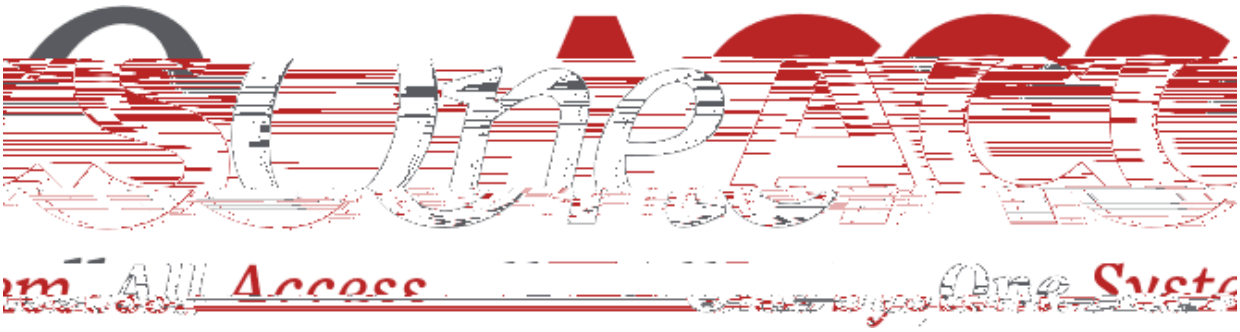


STUDENT SELF SERVICE GUIDE
2021

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

Studen 19 O6Sen.2(t)7.9(1e /MCID 40 BDC -0.001 Tc -0.008 Tw -40.913 -2.304 Td[V)0.8(i)-11.9(.)-0.9(.)-0.8(.)-0.9(.)-0.9(.)-0

Getting Started

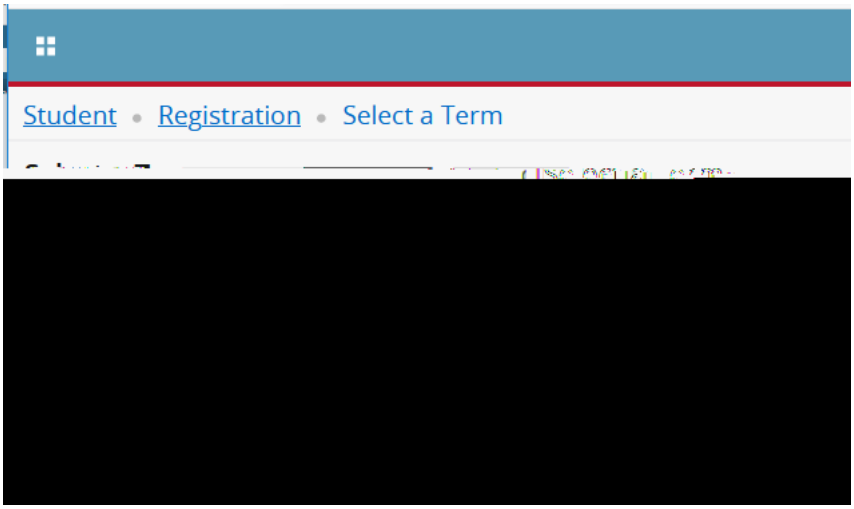
Go to your institutions homepage and click OneACCS.

Enter your User ID and password provided by your institution.

