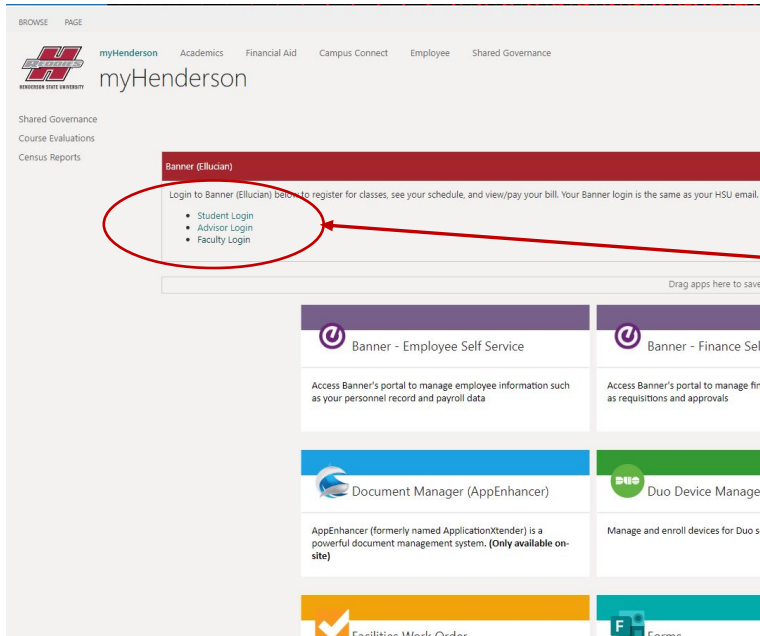


Student Registration Instructions for Banner Self-Service

The following are instructions for self registration for upcoming terms. Once registered, the courses are placed on your HSU Transcript and billing statement. We understand life events happen, if for any reason you need to withdraw from a course(s) it is your responsibility to do so through the registrars office.

A link to Banner Self-Service can be found on the MyHenderson Homepage...



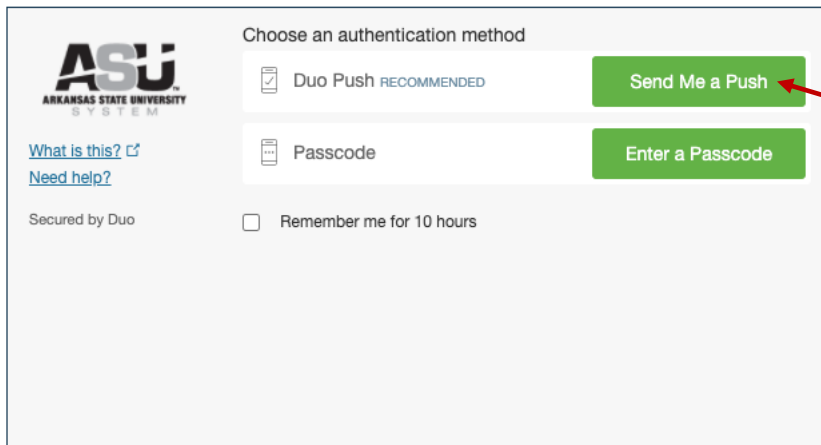
Make sure you use the link titled **"Student Login"**

You will see the following prompt to sign-in...

A screenshot of the ellucian sign-in prompt. It features the ellucian logo at the top. Below it is a blue horizontal bar. The main heading is 'Sign in to your account'. There are two input fields: 'Username' and 'Password'. To the right of the 'Password' field is a blue 'Sign In' button. Below the input fields is a checkbox labeled 'Remember me on this computer'.

The username and password for signing into Banner Self-Service are the same as for your campus email and MyHenderson.

After you select “Sign In” you will see the DUO authentication prompt. You must have the DUO app downloaded to your mobile phone to move past this point. If you have not yet installed DUO, then you may visit go.hsu.edu/DuoSetup for instructions.



