



ATLANTIC SCHOOL
of THEOLOGY

Self-Service Banner

Student User Guide

REGISTRATION

Table of Contents

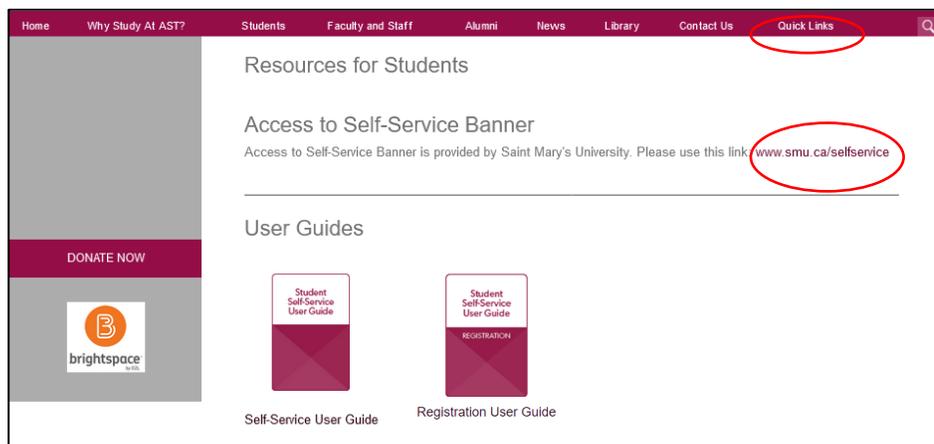
Overview	1
Logging In.....	1
Student Tab	2
Add or Drop Classes	3
Add a Class	3
Search Classes	4
Drop a Class	8
Frequently Asked Questions.....	9
Common Error Messages.....	12

Overview

Self-Service Banner provides Atlantic School of Theology students with the ability to look up and register for their courses, as well as manage their classes and timetables. Students are now required to register for their courses online through Self-Service Banner, replacing the manual method of submitting a paper form.

Logging In

On the [Atlantic School of Theology website](#), find the Self-Service button in the Quick Links tab of the menu at the top of the page and select it to be directed to a page containing the Self-Service login link and resources.



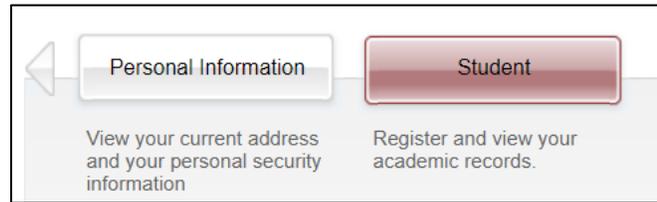
On this page, click the login link to be directed to the Self-Service Login page. Log in with the email (AST email) and password you use for Microsoft 365.

A screenshot of the Saint Mary's University login page. At the top left is the Saint Mary's University logo. Below the logo, the text reads 'Sign in with your organizational account'. There are two input fields: the first is for an email address, containing the text 'someone@example.com', and the second is for a password. Below the input fields is a blue 'Sign in' button.