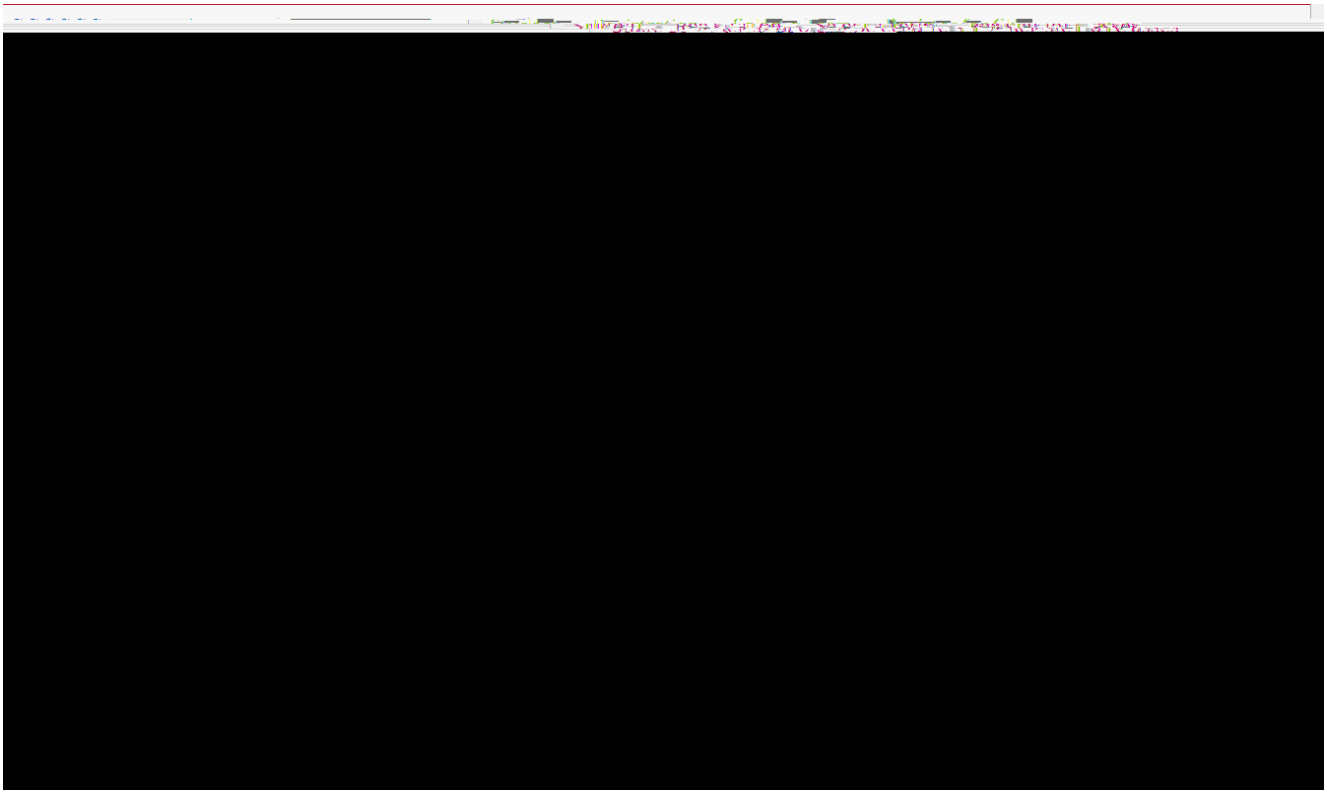
To access

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

If you have successfully registered, the status will change to Registered. Once registered, you can click on the

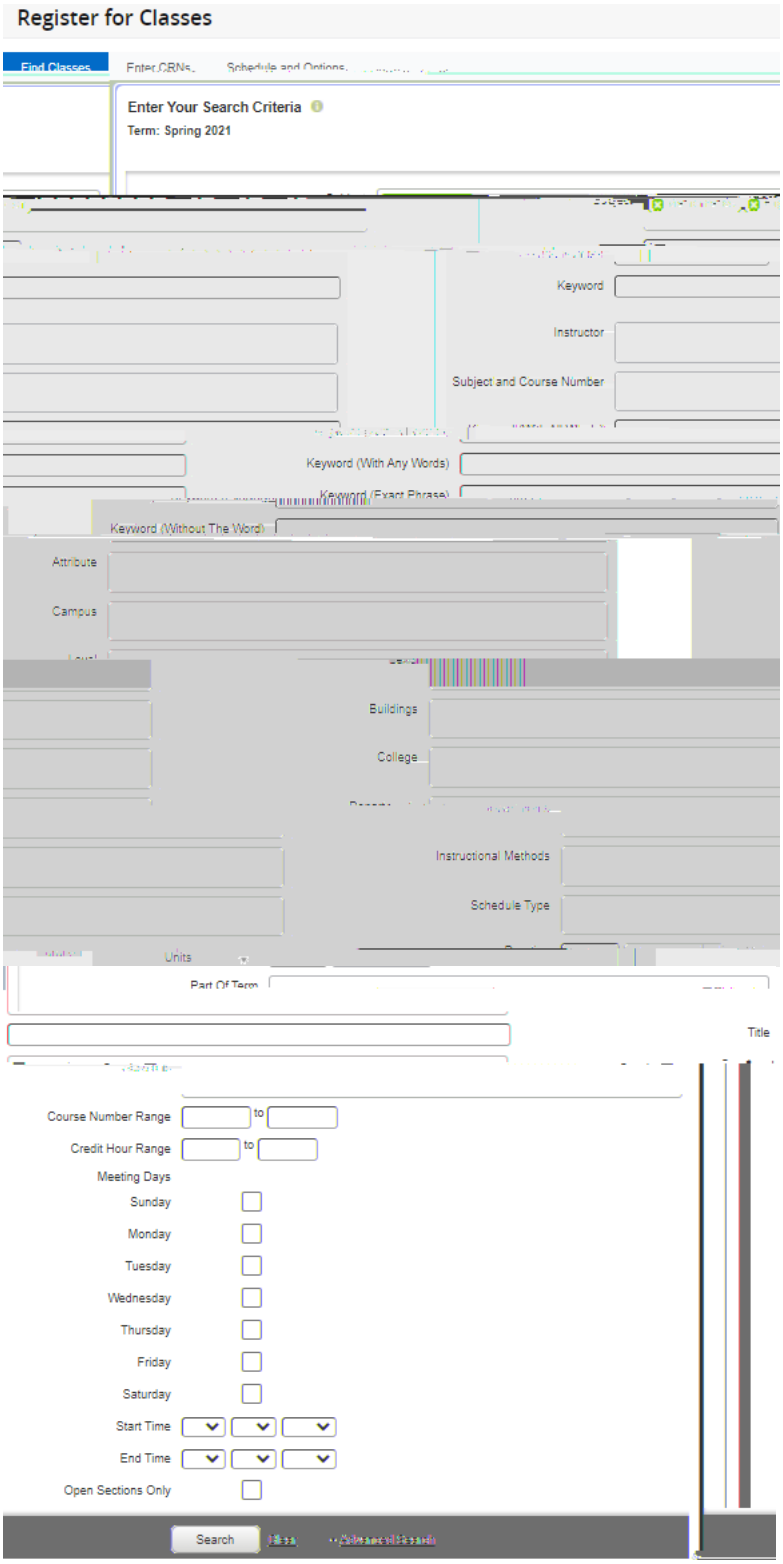
If you know the Course Reference Number (CRN) for the section(s) they may be entered on the Enter CRNs tab. When complete, press the "Add to Summary" button.