ASU
ARKANSAS STATE UNIVERSITY
SYSTEM

Choose an authentication method

☒ Duo Push RECOMMENDED [Send Me a Push](#)

☐ Passcode [Enter a Passcode](#)

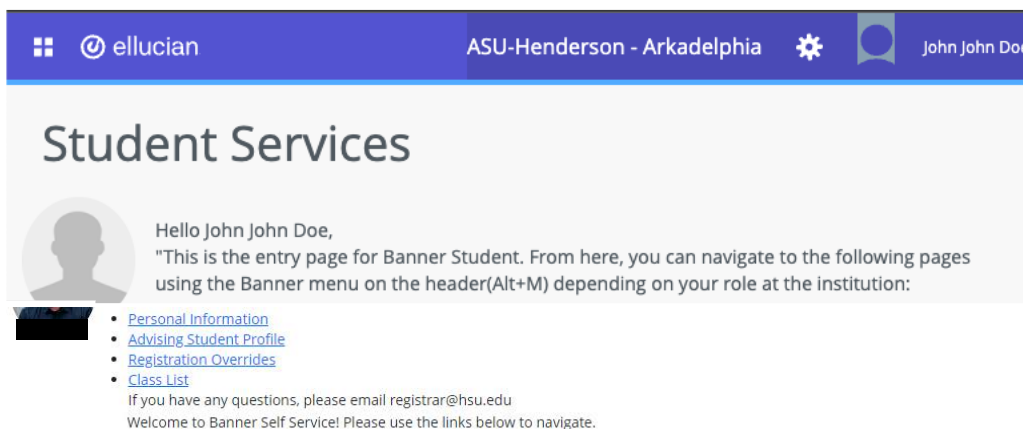
[What is this?](#) [Need help?](#)

Secured by Duo ☐ Remember me for 10 hours

Select “Send Me a Push”

You will then receive a confirmation on your phone.

After accepting the confirmation prompt from your phone, you will be taken to the following student landing page for Banner Self-Service.



ellucian ASU-Henderson - Arkadelphia John John Doe

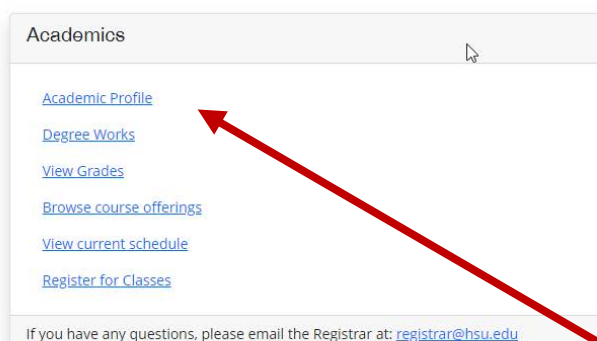
Student Services

Hello John John Doe,
"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:

- [Personal Information](#)
- [Advising Student Profile](#)
- [Registration Overrides](#)
- [Class List](#)

If you have any questions, please email registrar@hsu.edu
Welcome to Banner Self Service! Please use the links below to navigate.

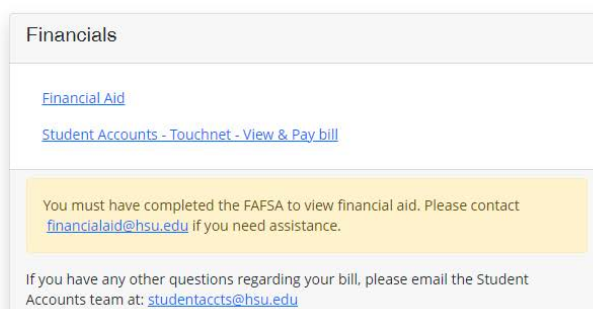
Your name will appear in the top right corner.



Academics

- [Academic Profile](#)
- [Degree Works](#)
- [View Grades](#)
- [Browse course offerings](#)
- [View current schedule](#)
- [Register for Classes](#)

If you have any questions, please email the Registrar at: registrar@hsu.edu



Financials

- [Financial Aid](#)
- [Student Accounts - Touchnet - View & Pay bill](#)

You must have completed the FAFSA to view financial aid. Please contact financialaid@hsu.edu if you need assistance.