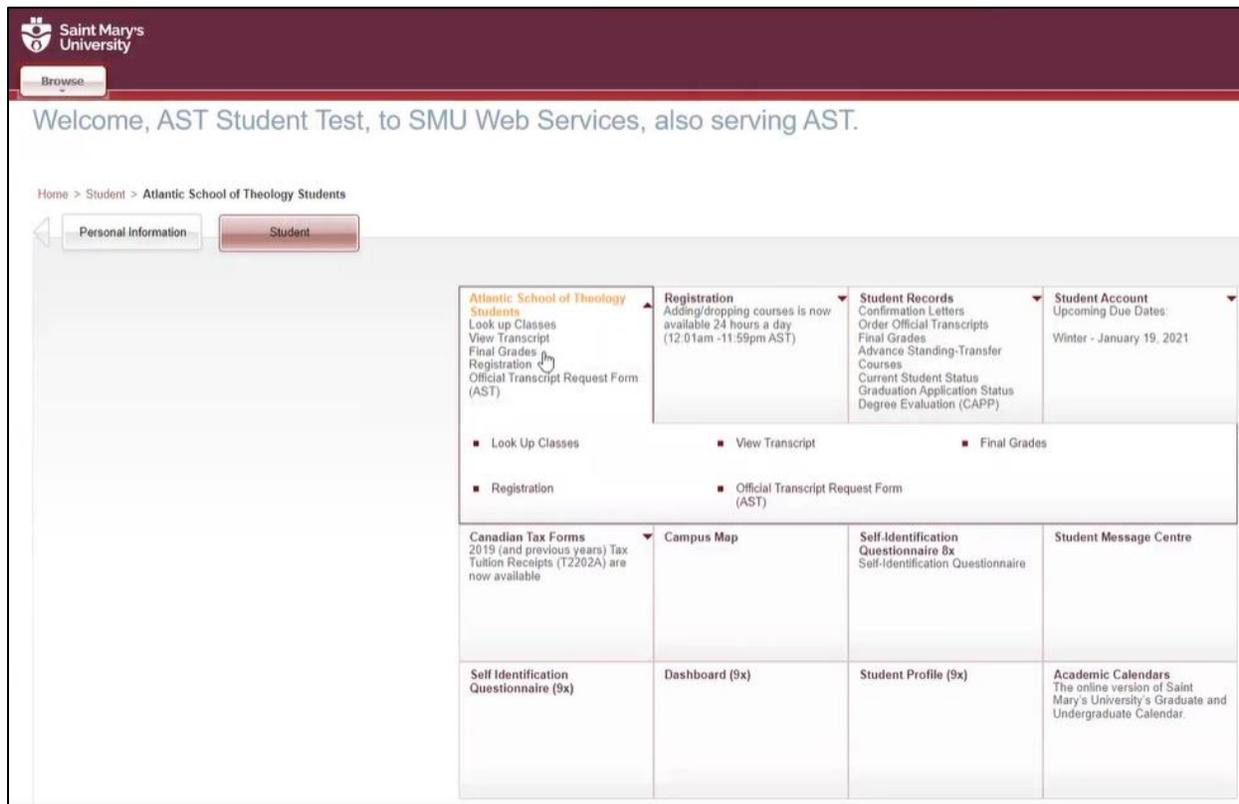
You will be directed to the Self-Service homepage.

On this page, you will see two tabs: Personal Information and Student. Clicking either tab will provide you with various options.

Student Tab



Within the Student tab, students will see a number of tiles. AST students have their own tile dedicated to them that, when clicked, will display five links:



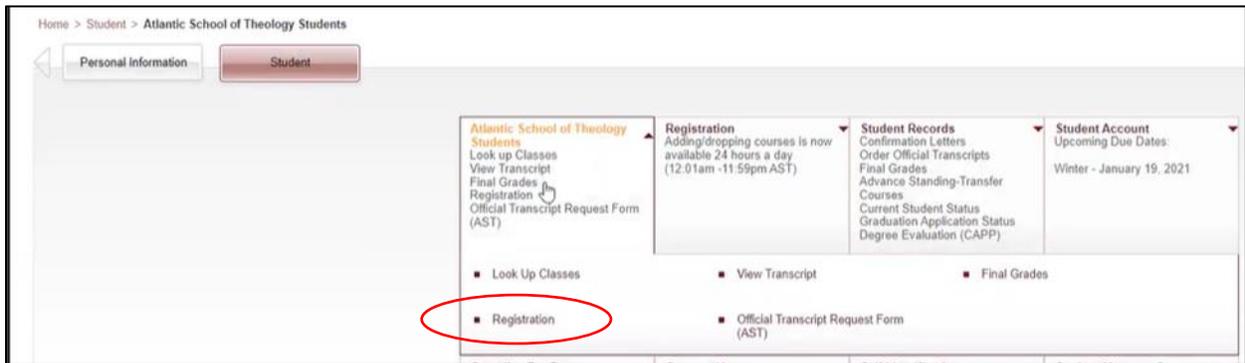
- **Look Up Classes:** Search for courses and classes based on specified filter queries.
- **Final Grades:** View any final grades that have been calculated for any registered courses.
- **View Transcript:** View an overview of your academic transcript. *This is not your official transcript.*
- **Registration:** Register for AST classes for your chosen term.
- **Request Official Transcript:** Request an official copy of your academic transcript.

