

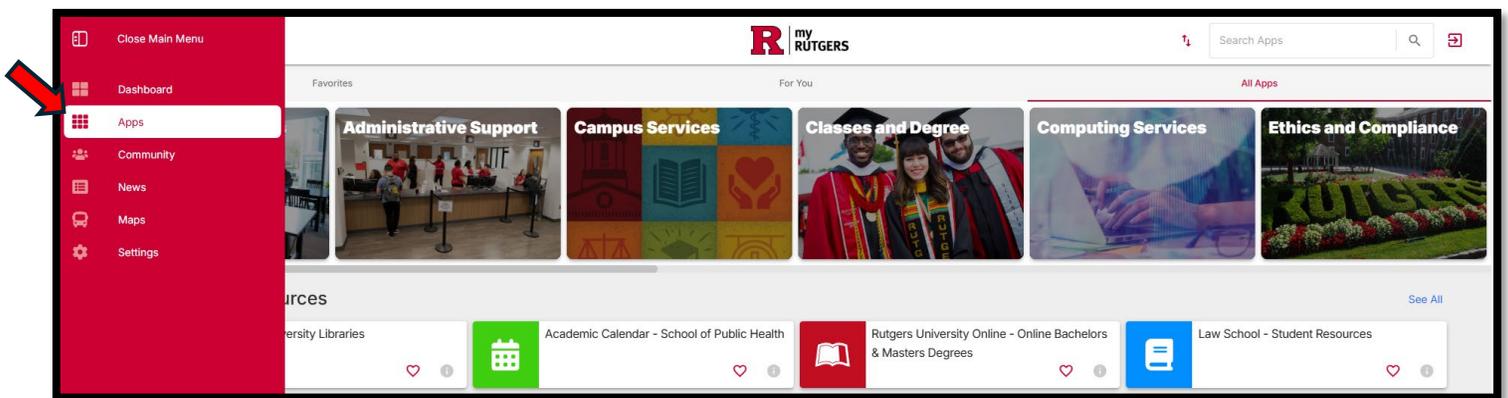
Self-Service Banner 9 – Student Instructions

The Student Self-Service system in Banner 9 provides an updated, easy-to-navigate interface that gives you direct access to your academic, financial, and personal information. The system organizes essential student functions in one location, allowing you to manage registration, view grades, track academic progress, and access billing and tax information securely and efficiently.

This guide introduces the Self-service Dashboard options available to students in Self-Service Banner 9, including **View Personal Information, Student Profile, Browse Course Schedule, Registration, View Grades, View Unofficial Transcript, Request Official Transcripts, View and Pay Bill, Refunds – Enroll in Direct Deposit, and 1098-T Tax Notification**. Each section provides an overview of the page’s purpose and step-by-step instructions to help you navigate the system with confidence.

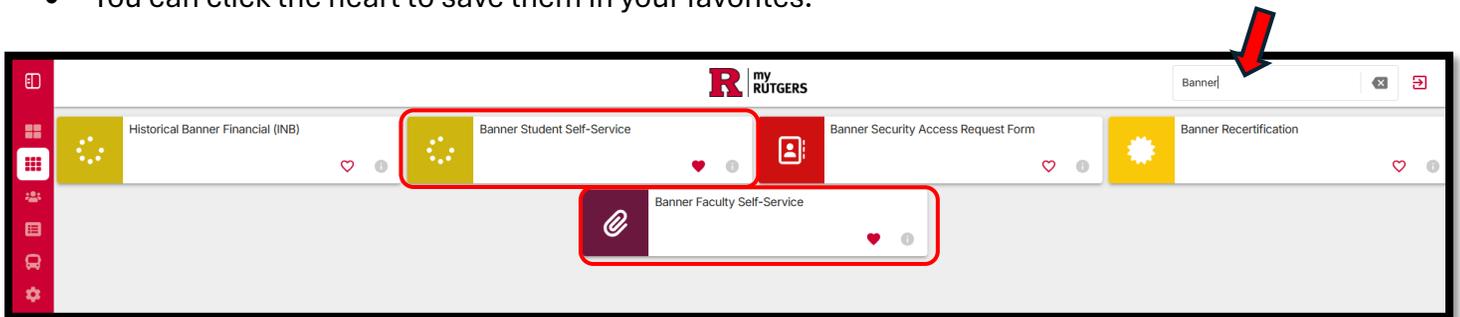
Finding Self-Service Banner

You can easily access Self-Service Banner through the [myRutgers Portal](#) by selecting Apps from the left-hand menu. Please note that if you have previously saved the Self-Service Banner App in your favorites, you may need to do this again.



Finding the Apps

- There are 2 entry points to Self-Service Banner: For Student and for Faculty.
 - Students should select the **Banner Student Self-Service** App.
- After navigating to the apps, you can select All Apps and search for “Banner” in the search field.
- You can click the heart to save them in your favorites.

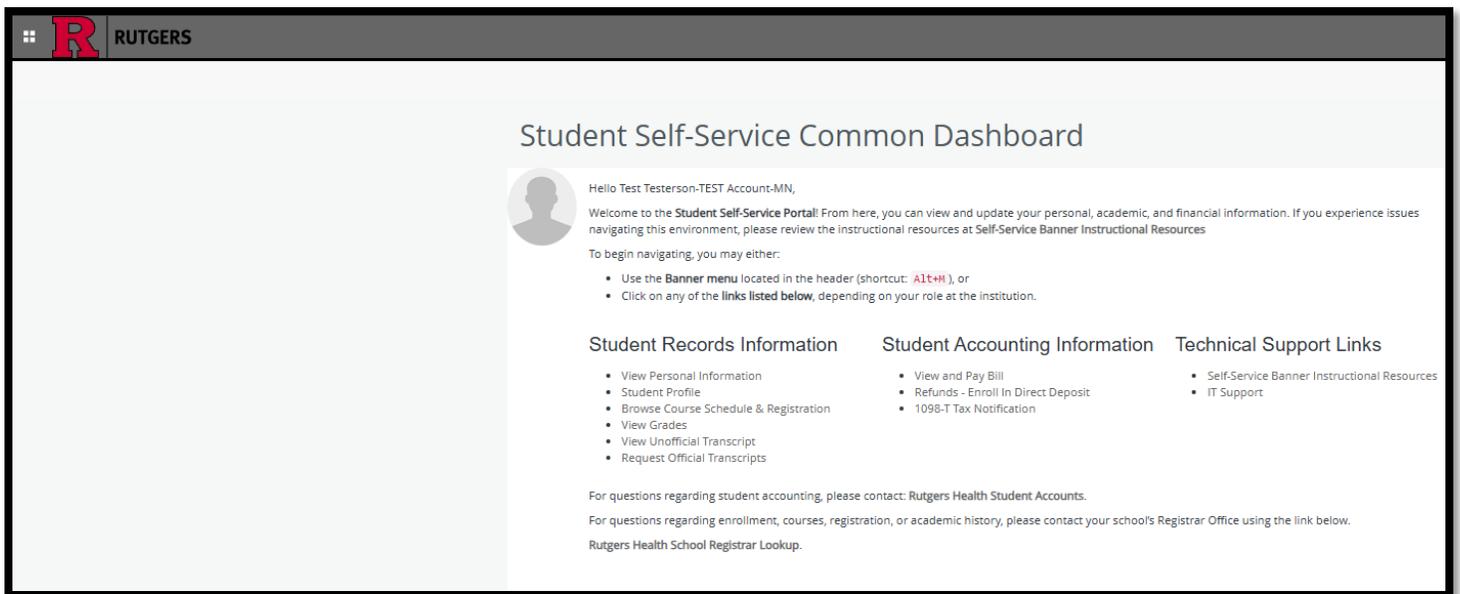


After saving the Self-Service Banner App in your favorites, you won’t have to search for them again in the future. They will be displayed in your favorites for easy access.

Student Self-Service Common Dashboard

The Student Self-Service Common Dashboard provides quick access to your academic, personal, and financial information in Banner 9. From this page, you can manage your registration, view grades and transcripts, and take care of billing and refund preferences—all in one convenient location.

Self-Service Banner 9 – Student Instructions



Student Records Information

1. [View Personal Information](#) – Review and update your contact details, including addresses, phone numbers, and emergency contacts.
2. [Student Profile](#) – Access an overview of your academic record, program information, advisor details, and registration status.
3. [Browse Course Schedule & Registration](#)– Search for course offerings by term, subject, or instructor to plan your schedule before registration, then add or drop classes, and view your current registration summary.
4. [View Grades](#) – Review your final grades by term once they have been officially posted.
5. [View Unofficial Transcript](#) – Display a summary of your academic record, including courses, grades, and GPA, without requesting an official copy.
6. [Request Official Transcripts](#) – Submit a request for an official transcript to be sent to institutions or employers.

Student Accounting Information

7. [View and Pay Bill](#) – Review your term bill and make online payments securely.
8. [Refunds – Enroll in Direct Deposit](#) – Set up or manage direct deposit information for receiving refunds.
9. [1098-T Tax Notification](#) – View and download your 1098-T tuition statement for annual tax reporting.

Technical Support Links

10. [Self-Service Banner Instructional Resources](#) – Access step-by-step guides and reference materials to help you navigate Self-Service Banner 9.
11. [IT Support](#) – Find technical assistance for login issues, access problems, or system troubleshooting via phone, email, or chat.

IMPORTANT NOTE:

For questions about tuition, fees, or payments, contact **Rutgers Health Student Accounts** at rutgershealthstudentaccounts@rutgers.edu.