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 t

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.

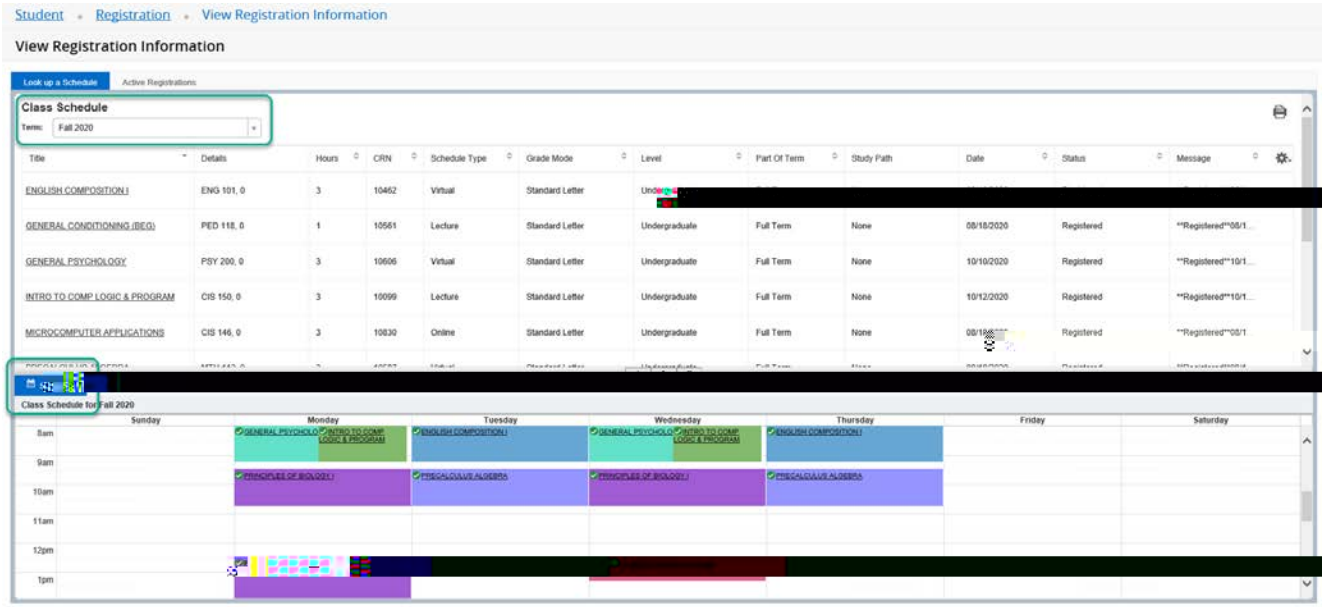


Banner Student Self Service

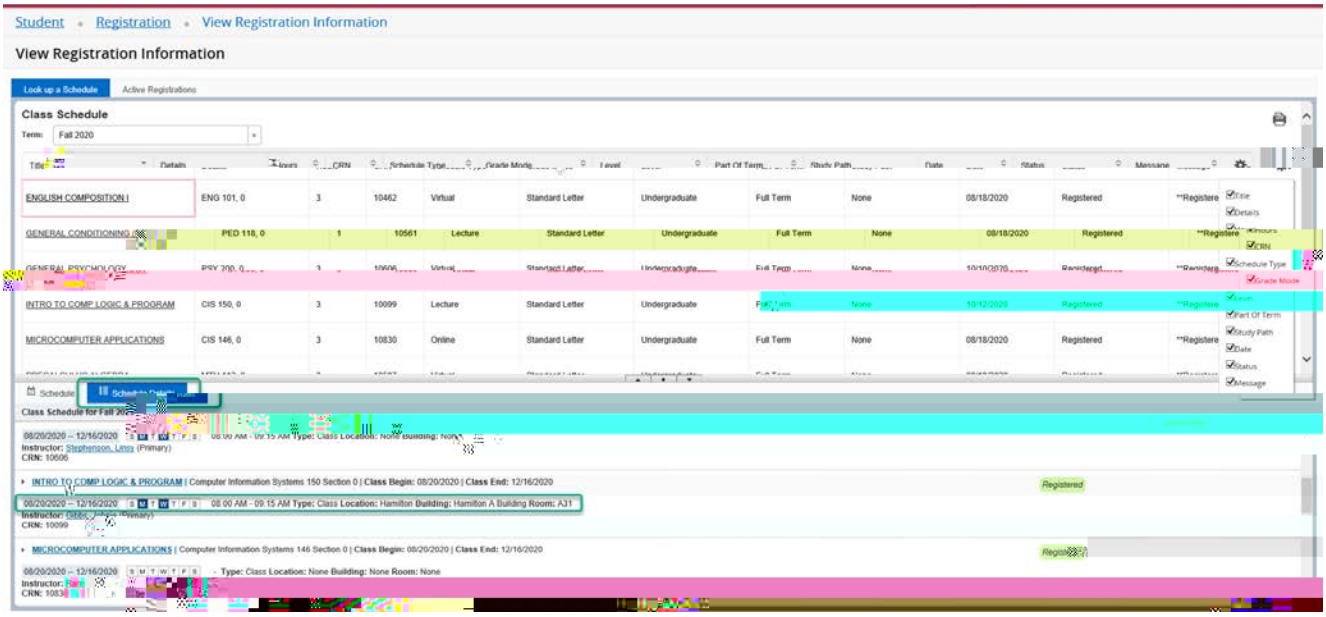
Banner Student Self Service

View Registration Information

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



