

Accessing Banner Through the Student Portal

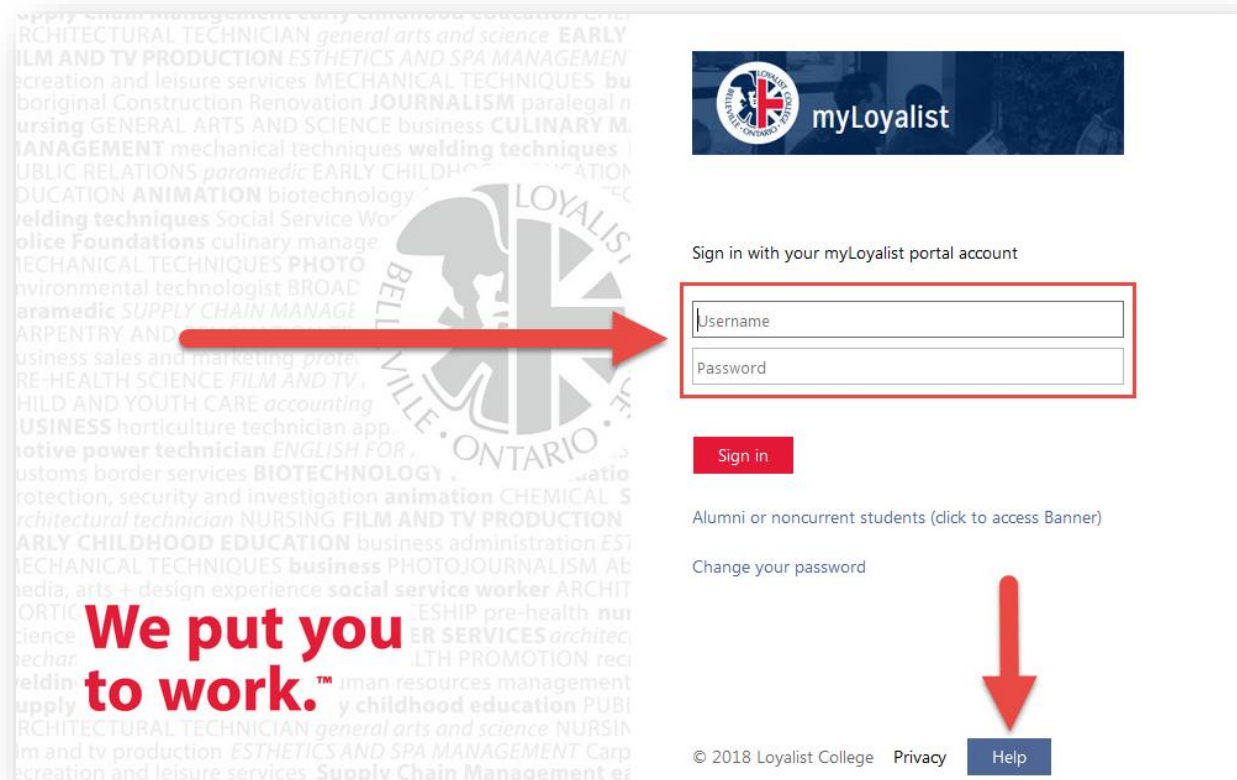
The student Banner profile allows students to review registration history, student records, and the payments they have made over the course of their studies.

How to Access Banner

You can access Banner through the Student Portal at www.myloyalist.com. Your username and password will be as follows:

- **Username:** first name and last name
- **Password:** Your birthdate in the format YYMMDD

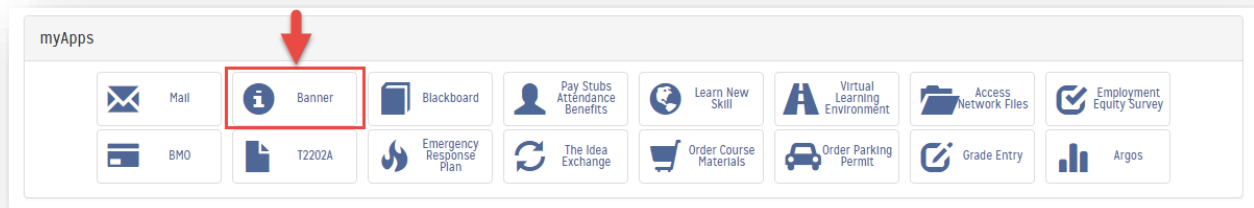
Example: John Cole with birthdate of Oct. 20, 1985. Username is johncole, password is 851020.



