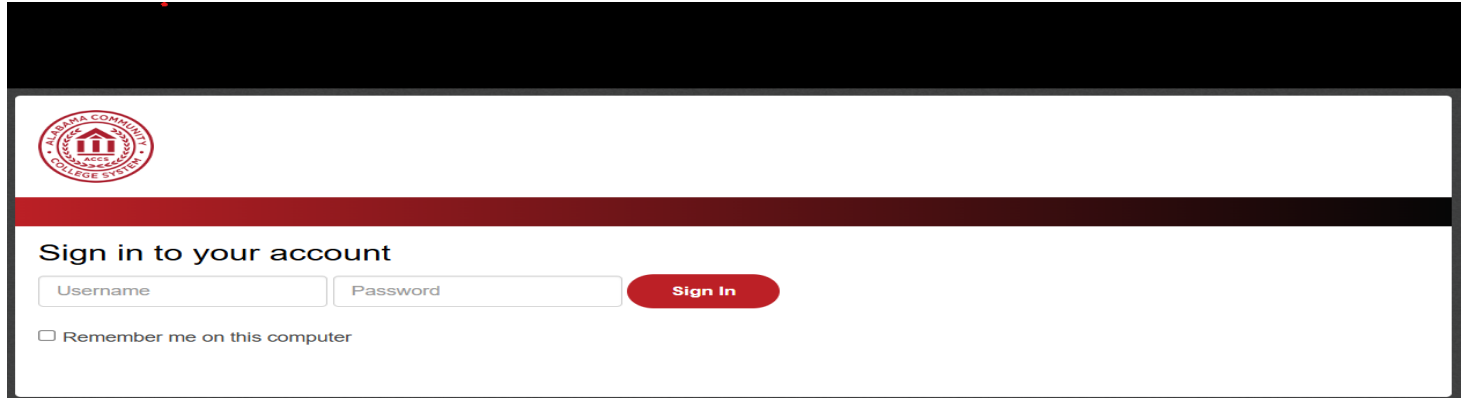
Getting Started.....	3
Prepare for Registration	5
Register: Adding and Dropping Classes.....	6
Searching for CRNs	10
Closed Classes	15
Other Registration Messages.....	16
Dropping a Class.....	17
View Registration Information.....	18
Printing Registration Information	19
Student Profile	20
View Grades.....	21
Unofficial Academic Transcript	23
Printing an Unofficial Academic Transcript	25
Request Official Transcript.....	27
Request Enrollment Verification	28
Enrollment Verification Status	29
Graduation Application	30
Graduation Application Status	31
Financial Aid Dashboard	32
Account Summary	33
Account Detail for Term	34

Banner Student Self-Service

Getting Started

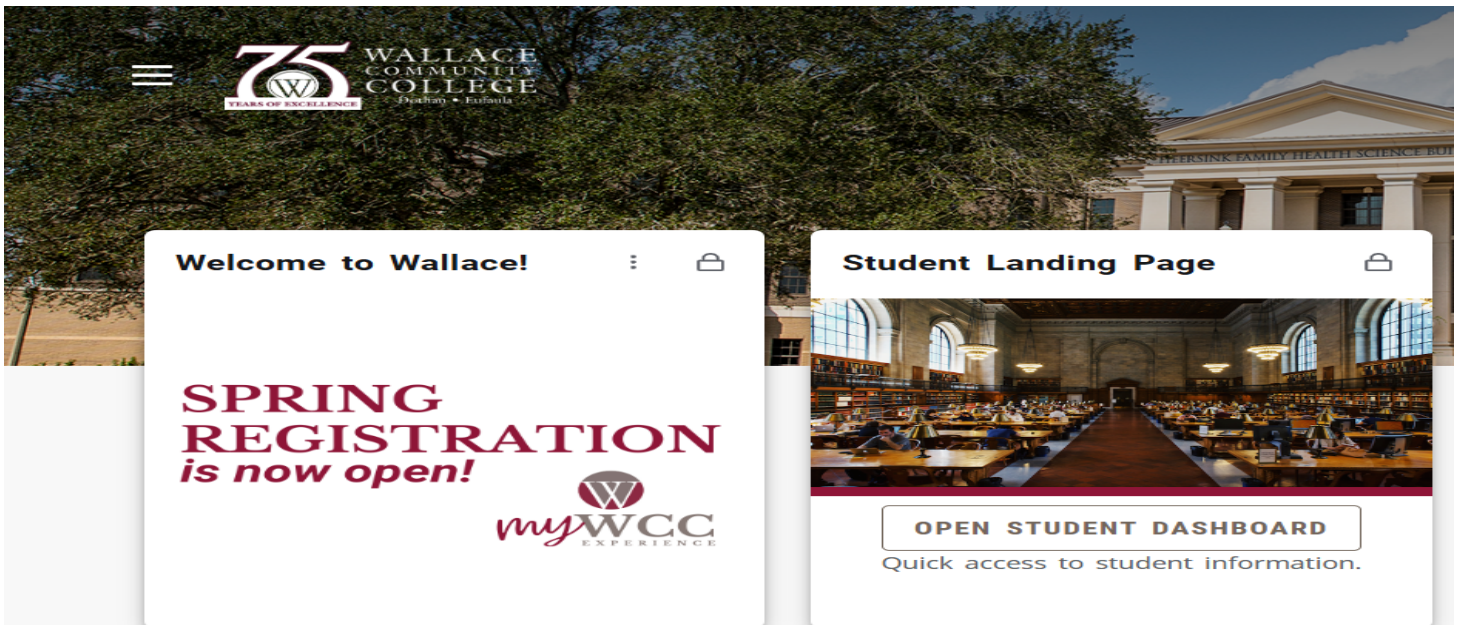
Go to WCC's homepage and click myWCC Experience. View the What is the myWCC Experience video if necessary.

Use your new A#@Alabama.edu credentials to log in. If you need assistance, please email helpdesk@wallace.edu or call (334) 556-2464.



The screenshot shows the login interface for the myWCC Experience. At the top left is the Alabama Community College System logo. Below it is a red horizontal bar. The main heading is "Sign in to your account". There are two input fields: "Username" and "Password". To the right of the "Password" field is a red "Sign In" button. Below the input fields is a checkbox labeled "Remember me on this computer".

To access Student related information, go to the Student Landing Page tile select Open Student Dashboard.




Banner Student Self Service

This guide will demonstrate a few of the more commonly used tools available to you through Banner. There are multiple ways to retrieve the same information or perform the same tasks. Below is the main **Student Landing Page** in Self Service Banner (SSB). Following are examples of how to use these tools. Please explore the system to discover the techniques that best fit your individual needs.

