OneACCS

One System. All Access.

STUDENT SELF SERVICE GUIDE
2021

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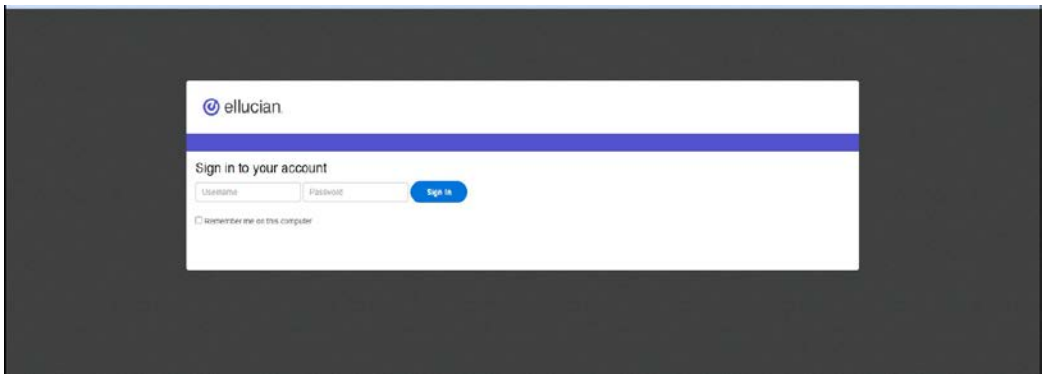
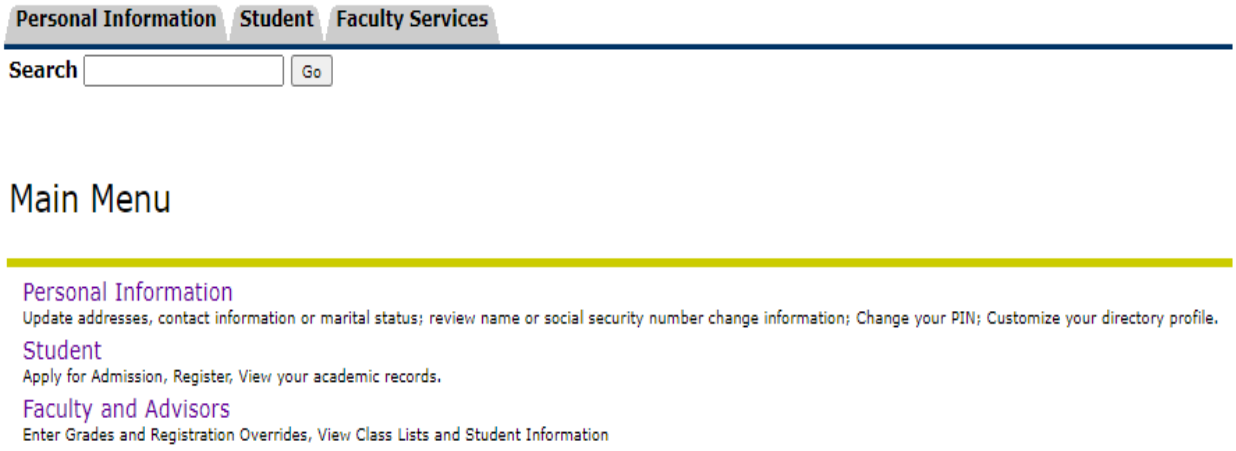
Getting Started

Go to your institutions homepage and click OneACCS.

Enter your User ID and password provided by your institution.

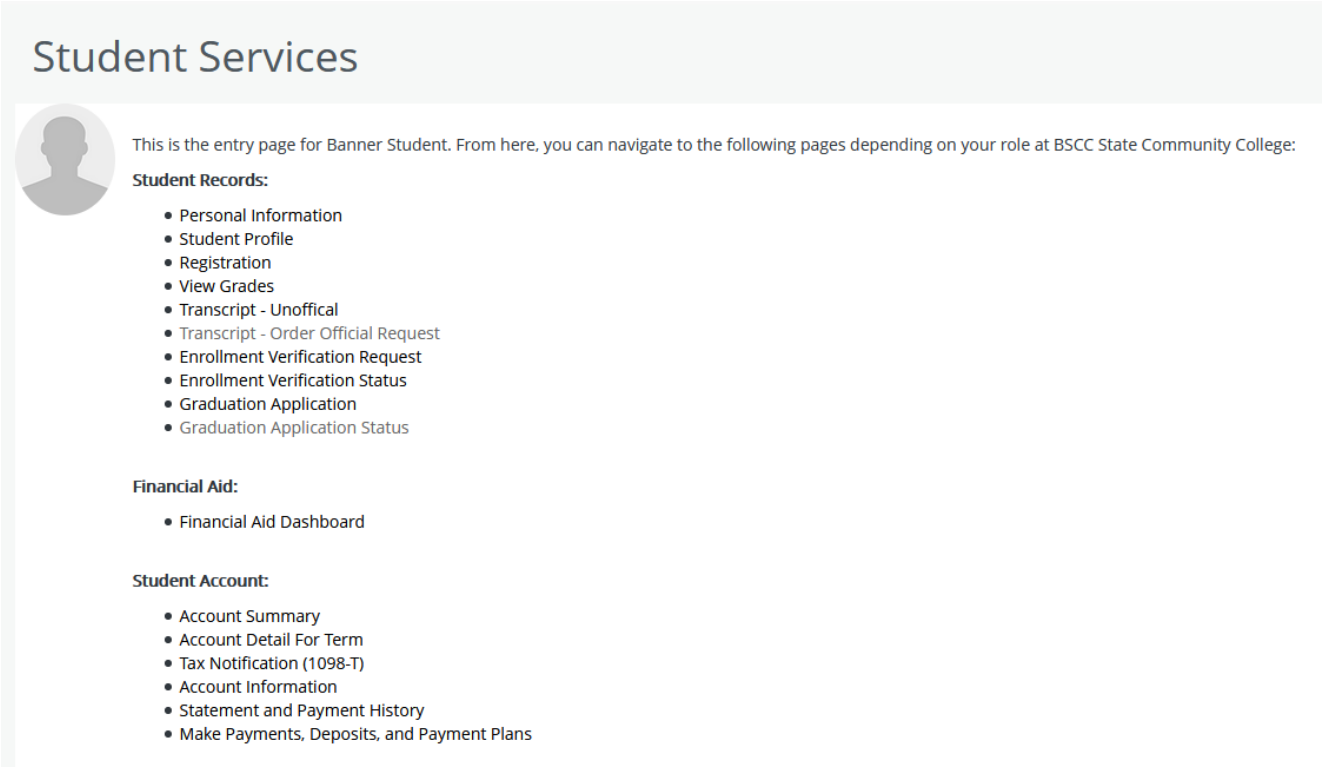


To access Student related information, select the student tab or select student from the Main Menu.

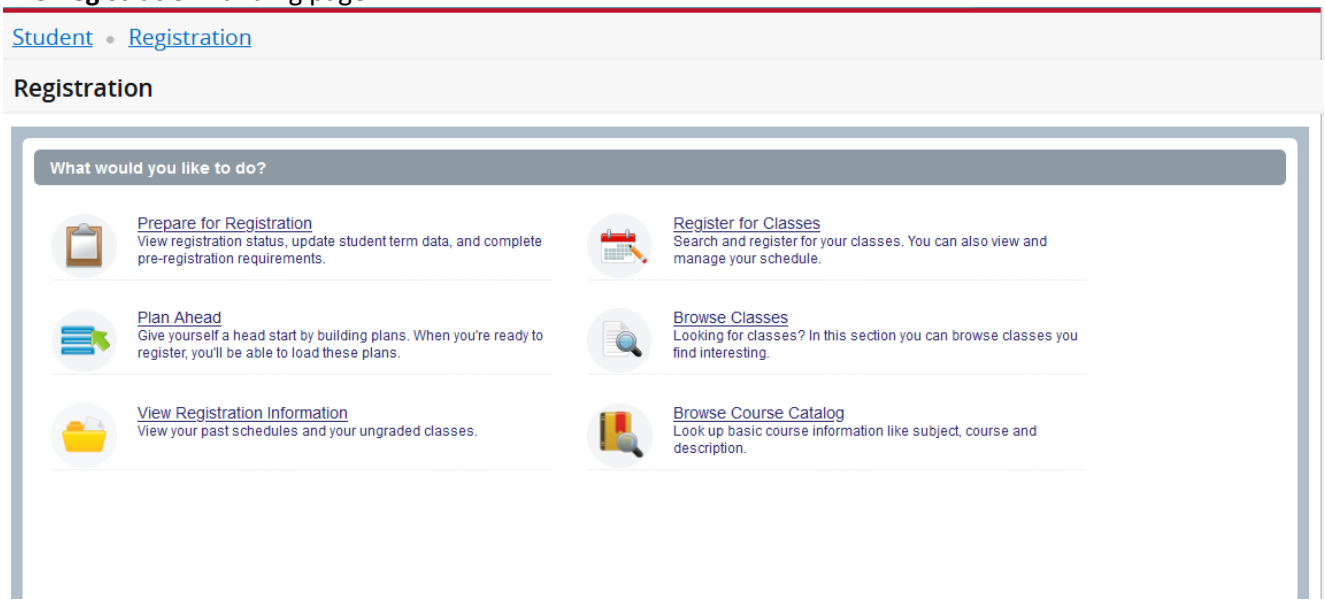


From here select **Student Landing Page.**

This guide will demonstrate a few of the more commonly used tools available to you through Banner. There are multiple ways to retrieve the same information or perform the same tasks. Below is the main **Student Landing Page** in Self Service Banner (SSB). Following are examples of how to use these tools. Please explore the system to discover the techniques that best fit your individual needs.

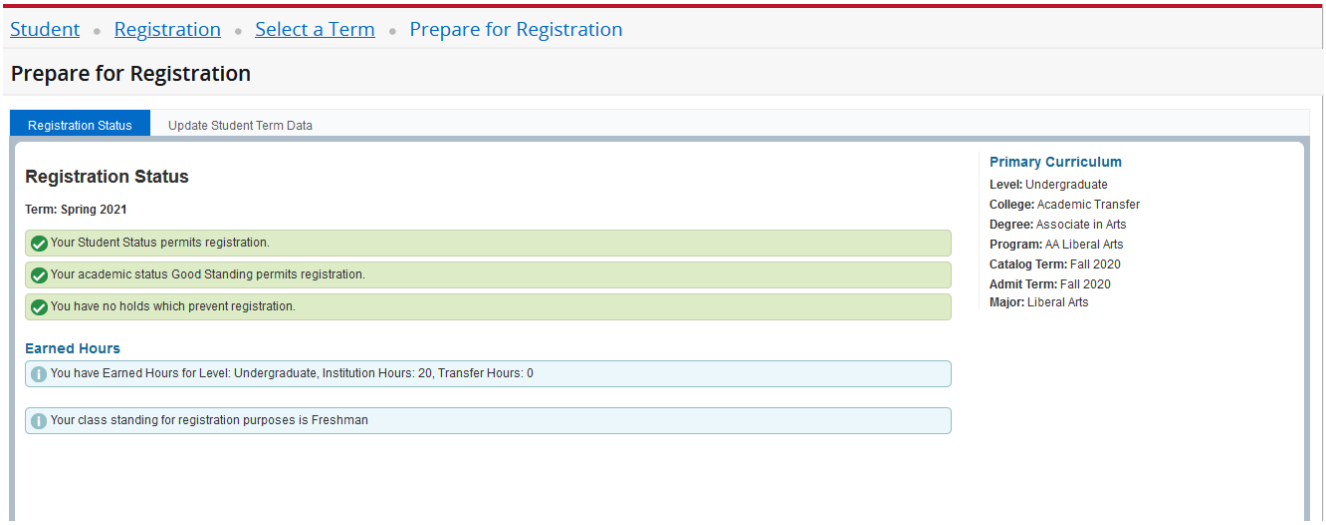


The **Registration** Landing page.



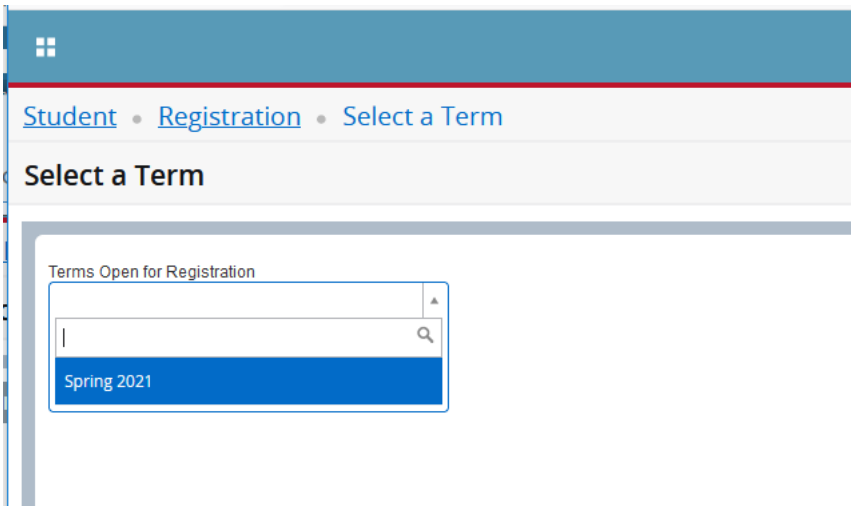
Prepare for Registration

This page will display information that can impact your ability to register. Holds need to be cleared before registration can occur.