If you have any other questions regarding your bill, please email the Student Accounts team at: studentacct@hsu.edu

My Account

[Personal Information](#)
[myHenderson Portal](#)

The “Academic Profile” link will take you to the next portion of the registration process.

“Student Profile and Registration” takes you to your student profile...

IMPORTANT NOTE: **Do NOT panic** if you see something on the profile screen that looks different than you think it should. If you need to update your student information, please view the [Registrar’s Forms page](#), which will indicate the appropriate form to submit.

Student Profile - John John Doe (50824477)

Term: Fall 2022 | Standing: Academic Probation H... | Overall Hours: 16 | Overall GPA: 1.188 | Registration Notices: 4 | Holds: 0

Bio Information
Email: Not Provided
Phone: Not Provided
Gender: Male
Date of Birth: 01/01
Ethnicity: Not Hispanic or Latino
Race: Asian, White
Citizen: Not Provided
Citizenship: Not Provided
Emergency Contact: Not Provided
Emergency Phone: Not Provided

General Information
Level: Undergraduate
Class: High School Concurrent Student
Status: Active
Student Type: Continuing
Residency: Resident
Campus: Not Provided
First Term Attended: 2020 Fall
Matriculated Term: 2020 Fall
Last Term Attended: 2021 Spring
Leave of Absence: Not Provided

Curriculum, Hours & GPA
Primary | Secondary | Hours & GPA
Degree: Bachelor of Science
Study Path: Not Provided
Level: Undergraduate
Program: Bachelor of Science
College: Ellis Coll of Arts and
Major: Psychology - BS
Department: Not Provided
Concentration: Not Provided
Minor: Sociology
Concentration: Not Provided
Admit Type: New Freshman
Admit Term: Fall 2017
Catalog Term: Fall 2017

REGISTERED COURSES
Not Registered

Graduation Information
Graduation Applications: None

Advisors
Primary / Faculty Advisor: [Elwyn Elwyn W Martin](#)
Professional Advisor: [Chanda Chanda R Hooten](#)

Additional Links is not operational at this time.

Registration and Planning will take you to the registration process (see next page).

Information will be held here if your graduation application has been approved or if a previous degree has been awarded to you.

Verify your major, minor, certificate. Additional degrees are located under the secondary tab.

You can view the current holds on your account from the profile screen. Click on the # to view your holds. See document [Appendix](#) for a summary of what to do if you have a specific hold.

“Registration and Planning” will take you to...

The screenshot shows the 'ellucian' logo in the top left and 'ASU-Henderson - Arkadelphia' in the top right. The breadcrumb trail is 'Student • Registration'. The main heading is 'Registration'. Below this is a section titled 'What would you like to do?' containing three options: 'Register for Classes' (with a calendar icon), 'Browse Classes' (with a magnifying glass icon), and 'Browse Course Catalog' (with a book icon). Three red arrows point from callout boxes to these options. The first callout box points to 'Register for Classes' and says 'Add Classes to Your Schedule!'. The second callout box points to 'Browse Classes' and says 'View only courses available for term you wish to register for.'. The third callout box points to 'Browse Course Catalog' and says 'Browse Course Catalog allows you to view ALL courses HSU offers – will include courses not available in the specific semester you are about to register for.'.

ellucian ASU-Henderson - Arkadelphia

Student • Registration

Registration

What would you like to do?

[Register for Classes](#)
Search and register for your classes. You can also view and manage your schedule.

[Browse Classes](#)
Looking for classes? In this section you can browse classes you find interesting.

[Browse Course Catalog](#)
Look up basic course information like subject, course and description.

Add Classes to Your Schedule!

View only courses available for term you wish to register for.

Browse Course Catalog allows you to view ALL courses HSU offers – will include courses not available in the specific semester you are about to register for.

Register for Classes takes you to term selection. Depending on when during the academic year registration is taking place, sometimes more than one academic term will be available.