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



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.

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.

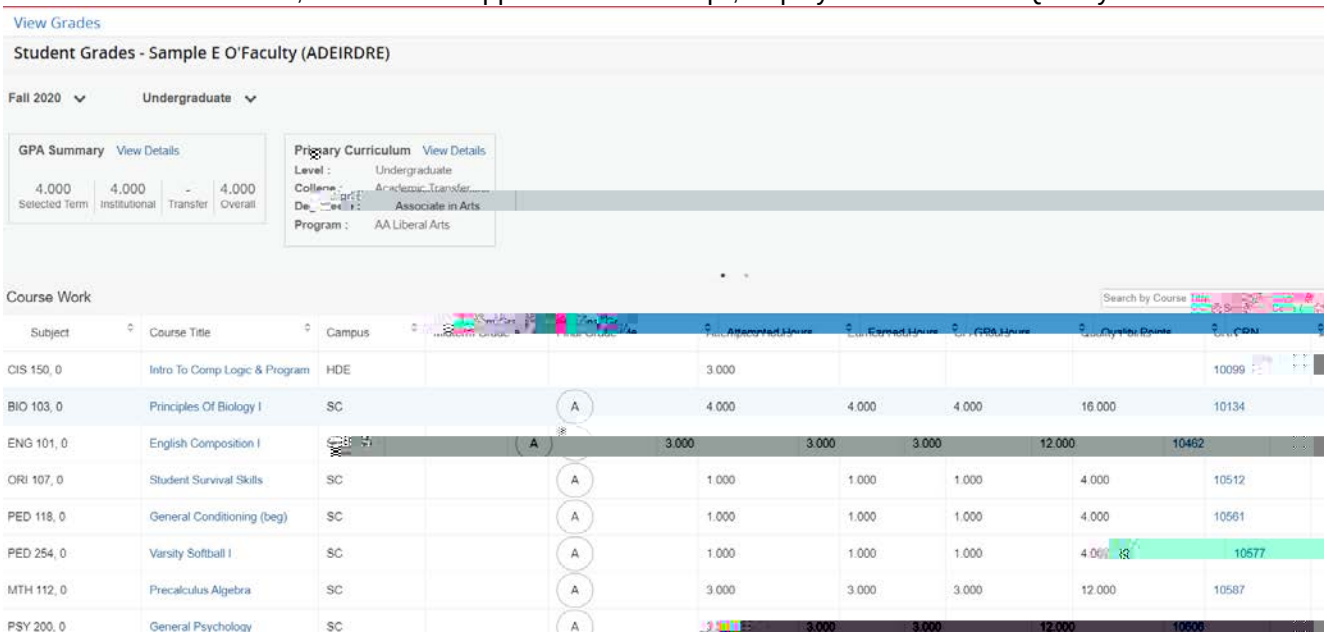
2. Prior Education and Testing- Displays High School and Post-Secondary information as well as any Placement testing and scores.