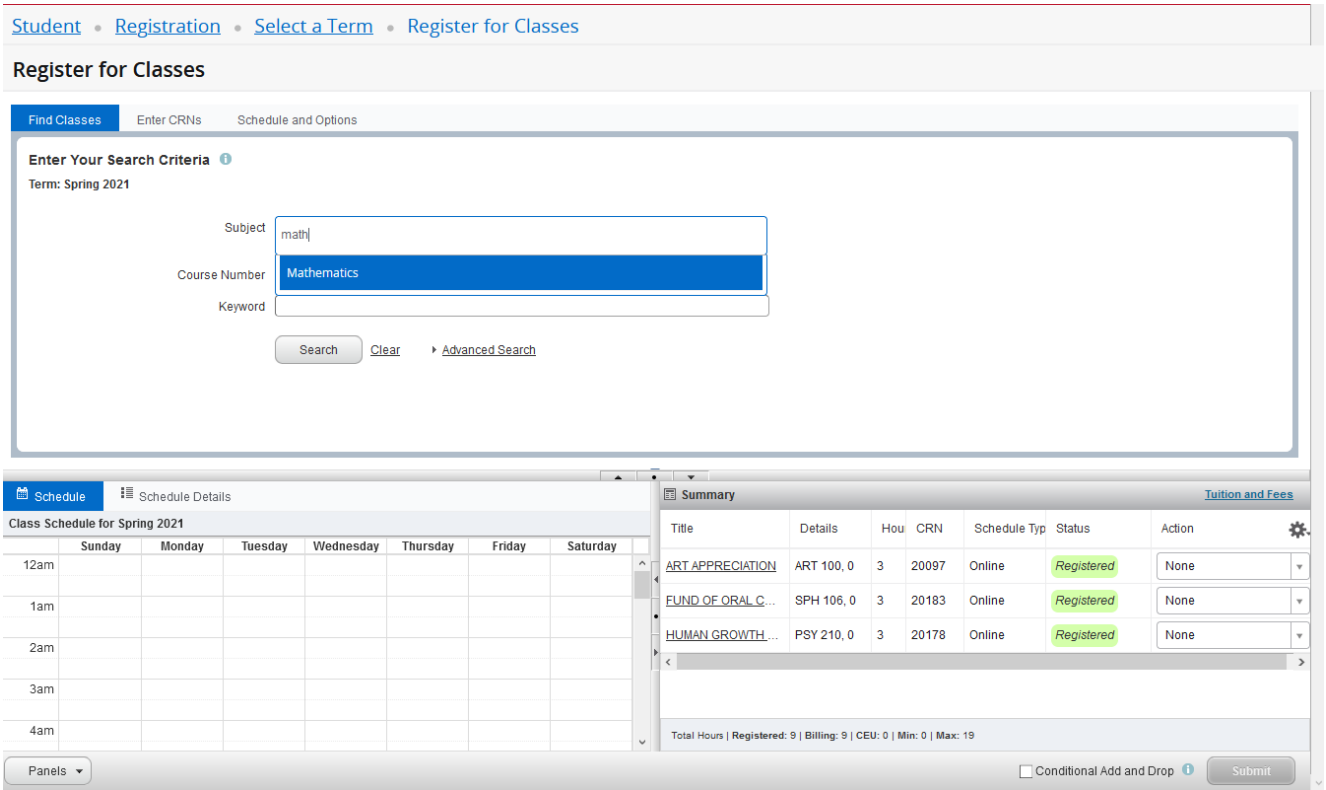


Register: Adding and Dropping Classes

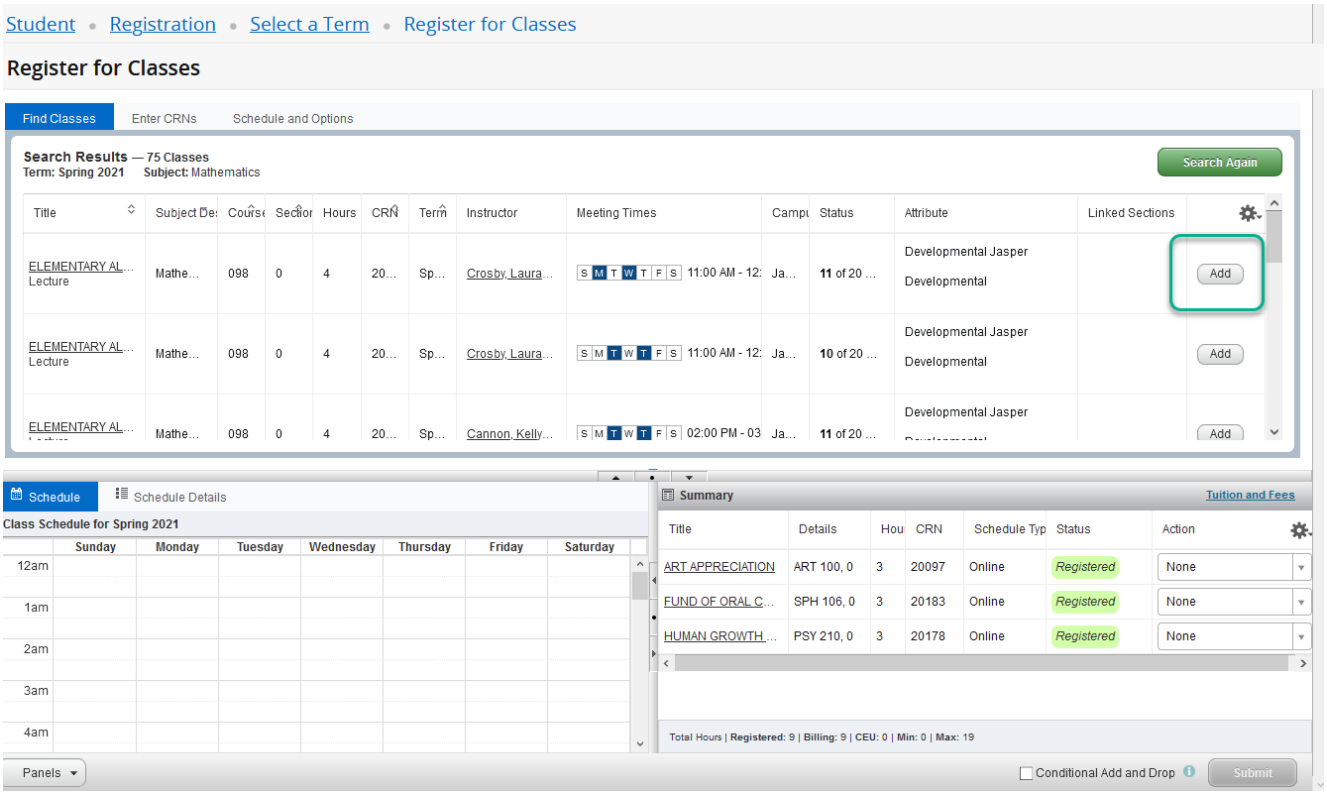
Clicking on **Registration** will prompt you to enter the term for which you wish to register**.**



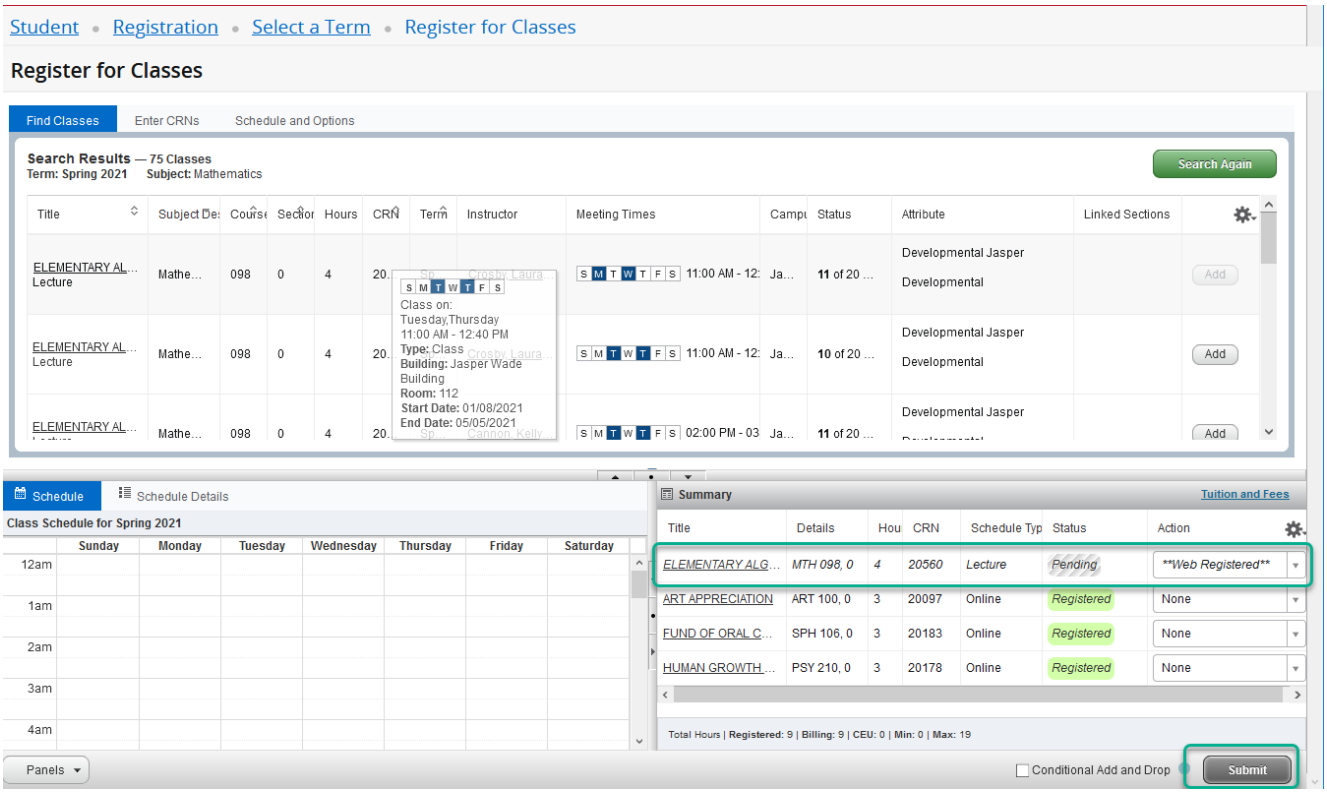
Register for Classes page opens on the Find Classes tab. Enter the desired search criteria. Note, there are other search options available under the Advanced Search hyperlink.



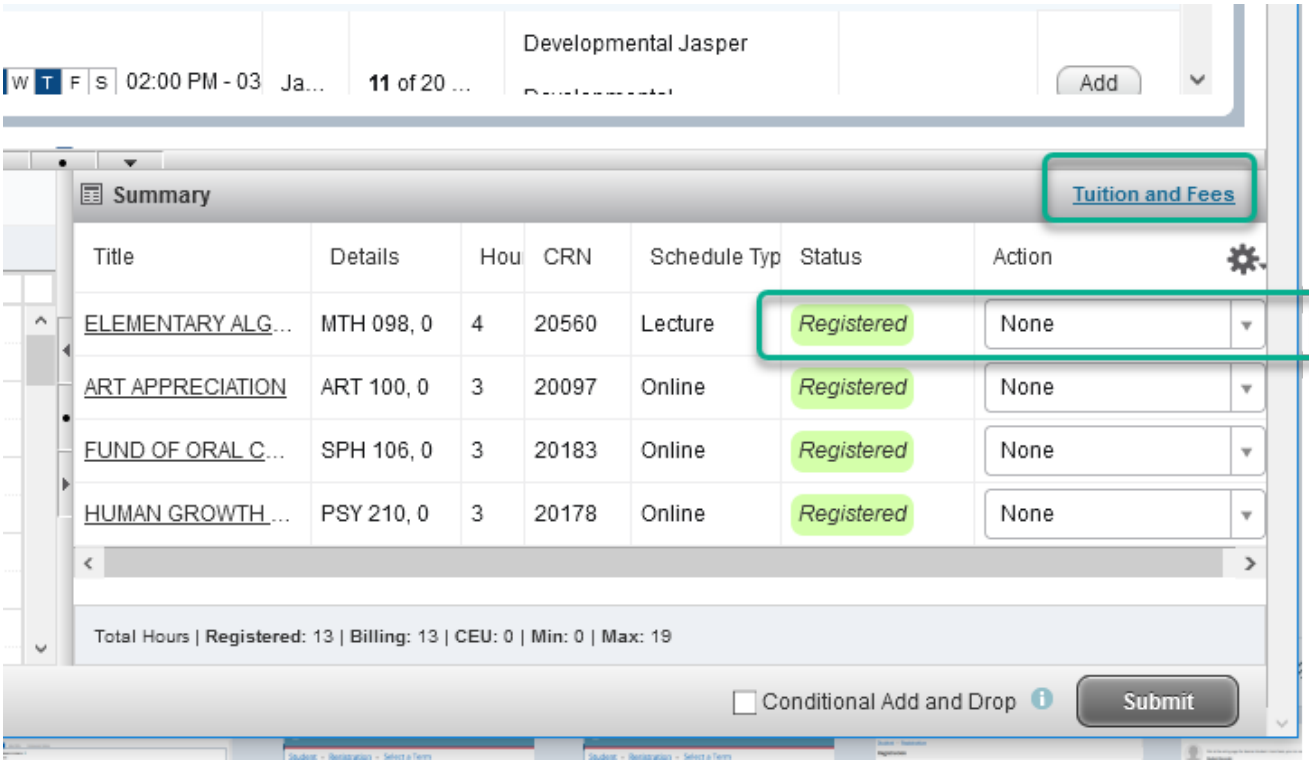
Identify the desired section and click the Add button.

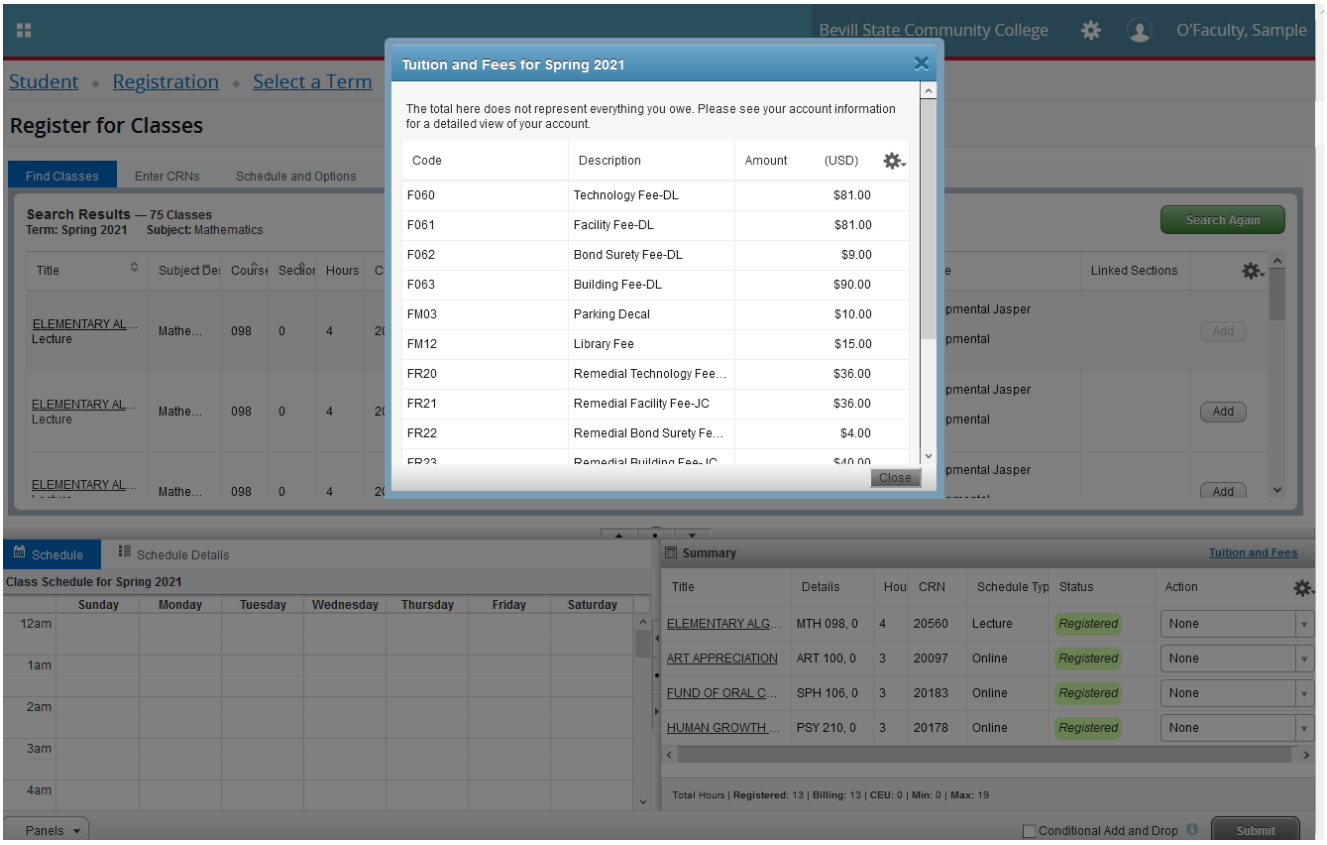


The section will be added to the Summary panel in a Pending status. Press Submit button to save.

