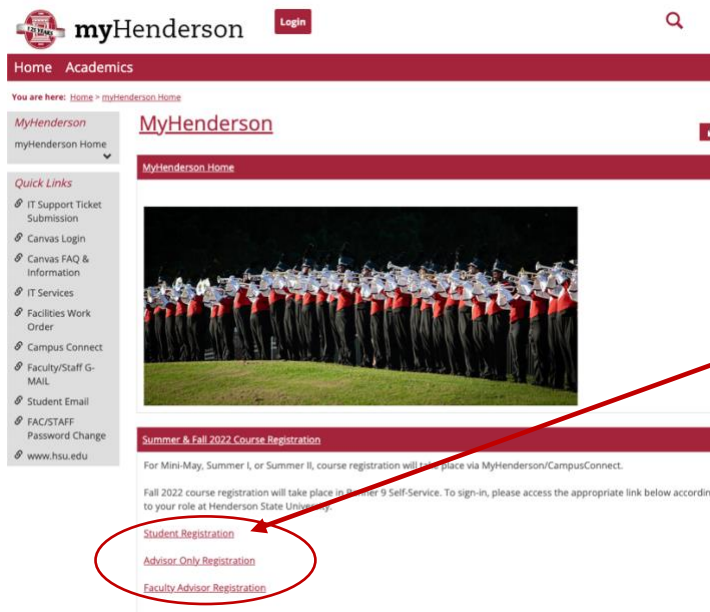


## Advisor Only Registration Instructions for Banner Self-Service

A link to Banner Self-Service can be found on the MyHenderson Homepage...



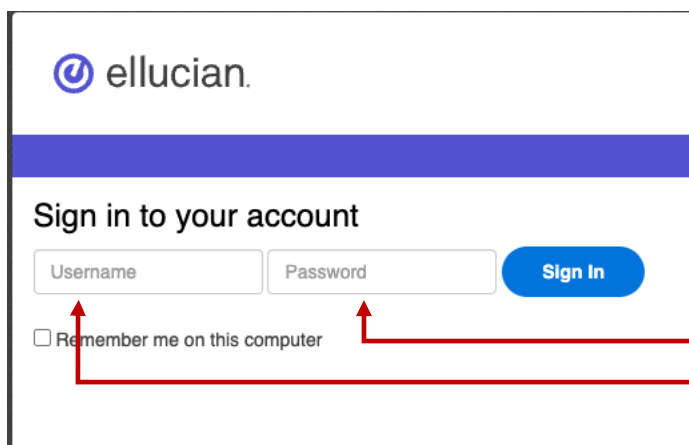
The screenshot shows the MyHenderson homepage. At the top, there is a navigation bar with 'Home' and 'Academics' links. Below this, a breadcrumb trail reads 'You are here: Home > myhenderson.Home'. The main content area features a large image of a golf team. Below the image, a section titled 'Summer & Fall 2022 Course Registration' contains text about registration. At the bottom of this section, three links are listed: 'Student Registration', 'Advisor Only Registration', and 'Faculty Advisor Registration'. The 'Advisor Only Registration' link is circled in red.

Make sure you use the link titled **“Advisor Only Registration”**

Alternatively, you may copy the following link into your web browser, which will take you directly to the Banner Self-Service sign-in page.

<https://studentssb-prod.ec.astate.edu/StudentSelfService/ssb/termSelection?mepCode=HENDSN>

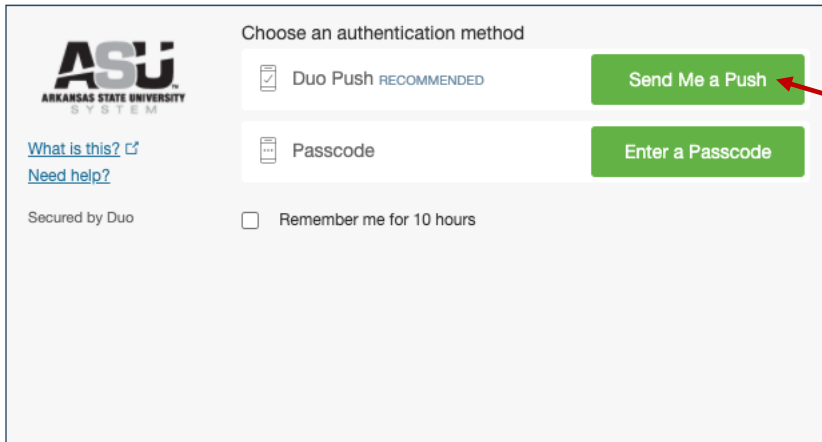
You will see the following prompt to sign-in...



