

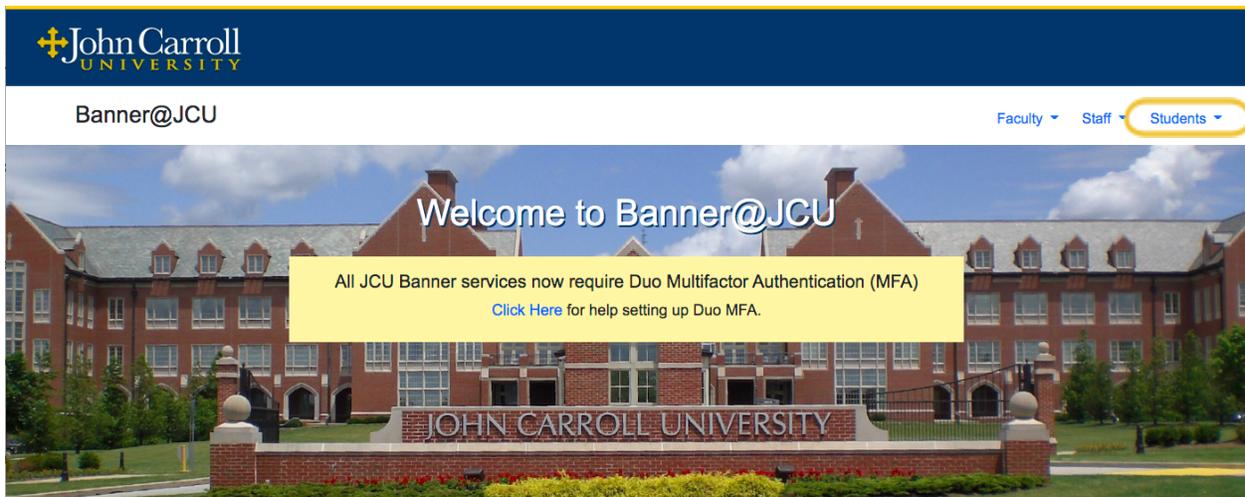
Guide on Course Registration, Degree Evaluation, and Academic Petitions

Comprehensive guide for graduate students on the processes of registering and withdrawing from a course, running a degree evaluation, and requesting an academic petition. Each of these is completed through Banner, JCU's course registration, academic & financial system.

Banner Login:

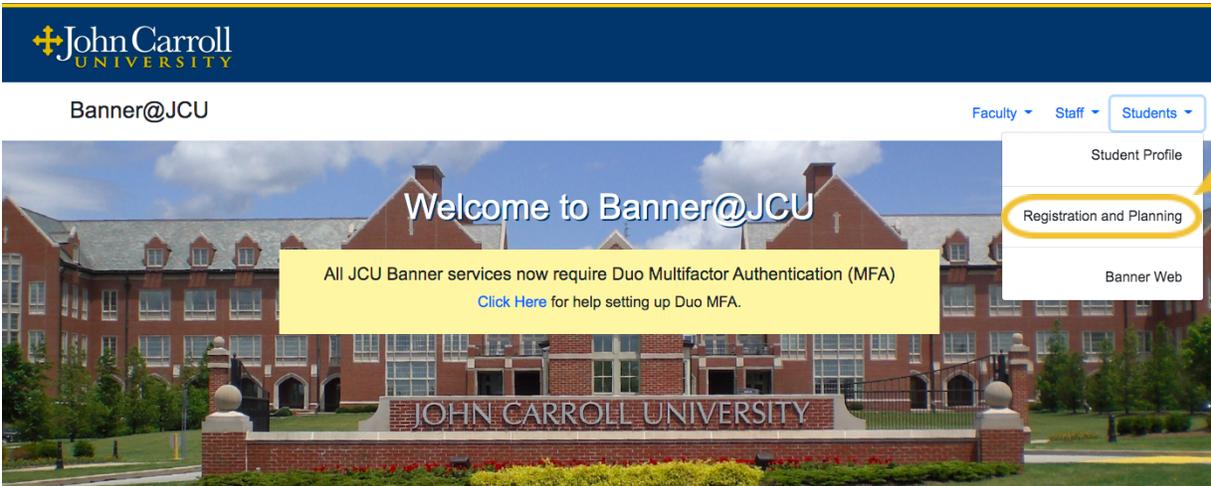
- Access Banner at <https://banner.jcu.edu/>
- Your username and password are your JCU Single Sign-On, which is the same across all of your JCU accounts (e.g., Gmail and Canvas).
 - **Tip:** Your username will be your login without @jcu.edu.

