Self-Service Banner

Student User Guide

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Overview

Self-Service provides Atlantic School of Theology students with the ability to view and update their personal information that has been stored by AST, as well as manage their classes and timetables.

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.
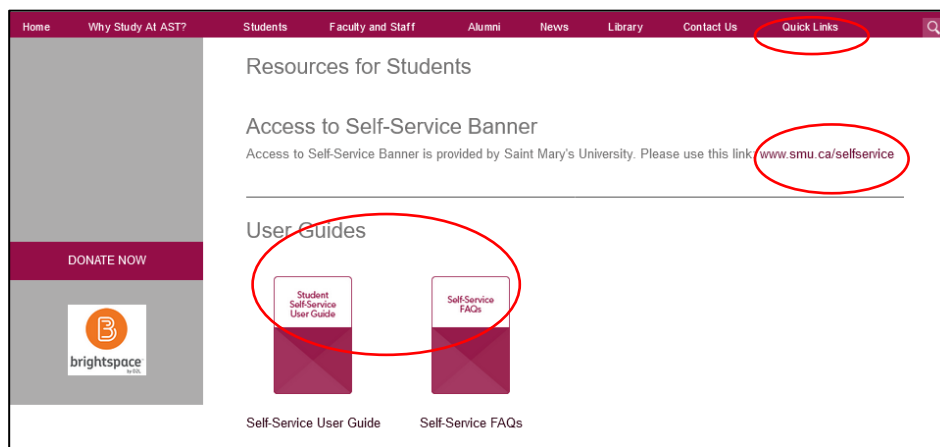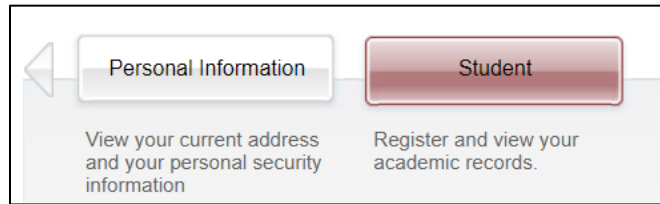

On this page, click the login link to be directed to the Self-Service Login page. Log in with the email (AST email) and password you use for Microsoft 365.

You will be directed to the Self-Service homepage.

Navigation

Once you have logged in, you will see two tabs: Personal Information and Student. Clicking either tab will provide you with various options.

Personal Information

Within the Personal Information tab, students will see a number of options for viewing and updating their personal information.

Currently, most of these options are relevant only for Saint Mary's University students. A link will be created for AST students at a future date where you can go in to update your information.

[Note: Please follow the current process for updating your information in the meantime. You will be notified once the link becomes available.]