The screenshot shows the Banner Self-Service sign-in prompt. It features the ellucian logo at the top left. Below the logo is a blue horizontal bar. The main heading is 'Sign in to your account'. There are two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a blue 'Sign In' button. Below the input fields is a checkbox labeled 'Remember me on this computer'.

The username and password for signing into Banner Self-Service are the same as for your campus email and MyHenderson.

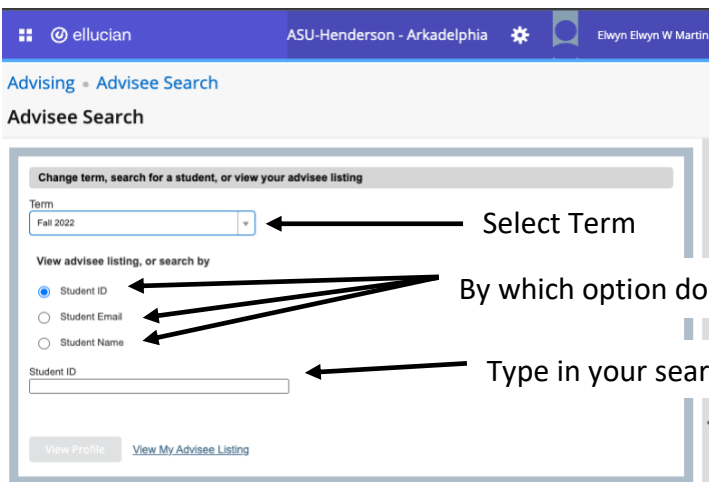
After you select “Sign In” you will see the DUO authentication prompt. You must have the DUO app downloaded to your mobile phone to move past this point. If you have not yet installed DUO, then you may visit [go.hsu.edu/DuoSetup](http://go.hsu.edu/DuoSetup) for instructions.



Select “Send Me a Push”

You will then receive a confirmation on your phone.

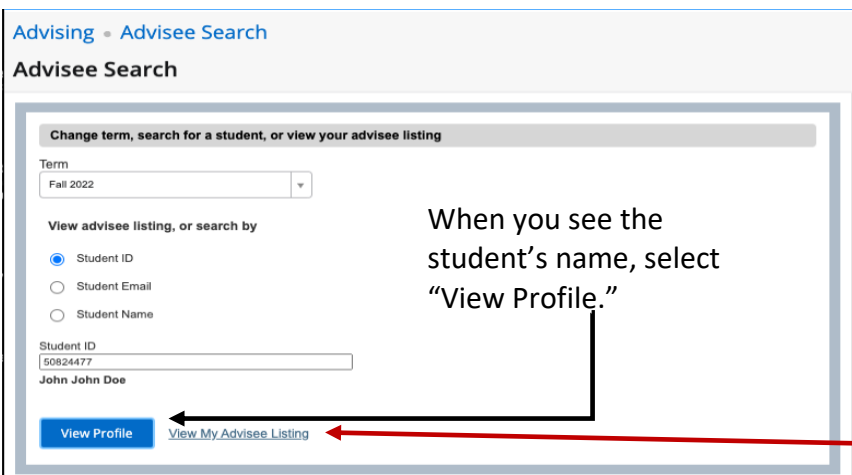
After accepting the confirmation prompt from your phone, you will be taken to the following page to search for your advisees.



Select Term

By which option do you wish to search?

Type in your search info, then hit ENTER



When you see the student’s name, select “View Profile.”

To see a full list of all your assigned advisees, use “View My Advisee Listing.”

