

Self-Service Banner

Student User Guide

REGISTRATION



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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 <u>Atlantic School of Theology website</u>, 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.

Home	Why Study At AST?	Students	Faculty and Staff	Alumni	News	Library	Contact Us	Quick Links	Q
		Resou	rces for Stude	ents					
		Access to	Self-Service Banner is	ce Banne provided by Sai	PT nt Mary's U	niversity. Plea	ase use this link,	www.smu.ca/selfsen	vice
		User G	Buides						
	DONATE NOW								
	Brightspace	Stu Solf-3 User	ident Service Guide	Student Self-Service User Guide REGISTRATION					
		Self-Service	e User Guide Reg	gistration User	Guide				

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.

Saint Mary's University
Sign in with your organizational account
someone@example.com
Password

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:

Welcome, AST Student Test, to S	SMU Web Services,	also serving AST		
Home > Student > Atlantic School of Theology Students				
Personal Information Student				
	Atlantic School of Theology Students Look up Classes View Transcript Fenal Grades Registration of Cflicial Transcript Request Form (AST)	Registration Adding/dropping courses is now available 24 hours a day (12.01am -11:59pm AST)	Student Records Confirmation Letters Order Official Transcripts Final Grades Advance Standing-Transfer Courses Current Student Status Graduation Application Status Degree Evaluation (CAPP)	Student Account Upcoming Due Dates: Winter - January 19, 2021
	Look Up Classes	 View Transcript 	 Final Grade 	5
	 Registration 	 Official Transcript Rec (AST) 	uest Form	
	Canadian Tax Forms 2019 (and previous years) Tax Tuition Receipts (T2202A) are now available	r Campus Map	Self-Identification Questionnaire 8x Self-Identification Questionnaire	Student Message Centre
	Self Identification Questionnaire (9x)	Dashboard (9x)	Student Profile (9x)	Academic Calendars The online version of Saint Mary's University's Graduate ar Undergraduate Calendar.

- 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.

	Atlantic School of Theology Students Look up Classes View Transcript Final Grades D Registration Official Transcript Request Form (AST)	Registration Adding/dropping courses is now available 24 hours a day (12.01am -11:59pm AST)	Student Records Confirmation Letters Order Official Transcripts Final Grades Advance Standing-Transfer Courses Current Student Status Graduation Application Status Degree Evaluation (CAPP)	Student Account Upcoming Due Dates: Winter - January 19, 2021
	Look Up Classes	 View Transcript 	Final Grade	5

• 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.

Home > Student > Registration					
Personal Information Student					
	Atlantic School of Theology Students Look up Classes View Transcript Final Grades Registration Official Transcript Request Form (AST)	Registration Adding/dropping courses is now available 24 hours a day (12.01am -11,ffigm AST)	Student Records Confirmation Letters Order Official Transcripts Final Gradeds Advance Standing-Transfer Courses Current Student Status Oraduation Application Status Degree Evaluation (CAPP)	Student Account Upcoming Due Dates: Winter - January 19, 2021	
	Select Term Week at a Glance Registration Status Registration History	Add or Drop Classes Student Detail Schedu Active Registration Course Withdrawal Int	Look Up Cla Registration Concise Stu	asses I Fee Assessment ident Schedule	

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



 Please Select a Term: Registration Information TEST 	
The Language Centre Student Information (Test of English as a Second Language prog Pre-requisite courses: You can register in a summer course which is a pre-requisite for a fall or winter course or you You must successfully complete the pre-requisite course to hold your future registration or fit	rams):Select term applicable TLC term can register in a fall course which is a pre-requisite for winter. the Service Centre will remove you from your future course
Select a Term May - August 2023 (Graduate) > May - August 2023 (Graduate) > January - April 2023 September - December 2022 Click the Submit button.	need to select "May - August

				Fall term
To register for Fall term 2023, select September - December 2	2023.	September - [December 2023	
				8

To register for Winter term 2024, select January - April 2024. Search by Term: Be sure to register for Fall term before Winter term courses. January - April 2024 🤇

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

Personal Information	Student				
Add or Drop (Classes				
Home > Student >	Registration > Registration	Status > Add or Drop Classe	5		
*•					
If you do not click the	Submit Changes button, yo	our course(s) <u>will not be drop</u>	ped.		
•					
Saint Mary's Univer	sity endeavors to make bes	t efforts to provide access to	courses so that students ma	y complete	
their programs in a	timely fashion. To this end,	students are not permitted to	o register in the same course	twice,	
except to repeat a c	surse for which drey have t	a grave.			
Students registered	twice will be removed from	one of the classes. The univ	versity reserves the right to pu	ut registration holds	
	indents who appear to be	mousing over registration p	renegies.		
Add Classes Workshe	et				
CRNs					
Submit Changes	Class Search Reset				
		-			
View Holds . Registra	tion Fee Assessment . Viev	v Student Status			
	and contraction of tends from				

Search Classes

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

CRNs		
Submit Changes	Class Search Re	set
and a second sec		

Winter term



- 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.

