UOWC Hong Kong Banner

Student Portal
User Guide

Table of Contents

Introduction

This user guide is designed to assist you in navigating and using the UOW College Hong Kong Student Management System, Banner, specifically the Student Portal.

Logging on

Type one the following into Google Chrome depending on which portal you need to enter:

Student Portal:

https://studentssb-prod.sis.uow.edu.au/StudentSelfService

Type your UOW email as user name and password in the screen that appears
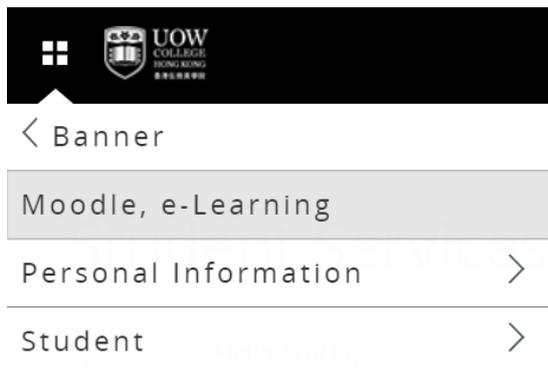
1.0 Personal Information

Students can access the Banner Menu by clicking on the Menu Button

Select Personal Information

Select "My Profile" to add or edit

My Profile

Hello Chan Tai Man
View, edit and update your general information records.

Personal Information
View and update your biographical and demographic information.

Click on the Personal Information box to update personal information

My Profile • Personal Information

TEST USER02

ID Number: USER02

✉ user02@gmail.com

⊙ District, State or Province, Line 2, Hong Kong

☎ 232423423

Personal Details

First Name	Middle Name	Last Name
TEST	-	USER02

Date of Birth	Marital Status	Legal Sex
-	-	Male

Preferred First Name
Chan Tai Man

Email   ⊕ Add New

Personal Email
user02@gmail.com
✎ 🗑

Phone Number   ⊕ Add New

Mobile
232423423
✎ 🗑

Address   ⊕ Add New

Billing Address
Current
02/18/2019 - (No end date)
District, State or Province
Line 2
Hong Kong

Emergency Contact   ⊕ Add New
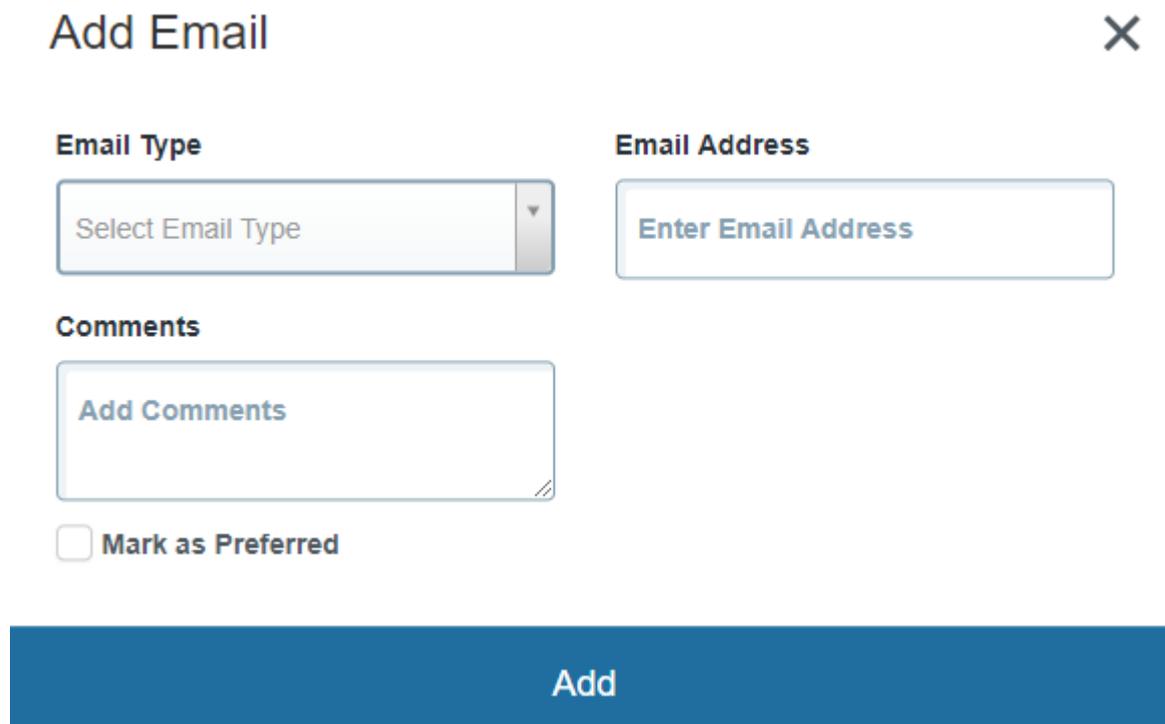
1 Chan Tai Man
Sister
Phone:
Line 1
HK
Hong Kong Island .
✎ 🗑

2. New contact Last Name
Brother
Phone:
✎ 🗑

3. Aunt Autnt
Aunt
Phone:
✎ 🗑

Information can be edited by clicking the ✎ button beside the information to be edited.