Banner Home Page:

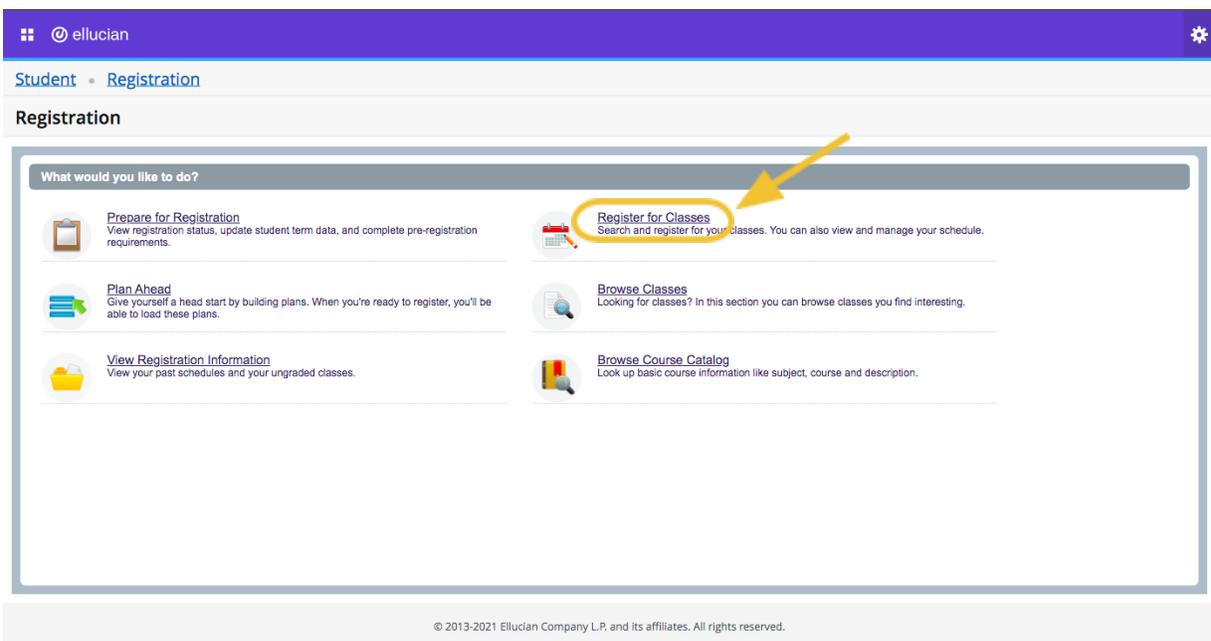


Course Registration:

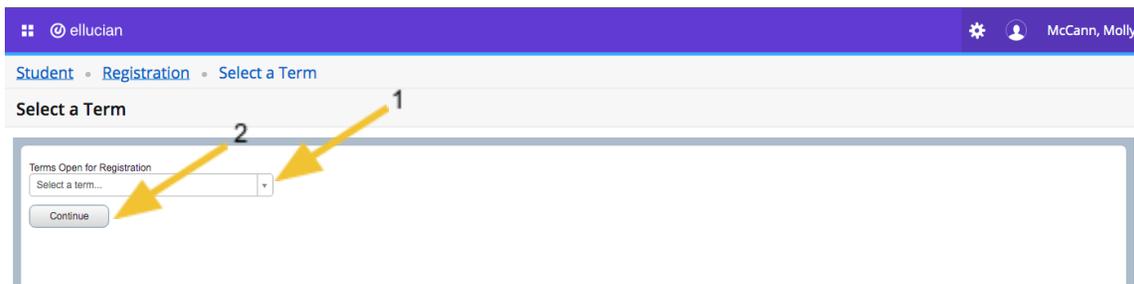
- Registering for a Course:
 1. Select 'Students' in the top right corner then select 'Registration and Planning' from the drop-down menu. This will direct to a new webpage.