Wallace Community College - Dothan

Student Services

 This is the entry page for Banner Student. From here, you can navigate to the following pages depending on your role at Wallace Community College:

Student Records:

- Personal Information
- **Student Profile**
- Registration
- View Grades
- Transcript - Unofficial
- Transcript - Order Official Request

Financial Aid:

- Financial Aid Dashboard

Student Account:







- Account Summary
- Account Detail For Term
- Tax Notification (1098-T) Summary
- Account Information
- Statement and Payment History
- Make a Payment

The Registration Landing page.

[Student](#) • [Registration](#)

Registration

What would you like to do?

 Prepare for Registration View registration status, update student term data, and complete pre-registration requirements.	 Register for Classes Search and register for your classes. You can also view and manage your schedule.
 Plan Ahead Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.	 Browse Classes Looking for classes? In this section you can browse classes you find interesting.
 View Registration Information View your past schedules and your ungraded classes.	 Browse Course Catalog Look up basic course information like subject, course and description.

Prepare for Registration

This page will display information that can impact your ability to register. Holds need to be cleared before registration can occur.

[Student](#) • [Registration](#) • [Select a Term](#) • [Prepare for Registration](#)

Prepare for Registration

[Registration Status](#) [Update Student Term Data](#)

Registration Status

Term: Spring 2021

- ✔ Your Student Status permits registration.
- ✔ Your academic status Good Standing permits registration.
- ✔ You have no holds which prevent registration.

Earned Hours

- ℹ You have Earned Hours for Level: Undergraduate, Institution Hours: 20, Transfer Hours: 0
- ℹ Your class standing for registration purposes is Freshman

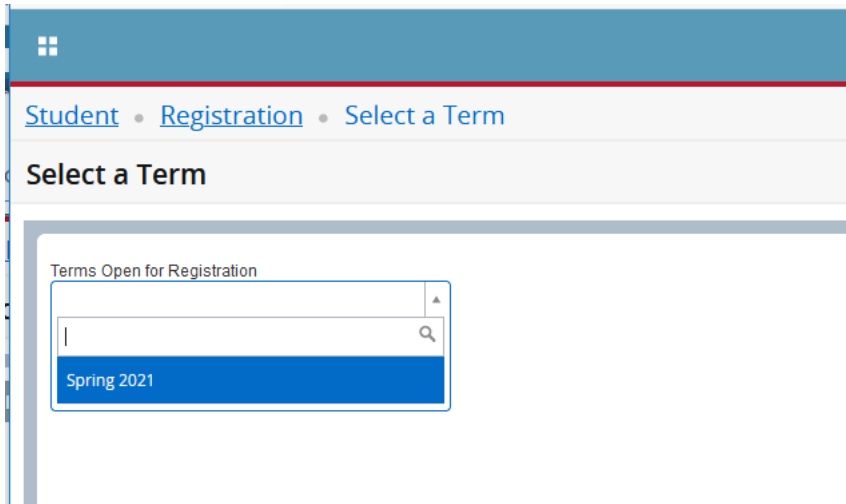
Primary Curriculum

Level: Undergraduate
College: Academic Transfer
Degree: Associate in Arts
Program: AA Liberal Arts
Catalog Term: Fall 2020
Admit Term: Fall 2020
Major: Liberal Arts

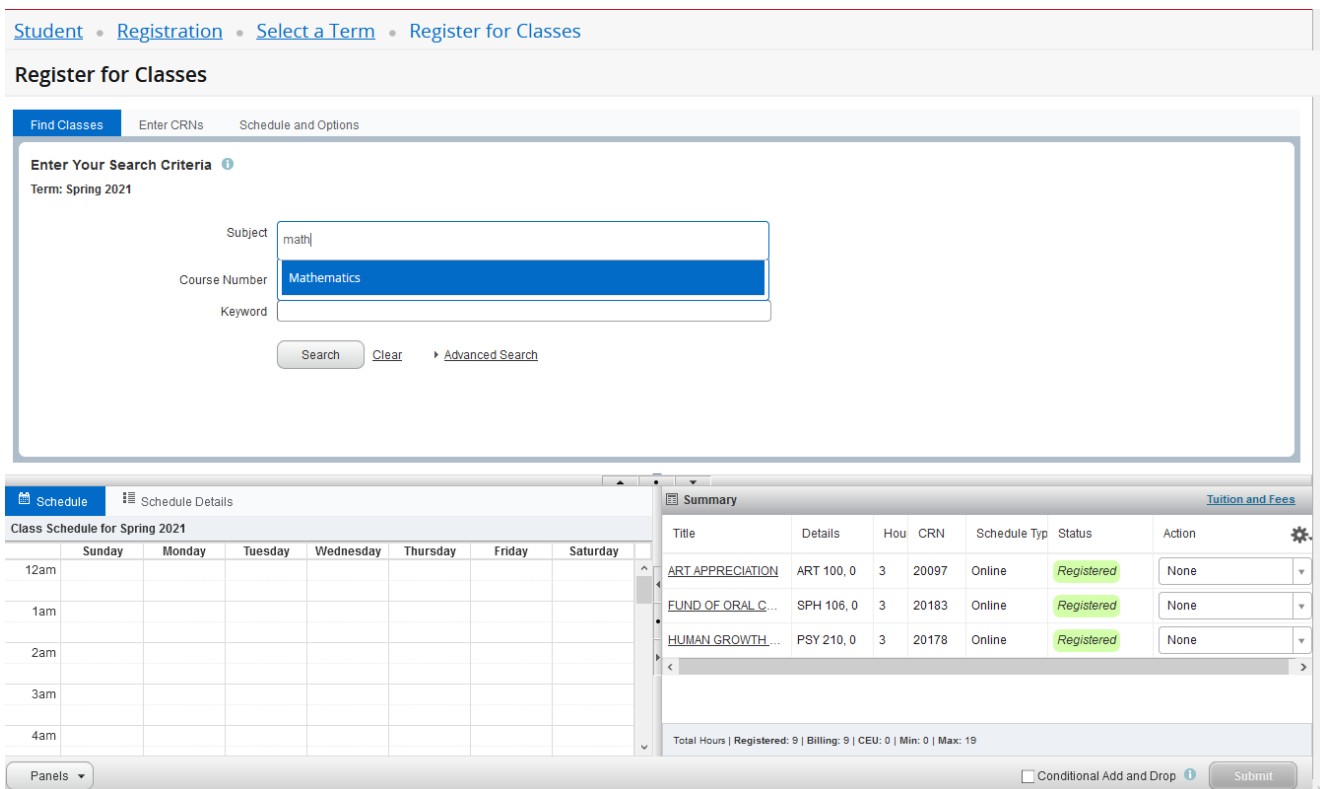
Banner Student Self Service

Register: Adding and Dropping Classes

Clicking on **Registration** will prompt you to enter the term for which you wish to register.



