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 Student Records menu is displayed.
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

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

Grades

1. Select the **Midterm Grades** link to view your grades after faculty has submitted midterm grades. The Select a Term selection page is displayed.
2. Select a semester in the drop down list for term that you need.
3. 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.

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.

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.

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.