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GETTING STARTED

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.

The **ALL USERS** Dashboard is where you will find your personal menu tabs (Personal Information, Legal Name etc., and Preferred Name).

1. **Personal Information** – View and update biographical, demographic and contact information.
2. **Legal Name, SSN, DOB** – Request to change personal information.
3. **Preferred Name** – Request to add or change preferred name.

STUDENT PROFILE

This screen will provide you a complete view of your student record. You can view holds if you have any holds on your account, advisor information, program of study and class schedule.
1. **Curriculum and Courses** - Displays curriculum information for the student’s primary degree, and any hours earned towards the degrees. Registered courses for the selected term are shown below the curriculum, hours, and GPA.

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

3. **Registration Notices** - Displays term selected Academic Standing, Student Status and Enrollment Status.

4. **Holds** - Displays any holds associated with the student for the selected term.

5. Additional Links allows the user to View Grades, View and Print an Unofficial Transcript, request Enrollment Verification, Apply and View Application to Graduate and access TouchNet.

**VIEW GRADES**

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

Select a single term or choose “All Terms” to view all grades.
ACADEMIC TRANSCRIPT (UNOFFICIAL)

The unofficial Academic Transcript can be viewed from the Student Landing page or from the Student Profile.
Select the **Transcript Level** and **Transcript Type** from the drop-down menus. The Transcript Level will be All Levels, or you can select the school, and the default Transcript Type is Academic Record. The transcript will display all work from your current institution as well as specific transfer work.

A screen showing all course work and grades appears.
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 course’s 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.
REQUESTING AN OFFICIAL ACADEMIC TRANSCRIPT

You will be redirected to Office of the Registrar website to Request an Official Transcript.

**Request an Official Transcript**

The University of Maryland has partnered with [Parchment](https://www.parchment.com) for convenient electronic PDF transcript ordering and delivery.

Online electronic PDF transcript ordering offers many benefits including:

- Convenient 24/7 access
- Secure transactions
- Fast electronic transcript delivery worldwide
- Automatic order updates via email
- Online order tracking
- Ability to order multiple electronic transcripts for multiple recipients in one order
- Ability to upload documents that must accompany your official transcript
- Fee: No Charge
REQUEST ENROLLMENT VERIFICATION

The request for an Enrollment Verification can be viewed from the Student Landing page or from the Student Profile.

This allows you to send verification of your enrollment to an employer, lending institution, insurance agent, etc. You will be redirected to MYHUB for an instant verification.
The **Graduation Application** can be viewed from the Student Landing page or from the Student Profile. This will allow you to submit an application for graduation. Select term.

Select the program for graduation and click continue.
Select the Graduation Date and click continue

**Program for Graduation:**
Bachelor of Science in Nursing

**Graduation Date Selection**

Date: 12/22/2022 Term: Fall 2022

Select a Name for your Diploma and click continue. Select the Address and click continue.
Review Graduation Application Summary, if changes are required you the back button to edit your request. Once the application has been reviewed click submit request.
DIRECTORY INFORMATION

You can view and edit the confidentiality of your directory information.

UMB POLICY ON CONFIDENTIALITY AND DISCLOSURE OF STUDENT RECORDS

The following categories of information have been designated directory information. This information may be disclosed even in the absence of consent unless you elect non-disclosure as provided below. Unchecking a category constitutes "opting out" of that category. This opt out will remain in effect unless you remove the opt out.

Note: If we cannot release your name, we cannot release any of the following categories of information.
You can view and edit your military status.

<table>
<thead>
<tr>
<th>All Users</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students</strong></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Student Profile" /></td>
<td><strong>Grades</strong></td>
</tr>
<tr>
<td><img src="image" alt="Graduation Application" /></td>
<td><strong>Enrollment Verification</strong></td>
</tr>
<tr>
<td><img src="image" alt="Unofficial Transcript" /></td>
<td><strong>Official Transcript</strong></td>
</tr>
<tr>
<td><img src="image" alt="Directory Information" /></td>
<td><strong>Military Status</strong></td>
</tr>
<tr>
<td><img src="image" alt="TouchNet Bill-Payment Suite" /></td>
<td><strong>Gallagher Student Health</strong></td>
</tr>
<tr>
<td><img src="image" alt="Castle Branch" /></td>
<td><strong>UMB Student Health Insurance Plan (SHIP) Enrollment/Waiver</strong></td>
</tr>
</tbody>
</table>

**Military Status**
View and edit your current military status.
Military Status
Select your current military status
- Select One -

Save
Cancel

REGISTER FOR CLASSES
Register for Classes can be viewed from the Student Landing page. Search and Register for classes. You can also view and manage your schedule. There are multiple ways to retrieve the same information or perform the same task.
CLICK Student, you will be directed to this screen.

**PREPARE FOR REGISTRATION**

This page will display information that can impact your ability to Register. All **HOLDS** and **ERROR Messages** must be cleared before registration can occur.
Message will appear HERE.