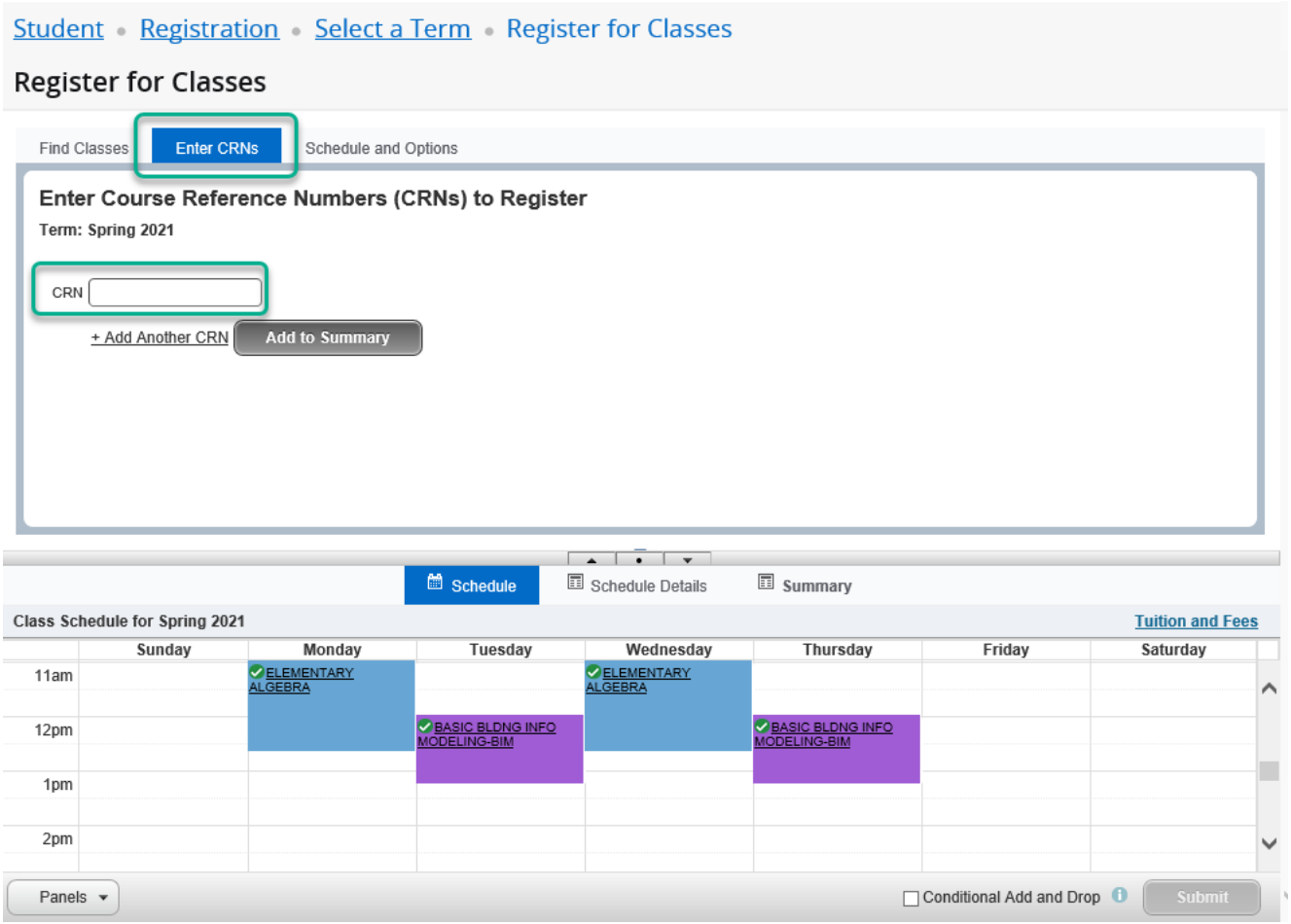


If you have successfully registered, the status will change to Registered. Once registered, you can click on the Tuition and Fees hyperlink to see the charges generated by the registration.





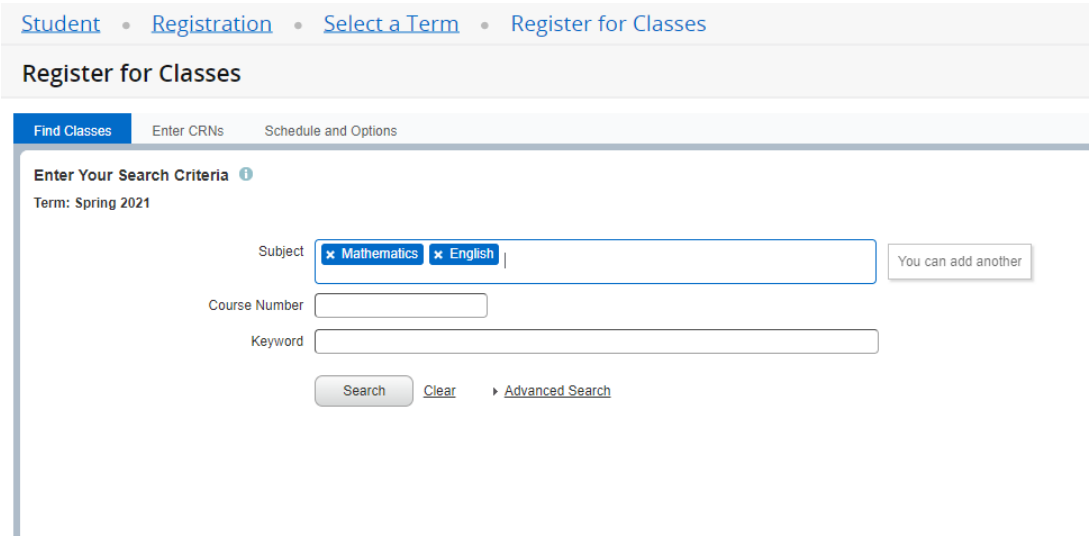
If you know the Course Reference Number (CRN) for the section(s) they may be entered on the Enter CRNs tab. When complete, press the "Add to Summary" button.



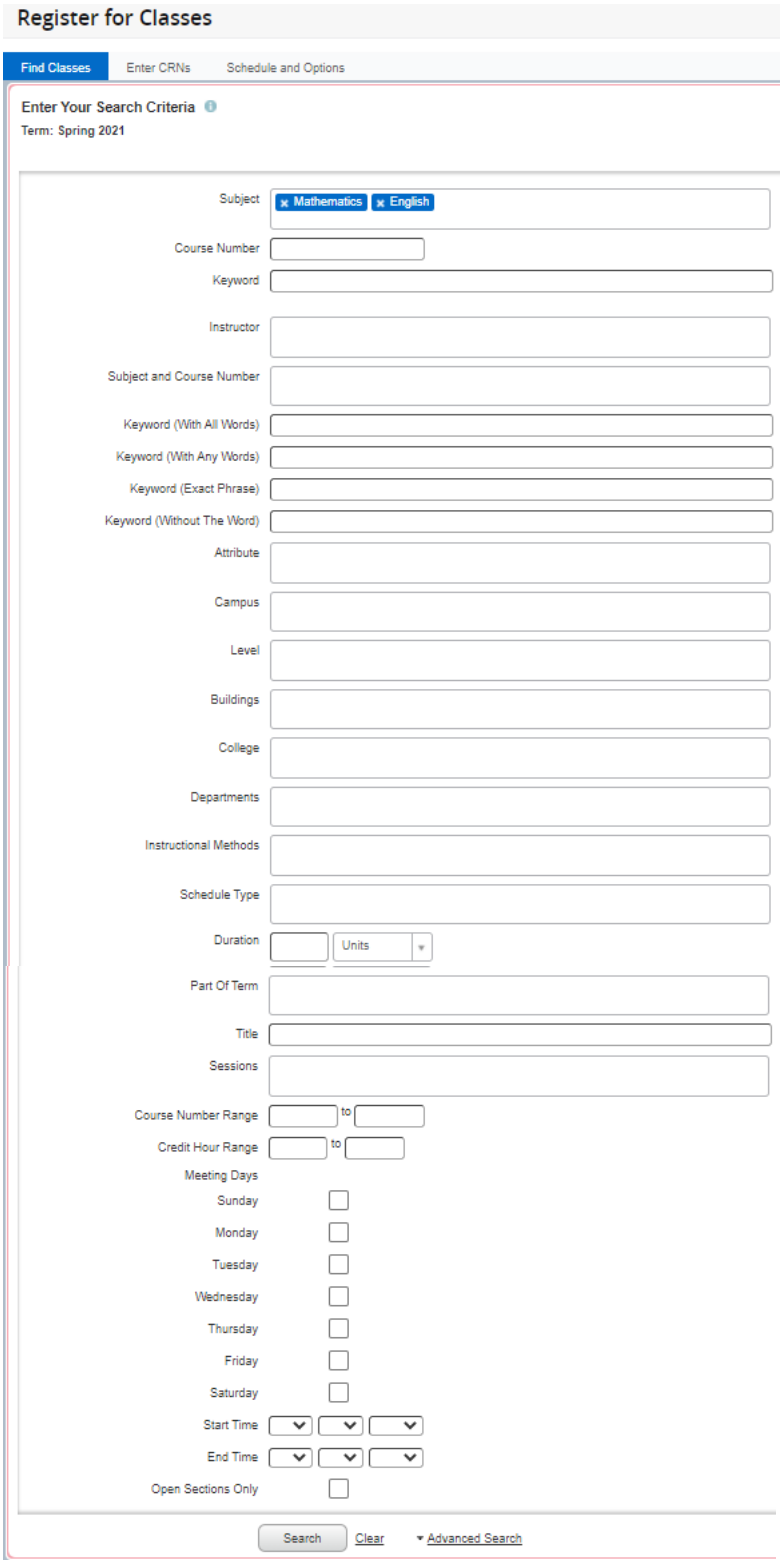
The Schedule and Options tab displays courses already registered. The display is the same as that found in "View Registration Information".

Searching for CRNs

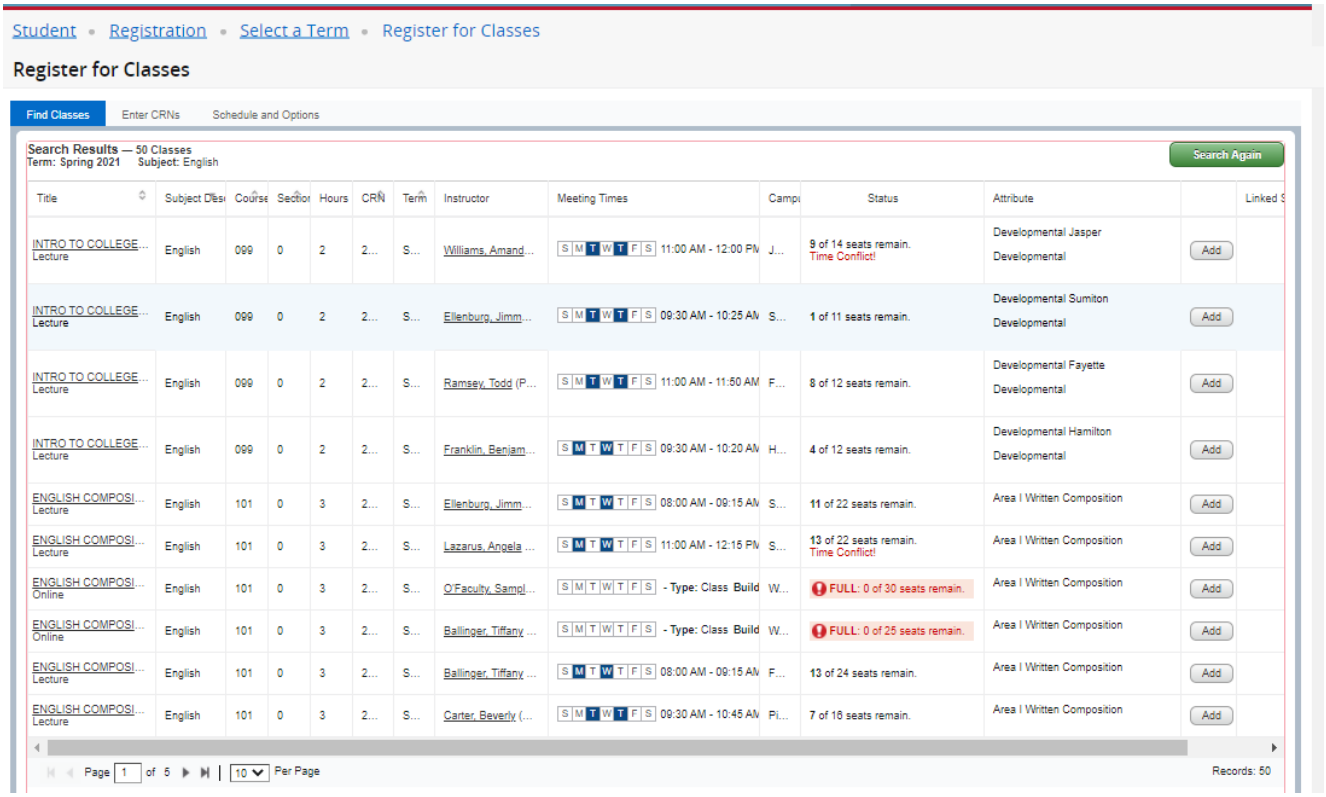
If you have not already found your CRN's, you can perform a search to find them. There are two ways to search for courses; the standard course search and the advanced course search. Enter Subject(s) and click on **Search** if you wish to search by subject. Below is an example of a course search by subject.



If you wish to perform an advanced search, click **Advanced Search** to bring back the following search options. You can now search for classes by using a wide variety of criteria.



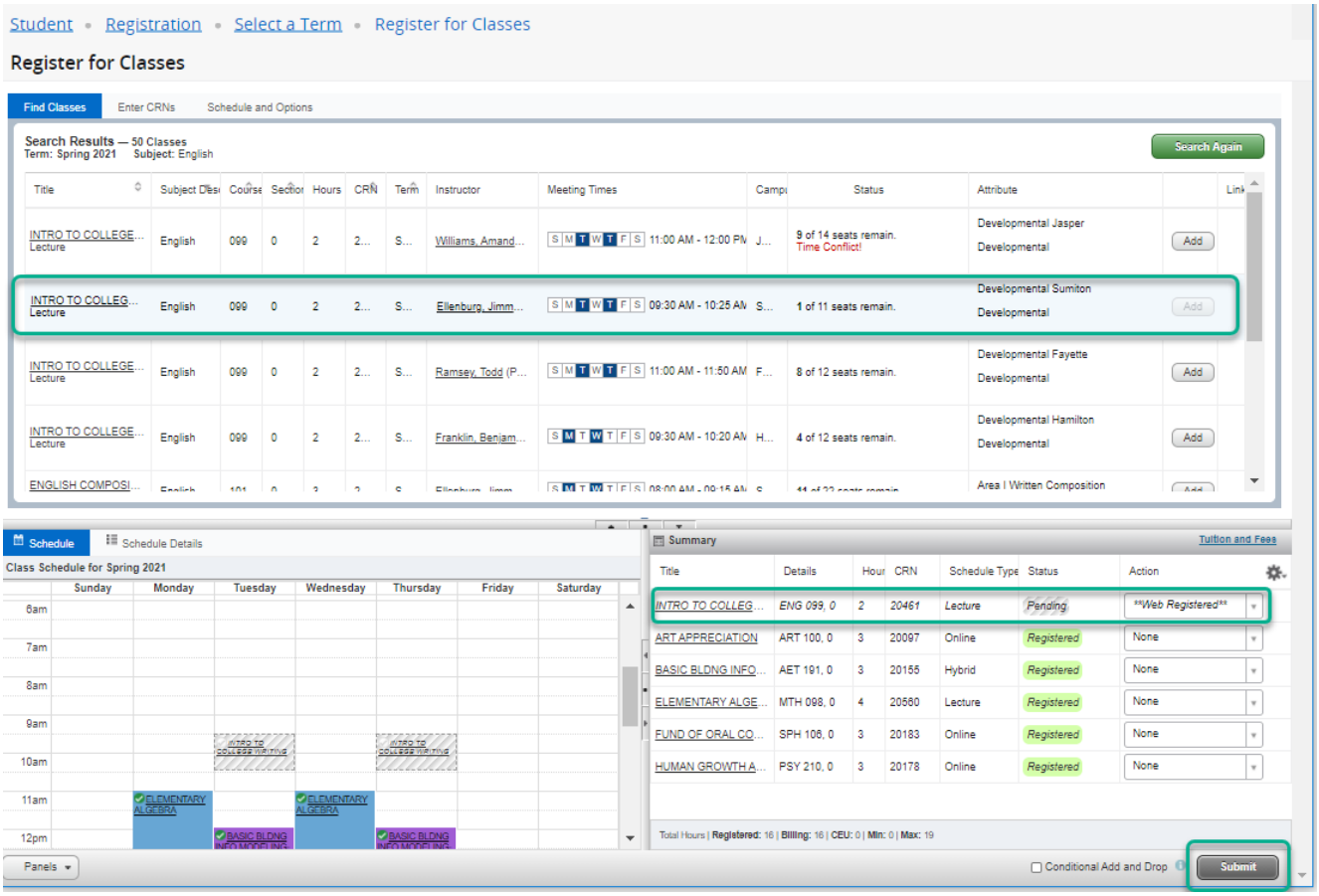
In this example, English is selected as the subject. The search brought back a listing of all English courses that are offered this semester.