Information can be added by clicking the ⊕ **Add New** button in the relevant section to be added,

In the below example, a new email address is added

Add Email   ✕

Email Type   **Email Address**

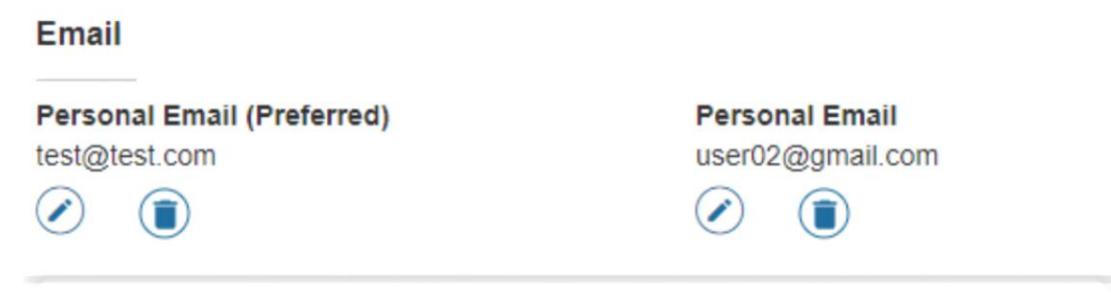| Select Email Type ▾ | | Enter Email Address |

Comments

| Add Comments |

☐ **Mark as Preferred**

| **Add** |

When the new details have been added Click "Add"

Note: More than one personal email address can be added, with one selected as the preferred

Email

Personal Email (Preferred)   **Personal Email**
test@test.com   user02@gmail.com
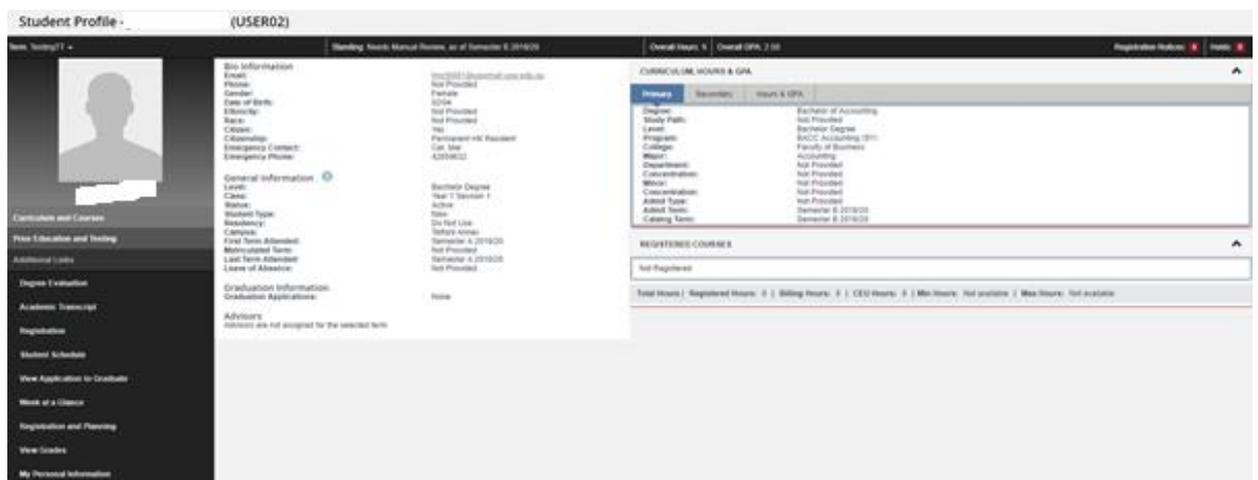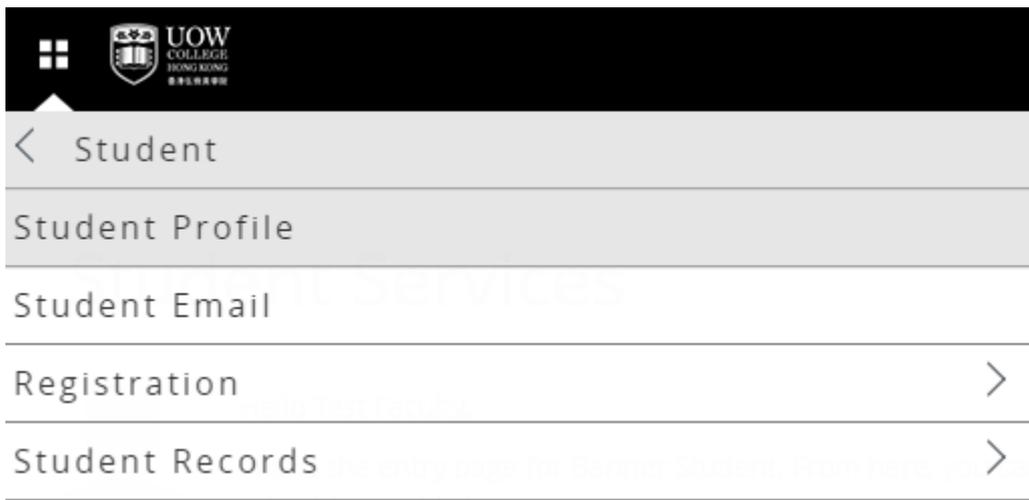✎ 🗑   ✎ 🗑

Note: Students are not able to add or edit their Campus Email address. This information will not be displayed in the Student Portal. If Students attempt to add this email address type, the CAMP (Campus) option will not be available,

2.0 Student Profile

Students can access the Banner Menu by clicking on the Menu Button


Select Student > Student Profile

This page provides the student with both personal and curriculum information, as well as courses that the student is registered in.

The page is term dependent, and the student can select from the drop down field in the top left hand corner, the specific Semester that is to be viewed.
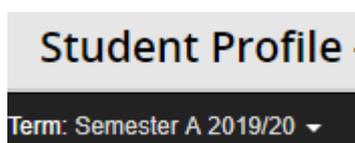
This page also displays GPA information, Academic Standing, Hold notices, Registration notices, and advisor information if applicable.