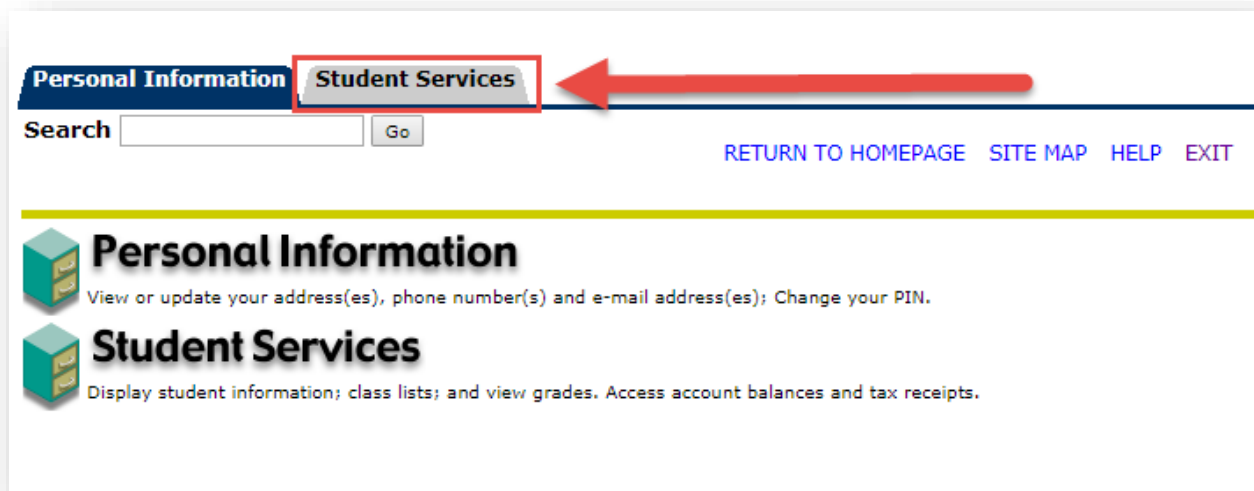
Having trouble logging in?

Click the "Help" link on the bottom right corner of www.myloyalist.com login page.

Once logged into MyLoyalist, select the Banner icon from your "MyApps" section. This icon looks like a lowercase "i".



From within Banner, select the "Student Services" tab.



Your Banner Options

Select your option depending on what type of information you require:

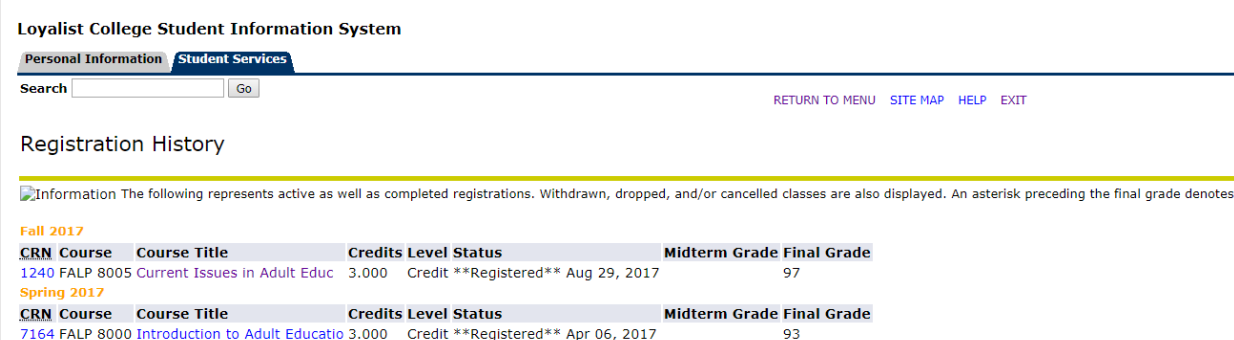
- **Registration:** Provides information about your current courses and the courses you have registered for in the past.
- **Student Records:** Provides information about your grades and will allow you to access an unofficial transcript. You can also request an official transcript from here.
- **Accounts Receivable:** Provides information about charges you have incurred and the payments you have made.

