Office of the University Registrar

Banner Self-Service

User’s Guide April 2010

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<td>April 2010</td>
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Step One - Log on to Highlander Pipeline using your UCID and Password. **Select** the Faculty/Staff Tab

(Contact the NJIT Help Desk 973-596-2900 for assistance with the UCID)

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Step Two - Select Banner Self Service Production

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NJIT MOU

Current Memoranda of Understanding between NJIT and international universities

Questions or comments, please contact Scott Kline at kline@njit.edu

For Faculty and Instructional Staff

15 Minutes a Week Can Change Your Life 01/13/2010

Someone extraordinary is looking for you! Volunteer as a mentor thru MentorNet. More
Step Three - Select Faculty and Advisors
Self-Service

Faculty/Advisor Menu to View Faculty and Student Data
Self-Service

Student Information Menu For Advisors & Faculty to View Student Information.

Faculty are restricted to view student’s enrolled in their courses.

Advisors have access to all enrolled students
Self Service

Student Lookup By Student ID or Name Search

Student and Advisee ID Selection

You may enter:

1. The ID of the Student or Advisee you want to process, or

2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID: □

OR

Student and Advisee Query

Last Name: O’Donnell □

First Name: □

Search Type: □ Students

Advisees: □

Both: □

All: □

Search on Name or ID

Select All

Submit Reset

RELEASE: 8.2.1
For all students changing their status to permanent resident or U.S. citizen, please execute the following steps:

- **SPAIDEN** (Biographical tab) – **Citizenship** field needs to be updated with “P” for permanent resident or “US” for U.S. citizen, as appropriate.
- **SGASTDN** (Learner tab) or **SFAREGS** (Student Term tab) – **Residence** field needs to be updated with “R” for NJ resident or “N” for non-NJ resident, as appropriate.
- **GOAINTL** (Visa tab) – The visa(s), if present, need to be removed from the **Visa Type** field using the Remove Record function.
- **Note** as appropriate on **SPACMNT**.

If the student previously had an F1, J1, or CS visa type on **GOAINTL**, the green card copy or proof of U.S. citizenship should be forwarded to OIS.