This will provide you with Banner ID Numbers.

Next, you will see the student's profile.

**IMPORTANT NOTE:** Do **NOT** panic if you see something on the profile screen that looks different than you think it should. You simply need to instruct the student to request his/her information be updated according to the existing university policies – the [Registrar's Forms page](#) will indicate the appropriate form to submit.

ellucian ASU-Henderson - Arkadelphia John John Doe

Student • Student Profile

### Student Profile - John John Doe (50824477)

Term: Fall 2022 Standing: Academic Probation H... Overall Hours: 16 Overall GPA: 1.188 Registration Notices: 4 Holds: 0

**Student pictures are not available at this time.**

**Bio Information**

Email:	Not Provided
Phone:	Not Provided
Gender:	Male
Date of Birth:	01/01
Ethnicity:	Not Hispanic or Latino
Race:	Asian, White
Citizen:	Not Provided
Citizenship:	Not Provided
Emergency Contact:	Not Provided
Emergency Phone:	Not Provided

**General Information**

Level:	Undergraduate
Class:	High School Concurrent Student
Status:	Active
Student Type:	Continuing Resident
Residency:	Resident
Campus:	Not Provided
First Term Attended:	2020 Fall
Matriculated Term:	2020 Fall
Last Term Attended:	2021 Spring
Leave of Absence:	Not Provided

**Graduation Information**

Graduation Applications:	None
--------------------------	------

**Advisors**

Primary / Faculty Advisor	<a href="#">Elwyn Elwyn W Martin</a>
Professional Advisor	<a href="#">Chanda Chanda R Hooten</a>

**CURRICULUM, HOURS & GPA**

Primary	Secondary	Hours & GPA
<b>Degree:</b>		Bachelor of Science
<b>Study Path:</b>		Not Provided
<b>Level:</b>		Undergraduate
<b>Program:</b>		Bachelor of Science Ellis
<b>College:</b>		Ellis Coll of Arts and Science
<b>Major:</b>		Psychology - BS
<b>Department:</b>		Not Provided
<b>Concentration:</b>		Not Provided
<b>Minor:</b>		Sociology
<b>Concentration:</b>		Not Provided
<b>Admit Type:</b>		New Freshman
<b>Admit Term:</b>		Fall 2017
<b>Catalog Term:</b>		Fall 2017

**REGISTERED COURSES**

Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 15

If a graduation application has already been submitted to the Registrar's Office – **PAY NO ATTENTION** to this section of the profile page. The application is fine.

"Registration and Planning" will take you to the registration process.

"Additional Links" is not operational at this time.

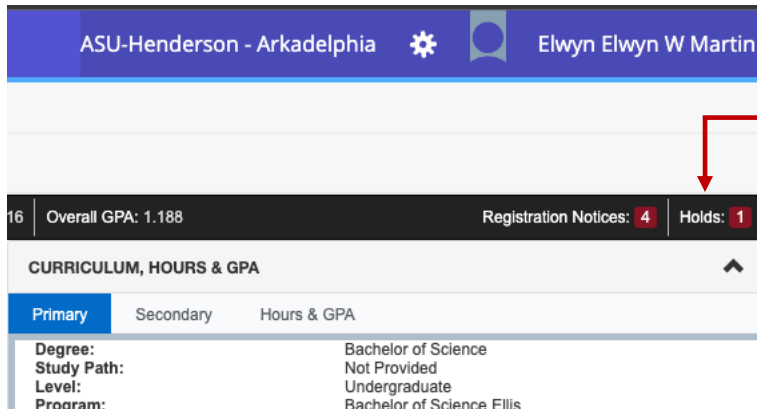
You can view the current holds on your advisee's account.

See document [Appendix](#) for instructions to give students with various holds.