3. Student Information- Displays general information about student and their academic criteria.

4. Notes Tab- Select this tab to view advising notes.

5.

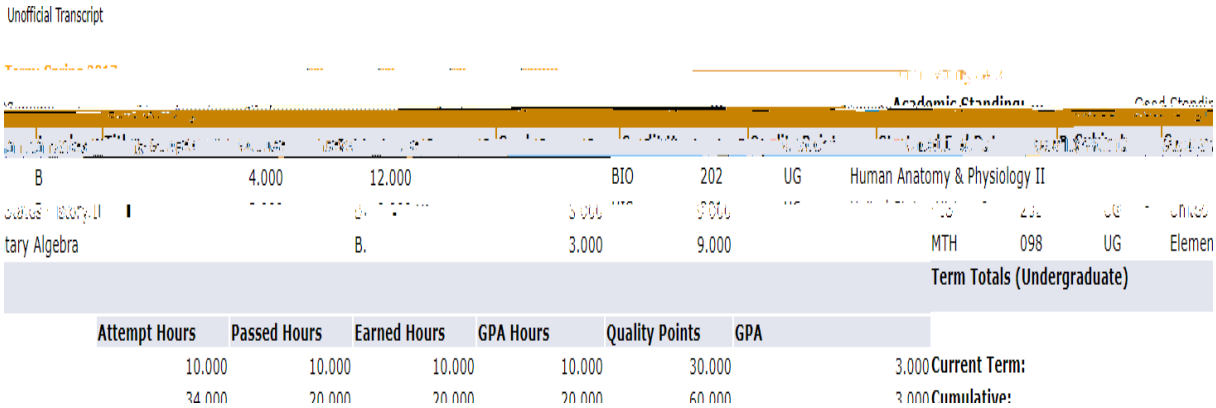
Grades that are finalized, and thus will appear on a transcript, display with Hours and Quality Points.



Unofficial Academic Transcript

The Unofficial Transcript p

A screen showing all course work and grades appears.



Unofficial Transcript

B	4.000	12.000	BIO	202	UG	Human Anatomy & Physiology II	
tary Algebra	B.	3.000	9.000	MTH	098	UG	Elemen

