**BUILDING BLOCKS**

*A comprehensive guide to navigating Student Banner*

1. Go to www.sgsc.edu
2. Click “Banner Web” in top left hand corner
3. Click “Enter Secure Area”
4. Enter your student ID number (begins with 988)
5. Enter your PIN - initial PIN is your six-digit birth date (MMDDYY)
6. Click "Login"

*Forgot your student ID? Click “Retrieve ID” at the login screen
*Forgot your PIN? Enter your student ID at the login screen and click “Forgot PIN”

To print a schedule:

1. Click “Student”
2. Click “Registration”
3. Click “Student Schedule by Day and time” or “Student Detail Schedule” and print.

To register for classes:

1. Click “Student”
2. Click “Registration”
3. Select Term registering for
4. Click “Add/Drop classes”
5. Click “Find CRN Number” to look up courses to add

To View Student Records:

1. Click “Student”
2. Click “Student Records”
   - Here you can view your:
     - Holds
     - Final Grades
     - GPA
     - Unofficial Transcript

To check for Financial Aid Requirements:

1. Click “Financial Aid”
2. Click “Eligibility”
3. Click “Student Requirements”

Knowing Your Academic Advisor:

1. Click “Student”
2. Click “View Student Information”
3. Click “Submit”

Academic Advisor is “Primary Advisor”