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.

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 know the email username of the student, you can go to SZAUSER in Banner and enter that username in the Username box.

Wildcards—What if you don’t know the whole name?

If you don’t know the student’s full name, you can use the wildcard characters. In Banner this is % sign; in DegreeWorks this is the @ sign. 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:

In DegreeWorks: Type Alex@ in the first name box and Hutch@ in the last name box. You will get a list of all students meeting these parameters.

In Banner: Type Hutch%, Alex% in the name box (remember the comma) 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 2018

Access to the registration system is based on a student’s earned hours (i.e., COMPLETED institutional and transfer completed hours combined). Remember, a student’s current semester’s registered hours are not included in the earned hours.

The initial registration access time may be viewed on the student’s Appalnet portal under the Student Tab, Registration link, and then "Check Your Registration Status" link.

Another option is for students to check their “Cumulative Earned Hours” gold box at the top of their audit in DegreeWorks. Then they can cross check that number on the chart on the Registrar’s website to find out their date/time for registration.

Once access is given, the registration system will continue to be open through early registration and the schedule adjustment periods specified in the "Academic Calendar."