Register for Classes page opens on the Find Classes tab. Enter the desired search criteria. Note, there are other search options available under the [Advanced Search](#) hyperlink.



Banner Student Self Service

Identify the desired section and click the Add button.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 75 Classes
Term: Spring 2021 Subject: Mathematics Search Again

Title	Subject De	Cours	Sec	Hours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute	Linked Sections
ELEMENTARY AL... Lecture	Mathe...	098	0	4	20...	Sp...	Crosby, Laura...	S M T W T F S 11:00 AM - 12:...	Ja...	11 of 20 ...	Developmental Jasper Developmental	Add
ELEMENTARY AL... Lecture	Mathe...	098	0	4	20...	Sp...	Crosby, Laura...	S M T W T F S 11:00 AM - 12:...	Ja...	10 of 20 ...	Developmental Jasper Developmental	Add
ELEMENTARY AL... Lecture	Mathe...	098	0	4	20...	Sp...	Cannon, Kelly...	S M T W T F S 02:00 PM - 03:...	Ja...	11 of 20 ...	Developmental Jasper Developmental	Add

Schedule | Schedule Details | **Summary** | Tuition and Fees

Class Schedule for Spring 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12am							
1am							
2am							
3am							
4am							

Summary

Title	Details	Hou	CRN	Schedule Typ	Status	Action
ART APPRECIATION	ART 100, 0	3	20097	Online	Registered	None
FUND OF ORAL C...	SPH 106, 0	3	20183	Online	Registered	None
HUMAN GROWTH...	PSY 210, 0	3	20178	Online	Registered	None

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 19

Conditional Add and Drop Submit

The section will be added to the Summary panel in a Pending status. Press Submit button to save.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 75 Classes
Term: Spring 2021 Subject: Mathematics Search Again

Title	Subject De	Cours	Sec	Hours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute	Linked Sections
ELEMENTARY AL... Lecture	Mathe...	098	0	4	20...	Sp...	Crosby, Laura...	S M T W T F S 11:00 AM - 12:...	Ja...	11 of 20 ...	Developmental Jasper Developmental	Add
ELEMENTARY AL... Lecture	Mathe...	098	0	4	20...	Sp...	Crosby, Laura...	S M T W T F S 11:00 AM - 12:...	Ja...	10 of 20 ...	Developmental Jasper Developmental	Add
ELEMENTARY AL... Lecture	Mathe...	098	0	4	20...	Sp...	Cannon, Kelly...	S M T W T F S 02:00 PM - 03:...	Ja...	11 of 20 ...	Developmental Jasper Developmental	Add

Schedule | Schedule Details | **Summary** | Tuition and Fees

Class Schedule for Spring 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12am							
1am							
2am							
3am							
4am							

Summary

Title	Details	Hou	CRN	Schedule Typ	Status	Action
ELEMENTARY ALG...	MTH 098, 0	4	20560	Lecture	Pending	**Web Registered**
ART APPRECIATION	ART 100, 0	3	20097	Online	Registered	None
FUND OF ORAL C...	SPH 106, 0	3	20183	Online	Registered	None
HUMAN GROWTH...	PSY 210, 0	3	20178	Online	Registered	None

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 19

Conditional Add and Drop Submit

Banner Student Self Service

If you have successfully registered, the status will change to Registered. Once registered, you can click on the Tuition and Fees hyperlink to see the charges generated by the registration.

The screenshot shows a registration summary page. At the top, there is a navigation bar with a calendar icon, a date/time selection (02:00 PM - 03 Ja...), and a page indicator (11 of 20 ...). Below this is a table with columns: Title, Details, Hou, CRN, Schedule Typ, Status, and Action. The table lists four classes, all with a status of 'Registered'. A red box highlights the 'Tuition and Fees' link in the top right corner of the table area. At the bottom of the table, there is a summary row: 'Total Hours | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 19'. Below the table is a 'Submit' button and a 'Conditional Add and Drop' checkbox.

Title	Details	Hou	CRN	Schedule Typ	Status	Action
ELEMENTARY ALG...	MTH 098, 0	4	20560	Lecture	Registered	None
ART APPRECIATION	ART 100, 0	3	20097	Online	Registered	None
FUND OF ORAL C...	SPH 106, 0	3	20183	Online	Registered	None
HUMAN GROWTH...	PSY 210, 0	3	20178	Online	Registered	None

Total Hours | Registered: 13 | Billing: 13 | CEU: 0 | Min: 0 | Max: 19

The screenshot shows the 'Tuition and Fees for Spring 2021' pop-up window. The window title is 'Tuition and Fees for Spring 2021'. The main text reads: 'The total here does not represent everything you owe. Please see your account information for a detailed view of your account.' Below this is a table with columns: Code, Description, Amount, and (USD). The table lists various fees and their amounts. At the bottom of the window is a 'Close' button. The background shows the same registration summary page as the previous screenshot, but it is dimmed.

Code	Description	Amount	(USD)
F060	Technology Fee-DL	\$81.00	
F061	Facility Fee-DL	\$81.00	
F062	Bond Surety Fee-DL	\$9.00	
F063	Building Fee-DL	\$90.00	
FM03	Parking Decal	\$10.00	
FM12	Library Fee	\$15.00	
FR20	Remedial Technology Fee...	\$36.00	
FR21	Remedial Facility Fee-JC	\$36.00	
FR22	Remedial Bond Surety Fe...	\$4.00	
FR23	Remedial Building Fee-IC	\$40.00	

Banner Student Self Service

If you know the Course Reference Number (CRN) for the section(s) they may be entered on the Enter CRNs tab. When complete, press the “Add to Summary” button.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes **Enter CRNs** Schedule and Options

Enter Course Reference Numbers (CRNs) to Register
Term: Spring 2021

CRN

[+ Add Another CRN](#)

Schedule Schedule Details Summary

Class Schedule for Spring 2021 [Tuition and Fees](#)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11am		✓ ELEMANTARY ALGEBRA		✓ ELEMANTARY ALGEBRA			
12pm			✓ BASIC BLDNG INFO MODELING-BIM		✓ BASIC BLDNG INFO MODELING-BIM		
1pm							
2pm							

Panels Conditional Add and Drop

The Schedule and Options tab displays courses already registered. The display is the same as that found in “View Registration Information”.

