FINDING STUDENT BANNER NUMBERS

WHEN YOU DON'T KNOW A STUDENT'S BANNER NUMBER, HOW DO YOU FIND IT?

**DegreeWorks**

To find a student Banner ID number on DegreeWorks, you need to use the FIND function found in the upper left hand corner of the worksheet. Click on this icon and a Find Students box will open. Type in the student’s name in the First Name and Last Name box. If you don't know the student’s full name, enter what you do know in the box and then select the major from the major drop down box. This will give you a list of students who meet those parameters and, hopefully, the student you are seeking will be in the list of possible students.

**Banner**

To find a student’s Banner ID number on the Banner system, go to any form (SPAIDEN, SGASTDN, SFAREGS, etc.) and type the student’s name in the box provided. You must type in Last name, First name with the comma. If you don't know the student’s full name, you can use the wildcard character (%). For example, if you know the students name is something like Alex Hutchins but you aren't sure of the spelling (i.e., Alexander or Alexandra or Hutchins or Hutchens) you can use the wildcard to search: Type Hutch%, Alex% in the name box and you will get any student whose names have these letters in it. This will also work if you only know the middle name: Hutch%, %, Ann where you know the middle name is Ann and the last name is Hutchens, Hutchins, or something similar but do not know the first name.

http://www.cas.appstate.edu/students/undergraduate-academic-services

Registration Access Times for Spring 2014

http://www.registrar.appstate.edu/spring2014.html

Eligible undergraduate students may view their registration appointment time in AppalNET/Web Self-Service. Access to the registration system is based on your earned hours (institutional and transfer). The initial registration access time may be viewed on the "Check Your Registration Status" page. Or, students may confirm their earned credit in the Web Registration System (WRS) on the "Check Your Registration Status" link under the Student tab. ("Earned Credit" will not be displayed on your Registration Status page if you have zero earned hours for your current classification. A student's current semester's registered hours are not included in this total, as they are not yet earned.) Students may add their earned institutional hours and earned transfer hours to determine their registration appointment time. To view their registration access time, click on the appropriate Earned Hours link below. The registration system is programmed to grant access to registration at the time and date specified. Once access is given, it will continue through early registration and the schedule adjustment periods specified in the "Academic Calendar."