

STUDENT SELF SERVICE NAVIGATION AND PAYMENT STATUS

OFFICE OF THE REGISTRAR
STUDENT LEVEL USER

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REVISION HISTORY

Version	Date	Name	Description
1.0	03/02/2021	Office of the Registrar	Created
1.0	10/02/2021	Office of the Registrar	Released

INTRODUCTION AND PURPOSE

This process is for all students to navigate through self-service.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. University Academic and Student Regulations (UASR)

USERS

1. Student

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTRES

1. Office of the Registrar
2. College of Agriculture, Fisheries and Forestry (CAFF)
3. College of Business, Hospitality and Tourism Studies (CBHTS)
4. College of Engineering, Science and Technology (CEST)
5. College of Humanities and Education (CHE)
6. College of Medicine, Nursing and Health Sciences (CMNHS)
7. National Training and Productivity Centre (NTPC)

PROCEDURES

STEPS

1. Self Service Log in

1.1 Access Banner Student Self Service

<https://self-service.fnu.ac.fj/StudentSelfService/>

1.2 Enter student **User Name** and **Password** to sign in.

The image shows a 'SIGN IN' form. At the top is a blue header with the text 'SIGN IN' in white. Below the header are two input fields: 'User Name' and 'Password'. Underneath the 'Password' field is a checkbox labeled 'Remember me on this computer'. At the bottom of the form is a black button with the text 'SIGN IN' in white.

1.3 Navigate to registration via the **menu** icon.

The screenshot shows the 'Student Services' page. At the top is a dark blue header with the FNU logo and 'FIJI NATIONAL UNIVERSITY' text. Below the header is a light blue section titled 'Student Services'. It features a user profile icon and a greeting: 'Hello Mr. Vincent Yip, This is the entry page for Banner Student. From here, you can navigate to the following pages using the Banner menu on the header(Alt+M) depending on your role at the institution:'. A list of services is provided: Attendance Tracking, Student Profile, Class List, Advising Student Profile, Account Summary 9x, Account Detail For Term 9x, Tax Notification (1098-T) 9x, Account Information 9x, Statement and Payment History 9x, and Payment and Deposit Processing 9x. At the bottom, it says 'If you have any questions, please email the Registrar.'

2. Student Profile

2.1 Click **Banner Menu** → **Banner** → **Student** → **Student Profile**

The screenshot shows the Banner menu navigation path. The top header includes the FNU logo, 'FIJI NATIONAL UNIVERSITY', a settings gear icon, and the user name 'Mrs. Jyotishna Minal Devi'. The menu is expanded, showing the following items: Banner, Personal Information, Student, Faculty and Advisors, and Employee. The 'Student' item is highlighted with a red box. A sub-menu is visible for 'Student', containing: Registration, Student Records, Student Account, Student Profile (highlighted with a red box), Graduation Ceremony, and Student Attendance.

Student Profile page will appear.

2.2 Curriculum and Courses

2.2.1 Page header summary information such as Term, standing, overall hours, overall GPA, Registration Notices and Holds as well as Student Information such as Bio Information, General Information, Graduation Information and Advisors Information can be viewed.

Student Profile - Mrs. Jyotishna Minal Devi (A00044951)

Term: 2020 ShortCourse | Standing: Good Standing, as of 2020 ShortCourse | Overall Hours: 54 | Overall GPA: 3.30 | Registration Notices: 4 | Holds: 0

Bio Information
 Email: jyotishna.devi@fnu.ac.fj
 Phone: Not Provided
 Gender: Female
 Date of Birth: 04/12
 Ethnicity: Not Provided
 Race: Not Provided
 Citizen: Yes
 Citizenship: Citizen
 Emergency Contact: Not Provided
 Emergency Phone: Not Provided

General Information
 Level: Undergraduate
 Class: First Year
 Status: Active
 Student Type: New to Programme Student
 Residency: Local
 Campus: Not Provided
 First Term Attended: 2020 Trimester1
 Matriculated Term: Not Provided
 Last Term Attended: 2020 ShortCourse
 Leave of Absence: Not Provided

Graduation Information
 Graduation Applications: [Active\(2\)](#)

Advisors
 Advisors are not assigned for the selected term.