Student

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 four links:
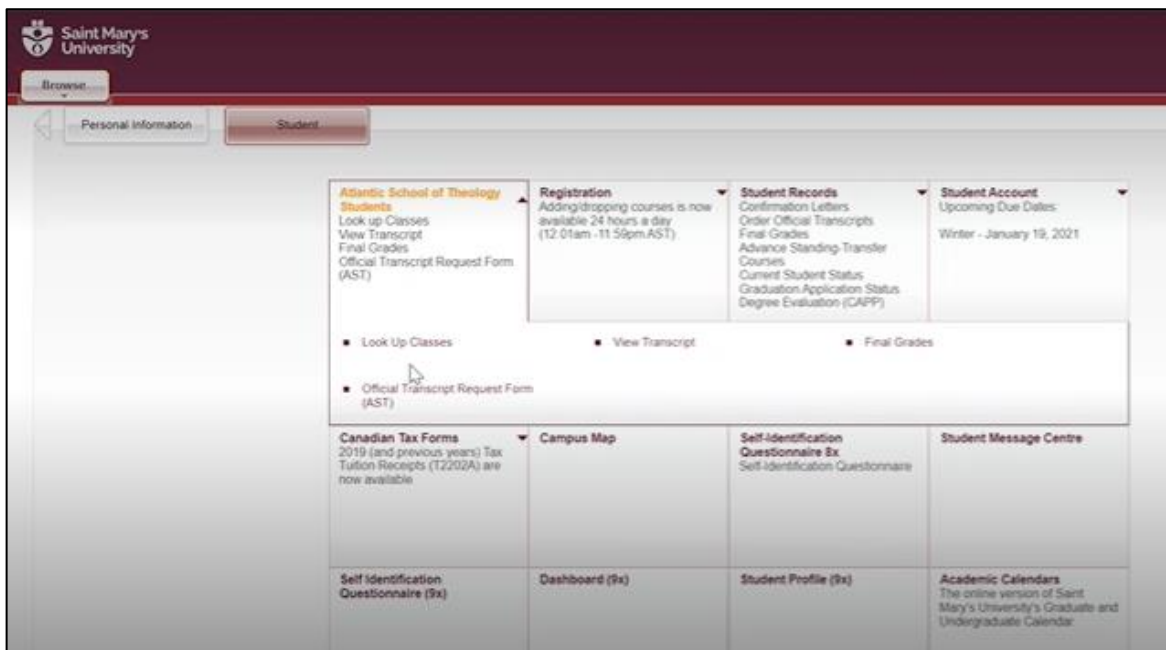
- **Look Up Classes:** Search for courses and classes based on specified filter queries.
- **Final Grades:** View any final grades that have been calculated for any registered courses.
- **View Transcript:** View an overview of your academic transcript. *This is not your official transcript.*

- **Request Official Transcript:** Request an official copy of your academic transcript.
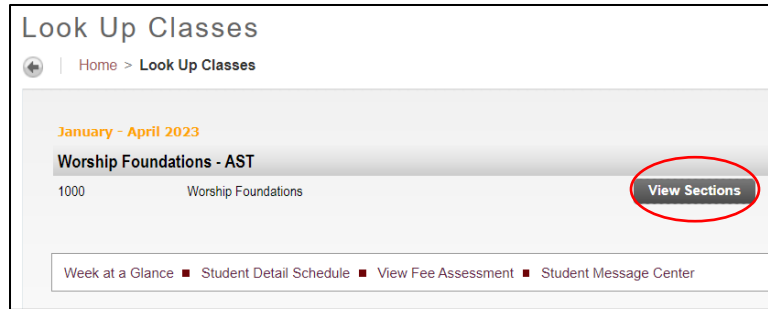
Look Up Classes

To search for a specific class:

- Select the Look Up Classes option within the Atlantic School of Theology Students tile to be directed to a new page where you can find the CRN for a course to use when adding or dropping classes.
- Once you are on the Look Up Classes page, choose the term you want to search courses for from the Search by Term dropdown.
- Alternatively, search for courses by date range from the Search by Date Range fields.
- Click the grey Submit button.
- You will be directed to a new page with a list of courses. AST-specific courses are identified with "-AST" at the end of the course name.

- Locate the course you want to view classes for and click to highlight it.
- Click the grey Course Search button to produce the list of classes for the specified course.

[**Note:** You will only see a list of classes available for the selected term, not for the full academic year.]

- Click the View Sections button for any class to view more information about the class. You will also see information about the various sections available for the class and their respective schedules. For each section you will see:

Look Up Classes

Home > Look Up Classes

January - April 2023

Worship Foundations - AST

1000   Worship Foundations   **View Sections**

Week at a Glance ▪ Student Detail Schedule ▪ View Fee Assessment ▪ Student Message Center