Searching for CRNs

If you have not already found your CRN's, you can perform a search to find them. There are two ways to search for courses; the standard course search and the advanced course search. Enter Subject(s) and click on **Search** if you wish to search by subject. Below is an example of a course search by subject.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

[Find Classes](#) | [Enter CRNs](#) | [Schedule and Options](#)

Enter Your Search Criteria ⓘ

Term: Spring 2021

Subject

Course Number

Keyword

[▶ Advanced Search](#)

Banner Student Self Service

If you wish to perform an advanced search, click **Advanced Search** to bring back the following search options. You can now search for classes by using a wide variety of criteria.

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ
Term: Spring 2021

Subject

Course Number

Keyword

Instructor

Subject and Course Number

Keyword (With All Words)

Keyword (With Any Words)

Keyword (Exact Phrase)

Keyword (Without The Word)

Attribute

Campus

Level

Buildings

College

Departments

Instructional Methods

Schedule Type

Duration Units

Part Of Term

Title

Sessions

Course Number Range to

Credit Hour Range to

Meeting Days

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Start Time

End Time

Open Sections Only

[Advanced Search](#)

Banner Student Self Service

In this example, English is selected as the subject. The search brought back a listing of all English courses that are offered this semester.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes												
Enter CRNs												
Schedule and Options												
Search Results — 50 Classes												
Term: Spring 2021 Subject: English												
Title	Subject Des	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute	Linked
INTRO TO COLLEGE... Lecture	English	099	0	2	2...	S...	Williams, Amand...	S M T W T F S 11:00 AM - 12:00 PM	J...	9 of 14 seats remain. Time Conflict!	Developmental Jasper Developmental	Add
INTRO TO COLLEGE... Lecture	English	099	0	2	2...	S...	Ellenburg, Jimm...	S M T W T F S 09:30 AM - 10:25 AM	S...	1 of 11 seats remain.	Developmental Sumiton Developmental	Add
INTRO TO COLLEGE... Lecture	English	099	0	2	2...	S...	Ramsey, Todd (P...	S M T W T F S 11:00 AM - 11:50 AM	F...	8 of 12 seats remain.	Developmental Fayette Developmental	Add
INTRO TO COLLEGE... Lecture	English	099	0	2	2...	S...	Franklin, Benjam...	S M T W T F S 09:30 AM - 10:20 AM	H...	4 of 12 seats remain.	Developmental Hamilton Developmental	Add
ENGLISH COMPOSI... Lecture	English	101	0	3	2...	S...	Ellenburg, Jimm...	S M T W T F S 08:00 AM - 09:15 AM	S...	11 of 22 seats remain.	Area I Written Composition	Add
ENGLISH COMPOSI... Lecture	English	101	0	3	2...	S...	Lazarus, Angela ...	S M T W T F S 11:00 AM - 12:15 PM	S...	13 of 22 seats remain. Time Conflict!	Area I Written Composition	Add
ENGLISH COMPOSI... Online	English	101	0	3	2...	S...	O'Faculty, Samel...	S M T W T F S - Type: Class Build	W...	FULL: 0 of 30 seats remain.	Area I Written Composition	Add
ENGLISH COMPOSI... Online	English	101	0	3	2...	S...	Ballinger, Tiffany ...	S M T W T F S - Type: Class Build	W...	FULL: 0 of 25 seats remain.	Area I Written Composition	Add
ENGLISH COMPOSI... Lecture	English	101	0	3	2...	S...	Ballinger, Tiffany ...	S M T W T F S 08:00 AM - 09:15 AM	F...	13 of 24 seats remain.	Area I Written Composition	Add
ENGLISH COMPOSI... Lecture	English	101	0	3	2...	S...	Carter, Beverly (...)	S M T W T F S 09:30 AM - 10:45 AM	Pi...	7 of 18 seats remain.	Area I Written Composition	Add

Page 1 of 5 | 10 Per Page | Records: 50

Press the Add button to add the section to your registration.

Note, the page will display time conflicts with sections in which you are already registered. Closed sections are identified.

Banner Student Self Service

Pressing the Add button places the section in the Summary panel with a “Pending” status. You must press the Submit button to save these changes.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Search Results — 50 Classes
Term: Spring 2021 Subject: English Search Again

Title	Subject	CRN	Section	Hours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute	Link
INTRO TO COLLEGE... Lecture	English	099	0	2	2...	S...	Williams, Amand...	SIM T W T F S 11:00 AM - 12:00 PM	J...	9 of 14 seats remain. Time Conflict!	Developmental Jasper Developmental	Add
INTRO TO COLLEGE... Lecture	English	099	0	2	2...	S...	Ellenburg, Jimm...	SIM T W T F S 09:30 AM - 10:25 AM	S...	1 of 11 seats remain.	Developmental Sumiton Developmental	Add
INTRO TO COLLEGE... Lecture	English	099	0	2	2...	S...	Ramsey, Todd (P...	SIM T W T F S 11:00 AM - 11:50 AM	F...	8 of 12 seats remain.	Developmental Fayette Developmental	Add
INTRO TO COLLEGE... Lecture	English	099	0	2	2...	S...	Franklin, Benjam...	SIM T W T F S 09:30 AM - 10:20 AM	H...	4 of 12 seats remain.	Developmental Hamilton Developmental	Add
ENGLISH COMPOSI...	English	101	0	3	3...	S...	Ellenburg, Jimm...	SIM T W T F S 09:00 AM - 10:15 AM	C...	44 of 55 seats remain.	Area I Written Composition	Add

Schedule | Schedule Details

Class Schedule for Spring 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am			INTRO TO COLLEGE... Lecture		INTRO TO COLLEGE... Lecture		
11am		ELEMENTARY ALGEBRA		ELEMENTARY ALGEBRA			
12pm		BASIC BLDG INFO/WORKSHOPS		BASIC BLDG INFO/WORKSHOPS			

Summary Tuition and Fees

Title	Details	Hour	CRN	Schedule Type	Status	Action
INTRO TO COLLEGE...	ENG 099, 0	2	20461	Lecture	Pending	**Web Registered**
ART APPRECIATION	ART 100, 0	3	20097	Online	Registered	None
BASIC BLDG INFO...	AET 191, 0	3	20155	Hybrid	Registered	None
ELEMENTARY ALGE...	MTH 098, 0	4	20560	Lecture	Registered	None
FUND OF ORAL CO...	SPH 106, 0	3	20183	Online	Registered	None
HUMAN GROWTH A...	PSY 210, 0	3	20178	Online	Registered	None

Total Hours | Registered: 16 | Billing: 16 | CEU: 0 | Min: 0 | Max: 19

Conditional Add and Drop Submit

Banner Student Self Service

If, for any reason, you are ineligible to register for the section, a message will be displayed.

The screenshot displays the Banner Student Self Service interface. At the top, there are navigation links: Student, Registration, Select a Term, and Register for Classes. A red box highlights a message: "ENG 099 CRN 20461: Corequisite ENG 101 (CRN 20462) required". Below this, the "Register for Classes" section is active, showing search results for "English" in "Spring 2021".

