

STUDENT SELF-SERVICE Office of the Registrar

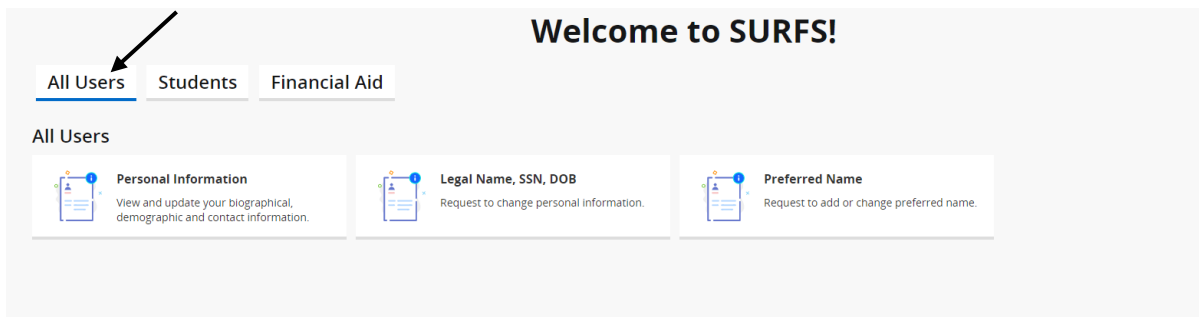
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GETTING STARTED

This guide will demonstrate a few of the more commonly used tools available to you through Banner. There are multiple ways to retrieve the same information or perform the same tasks. Below is the main Student Landing Page in Self Service Banner (SSB). Following are examples of how to use these tools. Please explore the system to discover the techniques that best fit your individual needs.

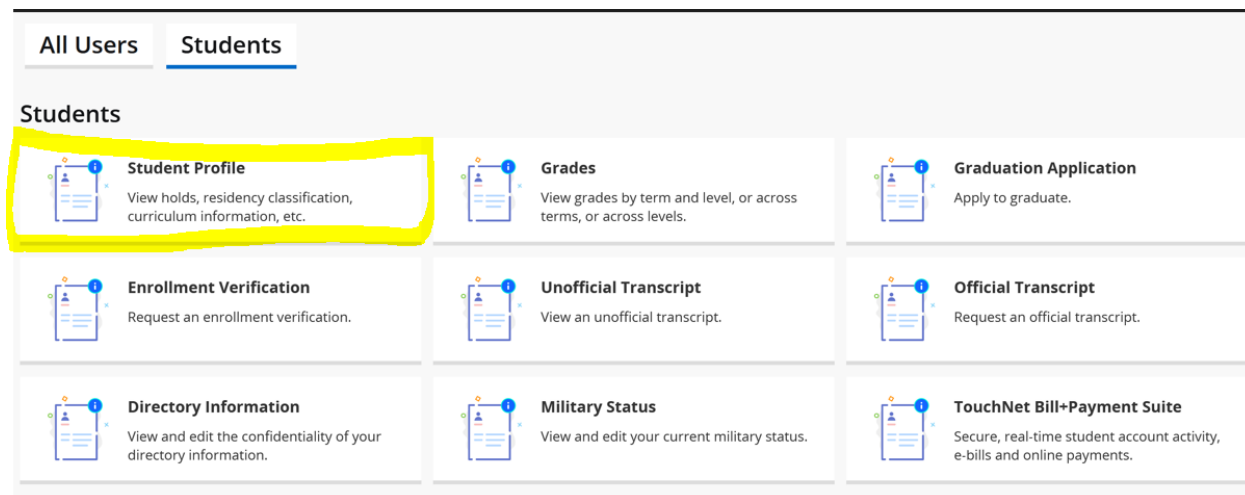
The **ALL USERS** Dashboard is where you will find your personal menu tabs (Personal Information, Legal Name etc., and Preferred Name).

