جامعة عجمان
AJMAN UNIVERSITY

Banner System

Student Startup Guide

Banner system is one of the e-services provided by the Office of IT that allows you to access many features such as: plan ahead, class registration, online payment, viewing your financial reports and other important reports, tracking attendance, viewing your grades, etc. This document is a startup guide to Banner features.

The Office of Information Technology

helpdesk@ajman.ac.ae

06-7056500, or Ext.: 6500

2020-2021

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1. Using this Guide

1.1 How to use this guide?

This guide is written for Ajman University's students to help them make the best out of Banner System. Please read the sections which are related to the features you want to use.

1.2 Getting Help

If you are facing any technical issues, refer to the dedicated sections to learn how to solve them; otherwise you can get technical support by contacting the Helpdesk on helpdesk@ajman.ac.ae or by calling 06-705 6500.

2. Accessing Banner

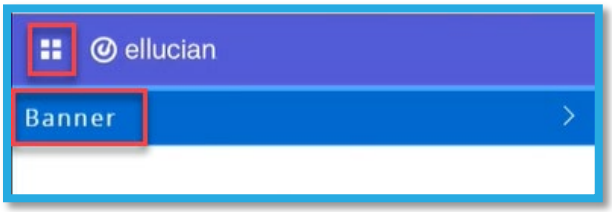
You can access Banner through: Ajman University's website → MyAU → Banner (SIS). You can log into Banner using your Student ID and password.

3. Banner Features

The features in Banner fall under two categories which are displayed in the homepage: Personal Information category (where you can update your personal information) and Student category (where you can access all other features).

3.1 Update Personal Information

You can update your personal information from the Personal Information section of the homepage, as illustrated below.



The personal information you can update include:

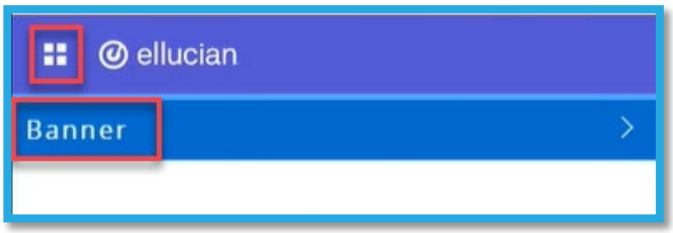
- Your marital status,
- Preferred first name,
- Add/update your address, and
- Add/update your emergency contact.

Note: The primary mobile number is the number which you will receive the official notifications from the university on. If you would like to update this mobile number, please reach out to the Office of Registration.

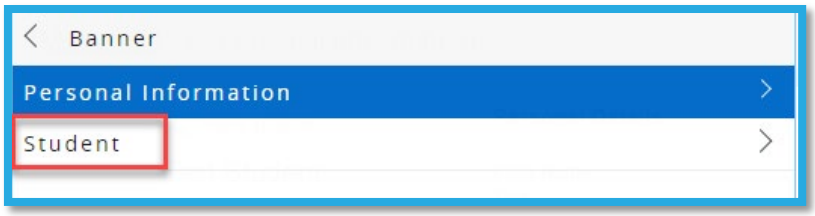
3.2 Student profile

The student profile is part of the Student category and includes: Bio information, general information, graduation information, advisors, curriculum, hours and GPA, registered courses details, and other details. To access the Student Profile, please follow the below steps:

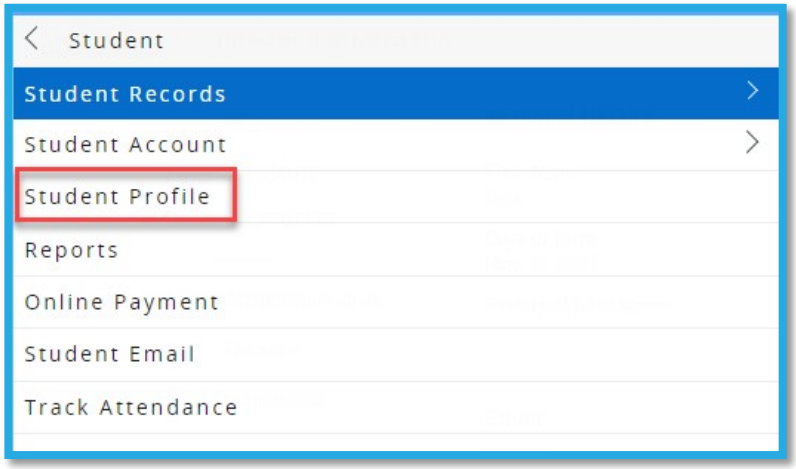
1. Click on the **menu** located on the left, then click on **Banner**.