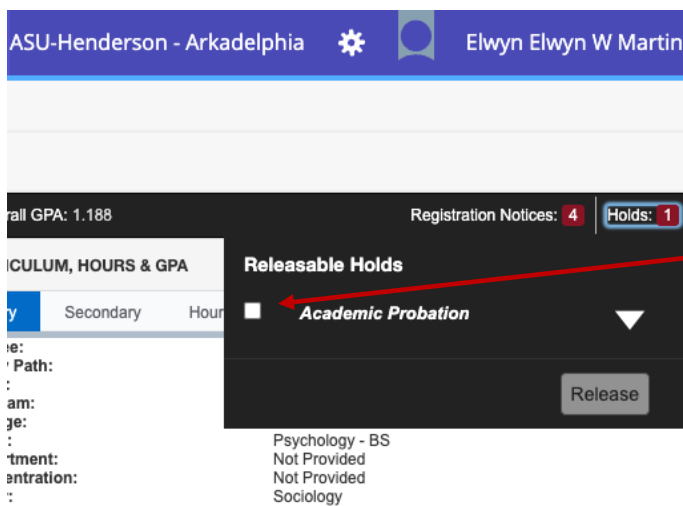
**Releasing Student Hold:** The only hold that an advisor can release is Code 10 = Academic Probation Hold. Notice the terminology “release” as opposed to “override.” The way Banner is designed, the release of a hold does end its application as a registration restriction – it does not mean the student has been removed from academic probation. The student’s current probation status will still be applicable to academic standing calculations at the end of term.

So how do you release a hold?

The following screenshots come from the student profile as seen on the previous page.

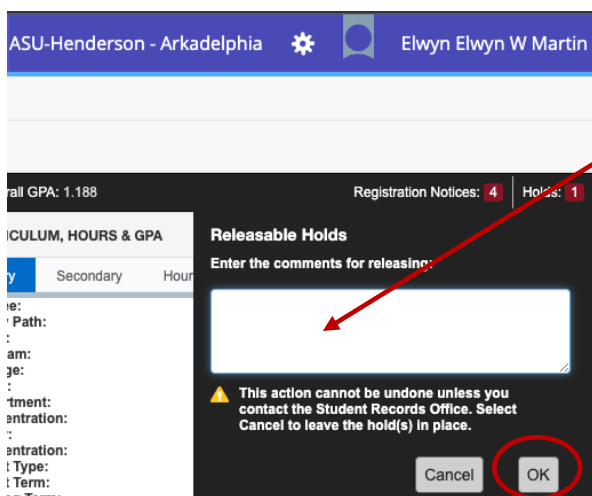


Put your cursor on the word “Holds” and click.

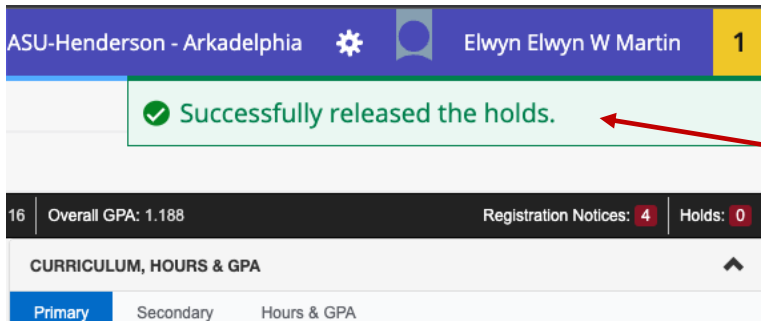


You must click in the box before you select “Release.”

After you select “Release”...

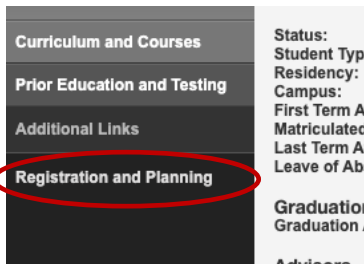


Enter the comment – Advisor Meeting MM/DD/YYYY First Initial and spell your last name