If the student has holds or registration notices on their record, a notification will appear at the top right of the screen
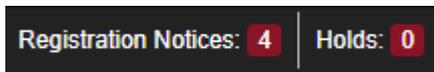
By clicking on the notification number at the top of the screen, further information is expanded.
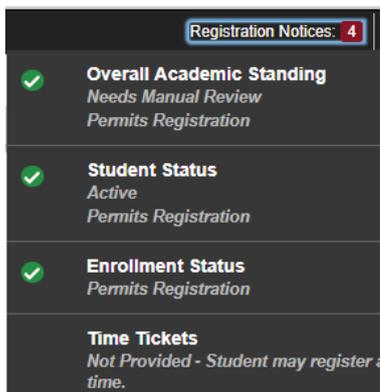
Additionally, the student is able to navigate to a number of areas in the Student Portal from the menu on this page including registration, degree evaluation, schedule, grades, academic transcript, and personal information.
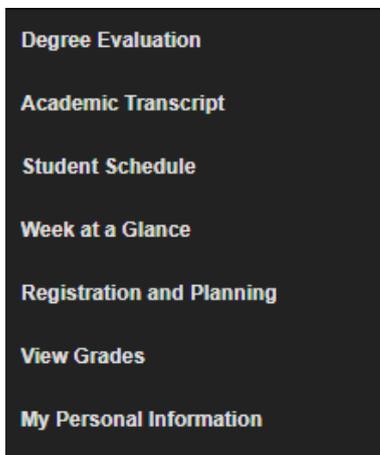
3.0   Course Registration

3.1   Reviewing Registration Status

Student Services

Hello TEST USER01, ,

This is the entry page for Banner Student. From here, you can navigate to the following pages using the Banner menu on the header(Alt+M) depending on your role at the institution:

- Attendance Tracking
- Student Profile
- Class List
- Advising Student Profile

If you have any questions, please email the Registrar.

From the top menu select Student>Registration

Student • Registration

Registration

What would you like to do?

Prepare for Registration
View registration status, update student term data, and complete pre-registration requirements.

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

Plan Ahead
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

Browse Classes
Looking for classes? In this section you can browse classes you find interesting.

View Registration Information
View your past schedules and your ungraded classes.

Browse Course Catalog
Look up basic course information like subject, course and description.

To view the registration Status, select Prepare for Registration.

Prepare for Registration
View registration status, update student term data, and complete pre-registration requirements.

This page will supply the student with their registration status, including information about any holds the student may have on their status.

Select a Term

Terms Open for Registration

Continue

Student will select the current term open for registration from the Drop Down List, and select Continue.
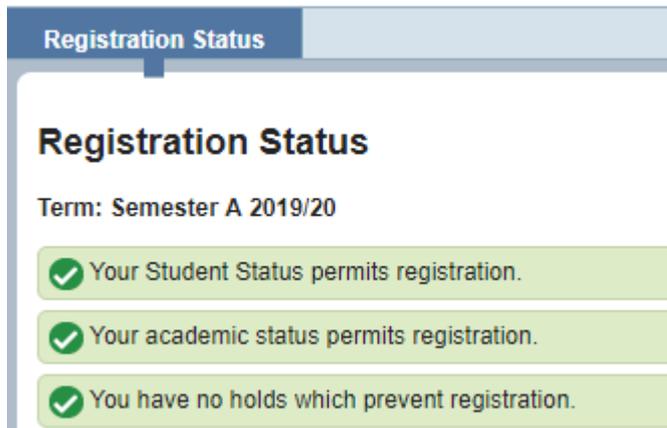
Registration Status

Registration Status

Term: Semester A 2019/20

✔ Your Student Status permits registration.

✔ Your academic status permits registration.

✔ You have no holds which prevent registration.

For a student to be able to register, all items in the list will need to have a green tick.

The student is now able to register.

Navigate back to the Registration Page.

Registration • Select a Term

3.2   Submit registration for Mandatory (Block) Courses

Select Register for Classes

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

The Term for registration should default to the current term

Terms Open for Registration
Semester A 2019/20

Continue

Select Continue

If the student is pre-registered into a Block of mandatory courses, the student will firstly need to Submit these registrations prior to selecting electives.

The system will open to the tab "Blocks"

This will list all mandatory courses that the student has been registered into by administration.

The student will need to [Submit] the registration for these courses prior to being able to select electives.

Once submit has been actioned, the courses will appear in the bottom right of the screen with a status of "Registered".

Title	Details	Hours	CRN	Schedule Type	Status	Action	
ACC1101 Financial Accounting I	ACC 1101, L1	3	10024	Lecture	Registered	None	▼
ACC1101 Financial Accounting I	ACC 1101, T1	0	10025	Tutorial	Registered	None	▼
DGE3431 Philosophy and Hu…	DGE 3431, L1	3	10073	Lecture	Registered	None	▼
DGE3431 Philosophy and Hu…	DGE 3431, T1	0	10075	Tutorial	Registered	None	▼

For the mandatory subjects added via the block, the student is unable to drop these courses. Therefore, if a student requires to drop a mandatory course, they must apply through student services.

Please access the following link to find out the details of courses that you need to register https://www.cccu.edu.hk/oday_degree_add_drop.html

NOTE: For most of the courses, you must register for a lecture together with a tutorial or a computer laboratory.

3.3   Submit registration for Elective and General Education Courses

The student, once submitted the block registration (see section 9.2), is now able to register for elective and General Education courses.

The student can search for available classes by using the "Find Classes" tab.

Find Classes

Enter Your Search Criteria ⓘ

Term: Semester A 2019/20

Subject	
Course Number	
Keyword	
Attribute	
Level	
Schedule Type	
Campus	

The student will search for available classes by entering such information as Subject and/or Course number. Students can also search by schedule type (lecture or tutorial) as well as campus location. Below lists the relationship between Subject and its abbreviation. For example, ACC1101 Financial Accounting I, the subject abbreviation ACC refers to Accounting Courses, 1101 is the course code and "Financial Account I" is the course title.