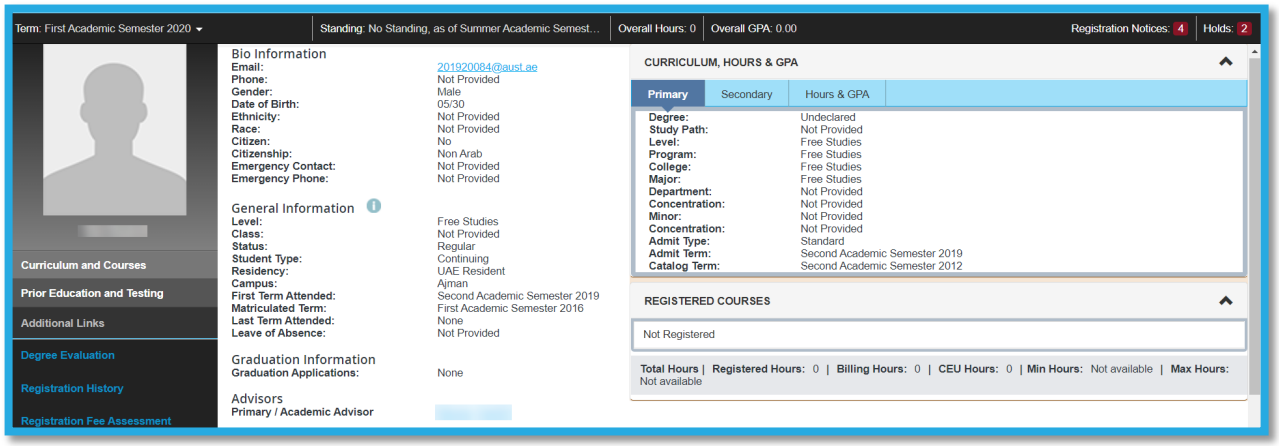


2. Click on **Student**.



3. Click on **Student Profile**.





On the left side navigator, you will be able to view the following:

3.2.1 Prior Education and Testing

You will be able to view here your secondary and post-secondary education, IELTS, TOEFL, and AMST scores.

3.2.2 Degree Evaluation

You can evaluate your degree by selecting **Generate New Evaluation**, then selecting your program and term, as illustrated below:

3.2.3 Academic Transcript

You can view a non-official copy of your transcript.

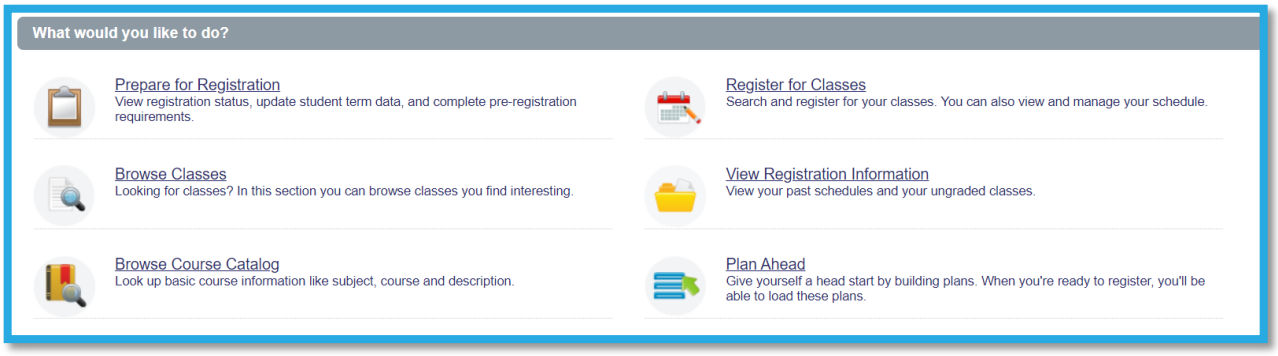
3.2.4 Student Schedule

You can view your class schedule for a specific term.

3.2.5 Week at a Glance

You can view a glance on your class schedule of a specific week during the term.