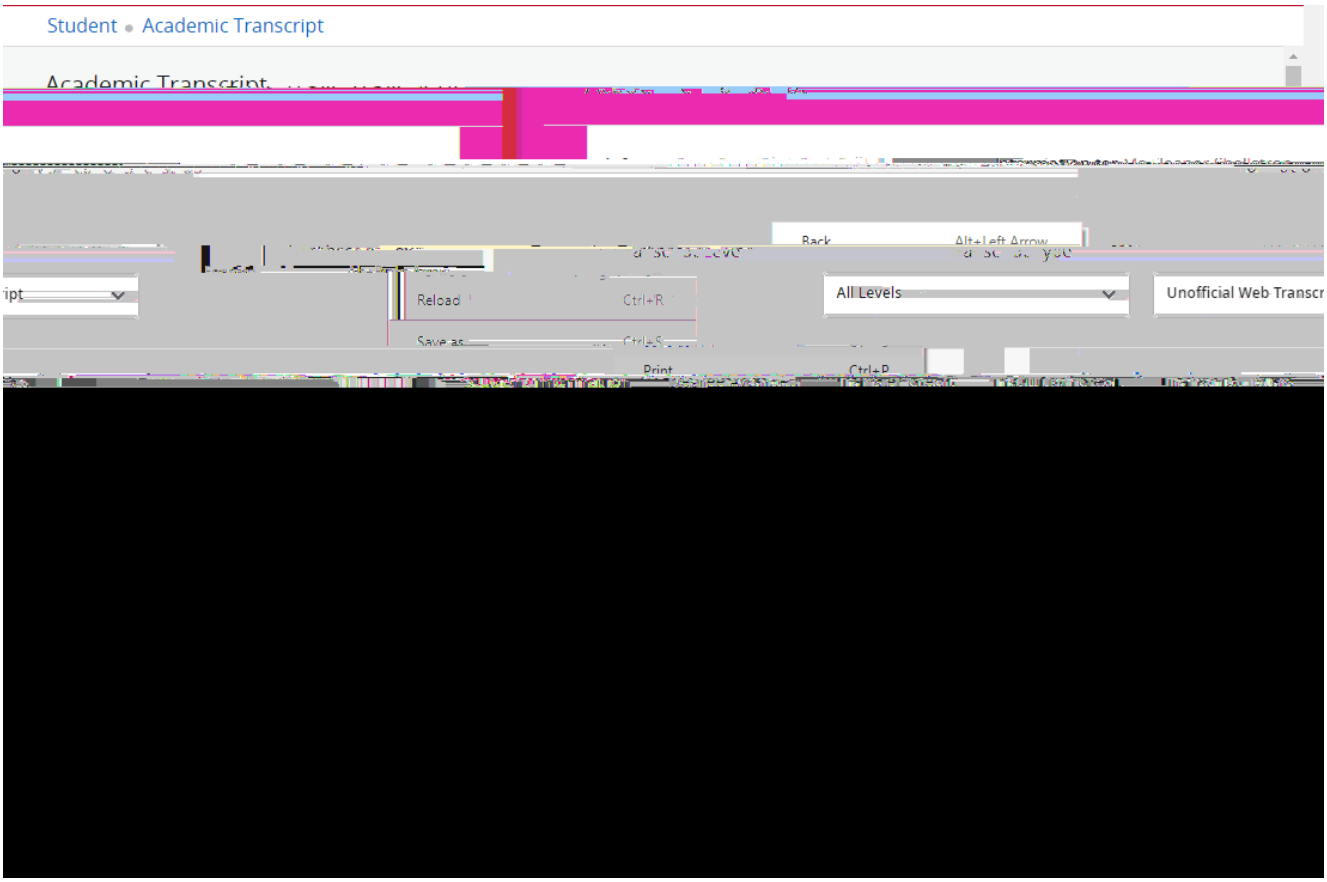
Term Totals (Undergraduate)

Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA	
10.000	10.000	10.000	10.000	30.000	3.000	Current Term:
34.000	20.000	20.000	20.000	60.000	3.000	Cumulative:

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.

Printing an Unofficial Academic Transcript

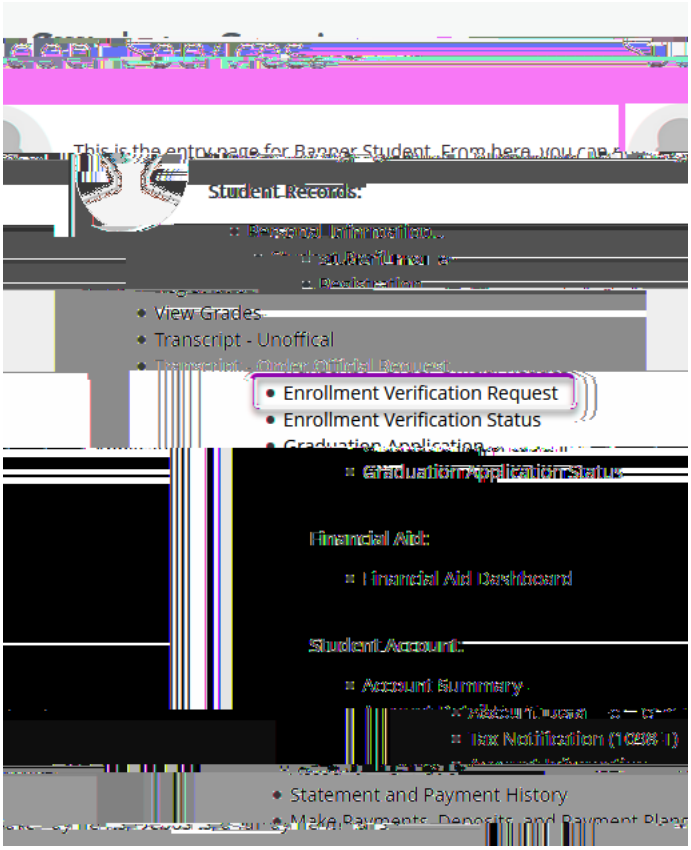
From the Unofficial Academic Transcript display, right click on the page and choose Print. Save as a PDF or send to a printer.