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Link
INTRO TO COLLEGE... Lecture	English	099	0	2	2...	S...	Williams, Amand...	S M T W T F S 11:00 AM - 12:00 PM	J...	9 of 14 seats remain. Time Conflict!	Developmental Jasper Developmental	Add
INTRO TO COLLEGE... Lecture	English	099	0	2	2...	S...	Ellenburg, Jimm...	S M T W T F S 09:30 AM - 10:25 AM	S...	1 of 11 seats remain.	Developmental Sumiton Developmental	Add
INTRO TO COLLEGE... Lecture	English	099	0	2	2...	S...	Ramsey, Todd (P...	S M T W T F S 11:00 AM - 11:50 AM	F...	8 of 12 seats remain.	Developmental Fayette Developmental	Add
INTRO TO COLLEGE... Lecture	English	099	0	2	2...	S...	Franklin, Benjam...	S M T W T F S 09:30 AM - 10:20 AM	H...	4 of 12 seats remain.	Developmental Hamilton Developmental	Add
ENGLISH COMPOS... Lecture	English	101	0	3	0	S...	Ellenburg, Jimm...	S M T W T F S 08:00 AM - 09:15 AM	C...	44 of 55 seats remain.	Area I Written Composition	Add

Below the search results, there is a "Class Schedule for Spring 2021" view. The schedule shows classes on Monday, Tuesday, and Wednesday. A red box highlights an error message: "Errors Preventin...". The summary table on the right shows the following details:

Title	Details	Hour	CRN	Schedule Type	Status	Action
INTRO TO COLLEGE...	ENG 099, 0	2	20461	Lecture	Errors Preventin...	Remove
ART APPRECIATION	ART 100, 0	3	20097	Online	Registered	None
BASIC BLDNG INFO...	AET 191, 0	3	20155	Hybrid	Registered	None
ELEMENTARY ALGE...	MTH 098, 0	4	20580	Lecture	Registered	None
FUND OF ORAL CO...	SPH 108, 0	3	20183	Online	Registered	None
HUMAN GROWTH A...	PSY 210, 0	3	20178	Online	Registered	None

In this scenario, ENG 099 has a co-requisite class of ENG 101.

Banner Student Self Service

Closed Classes

When you have searched for a class and it is closed, a message will be displayed in the Status column. Similarly, if a section in the search results has a time conflict with an existing registration it will be noted in the Status column.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Search Results — 50 Classes
Term: Spring 2021 Subject: English Search Again

Title	Subject	D/Es	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute	Linked
INTRO TO COLLEGE... Lecture	English	099	0	2	2...	S...	Williams, Amand...	S M T W T F S	11:00 AM - 12:00 PM	J...	9 of 14 seats remain. Time Conflict!	Developmental Jasper Developmental	<input type="button" value="Add"/>
INTRO TO COLLEGE... Lecture	English	099	0	2	2...	S...	Ellenburg, Jimm...	S M T W T F S	09:30 AM - 10:25 AM	S...	1 of 11 seats remain.	Developmental Sumiton Developmental	<input type="button" value="Add"/>
INTRO TO COLLEGE... Lecture	English	099	0	2	2...	S...	Ramsay, Todd (P...	S M T W T F S	11:00 AM - 11:50 AM	F...	8 of 12 seats remain.	Developmental Fayette Developmental	<input type="button" value="Add"/>
INTRO TO COLLEGE... Lecture	English	099	0	2	2...	S...	Franklin, Benjam...	S M T W T F S	09:30 AM - 10:20 AM	H...	4 of 12 seats remain.	Developmental Hamilton Developmental	<input type="button" value="Add"/>
ENGLISH COMPOSI... Lecture	English	101	0	3	2...	S...	Ellenburg, Jimm...	S M T W T F S	08:00 AM - 09:15 AM	S...	11 of 22 seats remain.	Area I Written Composition	<input type="button" value="Add"/>
ENGLISH COMPOSI... Lecture	English	101	0	3	2...	S...	Lazarus, Angela ...	S M T W T F S	11:00 AM - 12:15 PM	S...	13 of 22 seats remain. Time Conflict!	Area I Written Composition	<input type="button" value="Add"/>
ENGLISH COMPOSI... Online	English	101	0	3	2...	S...	O'Faculty, Samu...	S M T W T F S	- Type: Class Build	W...	<input type="button" value="FULL: 0 of 30 seats remain."/> FULL: 0 of 30 seats remain.	Area I Written Composition	<input type="button" value="Add"/>
ENGLISH COMPOSI... Online	English	101	0	3	2...	S...	Ballinger, Tiffan...	S M T W T F S	- Type: Class Build	W...	<input type="button" value="FULL: 0 of 25 seats remain."/> FULL: 0 of 25 seats remain.	Area I Written Composition	<input type="button" value="Add"/>
ENGLISH COMPOSI... Lecture	English	101	0	3	2...	S...	Ballinger, Tiffan...	S M T W T F S	08:00 AM - 09:15 AM	F...	13 of 24 seats remain.	Area I Written Composition	<input type="button" value="Add"/>
ENGLISH COMPOSI... Lecture	English	101	0	3	2...	S...	Carter, Beverly (...)	S M T W T F S	09:30 AM - 10:45 AM	Pi...	7 of 10 seats remain.	Area I Written Composition	<input type="button" value="Add"/>

Page 1 of 5 | 10 Per Page | Records: 50

Other Registration Messages

You may receive other registration messages when attempting to enroll in courses. Below are possible examples of registration errors:

- ❖ You do not meet the prerequisite or corequisite. This could be a course, GPA, test score or program requirement. Check the catalog course description to see what the requirements are for the course.
- ❖ The course you chose has a time conflict with another course you already have on your schedule. Select a course at a different time to avoid the conflict.

Banner Student Self Service

Dropping a Class

Once you are registered in courses, they will be listed like the example below. Notice that each course has a drop down box in the Action column. Click in the drop down box to see the list of options related to that class. Your choices will vary depending on the date in the semester.

If you are dropping a course before school starts, the “Web Drop” will be the option you see to drop the course (you will not be charged for the course).

If you are dropping a course after classes have started, the “Web Withdrawn Course ” will be the option you see to drop the course. This means that you can drop the course but you forfeit the money you paid for it.

