

Your Student Records in Banner Self-Service

Your records as a student at St. Louis Community College are maintained in Banner Self-Service. The Student Records option from the Student and Financial Aid menu gives you access to the following student information:

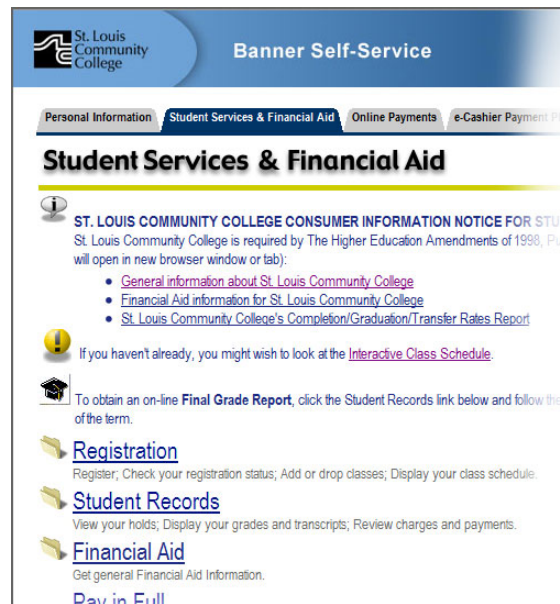
- Holds
- Grades
- Transcripts online
- Transcript request for official copy
- Account information

To access your student records:

1. Log in to Banner Self-Service.
NOTE: If you need help logging in to Banner Self-Service, see the [Login](#) instructions.
2. Click on the **Student Services and Financial Aid** link on the Banner Self-Service menu to access your student records.

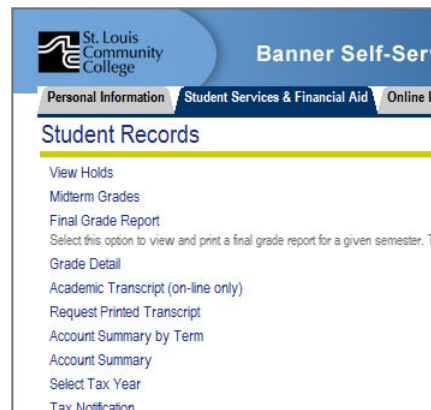
The Student & Financial Aid page is displayed.

3. Select the **Student Records** link.



The screenshot shows the Banner Self-Service interface. The top navigation bar includes 'Personal Information', 'Student Services & Financial Aid', 'Online Payments', and 'e-Cashier Payment P'. The main heading is 'Student Services & Financial Aid'. Below this, there is a 'ST. LOUIS COMMUNITY COLLEGE CONSUMER INFORMATION NOTICE FOR STU' section with links for 'General Information about St. Louis Community College', 'Financial Aid information for St. Louis Community College', and 'St. Louis Community College's Completion/Graduation/Transfer Rates Report'. There is also a warning icon and a link to 'Interactive Class Schedule'. A section for 'Final Grade Report' is visible, along with links for 'Registration', 'Student Records', and 'Financial Aid'. The 'Student Records' link is highlighted.

The Student Records menu is displayed.



The screenshot shows the Banner Self-Service interface with the 'Student Records' menu expanded. The top navigation bar includes 'Personal Information', 'Student Services & Financial Aid', and 'Online P'. The main heading is 'Student Records'. The menu items listed are: 'View Holds', 'Midterm Grades', 'Final Grade Report' (with a sub-note: 'Select this option to view and print a final grade report for a given semester. T'), 'Grade Detail', 'Academic Transcript (on-line only)', 'Request Printed Transcript', 'Account Summary by Term', 'Account Summary', 'Select Tax Year', and 'Tax Notification'.

Holds

Holds on your student records can prevent you from registering, graduating, as well as other academic activities.




Select the **View Holds** option to display the View Holds page.

It is very important that you check to see if any holds on your records may affect your activity as a student.


The following examples are just some of the holds that may affect your academic progress.

- AP** Academic Standing Hold
- AR** Accounts Receivable Hold
- BC** Bad Check
- CC** Child Care Center Hold
- FS** Financial Aid Short Term Loan
- PF** Parking Fine

View Holds

-  If you have a Registration or Financial Aid Hold you will not be allowed to register. For more information, contact the Registrar's Office.
-  A Transcript Hold will prevent you from viewing your transcript. For more information, contact the Registrar's Office.
-  If you have a Financial Hold, contact the cashier's office for payment.

<input checked="" type="checkbox"/>	Campus	Enrollment Services	Financial Aid	Cashier
	Forest Park	(314) 644-9127	(314) 644-9117	(314) 644-9738
	Florissant Valley	(314) 513-4244	(314) 513-4231	(314) 513-4520
	Meramec	(314) 984-7601	(314) 984-7650	(314) 984-7736

 No holds exist on your record.

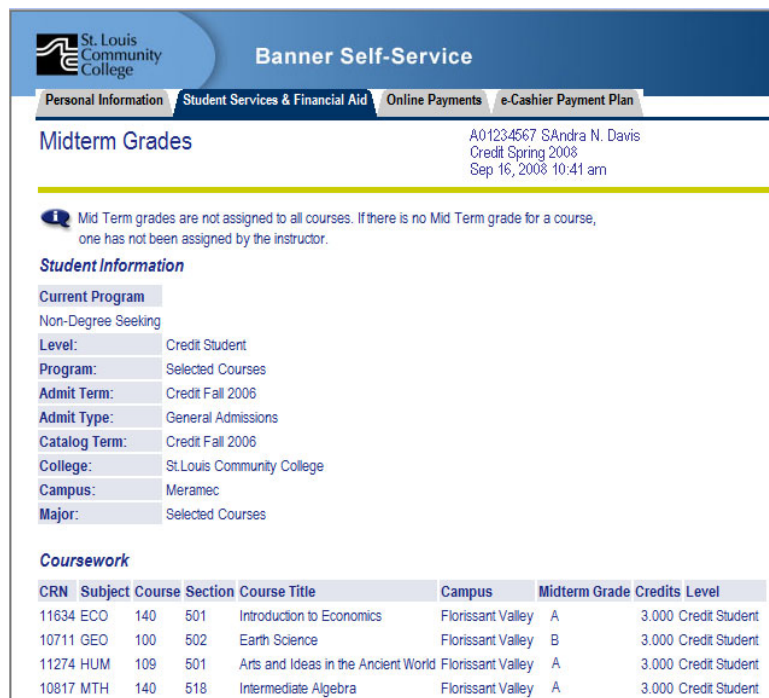
If there are no holds on your status, then the message, "No holds exist on your record" is displayed.