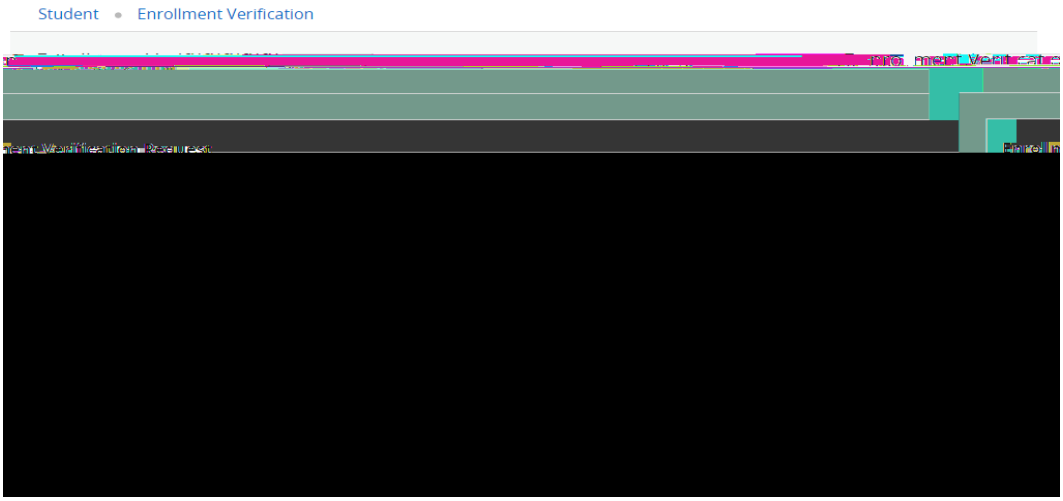
Print
3 pages
Destination
Save as PDF
Bevill State Community College
Student Academic Transcript
Academic Transcript
Pages
All
Layout
Portrait
More settings
Student Information

Banner Student Self Service

Request Enrollment Verification

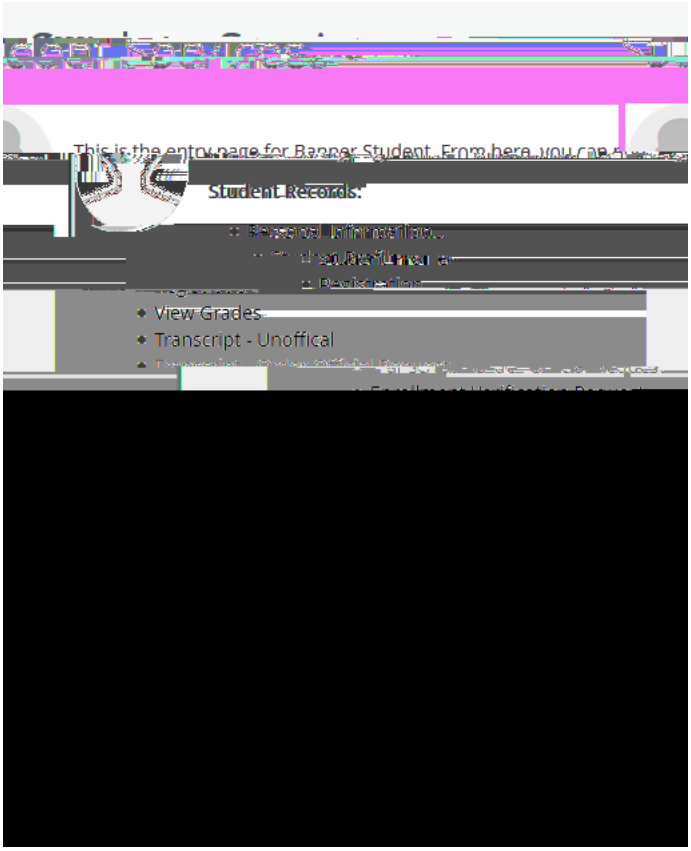


This allows you to send verification of your enrollment to an employer, lending institution, insurance agent, etc. Fill in the requested information and click **Continue**.