You will only be able to withdraw/drop from a course during the time period designated by your institution.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Spring 2021

Subject

Course Number

Keyword

[Advanced Search](#)

Schedule | Schedule Details | **Summary** | Tuition and Fees

Class Schedule for Spring 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12am							
1am							
2am							
3am							
4am							
5am							

Title	Details	Hou	CRN	Schedule Typ	Status	Action
ART APPRECIATION	ART 100, 0	3	20097	Online	Registered	None
FUND OF ORAL C...	SPH 106, 0	3	20183	Online	Registered	None
HUMAN GROWTH...	PSY 210, 0	3	20178	Online	Registered	Web Withdrawn Course

Total Hours | Registered: 9 | Billing: 9 | CEU: 0 | Min: 0 | Max: 19

Conditional Add and Drop ⓘ

Banner Student Self Service

View Registration Information

This page will display details about your existing registration. The Schedule Tab gives you a visual representation of your semester schedule.

The screenshot shows the 'View Registration Information' page with the 'Class Schedule' tab selected. A table lists the following classes:

Title	Details	Hours	CRN	Schedule Type	Grade Mode	Level	Part Of Term	Study Path	Date	Status	Message
ENGLISH COMPOSITION I	ENG 101, 0	3	10462	Virtual	Standard Letter	Undergraduate	Full Term	None	08/18/2020	Registered	**Registered**08/1...
GENERAL CONDITIONING (BEG)	PED 118, 0	1	10561	Lecture	Standard Letter	Undergraduate	Full Term	None	08/18/2020	Registered	**Registered**08/1...
GENERAL PSYCHOLOGY	PSY 200, 0	3	10606	Virtual	Standard Letter	Undergraduate	Full Term	None	10/10/2020	Registered	**Registered**10/1...
INTRO TO COMP LOGIC & PROGRAM	CIS 150, 0	3	10099	Lecture	Standard Letter	Undergraduate	Full Term	None	10/12/2020	Registered	**Registered**10/1...
MICROCOMPUTER APPLICATIONS	CIS 146, 0	3	10630	Online	Standard Letter	Undergraduate	Full Term	None	08/18/2020	Registered	**Registered**08/1...

Below the table is a weekly schedule grid for Fall 2020. The grid shows classes scheduled from 8am to 1pm on Monday through Thursday. A 'Tools' gear icon is highlighted in the bottom right corner of the grid area.

Days, times, location, start and end dates are displayed in Schedule Details. You can use the Tools (Gear) Icon to choose which columns to display

The screenshot shows the 'View Registration Information' page with the 'Schedule Details' tab selected. The details for the class 'INTRO TO COMP LOGIC & PROGRAM' (CIS 150, 0) are displayed, including the instructor 'DEBBE KIRBY' and the status 'Registered'. A 'Tools' gear icon is highlighted, and a dropdown menu is open showing the following columns to display:

- Title
- Details
- Hours
- CRN
- Schedule Type
- Grade Mode
- Level
- Part Of Term
- Study Path
- Date
- Status
- Message

Banner Student Self Service

Printing Registration Information

To Print the schedule, click the Printer Icon. You may produce a PDF to save or print.

[Student](#) • [Registration](#) • [View Registration Information](#)

View Registration Information

The screenshot shows the 'Class Schedule' interface for Fall 2020. The interface includes a 'Look up a Schedule' button and 'Active Registrations' text. The 'Class Schedule' section has a dropdown menu for 'Term' set to 'Fall 2020'. Below this is a table with columns: Title, Hours, CRN, Grade Mode, Level, Study Path, and Status. The table lists four courses: ENGLISH COMPOSITION I (3 hours, CRN 10462), GENERAL CONDITIONING (1 hour, CRN 10561), GENERAL PSYCHOLOGY (3 hours, CRN 10606), and INTRO TO COMP LOGIC (3 hours, CRN 10099). All are Standard Letter Undergraduate courses with 'Registered' status. A printer icon is highlighted in a red box in the top right corner of the table. Below the table are 'Schedule' and 'Schedule Details' buttons. At the bottom, it says 'Class Schedule for Fall 2020' and 'GENERAL PSYCHOLOGY | Psychology 200 Section 0 | Class Begin: 08/20/2020 | Class End: 12/16/2020 Registered'.

PDF version of the Student Schedule, generated by pressing the Print Icon.

Banner

Page 1 of 2

Bevill State Community College

O'Faculty, Sample

Bevill State Community College

O'Faculty, Sample Fall 2020 Schedule

Classification: Freshman Level: Undergraduate
College: Academic Transfer Major: Liberal Arts

Title	Course Details	Credit Hours	CRN	Meeting Times
INTRO TO COMP LOGIC & PROGRAM	CIS 150 0	3.0	10099	08/20/2020 - 12/16/2020 Monday, Wednesday 08:00 AM - 09:15 AM Hamilton, Hamilton A Building, A31 Gibbs, Johnie
PRINCIPLES OF BIOLOGY I	BIO 103 0	4.0	10134	08/20/2020 - 12/16/2020 Monday 12:30 PM - 02:30 PM Sumiton, Sumiton Building 1400, 1401 Earnest, Nancy 08/20/2020 - 12/16/2020 Monday, Wednesday 09:30 AM - 10:45 AM Earnest, Nancy
ENGLISH COMPOSITION I	ENG 101 0	3.0	10462	08/20/2020 - 12/16/2020 Tuesday, Thursday 08:00 AM - 09:15 AM

Banner Student Self Service

Student Profile

This screen will provide you a complete view of your student record. You can view holds if you have any on your account, advisor information, program of study and class schedule.

Advising - Student Profile

Student Profile - Ms Eleanor Shellstrop (A99808077)

Term: Spring 2021

Registration Notices: 3 Holds: 0

Student Information Notes: 2

Bio Information
Email: eshellstrop077@student.bcc.edu
Phone: 205 7400794
Gender: Female
Date of Birth: 07/27
Ethnicity: Not Hispanic or Latino
Race: White

General Information
Level: Undergraduate
Class: Sophomore
Status: Active
Student Type: Transfer
Campus: Not Provided
First Term Attended: Spring 2020
Matriculated Term: Spring 2020
Last Term Attended: Fall 2020
Leave of Absence: Not Provided

Graduation Information
Graduation Applications: [Active](#)

Advisors
Primary / Major: [Sandra E. O'Faolain](#)

CURRICULUM, HOURS & GPA

Primary Secondary Hours & GPA

Degree: Associate in Science
Level: Undergraduate
Program: AS General Studies
College: Academic Transfer
Major: General Studies
Concentration: General Studies
Admit Type: Conditional Admit
Admit Term: Spring 2020
Catalog Term: Fall 2019

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	Instructor
INTRODUCTION TO SOCIOLOGY	SOC 200 0	20432	3	**Registered**	Dr. Emily Debraj Barbary
ENGLISH COMPOSITION II	ENG 102 0	20493	3	**Registered**	Marv Elizabeth Barber
PREGALCULUS ALGEBRA	MTH 112 0	20508	3	**Registered**	Judith L. Davis
UNITED STATES HISTORY II	HIS 202 0	20716	3	**Registered**	Annika L. Lucas

Total Hours: 12 | Registered Hours: 12 | Billing Hours: 12 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 19

1. 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.
2. Prior Education and Testing- Displays High School and Post-Secondary information as well as any Placement testing and scores.
3. Student Information- Displays general information about student and their academic criteria.
4. Notes Tab- Select this tab to view advising notes.
5. Registration Notices- Displays term selected Academic Standing, Student Status and Enrollment Status.
6. Holds- Displays any holds associated with the student for the selected term.
7. Additional Links allows the user to View Grades, View and Print an Unofficial Transcript, and access DegreeWorks.