3.2.6 Registration and Planning

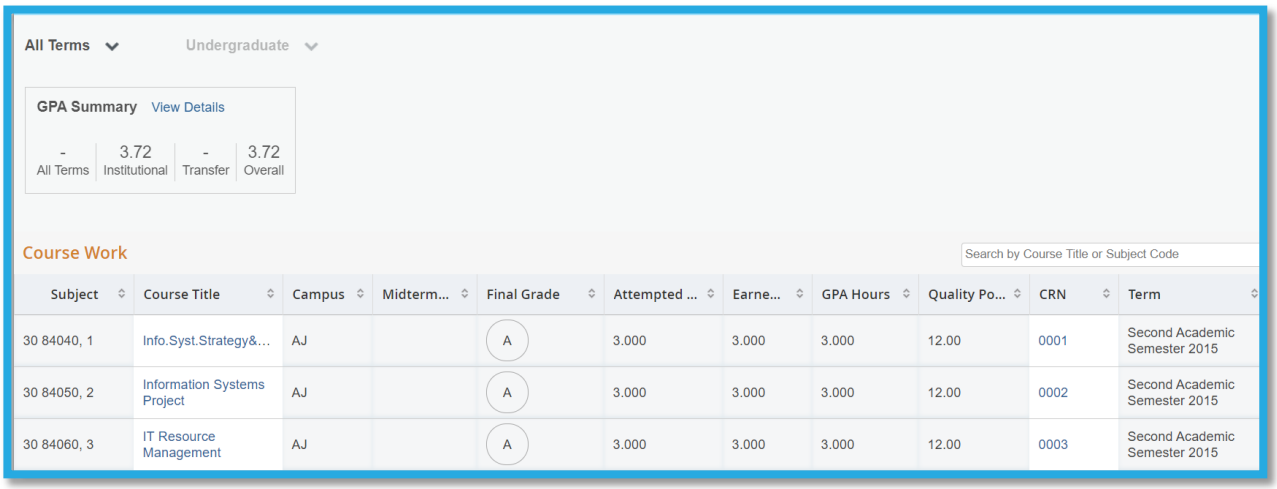


In this section you will be able to:

- View the class schedule based on different criteria for a specific term through Browse Classes feature.
- View the course summary for a specific term through Browse Course Catalogue feature.
- Create your plan for next term through Plan ahead feature. To learn how to use the Plan Ahead feature, check its manual.
- Register for classes. To learn how to browse for classes, register them, drop classes, and view your registration information, please check the Class Registration manual.

3.2.7 View Grades

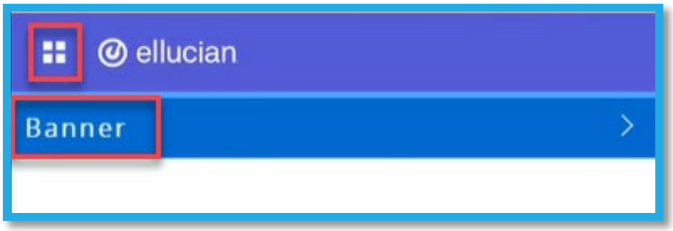
Once grades are released, you will be able to select the term and view your grades accordingly, as illustrated below:



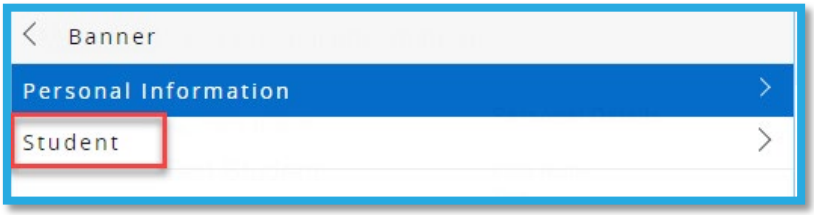
3.3 Student Records

To access the student records, please follow the below steps:

1. Click on the **menu** located on the left, then click on **Banner**.



2. Click on **Student**.

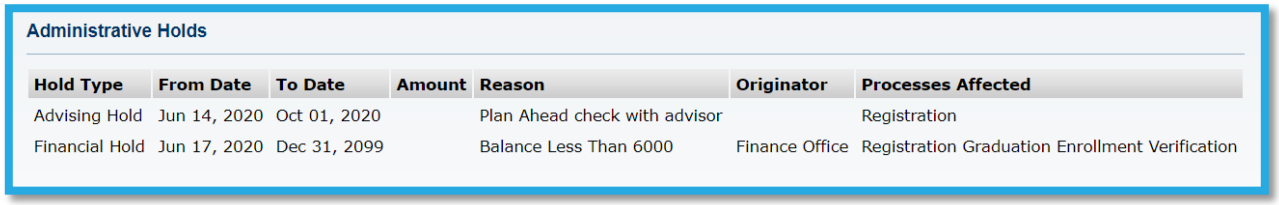


3. Click on **Student Records**.

In this section, you will be able to perform the following:

3.3.1 View Holds

This will allow you to view any holds that might be affecting your enrollment progress and it will guide you on its details such as the reason behind the hold and the process it affects, as illustrated below.