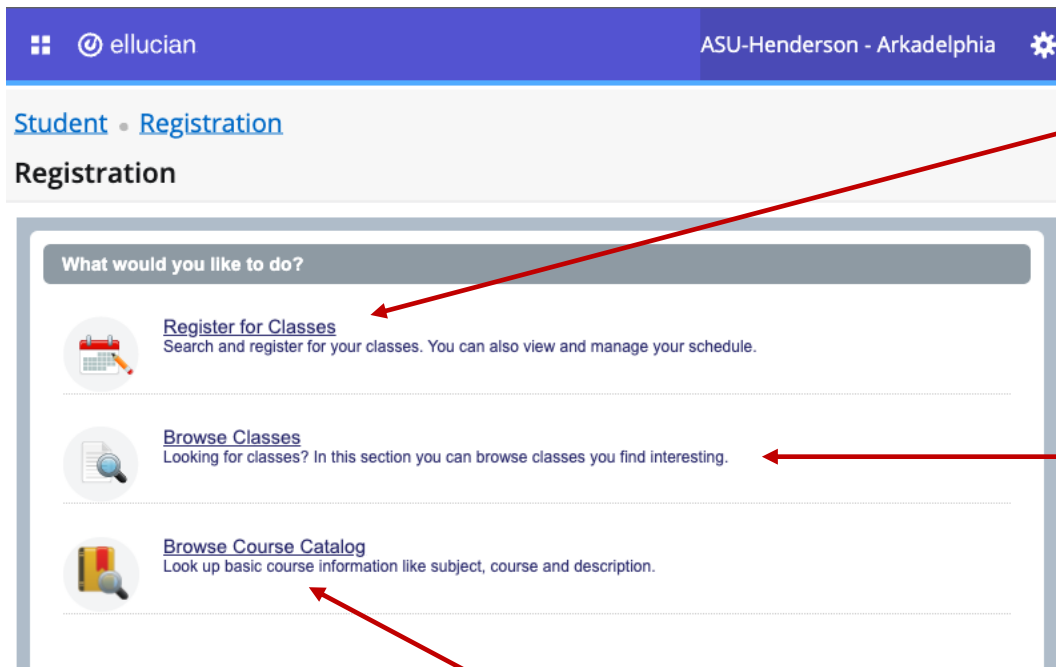


You will see this notification when the hold has been released.

To continue with registration, select "Registration and Planning" from the lower left corner of the student's profile screen.



You will then see...



Add Classes to Advisee's Schedule!

View only courses available for term you wish to register for.

Browse Course Catalog allows you to view ALL courses HSU offers – will include courses not available in the specific semester you are about to register for.

After selecting “Register for Classes” you may see the following screen. Select the role that is most appropriate for your current task. If your primary function at the university is an academic advisor, and you are registering a student, the correct role for you to select is “Advisor” – and then select “OK.”

You will then be taken to term selection...

The first time you access term selection the term will not appear – select the drop-down arrow, and wait for the desired term (e.g., Fall 2022) to appear in the menu, then click on it.

After you have selected the desired term, you may select “Continue.”

Given the current structure of Banner Self-Service, you **may need to** search for the student yet again. This issue is on the Registrar’s list of things that need to be improved for future registration cycles.

Now search for the subject area of the course you wish to register for. You may type in the full name (e.g., Mathematics), or you may enter the subject prefix (e.g., MTH).

The screenshot shows the 'Enter Your Search Criteria' form with the following fields:

- Subject: HIS
- Course Number: History
- Keyword: (empty)

Buttons: Search (circled in red), Clear, and Advanced Search.

Below are your search results...

**You may expand the columns to view information in more detail.**

**Use the "Add" button to add a course to your schedule.**

**You can expand and contract three different windows within the registration portal.**

- Search Results
- Weekly Calendar
- Enrolled Courses

\*See next page for example.