For questions about registration, enrollment, or academic records, contact your school's Registrar Office. [Rutgers Health School Registrar Lookup](#)

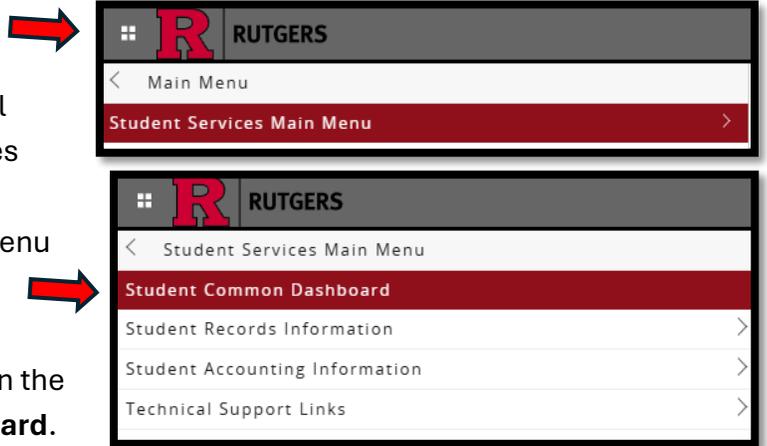
Self-Service Banner 9 – Student Instructions

Navigating Between Pages

The Self-Service Banner 9 interface includes simple tools to help you move between pages and return to the Self-service Dashboard without needing to log out or use your browser's back button.

Using the Waffle Menu

- The **Waffle Menu**, represented by a small grid icon next to the Rutgers logo, provides quick navigation across the Self-Service environment. You can also access this menu by using the (shortcut: Alt+M).
- Click the **Waffle Menu** to open a panel displaying links identical to those found in the **Student Self-Service Common Dashboard**.
- The Waffle Menu does not automatically expand into the Student menu. After opening it, select Main Menu, then Student Services Main Menu to reveal all student-specific options including options such as **Registration, View Grades, View and Pay Bill**, and **Student Profile**, and more.
- Select any link to open the corresponding page directly without returning to the Self-service Dashboard.



Returning to the Student Self-Service Common Dashboard

- To return to the **Student Self-Service Common Dashboard** you can find a link in the **Waffle Menu**.

Clicking on this link takes you back to the primary list of menu options in the dashboard.

These navigation tools allow you to move efficiently throughout Self-Service Banner 9 while maintaining quick access to the key pages you use most frequently.

Frequently Asked Questions (FAQs)

Registration

Q: How do I register for classes in Self-Service Banner 9?

A: Select [Registration](#) from the Student Self-Service Common Dashboard. Choose the appropriate term and click **Submit**. You can then search for classes using the **Find Classes** or **Enter CRNs** options. After selecting your courses, click **Add to Summary**, then **Submit** to complete registration.

Q: How do I drop a class during the active online registration period?

A: Go to [Registration](#) and select the correct term. Locate the class you wish to drop in your summary list, choose **Web Dropped** and click **Submit**. Always review your registration summary after changes to confirm updates. Keep in mind that you may only do this while your school's online registration is open.

Q: What should I do if I have a registration hold?

A: Registration holds prevent you from adding or dropping classes. Go to [Student Profile](#) and review the **Holds** section to identify the reason for the hold and the office to contact for resolution.

Self-Service Banner 9 – Student Instructions

before attempting to register. You can also contact your school's Registrar Office for more information about holds. [Rutgers Health School Registrar Lookup](#)

Billing and Payments

Q: How can I view or pay my bill?

A: Select [View and Pay Bill](#) from the Self-service Dashboard to open your student account summary. You can review charges, payment history, and make secure online payments through the integrated payment system with Flywire.

Q: How do I sign up for direct deposit for refunds?

A: Go to [Refunds – Enroll in Direct Deposit](#) from the Self-service Dashboard. Review and follow the instructions provided to enroll in the Nelnet Refund Portal. Direct deposit ensures that refunds are deposited directly into your designated account.

Q: Where can I find my 1098-T tax form?

A: Select [1098-T Tax Notification](#) from the Self-service Dashboard to view and download your tuition statement for tax purposes. The form is typically available in January for the prior tax year.

Grades

Q: When and where can I view my final grades?

A: Final grades are available once they are officially posted by your instructors. Select [View Grades](#) from the Self-service Dashboard, choose the appropriate term, and your grades will display along with GPA information.

Q: Can I see grades for previous terms?

A: Yes. On the [View Grades](#) page, select a different term from the drop-down list to display grades from prior semesters.

Transcripts and Academic Records

Q: How can I view my unofficial transcript?

A: Select [View Unofficial Transcript](#) from the Self-service Dashboard. Choose the Transcript Level and Transcript Type then click **Submit** to view your unofficial transcript directly in your browser or print it out yourself.

Q: How do I request an official transcript?

A: Choose [Request Official Transcripts](#) from the Self-service Dashboard. You will be directed to the Rutgers transcript request service where you can order and send official copies (paper or electronic) to other institutions, employers, or individuals.

Q: Where can I find information about my program, advisor, and current enrollment?

A: Select [Student Profile](#) from the Self-service Dashboard. This page provides an overview of your academic program, advisor contact information, current term enrollment, and any active holds or registration notices.

Self-Service Banner 9 – Student Instructions

Support and Resources

Q: Where can I find additional help using Self-Service Banner 9?

A: Select [Self-Service Banner Instructional Resources](#) from the Self-service Dashboard for guides and reference materials. There you will find resources for Students or Faculty/Advisors.

Q: Who should I contact if I need technical assistance or have system access issues?

A: Contact IT Support using the information available through the **IT Support** link on the Self-service Dashboard. You can reach assistance via phone, email, or chat. You can also link to this support page directly via the following link: <https://it.rutgers.edu/help-support/>

Q: Who should I contact about registration, enrollment, or academic records?

A: These questions should be directed to your school's Registrar Office.

[Rutgers Health School Registrar Lookup](#)

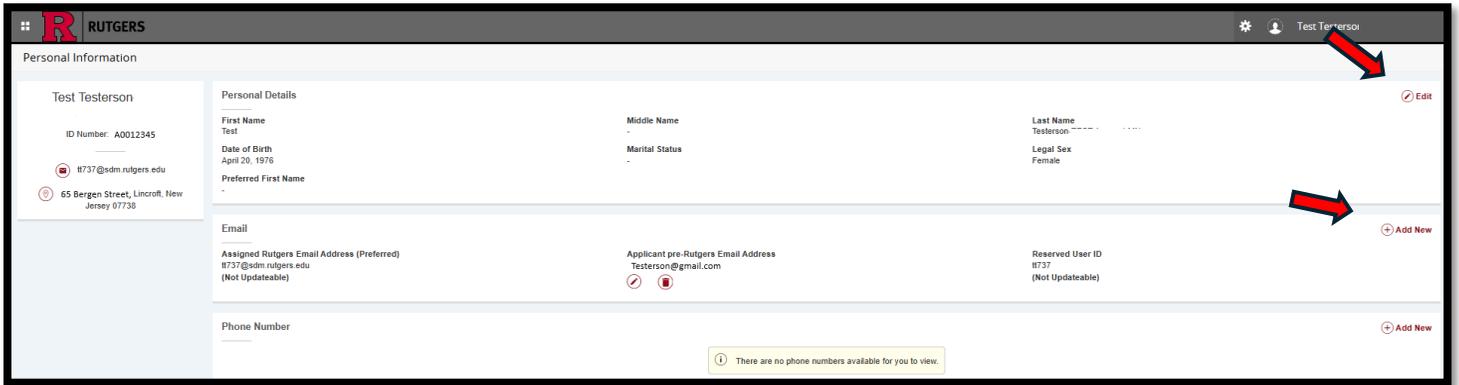
Q: Who should I contact about tuition, fees, or payments?

A: These questions should be directed to the Rutgers Health Student Accounts office at rutgershealthstudentaccounts@rutgers.edu.

Self-Service Banner 9 – Student Instructions

View Personal Information

The View Personal Information page allows you to review and, in some cases, update your personal contact and demographic details stored in Banner. Keeping this information current ensures that you receive official communications and that your student records remain accurate.



Accessing Personal Information

- From the Student Self-Service Common Dashboard, select **View Personal Information**.
- Your information will appear in organized sections such as **Personal Details**, **Email**, and **Phone Number**.

Personal Details

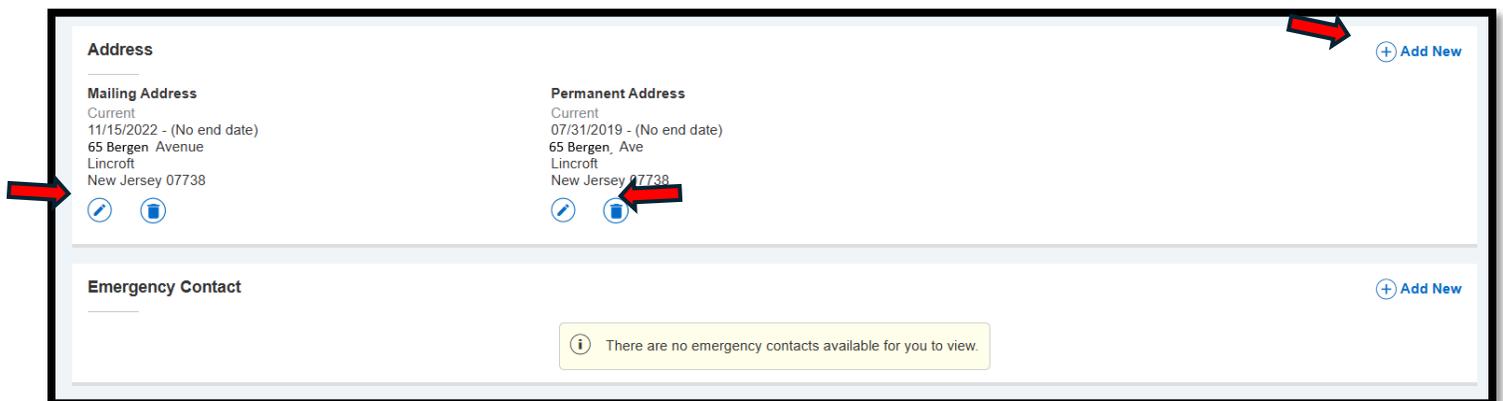
- This section displays your name, date of birth, legal sex, and marital status.
- Some details, such as name and date of birth, are not editable. To request corrections, contact your school's Registrar Office. [Rutgers Health School Registrar Lookup](#)

Email Information

- Your **Assigned Rutgers Email Address (Preferred)** is displayed here and cannot be changed.
- Additional email addresses, such as a pre-Rutgers or personal address, may appear for reference.
- Click the **Add New** button to add another email address if permitted.

