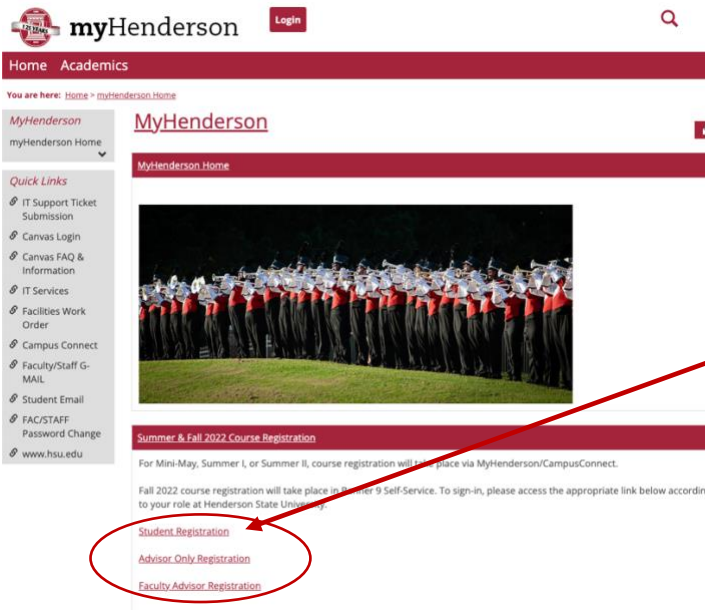


Student Registration Instructions for Banner Self-Service

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

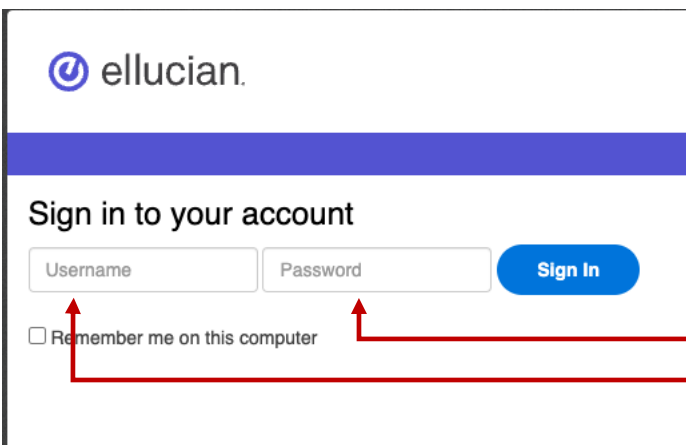


Make sure you use the link titled **“Student Registration”**

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

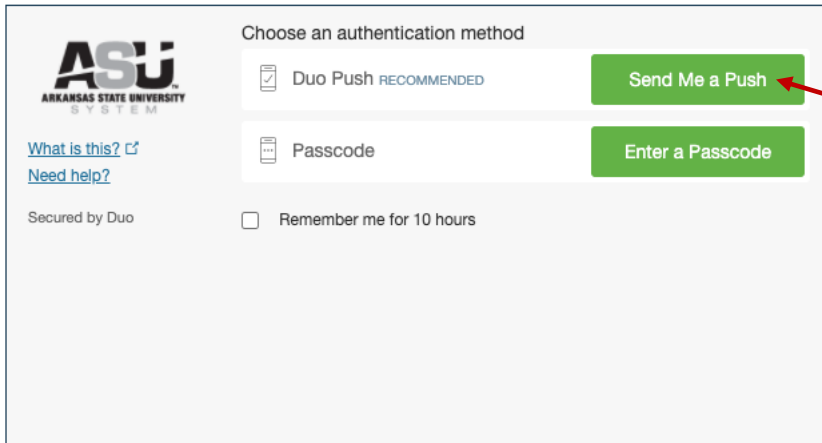
<https://studentsb-prod.ec.astate.edu/StudentSelfService/ssb/studentCommonDashboard?mepCode=HENDSN>