- ➢ **CRN:** The course registration number
- ➢ **Subject:** The course subject abbreviation
- ➢ **Course Number:** The course's ID number
- ➢ **Section:** The individual class for the course
- ➢ **Campus:** The campus the section is located on
- ➢ **Credits:** The number of credits the section is worth
- ➢ **Title:** The name of the class the section is for
- ➢ **Days:** The days of the week on which the section occurs
- ➢ **Time:** The time of day when the section occurs
- ➢ **Class Cap:** The total number of students able to register for the section
- ➢ **Actual:** The current number of students who have registered for the section
- ➢ **Remaining:** The number of available spots in the section
- ➢ **WL Cap:** The total number of students able to be on the waitlist for the section
- ➢ **WL Actual:** The current number of students on the waitlist for the section
- ➢ **WL Remaining:** The number of available spots on the section's waitlist
- ➢ **XL Cap:** The total number of crosslisted places for the section
- ➢ **XL Actual:** The current number of students crosslisted for the section
- ➢ **XL Remaining:** The number of available crosslisted spots in the section
- ➢ **Instructor:** The name of the instructor for the section
- ➢ **Date (MM/DD):** The dates available for registration
- ➢ **Location:** The location where the section classes are held
- ➢ **Attributes:** Any additional information about the section

Sections Found

Worship Foundations - AST

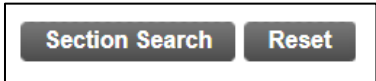| Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
C	27467	WF	1000	2	AST	1.000	Worship Foundations		TBA	19	19	0	0	0	0	0	0	0	Susan MacAlpine-Gills (P)	01/05-04/13	TBA	Internet Based - AST

New Search

Filter by AST Classes

To filter classes by those offered by the Atlantic School of Theology:

- Select the Look Up Classes option within the Atlantic School of Theology Students tile to be directed to a new page where you can find the CRM for a course to use when adding or dropping classes.
- Once you are on the Look Up Classes page, choose the term you want to search courses for from the Search by Term dropdown.
- Click the Submit button to be provided with a list of available subjects.

- On this page, click the Advanced Search button at the bottom of the page to produce additional options.
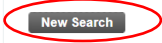

- Highlight all subjects in subject field by clicking the first subject and dragging your mouse down the list.
- When all subjects are highlighted, select the Atlantic School of Theology from the Campus dropdown menu below the list of subjects.

- Click the grey Section Search button.
- You will see a list of all classes/sections located on the AST campus for the chosen term.

[**Note:** To see all classes/sections 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.)

Final Grades

To view your final grades for a course:

- Select the Final Grades option within the Atlantic School of Theology Students tile to be directed to a new page asking you to select the term for which you want to view your grades.
- Select the appropriate term from the dropdown menu. You will only be able to see terms in which you have registered for courses.
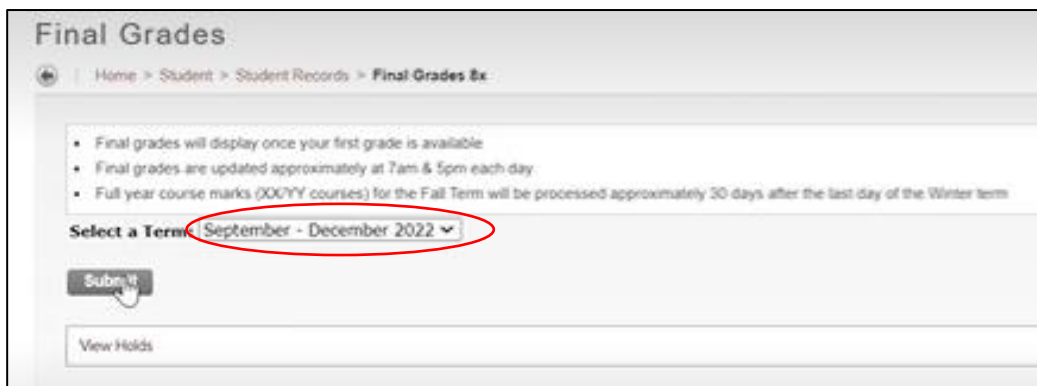
- Click the Submit button to be directed to a page where you can view the final grades for any course(s) you're registered in for the chosen term, once they have been added.

[**Note:** Every day at 5:00PM, final grades entered by faculty will roll over into Student Self-Service so that students will have access to see them. So, for example, if final grades were submitted at 6:00PM, they will not become available to students until 5:00PM the next day.]

