



Office of the University Registrar

Banner Self-Service

User's Guide April 2010

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Get help with this Process	Office of the University Registrar
Get help with Access	University Registrar, 973-596-3365



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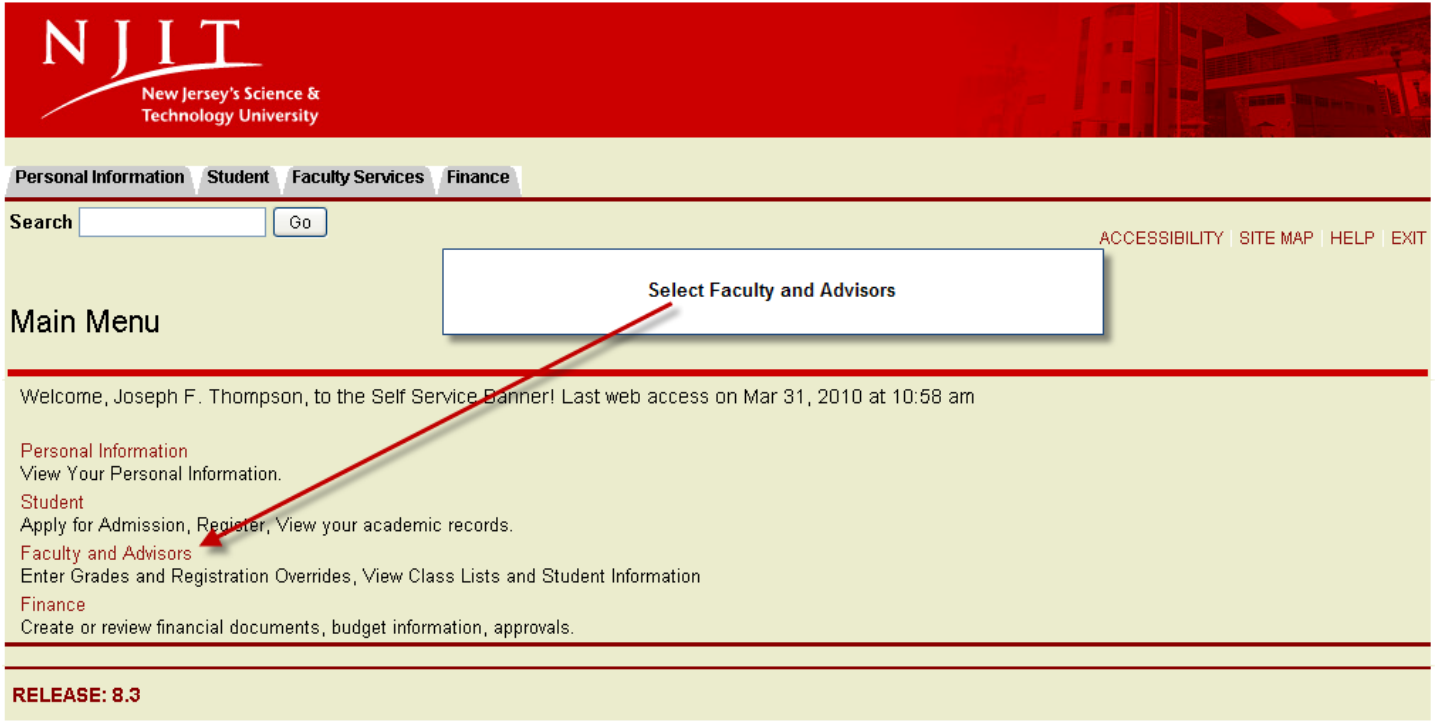
Step One- Log on to Highlander Pipeline using your UCID and Password. **Select** the Faculty/Staff Tab
(Contact the NJIT Help Desk 973-596-2900 for assistance with the UCID)

The screenshot shows the NJIT Highlander Pipeline homepage. At the top, there is a red banner with the NJIT logo and the text "HIGHLANDER PIPELINE" and "THE EDGE IN KNOWLEDGE". Below the banner, there is a navigation bar with tabs: "My Pipeline", "Tutorial", "My Courses", "Faculty/Staff Services", "Student Services", and "Student Government". The "Faculty/Staff Services" tab is highlighted and has a red arrow pointing to it. In the top right corner, there is a "Select" button. Below the navigation bar, there are several content areas: "My Calendar" showing March 2010, "Personal Announcements" with the text "There are no announcements", and "Campus Wide Notification System".

