



ACADEMIC AFFAIRS AND STUDENT WELFARE SERVICE

Student BannerWeb User Guide

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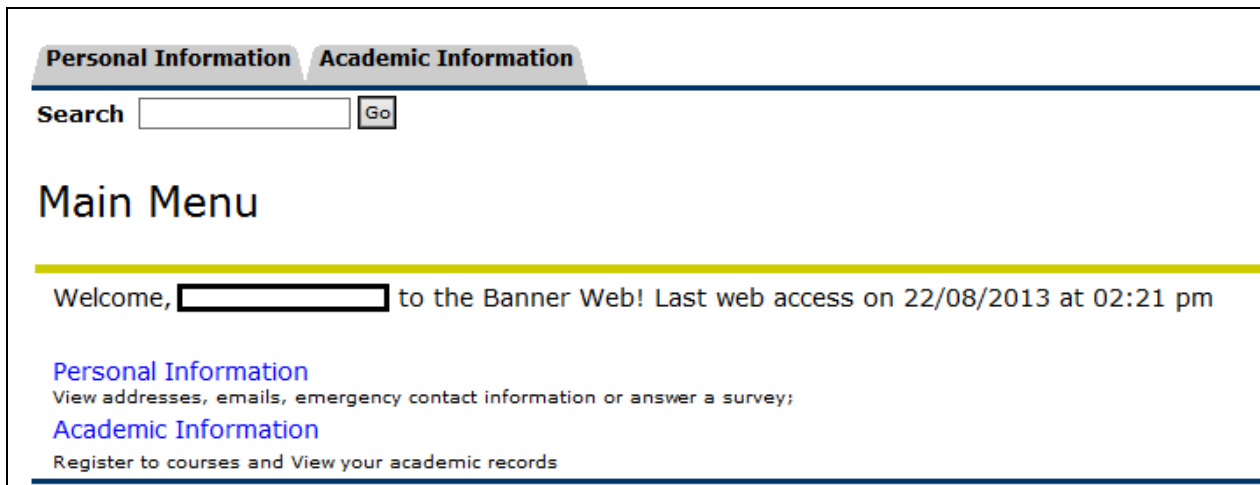
1. BannerWeb Access

On the **Home Page** of the University of Cyprus' website (<http://www.ucy.ac.cy>), click on the link **WEB APPLICATIONS** (found on the green bar at the bottom of the home page). From the list of Web Applications, click on **BannerWeb** **ΕΛΛΗΝΙΚΑ** or **ENGLISH**. In the new web page that opens, click on the link **Enter Secure Area**.

Your **User Name** and **Password** must be entered correctly to gain access to BannerWeb. The User Name and Password are the same credentials you use to access your web mail. After entering your User Name and Password, click **Login**.

2. Main Menu

Following entry to the BannerWeb application, two groups of information can be accessed via the Main Menu.



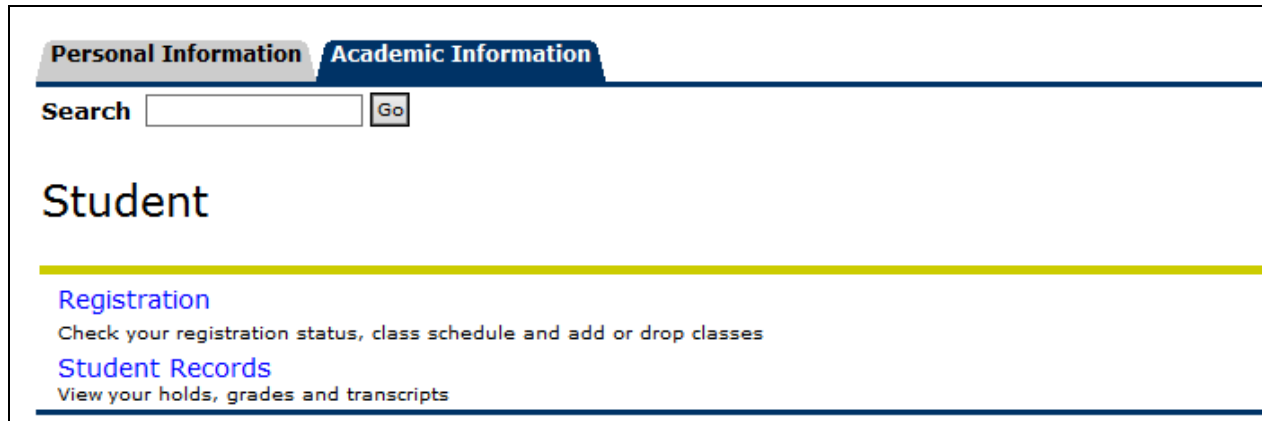
The screenshot shows the BannerWeb Main Menu interface. At the top, there are two tabs: "Personal Information" and "Academic Information". Below the tabs is a search bar with the text "Search" and a "Go" button. The main heading is "Main Menu". Below this, there is a welcome message: "Welcome, [redacted] to the Banner Web! Last web access on 22/08/2013 at 02:21 pm". Underneath, there are two links: "Personal Information" with the description "View addresses, emails, emergency contact information or answer a survey;" and "Academic Information" with the description "Register to courses and View your academic records".

2.1 Personal Information

Your personal information (address, telephone number, etc.) is accessed via the link **Personal Information**.

2.2 Academic Information

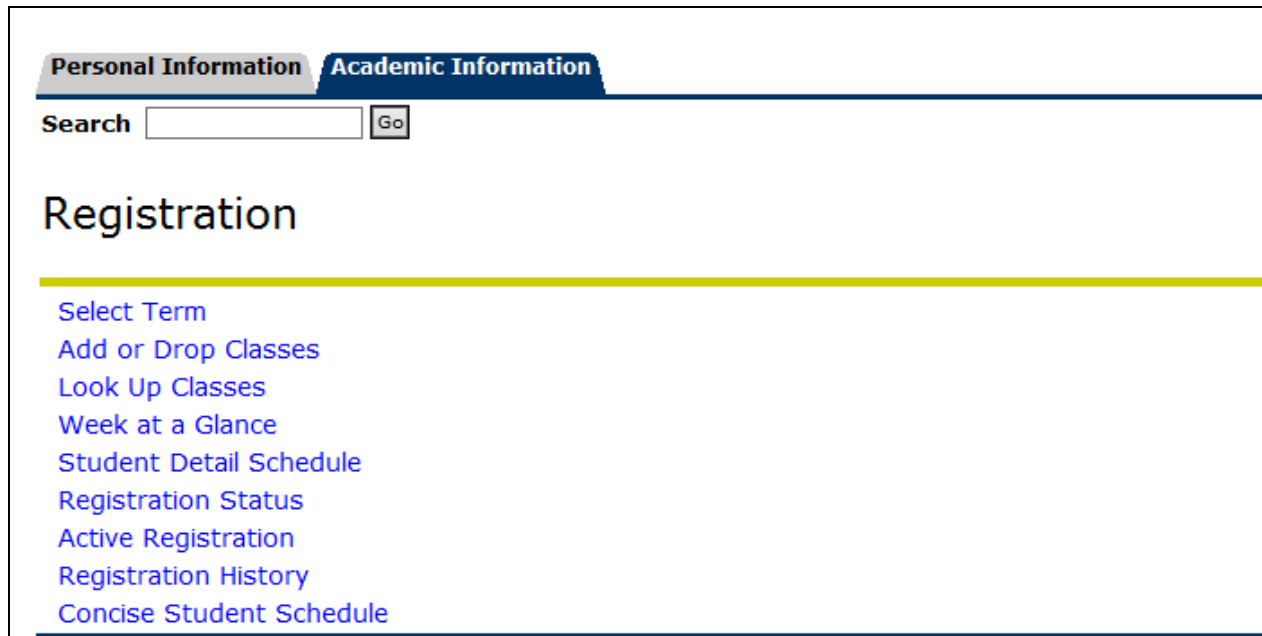
Registration and **Student Records** information can be chosen by the student by clicking on either one of the two links.



The screenshot shows a web interface with two tabs: "Personal Information" and "Academic Information". The "Academic Information" tab is selected. Below the tabs is a search bar with the label "Search", an input field, and a "Go" button. The main heading is "Student". A horizontal yellow line separates the heading from the content below. There are two links: "Registration" with the subtext "Check your registration status, class schedule and add or drop classes", and "Student Records" with the subtext "View your holds, grades and transcripts".

2.2.1 Registration

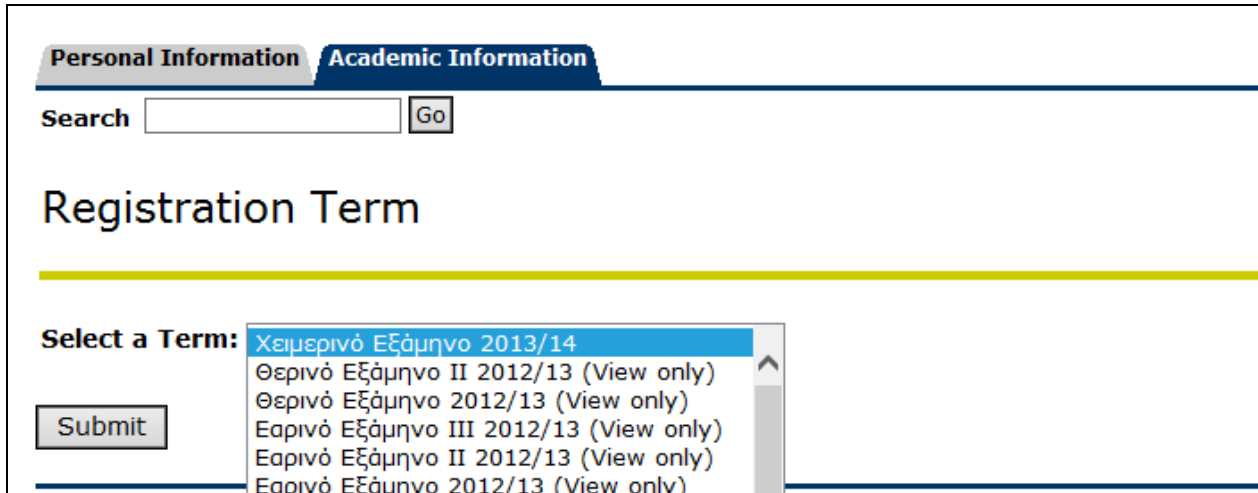
The student may choose from various links related to the registration process on this web page.



The screenshot shows the same web interface as above, but with the "Registration" heading. A horizontal yellow line separates the heading from the content below. There is a list of nine links: "Select Term", "Add or Drop Classes", "Look Up Classes", "Week at a Glance", "Student Detail Schedule", "Registration Status", "Active Registration", "Registration History", and "Concise Student Schedule".

2.2.1.1 Select Term

This link allows access to available **Academic Terms** in BannerWeb. When utilizing BannerWeb, you must designate the **Academic Term** of interest. You must also use this link to change the **Academic Term** of interest, as appropriate.



The screenshot shows a web interface with two tabs: 'Personal Information' and 'Academic Information'. Below the tabs is a search bar with the text 'Search' and a 'Go' button. The main heading is 'Registration Term'. Below this is a 'Select a Term:' label followed by a dropdown menu. The dropdown menu is open, showing a list of terms: 'Χειμερινό Εξάμηνο 2013/14' (highlighted), 'Θερινό Εξάμηνο II 2012/13 (View only)', 'Θερινό Εξάμηνο 2012/13 (View only)', 'Εαρινό Εξάμηνο III 2012/13 (View only)', 'Εαρινό Εξάμηνο II 2012/13 (View only)', and 'Εαρινό Εξάμηνο 2012/13 (View only)'. To the left of the dropdown is a 'Submit' button.

NOTE:

If you initially do not select an **Academic Term** via this link, the system will ask you to designate one when an **Academic Term** is required whilst navigating BannerWeb. The designated Academic Term will remain in effect until a different Academic Term is chosen via this link.

2.2.1.2 Add or Drop Classes

This link allows you to **Add** or **Drop** classes, and is available only during the announced periods of Course Registration, according to Student Type and Class (see **Registration Status**).

For course registrations instructions, visit the link [Student Course Registration Guide](#).

2.2.1.3 Look Up Classes

Prior of the registration period, students may use this link to determine the CRN of their desired courses. Knowing the CRNs will speed up your registration process.

2.2.1.4 Week at a Glance

To view a chart of your course schedule, select the link [Week at a Glance](#). The schedule of other weeks may also be viewed by clicking the [Previous Week](#) or [Next Week](#) links. Also, by typing a date in box to the right of "Go to (DD-MON-YY)" the week of that date will be displayed.

2.2.1.5 Student Detail Schedule

This link allows the student to view details of his/her course schedule.

In order to view this web page, an **Academic Term** must have been previously selected; otherwise the system will re-direct you to the **Term Selection** web page.

2.2.1.6 Registration Status

This link shows the student Holds, Academic Standing, Status, Registration Permits/Overrides, Earned credit, and Curriculum Information.


Personal Information **Academic Information**

Search

Registration Status

You have no Holds which prevent registration.

Your Academic Standing permits registration.

 **Your Student Status prevents registration.**

Your Class for registration purposes is Τεταρτοετής Προπτυχιακός.

Earned Credit

Level	Type	Hours
Προπτυχιακό	Institutional	256.000

Curriculum Information

Current Program
Πτυχίο

Level: Προπτυχιακό

Admit Term: Χειμερινό Εξάμηνο 2009/10

Admit Type: Παγκύπριες Εξετάσεις

College: Οικονομικών Επιστ. & Διοικησ.

Major and Department: Διεθνών Ευρωπ & Οικονομ Σπουδ, Οικονομικών

In order to view this web page, an **Academic Term** must have been previously selected; otherwise the system will re-direct you to the **Term Selection** web page.

2.2.1.7 Active Registrations

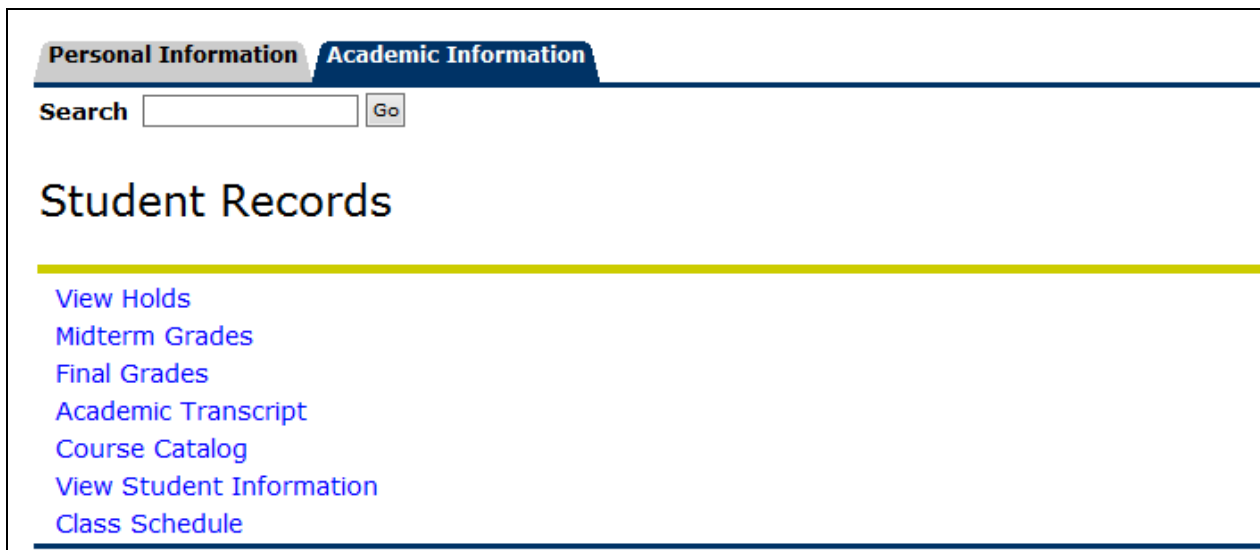
All active courses of the student are viewed in this link. Active Registrations are considered the courses for which the student has not yet received a grade.

2.2.1.8 Registration History

This webpage shows active, as well as completed, registrations. Withdrawn, dropped and/or cancelled classes are also displayed. Other information included on this webpage are: Course Titles, Associated Terms, Credits, Level, Status and Final Grades.

2.2.2 Student Records

The student may choose from various links related to the Student Records on this webpage.



2.2.2.1 View Holds

If active holds exist, the student can view them by clicking on this link.

2.2.2.2 Midterm Grades

After selecting the Academic Term, Midterm Grades for coursework are displayed on this webpage.

In order to view this web page, an **Academic Term** must have been previously selected; otherwise the system will re-direct you to the **Term Selection** web page.

2.2.2.3 Final Grades

After selecting the Academic Term, Final Grades for coursework are displayed on this webpage.

In order to view this web page, an **Academic Term** must have been previously selected; otherwise the system will re-direct you to the **Term Selection** web page.

2.2.2.4 Academic Transcript

A student can view their Academic transcript by selecting the **Transcript Level** and/or **Transcript Type**, followed by clicking on **Display Transcript**.

2.2.2.5 Course Catalog

To browse through courses offered by the University of Cyprus, click the link [Course Catalog](#). After selecting the desired **Academic Term**, click on **Submit**. On the **Search for Courses** web page, choose at least one **Subject** (and other criteria if desired), then click on **Get Courses** to display the available courses.

2.2.2.6 View Student Information

Information on this webpage includes:

- Registered for Term
- First Term Attended
- Last Term Attended
- Status, Residence
- Citizenship
- Student Type
- Class
- Academic Standing Term
- Primary Advisor
- and various Curriculum Information.

In order to view this web page, an **Academic Term** must have been previously selected; otherwise the system will re-direct you to the **Term Selection** web page.

2.2.2.7 Class Schedule

After clicking the link [Class Schedule](#), the Dynamic Schedule page will request that you select an **Academic Term** or **Date Range** (typed manually), followed by clicking on **Submit**. The following web page (**Class Schedule Search**) will ask you to enter at least one **Subject** (and other criteria if desired), then click on **Class Search** to display the available course sections.

3. Exiting BannerWeb

When you wish to terminate your session using BannerWeb, click **EXIT** at the top right-hand corner of the webpage, and then **close your Browser Window**.