Banner Registration for Fall 2016
As of May 12, 2016

Some helpful hints for Faculty/Advisors/Staff to navigate registration this April

How are repeats handled?

Per University Academic Policy, undergraduate students are permitted to repeat a course in which they have received a D+, D, D- or F. They will not be able to reregister for a course for repeat in Banner (unless it is a “repeatable” course, like a music lesson, independent study, coop, special topics course). Students may come to the Registrar’s office to be registered into the repeat course. NOTE: Undergraduate students in some CEHS departments should visit Assistant Dean Tammy Samuels to receive permission for repeats. Graduate students should visit the Graduate office for assistance.

How are Permits handled?

Permits may be issued by Department Chairpersons, Assistant and Associate Deans, Deans or their staff assistants who typically perform the data entry for them.

Permits may be issued to students using Banner INB. Training is required. (Registration into classes is handled through the TTI website.) Permits may be issued to override department, major, college, pre- and co requisites etc through use of the AUTHORIZE Code. Permits may be issued to override class capacity through use of the CAPACITY Code. When overriding capacity, please verify that there will be enough seats in the class. If you have questions please contact Jennifer Spiegel in the Registrar’s office.

How do I find the PINS?

PINS for students to register can be found on the Self Service Banner (SSB) screen “Advisee listing”. If you are attempting to find a PIN for a student who is not one of your advisees, contact your college office, where a complete list of PINS can be found.

Students who have early priority in registration (Honors students, Athletes, EMS, etc) will have a PIN of 9999999. This was necessary in order to provision them with that early time slot. These students will receive an email from the Registrar’s office about how, when and where to use this PIN. Any questions about PINS, please contact Leslie Sutton-Smith in the Registrar’s office.

How will we handle credit adjustments and changes of majors?

For this cycle we will use the credit adjustment and major change forms already in use. The credit adjustment forms need to be signed off by the Deans offices. Major change forms CAN be
signed only by Department chairs. Once approved by the Department chair, these can be mailed or brought directly to the Registrar’s office for entry. They no longer need to be brought to the Center for Advising & Student Transitions (CAST).

How are applications for graduation being handled?

Students will continue to complete the paper application for graduation until early fall when we will transition this process into the online Banner application. Details will be sent at that time.

How are address changes, name changes, social security changes being handled?

Students can change their address through NEST in Banner. There will be a “feed” from Banner to PLUS with these address updates beginning on April 1. For name and social security changes, they continue to follow the instructions on the Registrar’s website, submitting required documents in person to this office.

How do I advise continuing students?

Use the FASS/WESS audit to discuss course needs with continuing students. Their Degree Works Audit will not be ready for them until the end of summer 2016. To view which courses they have selected for fall, sign on to NEST and check in your advisee listing tab which will allow you to drill down to their fall schedule.

How is grading handled right now and through this year?

All grades for spring term will be entered into FASS. All grades for summer classes will be entered into FASS. Grading in Banner through NEST will begin during the fall semester.

If I am a faculty member with no advising role, do I need to attend training?

No, you will see a demo of self-service Banner at the April 6 College meetings. Additionally, documentation to guide you through these new services will be available on the OneMontclair Web page, as well as the Registrar’s Page.