Title	Subject/Dir	Cours	Seetic	Hours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute	
Principles of Ac... Lecture	Acco...	2...	01	3	6...	F...	Hoskins, M...	S M T W T F S 10:00 AM	A...	29 of 3...	Business Fee	Add
Principles of Ac... Lecture	Acco...	2...	02	3	6...	F...	Hoskins, M...	S M T W T F S 11:00 AM	A...	30 of 3...	Business Fee	Add
Principles of Ac... Lecture	Acco...	2...	03	3	6...	F...	Almand, An...	S M T W T F S - Type: (	A...	30 of 3...	Business Fee	Add
Principles of Ac... Lecture	Acco...	2...	01	3	6...	F...	Hoskins, M...	S M T W T F S 11:00 AM	A...	30 of 3...	Business Fee	Add
Principles of Ac... Lecture	Acco...	2...	02	3	6...	F...	Massey, Lis...	S M T W T F S 01:30 PM	A...	30 of 3...	Business Fee	Add
Intermediate Ac... Lecture	Acco...	3...	01	3	6...	F...	Massey, Lis...	S M T W T F S 09:30 AM	A...	25 of 2...	Business Fee	Add
Intermediate Ac... Lecture	Acco...	3...	01	3	6...	F...	Almand, An...	S M T W T F S 09:00 AM	A...	20 of 2...	Business Fee	Add
Accounting Info... Lecture	Acco...	3...	01	3	6...	F...	Massey, Lis...	S M T W T F S 11:00 AM	A...	20 of 2...		
Advanced Audit... Lecture	Acco...	4...	01	3	6...	F...	Massey, Lis...	S M T W T F S - Type: (	A...	10 of 1...		
Advanced Audit... Lecture	Acco...	4...	02	3	6...	F...	Massey, Lis...	S M T W T F S - Type: (	A...	10 of 1...		

ellucian ASU-Henderson - Arkadelphia Doe, John

Student • Registration • Select a Term • Register for Classes

### Register for Classes

Find Classes Enter CRNs Schedule and Options

Search Results -- 25 Classes  
Term: Fall 2022 Subject: Accounting

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
Principles of Account... Lecture	Accounti...	2013	01	3	60...	Fall...	Hoskins, Marga...	S T W T F S 10:00 AM - 10:50	Ark...	29 of 30 se...	Business Fee	Add
Principles of Account... Lecture	Accounti...	2013	02	3	60...	Fall...	Hoskins, Margar...	S T W T F S 11:00 AM - 11:50	Ark...	30 of 30 se...	Business Fee	Add
Principles of Account... Lecture	Accounti...	2013	03	3	60...	Fall...	Almand, Andrew...	S M T W T F S - Type: Class Bu	Ark...	30 of 30 se...	Business Fee	Add
Principles of Account... Lecture	Accounti...	2023	01	3	60...	Fall...	Hoskins, Margar...	S T W T F S 11:00 AM - 12:15	Ark...	30 of 30 se...	Business Fee	Add
Principles of Account... Lecture	Accounti...	2023	02	3	60...	Fall...	Massey, Lisa (P...	S M T W T F S 01:30 PM - 02:45	Ark...	30 of 30 se...	Business Fee	Add
Intermediate Account... Lecture	Accounti...	3053	01	3	60...	Fall...	Massey, Lisa (P...	S M T W T F S 09:30 AM - 10:45	Ark...	25 of 25 se...	Business Fee	Add
Intermediate Account... Lecture	Accounti...	3063	01	3	60...	Fall...	Almand, Andrew...	S T W T F S 09:00 AM - 09:50	Ark...	20 of 20 se...	Business Fee	Add

Class Schedule for Fall 2022

6am	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7am							
8am							
9am							
10am							
11am							

Open and close bottom panels to display extra registration information.

Summary

Title	Details	Hour	CRN	Schedule Typ	Status	Action
Principles of Account...	ACC 2013,...	3	60606	Lecture	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 15

Submit

When you select "Add"  
The course will appear  
in the summary box

Note the weekly calendar of  
courses is beginning to be built.

Summary

Title	Details	Hour	CRN	Schedule Typ	Status	Action
Principles of Account...	ACC 2013,...	3	60606	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15

Submit

Notice the status now says  
*Registered*. Your student is now  
registered for this course.

What if you want to drop a course a student was previously registered for? See Next Page.



**Summary**

Title	Details	Hours	CRN	Schedule Type	Status	Action
Principles of Accounting A	ACC 2013, 01	3	60606	Lecture	Registered	<div style="border: 1px solid blue; padding: 2px;"> None  None  Drop </div>

Under the Action column, select the drop-down arrow, and then select Drop.