Final Grades

Home > Final Grades

Student Information

Current Program
MA Theology & Religious St

Level:	Graduate - AST
Program:	MA Theology & Religious St
Admit Term:	September - December 2022
Admit Type:	AST Masters
Catalog Term:	September - December 2022
College:	Atlantic School of Theology
Campus:	Atlantic School of Theology
Major and Department:	Theology & Religious Studies, Atlantic School of Theology
Academic Standing:	

Graduate - AST Course work

CRN	Subject	Course	Section	Course Title	Campus	Final Grade	Attempted	Earned	GPA Hours	Quality Points
18097	ST	2133	1	RC Apologetics	Atlantic School of Theology	A	1.000	1.000	1.000	4.00

Graduate - AST Summary

	Attempted	Earned	GPA Hours	Quality Points	GPA
Current Term:	0.000	0.000	0.000	0.00	0.00
Cumulative:	10.000	13.000	13.000	48.90	3.76
Transfer:	0.000	0.000	0.000	0.00	0.00
Overall:	10.000	13.000	13.000	48.90	3.76
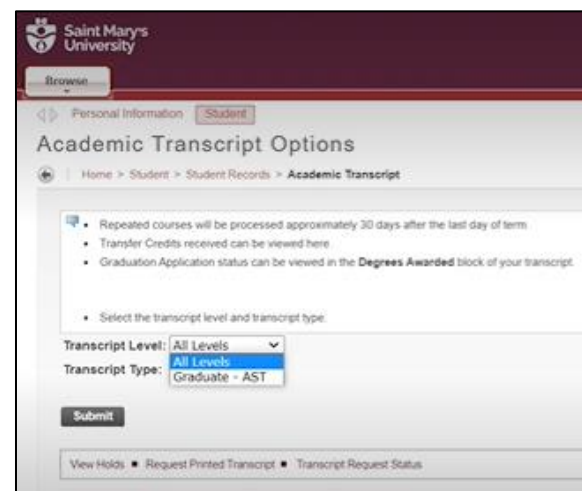
Select another Term

View Transcript

You can view an unofficial version of your academic transcript.

To do this:

- Select the View Transcript option within the Atlantic School of Theology Students tile to be directed to a new page.
- Here, you will see two dropdown fields.
- In the Transcript Level field, choose the appropriate degree level from the dropdown, or leave it set to All Levels.
- You do not need to worry about the Transcript Type dropdown.
- Click the Submit button.
- You will now see your *unofficial* transcript, which will provide you with your grades and credit hours earned for the current term, as well as cumulatively.

Transcript Data

STUDENT INFORMATION

Name :

Birth Date: 13-FEB

Student Type: AST Continuing

Curriculum Information

Current Program

Program: MA Theology & Religious St

Major and Department: Theology & Religious Studies, Atlantic School of Theology

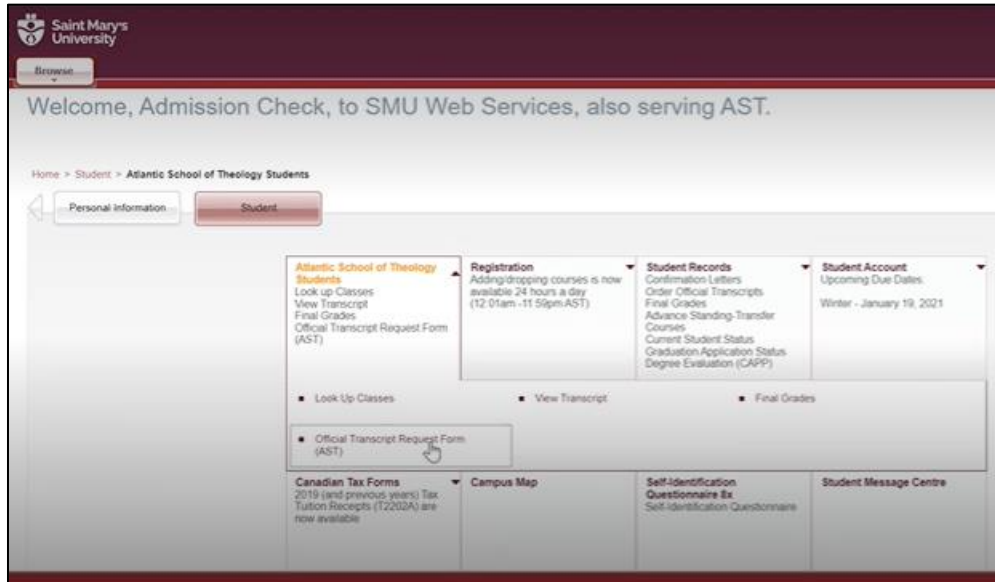""""This is NOT an Official Transcript""""