Add or Drop Classes

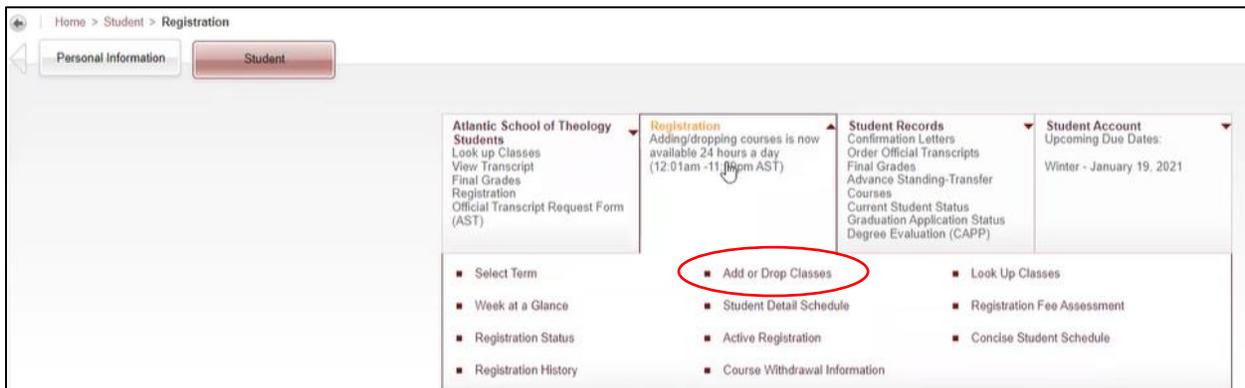
Add a Class

To register for a class:

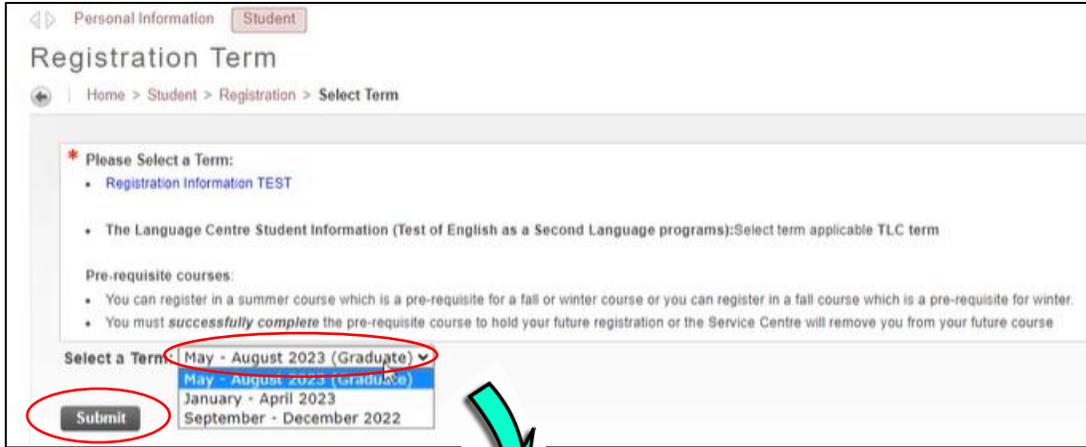
- Click the Registration option within the AST tile in the Student tab of Self-Service Banner.



- Select the Add or Drop Classes option within the Registration tile that opens after clicking "Registration" to be directed to a new page where you can choose the classes you wish to add or drop.



- First, select a term to add or drop classes for by choosing the appropriate term from the Term dropdown menu.



- Click the Submit button.

Important Note: To register for Summer term 2023, you need to select “May – August 2023 (Graduate)” as your term.

To register for Fall term 2023, select September - December 2023.

Search by Term:

Fall term



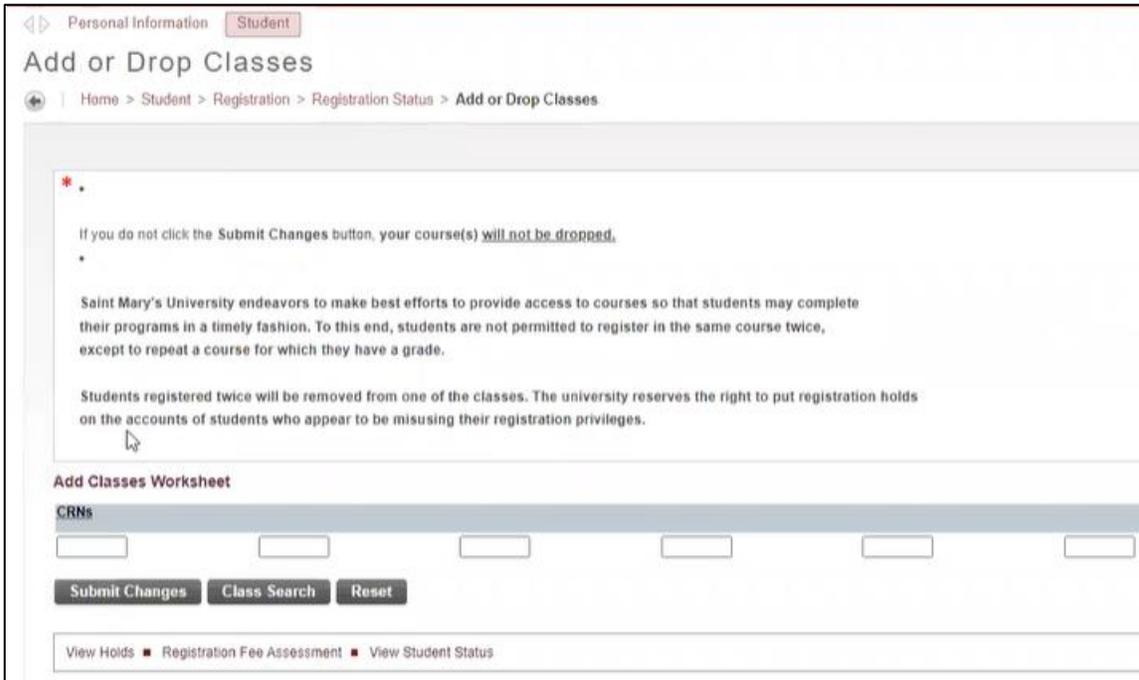
To register for Winter term 2024, select January - April 2024.
Be sure to register for Fall term before Winter term courses.

Search by Term:

Winter term

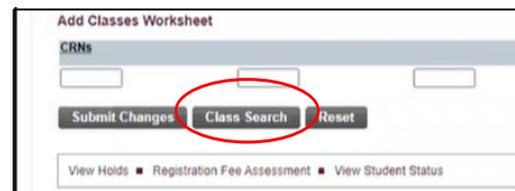


- After clicking Submit, you will now see the Add or Drop classes page where you can start to build out your timetable.



Search Classes

You can use the Class Search button to look up classes that you wish to register for.



- Click the Class Search button to direct you to the Look Up Classes screen, containing a list of courses. AST-specific courses are identified with “-AST” at the end of the course name.
- On this page, click the Advanced Search button at the bottom of the page to produce additional options.

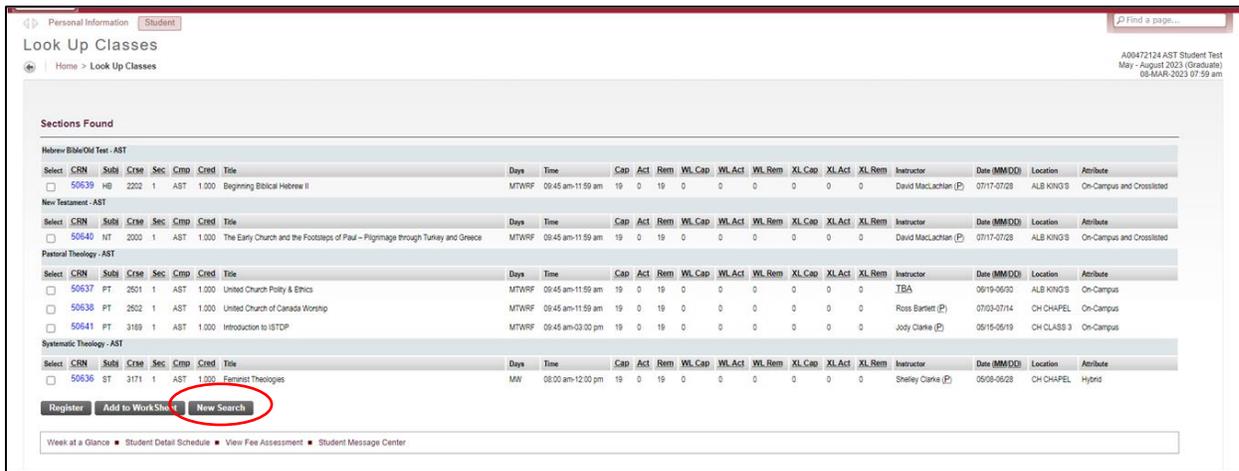
- Highlight all subjects in subject field by clicking the first subject and dragging your mouse down the list.