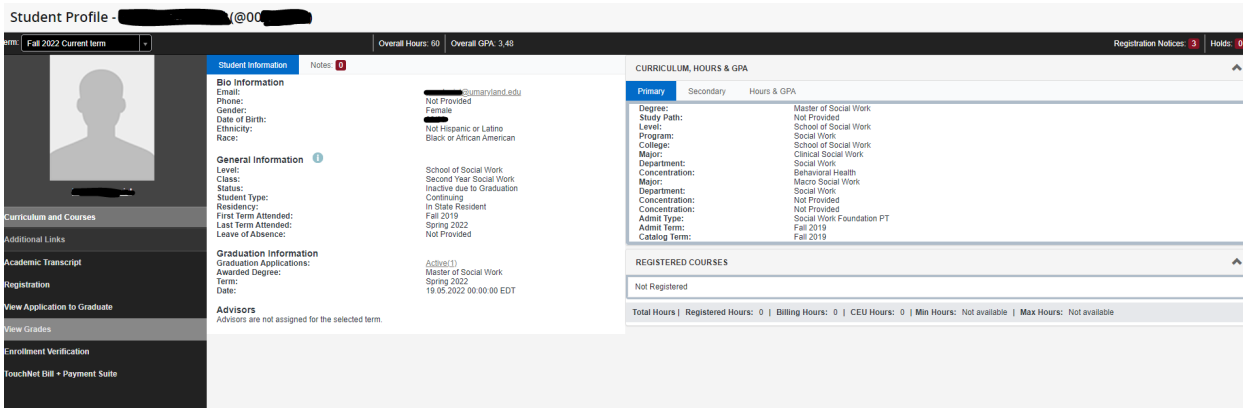


1. **Personal Information** – View and update biographical, demographic and contact information.
2. **Legal Name, SSN, DOB** – Request to change personal information.
3. **Preferred Name** – Request to add or change preferred name.

STUDENT PROFILE

This screen will provide you a complete view of your student record. You can view holds if you have any holds on your account, advisor information, program of study and class schedule.

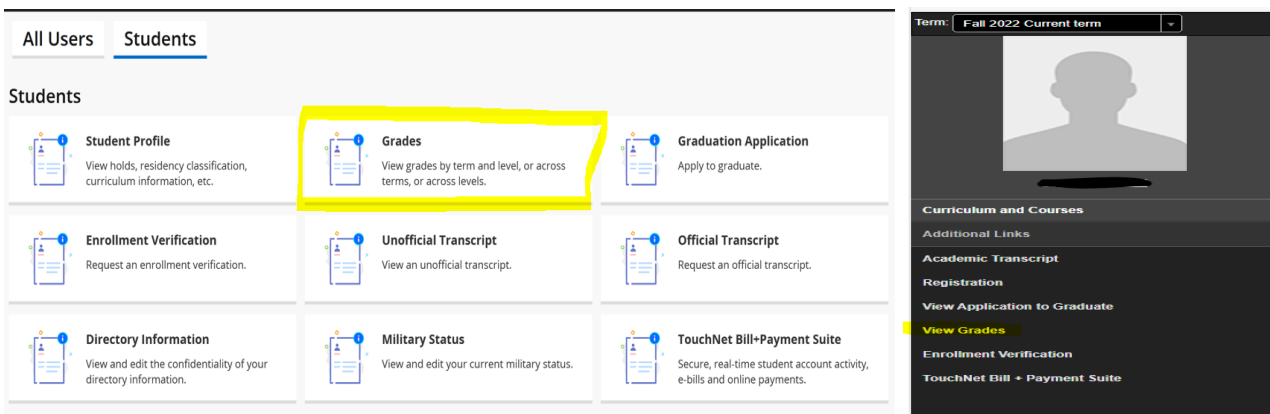




1. **Curriculum and Courses**- Displays curriculum information for the student’s primary degree, and any hours earned towards the degrees. Registered courses for the selected term are shown below the curriculum, hours, and GPA.
2. **Student Information**- Displays general information about student and their academic criteria.
3. **Registration Notices**- Displays term selected Academic Standing, Student Status and Enrollment Status.
4. **Holds**- Displays any holds associated with the student for the selected term.
5. **Additional Links** allows the user to View Grades, View and Print an Unofficial Transcript, request Enrollment Verification, Apply and View Application to Graduate and access TouchNet.

VIEW GRADES

Grades can be viewed from the Student Landing page or from the Student Profile.



Select a single term or choose “All Terms” to view all grades.