Phone Number Information

- You can add or edit your phone numbers in the Phone Number section. Please note that certain phone numbers may be marked as not updatable and cannot be changed online.



Address Information

- The **Address** section displays your **Mailing Address** and **Permanent Address**, along with effective start and end dates (if applicable).
- Review both addresses carefully to ensure your contact information is current.

Self-Service Banner 9 – Student Instructions

- To make changes, click the **Edit (pencil)** icon beside the address you wish to update, enter the new information, and click **Save**.
- To remove an outdated address, click the **Delete (trash can)** icon.
- To add a new address type, such as a billing address, click **Add New** in the upper right corner of the section.

Emergency Contact Information

- The **Emergency Contact** section lists the individuals Rutgers should contact in case of an emergency.
- If no emergency contact is displayed, you may add one by clicking **Add New**.
- Enter the contact's full name, relationship, and at least one phone number or email address, then click **Save**.
- Keeping this information current ensures the University can reach the appropriate person quickly if needed.

Each section is designed to give you control over your personal records while ensuring compliance with institutional data standards. Review your information at the start of each term to confirm accuracy.

Student Profile

The Student Profile page provides an overview of your academic record, registration history, and contact information in one central location. It combines personal details, degree information, and academic progress to help you review your current standing and verify that your records are accurate.

Accessing the Student Profile

- From the **Student Self-Service Common Dashboard**, select **Student Profile**.
- Use the **Term** drop-down menu in the upper left-hand corner of the page to select the correct academic term. If you are enrolled in multiple programs and do not see the appropriate school information, try selecting a different school term from the drop-down menu.
- Your profile information will display automatically once the term is selected.

Viewing Personal and Academic Information

- The left panel displays your name, Rutgers ID number, email, and photo (if available).
- The **Bio Information** section includes your email, gender, date of birth, and citizenship details.
- Under **General Information**, you will see your class level, enrollment status, residency, and campus.

Self-Service Banner 9 – Student Instructions

- The **Graduation Information** section lists any degrees that have been awarded, including degree type, term, and award date.

Reviewing Curriculum, Hours, and GPA

- The **Curriculum, Hours & GPA** panel summarizes your primary and secondary academic programs, including degree, level, college, program, and admit term.
- The **Hours & GPA** tab displays your total attempted and earned credit hours, billing hours, and overall GPA.

Checking Registered Courses

- The **Registered Courses** section lists your current enrollments, including course titles, CRNs, and credit hours.
- If you are not currently registered, the section will display “Not Registered.”

The **Student Profile** page serves as the central hub for your academic record in Self-Service Banner 9, allowing you to confirm your enrollment details, review degree progress, and access related tools to support your academic planning.

Browse Course Schedule & Registration

The Browse Course Schedule & Registration page allows students to explore all course offerings for a selected term across Rutgers Health schools that use the Banner Student Information System. This integrated tool offers quick access to important course information (including meeting times, locations, instructors, and seat availability) while also providing the ability to register for courses directly within the same interface. By combining browsing and registration, the page helps students efficiently plan their academic schedules, review available sections, verify course details, and enroll in their chosen classes—all in one convenient location.



Accessing Course Schedule & Registration

From the Registration page, you will see three main options, each represented by a large tile:

Register for Classes - Search for classes and register for your courses. You can also view and manage your current schedule from this screen.

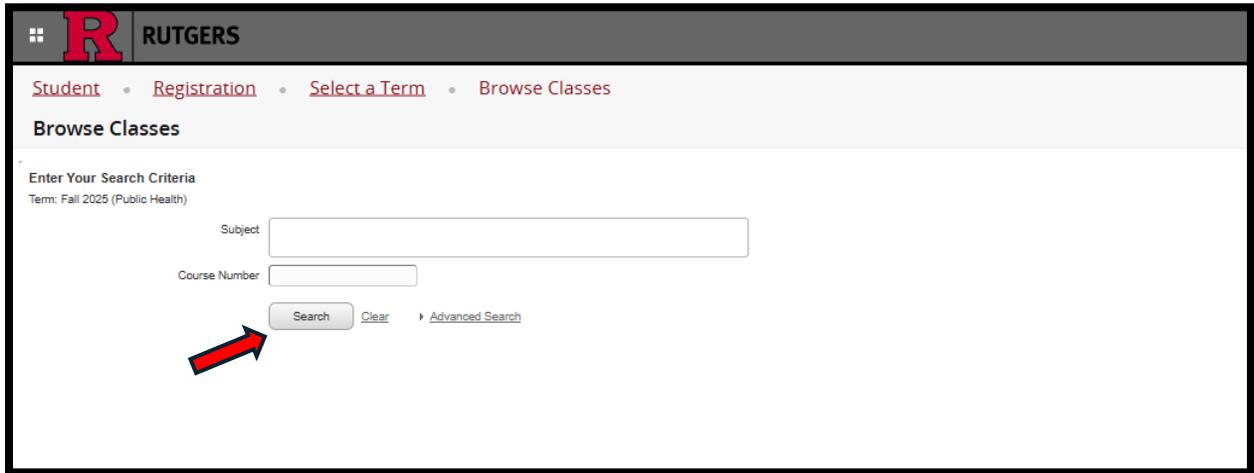
View Registration Information - Review your past schedules and any ungraded classes. This is helpful for verifying prior term enrollments. This option is view-only and does not allow changes to your schedule.

Browse Classes - Explore available course offerings for the selected term. This option allows you to look up classes by subject, title, instructor, meeting time, or other criteria before beginning registration.

Self-Service Banner 9 – Student Instructions

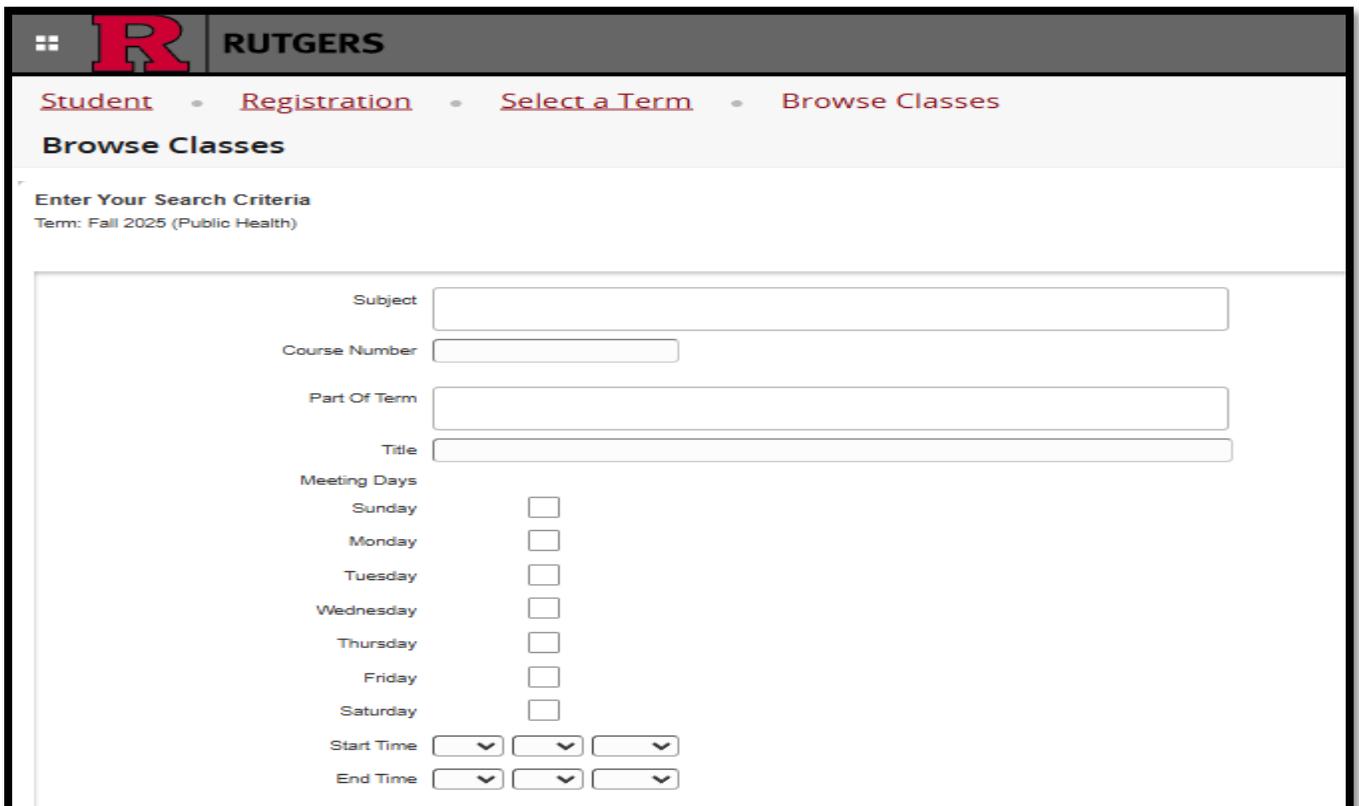
Browse Course Schedule

You can choose **Browse Classes** to search for available course offerings for the selected term without registering. This option allows you to explore classes by subject, course number, title, instructor, or meeting time so you can review options before beginning registration.