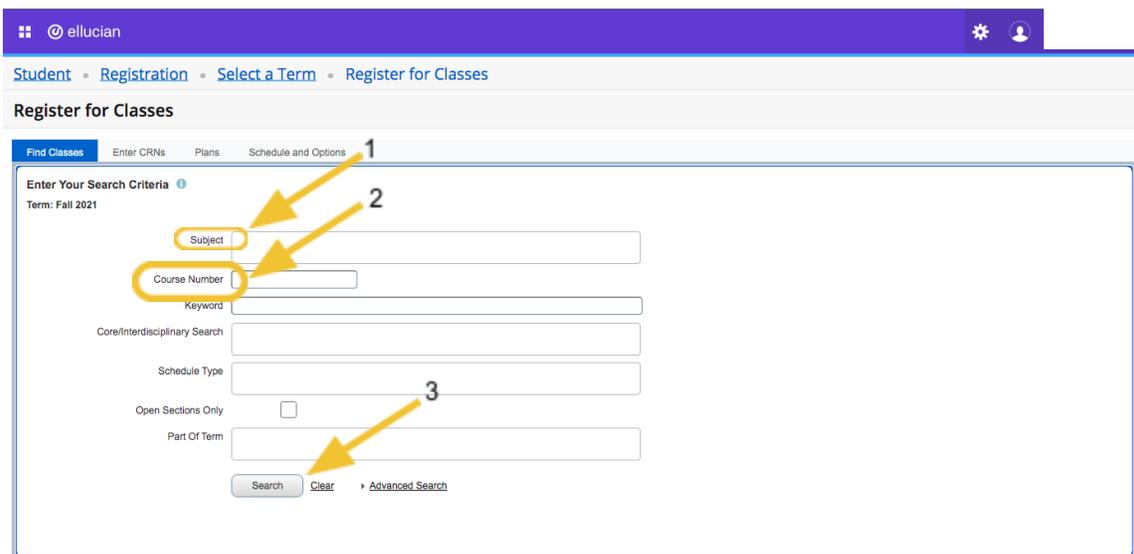
2. Select 'Register for Classes' on the Ellucian page.



3. Select the desired Registration Term from the drop-down menu, and then select 'Continue.'



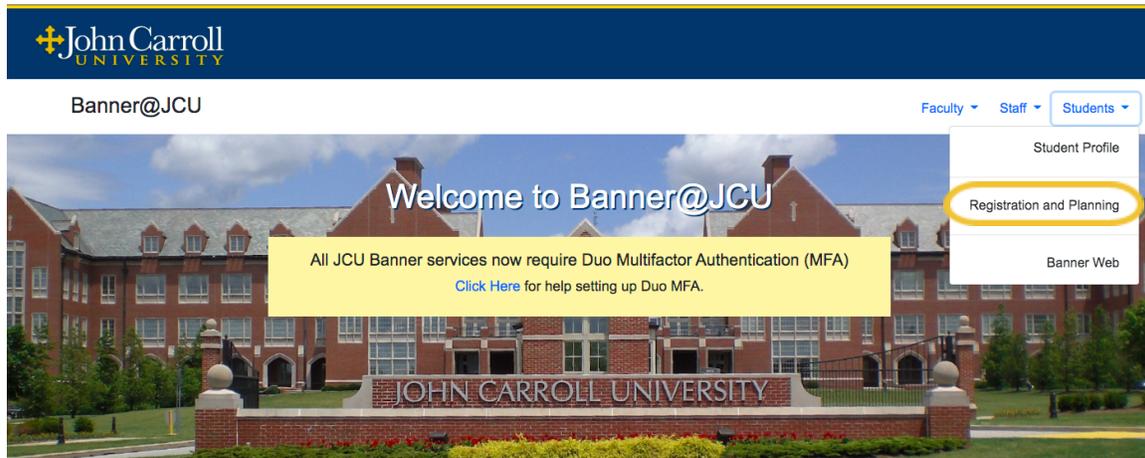
4. Input the following search criteria within the 'Find Classes' tab:
 - In the 'Subject' field, search for course subject (e.g., Education).
 - In the 'Course Number' field, type in the corresponding number (e.g., 502). Then select 'Search'.



