

BUILDING BLOCKS

A comprehensive guide to navigating Student Banner

1. Go to www.sgsc.edu
2. Click "Banner Web" in top left hand corner
3. Click "Enter Secure Area"
4. Enter your student ID number (begins with 988)
5. Enter your PIN - initial PIN is your six-digit birth date (MMDDYY)
6. Click "Login"

*Forgot your student ID? Click "Retrieve ID" at the login screen

*Forgot your PIN? Enter your student ID at the login screen and click "Forgot PIN"

To print a schedule:

1. Click "Student"
2. Click "Registration"
3. Click "Student Schedule by Day and time" or "Student Detail Schedule" and print.

To register for classes:

1. Click "Student"
2. Click "Registration"
3. Select Term registering for
4. Click "Add/Drop classes"
5. Click "Find CRN Number" to look up courses to add

To View Student Records:

1. Click "Student"
2. Click "Student Records"
 - Here you can view your:
 - Holds
 - Final Grades
 - GPA
 - Unofficial Transcript

To check for Financial Aid Requirements:

1. Click "Financial Aid"
2. Click "Eligibility"
3. Click "Student Requirements"

Knowing Your Academic Advisor:

1. Click "Student"
2. Click "View Student Information"
3. Click "Submit"

Academic Advisor is "Primary Advisor"