Entering Search Criteria

- Choose **Browse Classes** to search for available course offerings for the selected term without registering.
- On the **Browse Classes** page, enter a **Subject** or **Course Number** to begin your search.
- If you would like to search using additional filters—such as instructional method, campus, meeting days, instructor, or course attributes—click the **Advanced Search** link located beneath the search fields.
- Use Advanced Search to refine results by entering additional criteria such as subject, course number, part of term, title, specific meeting days, and optional start/end time filters.



Self-Service Banner 9 – Student Instructions

Title	Subject Description	Course Number	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Schedule Type
Biostatistical Computing	Biostatistics	0535J	030	3	17372	Fall 2025 (P...	Miller, Matthew Cruz, Carla (Primary) Jones, Nicole	S M T W T F S 08:00 PM - 08:00 PM Type: Class Building: Public Health -	Piscataway	FULL: 0 of 40 seats remain... ▼ 1 of 5 waitlist seats remain...	Lecture, Didactic
Biostatistical Computing	Biostatistics	0535J	031	3	17413	Fall 2025 (P...	Castro III, Alejandro (Primary)	S M T W T F S 09:00 PM - 08:00 PM Type: Class Building: One River Fron	Health Scie...	FULL: 0 of 7 seats remain...	Lecture, Didactic
Biostatistical Computing	Biostatistics	0535J	999	3	17977	Fall 2025 (P...	Miller, Matthew (Primary) Cruz, Carla	S M T W T F S - Type: Class Building: None Room: None Start Date: 09	Piscataway	38 of 40 seats remain.	Other
Appl Regression Anal for PH	Biostatistics	0551J	REM	3	17564	Fall 2025 (P...	Kuo, Yen-Hong (Primary)	S M T W T F S 08:00 PM - 08:00 PM Type: Class Building: None Room: N	Remote Co...	FULL: 0 of 30 seats remain... ▼ 4 of 5 waitlist seats remain...	Remote
Biostatistics Theory I	Biostatistics	0613J	030	3	17102	Fall 2025 (P...	Miller, Matthew (Primary) Luo, Lan	S M T W T F S 06:00 PM - 08:00 PM Type: Class Building: Public Health -	Piscataway	FULL: 0 of 27 seats remain...	Lecture, Didactic
Applied Categorical Data Anal.	Biostatistics	0615J	030	3	17566	Fall 2025 (P...	Chman Strickland, Pamela (Primary)	S M T W T F S 08:00 PM - 08:00 PM Type: Class Building: Public Health -	Piscataway	27 of 54 seats remain.	Lecture, Didactic
Fundamentals of Biostatistics	Biostatistics	0625J	030	3	17576	Fall 2025 (P...	Moore, Dirk (Primary)	S M T W T F S 03:00 PM - 05:00 PM Type: Class Building: Public Health -	Piscataway	FULL: 0 of 14 seats remain... ▼ 4 of 5 waitlist seats remain...	Lecture, Didactic
Appl Longitudinal Data Anal	Biostatistics	0650J	030	3	17126	Fall 2025 (P...	Lu, Shouwen (Primary)	S M T W T F S 03:00 PM - 05:00 PM Type: Class Building: Public Health -	Piscataway	34 of 40 seats remain.	Lecture, Didactic
Longitudinal Data Analysis	Biostatistics	0750J	030	3	17831	Fall 2025 (P...	Lu, Shouwen (Primary)	S M T W T F S 03:00 PM - 05:00 PM Type: Class Building: Public Health -	Piscataway	5 of 5 seats remain.	Lecture, Didactic

Viewing Course Results

- Click **Search** to display the list of courses matching your criteria.
- Review the results table, which lists each section’s title, subject, course number, section, credit hours, CRN, term, instructor, meeting days/times, campus, and seat availability.
- Select a Course Title to open detailed section information, including prerequisites, restrictions, meeting details, and enrollment status.

The Browse Course Schedule page in Self-service Banner 9 provides a comprehensive and user-friendly way to explore course offerings across all participating Rutgers Health schools. Use this tool to confirm meeting details, review instructor assignments, check seat availability, and access section-specific information to support planning and advising. With all search and display features now fully integrated into the Self-Service Banner 9 interface, students can efficiently navigate course offerings and locate the information they need with ease.

Registration

The **Registration** page in Self-service Banner 9 allows students to add or drop courses for the selected term while viewing their registration summary in a modern, integrated interface. From this page, students can search for classes, manage their current schedule, and review important registration messages, errors, or holds in real time.

Registration in Banner 9 streamlines course selection and enrollment by presenting class search results, availability, and registration actions in a single workflow. Students can register using Find Classes or Enter CRNs, review changes immediately in their schedule summary, and confirm successful submission before exiting the page. All enrollment actions are processed securely within the Self-service Banner 9 environment.

Student • Registration • Select a Term

Select a Term

Terms Open for Registration
Fall 2025 (SHP) ▼

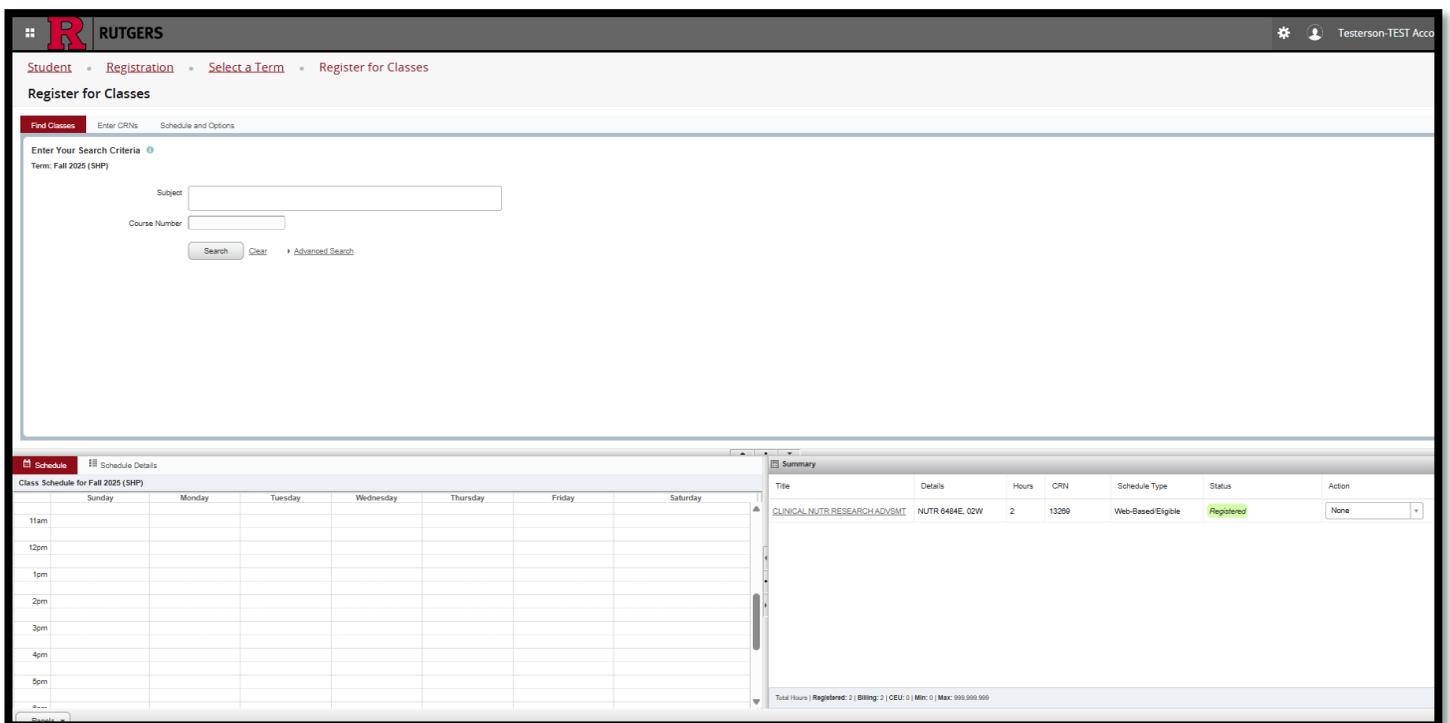
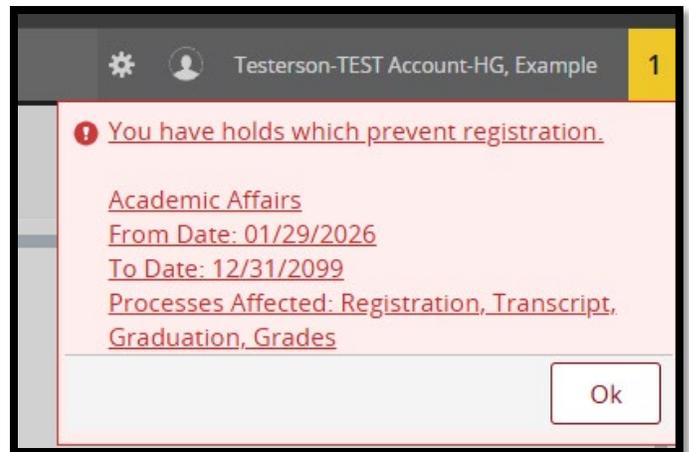
Alternate PIN*

Continue

Self-Service Banner 9 – Student Instructions

Registration Page

- Review the **Terms Open for Registration** drop-down menu.
- Select the appropriate academic term (for example, Fall 2025 (SHP)).
- Entering an Alternate PIN (If Required)
 - If prompted, enter your **Alternate PIN** in the field provided.
 - Alternate PINs are issued by your school or academic advisor and may be required to proceed with registration.
 - If you do not have an Alternate PIN or believe this requirement is incorrect, contact your advisor or [your school's Registrar Office](#) before continuing.
- After selecting the term and entering the Alternate PIN (if required), click Continue.
- You will be taken to the course search page, where you can browse available classes or begin registration.
- If you are unable to access registration and/or you receive errors when accessing the **Registration Page** that do not make sense to you contact your advisor or [your school's Registrar Office](#) before continuing.
- If you see an error about a hold, it may show the source and sometimes the reason. Contact your advisor or [your school's Registrar Office](#) if you need help in clearing the hold.