- **Important** - When all subjects are highlighted, select the Atlantic School of Theology from the Campus dropdown menu below the list of subjects.
- Click the grey Section Search button.
- A new page will show you a list of all classes/sections located on the AST campus for the chosen term.



[Note: To see all classes on the AST campus for a different term, you will need to do another search. Click the New Search button at bottom of the list of classes.]



- You will see a list of classes for the list and information about their registration capacity and schedule. For each course you will see:
 - **CRN:** The course registration number
 - **Subject:** The course subject abbreviation
 - **Course Number:** The course's ID number
 - **Campus:** The campus the course is located on
 - **Credits:** The number of credits the course is worth
 - **Title:** The name of the class the course is for
 - **Days:** The days of the week on which the course occurs (Thursdays are indicated by "R")
 - **Time:** The time of day when the course occurs
 - **Class Cap:** The total number of students able to register for the course
 - **Actual:** The current number of students who have registered for the course
 - **Remaining:** The number of available spots in the course
 - **WL Cap:** The total number of students able to be on the waitlist for the course (There are no waitlists available for AST classes.)
 - **WL Actual:** The current number of students on the waitlist for the course (Not applicable to AST)
 - **WL Remaining:** The number of available spots on the course's waitlist (Not applicable to AST)
 - **XL Cap:** The total number of crosslisted places for the course
 - **XL Actual:** The current number of students crosslisted for the course
 - **XL Remaining:** The number of available crosslisted spots in the course
 - **Instructor:** The name of the instructor for the course
 - **Date (MM/DD):** The dates of the session the class belongs to
 - **Location:** The location where the classes are held

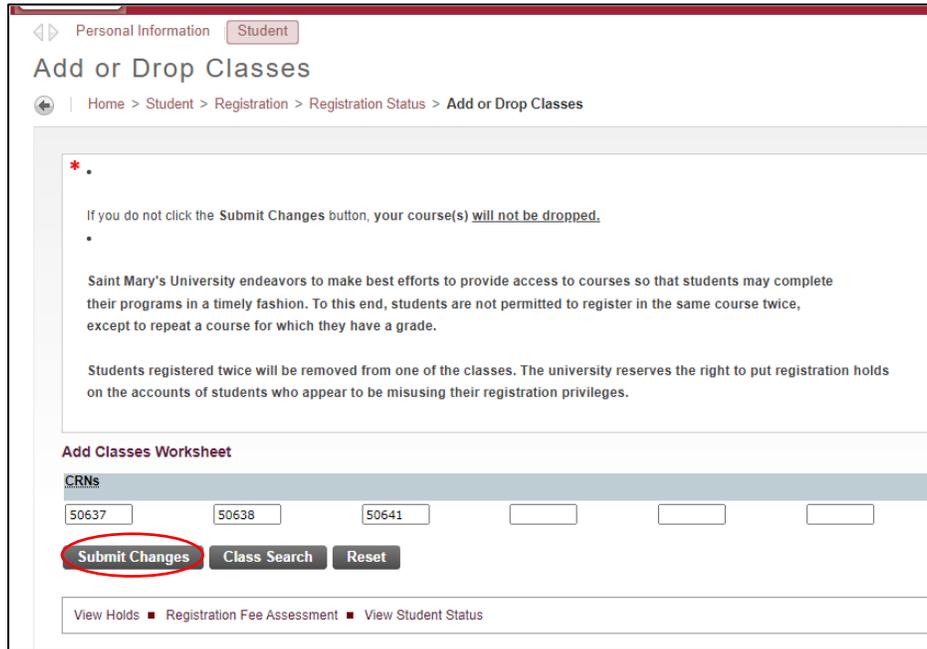
- **Attributes:** Any additional information about the course (e.g., online only, hybrid class, crosslisted, etc.)

- Choose one or more open sections from the list by checking off the checkbox(es) at the far left of each section you wish to register for, paying specific attention to the days and times the classes are held to prevent overlap.