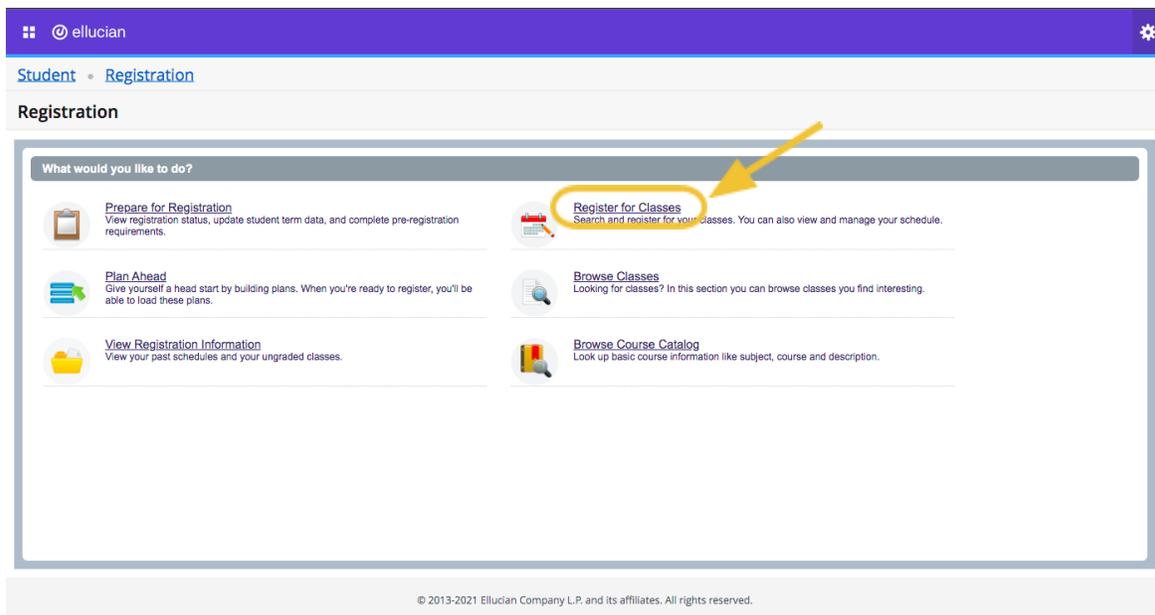
5. The course will now be listed, and can be selected using 'Add' on the far right of the screen. If there are multiple sections of a course, select 'View Sections' and then select 'Add' on the specific section.
6. Repeat Steps #4 & 5 to add additional courses.
7. Select 'Submit' once all desired courses are added.

- Withdrawing from a Course:

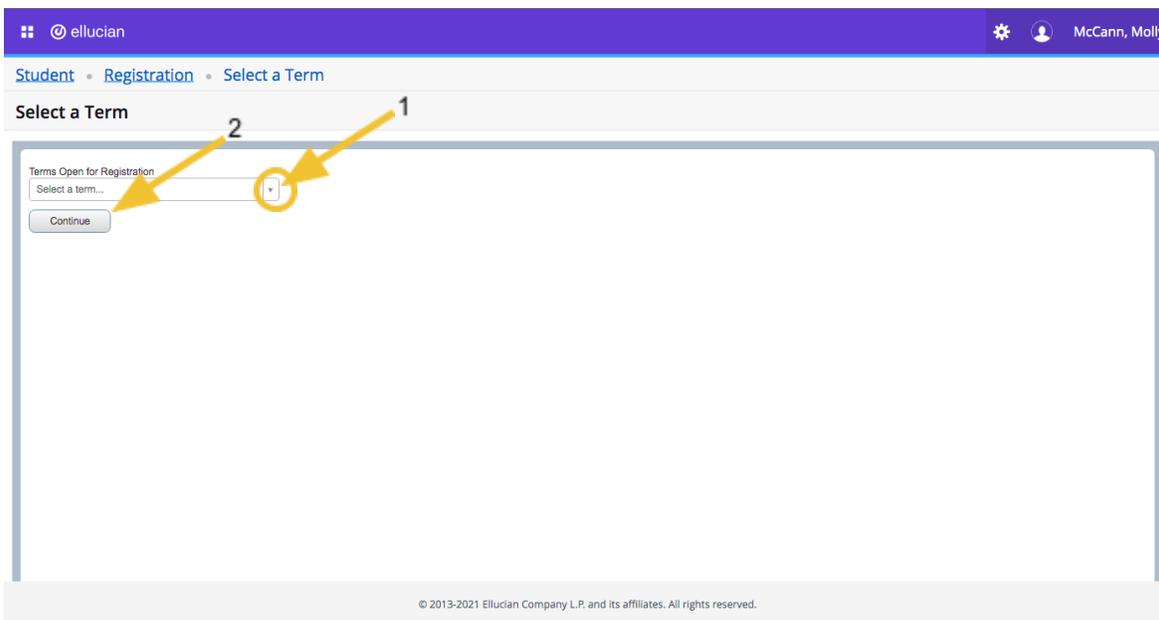
1. Select 'Students' in the top right corner then select 'Registration and Planning' from the drop-down menu. This will direct to a new webpage.