Finding Classes

- The page opens on the **Find Classes** tab by default.
- In the **Enter Your Search Criteria** section:
 - Enter a **Subject** (required).
 - Optionally enter a **Course Number** to narrow results.
- Select **Search** to display available classes.
- To search using additional criteria (such as instructor, meeting days, or times), select **Advanced Search**.

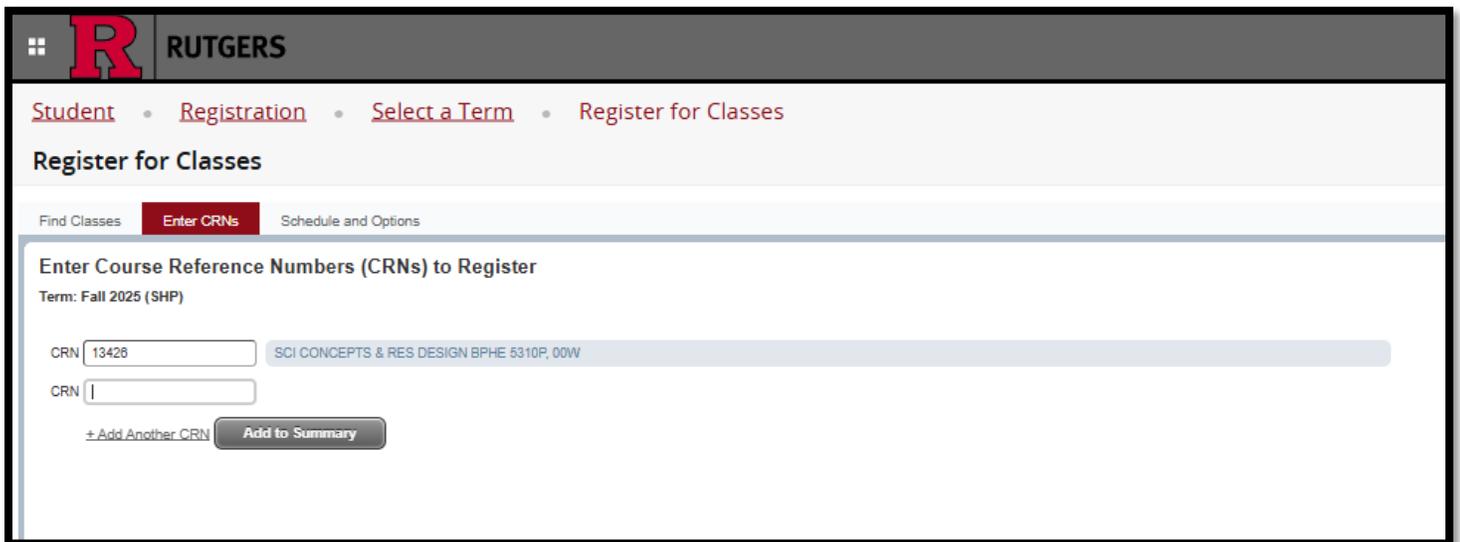
Self-Service Banner 9 – Student Instructions

Reviewing Class Results

- Matching courses will appear in the results list below the search area.
- Select a course row to review section details such as meeting times, location, instructor, and seat availability.

Adding Classes to Your Schedule

- Select **Add** for the desired course to place it in your **Summary** panel.
- The course status will display as **Pending** until registration is submitted.
- You can also add courses directly to your registration **Summary** Panel if you have their CRN numbers.



Reviewing Your Schedule

- The **Schedule Details** grid displays a weekly visual view of your selected courses.
- The **Summary** panel on the right lists:
 - Course title and CRN
 - Credit hours
 - Registration status
 - Action options (such as **Web Registered** or drop-down actions)

Title	Details	Hours	CRN	Schedule Type	Status	Action
Ovr of Disease Procss & Trtmn	BPHE 5510P, 01W	3	13533	Web-Based/Eligible	Pending	**Web Registered**
SCI CONCEPTS & RES DESIGN	BPHE 5310P, 00W	3	13426	Web-Based/Eligible	Pending	**Web Registered**
CLINICAL NUTR RESEARCH ADVSMT	NUTR 6484E, 02W	2	13269	Web-Based/Eligible	Registered	None
MEDICINES DEVELOPMENT	BPHE 5200E, 00W	0	13566	Web-Based/Eligible	Dropped	None

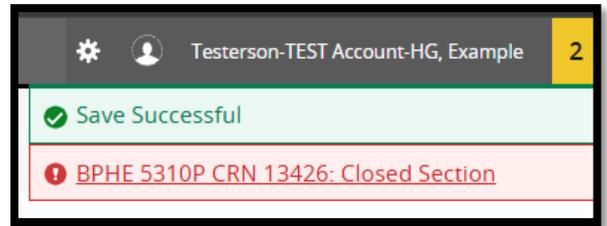
Total Hours | Registered: 2 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999,999,999

[Submit](#)

Self-Service Banner 9 – Student Instructions

Submitting Your Registration

- Review your schedule carefully for accuracy.
- Select **Submit** to complete your registration.
- A confirmation message will appear once your registration is successfully processed.
- If your registration is not processed successfully, you will receive an explanation for that outcome.



Title	Details	Hours	CRN	Schedule Type	Status	Action
SCI CONCEPTS & RES DESIGN	BPHE 5310P, 00W	3	13426	Web-Based/Eligible	Errors Preventing Registration	Remove
MEDICINES DEVELOPMENT	BPHE 5200E, 00W	3	13566	Web-Based/Eligible	Registered	None
CLINICAL NUTR RESEARCH ADVSMT	NUTR 6484E, 02W	2	13269	Web-Based/Eligible	Registered	None

Dropping Classes

Selecting a Course to Drop

- Locate the course you wish to drop in the **Summary** panel on the lower right-hand side of the page. It still needs to be dropped if it has a **Status** of *Registered*.
- In the **Action** column for that course:
 - Select **Web Dropped** from the drop-down menu.
 - Keep in mind that you may only do this while your **school's online registration is open**.
- The selected action will be highlighted once chosen.

Submitting the Drop

- After selecting **Web Dropped**, select **Submit** at the bottom of the page.
- The page will refresh and display an updated status message confirming whether the drop was successful.

Confirming the Drop

- Verify that the course no longer appears as **Registered** in the Summary panel.
- Review your **Total Hours** at the bottom of the page to ensure your enrollment reflects the change.
- The course should no longer appear in your **Schedule Details** grid.

Title	Details	Hours	CRN	Schedule Type	Status	Action
CLINICAL NUTR RESEARCH ADVSMT	NUTR 6484E, 02W	2	13269	Web-Based/Eligible	Registered	None
MEDICINES DEVELOPMENT	BPHE 5200E, 00W	3	13566	Web-Based/Eligible	Registered	** Web Dropped**

Total Hours | Registered: 5 | Billing: 5 | CEU: 0 | Min: 0 | Max: 999,999.999

Submit

Self-Service Banner 9 – Student Instructions

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5pm							
6pm							
7pm					✓ PHARMACINFORMATICS		
8pm							
9pm							
10pm							
11pm							

Using the Schedule Panel

The **Schedule** tab displays your class schedule in a calendar-style format using a weekly grid layout.

- The heading displays your **Class Schedule for the selected term**.
- Days of the week are shown across the top of the grid (Sunday through Saturday).
- Time slots are displayed along the left side of the grid.
- Each scheduled class appears as a **colored block** on the corresponding day and time.
- The course name or abbreviated title appears inside each block.
- A checkmark icon indicates a successfully registered course.

This view allows you to quickly confirm when your classes meet and identify any timing conflicts.

Using the Schedule Details Panel

The **Schedule Details** tab provides an alternate detailed view of your weekly schedule and updates automatically as changes are made.

- Select **Schedule Details** to review the same schedule information in a refined layout.
- The panel reflects all **registered and pending courses** for the selected term.
- Classes are displayed according to their assigned meeting days and times.
- Courses without specific meeting times (such as fully online or asynchronous sections) may not appear in the grid.

Reviewing Your Schedule

- Use both panels to:
 - Verify class meeting days and times.
 - Confirm that added or dropped courses are reflected correctly.
 - Identify overlapping classes or scheduling conflicts before submission.
- The schedule view updates in real time as classes are added, dropped, or changed from the **Summary** panel.

The Registration page serves as your central hub for managing class enrollment each term. After making any updates, always double-check your schedule and payment status to confirm your registration is finalized and accurate in Self-Service Banner 9.

Self-Service Banner 9 – Student Instructions

View Grades

The **View Grades** page allows students to view final grades, term GPA, and overall GPA once grades have been officially posted by instructors. This page provides a clear summary of academic performance for the selected term, including course-level details and program information.

(Level) - Subject	(Level) - Course Title	(Level) - Campus	(Level) - Midterm Grade	(Level) - Final Grade	(Level) - Narrative Grade Comments	(Level) - Att...	(Level) - Ear...	(Level) - GP...	(Level) - Qu...	(Level) - CRN	(Level) - Action
NUTR 7210E, 00W	HUMAN METAB & BODY COMPOSITION	D		A		3.000	3.000	3.000	12.00	13171	
NUTR 6100E, 00W	SCI WRIT INTER FOR NUT DIET PR	D		A		3.000	3.000	3.000	12.00	13404	

Accessing the Grades Page

- Select **View Grades** from the **Student Self-Service Common Dashboard**.
- Use the **Term** drop-down menu to select the term you wish to review.
- Then select the **Course Level** drop-down menu to select the level and your grades for the term will be displayed.