Subject	Abbreviation
Accounting	ACC
Aviation	AVI
Business	FBU
Chinese Lang, Lit, Comm & Hist	CHI
Finance	FIN
General Education	DGE
Japanese Studies	JAP
Science and Technology	FST
Social Sciences	SSS

The student will enter the search criteria and click on the search button under the criteria.

Enter Your Search Criteria

Term: Semester A 2019/20

Subject

| Accounting |
| Aviation |
| Business |
| Chinese Lang, Lit, Comm & Hist |
| Finance |
| General Education |
| Japanese Studies |
| Science and Technology |
| Social Sciences |

Course Number

Keyword

Attribute

Level

College

Subject   [✕ Accounting]

Course Number [   ]

Keyword   [   ]

Attribute   [   ]

Level   [   ]

Schedule Type [✕ Lecture]

Campus   [   ]

[Search]   Clear   ▸ Advanced Search

Banner will return all active classes for the Semester than meet the search criteria.

Title	Section	Hours	CRN	Instructor	Meeting Times	Campus	Status	Attribute		
ACC1101 Financial Accounting I Lecture	L1	3	10024		S M T W T F S 10:00 AM - 10:50 AM Type: Class Buildin	Telfor...	199 of 200 seats re... 🔗 LINKED	Med. of Instruction - English Course Level 1/2	Q View Linked	Add
ACC3101 Corporate Accounting I Lecture	L1	3	10011			Telfor...	25 of 25 seats rem... 🔗 LINKED	Med. of Instruction - English Course Level 3/4	Q View Linked	Add
ACC3101 Corporate Accounting I Lecture	L2	3	10012			Telfor...	25 of 25 seats rem... 🔗 LINKED	Med. of Instruction - English Course Level 3/4	Q View Linked	Add
ACC3471 Accounting Information Lecture	L1	3	10001	USER01_TEST (Primary)	S M T W T F S 09:00 AM - 09:50 AM Type: Class Buildin	Telfor...	198 of 200 seats re... 🔗 LINKED	Med. of Instruction - English Course Level 3/4	Q View Linked	Add

Most CRNs will have a link – whereby the student is unable to register in a lecture without also registering in the tutorial for that course.

Classes that are linked will have a link symbol in the Status column.

199 of 200 seats re...
🔗 LINKED

Students can view on the linked classes by clicking on the "View Linked" option in the last column.

Q View Linked

Banner will then list the linked class options for that particular course (which will be the corresponding lecture or tutorials)

For example:

ACC1101 Financial Accounting I Lecture	L1	3	10024

For the above class (the lecture for ACC1101), has linked tutorial options. By selecting the "View Linked" option in the last column, Banner will return all tutorials that are linked to the lecture.

Back To Search Results   **Linked Sections**
Term: Semester A 2019/20   Subject: Accounting   Schedule TypeSchedule Type: Lecture

Title : ACC1101 Financial Accounting I   **Schedule Type :** Lecture   **CRN:** 10024

Title	Section	Hours	CRN	Instructor	Mee
ACC1101 Financial Accounting I Tutorial	T3	0	10027		

Total Hours : 0

**Title :** ACC1101 Financial Accounting I   **Schedule Type :** Lecture   **CRN:** 10024

Title	Section	Hours	CRN	Instructor	Mee

The student needs to select a tutorial CRN as well as the lecture CRN to enable a valid registration.

If the student is already registered in the course, the "Add" button will be disabled preventing the student from registering twice.

To register in elective or General Education courses, the student is to select the "Add" button in the final column.

Q View Linked   Add
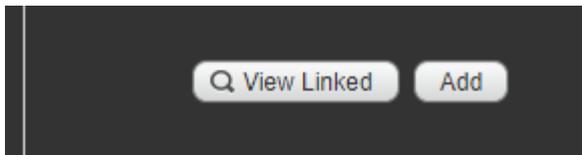
The course will then appear in the bottom Summary window as "Pending"

🗒 Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
ACC3101 Corporate Accountin...	ACC 3101, L1	3	10011	Lecture	Pending	**Web Registered** ▾

The student should then select one of the linked courses to also add the tutorial or lecture for the course.

When the student has added all electives, the registration needs to be Submitted to finalise.

The student should check all pending Status courses in the summary section, and once confirmed they are correct, click the "Submit" button.
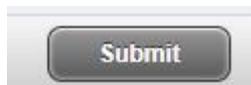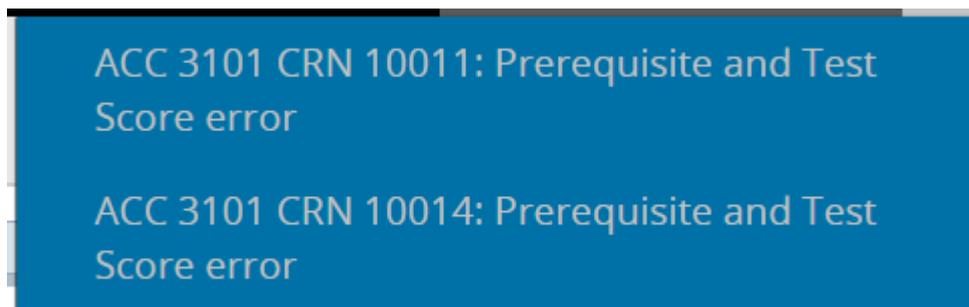

If the registration has been accepted without error, the status will change to "Registered"
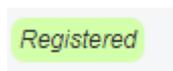
If there were errors when the registration was checked, the status will be "Errors preventing Registration".

Details of the error will appear in a pop up at the top of the screen.

ACC 3101 CRN 10011: Prerequisite and Test Score error

ACC 3101 CRN 10014: Prerequisite and Test Score error

In this instance, the student has not completed the prerequisite to register in this course.