CURRICULUM, HOURS & GPA

Course Title	Details	CRN	Hours	Registration Status	Instructor
Planning & Estimation of Electri...	ELE 0017 0	10102	0	**Registered**	Mrs. Merelita Tinarao...
Professional Porters & Concier...	FCR 0007 0	10463	2	**Registered**	Mrs. Jiokepeci Ratwal...
Prepare for Solid Plastering	CAR 0019 0	10478	0	**Registered**	Mr. Pramesh Chand
Relationship Building Essentials	EMG 0007 0	10741	0	**Registered**	Mr. Reginald Rohit C ...
Trade Calculation Fundamentals	ALV 0006 0	10742	6	**Registered**	Mrs. Merelita Tinarao...
Electrical Wireman? Module II	ELE 0008 0	10743	0	**Registered**	Ms. Salanieta Bevu T...
Welder Class II	WEL 0002 0	10746	0	**Registered**	Ms. Salanieta Bevu T...
Microsoft Office Word 2019 - A...	INT 0049 0	10750	0	**Registered**	Not assigned
Stress Management in the work...	EMG 0020 0	10754	0	**Web Registered**	Mrs. Jyotishna Minal ...
Creative Sales Negotiation Skills	EMG 0013 0	10801	5	**Registered**	Mrs. Merelita Tinarao...

Total Hours | Registered Hours: 13 | Billing Hours: 32 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 999,999,999

2.2.2 Click **Registration Notices** to view the notices.

Registration Notices: 4 | Holds: 0

- Overall Academic Standing**
 Good Standing
 Permits Registration
- Student Status**
 Active
 Permits Registration
- Enrollment Status**
 Permits Registration
- Time Tickets**
 Not Provided - Student may register at any time.

2.2.3 Curriculum, Hours & GPA.

➔ Click **Primary/Secondary** to view curriculum details

CURRICULUM & GPA	
Primary	Secondary
Degree: Bachelor of Science Level: Undergraduate Program: Bach Science(Bio&Chem) College: Engineering, Sci & Technology Major: Biology Department: Biology Major: Chemistry Department: Chemistry Admit Term: 2020 Quarter1	
Degree: Doctor of Philosophy Level: Postgraduate Program: PhD Biology College: Engineering, Sci & Technology Major: Biology Department: Biology Admit Term: 202065 Higher Degree Research	
Degree: Non Degree Level: Short Course Program: AutoCAD College: National, Training & Productiv Major: AutoCAD Department: Automotive and Mechanical Admit Term: 2020 ShortCourse	

➔ Click **Hours & GPA** to view earned hours and GPA.

Primary	Secondary	Hours & GPA	
Level	Type	Earned Hours	GPA
Short Course	Institution	6	0.00
Short Course	Overall	6	0.00
Undergraduate	Institution	24	3.30
Undergraduate	Transfer	30	0.00
Undergraduate	Overall	54	3.30

➔ Registered Courses such as Course Title, details (Subject, course number and cross section), CRN, hours, registration status and instructor name.

2.3 Prior Education and Testing

Displays prior education details, post-secondary education and testing records.

PRIOR EDUCATION			
Secondary Education			
School Name	Graduation Date	Location	GPA
Xavier College	12/31/2001	Unknown, OTH, Unkn...	
Post Secondary Education			
No data available.			
TESTING			Records 0
There are no Test Scores for this student.			

2.4 Degree Evaluation

Displays curriculum information.

Personal Information | Student | Faculty Services | Employee | Student Awards and Financial Aid Find a page...

Degree Evaluation Record

A00044951 Jyotishna M. Devi
Sep 02, 2020 11.14 am

Home > Student > Student Records > Degree Evaluation Record

Select a program to view the most recent evaluation results. If a program has no link you will need to generate a new evaluation before you can view the results.

