

BANNER WEB INSTRUCTIONS

www.cui.edu

Click on "my CUI"

Click on "Banner Web"

HOW DO I KNOW...

if I have any HOLDS?

- Click on STUDENT SERVICES
- Click on STUDENT RECORDS
- Click on VIEW HOLDS or STUDENT ACCOUNT SUMMARY (to view student account)
**HOLDS will prevent you from pre-registering online*

the name of my FACULTY ADVISOR?

- Click on STUDENT SERVICES
- Click on STUDENT RECORDS
- Click on STUDENT INFORMATION
- Primary Advisor will be listed
**You'll need your Faculty Advisor's signature on your Annual Course Plan (second semester only).
Undecided students do not have Faculty Advisors.*

what my class schedule is?

- Click on STUDENT SERVICES
- Click on REGISTRATION
- Click on STUDENT DETAIL SCHEDULE or WEEK AT A GLANCE

my class status/level?

- Click on STUDENT SERVICES
- Click on REGISTRATION
- Click on REGISTRATION STATUS
- Your class status/level will be listed
**Be aware of assigned priority date to pre-enroll in classes online*

my total number of units completed?

of transferred units being accepted?

if my summer school transcripts are in?

my Grade Point Average?

- Click on STUDENT SERVICES
- Click on STUDENT RECORDS
- Click on ACADEMIC TRANSCRIPT
**If your incoming unit (s) is not listed on your transcript, it either has not been received by the Registrar's Office or it has not been evaluated yet.*

what classes I need to take to graduate (Degree Evaluation)?

- Click on STUDENT SERVICES
- Click on STUDENT RECORDS
- Click on DEGREE EVALUATION
- Click on WHAT IF ANALYSIS (located on bottom of page)
- Enter the CATALOG term that you are following
- Enter program/major

- Enter major & click on ADD MORE
- Enter concentration or emphasis if applicable and click on ADD MORE
 - *If you have more than 1 emphasis, input both of them at the same time
- Click on ADD MORE if you have a double major or double minor, etc
- Click on SUBMIT after your major(s), minor(s), emphasis are listed
- Click on GENERATE REQUEST (Detail Requirements)
- Print out Degree Evaluation and attach to “Application to Graduate” if graduating
 - *Remember the Degree Evaluation serves only as a guide. An academic advisor will verify your degree evaluation and update it if necessary.*