View Grades

Student Grades - [User Icon]

Select a Term

- All Terms
- Spring 2022
- Fall 2021
- Summer 2021

View Grades

Student Grades - [Redacted] (@00[Redacted])

All Terms School of Social Work

GPA Summary		View Details	
-	3.48	-	3.48
All Terms	Institutional	Transfer	Overall

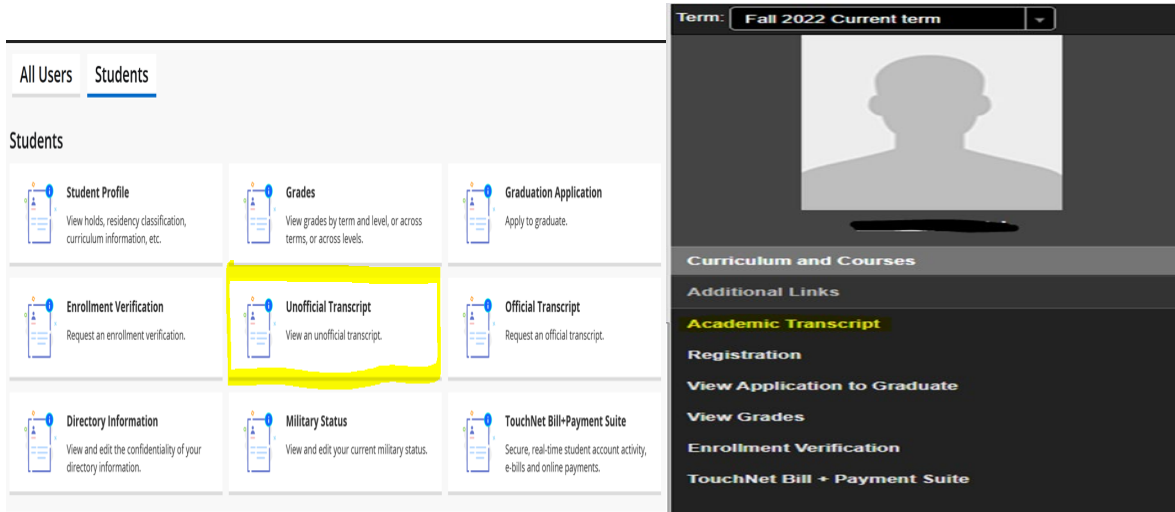
Course Work

Search by Course Title or Subject Code (ALT+Y)

Subject	Course Title	Campus	Midterm Grade	Final Grade	Attempted Hours	Earned Hours	GPA Hours	Quality Points	CRN	Term
SWCL 703, OA2	FAMILY THERAPY	M		C-	3,000	3,000	3,000	5,01	21009	Spring 2022
SWCL 795, 01	CLINICAL ADV FIELD PRACTICUM	M		P	6,000	6,000	0,000	0,00	21049	Spring 2022
SWOA 704, OS1	COMMUNITY ORGANIZATION	M		B	3,000	3,000	3,000	9,00	24541	Spring 2022
SWCL 704, OA1	INTEGRATED BEHAVIORAL PRACTICE	M		A	3,000	3,000	3,000	12,00	27916	Spring 2022
SWCL 700, SY3	ADV CLINICAL INTERVENTIONS	M		A	3,000	3,000	3,000	12,00	91162	Fall 2021
SWOA 703, IP1	PROGRAM DEVELOPMENT	M		A	3,000	3,000	3,000	12,00	91225	Fall 2021
SWCL 794, EXT	CLINICAL ADV FIELD PRACTICUM	M		P	6,000	6,000	0,000	0,00	97973	Fall 2021
SOWK 783, AY1	QUALITATIVE CROSSCULTURAL RSCH	M		B	3,000	3,000	3,000	9,00	62111	Summer 2021
SOWK 836, 01	FOUND FLD PRACTICUM&SEMINAR II	M		P	3,000	3,000	0,000	0,00	20591	Spring 2021
SWCL 744, SY2	PSYCHOPATHOLOGY	M		B+	3,000	3,000	3,000	9,99	21039	Spring 2021
SOWK 832, SY2	SW PRACTICE W/GROUPS & FAM	M		A	3,000	3,000	3,000	12,00	27304	Spring 2021
SOWK 835, 01	FOUND FLD PRACTICUM&SEMINAR I	M			3,000	3,000	0,000	0,00	90194	Fall 2020
SOWK 830, SYS	SW PRACTICE W/INDIVIDUALS	M			3,000	3,000	3,000	12,00	96167	Fall 2020
	SW PRACTICE W/COMM									