The action in the summary screen will default to "remove" and the student should click the submit button again to remove the registration.

Other error messages may include:

- Linked course required

> FIN 3001 CRN 10046: Linked course required
> (Tutorial)

- Same CRN attempting to be registered twice

> ❗ CRN: 10024 Section is a duplicate of an existing
> registration.

- Duplicate course being registered into (i.e. additional tutorial for same course)

> ACC 1101 CRN 10026: Duplicate Course with
> Section 10025

- Maximum hours exceeded

> DGE 1941 CRN 10131: Maximum hours
> exceeded

To enable a new search for classes, click on the **Search Again** option at the top of the screen.

Once registration is complete, the student will be able to view their full timetable on the bottom left of the screen.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10am		✓ ACC1101 Financial Accounting I					
11am							

Schedule | Schedule Details
Class Schedule for Semester A 2019/20

3.4　Dropping Elective and General Education Courses

Students are able to drop elective courses via the web until a couple of days prior to Drop Date 1. If students are unable to drop via web, and it is prior to Drop Date 1, students should apply directly through student services.

To drop a course, students should navigate to their registration screen.

Select Register for Classes

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

The Term for registration should default to the current term

Terms Open for Registration
Semester A 2019/20

Continue

Select Continue

In the summary section, the student is able to drop only elective courses by action to "Web Drop/Delete". Note, for those courses that are mandatory, this option will not be available. If the student wishes to drop mandatory courses they need to apply through Student Services.

| DGE1511 Science and Techn... | DGE 1511, L1 | 3 | 10099 | Lecture | *Registered* | Web Drop/Delete |
| DGE1511 Science and Techn... | DGE 1511, T1 | 0 | 10100 | Tutorial | *Registered* | Web Drop/Delete |

Once the status has been changed for those courses that the student wishes to drop, the student should click the "Submit" button.

Submit

If the drop was accepted, Banner will display "Save successful"

To Note: Students will be prevented from dropping a tutorial class without also dropping the lecture. Banner will prevent and display the following error.

You must drop all connected courses (10038, 10037) in the same transaction.
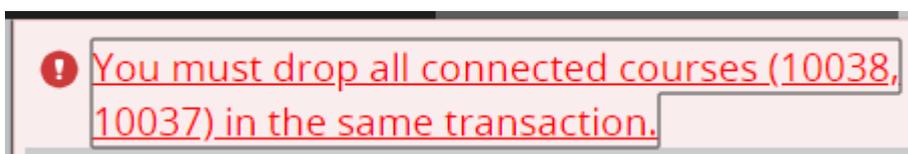
If a student wishes to change a tutorial or lecture for an elective course, the student needs to make all changes as pending, and then submit together.

i.e. the student would add the replacement tutorial as pending, and change the action on the tutorial to be removed as "Web Drop/Delete". The student would then "Submit" to make both changes at once.

4.0 Academic Transcript

To print a transcript, select the Student Self Service Page, navigate to Banner>Student>Student Records
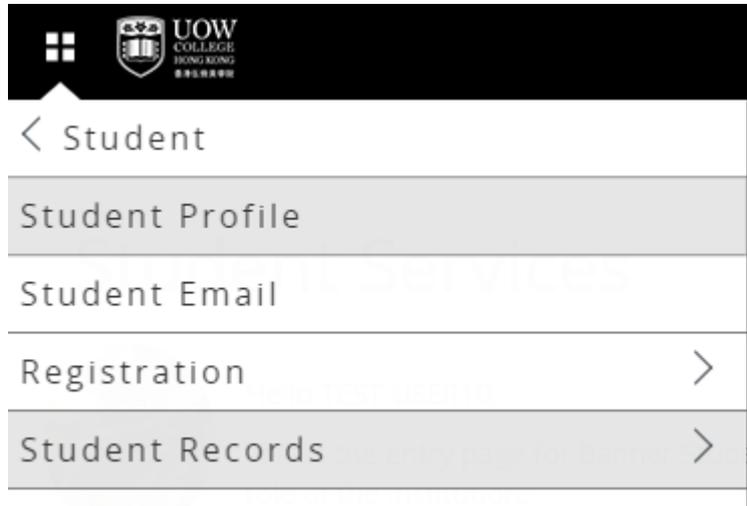

Students can elect to print their own unofficial transcript, or request a copy of an official transcript from the faculty.
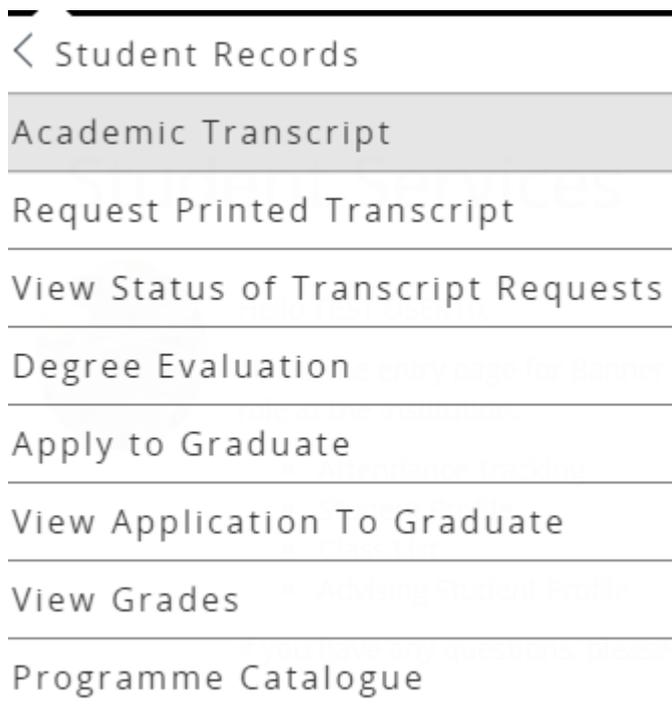
Unofficial Transcript