The screenshot shows the 'ellucian' logo in the top left. The breadcrumb trail is 'Student • Registration • Select a Term'. The main heading is 'Select a Term'. Below this is a section titled 'Terms Open for Registration' with a dropdown menu showing 'Fall 2022' and a 'Continue' button. A red arrow points from a callout box to the dropdown menu. The callout box contains two paragraphs: 'The first time you access term selection the term will not appear – select the drop-down arrow, and wait for the desired term (e.g., Fall 2022) to appear in the menu, then click on it.' and 'After you have selected the desired term, you may select “Continue.”'.

ellucian

Student • Registration • Select a Term

Select a Term

Terms Open for Registration

Fall 2022

Continue

The first time you access term selection the term will not appear – select the drop-down arrow, and wait for the desired term (e.g., Fall 2022) to appear in the menu, then click on it.

After you have selected the desired term, you may select “Continue.”

Now search for the subject area of the course you wish to register for. You may type in the full name (e.g., Mathematics), or you may enter the subject prefix (e.g., MTH).

ellucian ASU-Henderson - Arkadelphia Doe, John

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Enter Your Search Criteria ?

Term: Fall 2022

Subject: HIS

Course Number: History

Keyword:

Search Clear Advanced Search

Tip: Use "Advanced Search" to find courses that belong to a specific part of term. e.g. MBA 7 week terms, Summer I and II terms, etc.

Instructional Methods

Schedule Type

Duration

Part Of Term

Title: Combined Sessions

Sessions: Full Term or Combined Summer

Course Number Range

Credit Hour Range

Meeting Days: Summer I - First Five Weeks, Summer II - Second Five Weeks

Sunday ☐

Monday ☐

Tuesday ☐

Wednesday ☐

Thursday ☐

Friday ☐

Saturday ☐

Below are your search results...

ellucian

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Search Results — 1462 Classes

Term: Fall 2022

Title	Subject/Div	Cours	Seatic	Cours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute	
Principles of Ac... Lecture	Acco...	2...	01	3	6...	F...	Hoskins, M...	S M T W T F S 10:00 AM	A...	29 of 3...	Business Fee	Add
Principles of Ac... Lecture	Acco...	2...	02	3	6...	F...	Hoskins, M...	S M T W T F S 11:00 AM	A...	30 of 3...	Business Fee	Add
Principles of Ac... Lecture	Acco...	2...	03	3	6...	F...	Almand, An...	S M T W T F S - Type: (A...	30 of 3...	Business Fee	Add
Principles of Ac... Lecture	Acco...	2...	01	3	6...	F...	Hoskins, M...	S M T W T F S 11:00 AM	A...	30 of 3...	Business Fee	Add
Principles of Ac... Lecture	Acco...	2...	02	3	6...	F...	Massey, Lis...	S M T W T F S 01:30 PM	A...	30 of 3...	Business Fee	Add
Intermediate Ac... Lecture	Acco...	3...	01	3	6...	F...	Massey, Lis...	S M T W T F S 09:30 AM	A...	25 of 2...	Business Fee	Add
Intermediate Ac... Lecture	Acco...	3...	01	3	6...	F...	Almand, An...	S M T W T F S 09:00 AM	A...	20 of 2...	Business Fee	Add
Accounting Info... Lecture	Acco...	3...	01	3	6...	F...	Massey, Lis...	S M T W T F S 11:00 AM	A...	20 of 2...	Business Fee	Add
Advanced Audit... Lecture	Acco...	4...	01	3	6...	F...	Massey, Lis...	S M T W T F S - Type: (A...	10 of 1...	Business Fee	Add
Advanced Audit... Lecture	Acco...	4...	02	3	6...	F...	Massey, Lis...	S M T W T F S - Type: (A...	10 of 1...	Business Fee	Add

Page 1 of 147 | 10 Per Page

Records: 1462

Open and close bottom panels to display extra registration information.

You may expand the columns to view information in more detail.

Hoover over "Meeting Times" to see a course's exact Start and End dates.

S M T W T F S Class
on: Wednesday
12:00 PM - 01:15 PM
Type: Class
Building: Mooney Hall
Room: 203
Start Date: 08/20/2024
End Date: 12/12/2024

Use the "Add" button to add a course to your schedule.

You can expand and contract three different windows within the registration portal.