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



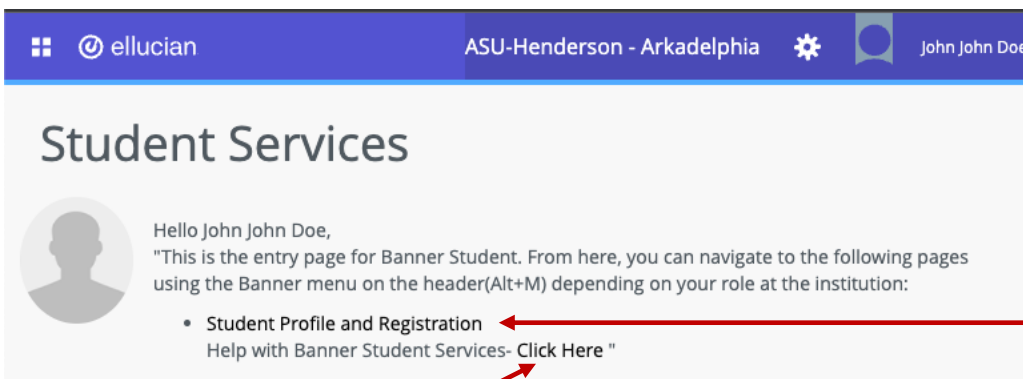
The username and password for signing into Banner Self-Service are the same as for your campus email and MyHenderson.

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 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 student landing page for Banner Self-Service.



Your name will appear in the top right corner.

Please review the Help link if you have questions. Contacting the correct HSU operations office will greatly facilitate timely and accurate answers to your questions.

The “Student Profile and Registration” link will take you to the next portion of the registration process.

“Student Profile and Registration” takes you to your student profile...

IMPORTANT NOTE: Do NOT panic if you see something on the profile screen that looks different than you think it should. If you need to update your student information, please view the [Registrar’s Forms page](#), which 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: Not Provided
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: [Elwyn Elwyn W Martin](#)
Advisor: [Chanda Chanda R Hooten](#)
Professional Advisor: [Chanda Chanda R Hooten](#)

CURRICULUM, HOURS & GPA

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

REGISTERED COURSES

Not Registered

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

If you have already submitted a graduation application to the Registrar’s Office – **PAY NO ATTENTION** to this section of the profile page. Your application is fine.

“Registration and Planning” will take you to the registration process (see next page).

“Additional Links” is not operational at this time.

You can view the current holds on your account from the profile screen.
See document [Appendix](#) for a summary of what to do if you have a specific hold.

“Registration and Planning” will take you to...

The screenshot shows the ellucian registration page for ASU-Henderson - Arkadelphia. The page title is "Registration". Under the heading "What would you like to do?", there are three options:

- Register for Classes**: Search and register for your classes. You can also view and manage your schedule.
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

Three callout boxes provide additional information:

- A box pointing to "Register for Classes" says: "Add Classes to Your Schedule!"
- A box pointing to "Browse Classes" says: "View only courses available for term you wish to register for."
- A box pointing to "Browse Course Catalog" says: "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."

Register for Classes takes you to term selection. Depending on when during the academic year registration is taking place, sometimes more than one academic term will be available.

The screenshot shows the "Select a Term" page. The breadcrumb trail is "Student • Registration • Select a Term". The page title is "Select a Term".

Under the heading "Terms Open for Registration", there is a dropdown menu currently showing "Fall 2022". Below the dropdown is a "Continue" button.

A callout box explains: "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.”"

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).

ellucian ASU-Henderson - Arkadelphia Doe, John

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Enter Your Search Criteria ⓘ
Term: Fall 2022

Subject: HIS
Course Number: History
Keyword:

Search Clear Advanced Search

Below are your search results...

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 — 1462 Classes
Term: Fall 2022

Title	Subject/Dir	Cours	Sectc	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...		

Page 1 of 147 | 10 Per Page

Open and close bottom panels to display extra registration information.

Search Again

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.

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

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

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

Note your 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

Notice the status now says
Registered. You are now registered
for this course.