For students to print their own unofficial transcript, they can select Academic Transcript from the menu,

Students will select their level (BD for Bachelor, AD for Associate Degree), then select unofficial transcript from the drop down list.
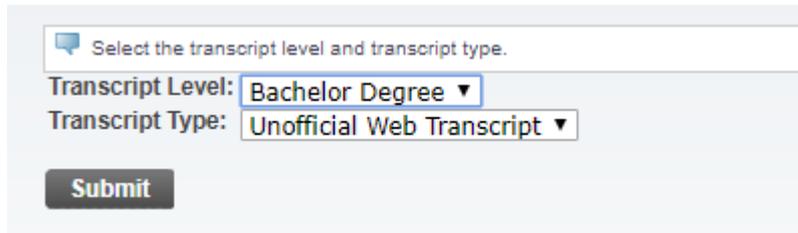
Select Submit.

Students can take a screen print of this page if required.

Note: the format of the unofficial transcript can be amended in SHATPRT.

Additionally, at the bottom of the unofficial transcript page, students can then elect to have an official transcript printed.
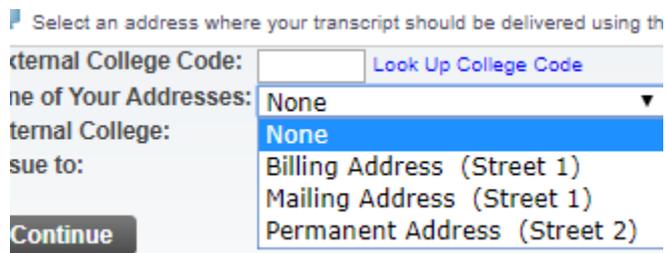

This will direct them to the Transcript Request page.

Official Transcript

Students should select Request Printed Transcript from the menu.

Students should select the applicable address from the drop down list.

Note: if there is no address on the student record, the student will need to add an address via their Personal Profile page prior to requesting a transcript.

Students should then select Continue.

Students should select the transcript type "Official Transcript" from the drop down list, and select Continue

* indicates required field

Transcript Type: *	Official Transcript ▼
Issued To:	TEST USER10
Street Line 1:	Street 1
Street Line 2:	
Street Line 3:	
City:	Kowloon
State or Province:	Kowloon ▼
Zip or Postal Code:	.
Nation:	Hong Kong SAR
Area Code:	
Phone Number:	
Extension:	
International Access Number:	

Continue

Students should then select the Number of Copies, the Progress Cut-Off Term, and the Delivery Method. Note: Transcript requests are charged to the student on a per copy basis.

Transcript Request Options

Home > Transcript Request Options

Number of Copies (Up to 999):	1
Official Transcript:	◉ Yes ○ No
In Progress Cut-off Term:	Semester B 2019/20 ▼
Delivery Method: *	None ▼
	None
	Pick-Up - No Charge
	Registered Mail - No Charge

Continue

View Holds ■ Academic Transcript

Select Continue

A transcript request summary will be displayed. Students will select Submit Request.

Issued to:	TEST USER10
Street:	Street 1
City:	Kowloon
State or Province:	Kowloon
Zip or Postal Code:	.
Nation:	Hong Kong SAR
Course Levels:	All course levels
Copies Ordered:	1
Official Transcript:	Yes
Delivery Method:	Pick-Up
Cost of Order:	No charge
Print Transcript:	As soon as possible

Submit Request

To View Transcript Request Application Status

From the Menu, Students should select "View Status of Transcript Requests"

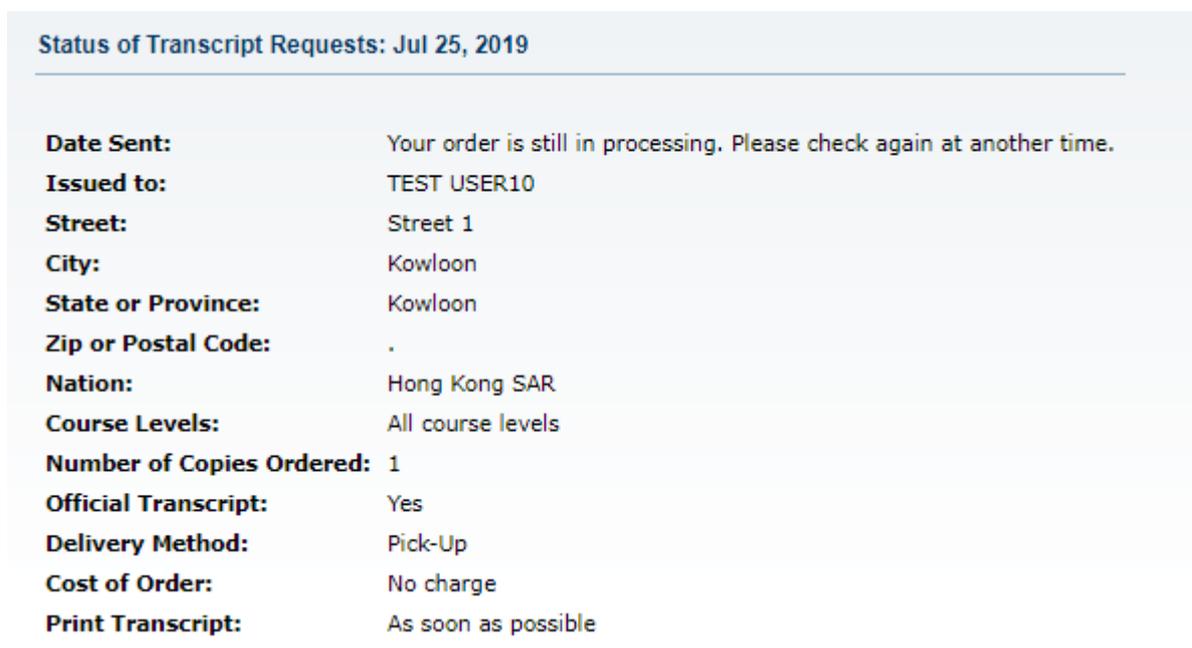Select the applicable Date Ordered and select Submit
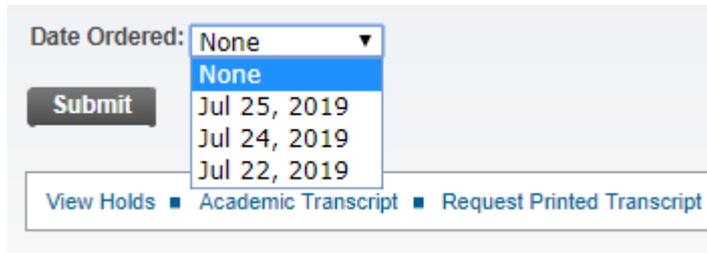
Date Ordered: None ▼
None
Jul 25, 2019
Submit   Jul 24, 2019
Jul 22, 2019