Personal Information Student
Look Up Classes
Home > Look Up Classes
 New Search Options Select Subject, then click Course Search – search by subject + course number (e.g. all ACCT 2241 sections) or
Advance Search – search by all courses in a subject (e.g. ACCT courses)
Subject: Accounting Ancient Studies Anthropology Applied Health Services Res Applied Science Asian Studies Astronomy Atlantic Canada Studies Biology Chemistry
Course Search Advanced Search

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

Advanced Searc	h				
Home > Advanced Sear	ch				
Use the selection option	ins to search the class schedule. You may choose any combination of fields to nar				
Subject: Keligious Studies (Graduate) Social Justice Community St Sociology Spanish Supervised Ministry Educ - AST Supervised Ministry Pract -AST Systematic Theology - AST Women & Gender St (Graduate) Women, Gender and Sexuality St Worship Foundations - AST					
Course Number:					
Title:					
Instructional Method:	All web				
Credit Range:	hours to hours				
Campus:					
Course Level:	Atlantic School of Theology Main Graduate				



• **Important** - When all subjects are highlighted, select the Atlantic School of Theology from the Campus dropdown menu below the list of subjects.



Reset

Section Search

- 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.)

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S	ectio	ons F	ound																					
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5	lelect	CRN	Subj	Crs	e <u>Sec</u>	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MMIDD)	Location	Attribute	
		5063	9 HB	220	2 1	AST	1.000	Beginning Biblical Hebrew II	MTWRF	09:45 am-11:59 am	19	0	19	0	0	0	0	0	0	David MacLachlan (P)	07/17-07/28	ALB KING'S	On-Campus and Crosslisted	
N	ew Tes	tament	- AST																					
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		5064	0 NT	200	1	AST	1.000	The Early Church and the Footsteps of Paul – Pilgrimage through Turkey and Greece	MTWRF	09:45 am-11:59 am	19	0	19	0	0	0	0	0	0	David MacLachlan (P)	07/17-07/28	ALB KING'S	On-Campus and Crosslisted	
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1	~	5163	7 PT	250	1	AST	1.000	United Church Polity & Ethics	MTWRF	09:45 am-11:59 am	19	0	19	0	0	0	0	0	0	TBA	06/19-06/30	ALB KING'S	On-Campus	
(~	5063	8 PT	250	2 1	AST	1.000	United Church of Canada Worship	MTWRF	09:45 am-11:59 am	19	0	19	0	0	0	0	0	0	Ross Bartlett (P)	07/03-07/14	CH CHAPEL	On-Campus	
Λ.	~	5 64	1 PT	316	1	AST	1.000	Introduction to ISTDP	MTWRF	09:45 am-03:00 pm	19	0	19	0	0	0	0	0	0	Jody Clarke (P)	05/15-05/19	CH CLASS 3	On-Campus	
`	sterna	itic The	ology - AS	т																				
5	elect	CRN	Subj	Crs	e Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM DD)	Location	Attribute	
		5063	6 ST	317	1.1	AST	1.000	Feminist Theologies	MN	08:00 am-12:00 pm	19	0	19	0	0	0	0	0	0	Shelley Clarke (P)	05/08-06/28	CH CHAPEL	Hybrid	
\langle	Regi	ister	Ade	to W	orkSh	et	New	Search																
	Week	at a G	ilance 🛛	Stu	lent De	ail Sch	edule =	View Fee Assessment Student Message Center																

• 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 <u>banner@astheology.ns.ca</u>.]

- 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.

Personal Information Student
Add or Drop Classes
Home > Student > Registration > Registration Status > Add or Drop Classes
*.
If you do not click the Submit Changes button, your course(s) <u>will not be dropped.</u> •
Saint Mary's University endeavors to make best efforts to provide access to courses so that students may complete their programs in a timely fashion. To this end, students are not permitted to register in the same course twice, except to repeat a course for which they have a grade.
Students registered twice will be removed from one of the classes. The university reserves the right to put registration holds on the accounts of students who appear to be misusing their registration privileges.
Add Classes Worksheet
CRNs
50637 50638 50641
Submit Changes Class Search Reset
View Holds Registration Fee Assessment View Student Status

[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 <u>banner@astheology.ns.ca</u> 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 <u>Course</u> <u>Withdrawal and Refund</u> <u>Schedule 2023-2024</u> as Tuition is refunded based on this schedule.