[Note: If there is a “C” located in place of a checkbox next to a section, this means that this is a closed course. The course could be closed for a number of reasons, including that it has been cancelled or the class limit has been met. If you think you need to register for a closed course to satisfy your degree requirements, reach out to the Registrar at banner@astheology.ns.ca .]

- Click the Register button below the section list once you have selected your class(es) to immediately register yourself.
- You will be directed back to the Add or Drop Classes worksheet screen where you will see the class information above the worksheet saying you have been web registered for the section(s).

- Alternatively, if you don't want to immediately register for a class, click the Add to Worksheet button which will add the CRN(s) to your worksheet on the Add or Drop Classes page, but won't register you for the course(s) until you click the Submit Changes button on the Add or Drop Classes page.

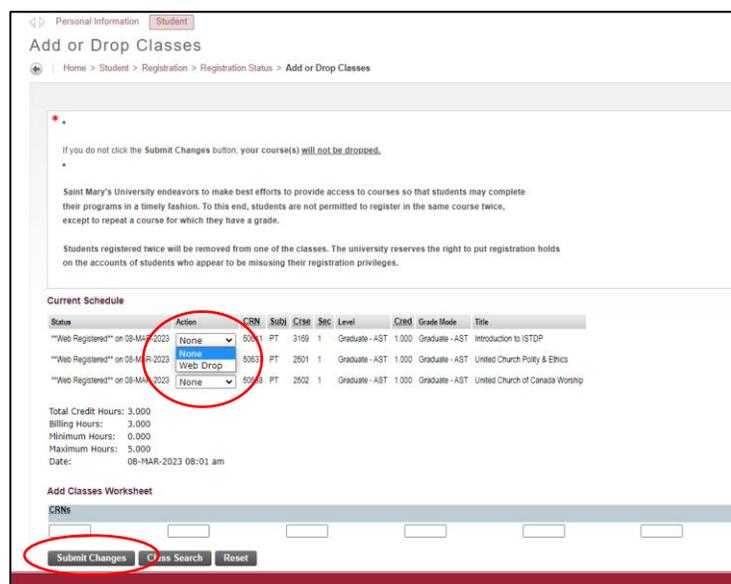


[Note: Any errors in your registration will appear above the worksheet (e.g., if you tried to register in a section not for AST students, it's a closed section, or the class is not for the level you are supposed to be registered for). The Common Error Messages section at the end of this guide can help you determine what each possible error means. If you do encounter any errors and are not sure what to do next, contact the Registrar and Academic Office Coordinator at banner@astheology.ns.ca for assistance.]

Drop a Class

To drop an active class you are registered in:

- Locate the Action column within the class information that appears above the worksheet.
- Select the Web Drop option from the dropdown menu next to the section you want to drop.
- Click the Submit Changes button.
- Be sure to check the [Course Withdrawal and Refund Schedule 2023-2024](#) as Tuition is refunded based on this schedule.



Frequently Asked Questions

1. I can't log in to Self-Service Banner. What do I do?

To log in to Self-Service Banner, use your AST email address (firstname.lastname@astheology.ns.ca) and password. You do not need an account number or your A number to log in.

2. What is a CRN (Course Reference Number)?

A Course Reference Number (CRN) is a 5-digit number associated with each course. The first digit in the number indicates the term in which the course is offered.

- 1XXXX = September - December courses
- 2XXXX = January - April courses
- 5XXXX = May - August courses

3. What do crosslisted courses mean?

Crosslisted courses are courses that occur in the same location, at the same time, and with the same instructor, but are listed under a different course code (i.e., "The Deuterocanonical Books" has the course codes HB 3004 and NT 3004. You would select HB 3004 if you need the Hebrew Bible/Old Testament credit or NT 3004 if you need the New Testament credit) Please consult with your Faculty Advisor for details regarding your program requirements or the academic calendar.

Note: The class capacity for the crosslisted courses applies to all courses that have been crosslisted. For example, the maximum number of students that can register for course A and B is 19. So, if 17 students register for course A, there are only two spaces open for students to register for course B.

4. What day(s) of the week does my class take place?

Day abbreviations in Self-Service Banner:

- M = Monday
- T = Tuesday
- W = Wednesday
- R = Thursday
- F = Friday

5. Where is my class located?

See our [Campus Map](#) for building names and locations.

