

GETTING STARTED IN BANNER

Recommended Browser: Mozilla Firefox

You will need the following information to log in to Banner Web:

USER ID#: @ student ID#
(must type in the @ symbol).

PIN: you will be issued a randomly generated number.

If you have forgotten your PIN, be sure USER ID# is entered in above field, then click on **FORGOT PIN** and answer the security question. For assistance, you can visit the Registration & Records Office (A-201), call (716) 614-6254, or email questions to: registration@niagaracc.suny.edu.

Upon login for the first time or PIN reset, you will be required to change your PIN (using a different six-character combination of numbers and/or letters). First time users will be asked to choose a security question.

NCCC is an AA/EEO Institution

ALWAYS BEGIN BY FOLLOWING THESE STEPS:

1. Visit the NCCC home page at: www.niagaracc.suny.edu
2. At the bottom of the page, under the "Students" heading, choose "Banner Web".
3. Click on "Enter Secure Area".
4. Enter your user ID and PIN and click "Login".

Academic Transcript – Official

(order an official transcript)

1. Click on "Student & Financial Aid"
2. Click on "Student Records"
3. Click on "Order Official Transcript"
4. Click on "Start My Order"

There is an \$8 fee for each official transcript issued and there is a 1-2 business days processing period.

Academic Transcript – Unofficial

(print an unofficial transcript)

1. Click on "Student & Financial Aid"
2. Click on "Student Records"
3. Click on "Academic Transcript"
4. Choose "Undergraduate" and "Academic Transcript -Web Disp". Click on "Submit".
5. To print a copy for your records at any time, go to File, Print.

NOTE: if you have a hold on your record, you will not have access to the above. See the instructions for Viewing Holds in this brochure.

Address Change Request

(update your mailing address)

1. Click on "Personal Information"
2. Click on "Address Update Request"
3. Enter your new mailing address
4. Click "Submit"

To change your legal address, you must complete the Name/Address Change form and submit to the Registration & Records Office (A-201) with the following documentation:

- Copy of you & your parent or legal guardian's most recent complete & signed NYS Tax Return & corresponding W2's.

AND a copy of one of the following:

- Proof of ownership of New York State real property
- Residential lease for property in NYS
- NYS Voter Registration
- NYS Driver's License
- NYS Issued ID Card

Advisor Assignment

(view your assigned advisor)

1. Click on "Student & Financial Aid".
2. Click on "View Academic Advisor Information" link

Class Schedule Search

(find available courses offered for a term)

1. Click on "Student & Financial Aid"
2. Click on "Registration"
3. Click on "Course Offerings"
4. Select Term.
5. Click "Submit"
6. Choose "Subject" (i.e. ACC – Accounting)
7. Do not enter all information. You will obtain better results by selecting only one field (i.e. Subject).
8. Click "Class Search"
9. To see course details including pre-requisites, click "View Catalog Entry"

Class Student Schedule

(print your schedule)

1. Click on "Student & Financial Aid"
2. Click on "Printable Student Schedule"
3. Select Term.
4. Click "Submit"
5. Now go to "File" (in top left-hand corner of screen), then "Print". You will need a copy of your schedule to buy books. This schedule is accepted at the Bookstore.

Course Catalog

(view all courses within a particular subject)

1. Click on "Student & Financial Aid"
2. Click on "Student Records"
3. Click on "Course Catalog"
4. Select Term
5. Select Subject only
6. Click on "Get Courses"

*Information about each course is listed here including any pre-requisites and/or co-requisites.

Curriculum Change Application

(change your major)

1. Click on "Student & Financial Aid"
2. Click on "Student Records"
3. Click on "Curriculum Change Application"
4. Read instructions & verify data that appears. Enter telephone number where you may be reached and select the new curriculum in which you are applying for entry. Answer all remaining questions.
5. Click "Submit"

Degree Evaluations

(view met & unmet requirements for your major and track your progress toward graduation)

1. Click on "Student & Financial Aid".
2. Click on "Student Records".
3. Click on "Degree Evaluation".
4. Follow the instructions listed on the screen that displays.
5. On the SUNY Secure Sign On screen, choose "Niagara" from the campus drop-down list.
6. Click "Login".
7. At the next prompt, enter your T-Wolves username (do not enter anything after the @ symbol) and password.
8. Click "Login".
9. Your Degree Evaluation for your current major will display.
10. You may print by clicking the "Save As PDF" button.

*If you wish to graduate in a different program than what appears, please follow the steps for a What-If Analysis.

Enrollment Verifications

(print your own enrollment verification)

1. Click on "Student & Financial Aid".
2. Click on "Student Self-Service".
3. You will be taken to the National Student Clearinghouse login screen.
4. Enter in your information: Name, Date of Birth, and Social Security #. Then click Login.
5. Choose current enrollment or all enrollment (enrollment history). Choose one of these options and then click on "Obtain an Enrollment Certificate".
6. You will see a form that says **Enrollment Verification Certificate**, which should include all the information you requested.
7. To **print**, click on the printer icon in the top left-hand corner.
*Select **New** and fill in fields if desired
Address is not in the drop down menu.
8. Review all data carefully and "Submit Request".