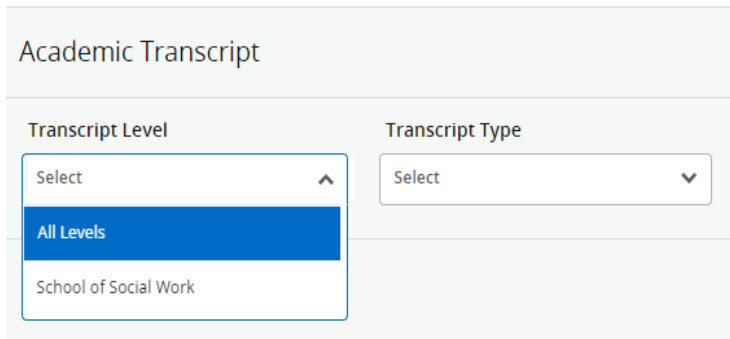
ACADEMIC TRANSCRIPT (UNOFFICIAL)

The unofficial Academic Transcript can be viewed from the Student Landing page or from the Student Profile.

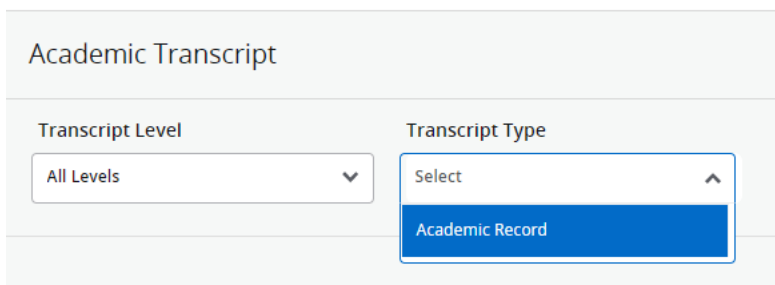


Select the **Transcript Level** and **Transcript Type** from the drop-down menus. The Transcript Level will be All Levels, or you can select the school, and the default Transcript Type is Academic Record. The transcript will display all work from your current institution as well as specific transfer work.

[Student](#) • [Academic Transcript](#)



[Student](#) • [Academic Transcript](#)



A screen showing all course work and grades appears.

Term : Spring 2022

Subject	Course	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
SWCL	703	SW	FAMILY THERAPY	C-	3,000	5,01		
SWCL	704	SW	INTEGRATED BEHAVIORAL PRACTICE	A	3,000	12,00		
SWCL	795	SW	CLINICAL ADV FIELD PRACTICUM	P	6,000	0,00		
SWOA	704	SW	COMMUNITY ORGANIZATION	B	3,000	9,00		

Term Totals (School of Social Work)	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Current Term	15,000	15,000	15,000	9,000	26,01	2,89
Cumulative	60,000	60,000	60,000	42,000	146,01	3,48

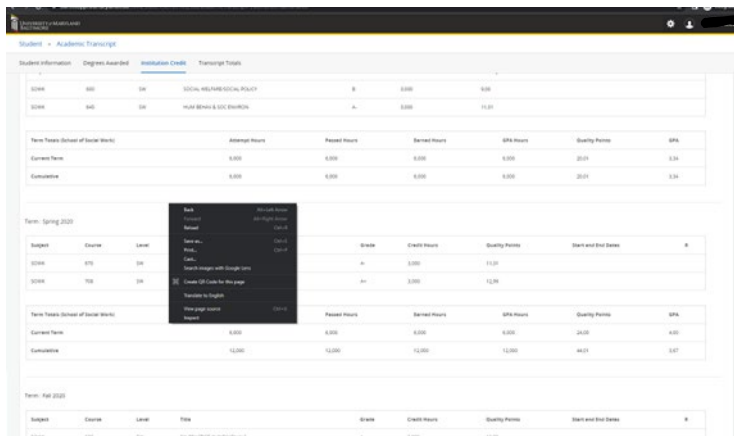
Transcript Totals

Transcript Totals - (School of Social Work)	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution	60,000	60,000	60,000	42,000	146,01	3,48
Total Transfer	0,000	0,000	0,000	0,000	0,00	0,00
Overall	60,000	60,000	60,000	42,000	146,01	3,48

If you have Transfer work, it appears first, and then current institutional work is displayed next. Transcript Totals and GPA's are listed toward the bottom of the transcript along with any In-progress work. In-progress refers to the course's students are enrolled in for the semester, but grades have not yet been assigned.