Banner Student Self Service

View Grades

Grades can be viewed from the Student Landing page or from the Student Profile.

[Student](#) • [Student Profile](#)

The image shows two screenshots from the Banner Student Self Service interface. The left screenshot is the 'Student Services' landing page, which includes a navigation menu with 'View Grades' highlighted in a red box. The right screenshot is the 'Student Profile' page for 'Sample E O'Faculty (ADEIRDRE)', with a 'View Grades' link highlighted in a red box. The profile page also shows a dropdown menu for 'Spring 2021 Current term'.

Select a single term, or choose "All Terms" to view all grades.

[View Grades](#)

The image shows the 'Student Grades' page for 'Sample E O'Faculty (ADEIRDRE)'. It features a dropdown menu for 'Spring 2021' with 'All Terms' selected and highlighted in a red box. Below the dropdown is a table with columns for 'Transfer' and 'Overall'. To the right, there is a 'Primary Curriculum' section with details: Level: Undergraduate, College: Academic Transfer, Degree: Associate in Arts, and Program: AA Liberal Arts.

Grades that are not yet official are displayed without Hours and Quality Points.

Banner Student Self Service

[View Grades](#)

Student Grades - Sample E O'Faculty (ADEIRDRE)

Spring 2021 Undergraduate

GPA Summary [View Details](#)

-	4.000	-	4.000
Selected Term	Institutional	Transfer	Overall

Primary Curriculum [View Details](#)

Level : Undergraduate
 College : Academic Transfer
 Degree : Associate in Arts
 Program : AA Liberal Arts

Course Work [Search by Course Title or Subject Code \(ALT\)](#)

Subject	Course Title	Campus	Midterm Grade	Final Grade	Attempted Hours	Earned Hours	GPA Hours	Quality Points	CRN
ART 100, 0	Art Appreciation	WB			3.000				20097
AET 191, 0	Basic Bldg Info Modeling-bim	HC							20155
PSY 210, 0	Human Growth And Development	WB		B	3.000				20178
SPH 106, 0	Fund Of Oral Communication	WB			3.000				20183
MTH 098, 0	Elementary Algebra	JC			4.000				20560

Grades that are finalized, and thus will appear on a transcript, display with Hours and Quality Points.

[View Grades](#)

Student Grades - Sample E O'Faculty (ADEIRDRE)

Fall 2020 Undergraduate

GPA Summary [View Details](#)

4.000	4.000	-	4.000
Selected Term	Institutional	Transfer	Overall

Primary Curriculum [View Details](#)

Level : Undergraduate
 College : Academic Transfer
 Degree : Associate in Arts
 Program : AA Liberal Arts

Course Work [Search by Course Title or Subject Code \(ALT\)*](#)

Subject	Course Title	Campus	Midterm Grade	Final Grade	Attempted Hours	Earned Hours	GPA Hours	Quality Points	CRN
CIS 150, 0	Intro To Comp Logic & Program	HDE			3.000				10099
BIO 103, 0	Principles Of Biology I	SC		A	4.000	4.000	4.000	16.000	10134
ENG 101, 0	English Composition I	SC		A	3.000	3.000	3.000	12.000	10462
ORI 107, 0	Student Survival Skills	SC		A	1.000	1.000	1.000	4.000	10512
PED 118, 0	General Conditioning (beg)	SC		A	1.000	1.000	1.000	4.000	10561
PED 254, 0	Varsity Softball I	SC		A	1.000	1.000	1.000	4.000	10577
MTH 112, 0	Precalculus Algebra	SC		A	3.000	3.000	3.000	12.000	10587
PSY 200, 0	General Psychology	SC		A	3.000	3.000	3.000	12.000	10600

Unofficial Academic Transcript

The Unofficial Transcript can be viewed from the Student Landing page or from the Student Profile.

The screenshot displays the Banner Student Self Service interface. On the left, the 'Student Services' section includes a navigation menu with categories: 'Student Records' (containing Personal Information, Student Profile, Registration, View Grades, **Transcript - Unofficial**, and Transcript - Order Official Request), 'Financial Aid' (Financial Aid Dashboard), and 'Student Account' (Account Summary, Account Detail For Term, Tax Notification (1098-T), Account Information, Statement and Payment History, and Make Payments, Deposits, and Payment Plans). On the right, the 'Student Profile - Sample E O'Faculty (ADEIRDRE)' page is shown. It features a dropdown menu for 'Term' set to 'Spring 2021 Current term'. Below this is a profile card for 'Sample E O'Faculty' with a placeholder image. A sidebar on the right contains sections: 'Bio Information' (Email, Phone, Gender, Date of Birth, Ethnicity, Race, Citizen, Citizenship, Emergency Contact, Emergency Phone), 'General Information' (Level, Class, Status, Student Type, Campus, First Term Attended, Matriculated Term, Last Term Attended, Leave of Absence), 'Graduation Information' (Graduation Applications), and 'Advisors' (Primary / Major). At the bottom of the profile card, a menu includes 'Curriculum and Courses', 'Prior Education and Testing', 'Additional Links', 'View Grades', 'Degree Works', and **Academic Transcript**.

Select the **Transcript Level** and **Transcript Type** from the drop-down menus. The Transcript Level will be undergraduate and the default Transcript Type is Unofficial Web Transcript. This transcript shows all work from your current institution as well as specific transfer work.

Banner Student Self Service

A screen showing all course work and grades appears.

Unofficial Transcript

Term: Spring 2017

Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
BIO	202	UG	Human Anatomy & Physiology II	B	4.000	12.000		
HIS	201	UG	United States History I	B	3.000	9.000		
MTH	098	UG	Elementary Algebra	B.	3.000	9.000		
Term Totals (Undergraduate)								
					Attempt Hours	Passed Hours	Earned Hours	GPA Hours
Current Term:					10.000	10.000	10.000	10.000
Cumulative:					34.000	20.000	20.000	20.000
							Quality Points	GPA
							30.000	3.000
							60.000	3.000

If you have Transfer work, it appears first and then current institutional work is displayed next. Transcript Totals and GPA's are listed toward the bottom of the transcript along with any In-progress work. In-progress refers to the courses students are enrolled in for the semester but grades have not yet been assigned.

