STUDENT SELF-SERVICE
Office of the Registrar

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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

<table>
<thead>
<tr>
<th>All Users</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Students</strong></td>
<td></td>
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<tr>
<td>![Icon]</td>
<td>Student Profile</td>
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<tr>
<td>![Icon]</td>
<td>Grades</td>
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<td>![Icon]</td>
<td>Graduation Application</td>
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<td>Enrollment Verification</td>
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<td>![Icon]</td>
<td>Official Transcript</td>
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<td>![Icon]</td>
<td>Directory Information</td>
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<tr>
<td>![Icon]</td>
<td>Military Status</td>
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<tr>
<td>![Icon]</td>
<td>TouchNet Bill+Payment Suite</td>
</tr>
</tbody>
</table>

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

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**Request an Official Transcript**

The University of Maryland has partnered with [Parchment](#) 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.
GRADUATION APPLICATION

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.

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.
MILITARY STATUS

You can view and edit your military status.

REGISTER FOR CLASSES

Register for Classes can be viewed from the Student Landing page or from the Student Profile. Search and Register for classes. You can also view and manage your schedule.
You will be redirected to the old SURFS. Login using your UMID and password. Select Term and Register, Add/Drop Classes.  *(REGISTRATION IS THE ONLY SECTION REMAINING IN THE OLD SURFS)*.

**PLEASE UPDATE ANY SAVED SURFS LINKS AND BOOKMARK THE NEW SURFS PAGE.**

https://www.umaryland.edu/surfs/