Viewing GPA Summary and Curriculum Information

- The top of the page displays your **GPA Summary for the level**, including your **Selected Term GPA**, **Institutional GPA**, **Transfer GPA**, and **Overall GPA**.
- The **Primary Curriculum** section lists your academic program, degree, and college. Click **View Details** to expand additional information.

Reviewing Course Work and Grades

- Each course is listed with its **Subject**, **Course Title**, **Campus**, **Credit Hours**, and **CRN (Course Reference Number)**.
- The **Final Grade** column shows your posted grade for the course. If applicable, mid-term grades or narrative comments may also be displayed.
- Credit and GPA details for each course are summarized in the **Attempted**, **Earned**, **GPA Hours**, and **Quality Points** columns.

Navigating the Page

- Use the drop-down menus at the top of the page to switch between academic terms or levels (e.g., undergraduate, graduate, or professional).
- To view additional information about your program or transcript, select **View Details** in the **Primary Curriculum** section or use the **Student Profile** link to return to your main record.

The **View Grades** page offers a complete, term-by-term view of your academic results, enabling you to track progress and confirm the accuracy of posted grades.

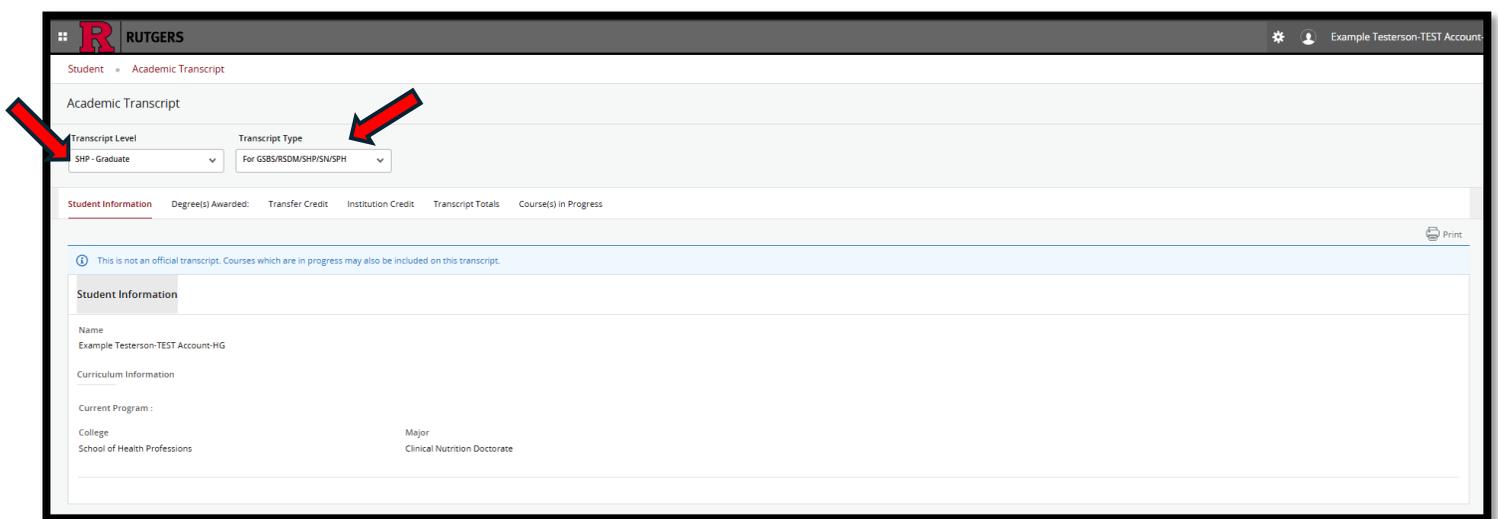
Self-Service Banner 9 – Student Instructions

View Unofficial Transcript

The **View Unofficial Transcript** page in Self-service Banner 9 allows students to view a real-time summary of their academic record, including completed and in-progress courses, grades, GPA information, transfer credit, and awarded or pending degrees. This page provides a comprehensive, consolidated view of your academic history and is useful for academic planning and personal reference.

Although accessed through the Self-service Banner 9 environment, your unofficial transcript remains an **informational record only** and is not an official transcript. The content displayed reflects the same authoritative student record data used across Banner, presented in an updated and integrated interface.

For information on sending or receiving an **Official Transcript**, please consult the [Requesting an Official Transcript](#) section of these guidelines.

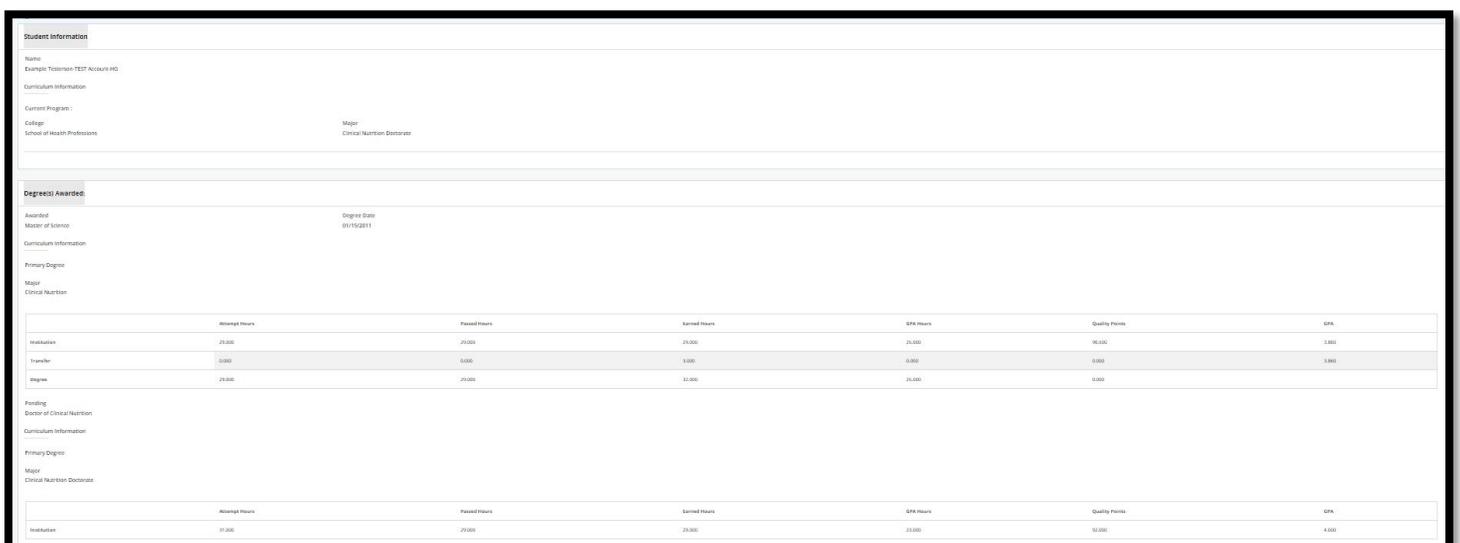


Accessing the Transcript Page

- Select **View Unofficial Transcript** from the **Student Self-Service Common Dashboard**.
- You will then need to select the Transcript Level and Transcript Type.

Selecting Transcript Level and Type

- Use the **Transcript Level** drop-down menu to choose the correct academic level (e.g., Undergraduate, Graduate, Professional).
- Select a **Transcript Type** appropriate for your school or program.
- After choosing both fields, your unofficial transcript will be displayed below automatically.



Self-Service Banner 9 – Student Instructions

Viewing Your Unofficial Transcript

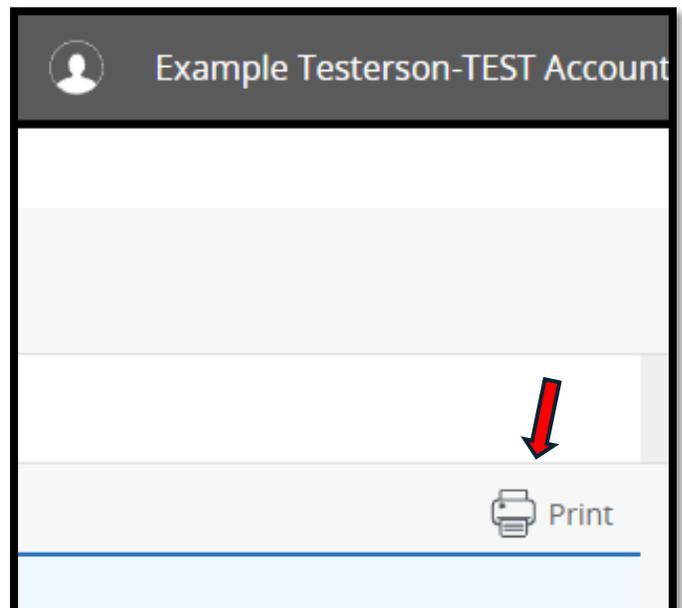
- The transcript includes multiple sections, such as:
 - **Student Information** – Name, birth date, and program information.
 - **Degree(s) Awarded** – Completed degrees, dates, and details.
 - **Institutional Credit** – Courses, grades, credit hours, GPA hours, and quality points by term.
 - **Transfer Credit** – Any transfer coursework accepted by Rutgers.
 - **Transcript Totals** – Summaries of attempted, earned, and GPA hours, along with overall GPA.
- A notice at the top of the page will indicate that the transcript is **not an official transcript**.

Navigating the Transcript

- Scroll through the full document to review all academic history.
- You can also use the tabs at the top of the transcript (e.g., **Institution Credit, Transfer Credit, Transcript Totals, Courses in Progress**) to jump between sections.