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

Submit

What if you want to drop a course you have 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 a class schedule for Fall 2022 on the left and a summary table on the right. The summary table lists the following courses:

Title	Details	Hour	CRN	Schedule Type	Status	Action
Enriched Writing & Rhetoric I	ENG 0231, 06	1	61518	Lecture	Pending	**Web Registered**
Embedded Microprocessors	EGR 4443, 01	3	61350	Lecture	Pending	**Web Registered**
Principles of Accounting A	ACC 2013, 01	3	60606	Lecture	Registered	None

John Doe has told Banner that he wants to add ENG 0231 and EGR 4443. Mr. Doe 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.

The screenshot shows search results for English courses. A red box highlights error messages:

- EGR 4443 CRN 61350: Prerequisite and Test Score error
- ENG 0231 CRN 61518: Closed Section

The search results table lists the following courses:

Title	Subject	Disc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Action
Enriched Writing & Rhetoric I	English		0231	01	1	615...	Fall...	Poblete, Patricia	S M T W T F S 11:00 AM - 11:50 F	Ark...	FULL	General Education Requirement	Add
Enriched Writing & Rhetoric I	English		0231	02	1	615...	Fall...	Angell, Melanie	S M T W T F S 12:00 PM - 12:50 I	Ark...	FULL	General Education Requirement	Add
Enriched Writing & Rhetoric I	English		0231	03	1	615...	Fall...	Adkison, Stepha	S M T W T F S 09:00 AM - 09:50 J	Ark...	FULL	General Education Requirement	Add
Enriched Writing & Rhetoric I	English		0231	04	1	615...	Fall...	Pant, Deepak (P...	S M T W T F S 11:00 AM - 11:50 F	Ark...	FULL	General Education Requirement	Add
Enriched Writing & Rhetoric I	English		0231	05	1	615...	Fall...		S M T W T F S 01:00 PM - 01:50 I	Ark...	FULL	General Education Requirement	Add
Enriched Writing & Rhetoric I	English		0231	06	1	615...	Fall...	Martin, Elvonn (P... Gibson, Phillie	S M T W T F S 09:30 AM - 10:20 J	Ark...	FULL	General Education Requirement	Add

The summary table at the bottom shows the following courses:

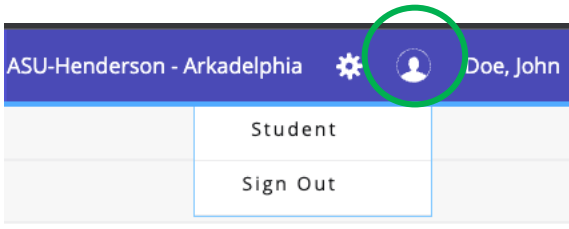
Title	Details	Hours	CRN	Schedule Type	Status	Action
Enriched Writing & Rhetoric I	ENG 0231, 06	1	61518	Lecture	Errors Preventing Registration	Remove
Embedded Microprocessors	EGR 4443, 01	3	61350	Lecture	Errors Preventing Registration	Remove
Principles of Accounting A	ACC 2013, 01	3	60606	Lecture	Registered	None

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.

Submit

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 may contact the Primary Course Instructor.

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					
Search Results — 18 Classes							
Term: Fall 2022 Subject: Engineering							
Engineering Computation Lecture	Engineering	2253	01	3	61338	Fall 2022	Zamanipour, Zahra (Primary)
Statics Lecture	Engineering	2363	01	3	61339	Fall 2022	Welch, Paula (Primary)
Electric Circuits I Lecture	Engineering	2584	01	4	61341	Fall 2022	Zamanipour, Zahra (Primary)
Electric Circuits Lab I Lab	Engineering	2584L	01	0	61340	Fall 2022	Zamanipour, Zahra (Primary)
Engineering Thermodynamics I Lecture	Engineering	3043	01	3	61342	Fall 2022	McDaniel, Rickey (Primary)
Engineering Thermodynamics II Lecture	Engineering	3053	01	3	61343	Fall 2022	
Strength of Materials Lecture	Engineering	3114	01	4	61344	Fall 2022	Norman, Dever (Primary)
Strength Material Lab Lab	Engineering	3114L	01	0	61345	Fall 2022	Norman, Dever (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)

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](#).