2. Select 'Register for Classes' on the Ellucian page.



3. Select the Registration Term, then select 'Continue.'



The screenshot shows the Ellucian registration interface. At the top, there is a purple header with the Ellucian logo and the user name 'McCann, Molly'. Below the header, the breadcrumb trail reads 'Student • Registration • Select a Term'. The main content area is titled 'Select a Term' and contains a form. The form has a dropdown menu labeled 'Terms Open for Registration' with the text 'Select a term...' and a 'Continue' button. Two yellow arrows are present: arrow '1' points to the dropdown arrow, and arrow '2' points to the text 'Select a term...'. At the bottom of the page, there is a copyright notice: '© 2013-2021 Ellucian Company L.P. and its affiliates. All rights reserved.'

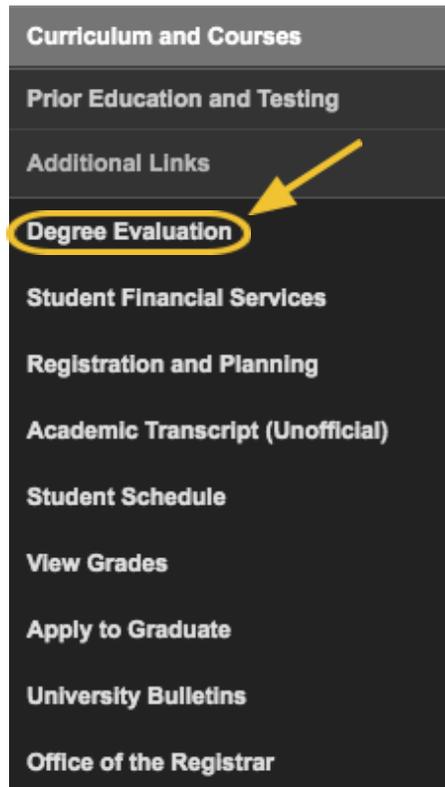
4. Within the Summary section in the bottom right corner, select 'Web Drop' from the Action drop down menu of the desired course.
 - **Tip:** If you would like to add a course in place of the dropped course, add a course as you would for course registration and select the 'Conditional Add and Drop' check box. The dropped course will only be removed after the new course is successfully added.
5. Select 'Submit' in the bottom right corner once complete.

Degree Evaluation

- Running a Degree Evaluation:
 1. Select 'Students' in the top right corner, and then select 'Student Profile' from the drop-down menu. This will direct to a new webpage.



2. Select 'Degree Evaluation' from the left-side menu bar.



3. Select 'Generate New Evaluation' at the bottom of the screen.

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Degree Evaluation Record

1. At the bottom of the page, click "Generate New Evaluation" **
2. Select the program and under "Select a Term," select the term you entered JCU
3. Click "Generate Request"
4. Select "Detail Requirements" and submit (Printer Friendly, if you plan to print it)

**If you are not officially admitted to your major, you will need to go to "What-if Analysis" and enter your intended major to run a Degree Evaluation. You will be asked to enter both your "Entry Term" (the term you entered JCU) and your "Evaluation Term" (the current semester).