Printing Your Unofficial Transcript

- Once you've confirmed all information is correct, locate the print icon in the upper right-hand portion on the page.
- You will then be able to print the Unofficial Transcript with a watermark indicating this from the printer of your choice.
- Afterward, you can print the Unofficial Transcript—which will display a watermark—using any printer you prefer.
- Remember, the unofficial transcript is for your records only and is not an official Rutgers document.



The View Unofficial Transcript screen in Self-

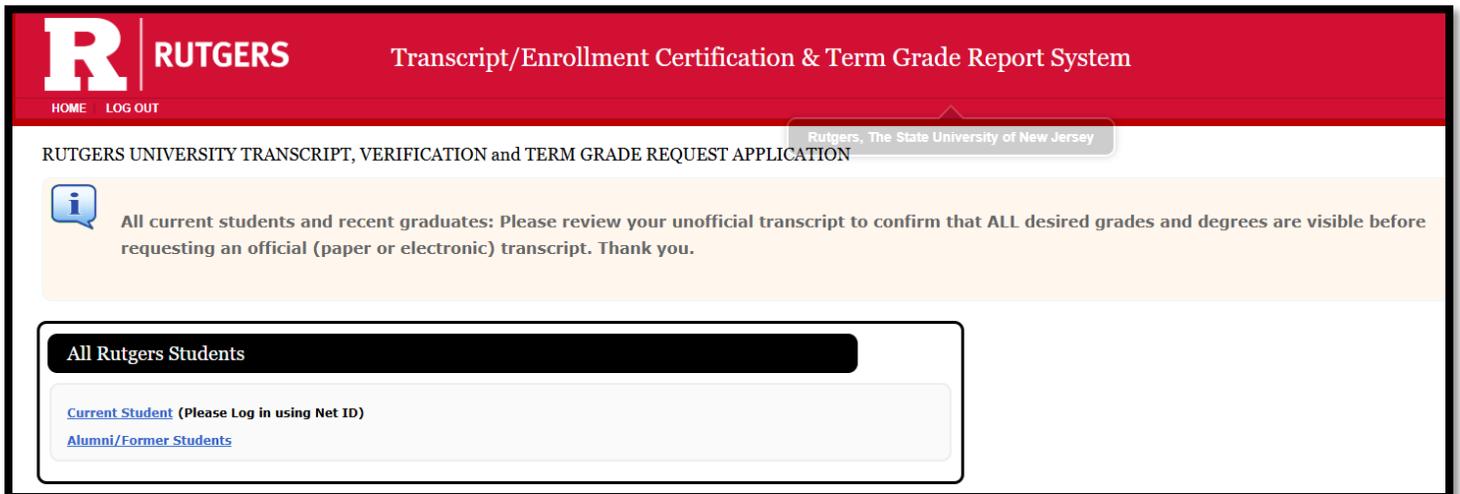
Service Banner 9 lets you quickly review your academic history—including personal details, degrees, credits, and GPA—through Self-Service. Use the tabs at the top to navigate between sections.

Remember, this is not an official transcript, but it's useful for checking your records before requesting the official version.

Self-Service Banner 9 – Student Instructions

Requesting an Official Transcript

The **Request Official Transcripts** option directs students to Rutgers University’s official Transcript, Enrollment Certification, and Term Grade Report system. This system is separate from Self-Service Banner and is used to request paper or electronic copies of your official academic transcript.



Accessing the Transcript Request System

- From the **Student Self-Service Common Dashboard**, select **Request Official Transcripts**.
- You will be redirected to the Rutgers Transcript/Enrollment Certification & Term Grade Report System.

Confirming Transcript Accuracy

- A notice at the top of the page reminds you to first review your **Unofficial Transcript** in Self-Service to ensure all grades and awarded degrees appear correctly.
- This helps prevent delays or issues with transcript processing.

Selecting Your Student Type

- Under the section labeled **All Rutgers Students**, choose **Current Student** to proceed.
- You will log in using your NetID to access the transcript request options.
- (Alumni or former students may use the alternative link provided on the page.)

Requesting Your Official Transcript

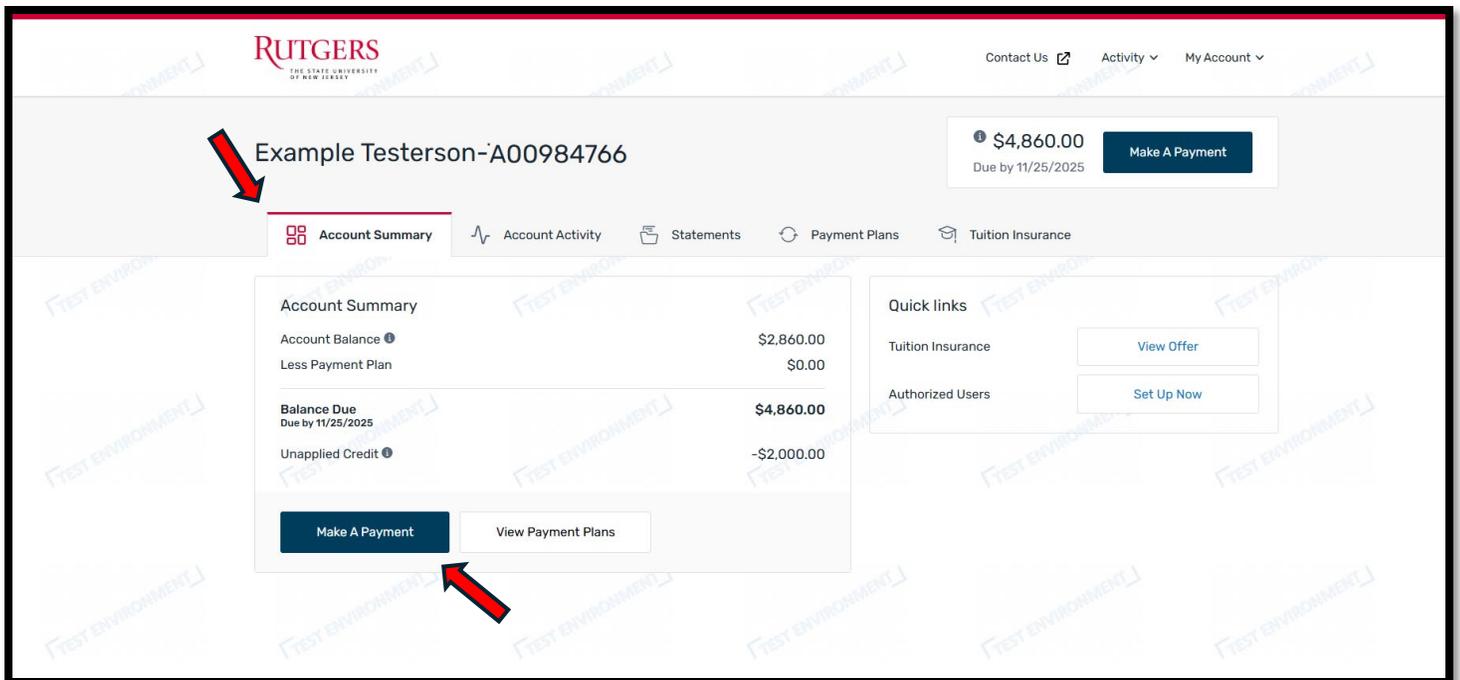
- Once logged in, follow the prompts to select:
 - Delivery method (electronic PDF or mailed paper copy)
 - Recipient information
 - Additional options as needed
- Review your request details carefully before submitting.

Official transcript requests are processed through Rutgers’ secure transcript service, separate from Self-Service Banner, to ensure accurate and timely delivery to institutions, employers, licensing boards, or personal recipients.

Self-Service Banner 9 – Student Instructions

View and Pay Bill

The **View and Pay Bill** page allows students to review their account balance, view recent activity, access billing statements, and make secure online payments. Rutgers uses **Flywire** as its payment platform, providing a clear summary of charges and convenient options for electronic payment and payment plans.



Accessing Your Billing Account

- Select **View and Pay Bill** from the **Student Self-Service Common Dashboard** .
- You will be redirected to the Rutgers Flywire payment portal, where your name and student ID will appear at the top of the page.

Reviewing the Account Summary

- The **Account Summary** section displays your **Account Balance**, **Payment Plan Adjustments**, and your **Balance Due** by the listed due date.
- Any **Unapplied Credits** will also appear here and will reduce your overall balance.
- A large summary box on the right highlights your current amount due and provides a shortcut button to start a payment.

Making a Payment

- Click **Make A Payment** to begin the secure checkout process.
- Choose your payment method from the options provided by Flywire, which may include:
 - Electronic bank transfer
 - Credit or debit card
 - International payment options (where applicable)
- Follow the on-screen prompts to complete your payment.
- A confirmation message and receipt will be available once the transaction is submitted.

Viewing Payment Plans

- If payment plans are available, select **View Payment Plans** from the Account Summary section.

Self-Service Banner 9 – Student Instructions

- Review your plan options, enrollment requirements, and due dates before confirming participation.