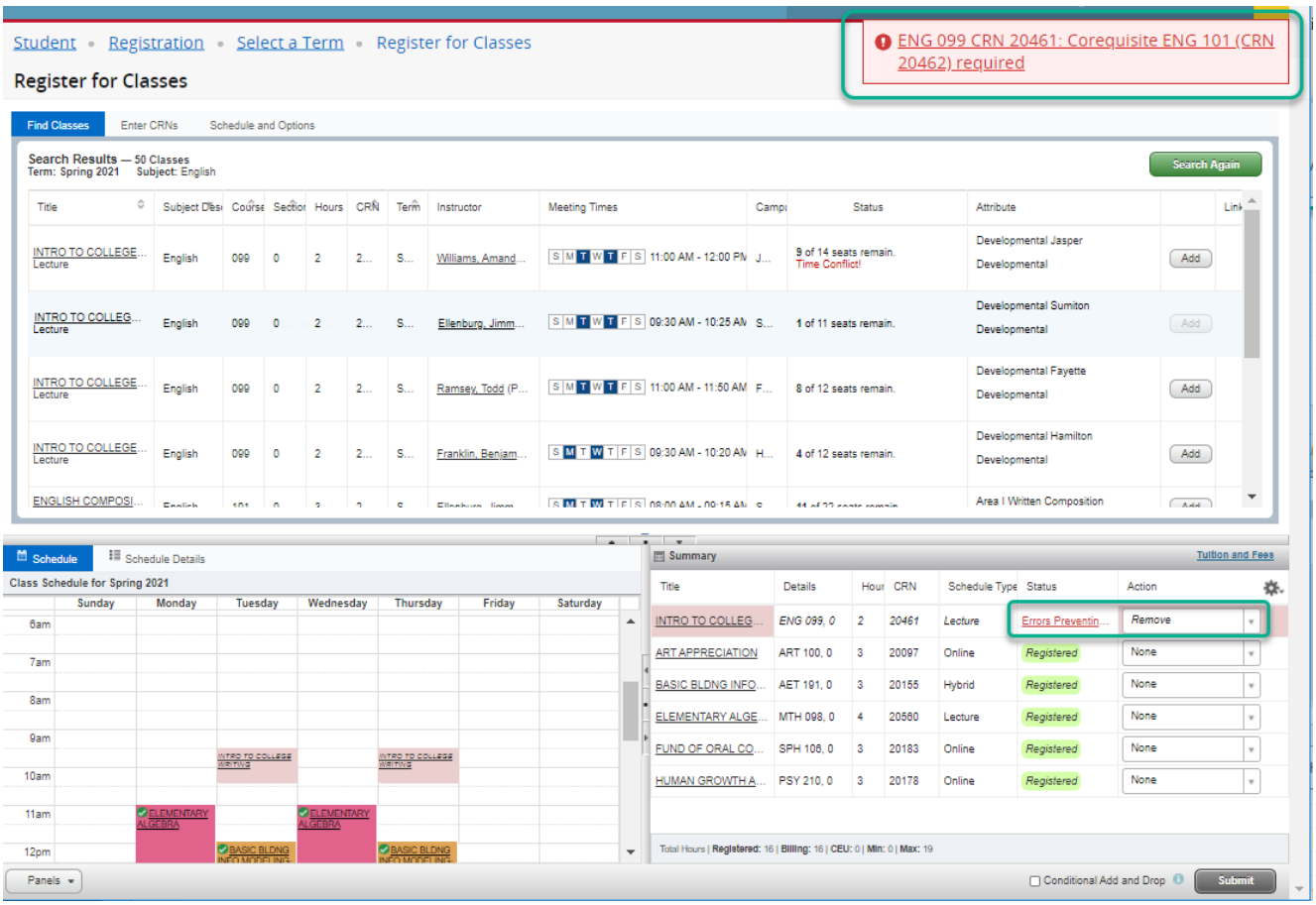
Press the Add button to add the section to your registration.

Note, the page will display time conflicts with sections in which you are already registered. Closed sections are identified.

Pressing the Add button places the section in the Summary panel with a “Pending” status. You must press the Submit button to save these changes.



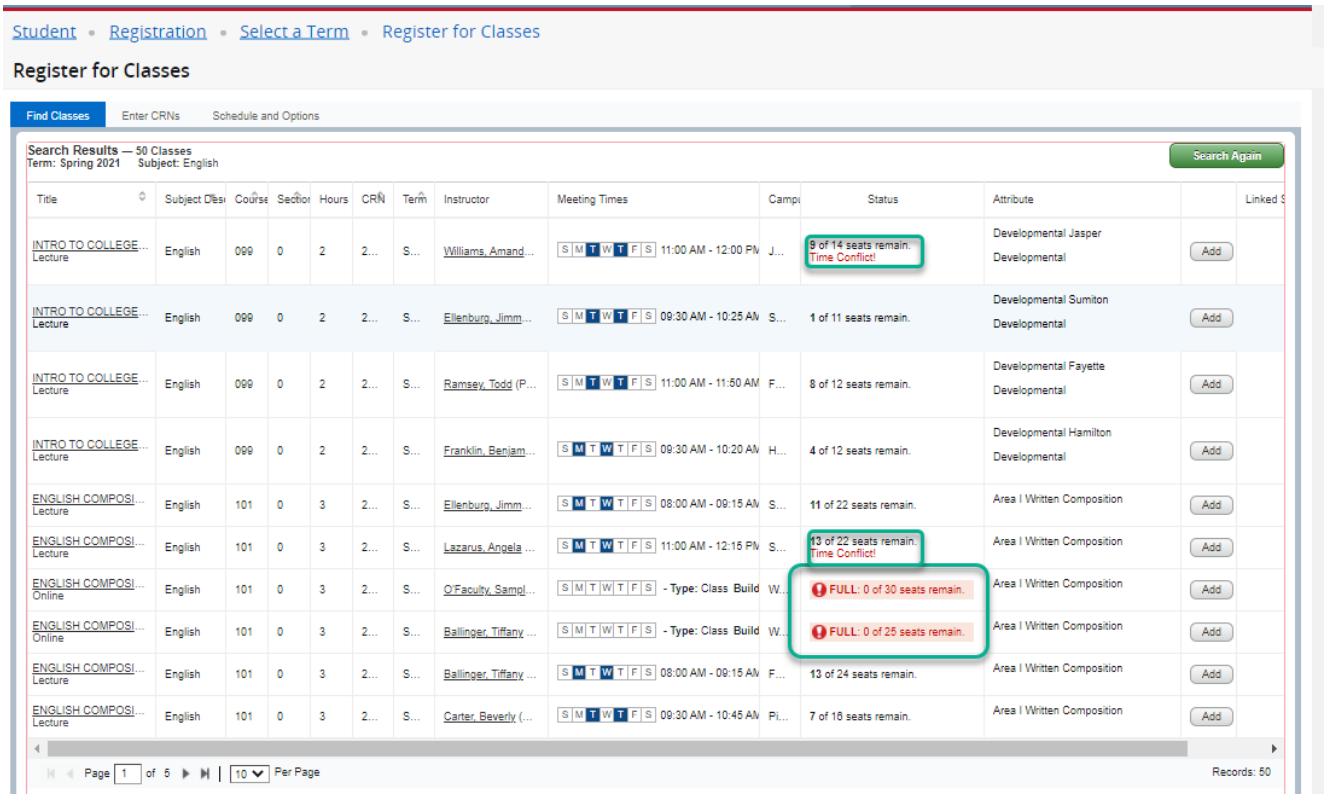
If, for any reason, you are ineligible to register for the section, a message will be displayed.



In this scenario, ENG 099 has a co-requisite class of ENG 101.

Closed Classes

When you have searched for a class and it is closed, a message will be displayed in the Status column. Similarly, if a section in the search results has a time conflict with an existing registration it will be noted in the Status column.



Other Registration Messages

You may receive other registration messages when attempting to enroll in courses. Below are possible examples of registration errors:

- You do not meet the prerequisite or corequisite. This could be a course, GPA, test score or program requirement. Check the catalog course description to see what the requirements are for the course.
- The course you chose has a time conflict with another course you already have on your schedule. Select a course at a different time to avoid the conflict.

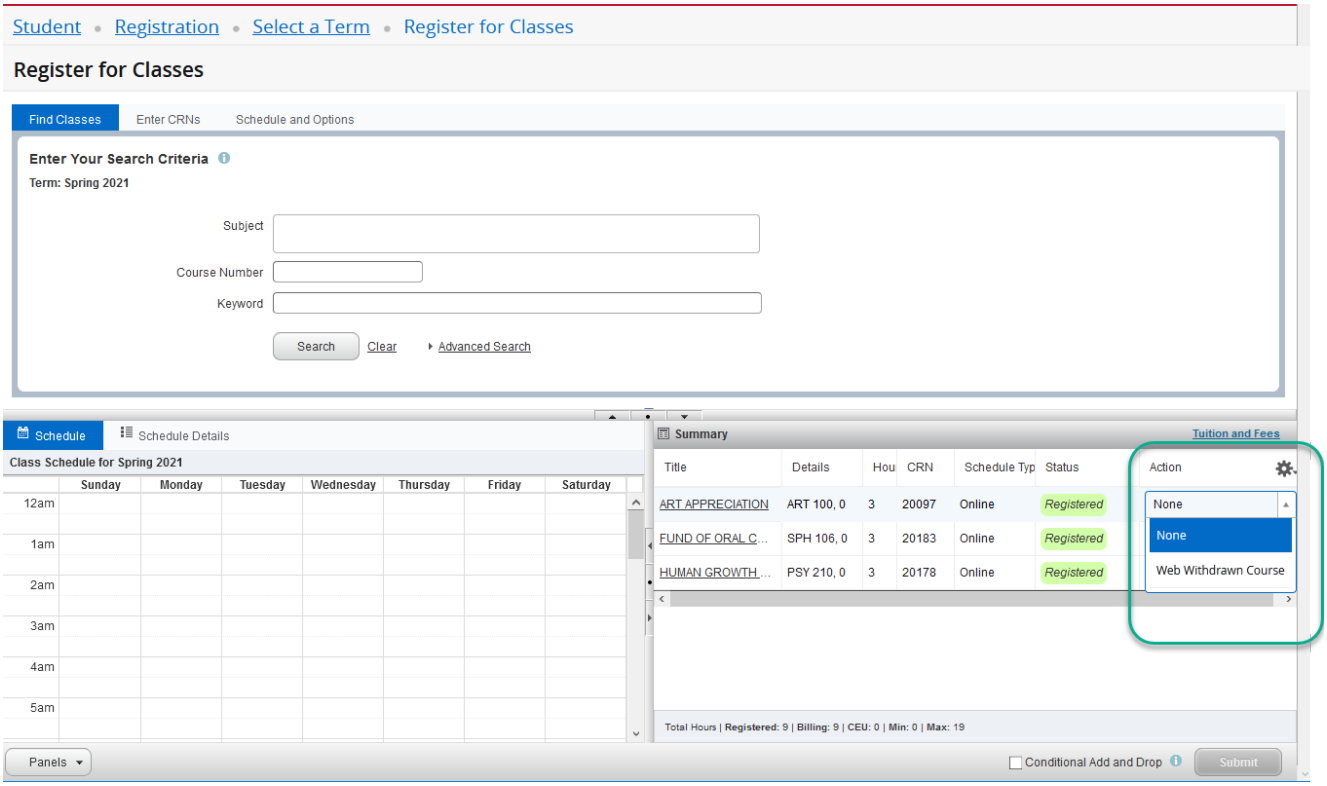
Dropping a Class

Once you are registered in courses, they will be listed like the example below. Notice that each course has a drop down box in the Action column. Click in the drop down box to see the list of options related to that class. Your choices will vary depending on the date in the semester.

If you are dropping a course before school starts, the “Web Drop” will be the option you see to drop the course (you will not be charged for the course).

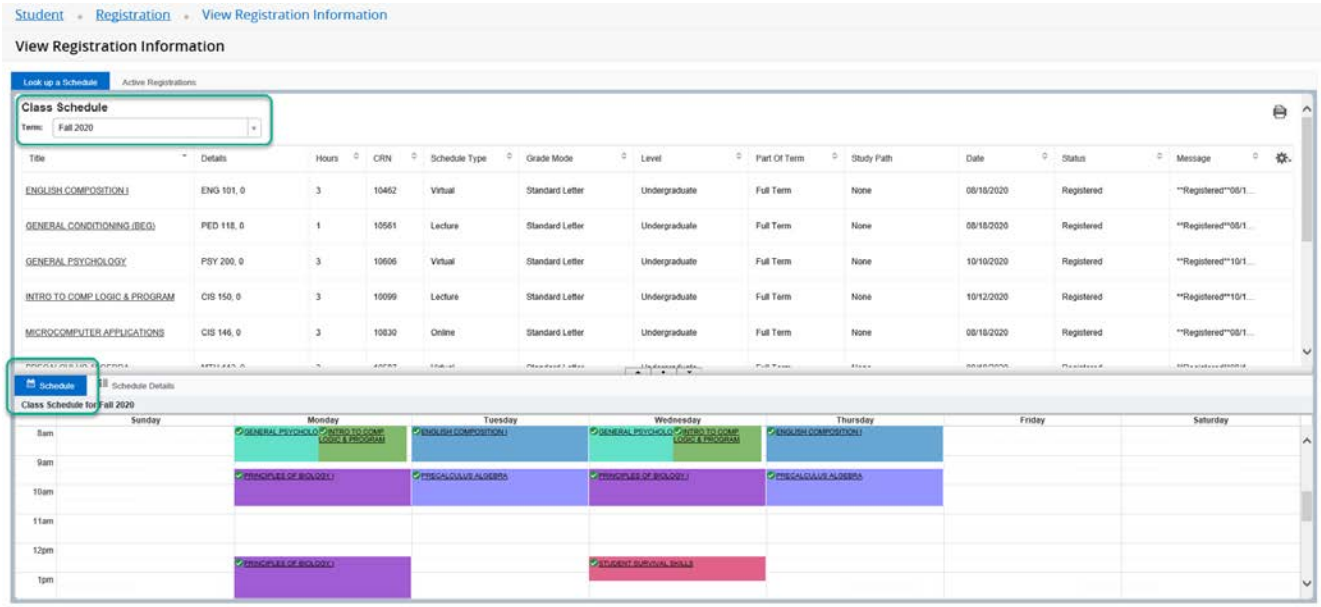
If you are dropping a course after classes have started, the “Web Withdrawn Course ” will be the option you see to drop the course. This means that you can drop the course but you forfeit the money you paid for it.

You will only be able to withdraw/drop from a course during the time period designated by your institution.

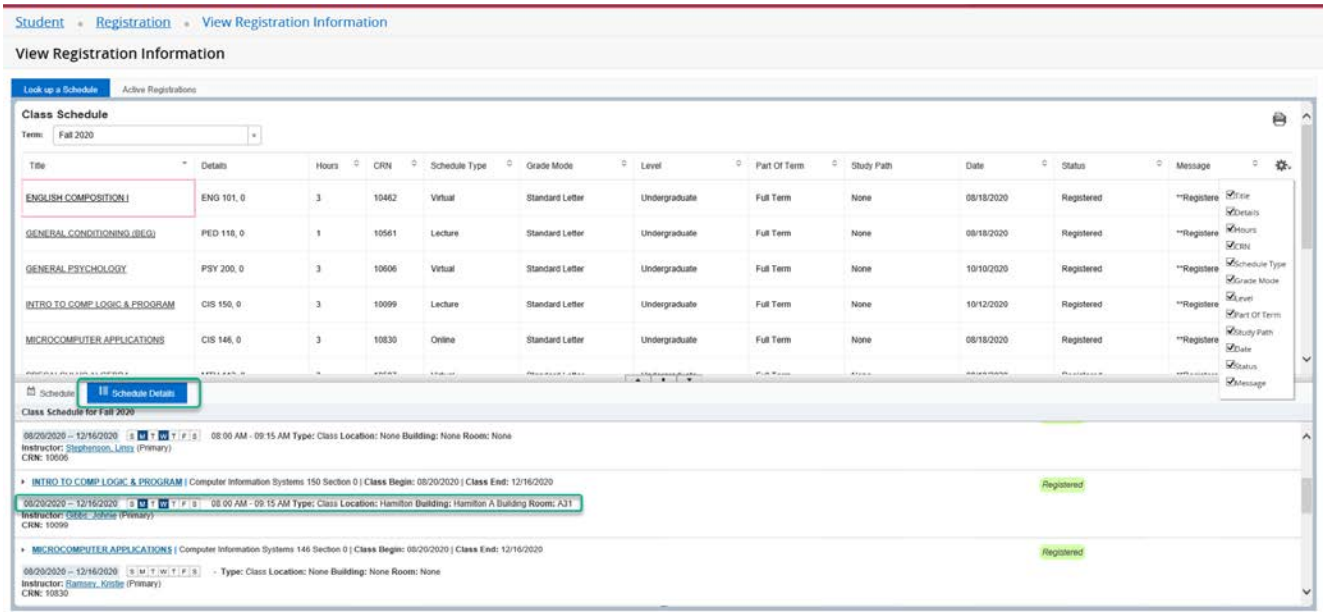


View Registration Information

This page will display details about your existing registration. The Schedule Tab gives you a visual representation of your semester schedule.