Search Results
Weekly Calendar
Enrolled Courses

*See next page for example.

ellucian ASU-Henderson - Arkadelphia Doe, John

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Search Results -- 25 Classes
Term: Fall 2022 Subject: Accounting

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
Principles of Account... Lecture	Accounti...	2013	01	3	60...	Fall...	Hoskins, Marga...	S T W T F S 10:00 AM - 10:50	Ark...	29 of 30 se...	Business Fee	Add
Principles of Account... Lecture	Accounti...	2013	02	3	60...	Fall...	Hoskins, Marga...	S T W T F S 11:00 AM - 11:50	Ark...	30 of 30 se...	Business Fee	Add
Principles of Account... Lecture	Accounti...	2013	03	3	60...	Fall...	Almand, Andrew...	S M T W T F S - Type: Class Bu	Ark...	30 of 30 se...	Business Fee	Add
Principles of Account... Lecture	Accounti...	2023	01	3	60...	Fall...	Hoskins, Marga...	S M T W T F S 11:00 AM - 12:15	Ark...	30 of 30 se...	Business Fee	Add
Principles of Account... Lecture	Accounti...	2023	02	3	60...	Fall...	Massey, Lisa (P...	S M T W T F S 01:30 PM - 02:45	Ark...	30 of 30 se...	Business Fee	Add
Intermediate Account... Lecture	Accounti...	3053	01	3	60...	Fall...	Massey, Lisa (P...	S M T W T F S 09:30 AM - 10:45	Ark...	25 of 25 se...	Business Fee	Add
Intermediate Account... Lecture	Accounti...	3063	01	3	60...	Fall...	Almand, Andrew...	S T W T F S 09:00 AM - 09:50	Ark...	20 of 20 se...	Business Fee	Add

Class Schedule for Fall 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Open and close bottom panels to display extra registration information.

Summary

Title	Details	Hour	CRN	Schedule Type	Status	Action
Principles of Account...	ACC 2013...	3	60606	Lecture	Pending	**Web Registered**

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 15

Conditional Add and Drop Submit

When you select "Add"

The course will appear in the summary box

Your course is **PENDING** – you have not been successfully registered until you hit the submit button.

Note your weekly calendar of courses is beginning to be built. Fully online classes are not displayed here.

Toggle "Schedule Details" to view in a different format.

Summary

Title	Details	Hour	CRN	Schedule Type	Status	Action
Principles of Account...	ACC 2013...	3	60606	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15

Conditional Add and Drop Submit

Notice the status now says *Registered*. You are now registered for this course.

What if you want to drop a course you have registered for?

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Principles of Accounting A	ACC 2013, 01	3	60606	Lecture	Registered	<div>None None Drop</div>

Under the Action column, select the drop-down arrow, and then select Drop.

☐ Conditional Add and Drop **Submit**

When your screen looks like the one below, select the submit button TWICE!!!

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Principles of Accounting A	ACC 2013, 01	3	60606	Lecture	Registered	Drop

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15

☐ Conditional Add and Drop **Submit**

After you select the submit button one time...

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Principles of Accounting A	ACC 2013, 01	0	60606	Lecture	Deleted	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 15

☐ Conditional Add and Drop **Submit**

After you select the submit button twice...

Summary

No registered or pending classes.

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 15

☐ Conditional Add and Drop **Submit**

*** After the online drop date students will need to drop courses via the Registrars office.**

If you wish to add more classes...

Select the Search Again button in the top right corner of your search results (as shown above). For our example, we now attempt to add an Engineering and an English course.

The screenshot shows the Banner system interface. On the left is a 'Class Schedule for Fall 2022' grid. On the right is a 'Summary' table. A red arrow points from the 'Search Again' button in the search results to the 'Submit' button in the summary table.

Title	Details	Hour	CRN	Schedule Type	Status	Action
Enriched Writing & Rhetoric I	ENG 0231, 06	1	61518	Lecture	Pending	**Web Registered**
Embedded Microprocessors	EGR 4443, 01	3	61350	Lecture	Pending	**Web Registered**
Principles of Accounting A	ACC 2013, 01	3	60606	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15

☐ Conditional Add and Drop

John Doe has told Banner that he wants to add ENG 0231 and EGR 4443. Mr. Doe can tell Banner he *wants* to add any course. If Mr. Doe lacks prerequisites, or is prevented due to other registration blocks (e.g., course closed), Banner will provide a notification after the submit button has been triggered.