Grades

- Select the **Midterm Grades** link to view your grades after faculty has submitted midterm grades. The Select a Term selection page is displayed.
- Select a semester in the drop down list for term that you need.
- Then click the **Submit** button.

The Midterm Grades page is displayed.

Your student information, as well as the grades that your instructors have reported are shown.



The screenshot shows the Banner Self-Service interface for Midterm Grades. At the top, there are navigation tabs: Personal Information, Student Services & Financial Aid (selected), Online Payments, and e-Cashier Payment Plan. The page title is "Midterm Grades" and it displays student information: A01234567 SAndra N. Davis, Credit Spring 2008, Sep 16, 2008 10:41 am. A message states: "Mid Term grades are not assigned to all courses. If there is no Mid Term grade for a course, one has not been assigned by the instructor." Below this is the "Student Information" section with fields for Current Program (Non-Degree Seeking), Level (Credit Student), Program (Selected Courses), Admit Term (Credit Fall 2006), Admit Type (General Admissions), Catalog Term (Credit Fall 2006), College (St. Louis Community College), Campus (Meramec), and Major (Selected Courses). The "Coursework" section is a table with columns: CRN, Subject, Course, Section, Course Title, Campus, Midterm Grade, Credits, and Level.

CRN	Subject	Course	Section	Course Title	Campus	Midterm Grade	Credits	Level
11634	ECO	140	501	Introduction to Economics	Florissant Valley	A	3.000	Credit Student
10711	GEO	100	502	Earth Science	Florissant Valley	B	3.000	Credit Student
11274	HUM	109	501	Arts and Ideas in the Ancient World	Florissant Valley	A	3.000	Credit Student
10817	MTH	140	518	Intermediate Algebra	Florissant Valley	A	3.000	Credit Student

For your final grades for a term simply select the **Final Grades** option from the Student Records menu.

Transcripts

You can view your grade history that is stored in the Banner system.

NOTE: The data displayed is not considered an official copy of your transcripts, and will not be accepted as an official copy.

1. Select the **Academic Transcript (on-line only)** link from the Student Records menu.

Transcript Level allows you to select all classes that you have taken, or credit courses only.

Transcript Type allows you to select only Continuing Education courses you have taken, or **Student Copy** to display all classes in your student records.

2. Select the options needed, then click on the **Submit** button.

Academic Transcript Options

Former students: If you were unable to access your record

Transcript Level: All Levels

Transcript Type: Student Copy - Unofficial


The Academic Transcript page is displayed.

REMEMBER: This is not an official transcript.

Use the page controls to scroll down and view the following information.

- Your student information
- Credit transferred from another school
- Credit earned at St. Louis Community College listed by term beginning with your first term
- Cumulative totals for each term.
- Total transcript hours and grade point average
- Courses currently in process
- Courses registered for the next term

If you need an official copy of your transcript issued by the College, select the **Request Printed Transcript** link for instructions.


Banner Self-Service

Personal Information
Student Services & Financial Aid
Online Payments
e-Cashier Payment Plan

Academic Transcript

A01234567 Sandra N. Davis
Credit Spring 2008
Sep 16, 2008 10:41 am

Credit Spring 2007

Major: Selected Courses

Academic Standing: Good Standing

Subject	Course	Campus	Level	Title	Grade	Credit Hours	Quality Points	R
ENG	102	Florissant Valley	CR	College Composition II	B	3.000	9.00	
IDS	101	Florissant Valley	CR	Cornerstone	C	3.000	6.00	
MUS	128	Florissant Valley	CR	Survey of Rock Music	B	3.000	9.00	
PSY	200	Florissant Valley	CR	General Psychology	C	3.000	6.00	

Term Totals (Credit Student)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	12.000	12.000	12.000	12.000	30.00	2.50
Cumulative:	24.000	24.000	24.000	24.000	75.00	3.13

Unofficial Transcript

Credit Fall 2007

Major: Selected Courses

Academic Standing: Good Standing

Subject	Course	Campus	Level	Title	Grade	Credit Hours	Quality Points	R
BIO	111	Florissant Valley	CR	Introductory Biology I	B	4.000	12.00	
HST	101	Florissant Valley	CR	American History I	B	3.000	9.00	
MTH	030	Florissant Valley	CR	Elementary Algebra	B	3.000	9.00	
PSI	111	Florissant Valley	CR	Intro to Astronomy I	A	3.000	12.00	

Term Totals (Credit Student)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	13.000	13.000	13.000	13.000	42.00	3.23

An official copy of your transcript is only available through the Central Student Records office at the Forest Park campus.

Read through the instructions carefully, and follow the steps to have an official copy of your transcripts issued by the College.

Account Summary by Term

Select the **Account Summary by Term** link for a summary of your student account activity by term in descending order, from the most recent term.

Account Summary

Select the **Account Summary** option to review an overall summary of your student account activity.