Common Holds
International – Please call 410-706-7488
Drug Abuse Prev - Please call 410-706-5433
TitleIXCompliance - Please call 410-706-2281
Student Health – Please call 667-214-1883
FINAID Exit – Please call 410-706-7347
Billing Hold – Please call 410-706-2930

Common Error Messages
(Contact your School/Program for assistance)
Time Tickets
Prerequisite/Test Score Error
Department/Program Restriction

If there is NO message displayed.

SELECT TERM
REGISTER FOR CLASSES

REGISTER: ADDING & DROPPING CLASSES (prior to the start of the term)

Clicking on Register for Classes 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 link.
Identify the desired section

CLICK the ADD button.

The section(s) will be added to the Summary panel in a PENDING status. PRESS Submit button to save.
If you have successfully registered, the status will change to Registered.
If you know the Course Reference Number (CRN) for the section(s) they may be entered on the Enter CRNs tab. When completed, 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”.

Schedule Details displays course meeting times, location, and instructor.
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 advance 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.
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.

In this example, Global Health is selected as the subject. The search shows all Global Health courses that are being offered for the semester selected.
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.

Pressing the ADD button places the section in the Summary panel with a “Pending” status. You must press the SUBMIT button to SAVE changes.
If for any reason, you are ineligible to register for a section, a message will be displayed, such as this.

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.
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, **YOU WILL NEED TO CONTACT YOUR SCHOOL/PROGRAM IMMEDIATELY**. You will only be able to withdraw/drop from a course during the time period designated by your school.
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.
<table>
<thead>
<tr>
<th>Class Schedule for Fall 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXPERIENCES-RESEARCH</strong></td>
</tr>
<tr>
<td><strong>Message:</strong></td>
</tr>
<tr>
<td><strong>Course Name:</strong></td>
</tr>
<tr>
<td><strong>Instructor:</strong></td>
</tr>
<tr>
<td><strong>CRN:</strong></td>
</tr>
<tr>
<td><strong>Status:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>FUNDAMENTALS CLINICAL HEALTH</strong></th>
<th>Clinical Information 601, Section 01</th>
<th>Class Begin: 08/19/2023</th>
<th>Class End: 10/19/2023</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Name:</strong></td>
<td>Instructional Method: Classroom</td>
<td>Start Date: 08/19/2023</td>
<td>End Date: 10/19/2023</td>
</tr>
<tr>
<td><strong>Instructor:</strong></td>
<td>Classroom: Online</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CRN:</strong></td>
<td>97117</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Status:</strong></td>
<td>Registered</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>GLOBAL HEALTH PROGRAM MONITORING AND EVALUATION</strong></th>
<th>Global Health 607, Section 1A</th>
<th>Class Begin: 09/01/2023</th>
<th>Class End: 12/03/2023</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Name:</strong></td>
<td>Instructional Method: Classroom</td>
<td>Start Date: 09/01/2023</td>
<td>End Date: 12/03/2033</td>
</tr>
<tr>
<td><strong>Instructor:</strong></td>
<td>Classroom: Online</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CRN:</strong></td>
<td>97117</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Status:</strong></td>
<td>Registered</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>GRADUATE RESEARCH ASSISTANT</strong></th>
<th>ADBA Graduate Assistantship 908, Section 00</th>
<th>Class Begin: 09/03/2023</th>
<th>Class End: 12/05/2023</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Name:</strong></td>
<td>Instructional Method: Classroom</td>
<td>Start Date: 09/03/2023</td>
<td>End Date: 12/05/2023</td>
</tr>
<tr>
<td><strong>Instructor:</strong></td>
<td>Classroom: Online</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CRN:</strong></td>
<td>97117</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Status:</strong></td>
<td>Registered</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Notes:**
- The following classes are not officially considered courses for transcript purposes.
- **EXPERIENCES-RESEARCH**
  - Term: Fall 2023
  - CRN: 92617
  - Status: "Add/Withdraw" 08/27/2023
  - Instructional Method: Classroom
  - Hours: 1
  - Instructor: Ceccone, Christine
  - Grade Mode: Pass/Fail

- **FUNDAMENTALS CLINICAL HEALTH**
  - Term: Fall 2023
  - CRN: 97117
  - Status: "Add/Withdraw" 08/27/2023
  - Instructional Method: Classroom
  - Hours: 3
  - Instructor: Dossen, Michael
  - Grade Mode: Standard Grade

- **GLOBAL HEALTH PROGRAM MONITORING AND EVALUATION**
  - Term: Fall 2023
  - CRN: 97117
  - Status: "Add/Withdraw" 08/27/2023
  - Instructional Method: Classroom
  - Hours: 7
  - Instructor: Nnamdi, Pius
  - Grade Mode: Standard Grade

- **GRADUATE RESEARCH ASSISTANT**
  - Term: Fall 2023
  - CRN: 97117
  - Status: "Add/Withdraw" 08/27/2023
  - Instructional Method: Classroom
  - Hours: 7
  - Instructor: Savage, Jennifer, Murray, Theresa
  - Grade Mode: Pass/Fail
PRINTING REGISTRATION INFORMATION

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

PDF version of the registration schedule, generated by pressing the print icon.