Curriculum Information

Curriculum

Program: PHD Agri, Fisheries & Forestry
Catalog Term: Higher Degree Research One
Level: Postgraduate
Campus: Koronivia Campus
College: Agriculture, Fish & Forestry
Degree: Doctor of Philosophy

First Major: Research

Previous Evaluations ■ Generate New Evaluation ■ What-if Analysis ■ View Holds

2.5 Student Schedule

Students can view the course schedule for the registered term.

Student • Registration • View Registration Information

View Registration Information

Look up a Schedule | Active Registrations

Class Schedule

Term: 2020 Trimester1

Title	Details	CRN	Schedule Type	Level	Date	Status	Message
Environment and Environmental Hygiene	VPE 703, L	10040	Theory/ Lecture	Undergraduate	01/07/2020	Registered	**Registered**01/07/2020
Finance and Accounting for Non-Accountants	FIN 809, 0	10022	Theory/ Lecture	Postgraduate	15/06/2020	Registered	**Web Registered**15/...

Total Hours | Registered: 26 | Billing: 26 | CEU: 0 | Min: 5 | Max: 45

Records: 2

Class Schedule for 2020 Trimester1

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am						Finance and Accounting for Non-Accountants	
10am							

2.6 View Grade

Banner Menu → Student → Student Records → View Grades → Select a Term → Select a Course Level → Click Components to view grades

View Grades

2020 ShortCourse ▾ Short Course ▾

GPA Summary [View Details](#)

Selected Term	Institutional	Transfer	Overall
-	-	-	-

Primary Curriculum [View Details](#)

Level : Undergraduate
 College : Medicine,Nurs & Health Science
 Degree : Bach Nursing
 Program : Bach Nursing

Secondary Curriculum [View Details](#)

Level : Short Course
 College : National, Training & Productiv
 Degree : Non Degree
 Program : Electrical Engineering

Course Work Search by Course Title or Subject Code 🔍

Subject	Course Title	Final Grade	Earned Hours	GPA Hours	Quality Points	CRN	Action
AES 0004, 0	Charging System					10053	
ELE 0017, 0	Pling and Est of Elect Instll					10102	Components

3. Payment Status of Students

3.1 Click Banner Menu → Banner → Student → Student Account → Account Summary

- ☰
- < Student
- Registration >
- Student Records >
- Student Account >**
 - < Student Account
 - Student Profile
 - FNU Fee Structure
 - Account Summary**
 - Student Attendance
 - Account Detail for Term
 - Library Resources
 - Account Information
 - Moodle

The total amount will be shown.

Account Summary Print Holds Pay Now

View By Overview ▾

Review summarized charges and payments to your account. Anticipated third party contract payments, financial aid payments, and memo items are NOT incl...

Current Amount Due as of 02/05/2021 [?] FJD 6,383.00

Account Balance [?] FJD 6,383.76

Show/Hide Column ▾

Detail Code	Description	Charge	Payment	Balance
FE02	Enrolment Fees	FJD180.00		FJD121.70
FE03	Equipment/Clinical/Transpt Fee	FJD344.00		FJD344.00
FE05	FNU Student Association Fees	FJD91.70		FJD75.00

3.2 Click Banner Menu → Banner → Student → Student Account → Account Detail for Term → Select Term

Account Detail for Term Print Holds Pay Now

2020 Trimester2 ▾

Review detail transactions on your account, including current and future balance totals for the selected term and other terms...

2020 Trimester2 ^

Show/Hide Column ▾

Detail Code	Item Date	Description	Charge	Payment
T353	05/28/2020	TUI- OHS	FJD103.05	
Total			FJD103.05	FJD0.00

Net Term Balance FJD 103.05

Net Balance for Other Terms FJD 6,280.71

Account Balance [?] FJD 6,383.76

All transactions for a particular term will be shown.

Appendix – Banner Student Self Service Navigation Flowchart