Curriculum Information

Primary Curriculum

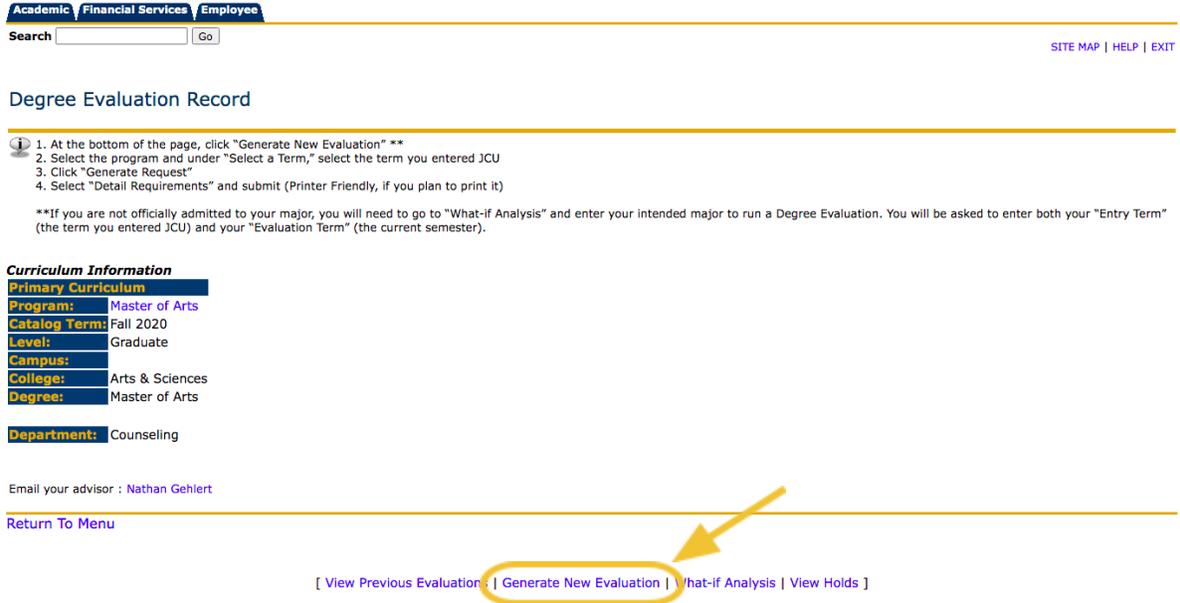
Program: Master of Arts
Catalog Term: Fall 2020
Level: Graduate
Campus: Arts & Sciences
Degree: Master of Arts

Department: Counseling

Email your advisor : [Nathan Gehlert](#)

[Return To Menu](#)

[\[View Previous Evaluation \]](#) | [Generate New Evaluation](#) | [What-if Analysis](#) | [View Holds](#)]



4. Select program, degree, and major, and then select current term from the drop-down box. Then select 'Generate Request.'



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Generate New Eyaluation

1 To generate a new evaluation, select a program, degree, major, **current term** and select generate request.

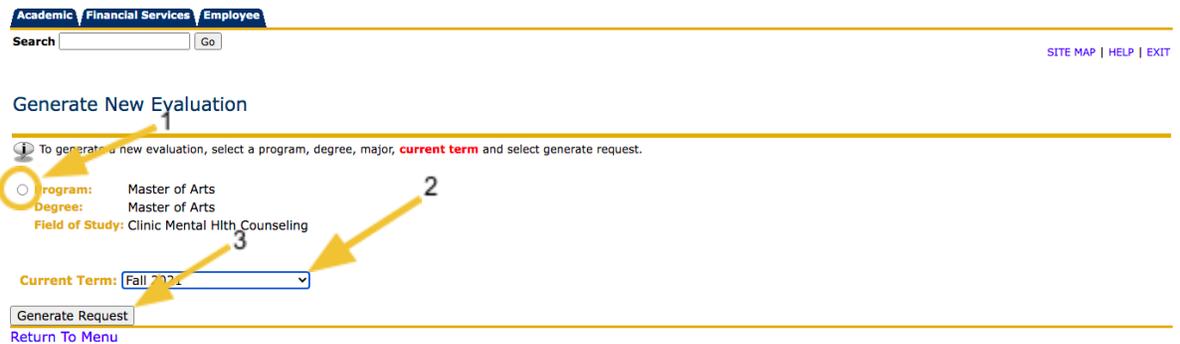
2

3

Program: Master of Arts
Degree: Master of Arts
Field of Study: Clinic Mental Hlth Counseling

Current Term:

[Return To Menu](#)



5. Select 'Detail Requirements' and 'Submit.' The next page will provide a list of courses, fulfilled requirements, and grades.



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Degree Evaluation Display Options

 Please select the desired display.