Step Two-Select Banner Self Service Production

The screenshot shows the NJIT Highlander Pipeline Faculty/Staff Services page. At the top, there is a red banner with the NJIT logo and the text "HIGHLANDER PIPELINE" and "THE EDGE IN KNOWLEDGE". Below the banner, there is a navigation bar with tabs: "My Pipeline", "Tutorial", "My Courses", "Faculty/Staff Services", "Student Services", "Student Government", and "Banner TEST". The "Faculty/Staff Services" tab is highlighted and has a red arrow pointing to it. In the top right corner, there is a "Select Banner Self-Service Production" button. Below the navigation bar, there are several content areas: "Banner" with a list of links: "Banner Documentation", "FRS to Banner Conversion Tool", "Banner Self-Service (Production)", "Banner Self-Service (Training)", "Banner Computer-Base Training", and "InfoSilem DCU (Production)"; "NJIT MOU" with the text "Current Memoranda of Understanding between NJIT and international universiti" and "Questions or comments, please contact Scott Kline at kline@njit.edu"; and "For Faculty and Instructional Staff" with the text "15 Minutes a Week Can Change Your Life" and "Someone extraordinary is looking for you! Volunteer as a mentor thru MentorNet: e science...More".

Step Three- Select Faculty and Advisors



NJIT
New Jersey's Science & Technology University

[Personal Information](#) | [Student](#) | [Faculty Services](#) | [Finance](#)

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Main Menu

Select Faculty and Advisors

Welcome, Joseph F. Thompson, to the Self Service Banner! Last web access on Mar 31, 2010 at 10:58 am

[Personal Information](#)
View Your Personal Information.

[Student](#)
Apply for Admission, Register, View your academic records.

[Faculty and Advisors](#)
Enter Grades and Registration Overrides, View Class Lists and Student Information

[Finance](#)
Create or review financial documents, budget information, approvals.

RELEASE: 8.3

Self-Service

Faculty/Advisor Menu to View Faculty and Student Data



[Personal Information](#) [Student](#) [Faculty Services](#) [Finance](#)

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Faculty and Advisors

This Form is used by Faculty to view their Rosters, Grading ect.

Student Information Menu

[Term Selection](#)

[CRN Selection](#)

[Faculty Detail Schedule](#)

[Week at a Glance](#)

[Detail Class List](#)

[Summary Class List](#)

[Final Grades](#)

[Incomplete Grades Summary](#)

[Look Up Classes](#)

[Active Assignments](#)

[Class Schedule](#)

[Faculty Grade Summary](#)

[Enter Grades](#)

Faculty/Advisors Select to View Student Records

Your Class Roster

View Semester Course Schedule

RELEASE: 8.3

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



Personal Information Student **Faculty Services** Finance

Search

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Student Information

This Form is used by faculty & advisors to view student information

Term Selection
ID Selection
Student Information
Student Address and Phones
Student E-mail Address
Student Schedule
Academic Transcript
Active Registrations
Registration History
View Holds
Concise Student Schedule
Student Week at a Glance

Student Lookup Using ID or search by Name

Select and View Student Information

RELEASE: 8.3

Self Service

Student Lookup By Student ID or Name Search



Personal Information Student **Faculty Services** Finance

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student and Advisee ID Selection

777777 Joseph F. Thompson
2010 Fall
Mar 10, 2010 01:15 pm

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:

Search on Name or ID

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: Students

Advisees

Both

All

Select All

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.