Final Grades (obtain your final grades)

1. Click on **"Student & Financial Aid"**
2. Click on **"Student Records"**
3. Click on **"Final Grades"**
4. Select Term
5. Click on **"Submit"**. Scroll down to view final grades.

*This is not available until all final grades are processed. Allow **one** week after last day of classes to view grades.

Graduation Application (apply for graduation – required in final semester)

1. Click on **"Student & Financial Aid"**.
2. Click on **"Student Records"**.
3. Click on **"Graduation Application–Submit"**
4. Select term in which you will graduate
5. Select your curriculum & click **"Continue"**.
6. Select graduation date & click **"Continue"**.
7. Indicate if you will be attending Commencement & click **"Continue"**.
8. Select name to be printed on diploma & click **"Continue"**. Don't use social security name.
9. Edit name to be printed on diploma.
10. Select address to which your diploma will be mailed.
11. Edit address if needed.
12. Verify information entered is correct. Click **"Submit Request"**.
13. A \$30.00 fee will be charged to your account. Click the **"Pay Bill Online"** tab to process your payment.

Registration Eligibility Date (see when you can register for classes)

1. Click on **"Student & Financial Aid"**
2. Click on **"Registration"**
3. Click on **"Registration Eligibility – NEW"**
4. The first date you are able to register is displayed.

Telephone Number Change

1. Click on **"Personal Information"**
2. Click on **"Add/Update Phone Numbers"**
3. Choose option for cell phone or existing phone
4. Click **"Submit"**
5. Enter your number (no spaces, dashes, or parentheses)
6. Click **"Submit"**

Viewing Holds (view any holds place on your record)

1. Click on **"Student & Financial Aid"**
2. Click on **"Student Records"**
3. Click on **"View Holds"**

* If you have hold (s) listed, please contact the appropriate dept on what is needed to lift the hold.

Waitlists

Some courses will allow you to add yourself to a waitlist if the class is full. To add yourself to a waitlist:

1. Click on **"Student & Financial Aid"**
2. Click on **"Registration"**
3. Click on **"Add or Drop Classes"**
4. Select Term
5. Scroll to the bottom of the Add or Drop Classes page and type in the CRN of the course in the box, then click **"Submit Changes"**.
6. You will receive the Registration Add Error Message that indicating that the class is full and there is a waitlist available.
7. Choose **"Waitlisted"** under the Action drop-down list, then click **"Submit Changes"** at the bottom of the page.
8. You will now see the course listed under Current Schedule with a status of Waitlisted.

What If Analysis (see met & unmet requirements for a different major you may be considering)

1. Click on **"Student & Financial Aid"**.
2. Click on **"Student Records"**.
3. Click on **"Degree Evaluation"**.
4. Follow the instructions listed on the screen that displays.

5. On the SUNY Secure Sign On screen, choose **"Niagara"** from the campus drop-down list.
6. Click **"Login"**.
7. At the next prompt, enter your T-Wolves username (do not enter anything after the @ symbol) and password.
8. Click **"Login"**.
9. Click on **"What-If"** in the menu on the left side of your screen.
10. Choose a major from the drop-down menu.
11. If choosing a program that requires a Concentration (i.e. Individual Studies), you must also choose the Concentration from the appropriate drop-down menu.
12. Click on **"Process What-If"** at the top of the screen.

Withdrawal from College (all classes)

1. Click on **"Student & Financial Aid"**
2. Click on **"Registration"**
3. Click on **"Withdraw from College (All Classes)"**
4. Enter your phone number and select the term from which you are withdrawing
5. Read all info – including the "Notice to Students Withdrawing from College"
6. If you agree check the acceptance box and click submit

If a seat in the course opens, you will be notified through your T-Wolves Email that you have 24 hours to register for the course in Banner Web. If you do not register for the course within the 24 hour timeframe, the seat will be offered to the next student on the waitlist.

The following forms are located on the Registration & Records Office webpage:

Go to www.niagaracc.suny.edu, click on **"Academics"**, then **"Registration & Records"**, then the **"Forms"** link.

- Add/ Drop Form for Courses
- Change of Name/Address Form
- Election of "J" grade (Audit)
- Election of "S" or "U" grade
- Major Change Application for Graduation
- Non-Disclosure Request Form
- Request for Incomplete Grade Form
- Withdrawal from College Form



NIAGARA COUNTY COMMUNITY COLLEGE REGISTRATION & RECORDS OFFICE



GUIDE TO ONLINE SERVICES

PHONE: **716-614-6250**

FAX: **716-614-6821**

WWW.NIAGARACC.SUNY.EDU

NIAGARA COUNTY COMMUNITY COLLEGE
3111 SAUNDERS SETTLEMENT RD
SANBORN, NY 14132-9460