PRINTING AN UNOFFICIAL ACADEMIC TRANSCRIPT










From the Unofficial Academic Transcript display, right click on the page and choose Print. Save as a PDF or send to a printer.



REQUESTING AN OFFICIAL ACADEMIC TRANSCRIPT

All Users **Students**

Students

 Student Profile View holds, residency classification, curriculum information, etc.	 Grades View grades by term and level, or across terms, or across levels.	 Graduation Application Apply to graduate.
 Enrollment Verification Request an enrollment verification.	 Unofficial Transcript View an unofficial transcript.	 Official Transcript Request an official transcript.
 Directory Information View and edit the confidentiality of your directory information.	 Military Status View and edit your current military status.	 TouchNet Bill+Payment Suite Secure, real-time student account activity, e-bills and online payments.

You will be redirected to Office of the Registrar website to Request an Official Transcript.

Request an Official Transcript

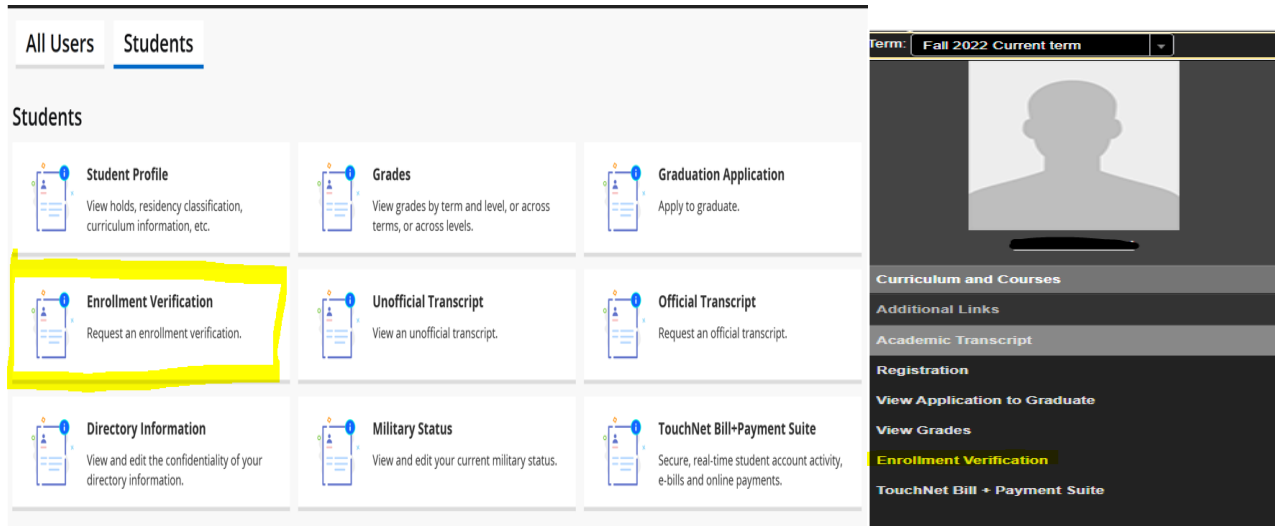
The University of Maryland has partnered with [Parchment](#) for convenient electronic PDF transcript ordering and delivery.

Online electronic PDF transcript ordering offers many benefits including:

- Convenient 24/7 access
- Secure transactions
- Fast electronic transcript delivery worldwide
- Automatic order updates via email
- Online order tracking
- Ability to order multiple electronic transcripts for multiple recipients in one order
- Ability to upload documents that must accompany your official transcript
- Fee: No Charge