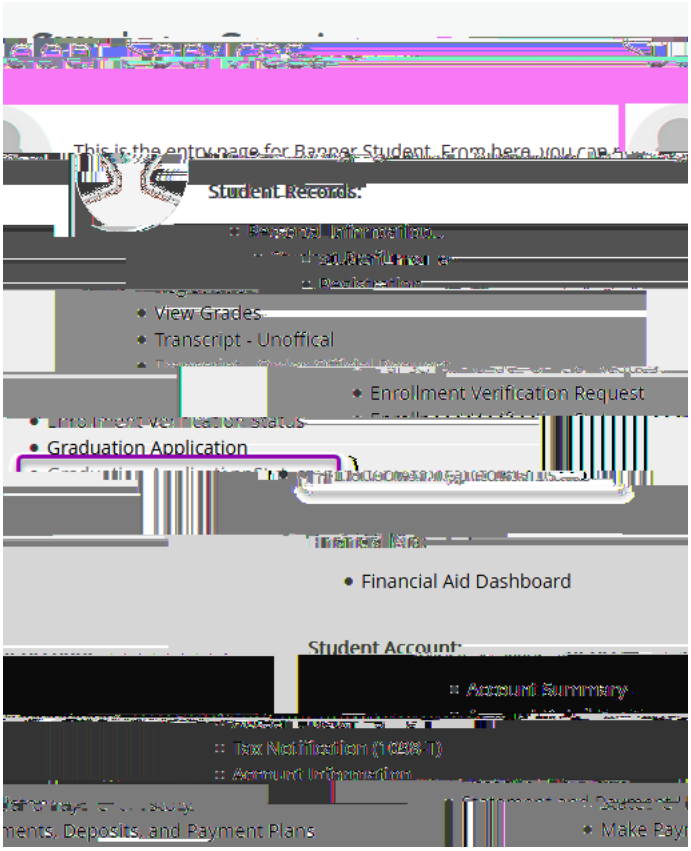
Banner Student Self Service

Graduation Application

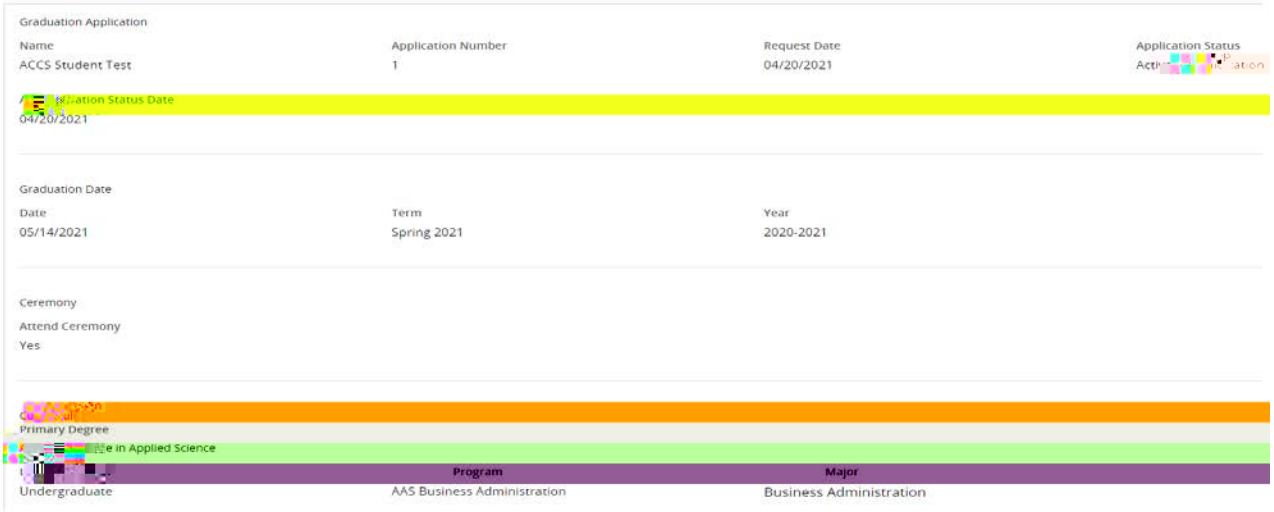


This will allow you to submit an application for graduation.

Graduation Application Status



This allows you to track the status of your graduation application.



Banner Student Self Service