Total

Conditional Add and Drop i Submit

When your screen looks like the one below, select the submit button TWICE!!!

**Summary**

Title	Details	Hours	CRN	Schedule Type	Status	Action
Principles of Accounting A	ACC 2013, 01	3	60606	Lecture	Registered	Drop

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15

Conditional Add and Drop i Submit

After you select the submit button one time...

**Summary**

Title	Details	Hours	CRN	Schedule Type	Status	Action
Principles of Accounting A	ACC 2013, 01	0	60606	Lecture	Deleted	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 15

Conditional Add and Drop i Submit

After you select the submit button twice...

**Summary**

No registered or pending classes.

---

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 15

Conditional Add and Drop i Submit

If you wish to add more classes...

Select the Search Again button in the top right corner of your search results (as shown above). For our example, we now attempt to add an Engineering and an English course.

The screenshot shows the Banner registration interface. On the left is a 'Class Schedule for Fall 2022' grid with columns for days of the week and rows for times from 9am to 3pm. Several classes are shown as added, including 'Principles of Accounting A' and 'Embedded Microprocessors'. On the right is a 'Summary' table with columns: Title, Details, Hour, CRN, Schedule Type, Status, and Action. The table lists three courses: 'Enriched Writing & Rhetoric I' (ENG 0231, CRN 61518, Lecture, Pending), 'Embedded Microprocessors' (EGR 4443, CRN 61350, Lecture, Pending), and 'Principles of Accounting A' (ACC 2013, CRN 60606, Lecture, Registered). A red arrow points from the 'Search Again' button in the search results area to the 'Pending' status of the EGR 4443 course in the summary table.

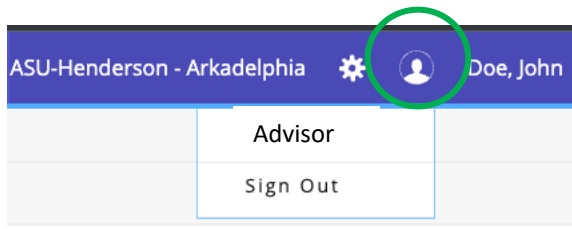
John Doe's advisor has told Banner that he wants to add ENG 0231 and EGR 4443. Mr. Advisor can tell Banner he *wants* to add any course. If Mr. Doe lacks prerequisites, or is prevented due to other registration blocks (e.g., course closed), Banner will provide a notification after the submit button has been triggered.

This screenshot shows the Banner registration interface with search results and a summary table. The top navigation bar includes 'ellucian', 'ASU-Henderson - Arkadelphia', and 'Doe, John'. The main header shows 'Student • Registration • Select a Term • Register for Classes'. A blue notification box displays two error messages: 'EGR 4443 CRN 61350: Prerequisite and Test Score error' and 'ENG 0231 CRN 61518: Closed Section'. Below this is a 'Search Results' section for 'English' courses, showing a table with columns: Title, Subject Desc, Course, Section, Hours, CRN, Term, Instructor, Meeting Times, Campus, Status, and Attribute. The table lists six 'Enriched Writing & Rhetoric I' sections, all with a status of 'FULL'. A 'Search Again' button is in the top right of the search results. Below the search results is a 'Summary' table with columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The table lists three courses: 'Enriched Writing & Rhetoric I' (ENG 0231, 06, 1, 61518, Lecture, Errors Preventing Registration), 'Embedded Microprocessors' (EGR 4443, 01, 3, 61350, Lecture, Errors Preventing Registration), and 'Principles of Accounting A' (ACC 2013, 01, 3, 60606, Lecture, Registered). A red box labeled 'Registration Error Indicators' has arrows pointing to the error messages and the 'Errors Preventing Registration' status in the summary table. At the bottom of the page, a 'Submit' button is circled in red.

Registration Error Indicators

Your only option at this point is to select "Submit" again, and the classes will be removed. The next page will explain how you may seek approval to register despite these errors.

When you have completed your registration session in Banner, you may sign-out by selecting the icon next to your name in the top right corner of the screen. You will not be able to seek approval for registration overrides from within Banner.