Administrative Holds

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Advising Hold	Jun 14, 2020	Oct 01, 2020		Plan Ahead check with advisor		Registration
Financial Hold	Jun 17, 2020	Dec 31, 2099		Balance Less Than 6000	Finance Office	Registration Graduation Enrollment Verification

3.3.2 Degree Evaluation

You can evaluate your degree by selecting **Generate New Evaluation**, then selecting your program and term.

3.3.3 View Student Information

You will be able to view your information and the current program you are enrolled in.

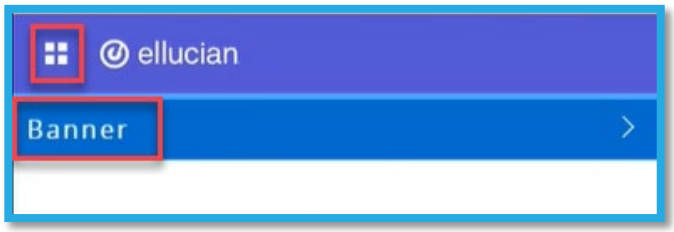
3.3.4 View Grades

Once grades are released, you will be able to select the term and view your grades accordingly.

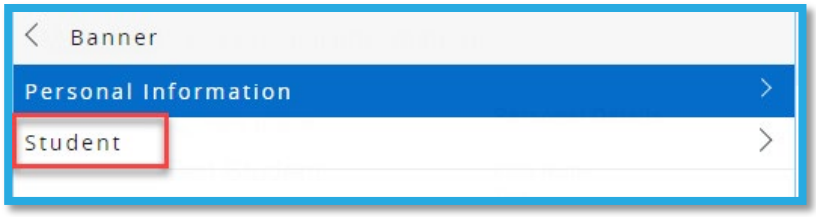
3.4 Track Attendance

In this feature you are able to check your attendance for the registered classes, as illustrated below, by selecting the course and reviewing the attendance details, To do so, please follow the below steps:

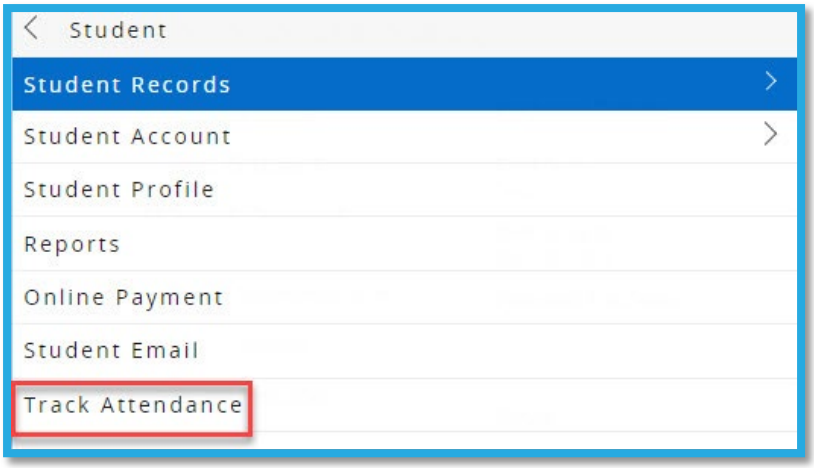
1. Click on the **menu** located on the left, then click on **Banner**.



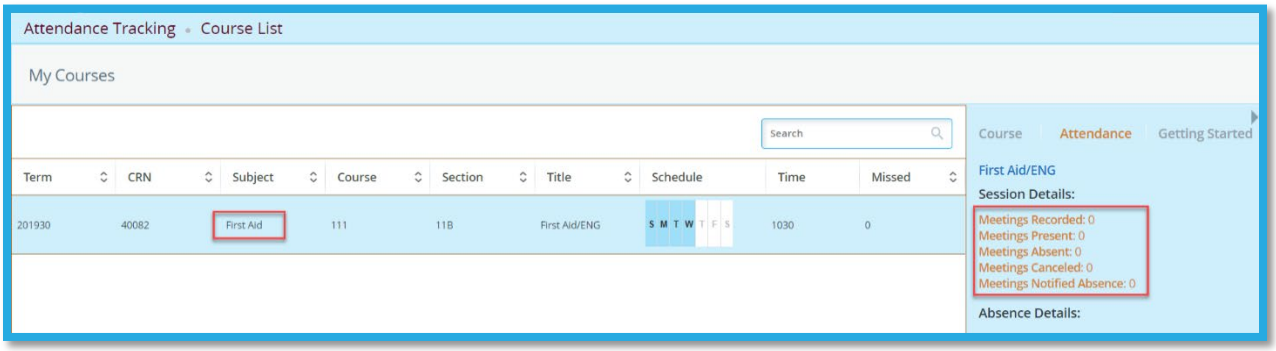
2. Click on **Student**.