Request Official Transcript

There are two ways to request your official academic transcript: from the AST website and from within Self-Service Banner.

Self-Service

To access the Request Official Transcript form on Self-Service:

- Make sure you are logged into Self-Service Banner.
- Click the Student tab from the Self-Service homepage.

- Select the Official Transfer Request Form (AST) option within the Atlantic School of Theology Students tile.

- The Request Official Transcript form will appear.
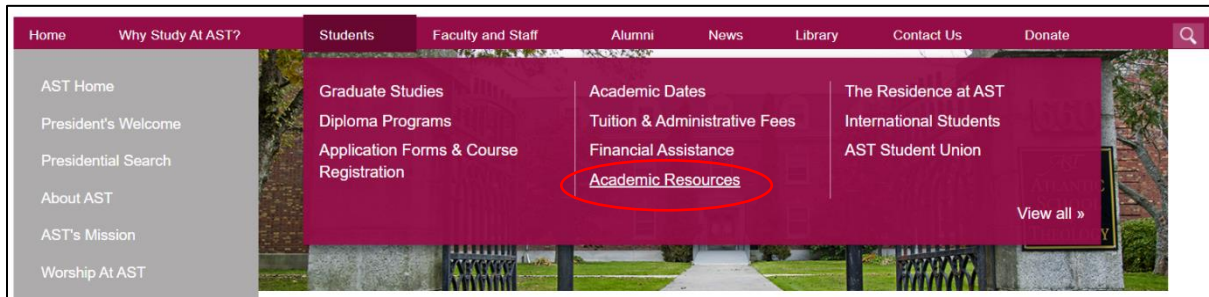- Fill out the form with the required information.

- When you have finished filling out the form, you can submit the form via email to the Registrar.
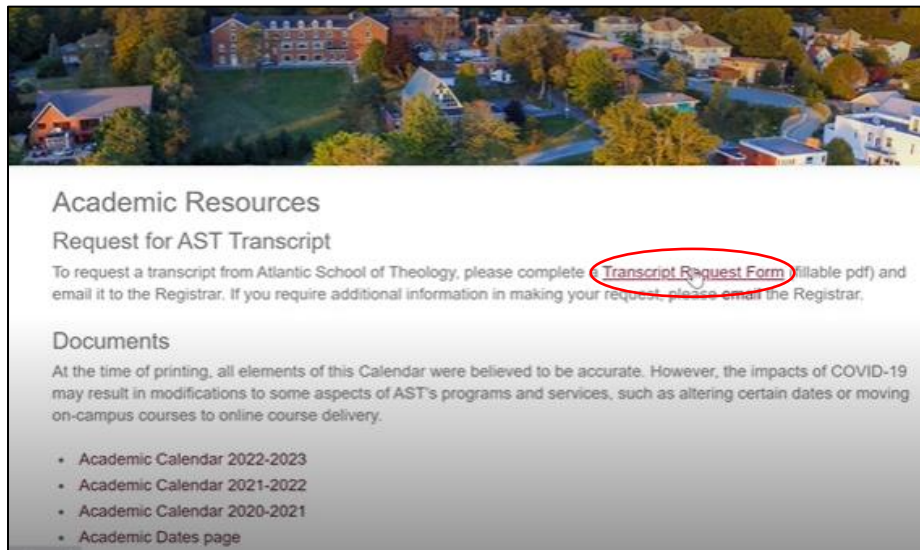
Website