### How to Request Override Permissions for the Following Error Messages...

- Instructor Approval Required
- Pre-Requisite and/or Test Score
- Class Maximum Enrollment (i.e., enrollment already at max capacity)
- Time Conflict (i.e., conflicts with another course you have registered for)

If you receive any of the above error messages, you (or the student) may contact the Primary Course Instructor. Instructional faculty have instructions for executing such override actions in Banner Self-Service.

**Question:** If a course has more than one instructor, how do I know which is primary?

**Answer:** The primary instructor will be indicated within the course search results (see below). You may need to expand the instructor column within the search results to view the primary identifier.

Find Classes		Enter CRNs	Schedule and Options			
<b>Search Results — 18 Classes</b>						
Term: Fall 2022 Subject: Engineering						
<u>Engineering Computation</u> Lecture	Engineering	2253	01	3	61338	Fall 2022 <a href="#">Zamanipour, Zahra</a> (Primary)
<u>Statics</u> Lecture	Engineering	2363	01	3	61339	Fall 2022 <a href="#">Welch, Paula</a> (Primary)
<u>Electric Circuits I</u> Lecture	Engineering	2584	01	4	61341	Fall 2022 <a href="#">Zamanipour, Zahra</a> (Primary)
<u>Electric Circuits Lab I</u> Lab	Engineering	2584L	01	0	61340	Fall 2022 <a href="#">Zamanipour, Zahra</a> (Primary)
<u>Engineering Thermodynamics I</u> Lecture	Engineering	3043	01	3	61342	Fall 2022 <a href="#">McDaniel, Rickey</a> (Primary)
<u>Engineering Thermodynamics II</u> Lecture	Engineering	3053	01	3	61343	Fall 2022
<u>Strength of Materials</u> Lecture	Engineering	3114	01	4	61344	Fall 2022 <a href="#">Norman, Dever</a> (Primary)
<u>Strength Material Lab</u> Lab	Engineering	3114L	01	0	61345	Fall 2022 <a href="#">Norman, Dever</a> (Primary)

## Appendix – Registration Holds

What should I do if I have a hold on my account?

### Code 10 = Academic Probation Hold

- You must start the registration process by meeting with your assigned academic advisor. The advisor will release the hold for you in Banner Self-Service. Your assigned advisors are listed on your student profile in Banner Self-Service.

### Code 11 = Academic Suspension Hold

- Students are not permitted to register while on academic suspension. Please refer back to your suspension notification (sent by email) for instructions concerning when you may return to the university.

### Code 12 = Immunization Hold

- HSU has not received your immunization documents. Please contact the [Student Health Center](#).

### Code 13 = Disciplinary Hold

- Contact Bobbie Lee (Director of Compliance; [leeb@hsu.edu](mailto:leeb@hsu.edu))

### Code 14 = High School Transcript Hold

- HSU has not received your final high school transcript. Please contact the [Admissions Office](#).

### Code 15 = Test Score Hold

- HSU has not received official verification of a required test score. Please contact the [Admissions Office](#).

### Code 16 = Graduate School Hold

- HSU has not received required documentation. Please contact the [Graduate School](#).

### Code 17 = College Transcript Hold

- HSU has not received one of your college transcripts. Please contact the [Admissions Office](#).

### Code 18 = Misc. Registrar's Hold

- HSU has detected a discrepancy in your records – likely involving your Social Security Number – which must be corrected before further registration can take place. Please contact the [Registrar's Office](#).

### Code T1 = Misc. Director of Student Accounts Hold

- You have unresolved billing issues that require you speak with the [Office of Student Accounts](#).

### Code T2 = Past Due Balance Hold

- You are unable to register due to a past due balance. If you are unaware of the procedures available to pay your balance, please visit with the [Office of Student Accounts](#).

### Code T3 = Student Account Collections Hold

- Please contact the [Office of Student Accounts](#).

### Code T5 = No Personal Checks Hold

- Please contact the [Office of Student Accounts](#).

### Code T6 = Aviation Flight Account Hold

- Please contact the [Office of Student Accounts](#).