Banner Student Self Service

Printing an Unofficial Academic Transcript

From the Unofficial Academic Transcript display, right click on the page and choose Print. Save as a PDF or send to a printer.

The screenshot shows the Banner Student Self Service interface for an Academic Transcript. The page title is "Academic Transcript" and it is for "Ms Eleanor Shellstrop". There are two dropdown menus: "Transcript Level" set to "All Levels" and "Transcript Type" set to "Unofficial Web Transcript". A navigation bar includes "Student Information", "Degree Awarded", "Transfer Credit", "Institution Credit", "Transcript Totals", and "Co". A warning message states: "This is not an official transcript. Courses which are in progress may also be included on this transcript." The "Student Information" section displays: Birth Date: 07/27/1998; Curriculum Information: Current Program: Associate in Science; Program: AS General Studies; Major: General Studies; Major Concentration: General Studies. A context menu is open over the page, listing options: Back (Alt+Left Arrow), Forward (Alt+Right Arrow), Reload (Ctrl+R), Save as... (Ctrl+S), Print... (Ctrl+P), Cast..., Translate to English, View page source (Ctrl+U), and Inspect (Ctrl+Shift+I).

Banner Student Self Service

The screenshot shows a web browser window displaying the Banner Student Self Service interface. The page title is "Academic Transcript" for a student at Beville State Community College. The transcript details include:

- Transcript Level:** Undergraduate
- Transcript Type:** Unofficial Web Transcript
- Student Information:** Birth Date: 08/20/2000; Current Program: Associate in Arts; Major: Liberal Arts
- Institution Credit:** Term: Fall 2020; Major: Liberal Arts; Student Type: First Time Freshman; Academic Standing: Good Standing
- Additional Standing:** President's List

A print dialog box is overlaid on the right side of the page, titled "Print" and showing "3 pages". The "Destination" dropdown menu is highlighted with a green box and set to "Save as PDF". Other settings include "Pages: All" and "Layout: Portrait". "Save" and "Cancel" buttons are at the bottom of the dialog.

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates
ORI	107	UG	Student Survival Skills	A	1.000	4.000	
PED	103	UG	Weight Training (beginning)	A	1.000	4.000	
PED	118	UG	General Conditioning (beg)	A	1.000	4.000	

Request Official Transcript

This will allow you to have an official transcript sent electronically to another school or business. Once you choose Order Official Transcript, you will be directed to another page to complete the request.

Student Services



This is the entry page for Banner Student. From here, you can navigate to various services at Alabama Community College:

Student Records:

- Personal Information
- Student Profile
- Registration
- View Grades
- Transcript - Unofficial
- **Transcript - Order Official Request**

Financial Aid:

- Financial Aid Dashboard

Student Account:

- Account Summary
- Account Detail For Term
- Tax Notification (1098-T)
- Account Information
- Statement and Payment History
- Make Payments, Deposits, and Payment Plans

Getting Your Transcript to its Destination as Quickly as Possible:

Select Order PDF Transcript(s) option below, for the fastest method of delivering your transcript.

Please choose one of the following options:

Order PDF Transcript(s)

Order Paper Hard-Copy Transcript(s)

Do not use browser back or forward buttons
Your session will time out after 60 minutes of no activity

▶ Pricing and Payment

▶ Authorization Info


▶ Ordering Overview

▶ Electronic Transcripts

▶ FAQs

Financial Aid Dashboard

Student Services



This is the entry page for Banner Student. From here, you can r

Student Records:

- Personal Information
- Student Profile
- Registration
- View Grades
- Transcript - Unofficial
- Transcript - Order Official Request
- Enrollment Verification Request
- Enrollment Verification Status
- Graduation Application
- Graduation Application Status

Financial Aid:

- [Financial Aid Dashboard](#)

Student Account:

- Account Summary
- Account Detail For Term
- Tax Notification (1098-T)
- Account Information
- Statement and Payment History
- Make Payments, Deposits, and Payment Plans

This allows you to review Financial Aid Holds (which may prevent payment of awards) and document requirements, display academic progress history, view overall status, and financial aid awards. **You must be an admitted student to view the information on this dashboard.**

Account Summary

Student Services

This is the entry page for Banner Student. From here, you can r

Student Records:

- Personal Information
- Student Profile
- Registration
- View Grades
- Transcript - Unofficial
- Transcript - Order Official Request
- Enrollment Verification Request
- Enrollment Verification Status
- Graduation Application
- Graduation Application Status

Financial Aid:

- Financial Aid Dashboard

Student Account:

- Account Summary
- Account Detail For Term
- Tax Notification (1098-T)
- Account Information
- Statement and Payment History
- Make Payments, Deposits, and Payment Plans

This option allows you to see a summary of your tuition, fees, and miscellaneous charges as well as any financial aid or payments that have been applied. You can view your Account Detail by Term if you want to see more detail.

Account Summary Print Holds

View By Overview

i Review summarized charges and payments to your account. Anticipated third party contract payments, financial aid payments, and memo items are NOT incl...

Current Amount Due as of 04/20/2021 ? \$4,740.00


Account Balance ? \$4,740.00

Show/Hide Column

Detail Code	Description	Charge	Payment	Balance
F050	Technology Fee-Hamilton	\$63.00		\$63.00
F051	Facility Fee-Hamilton	\$63.00		\$63.00
F052	Bond Surety Fee-Hamilton	\$7.00		\$7.00
F053	Building Fee-Hamilton	\$70.00		\$70.00

Account Detail for Term

Student Services



This is the entry page for Banner Student. From here, you can r

Student Records:

- Personal Information
- Student Profile
- Registration
- View Grades
- Transcript - Unofficial
- Transcript - Order Official Request
- Enrollment Verification Request
- Enrollment Verification Status
- Graduation Application
- Graduation Application Status

Financial Aid:

- Financial Aid Dashboard

Student Account:

- Account Summary
- Account Detail For Term
- Tax Notification (1098-T)
- Account Information
- Statement and Payment History
- Make Payments, Deposits, and Payment Plans

This option allows you to review detail transactions including current and future balance totals for the selected term and others.

Account Detail for Term



Spring 2021

Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

Spring 2021

Show/Hide Column search

Detail Code	Description	Charge	Payment
F050	Technology Fee-Hamilton		\$63.00
F051	Facility Fee-Hamilton		\$63.00
F052	Bond Surety Fee-Hamilton		\$7.00
F053	Building Fee-Hamilton		\$70.00