To access the Request Official Transcript form on the Atlantic School of Theology website:

- Open the internet.
- In the search bar, search for the Atlantic School of Theology.
- Click on the AST website that appears in the search results.
- Or, click here to automatically be brought to the AST website.

- Once you are on the AST website homepage, hover your mouse over the Students link in the menu across the top of the site.
- From the options that appear, select Academic Resources.

- On this page, click the link for the Request Official Transcript form in the first paragraph.

- The Request Official Transcript form will appear.
- Fill out the form with the required information.

- When you have finished filling out the form, you can download and submit the form via email to the AST Registrar.

Download the Form and Attach to Email
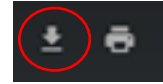
To download the completed form to your computer so you can attach it to an email to send to the Registrar's Office:

- Click on the Download button found in the top right corner of the computer screen.
- Choose a file location to store the downloaded form in the pop-up window that appears. Select the Downloads folder from the left-hand menu if it is not the default download location.
- Click the Save button at the bottom right of the pop-up.

To attach the downloaded file to an email:

- Open your desired email client (Outlook, Gmail, Yahoo, etc.).
- Create a new message.
- Look for and click the "Attach a file" option. This is often represented as a paperclip icon.
- The File Explorer application should open. Search for the form you downloaded (likely in the Downloads folder in the left-hand menu).
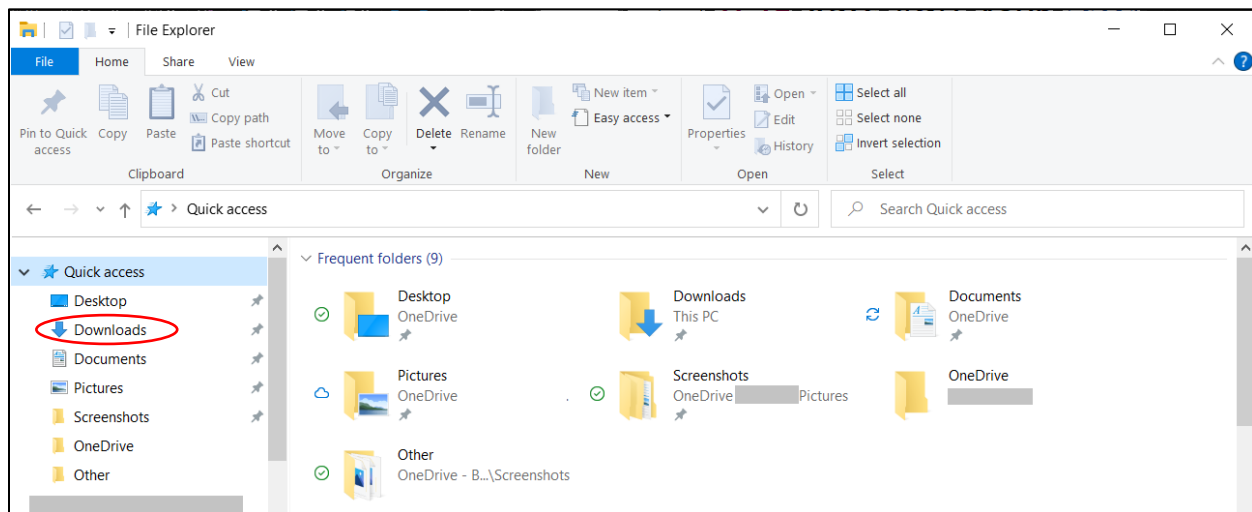
- When you see the form you downloaded to your computer, select it and click the Open button in the File Explorer window to add the form to your email message.