View Holds ▪ Academic Transcript ▪ Request Printed Transcript

The current status of the request will be displayed.

Status of Transcript Requests: Jul 25, 2019

|	
Date Sent:	Your order is still in processing. Please check again at another time.
Issued to:	TEST USER10
Street:	Street 1
City:	Kowloon
State or Province:	Kowloon
Zip or Postal Code:	.
Nation:	Hong Kong SAR
Course Levels:	All course levels
Number of Copies Ordered:	1
Official Transcript:	Yes
Delivery Method:	Pick-Up
Cost of Order:	No charge
Print Transcript:	As soon as possible

Student

5.0 Graduation Application

Students should first process a Degree Evaluation to ensure that all Programme Requirements have been met prior to processing an Application to Graduate.

From the Student Portal Menu, access Student> Student Records> Apply to Graduate
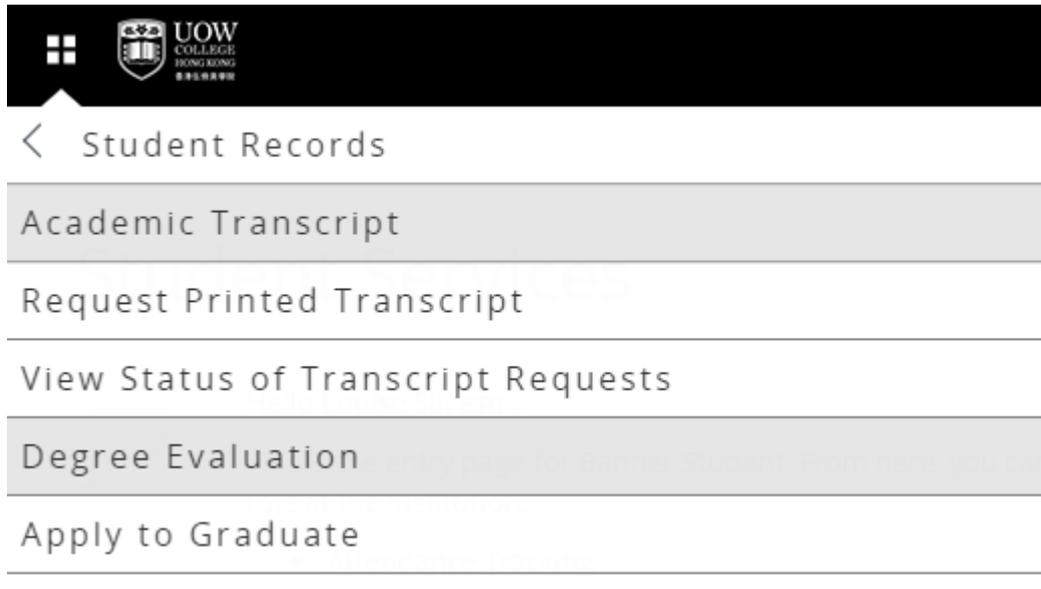
Select the Graduation Term from the drop down list and Submit
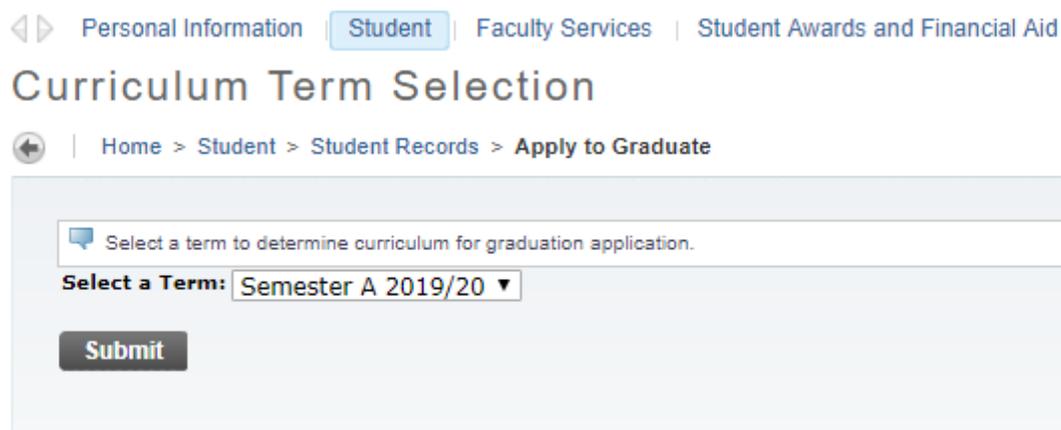
Select Degree and Continue

Select Graduation Date from the drop down options

Continue

Student to indicate whether they will be attending ceremony and continue

The Name will be confirmed that will be printed on graduation certificate.