REQUEST ENROLLMENT VERIFICATION

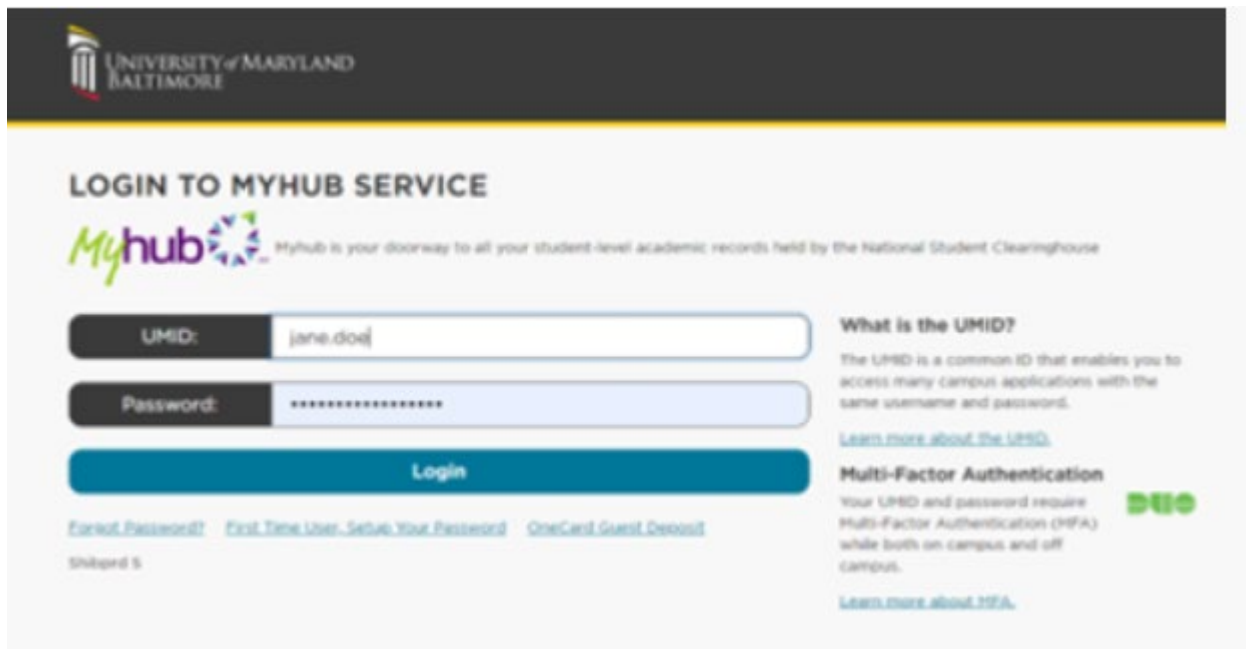
The request for an **Enrollment Verification** can be viewed from the Student Landing page or from the Student Profile



The screenshot shows the 'Students' section of a web application. The 'Enrollment Verification' tile is highlighted with a yellow border. To the right, a sidebar menu is visible with 'Enrollment Verification' also highlighted in yellow.

All Users	Students
Students	
<p>Student Profile View holds, residency classification, curriculum information, etc.</p>	<p>Grades View grades by term and level, or across terms, or across levels.</p>
<p>Enrollment Verification Request an enrollment verification.</p>	<p>Official Transcript Request an official transcript.</p>
<p>Directory Information View and edit the confidentiality of your directory information.</p>	<p>TouchNet Bill+Payment Suite Secure, real-time student account activity, e-bills and online payments.</p>

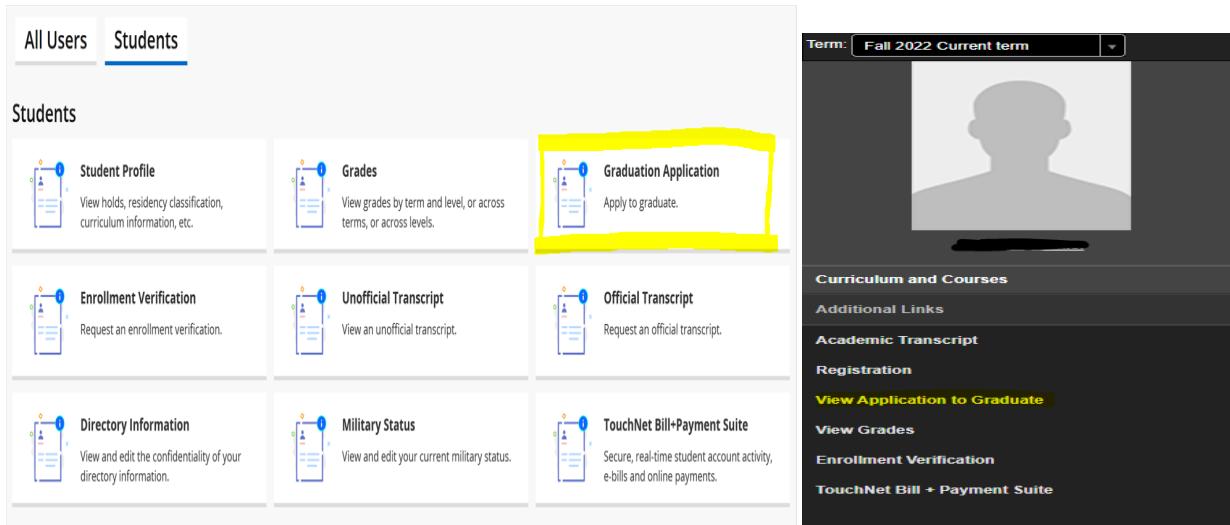
This allows you to send verification of your enrollment to an employer, lending institution, insurance agent, etc. **You will be redirected to MYHUB for an instant verification.**