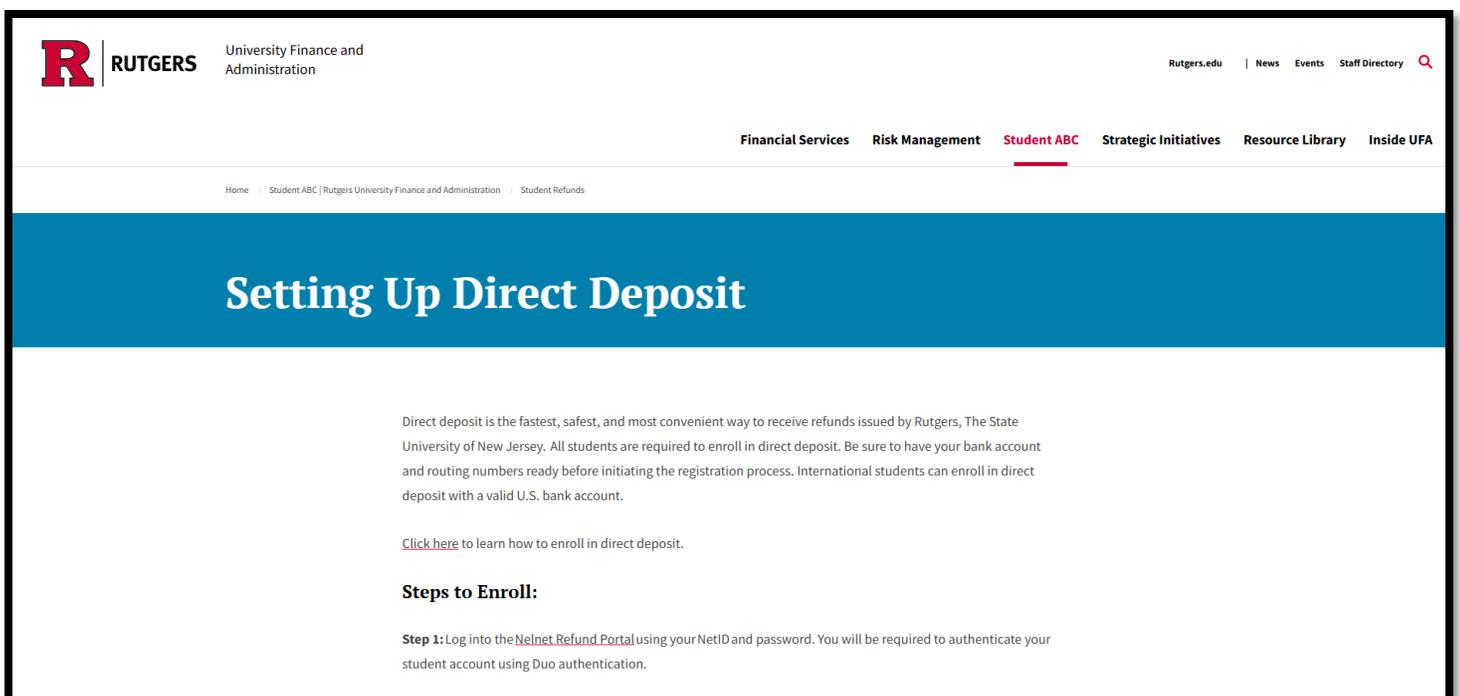
Additional Billing Tools

- Tabs across the top of the page provide access to:
 - **Account Activity** – A detailed list of charges, payments and adjustments. Downloadable billing statements by term or by date range.
 - **Payment Plans** – Enrollment options and current plan details.
 - **Tuition Insurance** – Optional coverage information with enrollment links.
- The **Quick Links** panel offers shortcuts for **Tuition Insurance** or **Authorized Users** setup.

The **View and Pay Bill** page provides a secure and easy-to-navigate billing experience through Flywire. Students are encouraged to review their account regularly, confirm due dates, and maintain accurate contact information to ensure timely communication regarding their billing status.

Refunds - Enroll In Direct Deposit

The **Refunds – Enroll in Direct Deposit** link provides students with information about setting up direct deposit for receiving refunds. Direct deposit allows financial aid refunds, overpayments, and other eligible credits to be deposited directly into your personal bank account.



The screenshot shows the Rutgers University Finance and Administration website. The header includes the Rutgers logo, the text 'RUTGERS University Finance and Administration', and navigation links for 'Rutgers.edu', 'News', 'Events', and 'Staff Directory'. A secondary navigation bar contains 'Financial Services', 'Risk Management', 'Student ABC' (highlighted), 'Strategic Initiatives', 'Resource Library', and 'Inside UFA'. Below the navigation is a breadcrumb trail: 'Home / Student ABC | Rutgers University Finance and Administration / Student Refunds'. The main content area has a blue header with the title 'Setting Up Direct Deposit'. The text below explains that direct deposit is the fastest, safest, and most convenient way to receive refunds. It states that all students are required to enroll in direct deposit and provides instructions for international students. A link is provided to learn how to enroll. The page also includes a section titled 'Steps to Enroll:' with 'Step 1: Log into the [NetID Refund Portal](#) using your NetID and password. You will be required to authenticate your student account using Duo authentication.'

1. Accessing Direct Deposit Information

- Select **Refunds – Enroll in Direct Deposit** from the **Student Self-Service Common Dashboard**.
- You will be redirected to a Rutgers information page that explains how direct deposit works and how to complete enrollment.

2. Reviewing Direct Deposit Instructions

- The page includes steps for setting up or updating your banking information.
- Follow the instructions provided to complete your enrollment through the designated Rutgers Student Accounting portal.

Self-Service Banner 9 – Student Instructions

Direct deposit is the fastest and most secure way to receive student refunds. Students are encouraged to enroll early and verify their banking details regularly to ensure timely deposit of any eligible funds.

1098-T Tax Notification

The **1098-T Tax Notification** page allows students to view and download their annual IRS Form 1098-T, which reports qualified tuition and related educational expenses for tax purposes. This information is provided each year to assist students and families with federal tax filings.

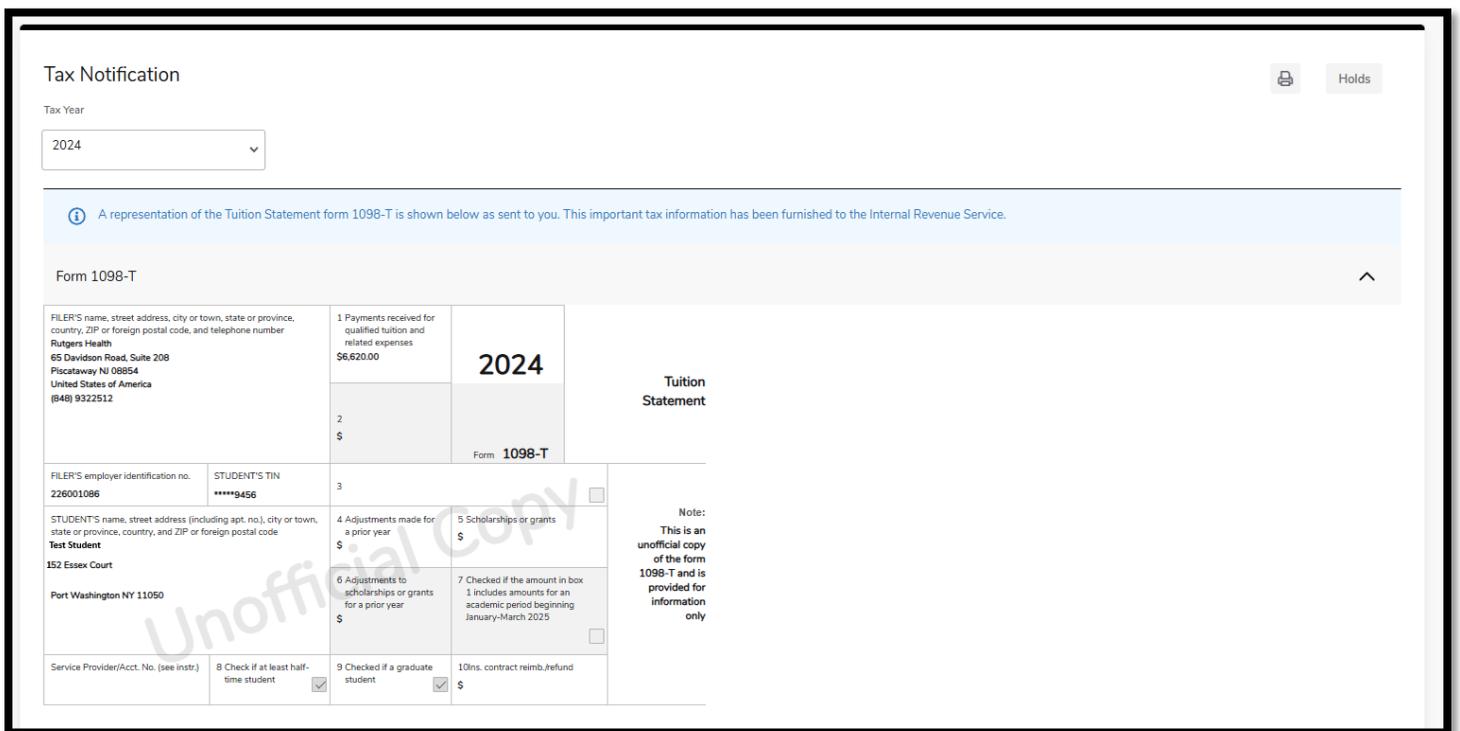


Accessing the Tax Notification Page

- Select **1098-T Tax Notification** from the **Student Self-Service Common Dashboard**.
- You will be taken to the Tax Notification screen, where you can select the appropriate tax year.

Selecting a Tax Year

- Use the **Tax Year** drop-down menu to choose the year you wish to view.
- Once a year is selected, your 1098-T Tuition Statement will appear automatically.



Viewing the 1098-T Form

- The displayed form includes key information reported to the IRS, such as:
 - Payments received for qualified tuition and related expenses
 - Scholarships or grants
 - Adjustments for prior years
 - Student and filer identification information

Self-Service Banner 9 – Student Instructions

- A banner at the top of the page indicates that this is a **representation** of your 1098-T as sent to you and the IRS.

Printing Your 1098-T

- A **Print** icon appears in the upper-right corner of the page.
- Select this option if you need a printed copy for your personal records or to share with your tax preparer.

Viewing Holds (If Applicable)

- A **Holds** button appears alongside the print option.
- Selecting this button will show any holds that may impact your account.

The **1098-T Tax Notification** page provides fast access to your tuition statement for tax filing purposes. Students should consult a qualified tax professional if they have questions about using the 1098-T when filing their taxes.