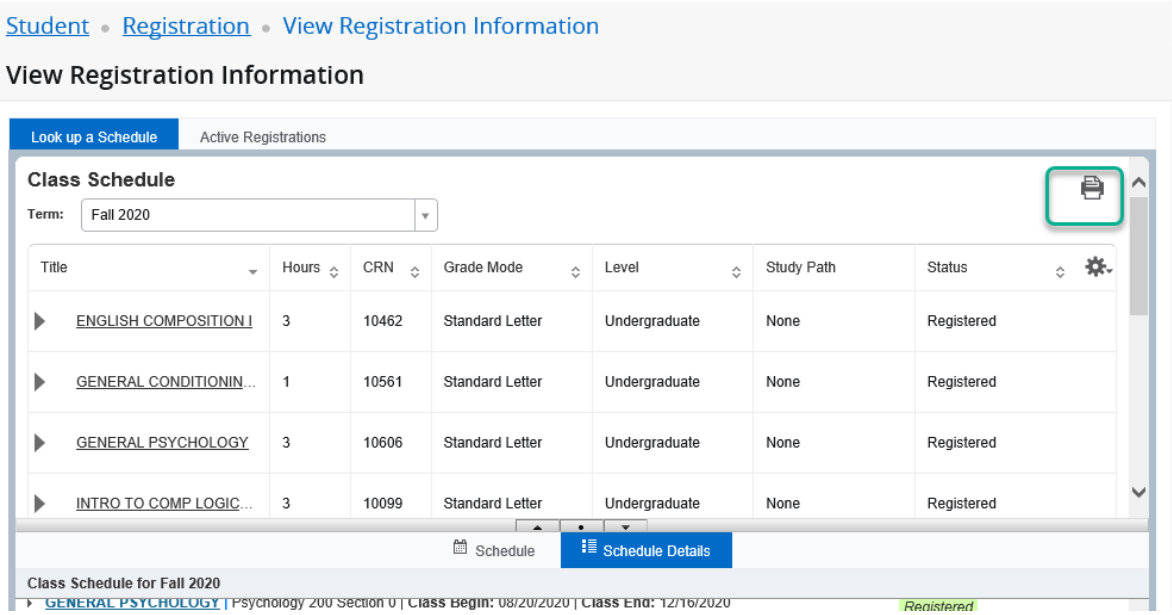


Days, times, location, start and end dates are displayed in Schedule Details. You can use the Tools (Gear) Icon to choose which columns to display

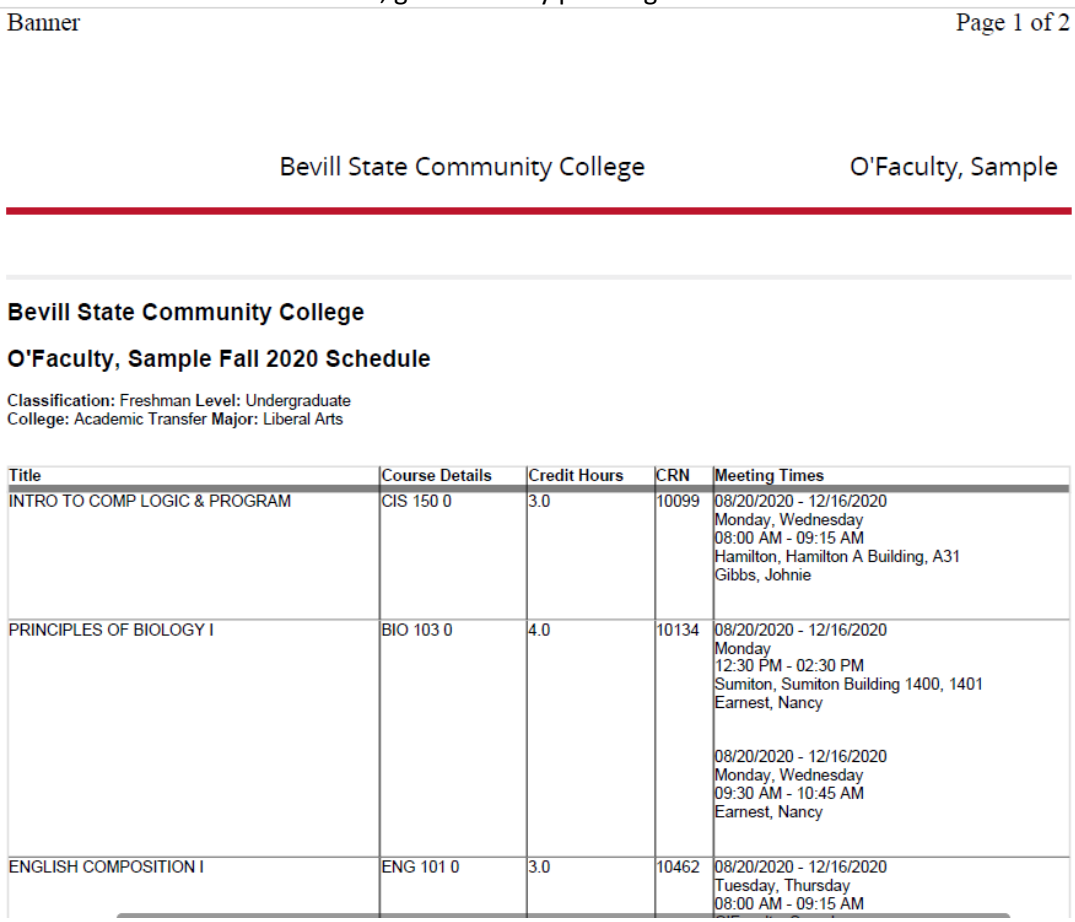


Printing Registration Information

To Print the schedule, click the Printer Icon. You may produce a PDF to save or print.



PDF version of the Student Schedule, generated by pressing the Print Icon.



Banner Page 1 of 2

Bevill State Community College O'Faculty, Sample

Bevill State Community College

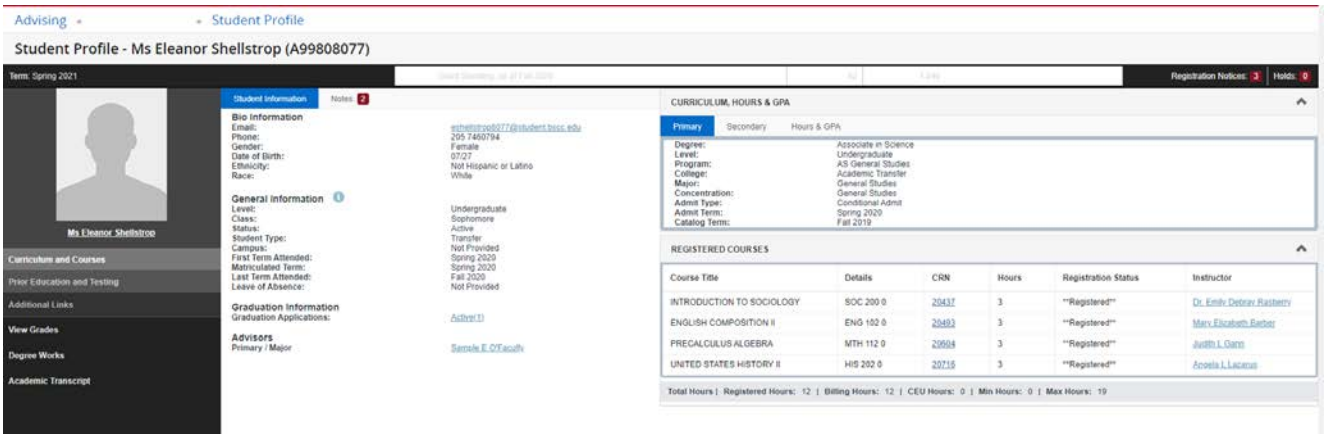
O'Faculty, Sample Fall 2020 Schedule

Classification: Freshman **Level:** Undergraduate
College: Academic Transfer **Major:** Liberal Arts

Title	Course Details	Credit Hours	CRN	Meeting Times
INTRO TO COMP LOGIC & PROGRAM	CIS 150 0	3.0	10099	08/20/2020 - 12/16/2020 Monday, Wednesday 08:00 AM - 09:15 AM Hamilton, Hamilton A Building, A31 Gibbs, Johnie
PRINCIPLES OF BIOLOGY I	BIO 103 0	4.0	10134	08/20/2020 - 12/16/2020 Monday 12:30 PM - 02:30 PM Sumiton, Sumiton Building 1400, 1401 Earnest, Nancy 08/20/2020 - 12/16/2020 Monday, Wednesday 09:30 AM - 10:45 AM Earnest, Nancy
ENGLISH COMPOSITION I	ENG 101 0	3.0	10462	08/20/2020 - 12/16/2020 Tuesday, Thursday 08:00 AM - 09:15 AM

Student Profile

This screen will provide you a complete view of your student record. You can view holds if you have any on your account, advisor information, program of study and class schedule.



1. Curriculum and Courses- Displays curriculum information for the student's primary degree, secondary degree, and any hours earned towards the degrees. Registered courses for the selected term are shown below the curriculum, hours, and GPA.

2. Prior Education and Testing- Displays High School and Post-Secondary information as well as any Placement testing and scores.

3. Student Information- Displays general information about student and their academic criteria.

4. Notes Tab- Select this tab to view advising notes.

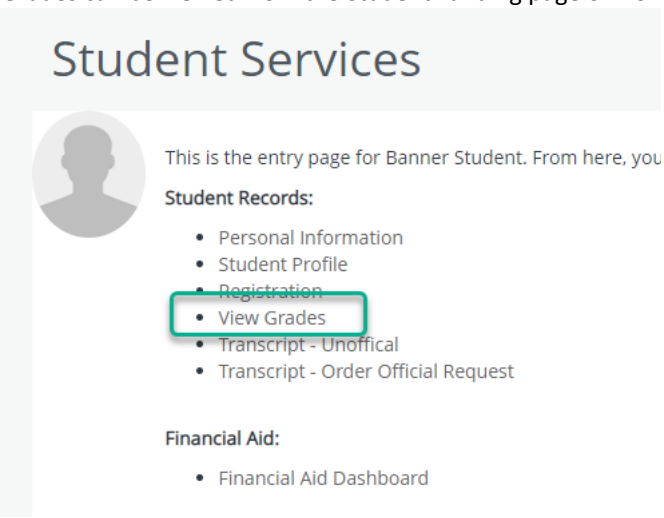
5. Registration Notices- Displays term selected Academic Standing, Student Status and Enrollment Status.

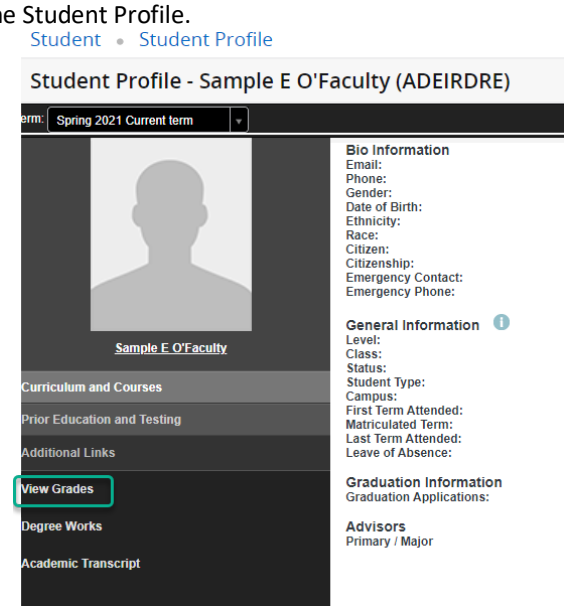
6. Holds- Displays any holds associated with the student for the selected term.

7. Additional Links allows the user to View Grades, View and Print an Unofficial Transcript, and access DegreeWorks.

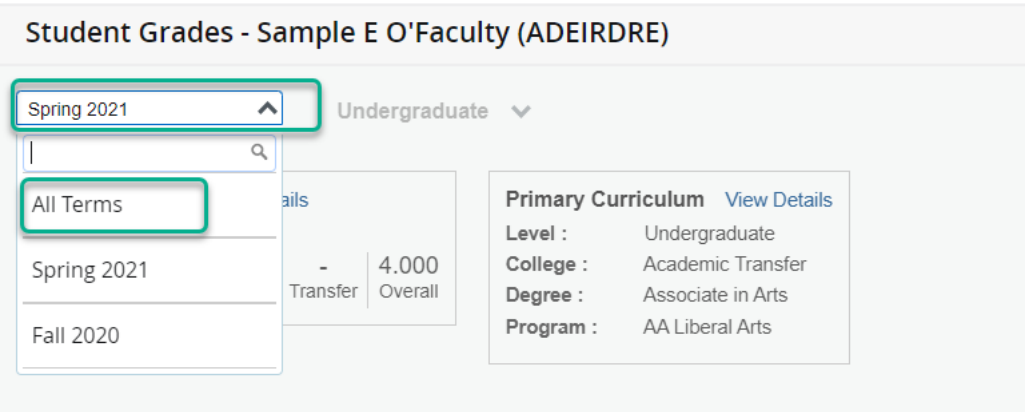
View Grades

Grades can be viewed from the Student Landing page or from the Student Profile.

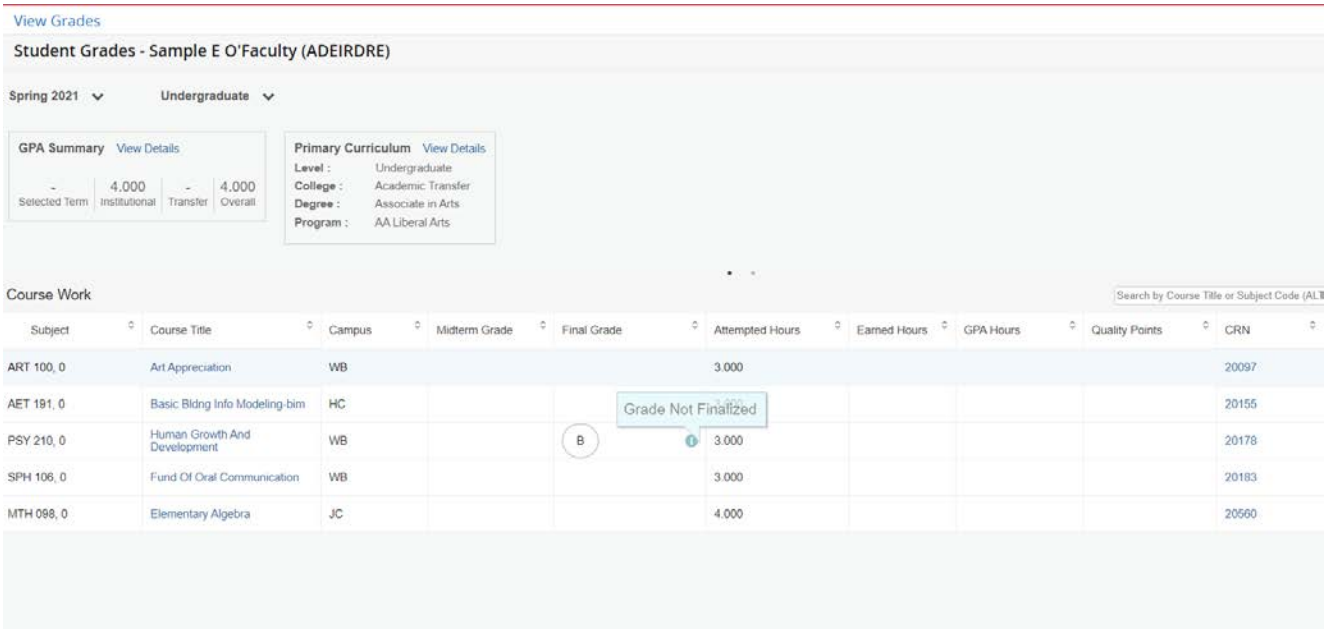




Select a single term, or choose “All Terms” to view all grades.