Select Continue

The Mailing address will be confirmed.

Select Continue

Finally, a summary of the graduation application will be displayed verifying application details.

Select Submit request.

Graduation Date

Date:	Aug 31, 2019
Term:	Semester A 2019/20
Year:	Academic Year 2019-2020

Ceremony

Attend Ceremony:	Yes

Curriculum

Primary Degree
Bachelor of Accounting

Level:	Bachelor Degree
College:	Faculty of Business
Campus:	Telford Annex

Submit Request

The student can view the application status by selecting "View Application to Graduate" from the menu

6.0 Degree Evaluation

From the Student Portal, student will access the following menu items:

Student>Student Records>Degree Evaluation.

Alternatively, Degree Evaluation can also be accessed from the Student Profile page.
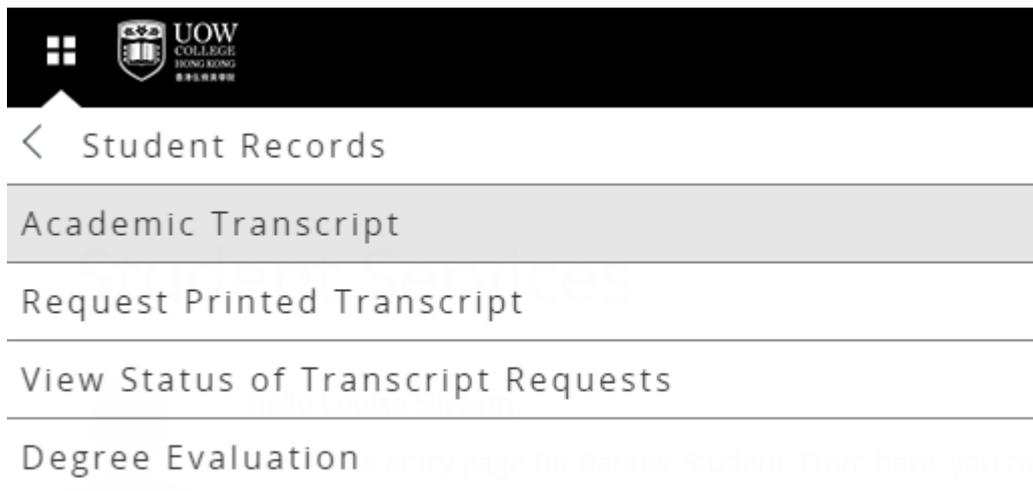
Student will select the Term for the evaluation (in most instances the current term), and select Submit.

The Students current curriculum will be displayed. Students should select Generate New Evaluation.

Curriculum Information

Primary Curriculum
Program: BACC Accounting
Catalog Term: Semester A 2019/20
Level: Bachelor Degree
Campus: Telford Annex
College: Faculty of Business
Degree: Bachelor of Accounting

First Major: Accounting
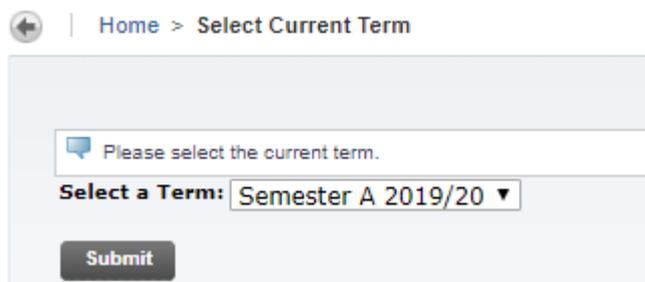
Previous Evaluations ▪ Generate New Evaluation ▪ What-if Analysis ▪ View Holds

Students will need to select the Program, select the term, and Generate Request

To generate a new evaluation, select a program, degree, major an
⦿ **Program:** BACC Accounting
Degree: Bachelor of Accounting
Major: Accounting

Term: Semester A 2019/20 ▼

Generate Request

The Degree Evaluation Report will be displayed showing each of the areas of the Programme Requirements.

The first section will display the overall program credit unit requirements

Program Evaluation					
	Met	**Credits**		**Courses**	
		Required	**Used**	**Required**	**Used**
Total Required :	No	120.00	12.00		4

The evaluation will then detail each of the programme areas such as Program Core, Program Electives, General Education and Free electives.

Area :Programme Core			Required	Used	Required	Used								
Total Required :		No	60.00	9.00		3							

Detail Requirements

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes			ACC		1101											
									201909	ACC	1101	Financial Accounting I		3.00		R
No	AND		ACC		2101											
No	AND		ACC		2201											
No	AND		ACC		2501											
No	AND		ACC		3101											
No	AND		ACC		3102											
No	AND		ACC		3471											
No	AND		ACC		3480											
No	AND		ACC		3700											
No	AND		ACC		3801											
No	AND		ACC		4201											
No	AND		FBU		1101											
Yes	AND		FBU		1201											
									201909	FBU	1201	Economics		3.00		R
Yes	AND		FBU		1300											
									201909	FBU	1300	Business Statistics		3.00		R
No	AND		FBU		2601											

Each area will detail the course requirements, and compare the students' progress in relation to the programme requirements. If the student has met requirements, a "Yes" will be displayed in the first column.

The final column displayed source will confirm if the student has completed the course requirements ("H" for academic history), or if the student is currently enrolled in the course ("R" for registered).

At the end of the document, the in progress courses will be displayed, as well as any courses that did not meet programme requirement. Courses that did not meet programme requirement can include those courses that were attempted, however the student did not achieve satisfactory grade, as well as any courses that have been attempted and earned, however they are not included in the programme requirements.

*** END ***