3. Click on **Track Attendance**.



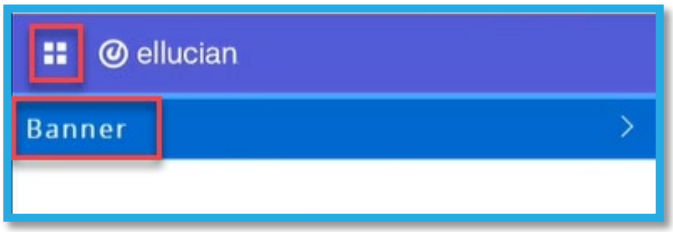
4. Click on the course to view your attendance details.



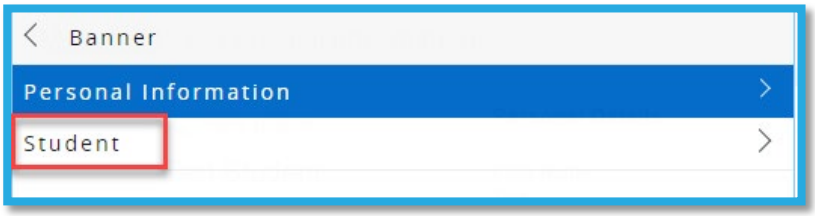
3.5 Student Account

This feature provides you with different summaries for your payment history by following the below steps:

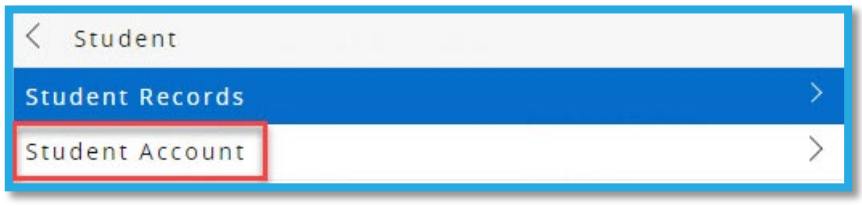
1. Click on the **menu** located on the left, then click on **Banner**.



2. Click on **Student**.



3. Click on **Student Account**.



4. Choose one of the following student accounts:

- Account Summary by Term: Review summarized charges and payments to your account by term.
- Account Summary by Period: Review summarized charges and payments to your account by Financial Aid Enrollment Period.
- Account Information: This lists charges and credits on your account, beginning with the most recent.

Note: The "Account Balance" represents the amount of money in your account. If the amount is positive (i.e.: AED 3000), then this is the amount that you have to pay. However, if the amount is negative (i.e.: AED -500), then this amount will be deducted from your future balance and you do not have to pay anything at the moment.

3.6 Online Payment

This feature enables you to pay your fees electronically each semester, whether you are on or off campus. To learn more about this, please check the Online Payment manual.

3.7 Student Email

You can access your student email (20XXXXXXX@aust.ae) through this feature, or by clicking on this link.

3.8 Reports

This feature allows you to view and download different reports including:

1- Timetable

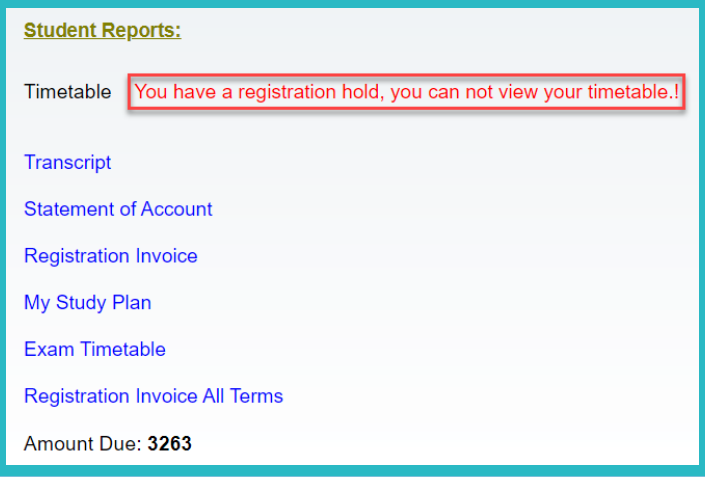
2- Transcript (Unofficial)

3- Registration Invoice (Tax invoice)

4- Study Plan

5- Exam Timetable

6- Registration Invoice for All Terms

7- View the amount due

Note: If you have any holds, you might not be able to view some of the reports, as illustrated below: