

ON-LINE BANNER ACCESS AND REGISTRATION

Banner Login Screen and Campus Key Lookup

Connect to the webpage: <http://banner.jefferson.edu>

Click on the link “Banner Web Login”

To login to Banner

Inside the “Campus Key” field you enter your Campus Key.

Inside the “Campus Key Password” field you enter your campus key password.

(Initially this password is the first initial of your first name, the first initial of your last name and last 4 digits of your SSN.)

--- Students who do not know their Campus Key should click the link “Campus Key Lookup”.

Registration (Dropping and adding classes)

Login to Banner using your Campus Key and Password (<http://banner.jefferson.edu>)

Click on the link “**Student**”

Click on the link “**Registration**”

Click on the link “**Select Term**”

(Use the dropdown menu to indicate the term of your registration)

Click on the link “**Add or Drop Classes**”

--- At the bottom of this screen you will see several empty boxes to enter the 5 Digit CRN (Course Reference Number) and register for those classes. If you do not know the CRN number, click the “Class Search” button and do a general search for your class.

--- CRN numbers are 5 Digits. They are electronic indicators attached to every course. Examples are 60145, 62335, 71089, etc. Enter these numbers and click “Submit Changes” to register.

Viewing your Class Schedule

Login to Banner using your Campus Key and Password (<http://banner.jefferson.edu>)

Click on the link “**Student**”

Click on the link “**Registration**”

Click on the link “**Select Term**”

(Use the dropdown menu to indicate the term of your registration)

Click on the link “**Student Detail Schedule**”

--- You may click on the link “**Week at a Glance**” to see a more detailed description of the classes you have for each day of the week.

ON-LINE BANNER ACCESS AND REGISTRATION – Pg. 2

Checking your Balance

Login to Banner using your Campus Key and Password (<http://banner.jefferson.edu>)

Click on the link “**Student**”

Click on the link “**Student Account**”

Click on the link “**Account Summary**”

--- If your Account Summary balance is not \$0.00, you will not be permitted to register for classes and Banner access to certain screens may be blocked.

Viewing Holds on your Account

Login to Banner using your Campus Key and Password (<http://banner.jefferson.edu>)

Click on the link “**Student**”

Click on the link “**Student Account**”

Click on the link “**View Holds**”

--- All active Student Holds need to be cleared or access to your account will be suspended. Please review your holds and contact the appropriate offices to have them cleared.

University Offices

--- In order to clear any holds on your records related to tuition payment, you will need to contact the Tuition Office.

- Tuition Address 1020 Walnut Street Scott Building – Room 521
- Tuition Phone Number 215-503-7669
- Tuition e-mail Address tuition.office@jefferson.edu

--- If you experience any unlisted problems with your registration or the Banner system, please contact the University Office of the Registrar.

- Registrar Address 1015 Walnut Street Curtis Building – Suite G-22
- Registrar Phone Number 215-503-8734
- Registrar e-mail Address university.registrar@jefferson.edu

--- Any questions concerning the Financial Aid Application, Grants, Scholarships or Loans please contact the Financial Aid Office.

- Financial Aid Address 1015 Walnut Street College Building – Suite G-1
- Financial Aid Number 215-955-5855
- Financial Aid e-mail Addr. financial.aid@jefferson.edu

--- Any questions about Blackboard or On-line login problems, please contact the Student Help Desk.

- Student Help Desk Number 215-503-7600