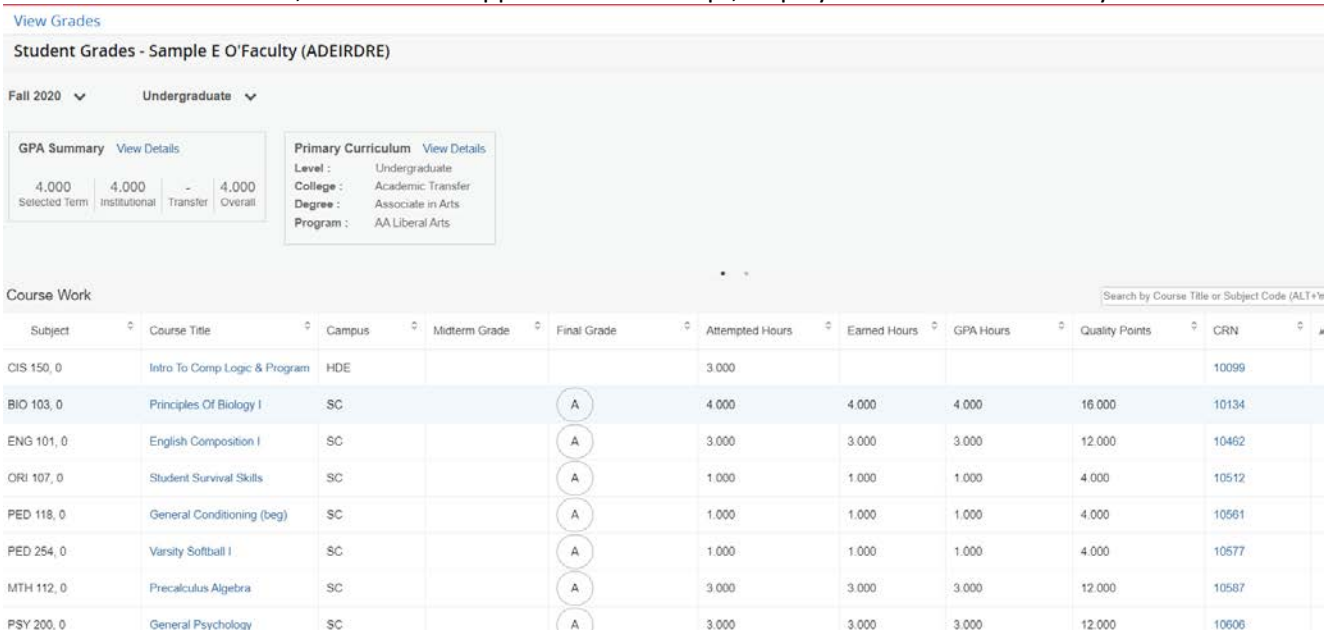


Grades that are not yet official are displayed without Hours and Quality Points.



Subject	Course Title	Campus	Midterm Grade	Final Grade	Attempted Hours	Earned Hours	GPA Hours	Quality Points	CRN
ART 100, 0	Art Appreciation	WB			3.000				20097
AET 191, 0	Basic Bldng Info Modeling-bim	HC							20155
PSY 210, 0	Human Growth And Development	WB		B	3.000				20178
SPH 106, 0	Fund Of Oral Communication	WB			3.000				20183
MTH 098, 0	Elementary Algebra	JC			4.000				20560

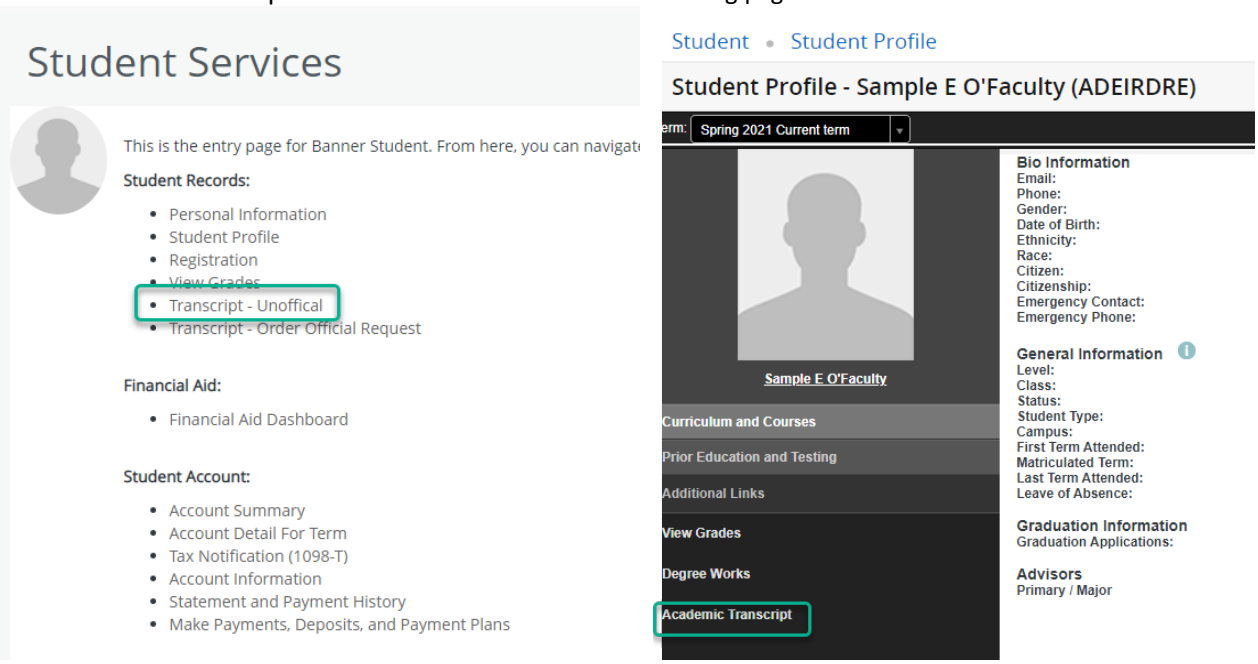
Grades that are finalized, and thus will appear on a transcript, display with Hours and Quality Points.



Subject	Course Title	Campus	Midterm Grade	Final Grade	Attempted Hours	Earned Hours	GPA Hours	Quality Points	CRN
CIS 150, 0	Intro To Comp Logic & Program	HDE			3.000				10099
BIO 103, 0	Principles Of Biology I	SC		A	4.000	4.000	4.000	16.000	10134
ENG 101, 0	English Composition I	SC		A	3.000	3.000	3.000	12.000	10462
ORI 107, 0	Student Survival Skills	SC		A	1.000	1.000	1.000	4.000	10512
PED 118, 0	General Conditioning (beg)	SC		A	1.000	1.000	1.000	4.000	10561
PED 254, 0	Varsity Softball I	SC		A	1.000	1.000	1.000	4.000	10577
MTH 112, 0	Precalculus Algebra	SC		A	3.000	3.000	3.000	12.000	10587
PSY 200, 0	General Psychology	SC		A	3.000	3.000	3.000	12.000	10606

Unofficial Academic Transcript

The Unofficial Transcript can be viewed from the Student Landing page or from the Student Profile.



Select the **Transcript Level** and **Transcript Type** from the drop-down menus. The Transcript Level will be undergraduate and the default Transcript Type is Unofficial Web Transcript. This transcript shows all work from your current institution as well as specific transfer work.

A screen showing all course work and grades appears.

Unofficial Transcript

Term: Spring 2017

Academic Standing: Good Standing

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
BIO	202	UG	Human Anatomy & Physiology II	B	4.000	12.000		
HIS	201	UG	United States History I	B	3.000	9.000		
MTH	098	UG	Elementary Algebra	B.	3.000	9.000		

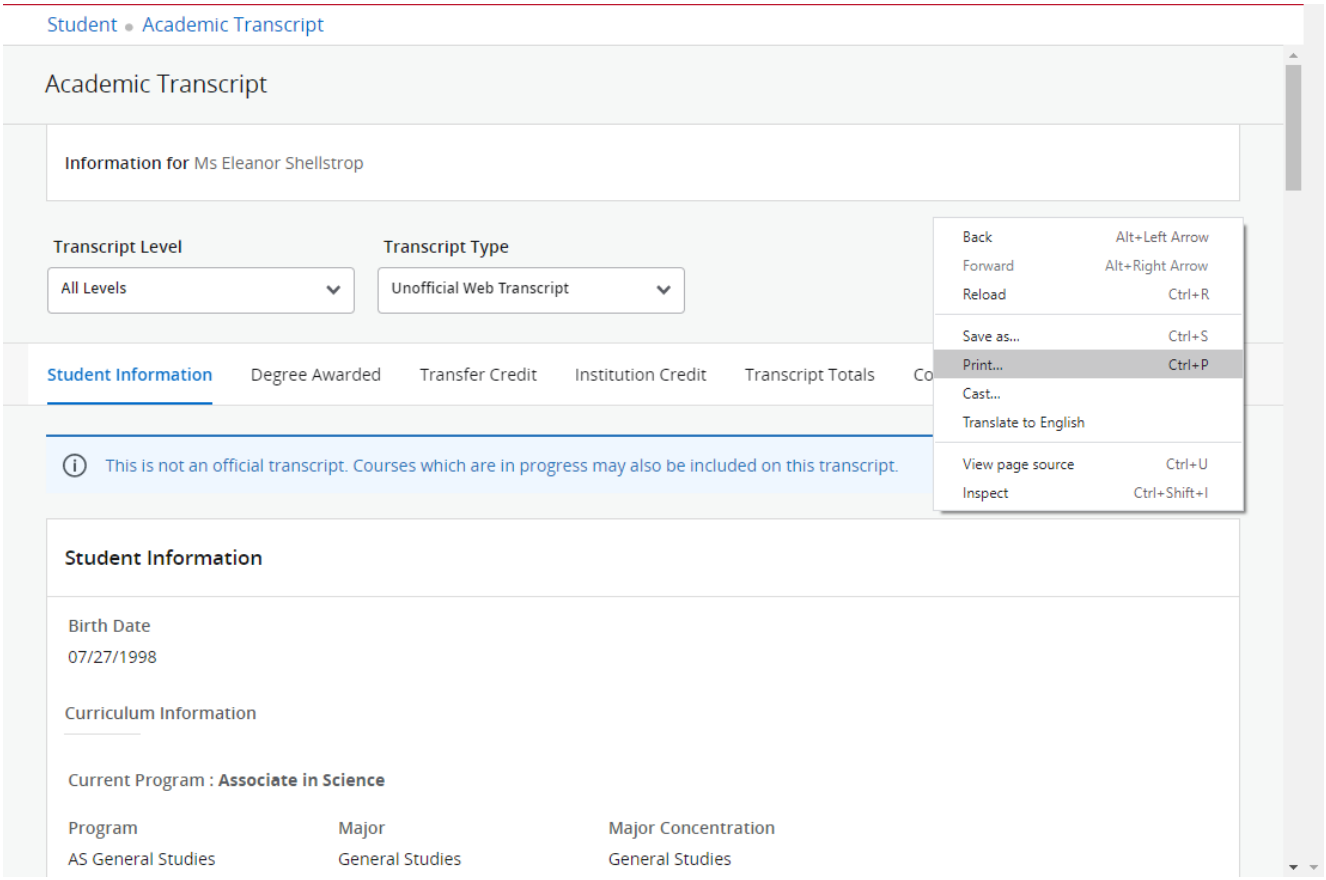
Term Totals (Undergraduate)

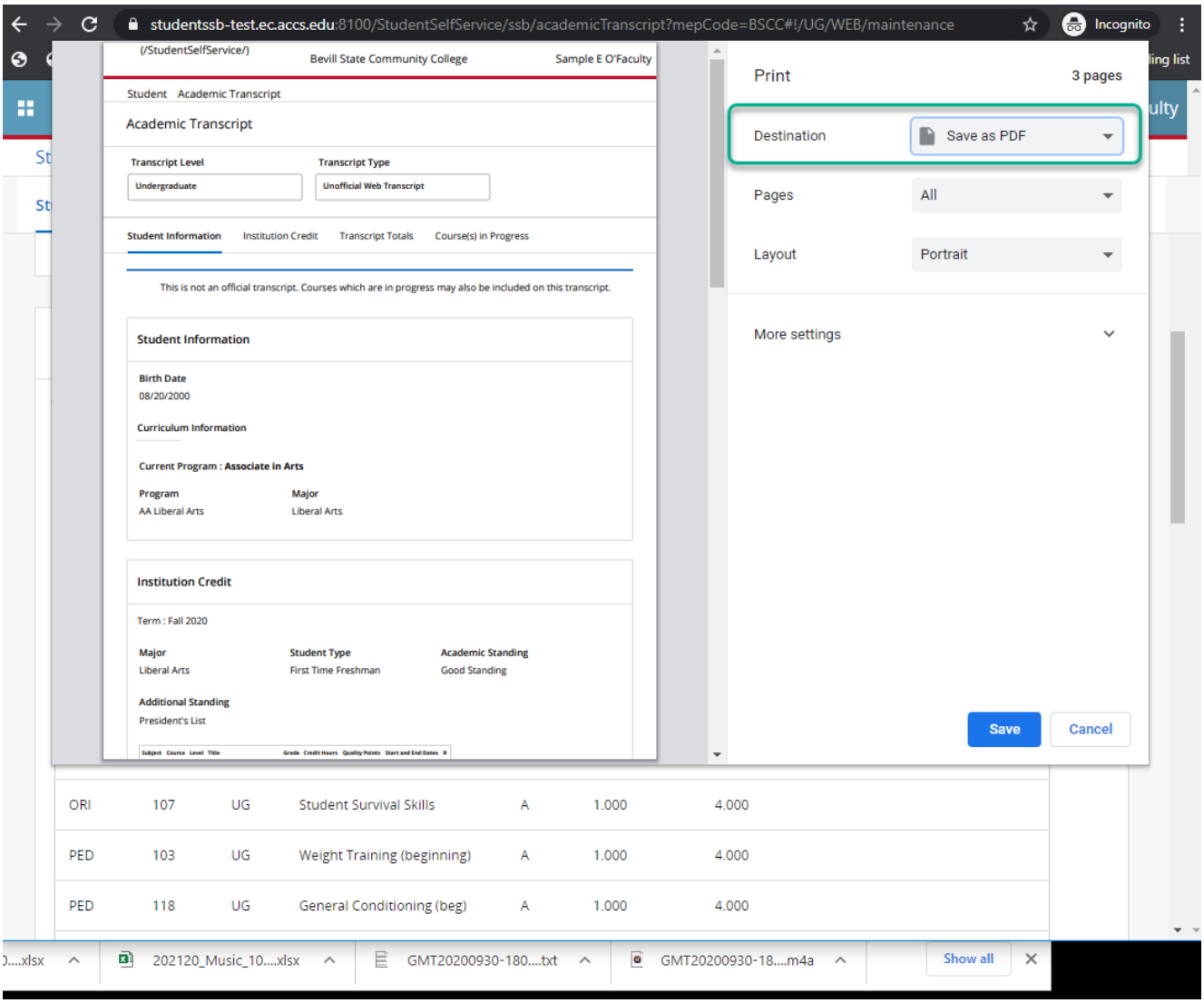
	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term:	10.000	10.000	10.000	10.000	30.000	3.000
Cumulative:	34.000	20.000	20.000	20.000	60.000	3.000

If you have Transfer work, it appears first and then current institutional work is displayed next. Transcript Totals and GPA's are listed toward the bottom of the transcript along with any In-progress work. In-progress refers to the courses students are enrolled in for the semester but grades have not yet been assigned.

Printing an Unofficial Academic Transcript

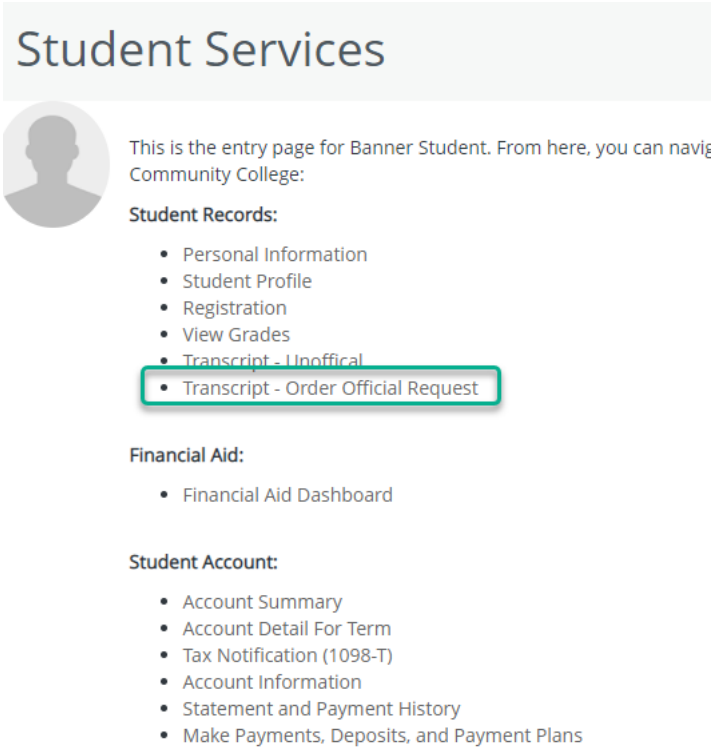
From the Unofficial Academic Transcript display, right click on the page and choose Print. Save as a PDF or send to a printer.

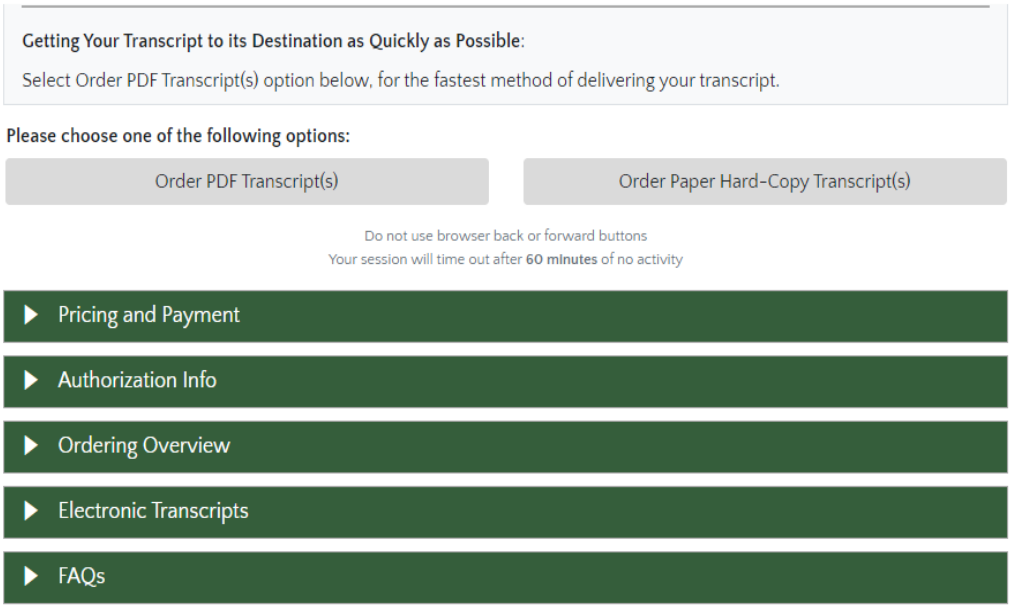



studentssb-test.ec.accs.edu:8100/StudentSelfService/ssb/academicTranscript?mepCode=BSCC#!/UG/WEB/maintenance
Incognito
(/StudentSelfService/)
Bevill State Community College
Sample E O'Faculty
Student Academic Transcript
Academic Transcript
Transcript Level
Undergraduate
Transcript Type
Unofficial Web Transcript
Student Information
Institution Credit
Transcript Totals
Course(s) in Progress
This is not an official transcript. Courses which are in progress may also be included on this transcript.
Student Information
Birth Date
08/20/2000
Curriculum Information
Current Program : Associate in Arts
Program
AA Liberal Arts
Major
Liberal Arts
Institution Credit
Term : Fall 2020
Major
Liberal Arts
Student Type
First Time Freshman
Academic Standing
Good Standing
Additional Standing
President's List
Print
3 pages
Destination
Save as PDF
Pages
All
Layout
Portrait
More settings
Save
Cancel
ORI 107 UG Student Survival Skills A 1.000 4.000
PED 103 UG Weight Training (beginning) A 1.000 4.000
PED 118 UG General Conditioning (beg) A 1.000 4.000
202120_Music_10....xlsx
GMT20200930-180....txt
GMT20200930-18....m4a
Show all

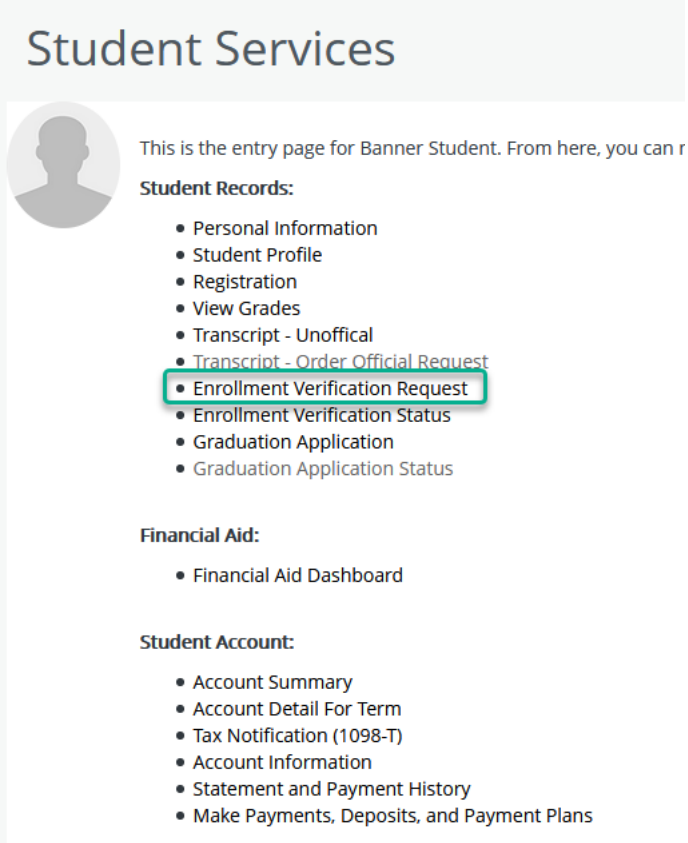
Request Official Transcript

This will allow you to have an official transcript sent electronically to another school or business. Once you choose Order Official Transcript, you will be directed to another page to complete the request.

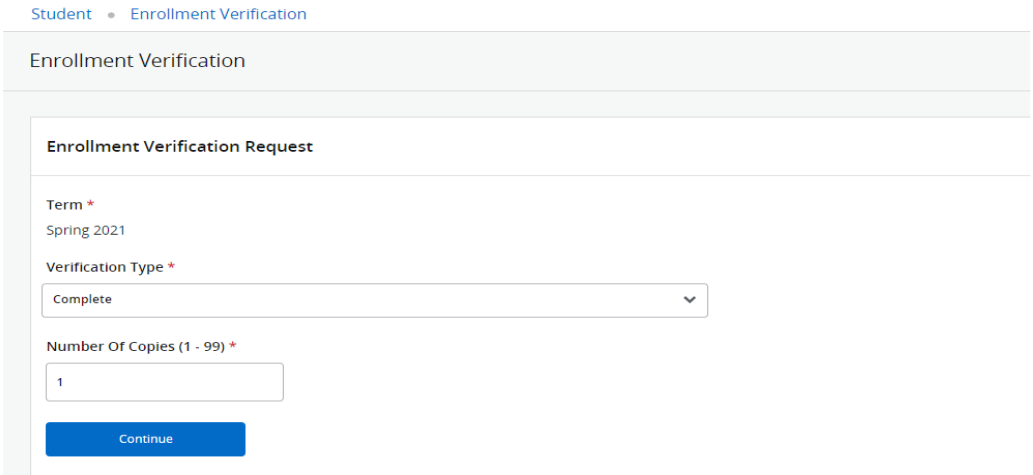




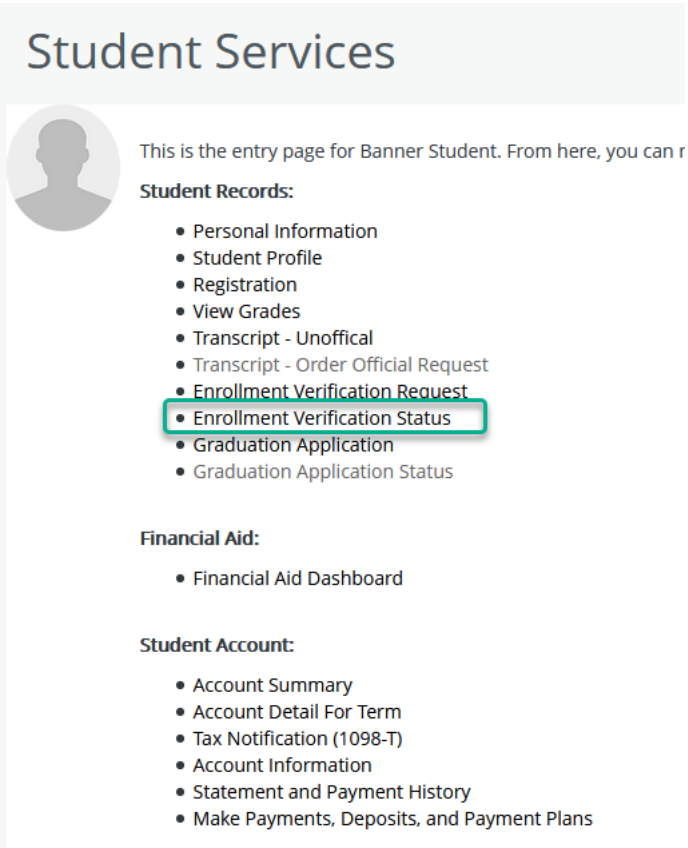
Request Enrollment Verification



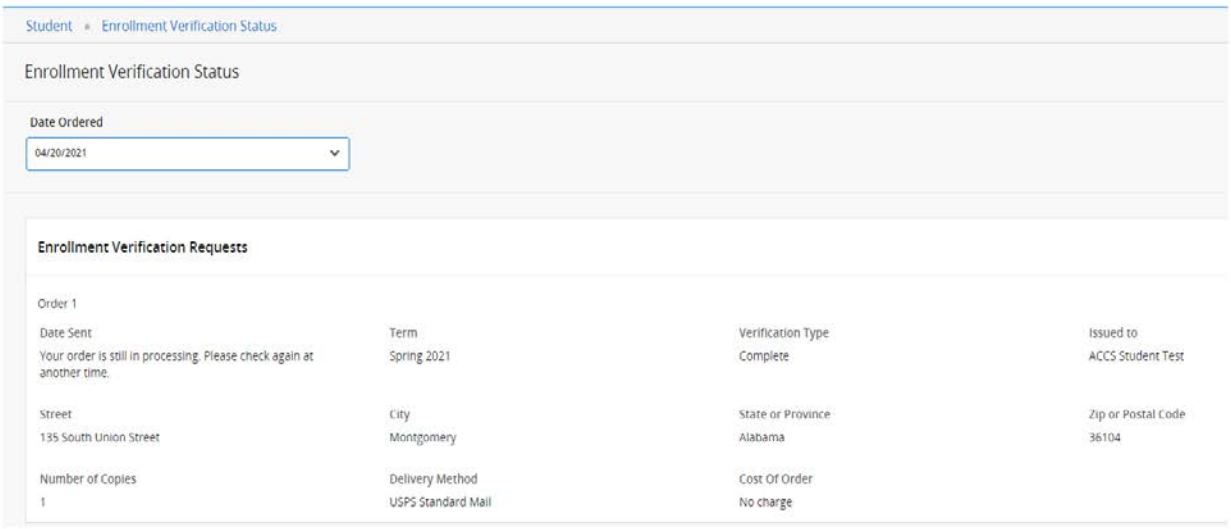
This allows you to send verification of your enrollment to an employer, lending institution, insurance agent, etc. Fill in the requested information and click **Continue**.



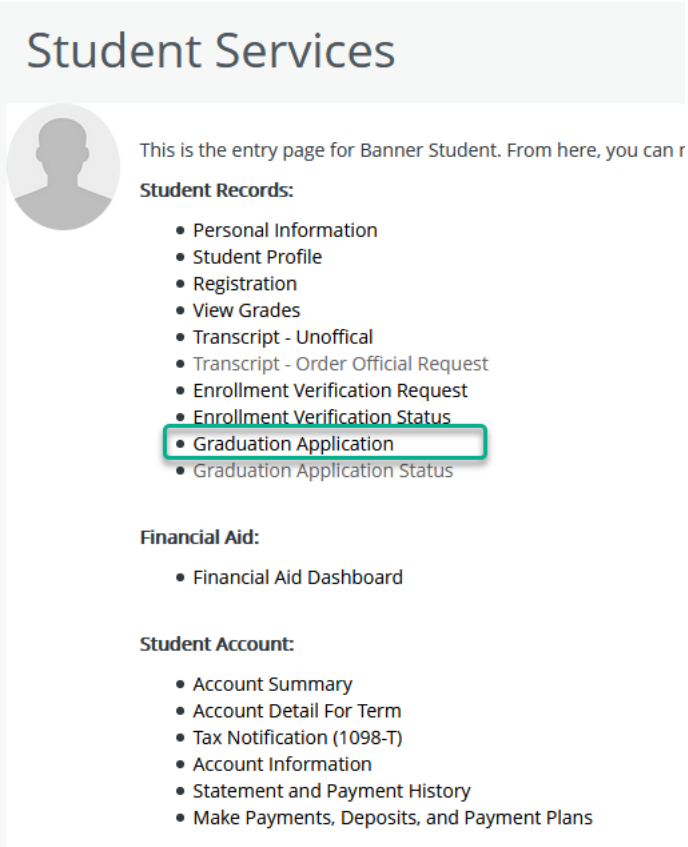
Enrollment Verification Status



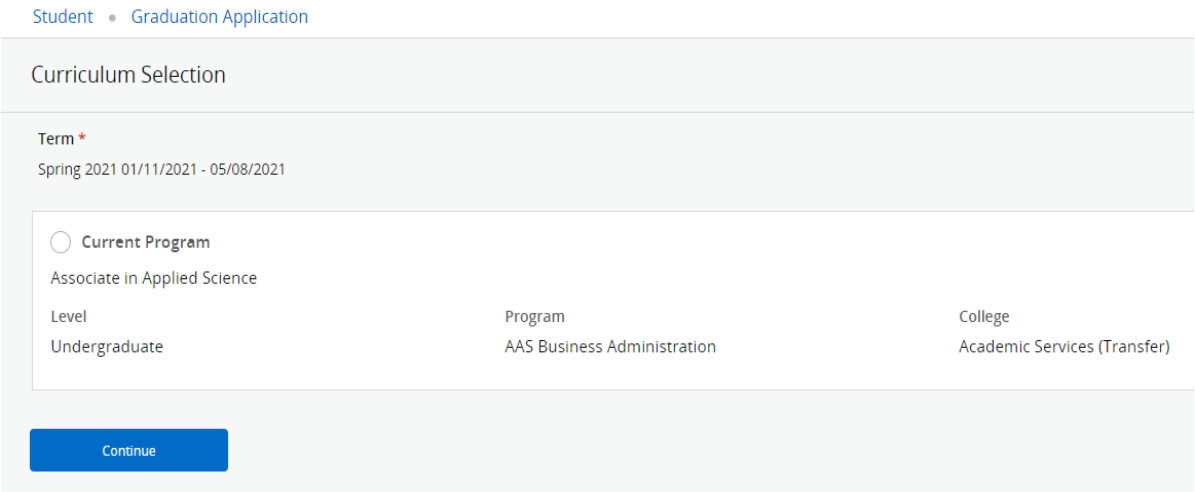
This allows you to check the status of your enrollment verification request.



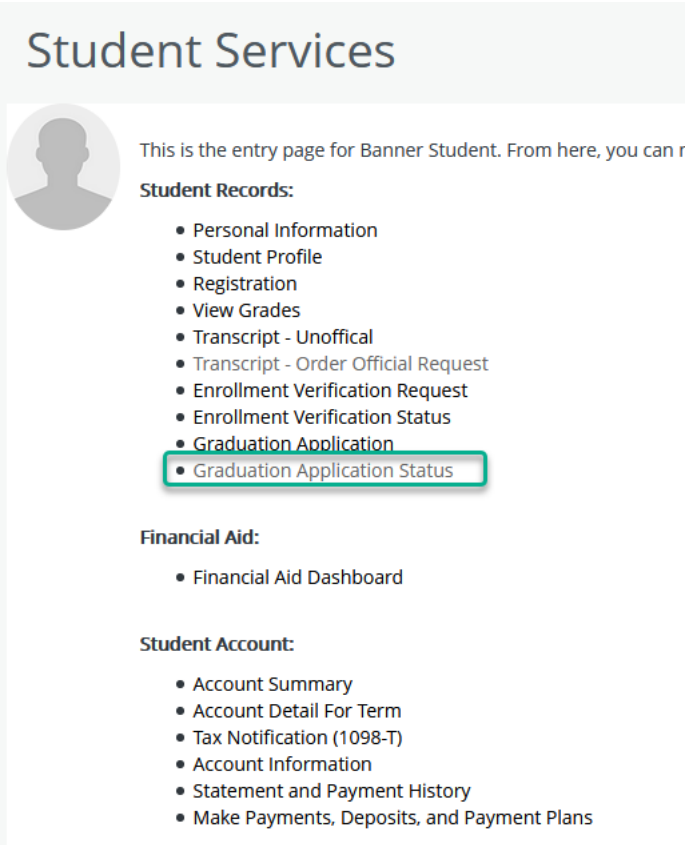
Graduation Application



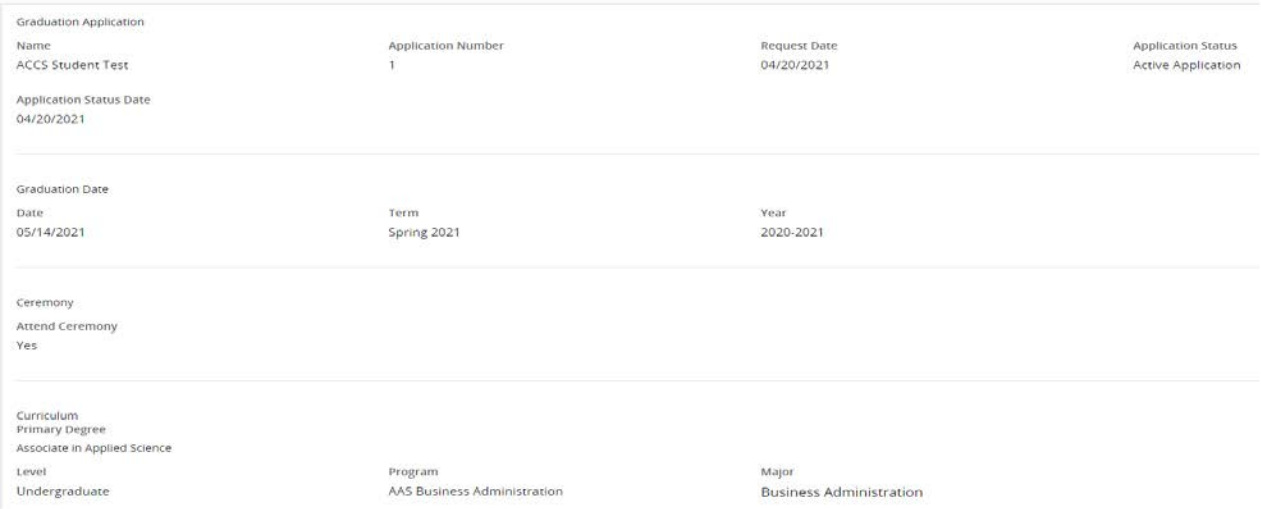
This will allow you to submit an application for graduation.



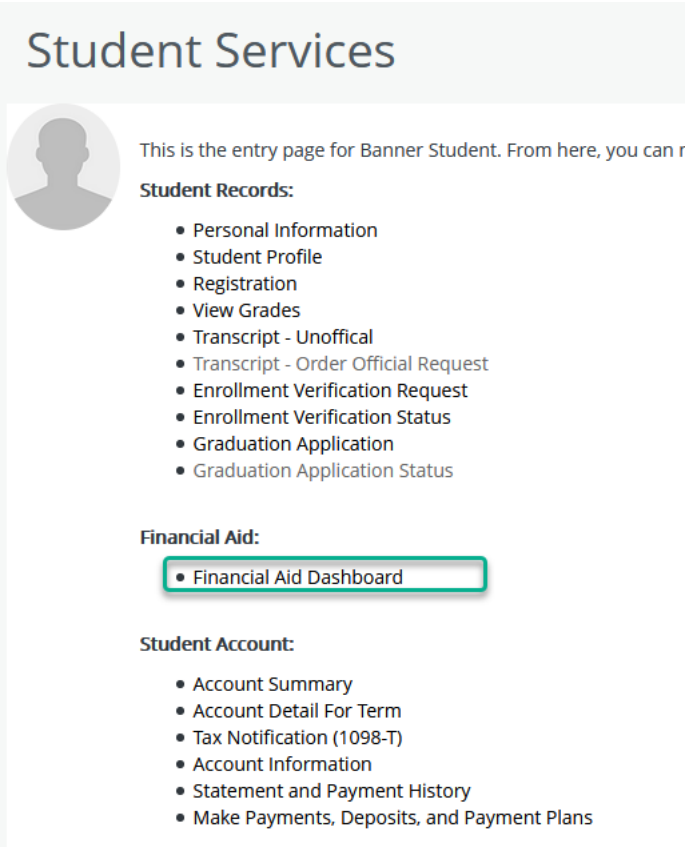
Graduation Application Status



This allows you to track the status of your graduation application.

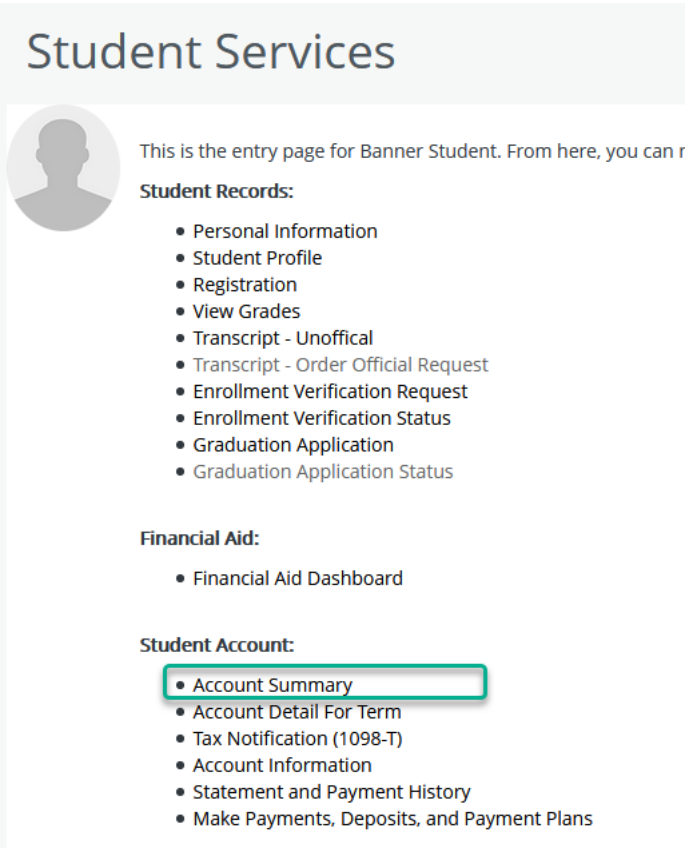


Financial Aid Dashboard

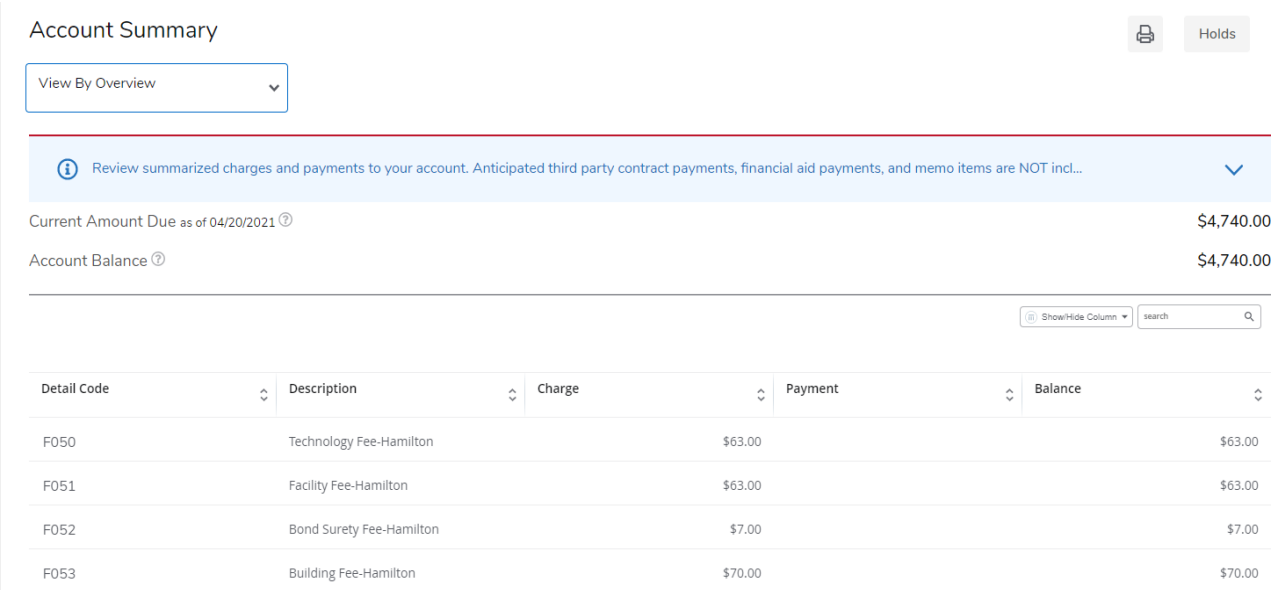


This allows you to review Financial Aid Holds (which may prevent payment of awards) and document requirements, display academic progress history, view overall status, and financial aid awards. **You must be an admitted student to view the information on this dashboard.**

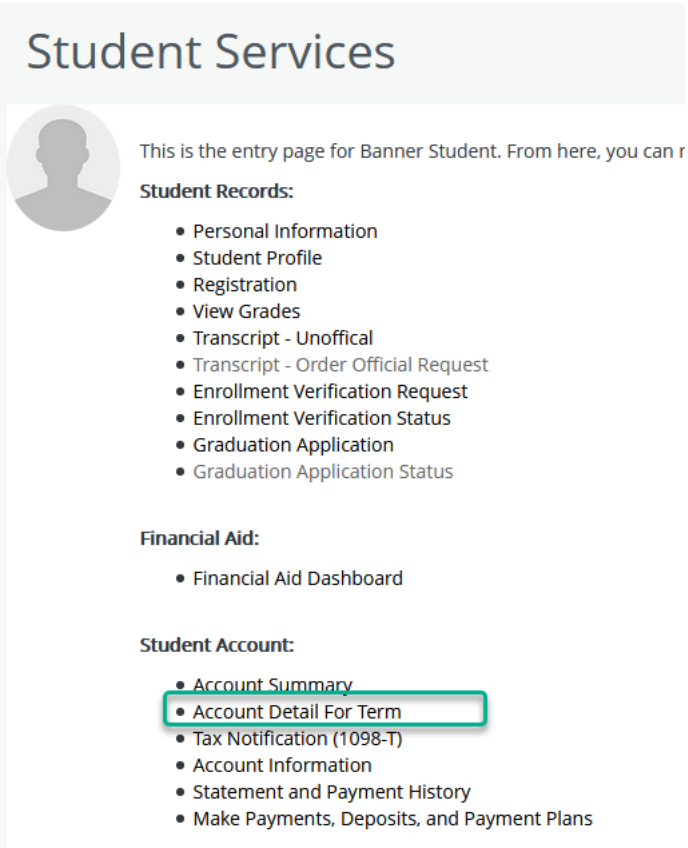
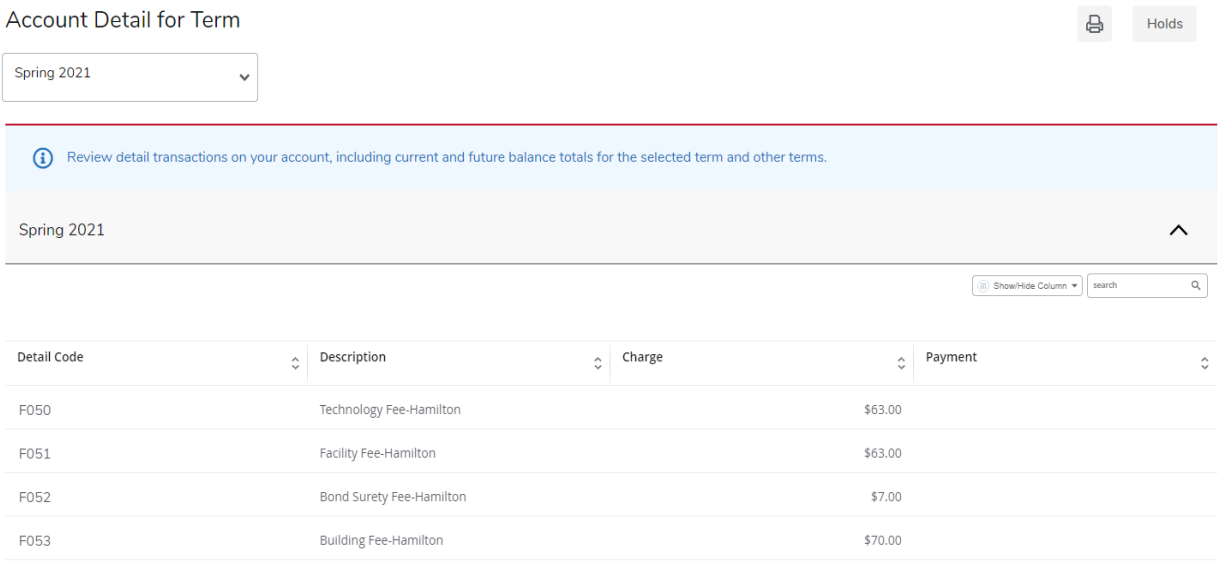
Account Summary



This option allows you to see a summary of your tuition, fees, and miscellaneous charges as well as any financial aid or payments that have been applied. You can view your Account Detail by Term if you want to see more detail.



Account Detail for Term



This option allows you to review detail transactions including current and future balance totals for the selected term and others.