- **CH Chapel** - St. Columba Chapel
- **CH Class 3** – St. Columba Chapel, Classroom 3
- **ALB Library** – AST Library
- **ALB King's** – King's Room, main floor, AST Library
- **ALB Flahiff** – Flahiff Room, main floor, AST Library

6. What is a prerequisite?

A prerequisite is a course you must successfully complete (either in a previous year or term) in preparation for a more advanced class. Check the AST Academic Calendar for a list of prerequisites required for each course.



Important: If you register for a prerequisite course in the summer term, you can register for the advanced course in the Fall/Winter term. If you fail or withdraw from the summer course, you will have to drop the fall/winter course that requires the prerequisite.

7. How are my classes being delivered?

The official descriptions are as follows:

- **On-Campus:** Course is held in person (on campus).
- **Hybrid:** Course is a blend of both in-person (on-campus) and online components. Students will be required to participate both in person and online to successfully complete the course.
- **Internet Based (WW):** Web courses may include various online means of engaging students.

8. Should I speak with my Faculty Advisors before or after self-registering for courses?

Grad students are required to consult with their Faculty Advisors before registering. Your Faculty Advisor will review your course selection with you and needs to approve it before you register. Registration for Summer term 2023 opens on March 14 but that does not mean you need to register on that date. You can reach out to your Faculty Advisors at any time to set up a meeting.

9. Where can I find a list of offered courses?

The list of all available courses for registration is available on the AST website on the Students page.

10. If a course fills up, is there a waitlist available?

There is no waitlist available at this time. It is recommended to keep checking back in Self Service Banner to see if any spots have opened up since your last attempt. Students are

able to add and drop classes throughout the entire registration period so there is always a chance that spots may open up.

You may also check with your Faculty Advisor if you need a specific course to satisfy your degree requirements.

11. What term do I select?

To register for courses in the Summer 2023 term, you will need to select the “May – August 2023 (Graduate)” term. To register for Fall term 2023, select September - December 2023. To register for Winter term 2024, select January - April 2024. Be sure to register for Fall term before Winter term courses.

12. Will I still be able to register using the paper form?

AST will no longer be accepting paper registration forms. Student must self-register for courses through Self-Service Banner. Resources are available in the Quick Links tab on the AST website.

13. How will the Registrar know if I have contacted my Faculty Advisor?

There is no way for the Registrar to know whether a student has met with their Faculty Advisor prior to registering for courses. However, it is always in a student's best interest to consult with their advisor to ensure program requirements are met.

14. Where can I get help?

If you have any questions about how to use Self-Service Banner, please reach out to banner@astheology.ns.ca. If you have a technical issue, (e.g., can't log in to Banner), please reach out to ithelpdesk@astheology.ns.ca.

Common Error Messages

“Registration is not permitted at this time”

- Registration is available 24 hours, but you may be trying to register between 12:00am to 12:03am (Atlantic Time), when registration is temporarily unavailable for a few minutes).
- You may not be eligible to register at this time. Check the **Registration Dates** on your website.
- There may be holds on your account preventing registration.
- If it's been over a year since you last registered for a course, you'll need to reactivate your status. Contact the AST Registrar if you are a grad student and the Academic Office Coordinator if you are a diploma student.

“Program Restriction or Level Restriction”

- You may be trying to register for a graduate level course. You cannot register for this course unless you've been accepted into that specific program.

“PREQ Error”

- The class you are trying to add requires a prerequisite course. If you do not have the necessary prerequisites, you will not be able to register for your class.

“Closed Section”

- The course you are trying to add is full or the enrollment is set to “0”.
 - If a registered student drops the class, a seat will become available.
 - If enrollment is set to “0” you may require an override from your Faculty Advisor.

“Time Conflict with 1xxx or 2xxx”

- You are trying to register for a class offered at the same time as another course you're taking. The number in the error message indicates the CRN (course reference number) of the other course.

“Duplicate CRN”

- You are trying to register for the same course twice.

“Repeat Count Exceed 0”

This is a warning. One of two things are preventing your registration.

- You may be trying to register for a course that you have already passed. If you’d like to upgrade your mark, this error message will not prevent your registration.
- You may be trying to register for the winter portion (YY) of a full year course. The system will not allow you to add the course unless you are also registered in the fall portion (XX).

“Maximum Hours Exceeded”

- Graduate students cannot register for more than 6 courses per term.
- Diploma students cannot register for more than 2 course per term.