The screenshot shows the 'LOGIN TO MYHUB SERVICE' page. It includes a login form with fields for 'UMID' (containing 'jane.doe') and 'Password', and a 'Login' button. There are also links for 'Forgot Password?', 'First Time User, Setup Your Password', and 'OneCard Guest Deposit'. On the right, there is a 'What is the UMID?' section and a 'Multi-Factor Authentication' section with a 'DUO' logo.

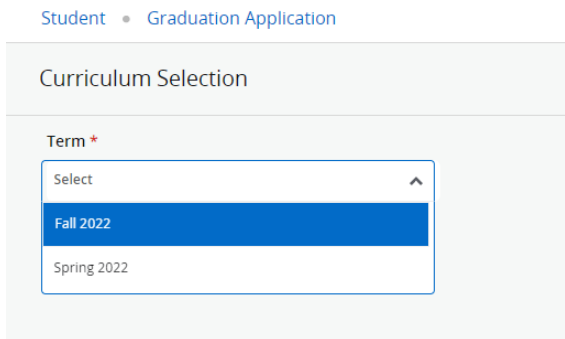
GRADUATION APPLICATION

The **Graduation Application** can be viewed from the Student Landing page or from the Student Profile



The screenshot shows the 'Students' section of a web application. A grid of nine service tiles is displayed. The 'Graduation Application' tile, which says 'Apply to graduate.', is highlighted with a yellow border. To the right, a sidebar menu is visible with a dropdown for 'Term: Fall 2022 Current term'. The sidebar includes sections for 'Curriculum and Courses', 'Additional Links', 'Academic Transcript', 'Registration', and 'View Application to Graduate' (highlighted in yellow), along with other options like 'View Grades', 'Enrollment Verification', and 'TouchNet Bill + Payment Suite'.

This will allow you to submit an application for graduation. Select term.



The screenshot shows a 'Curriculum Selection' form. At the top, there is a breadcrumb trail: 'Student • Graduation Application'. Below the title, there is a 'Term *' label and a dropdown menu. The dropdown menu is open, showing three options: 'Select', 'Fall 2022' (which is highlighted in blue), and 'Spring 2022'.

Select the program for graduation and click continue.

[Student](#) • [Graduation Application](#)

Curriculum Selection

Term *

Fall 2022

 Program for Graduation:

Bachelor of Science in Nursing

Level

School of Nursing

Program

BS in Nursing, Traditional

Major

Nursing

[Continue](#)

Select the Graduation Date and click continue

[Student](#) • [Graduation Application](#)

Graduation Date Selection

Program for Graduation:

Bachelor of Science in Nursing

Graduation Ceremony Attendance

Graduation Date *

Select

Date: 12/22/2022 Term: Fall 2022

[Back](#)[Continue](#)

Select a Name for your Diploma and click continue. Select the Address and click continue.

Review Graduation Application Summary, if changes are required you the back button to edit your request. Once the application has been reviewed click submit request.

Student • Graduation Application

Graduation Application Summary

Graduation Date			
Date 12/22/2022	Term Fall 2022		
Diploma Name			
First Name [REDACTED]	Last Name [REDACTED]		
Diploma Mailing Address			
Street [REDACTED] Windsor Mill	City Windsor Mill	State or Province Maryland	Zip or Postal Code 21244
Curriculum			
Program for Graduation: Bachelor of Science in Nursing			
Level School of Nursing	Program BS in Nursing, Traditional	Major Nursing	

[Back](#) [Submit Request](#)

Student • Graduation Application

Acknowledgement

Your graduation application has been submitted.