Detail Requirements

[Return To Menu](#)

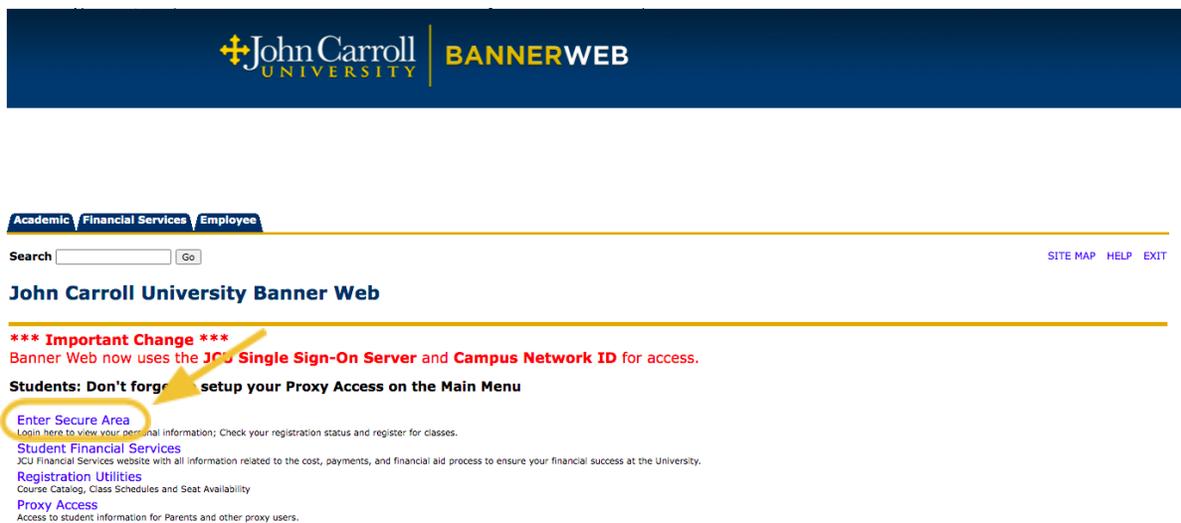
[[Current Enrollment](#) | [View Previous Evaluations](#) | [Generate New Evaluation](#) | [What-If Analysis](#)]

Graduate Academic Petition

- Submitting an Academic Petition:
 1. Select 'Students' in the top right corner, and then select 'Banner Web' from the drop-down menu. This will direct to a new webpage.



2. Select 'Enter Secure Area, and then login using your JCU login credentials.



3. Select 'Registration and Academic Services.'

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SITE MAP HELP EXIT

Update Personal Information
Update your personal information (Preferred Name, Home Address, etc)

Registration & Academic Services
Residence Life, Register for classes and orientation, Check your grades, view your academic records, holds, and run your degree audit. **Apply for Undergraduate Graduation.**

Student Financial Services
View Account Statement and holds. Access your cost, financial aid and all payment related detail from your student account.

Housing / Residence Life and Dining Plan Self Service
Link to self service portal for Housing / Residence Life and Dining Plan. **Housing and Dining Plan application is found here**

Employee Services
Leave Reporting for administrators, benefits, paystubs, W4 data, change or view direct deposit information.

Proxy Access Setup & Management
Allow parents and others to view your student records.

Parking Permits
Obtain Parking Permit.

EverFi Training
Training provided by EverFi, including AlcoholEdu, Haven, and Sexual Assault Prevention

[Return to Homepage](#)

4. Select 'Graduate Academic Petition Form.'

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RETURN TO MAIN MENU SITE MAP HELP EXIT

Registration and Academic Services

▲ **Registration and Student Records Have Moved**
Registration and Student Records can now be found on your new Student Profile. Either click the link above, or go to the Banner@JCU homepage, at banner.jcu.edu and select **Student Profile** from the **Students** menu. Training videos are also available on this page, under Training, Documentation and Links.

Housing / Residence Life and Dining Plan Self Service
Link to self service portal for Housing / Residence Life and Dining Plan. **Housing and Dining Plan application is found here**

View Graduation Application Status
View previously submitted Graduation Applications

Apply for Graduation
Application for Graduation for Undergraduate Students

Graduate Academic Petition Form
Link to Graduate Academic Petition Form

Order Official Transcript
This will link you to the Office of the Registrar.

5. Fill out the Academic Petition form and indicate the reason for the petition via the drop-down box. Use the 'Additional Comments' box to provide more details. Once submitted, your advisor will be notified of your petition and review.

What is the reason for submitting this Academic Petition?

Additional Comments / Information

Please provide any additional information related to this Academic Petition Request*

Submit Petition Request