Registration Options

There are several options within the Registration tab.

Registration History

Use this option to identify which courses you have registered for in the past. Once selected you will be able to view a list of past courses separated by term. Click on the course name to view basic information.



Loyalist College Student Information System

Personal Information | **Student Services**

Search Go RETURN TO MENU SITE MAP HELP EXIT

Registration History

Information The following represents active as well as completed registrations. Withdrawn, dropped, and/or cancelled classes are also displayed. An asterisk preceding the final grade denotes...

Fall 2017						
CRN	Course	Course Title	Credits	Level	Status	Midterm Grade Final Grade
1240	FALP 8005	Current Issues in Adult Educ	3.000	Credit	**Registered**	Aug 29, 2017 97
Spring 2017						
CRN	Course	Course Title	Credits	Level	Status	Midterm Grade Final Grade
7164	FALP 8000	Introduction to Adult Educatio	3.000	Credit	**Registered**	Apr 06, 2017 93

This screen will provide information about the dates the course ran, the credits it was worth, and the instructor for the course.

Loyalist College Student Information System

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Class Schedule Listing

Sections Found
[Current Issues in Adult Education - 1240 - FALP 8005 - A](#)

Associated Term: Fall 2017
Registration Dates: No dates available
Levels: Credit
Attributes: FALP

Main Campus
 Ontario Learn Schedule Type
 3.000 Credits
[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	TBA			Distance OL Sep 12, 2017 - Dec 19, 2017	Ontario Learn	Brenda Ann Koritko (R)

[Return to Previous](#)

RELEASE: 8.5.1

© 2018 Ellucian Company L.P. and its affiliates.

Clicking on the course title on this second screen will allow you to review the fees associated with this course and current availability.

Current Issues in Adult Education - 1240 - FALP 8005 - A

Associated Term: Fall 2017
Levels: Credit

Main Campus
 Ontario Learn Schedule Type
 3.000 Credits
[View Catalog Entry](#)

Registration Availability

	Capacity	Actual	Remaining
Seats	100	6	94
Waitlist Seats	0	0	0

Base fees (other charges may apply)


Level	Description	Amount
	Lab Fees Funded - OL Host Fee	44.00
	Lab Fees Funded - OL (T2202A)	54.00

Student Records Options

There are several options within the Student Records tab.

All Grades – View Unofficial Transcript

Use this option to obtain an unofficial record of your level of achievement in all courses you have registered for. Use the drop-down menus to select the types of courses you are looking for, and then click “Submit.”

 Select the transcript level and transcript type, then click Display Transcript.

Transcript Level:

Transcript Type:

Accounts Receivable Options

There are three options within the Accounts Receivable tab.

Account Summary by Term

Use this option to review all charges and payments on your Loyalist student account according to each term. These charges will include tuition fees, lab fees, etc. This record will also show your payment amounts and method of payment.

 This is your account summary by term. Anticipated third party contract payments, financial aid, and memos are **NOT** included in the summary.

Summary

Account Balance: \$0.00

Fall 2017

Description	Charge	Payment	Balance
Lab Fees Funded - OL Host Fee	\$44.00		\$0.00
Lab Fees Funded - OL (T2202A)	\$54.00		\$0.00
Tuition - Funded CE	\$20.00		\$0.00
Debit Card Payment		\$118.00	\$0.00
Term Charges:	\$118.00		
Term Credits and Payments:		\$118.00	
Term Balance:			\$0.00