The screenshot shows the Banner system interface. At the top is a navigation bar with 'ellucian', 'ASU-Henderson - Arkadelphia', and 'Doe, John'. Below is a 'Register for Classes' section. The 'Search Results' section shows 6 classes for English, with a 'Search Again' button. The 'Summary' table shows the same three classes as the previous screenshot. A red box highlights the 'Registration Error Indicators' section, which contains error messages for EGR 4443 and ENG 0231. A red arrow points from this box to the 'Submit' button in the summary table.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Enriched Writing & Rhetoric I	ENG 0231, 06	1	61518	Lecture	Errors Preventing Registration	Remove
Embedded Microprocessors	EGR 4443, 01	3	61350	Lecture	Errors Preventing Registration	Remove
Principles of Accounting A	ACC 2013, 01	3	60606	Lecture	Registered	None

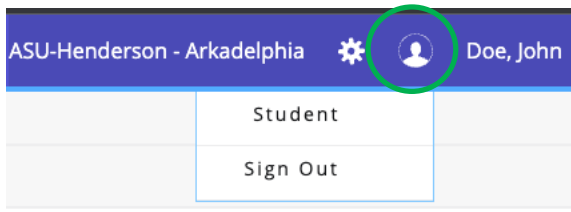
Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 15

☐ Conditional Add and Drop

Registration
Error
Indicators

Your only option at this point is to select "Submit" again, and the classes will be removed. The next page will explain how you may seek approval to register despite these errors.

When you have completed your registration session in Banner, you may sign-out by selecting the icon next to your name in the top right corner of the screen. You will not be able to seek approval for registration overrides from within Banner.



How to Request Override Permissions for the Following Error Messages...

- Instructor Approval Required
- Pre-Requisite and/or Test Score
- Class Maximum Enrollment (i.e., enrollment already at max capacity)
- Time Conflict (i.e., conflicts with another course you have registered for)

If you receive any of the above error messages, you may contact the Primary Course Instructor.

Question: If a course has more than one instructor, how do I know which is primary?

Answer: The primary instructor will be indicated within the course search results (see below). You may need to expand the instructor column within the search results to view the primary identifier.

Find Classes Enter CRNs Schedule and Options							
Search Results — 18 Classes Term: Fall 2022 Subject: Engineering							
Engineering Computation Lecture	Engineering	2253	01	3	61338	Fall 2022	Zamanipour, Zahra (Primary)
Statics Lecture	Engineering	2363	01	3	61339	Fall 2022	Welch, Paula (Primary)
Electric Circuits I Lecture	Engineering	2584	01	4	61341	Fall 2022	Zamanipour, Zahra (Primary)
Electric Circuits Lab I Lab	Engineering	2584L	01	0	61340	Fall 2022	Zamanipour, Zahra (Primary)
Engineering Thermodynamics I Lecture	Engineering	3043	01	3	61342	Fall 2022	McDaniel, Rickey (Primary)
Engineering Thermodynamics II Lecture	Engineering	3053	01	3	61343	Fall 2022	
Strength of Materials Lecture	Engineering	3114	01	4	61344	Fall 2022	Norman, Dever (Primary)
Strength Material Lab Lab	Engineering	3114L	01	0	61345	Fall 2022	Norman, Dever (Primary)

We also recommend students check their Degree Works audit to ensure all **"In Progress"** courses are applicable for their degree and not showing in the **"Fall Through Credits Excluded"**. If you do see a course in "Fall Through Excluded" please talk with your faculty advisor.

Note: If you do not see a section for **"Fall Through Credits Excluded"** then your course selections are good to go.

Log in to Degree Works via the student landing page for Banner Self-Service.

- [Personal Information](#)
- [Advising Student Profile](#)
- [Registration Overrides](#)
- [Class List](#)

If you have any questions, please email registrar@hsu.edu
Welcome to Banner Self Service! Please use the links below to navigate.

