

BannerWeb Student FAQs

General

Q1: What is BannerWeb?

A1: BannerWeb is new SCT Banner software with separate modules for students, faculty, staff and alumni. The new software allows access to personal records and other important university information.

Q2: What are the specific features of the various Web for Products modules?

A2: Students can access:

- Online registration;
- Student account information;
- Financial aid information;
- View holds;
- View grades;
- View transcripts; and
- Update personal information (address, e-mail and phone number).

Faculty can access their:

- Class lists;
- Course wait lists;
- Grade lists; and
- Schedule by term.

Faculty and Staff advisors can access:

- Advisee contact information: address, phone and e-mail;
- Advisee course schedules; and
- Advisee transcripts.

Employees (including student workers) can access Human Resources information, such as:

- W2; Pay stub history;
- Available time-off;
- Direct deposit breakdown;
- Deduction history; W4; and
- Update personal information (address, e-mail and phone number).
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Q3: How do students login to BannerWeb?

A3: Click on the "MYCUI" link on <http://www.cui.edu>. **You do not need to login into the MY-CUI portion of the site.** Once there, simply click on the Banner Web link in the menu bar. This opens the Login screen, enter your ID and PIN.

Things to keep in mind

- PIN is case Sensitive
- ID must start with a capital 'E'
- ID and PIN is not related to any other on-line services (Blackboard, WebCT, Library Database, etc)

Finally, click on "Student Services" for the menu options.

Q4: What resources are available to help me become familiar with BannerWeb?

A4: A BannerWeb instruction sheet and FAQs are posted on the Registrar's Web site at http://www.cui.edu/cui/cui_shell.aspx?id=1870. You can also call the Registrar's Office at x1250.

Q5: How can I update my "personal information" on the system?

A5: After logging into the "BannerWeb," simply click on Personal Information and choose what you would like to update.

Q6: Will I have access to my grades via my online account?

A6: Yes. Grades can be seen online after final grades have been entered by the instructor and processed by the Registrar's office. This generally begins after the second day of finals week.

User IDs/PINs

Q7: How do I obtain a User ID and PIN to access BannerWeb?

A7: If it your first time in Banner Web your temporary PIN is your birthday in 6 digit format (MMDDYY). Your ID is on the back of your picture ID. When you meet with advisor, you will receive a registration PIN that is required for on-line registration only.

Q8: What do I do if my PIN doesn't work or I have forgot my PIN?

A8: You should have created a personal security question. This security question is not PIN related but rather should be a one word answer that only you know. Enter your ID and click on the "Forgot PIN" button. If you answer the security question correctly, you will be allowed to reset your PIN. If you still have problems, Contact the Registrar's Office at ext. 1250.

Q9: Can I change my PIN? If so, what are the steps?

A9: You will be prompted to change your PIN the first time your login. We also suggest for security reasons that you change your PIN on a regular basis. You may change your PIN under the "Personal Information" menu.

Q10: What does my PIN give me access to?

A10: Currently your PIN gives you access to online registration grades, class schedule, curriculum information, student accounts and allows you to update personal information, such as address, phone number and e-mail.

Q11: How often will I get a new PIN?

A11: The PIN doesn't change automatically. You will need to change it at your discretion.

Online Registration

Q12: How do I register, if I don't have access to the Internet from home?

A12: There are computer stations set up around campus at:

- Student Life Center
- Rho Programming Center
- The Registrar's Office
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Q13: When do I register?

A 13: Your registration time will be sent to you in a mailing from the Registrar's office. You can register beginning on your priority date and anytime after.

Q14: How are registration priorities determined?

A 14: Priority dates are assigned on the basis of class standing from the previous semester.

Q15: How will I know which classes fulfill certain requirements for my major or Gen. Eds.?

A15: If you have questions about requirements, call the Registrar's office.

Q16: Am I registering for a full year?

A16: No. You will meet with your advisor in April to plan for the next academic year. You and your advisor will plan course for both fall and spring semester; however, your will register for only one semester during any registration period.

Q17: Do I need my advisor's approval to register?

A 17: Yes, once you have meet with both advisors, faculty and staff, you will be given an alternate PIN which is required to register for classes.

Q18: The system is not letting me register. Why?

A18: The most common reasons for not being able to register are:

- Your registration time has not yet arrived; or
- You have holds on your account that must be cleared before you can register.

Q20: How do I clear a hold on my account?

A20: Go to the office identified in the hold message and have the hold cleared. The office will tell you when the hold will be released so you can register.

Q21: Is my registration for next year guaranteed?

A21: Your registration is secure, but not guaranteed. If your bill from the previous semester is not paid or holds remain on your account, you will be dropped from your classes. The university also reserves the right to cancel a class for low enrollment. You will be notified in either case via campus or US mail.

Q22: Can I print my schedule?

A22: Your schedule will appear on your screen when you have finished registering and you can simply print that screen.

Q23: How do I drop or add a class? Do I need my advisor's approval?

A23: During the On-line registration period you may continue to add and drop class if there are no holds on your record. Once the On-line registration period has ended, you must add or drop class via an add/drop form available through your advisor or the Registrar's Office. We must have signatures from you and your advisor to process the course change. If you have further questions, please contact your advisor for assistance.