*.								
If you do not click the Submit	Changes button, your	r course(s) will n	ot be dropped.				
•								
Saint Mary's University end	eavors to make best e	efforts to	provide	access to cour	ses so i	that students	may complete	
their programs in a timely fa	ashion. To this end, st	tudents a	ire not p	ermitted to regi	ster in t	he same cour	se twice,	
except to repeat a course to	A which they have a g	graue.						
Students registered twice w	ill be removed from c	one of the	ciasso	The university	reserve	on the right to	put registration holds	
on the accounts of students	s who annear to be mi	isusing t	heir reg	stration privileg	ne serv	es the fight to	pur regranuation noitra	
Current Schedule								
Current Schedule Status	Action CRM	N Subi	Crse 5	tç Level	Cred	Grade Mode	Title	
Current Schedule Status "Web Registered" on 08-MA	Action CRM	N Subj	Crse 5	IC Level Graduate - AST	<u>Cred</u> 1.000	Grade Mode Graduate - AST	Title Introduction to ISTDP	
Current Schedule Status "Web Registered*" on 08-MAP-2023 "Web Registered*" on 08-M-P-2023	Action CRM None V 500 None 6063	N Subj 1 PT 31 PT	Crse 5 3169 1 2501 1	IS Level Graduate - AST Graduate - AST	Cred 1.000	Grade Mode Graduate - AST Graduate - AST	Title Introduction to ISTDP United Church Polity & Ethics	
Current Schedule Status "Web Registered" on 08-MAP 2023 "Web Registered" on 08-MAP 2023	Action CRM None 500 None 500 Web Drop 500	N Subj 11 PT 31 PT	Crse 5 3169 1 2501 1	IC Level Graduate - AST Graduate - AST	<u>Cred</u> 1.000 1.000	Grade Mode Graduate - AST Graduate - AST	Title Introduction to ISTDP United Church Polity & Ethics	
Current Schedule Status "Web Registered" on 08-MAP 2023 "Web Registered" on 08-M R-2023 "Web Registered" on 08-MAP 2023	Action CRM None V 500 None 500 Web Drop 500 None V 500	N Subi 1 PT 31 PT 68 PT	Crse 5 3169 1 2501 1 2502 1	IS Level Graduate - AS1 Graduate - AS1 Graduate - AS1	Cred 1.000 1.000 1.000	Grade Mode Graduate - AST Graduate - AST Graduate - AST	Title Introduction to ISTDP United Church Polity & Ethics United Church of Canada Worship	
Current Schedule States "Web Registered" on 08-MA9 2023 "Web Registered" on 08-MI P. 2023 "Web Registered" on 08-MI P. 2023	Action CRM None 500 Web Drop 503 None 503	N Subj 15 PT 31 PT 28 PT	Crse 5 3169 1 2501 1 2502 1	IC Level Graduate - AS1 Graduate - AS1 Graduate - AS1	Cred 1.000 1.000 1.000	Grade Mode Graduate - AST Graduate - AST Graduate - AST	Title Introduction to ISTDP United Church Polity & Ethics United Church of Canada Worship	
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Current Schedule State "Web Registered" on 08-M472023 "Web Registered" on 08-M672023 "Web Registered" on 08-M672023 "Web Registered" on 08-M672023 Total Credit Hours: 3.000 Minimum Hours: 0.000 Minimum Hours: 5.000	Action CRM None • 500 Web Drop 500 None • 500	N Subi 1 PT 31 PT 63 PT	Crse 5 3169 1 2501 1 2502 1	IS Level Graduate - AST Graduate - AST Graduate - AST	Cred 1.000 1.000	Grade Mode Graduate - AST Graduate - AST Graduate - AST	The Introduction to ISTOP United Church Polity & Ethics United Church of Canada Worship	
Current Schedule Mine Rightend" in 08-MA 2023 "We Rightend" in 08-MA 2023 "We Rightend" in 08-MA 2023 "We Rightend" in 08-MA 2023 Total Credit Hours: 3.000 Billing Hours: 3.000 Maximum Hours: 5.000 Maximum Hours: 5	Action CRM None • 500 Web Drop 500 None • 500	N Subi 1 PT 3 PT 43 PT	Crse 5 3169 1 2501 1 2502 1	C Level Graduate - AST Graduate - AST Graduate - AST	Cred 1.000 1.000	Grade Mode Graduate - AST Graduate - AST Graduate - AST	Title Introduction to ISTDP United Church Polity & Ethics United Church of Canada Worship	
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Current Schedule Skin "We Registers" on 05-MA/2023 "We Registers" on 05-MA/2023 "We Registers" on 05-MA/2023 "We Registers" on 05-MA/2023 Total Credit Hours: 3.000 Pildinum Hours: 0.000 Pildinum Hours: 0.000 Date: 06-MAR.20 Date: 06-MAR.20 Add Classes Worksheet CRN	Action CB None V 50 Web Drop 505 None V 50 23 08:01 am	N Subi 15 PT 33 PT 43 PT	Crse 5 3169 1 2501 1 2502 1	IC Level Graduate - AST Graduate - AST Graduate - AST	Cred 1.000 1.000	Grade Mode Graduate - AST Graduate - AST Graduate - AST	Title Introduction to ISTOP United Church Polity & Ethics United Church of Canada Worship	



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
- **2**XXXX = 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 <u>Campus Map</u> 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.



• 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.