Academics

- [Academic Profile](#)
- [Degree Works](#)
- [View Grades](#)
- [Browse course offerings](#)
- [View current schedule](#)
- [Register for Classes](#)

If you have any questions, please email the Registrar at: registrar@hsu.edu

HSU Degree Audit

Data refreshed 03/08/2024 9:03 AM

Student ID: 50824477

Name: Doe, John

Degree: Bachelor of Science

Advanced search

Level: Undergraduate

Classification: Freshman

Major: Health & Human Performance

Minor: Psychology

Prereq: Associate of Science

Concentration: Pre-Occupational HHP

College: HESS

Overall Credits: 28

Academic Advisor: Carmella Dickerson

Academic Standing: Academic Probation

Academic

What-If

Financial Aid

View historic audit
03/08/2024 at 9:03 AM UG/BS

Format: Student View

Degree progress

24% Requirements

18% Credits

Overall GPA: 1.82

☒ In-progress classes

☒ Preregistered classes

PROCESS

Audit date 03/08/2024 9:03 AM

[Diagnostics](#) [Student data](#) [Save audit](#) [Delete audit](#)

[Collapse all](#)

Degree in Bachelor of Science

INCOMPLETE

"Fall Through Credits Excluded" are potentially not covered by Financial Aid

Fall Through - credits excluded

Credits: 16 Classes: 5

Class	Title	Grade	Credits	Term	Repeated
ENG 1473	FRESHMAN ENG-B	D	3	2020 Fall	
GEN 1023	DYNAMICS/LDRSHP*test	D	3.5	2021 Spring	
GEO 3143	URBN GEO-POLITICS*tes	D	3.5	2021 Spring	
PHS 1053	EARTH SYSTEMS AND ENVIRON	B	3	Fall 2023	
REC 3173	WILDRNESS POLI&MGMT	IP	(3)	Spring 2024	

In-Progress Classes

Credits: 9 Classes: 3

Class	Title	Grade	Credits	Term	Repeated
COM 2013	Oral Communication	IP	(3)	Spring 2024	
ENG 1473	Freshman English B	IP	(3)	Spring 2024	
REC 3173	WILDRNESS POLI&MGMT	IP	(3)	Spring 2024	

*** Once registration is complete we encourage students to set up a payment plan by contacting Student Accounts.**

Appendix – Registration Holds

What should I do if I have a hold on my account?

Code 10 = Academic Probation Hold

- You must start the registration process by meeting with your assigned academic advisor. The advisor will release the hold for you in Banner Self-Service. Your assigned advisors are listed on your student profile in Banner Self-Service.

Code 11 = Academic Suspension Hold

- Students are not permitted to register while on academic suspension. Please contact the registrars office for questions or further assistance.

Code 12 = Immunization Hold

- HSU has not received your immunization documents. Please contact the [Student Health Center](#).

Code 13 = Disciplinary Hold

- Contact Bobbie Lee (Dean of Students; leebe@hsu.edu)

Code 14 = High School Transcript Hold

- HSU has not received your final high school transcript. Please contact the [Admissions Office](#).

Code 15 = Test Score Hold

- HSU has not received official verification of a required test score. Please contact the [Admissions Office](#).

Code 16 = Graduate School Hold

- HSU has not received required documentation. Please contact the [Graduate Studies](#).

Code 17 = College Transcript Hold

- HSU has not received one of your college transcripts. Please contact the [Admissions Office](#).

Code 18 = Misc. Registrar's Hold

- HSU has detected a discrepancy in your records – likely involving your Social Security Number – which must be corrected before further registration can take place. Please contact the [Registrar's Office](#).

Code T1 = Misc. Director of Student Accounts Hold

- You have unresolved billing issues that require you speak with the [Office of Student Accounts](#).

Code T2 = Past Due Balance Hold

- You are unable to register due to a past due balance. If you are unaware of the procedures available to pay your balance, please visit with the [Office of Student Accounts](#).

Code T3 = Student Account Collections Hold

- Please contact the [Office of Student Accounts](#).

Code T5 = No Personal Checks Hold

- Please contact the [Office of Student Accounts](#).

Code T6 = Aviation Flight Account Hold

- Please contact the [Office of Student Accounts](#).