@00 [REDACTED]

DIRECTORY INFORMATION


You can view and edit the confidentiality of your directory information.

All Users
Students


Students




Student Profile
View holds, residency classification, curriculum information, etc.




Grades
View grades by term and level, or across terms, or across levels.




Graduation Application
Apply to graduate.




Enrollment Verification
Request an enrollment verification.




Unofficial Transcript
View an unofficial transcript.




Official Transcript
Request an official transcript.



Directory Information
View and edit the confidentiality of your directory information.



Military Status
View and edit your current military status.



TouchNet Bill+Payment Suite
Secure, real-time student account activity, e-bills and online payments.

[UMB POLICY ON CONFIDENTIALITY AND DISCLOSURE OF STUDENT RECORDS](#)

The following categories of information have been designated directory information. This information may be disclosed even in the absence of consent unless you elect non-disclosure as provided below. Unchecking a category constitutes "opting out" of that category. This opt out will remain in effect unless you remove the opt out.

Note: If we cannot release your name, we cannot release any of the following categories of information.

Directory Information

[UMB POLICY ON CONFIDENTIALITY AND DISCLOSURE OF STUDENT RECORDS](#)

The following categories of information have been designated directory information. This information may be disclosed even in the absence of consent unless you elect non-disclosure as provided below. Unchecking a category constitutes "opting out" of that category. This opt out will remain in effect unless you remove the opt out.

Note: If we cannot release your name, we cannot release any of the following categories of information.

- Name
- Address
- UMB Email Address
- Telephone Listing
- Date and Place of Birth
- Photograph
- Major Field of Study
- Dates of Attendances
- Degrees and Awards Received
- Most Recent Previous Educational Institution Attended

Office of the Registrar 10/14/2022 1:17:58 PM










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MILITARY STATUS

You can view and edit your military status.

All Users **Students**

Students

 Student Profile View holds, residency classification, curriculum information, etc.	 Grades View grades by term and level, or across terms, or across levels.	 Graduation Application Apply to graduate.
 Enrollment Verification Request an enrollment verification.	 Unofficial Transcript View an unofficial transcript.	 Official Transcript Request an official transcript.
 Directory Information View and edit the confidentiality of your directory information.	 Military Status View and edit your current military status.	 TouchNet Bill+Payment Suite Secure, real-time student account activity, e-bills and online payments.

Military Status

Select your current military status

Save

Cancel









REGISTER FOR CLASSES

Register for Classes can be viewed from the Student Landing page or from the Student Profile. Search and Register for classes. You can also view and manage your schedule.


Welcome to SURFS!

All Users | **Students** | Financial Aid

Students


 <p>Student Profile View holds, residency classification, curriculum information, etc.</p>	 <p>Grades View grades by term and level, or across terms, or across levels.</p>	 <p>Graduation Application Apply to graduate.</p>	 <p>Enrollment Verification Request an enrollment verification.</p>
 <p>TouchNet Bill+Payment Suite Secure, real-time student account activity, e-bills and online payments.</p>	 <p>Academic Transcript View unofficial transcript or request official transcript.</p>	 <p>Directory Information View and edit the confidentiality of your directory information.</p>	 <p>Military Status View and edit your current military status.</p>

Registration



Register for Classes
Search and register for your classes. You can also view and manage your schedule.

Term: **Fall 2022 Current term**



CONFIDENTIAL

Curriculum and Courses

Additional Links

Academic Transcript

Registration

- View Application to Graduate
- View Grades
- Enrollment Verification
- TouchNet Bill + Payment Suite

You will be redirected to the old SURFS. Login using your UMID and password. Select Term and Register, Add/Drop Classes. (**REGISTRATION IS THE ONLY SECTION REMAINING IN THE OLD SURFS**).



Student Course Registration Login

Students, who need to access SURFS for all other tasks, [click here](#).
 Faculty/advisors [click here](#) for your self-service needs (e.g., grade entry).

To access student course registration, please login using your UMID and password.
 If you experience difficulty accessing registration, contact the IT Help Desk at help@umaryland.edu. When composing your message, please include your student ID, full name, screen shots and a brief description of the problem.

UMID

Password

[Click Here for Help with Login?](#)

PLEASE UPDATE ANY SAVED SURFS LINKS AND BOOKMARK THE NEW SURFS PAGE.

<https://www.umaryland.edu/surfs/>