

Student Services Menu Reference Guide

Main Student Menu

Accessed from the Student tab on Banner SSB

Admissions This submenu takes a potential student to the online application

Registration This submenu allows you to check your registration status or class schedule and to add or drop classes

Student Records This submenu allows you to view your advising notes, holds, grades and transcripts

Student Account This submenu allows you to view your account summaries, statement/payment history and tax information

Registration Sub-Menu

Accessed from the Student tab on Banner SSB

Select Term Used to select a term or change to a different term. It is best to start your session by choosing the appropriate term here.

Add or Drop Classes Allows you to register for classes. It also allows you to drop courses for which you are currently registered.

Class Schedule Search Used to search for available classes for the selected term. On the Look up Classes page a user can choose from a variety of selection options to narrow the search for classes. At a minimum, the user must select a subject.

Course Descriptions View courses offered at MSU, including course descriptions and prerequisites.

Active Registration Displays all of a student's classes that are considered active (that is, that have not been graded and moved into Academic History). The information is presented by course within term.

Registration Fee Assessment Calculates and displays a student's registration fee assessment for the selected term. From here, select the *Account Summary by Term* link to review your account, including non-registration charges, financial aid, and payments.

Registration History Displays all of a student's registration activity (adds/drops within a term). The information is presented by course within term.

Registration Status Displays information about items that affect a student's ability to register. Here you will see your registration time and information on holds, academic standing, status and classification. Below a summary of earned credit hours, you will see curriculum information including current program, level, catalog term, college, major & department.

Student Concise Schedule Displays your schedule for the selected term with some details about each course.

Student Detail Schedule Displays the details of all sections in which you are enrolled for the selected term, and includes links to email the instructor of each class.

Student Week at a Glance Schedule Displays your schedule for a given week in a calendar format. Click on the class to go directly to the details for that class including a link to email the instructor.

Student Records Sub-Menu

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Advising Notes Connects you to your advising notes.

Degree Audit Connects you to the degree audit. For students admitted prior to fall 2009, fall 2009 courses will not be reflected on degree audit until late August. For students admitted for fall 2009, the degree audit system will not be available until late August.

Grades (Midterm) Displays midterm grades for the selected term.

Grades (Final) Displays final grades that have been rolled to Academic History for the selected term. It also displays curriculum information including current program, level, catalog term, college, major & department as well as a GPA summary.

Holds Displays details about any holds that are on the student's record.

Student Information Displays general information and curriculum information about the student.

Test Scores Temporary page that displays test scores associated with students admitted prior to fall 2009. A view of test scores through the new system is currently under development.

View Transcript Displays the student's academic transcript by institution. The transcript includes transfer work as it was accepted by MSU. Work is listed semester by semester, with transcript totals at the bottom of the transcript.

Request Enrollment Verification Allows you to request verification of your enrollment status (for insurance, scholarships, etc.)

Request Transcript Allows you to request an official copy of your transcript

Student Account Sub-Menu

Accessed from the Student tab on Banner SSB

Accounts Receivable Prior to Fall 2009 Temporary page that allows you to see your account information until the transition to our new computer system is complete in Fall 2009

Account Summary Allows you to review summarized charges and payments to your account. Anticipated third party contract payments, financial aid payments, and memo items are NOT included in this summary.

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

Account Term Summary Displays student account balance information grouped by term, in descending order by term (most recent term first). Anticipated third party contract payments, financial aid payments, and memo items are NOT included in this summary.

Holds Displays details about any holds that are on the student's record. It also provides a link to view the amount you owe and/or make a payment if you have an "Accounts Receivable/Misc" hold.

Make a Payment Takes you to the proper area to make a payment on your account.

Statement and Payment History Shows a copy of your most recent statement for charges incurred for the fall 2009 semester or later.

Tax Notification Displays a representation of the student's 1098-T form. The 1098-T representation appears at the top of the page, with supplemental and detail information beneath it.